

MEETING MINUTES  
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES  
January 17, 2017

Pledge of Allegiance and opening prayer

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

Present: Dannar, 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 minutes of the December 20, 2016 regular meeting, claims against the Village of \$31928.16, claims against the Utilities of \$108155.94, claims against the Hemingford Community Care Center of \$158297.17, December Library Report, and Hemingford Community Care Center Variance and P&L reports.

Motion by Dannar, Second by Novotny to approve the consent calendar.

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

Discussion and possible action: Lori Dannar explained that the Employee Handbook needs to be updated for clarification on holiday worked pay for utilities employees. Clarification is needed on if holiday worked pay is over-time or double time. The board will revisit this in the future so that the employee handbook can be updated. The Village Attorney is going to check on this and will follow up.

No action taken.

Mike Kesselring explained to the board about the coliform testing and chlorination. He stated that there is a new federal coliform rule that went into effect January 1. This rule states that not only does chlorination need to take place but measures above and beyond are needed to find the cause of the coliform hits. He feels that the next stage in figuring out why we keep getting coliform hits, is to clean the water tower as it was last done in September 2014 and needs to be done every three years. He recommended that sampling stations be put in in the future and that would significantly help with testing. When you enter people's homes you have various other factors that can affect the testing results.

Discussion and possible action- Barb's six month review was done with satisfactory remarks. Discussion about setting a salary had mixed reviews. Some sort of a time card would be necessary to keep track of hours worked and time off. Mention of time being recorded in a memo kept in personnel file. A salary will be looked into with a salary survey possibly being done.

Motion by Dannar, Second by Wacker: to approve pay raise and set Barb's hourly wage to \$23 starting on January 28, 2017.

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

Utility Department Update- Kyle has received his Grade 4 Water Operator License. Kyle has taken a huge interest in the water department so he will be the main one in charge of the water

department. Chlorination is still being done with testing being done on January 23 and 24. Flushing the fire hydrants to help with chlorination. Christmas lights are still up due to the bucket truck needing repaired. Snow removal after Christmas, trying to keep ice chopped. Snow blower is still needing to be figured out how it works.

Discussion and possible action- Bids were reviewed from Ditch Witch and Subsurface Solutions for the purchase of an underground utility locator to locate wires.

Motion by Dannar, Second by Hunter : To approve the purchase of the Ditch Witch underground locator in the amount of \$3825.00.

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

Discussion and possible action—The bucket truck is in need of repairs so that it is safe to use, an estimate from Altec was reviewed. The cables need to be replaced so the bucket is operable. Bucket truck needs to be inspected and recertified every year.

Motion by Dannar, Second by Novotny: To approve the repairs to bucket truck in the amount of \$7799.45 with Altec coming here to do the repairs.

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

Motion by Annen, Second by Dannar to enter executive session to protect the public’s interest for the purpose of discussing personnel matters and a separate litigation matter at 8:14 pm.

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

Motion by Annen, Second by Wacker to re-enter regular session as 9:12 p.m.

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

Motion to adjourn at 9:13 p.m. by Novotny, Second by Dannar

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

	17-Jan-17	VILLAGE	
BANKCARD		SUP	\$300.18
BOMGAARS		SUP	\$311.26
BOX BUTTE COUNTY		ELECTION EXPENSES	\$100.00
BYTES COMPUTER		CONTRACT SERVICE	\$38.32
CARQUEST		REPAIRS	\$129.00
CASELLE		CONTRACT SERVICE	\$336.33
DAN'S REPAIR		REPAIRS	\$360.00
EAGLE COMMUNICATIONS		ADVERTISING	\$20.00
GARDNER LOUTZENHISER & RYAN PC		PRO FEES	\$318.37
HEMINGFORD COOP TELEPHONE		PHONE	\$583.05
HUSS AUTO REPAIR		REPAIRS	\$268.42
MENARDS		SUP	\$401.20

MOBIUS	INTERNET	\$25.00
NEBRASKA TOTAL OFFICE	SUP	\$10.02
PURCHASE POWER	POSTAGE	\$170.56
RABENS	SUPPLIES	\$5.36
SIMMONS OLSEN LAW FIRM PC	PRO FEES	\$3,525.52
STURDEVANTS AUTO PARTS	REPAIRS	\$327.10
SUSIE CHEEK	CONTRACT LABOR	\$83.34
THE LEDGER	ADVERTISING	\$188.32
VIAERO	CELL PHONES	\$188.68
WESTCO	GAS	\$615.65
<b>PAYROLL 12/22/16</b>	PAYROLL	\$11,714.37
<b>PAYROLL 01/05/17</b>	PAYROLL	\$11,908.11
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		<b>\$31,928.16</b>

