

## MEETING MINUTES

### VILLAGE OF HMEINGFORD BOARD OF TRUSTEES

February 20, 2018

Pledge of Allegiance

Opening prayer by Lori Dannar

Meeting called to order at 7:00 p.m.

Present: Danner, Wacker, Hunter, Annen, and Novotny

Public Open Meeting Act poster location was pointed out on the front panel of Chamber Council

Consent Calendar items included the minutes of the January 16, 2018 regular meeting, , claims against the Village of \$51067.88, Claims against the Utilities of \$115166.05, and claims against the Hemingford Community Care Center of \$165791.03. January 2018, Village financial statements. Hemingford Community Care Center Variance and P & L reports for the Month of January 2018 as well as year to date. Acceptance of Resignation by Tim Groshans, Senior Insight to be effective 4/6/2018. Acceptance of Resignation from the Planning Commission by Roger Reed effective 2/2/2018. Appointment of Kyle Huss to the Planning Commission replacing Roger Reed.

Prior to the approval of the consent calendar Kristy Bolek ask the board "if before accepting the resignation of Tim Groshans all options had been considered." Bolek was reassured that options had been considered.

Motion by Dannar, second by Novotny to approve the consent calendar with the correction to the date of January 16 2018 minutes.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Open the One (1) and Six (6) Year Street Improvement Plan Public Hearing at 7:10pm. The board had been given the written plan prior to the hearing for review. Adam Vath of MC Schaff was on hand to answer questions and address any concerns regarding the Street Improvement Plan. Barb Keegan of the Box Butte County Roads Department briefly spoke about the possibility of a county road project on County Road 70 from the north corporate city limits to the Box Butte County boundary. This project would be as she described would be a mill and fill with a top coat. She encouraged the Village to include the portion of road that is inside the village limits on their one (1) and six (6) year plan.

Cross Roads Resources gave information to the board regarding the Problem Gambling Awareness month in the state of Nebraska. The board was asked to proclaim March Problem Gambling Awareness Month.

Motion by Dannar, Second by Wacker approving the Village of Hemingford proclaiming March 2018 as Problem Gambling Awareness Month.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Hemingford Public Library report by Deb Finley, things are running smoothly and the staff at the library are thankful for the considerations and support by the Village Board of Trustee's and the village staff. Deb briefly reviewed the Nebraska Library Survey saying there were no significant changes from the prior years. The library is waiting for good weather to have the ramp to the entrance door completed by village employees and will contact an electrician to install the automatic door opener.

Hemingford Community Care Center report by Kristy Bolek, Kristy stated that the 2567 report to the state (a type of action plan) for correcting deficiencies found during the state survey, has been accepted so now they are working on audits to be able to report their follow through correcting the deficiencies. There is currently one open position at the care center, 32hours per week day time cook. The nursing home has 30 residents and the assisted living wing has 11 residents. Staff is working on outing events for the residents when the weather is better, and are looking for some

volunteer help with outdoor activities this summer such as fishing. The center will be participating in the community wide garage sale in May. Residents had a fun Valentines party, working on new carpet and paint in the offices. New tub is in place and the bath house is painted.

Hemingford Community Care Center has received a quote of \$37311.71 from Stanley Healthcare to replace and upgrade the current call light system. This system will be compatible to the alarms on doors already in place that are less than two (2) years old. The current system is original to the facility. Assisted Living residents would have pendants to wear based on their level of activity as well as a corded call light in their room. The new call lights will go directly to cell phone, and data reports are available to track number of times a room used the call light, those answering the call will be able to enter reasons for the call, time of the call, etc.

Motion by Wacker, Second by Hunter to purchase the call light system as quoted by Stanley Healthcare in the amount of \$37311.71.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Hemingford Utilities Department Report, Kyle was absent from the meeting, no report.

Hemingford Police Department Report- Parking Ordinance #801

**AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, AMENDING THE VILLAGE TRAFFIC CODE, SECTION 72.77L, RELATING TO TRUCK PARKING AND EXPANDING DEFINITIONS AND PERMITTING TIME FRAMES ALLOWING FOR PARKING SAID VEHICLES; AMENDING THE HEMINGFORD VILLAGE CODE OF ORDINANCES AND REPEALING ANY OTHER ORDINANCES OR PROVISIONS IN CONFLICT THEREWITH, DIRECTING THE PUBLICATION OF THIS ORDINANCE AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.**

Motion by Dannar, Second by Novotny to approve the first reading of parking ordinance #801 and move to second reading.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Parking Ordinance #802

**AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, AMENDING THE VILLAGE TRAFFIC CODE, SECTION 72.80L, RELATING TO THE PENALTY AND FINE FOR PARKING VIOLATIONS WITHIN THE TRAFFIC CODE AND SPECIFYING THE PARTICULAR FINES AND ALLOWING FOR IMPOUNDMENT FOR UNPAID VIOLATIONS; AMENDING THE HEMINGFORD VILLAGE CODE OF ORDINANCES AND REPEALING ANY OTHER ORDINANCES OR PROVISIONS IN CONFLICT THEREWITH, DIRECTING THE PUBLICATION OF THIS ORDINANCE AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.**

Motion by Dannar, Second by Hunter to approve the first reading of parking ordinance #802 and move to second reading.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Parking Ordinance #803

**AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, ADDING TITLE VII, CHAPTER 72, SECTION 77.82L, PROVIDING THE TIMES OF YEAR THE PARKING OF TRAILERS, RECREATIONAL VEHICLES, AND OTHER APPURTENANCES IN VILLAGE STREETS IS PERMITTED AND PROVIDING WHERE ALONG THE STREET SAID PARKING IS PROHIBITED; AMENDING THE HEMINGFORD VILLAGE CODE OF ORDINANCES AND REPEALING ANY OTHER ORDINANCES OR PROVISIONS IN CONFLICT THEREWITH, DIRECTING THE PUBLICATION OF**

**THIS ORDINANCE AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT**

Motion by Dannar, Second by Wacker to approve the first reading of parking ordinance #803 and move to second reading.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

**Parking Ordinance #804**

**AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, ADDING TITLE VII, CHAPTER 72, SECTION 77.83L, PROHIBITING THE PARKING OF VEHICLES ACROSS FROM AND WITHIN A T-INTERSECTION; AMENDING THE HEMINGFORD VILLAGE CODE OF ORDINANCES AND REPEALING ANY OTHER ORDINANCES OR PROVISIONS IN CONFLICT THEREWITH, DIRECTING THE PUBLICATION OF THIS ORDINANCE AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.**

Motion by Dannar, Second by Novotny to approve the first reading of parking ordinance #804 and move to second reading.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Hemingford Administrators Report- Nebraska Pays wages study is complete, comparing Village employee's wages with other similar communities, wages are very close in all positions. Nebraska Game and Parks did not select Hemingford to receive grant funds for new playground equipment. Rubber mulch for the playground was pre ordered and will arrive mid to late March. NMPP will be supplying a rate study proposal for water, electric and sewer rates as these should be evaluated every two years. The audit is complete and the copies were given to board members, the auditing firm will be at the March 20, 2018 regular board meeting to review the audit. Information regarding the MFO fund for the Rural Fire Protection was shared stating that funds were requested and will be paid out in May after the Village has received the 2<sup>nd</sup> half payment.

Black Hills Energy due date falls between regular meetings every month and so that the village and care center can avoid late charges and/or disconnection Straub would like to pay these prior to the regular monthly board meetings.

Motion by Dannar, Second by Wacker to allow regular monthly bills that generate late fees or disconnections to be paid prior the regular monthly board meetings and to be accounted for on the claims listings for approval.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Jim Gardner and his firm has offered to do the annual audit for the Village, the benefit to this is that the firm is located in Chadron and has worked with the Village for several years and knows the way small towns and villages financials are managed in the panhandle of Nebraska. The down side is the village would need to find another firm to work with on the monthly and quarterly services that were supplied by the Chadron firm.

Motion by Hunter, Second by Wacker to search for a local firm to assist the village monthly and utilize Gardner, Lutzenhizer and Ryan to work on the annual budget and audit.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Cleaning at the Police Department building bid in the past but was tabled until evidence locker was in place, and the hot water heater is fixed. Directed the Administrator to speak with Susie Cheek to see if she would be interested in cleaning and what the charge would be with a goal date of May 1, 2018 to have evidence secured and a new hot water heater installed.