17-Jan-17 **UTILITIES**

ALTEC	REPAIRS	\$2,338.95
BANKCARD	SUP	\$99.40
BLACK HILLS ENERGY	HEAT	\$821.72
BYTES COMPUTER	CONTRACT SERVICE	\$76.63
CASELLE	CONTRACT SERVICE	\$672.67
DHHS	WATER SAMPLES	\$1,154.00
DHHS-PUBLIC HEALTH	EDUCATION/TRAINING	\$115.00
EAGLE COMMUNICATIONS	ADVERTISING	\$40.00
FARMER'S COOP	SUP	\$1.99
GARDNER, LOUZENHISER RYAN PC	PRO FEES	\$636.73
H & H	TRASH HAULING	\$4,258.31
HEMINGFORD COOP TELEPHONE	PHONE	\$623.96
KRIZ DAVIS	SUP	\$2,484.16
MAGUIRE IRON	REPAIRS	\$9,640.00
MIKE KESSELRING	CONTRACT LABOR	\$1,140.00
NPPD	POWER	\$57,681.60
ONE CALL	CONTRACT SERVICE	\$2.25
PURCHASE POWER	POSTAGE	\$341.12
RABENS MARKET	SUP	\$16.28
SUSIE CHEEK	CONTRACT LABOR	\$166.66
SWANN	TRASH DISPOSAL	\$5,858.36
THE LEDGER	ADVERTISING	\$376.63
VIAERO	CELL PHONES	\$112.68
WESTCO	GAS	\$317.60
<b>PAY ROLL 12/22/16</b>	PAYROLL	\$9,349.80
<b>PAYROLL 01/05/16</b>	PAYROLL	\$9,829.44

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**\$108,155.94**

HCCC Claims

1/17/2017

Aflac	Benefits	\$	427.06
Allied Insurance	Insurance	\$	1,961.67
Bank Card Center	Supplies	\$	234.00
Bank of the West	Bank Fees	\$	100.00
Bloedorn Lumber	Supplies	\$	290.76
Blue Stauta	Software	\$	512.00
Bluffs Sanitary Supply	Supplies	\$	563.27
Buds Pest Control	Service Contract	\$	44.00
Compufact	Recruitment	\$	22.00
Dave Randolph	Consultant	\$	300.00
Daves Pharmacy	Resident Supplies	\$	332.69
David Johnson	Professional Fee	\$	350.00
Dish Network	Cable	\$	226.21
QAA		\$	10,367.00
Harris Sales	Food	\$	292.63
HCIS	Dues and Subs	\$	80.00
Hemingford Telephone		\$	1,413.23
Hemingford Utilities	Utilities	\$	2,820.29
Ideal Linen	Service Contract	\$	68.15
Nebraska Healthcare	Dues and Subs	\$	1,166.38
Karen Johnson	Consultant	\$	500.00
McKesson	Resident Supplies	\$	2,790.11
Nebraska Total Office	Supplies	\$	234.93
Peterson Drug	Resident Supplies	\$	731.00
Pitney Bowes	Postage	\$	7.69
QBE	Work Comp Ins	\$	2,702.83
Rabens Market	Food	\$	427.72
Senior Insight	Consultant	\$	4,000.00
Black Hills Energy	GAS	\$	591.74
Standley Healthcare	Resident Supplies	\$	295.00
The Thompson Co	Food	\$	6,701.16
VSP Vision	Benefits	\$	178.05
Westco	Vehicle Expense	\$	133.61
A & T Electric	Contract Labor	\$	7,250.00
ST. Agnes Academy	Benefits	\$	900.00
HCCC	Supplies	\$	107.64

Nebraska Fire & Safety		\$	1,094.29
Shonsey & Associates	Professional Fee	\$	13,255.00
Quality First Insurance	Directors & Officers	\$	3,781.00
Blue Cross Blue Shield	Insurance	\$	\$4,751.09
Quickbooks	Supplies	\$	\$85.59
Pennar Patient Care	Supplies	\$	\$114.53
Bernies Ace Hardware	Supplies	\$	\$9.08
Workwear on Wheels		\$	\$187.19
Solutions EAP		\$	\$147.40
Safe N Clean	Contract Labor	\$	\$475.00
Total Claims			73,022.99
Payroll	5-Dec	\$	43788.52
	20-Dec	\$	41485.56
TOTAL		\$	158,297.07

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Chairman, John Annen

ATTEST:

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Barb Straub, Administrator/ Clerk-Treasurer