Amendments and changes to Ordinance #780 Utility Billing Procedures, this ordinance is lengthy and has some very confusing language within it related to the delinquent, and shut off procedures. Utility Billing Clerk Melanie Johnston told the board that we want to be sure that we are consistent across the board with all customers and has worked to make changes to the ordinance to clarify the language.

Motion by Dannar, Second by Hunter directing the Village Attorney to construct the ordinance with the suggested changes.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

New management and/or consulting services for the Community Care Center. With the resignation of Tim Groshans, Chairman Annen would like Hunter, Novotny, and Straub to work with Care Center staff to keep the facility moving forward. Kristy Bolek and her staff were prepared with possible solutions to move to the future, 1.) Work without a consulting firm until the end of the fiscal year (6 months) and evaluate progress and make a determination at that point if a firm is needed. 2.) Work with another consulting firm, but unsure how that scenario would look. 3.) Possibly continue to utilize Senior Insight until the end of the fiscal year as a service contractor, as needed service. So that Kristy and Angie could continue to work on personal professional goals with Tim 4.) With the financial savings possibly hiring an administrative assistant (LPN) to help Kristy and Angie lighten their work load, and allow them the ability be successful in their position. Kristy and the management staff wanted to reassure the board they want to do what is ultimately right for the residents at Hemingford Community Care Center.

Motion by Hunter, Second by Novotny to go into executive session at 9:20pm with the board members, village attorney, and village administrator for the Purpose of protecting public interest to discuss future legal contracts associated with the Hemingford Community Care Center. It was noted at this time the village attorney advised against going into executive session.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion by Wacker , Second by Dannar to return to open session at 9:58pm.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Closed the Public Hearing for the One (1) and Six (6) Year Street Improvement Plan at 10:00pm

Motion by Wacker, Second by Hunter to approve Resolution #2018-01 adopting the One and Six Year Street Improvement Plan with the addition of the mill and fill on north Box Butte Ave from the Rail Road Tracks to the corporate city limits (approximately ½ mile).

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion to adjourn at 10:10pm by Wacker, Second by Novotny

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

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John Annen, Chairman

ATTEST:

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Barb Straub, Village Clerk

	20-Feb-18	<b>VILLAGE</b>	
Bankcard		sup	\$118.47
Bytes Computer		Cont. Service	\$39.97
Carquest		sup	\$254.50

Caselle, Inc	Cont. Service	\$336.33	
County Clerk	Cem. Deeds	\$20.00	
Demco	sup	\$86.56	
Farmers Coop	sup	\$21.91	
Gardner Loutzenhiser & Ryan PC	pro fees	\$462.00	
Hemingford Cooperative Tele Co	phone	\$445.40	
Huss Auto Repair	rep	\$173.20	
Kelly Printing Supplies	sup	\$250.95	
MCT Trucking	cont. Labor	\$680.00	
Michael Todd	sup	\$94.32	
Mobius	internet	\$25.00	
Nationwide	bond ins	\$377.00	
			for
Ne Treasurers office	stale checks	\$115.05	approval
Nebraska Total office	sup	\$39.71	
PADD	education	\$75.00	
Purchase Power	postage	\$91.85	
Rabens Market	sup	\$18.51	
Rods Body Shop	rep	\$1,303.12	
			for
Simmons Olsen Law Firm	pro fees	\$1,814.20	approval
Simmons Olsen Law Firm	pro fees	\$1,815.40	
Sturdevants	sup	\$230.03	
Susie Cheek	cont. Labor	\$83.33	
The Ledger	adv	\$237.56	
Unitech	sup	\$1,416.66	
Viaero	cell phone	\$199.28	
Westco	fuel	\$658.44	

<b>PAYROLL</b>	1/18/2018	\$13,470.30	
<b>PAYROLL</b>	2/1/2018	\$13,308.45	
<b>PAYROLL</b>	2/15/2018	\$12,805.38	
		<u>\$51,067.88</u>	

20-Feb-18 **UTILITIES**

Bankcard	sup	\$311.29	
			for
Black Hills Energy	gas	\$790.91	approval
Box Butte Ag Service, Inc	sup	\$231.30	
BSE/ Kriz Davis	sup	\$306.29	
Bytes Computer	Cont. Service	\$79.98	
Carquest	sup	\$254.50	
Caselle, Inc	Cont. Service	\$672.67	
DHHS	water samples	\$300.00	
Farmers Coop	SUP	\$85.85	
Gardner, Loutzenhiser & Ryan PC	pro fee	\$924.00	
H & H	hauling	\$4,142.73	

Hemingford Cooperative Tel Co	phone	\$305.70	
John Deere Financial	sup	\$14.72	
KCOW	adv	\$60.00	
Kimball Midwest	sup	\$434.88	
			for
Ne Treasures office	stale checks	\$125.40	approval
Nebraska Total Office	sup	\$79.42	
	Pole Attach		
NPPD	agreement	\$148.00	
NPPD	purchase power	\$55,892.73	
			for
NRWA	education	\$261.60	approval
NRWA	dues	\$150.00	
One Call Concepts, Inc	Cont. Service	1.14	
Purchase Power	postage	\$183.70	
R & C Welding	Cont. Service	\$8,922.37	
Rabens Market	sup	\$34.67	
Solutions EAP	Cont. Service	\$36.85	
Sturdevants	sup	\$180.07	
Susie Cheek	cont. Labor	\$166.67	
SWANN	disposal	\$6,056.35	
The Ledger	adv	\$475.10	
Unitech	sup	\$708.34	
USA Bluebook	sup	\$289.40	
Viaero	cell phone	\$68.00	
Westco	fuel	\$359.22	

PAYROLL	1/18/2018	\$10,999.90
<b>PAYROLL</b>	2/1/2018	\$10,706.75
<b>PAYROLL</b>	2/15/2018	\$10,405.55
		<b>\$115,166.05</b>

HCCC Claims	2/20/2018	
Aflac	Benefits	437.32
Allied Insurance	Insurance	\$ 1,746.09
Bank Card Center	Supplies	\$ 1,288.87
Black Hills Energy	GAS	\$ 647.65
Bloedorn Lumber	Supplies	\$ 194.53
Blue Stauta	Software	512.00
Bluffs Sanitary Supply	Supplies	\$ \$256.02
Antioch Machine	Supplies	\$154.08
Buds Pest Control	Service Contract	\$ 44.00
Compufact	Recruitment	33.00
Nebraska Fire and Safety	Service Contract	417.30
Dave Randolph	Consultant	\$ 300.00
Dave's Pharmacy	Resident Supplies	86.71
Direct Supply	supplies	\$ \$618.21
Dish Network	Cable	\$262.57
Dr. Mark Chu	Consultant	\$750.00

Ecolab	supplies	\$	424.29
Harris Sales	Food	\$	354.93
HCIS	Dues and Subs	\$	\$80.00
Hemingford Telephone	Telephone	\$	713.60
Hemingford Utilities	Utilities	\$	3,179.27
Jim Butcher Tree Service	Contact labor	\$	1,700.00
Ideal Linen	Service Contract		179.85
Huss Auto	Service Repair	\$	\$339.15
Karen Johnson	Consultant	\$	500.00
McKesson	Resident Supplies	\$	2,811.40
Nebraska Total Office	Supplies	\$	241.85
Northwest Respiratory	Resident Supplies		677.36
Pitney Bowes	Postage		233.65
Rabens Market	Food	\$	600.19
Pennar Patient Care	Capital Project		22,233.00
Senior Insight	Consultant	\$	4,000.00
Solutions EAP	Benefits		73.70
The Thompson Co	Food	\$	7,497.50
United Healthcare	Insurance		4,899.39
Peterson Drug	Resident Supplies		25.99
Westco	Vehicle Expense	\$	287.85
State Fire Marshall	Service Contract		\$50.00
The compliance Store	Service Contract		\$2,430.00
Michael Kvamee	Contact labor		\$500.00
Personal Safety Corp	Resident Supplies		\$144.48
Shonsey and Associates	Legal Fees		\$13,030.00
DHHS	Facility License renewal		\$1,550.00
Total Claims		\$	\$76,505.80
	5-Jan	\$	44,227.25
	20-Jan	\$	45,057.98
TOTAL		\$	\$165,791.03