

MEETING MINUTES  
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES  
July 18, 2017

Pledge of Allegiance and opening prayer

Meeting called to order at 7:03 p.m.

Present: Dannar, Wacker, Hunter, and Novotny

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

Motion to excuse Chairman Annen by Novotny, Second by Hunter

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

Consent Calendar items included the minutes of the June 20, 2017 regular meeting, Minutes of the June 27, 2017 special budget workshop meeting.

Claims against the Village of \$51519.89, claims against the Utilities of \$129839.36, and claims against the Hemingford Community Care Center of \$141598.23. June 2017, Village financial statements. Between October 2016 and June 2017 there have been 9 customers sent to collections for a total of \$5309.79 and \$1868.52 has been collected. Hemingford Community Care Center, Variance and P&L reports for the month of June 2017 as well as year to date. June 2017 Library report. Acceptance of Micki Cantrall resignation from the Hemingford Library Board, and Appointment of Tim Horn to the Housing Authority Board, (Apollo Court)

Motion by Hunter, Second by Novotny to approve the consent calendar,

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

Pool Report- Ammie Frost, everything is running smooth and very busy, there has been an increase in party rentals, attendance and privet lessons. During the month of June the pool hosted Glow Swim (balloons with LED lights inside on for safety and will be holding another one August 4<sup>th</sup> from 8pm-11pm in hopes of attracting more high school ages. Upcoming events include Family Swim 5pm-7pm July 23<sup>rd</sup>, round tow of group swim lessons, and Floatie Night.

Utility Department Report- Kyle Huss, the utility department has been busy with part-time employees mowing and spraying weeds, weed eating, and painting of curbs. Kyle and Colt have been working on sewer jetting and painting parking stripes. Josh repaired secondary line near the county road department, with that he has identified the need to plant a couple of poles and reroute the secondary line to prevent other such situations. Another metering error was found at Farmers Co-Op that needs to be corrected, however, needs to wait until after Harvest to prevent interference with Co-Op operations. Ramp at the Library will be on the to-do list for the next month weather permitting. Whisper continues to work at the Cemetery. The water tower renovations are complete and water samples came back good. Also, a reminder of the importance to make plans for future tree planting projects. Street Lamps purchased from Alliance will be picked up and ready to be placed in the next few weeks.

Administrator Report- One year Administrator evaluation is due, each board member has a copy of the evaluation form, and the suggestion would be an agenda item at next week's budget workshop to develop a procedure for evaluation of the Administrator. Meeting with Jeff from

PADD (Panhandle Area Development District) to learn the role of PADD and how the Village and PADD interact. Meeting with Box Butte Development Corp resulted in the Director of BBDC committing to 2 days a month to work in Hemingford, with half of one of those two days working one on one with the Village Administrator. BBDC director Chelsie, Joni Jespersen, myself and two board members met with the Thayer County development director and one of her board members. Thayer County is pursuing the Certified Leadership Community designation, and wanted applications advise, as well as network with an existing Certified Leadership Community. There are two potential development projects in the works in Hemingford and as information becomes available that will be shared. Hemingford Care Center audit is complete in filed with the State Auditor as of 7/5/17, during a meeting with Kristy and Tim at the Care Center I was assured that they would have their next audit done and completed well before the State filing deadline of March 31, 2018, also their budget will be ready no later than August 17<sup>th</sup> 2017. For the budget I have a meeting with Jim Gardner on 7/20/2017 and we have a budget workshop scheduled for Tuesday 7/25/2017 at 6:30pm. Lastly I received my Notary Commission effective 7/12/2017.

Residents Janelle Hansen and Kathey Andersen ask for clarification on the Wyoming Street Project. One of the questions was that this project was done due to some drainage issues, and was then assessed to property owners; however another project was done due to the same types of issues and not assessed to property owners. Because board members and staff were not here at the time the reasoning for the assessment determination is unknown, However the current board will be working towards uniform standards and criteria to determine if a project is assessable to property owners, so that from project to project the procedure and criteria remain the same for all. Secondly, Hansen and Andersen wondered how the reduction calculations were done and what the bases for the reductions were for Annen. Mr. Annen had protested the amount of the assessment from the beginning, stating that damage to driveways and landscaping, which the Village and project Manger had noted would be done to the Annen property, had not been deducted from his portion of the assessment as he had been told it would.

Discussion and possible action: Offering the permanent part-time employees to accumulate sick time at half the rate as full time employees. That rate would be 1.54 hours per pay period for an annual total of 40 hours.

Motion by Hunter, Second by Wacker to allow permanent part-time employees to accumulate sick time at the rate of 1.54 hours per pay period for an annual accumulation of 40 hours.

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

Discussion and possible action: Resolution 2017-04 granting the Box Butte County Fair Parade temporary use of Highway 2 at the intersection of Highway 2 from Custer St. to Donald Avenue on August 12,2017 from 9:30am to 11:30am

Motion to approve Resolution 2017-04 by Wacker, Second by Novotny

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

Discussion and possible action: Judy O'Connor is asking the Village move the cremation remains of her sister. At this point her sister is between her parents; her headstone is on the other side of her father. Judy would like the remains to be placed at the correct headstone. All state required permits have been obtained by Gary Gould, who would also supervise the movement.

Motion by Hunter, Second by Novotny to allow the Village of Hemingford employees to move the remains of Karen Smith from between Charles O. and Mary Smith to a place near her own headstone with the supervision of Gary Gould, with the Agreement that the Bates- Gould errors and omission coverage would apply before the Village's coverage..

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

Discussion and possible action: Mike Olsen of MC Shaff explained the procedure and steps of a street project, stating that evaluation of the project and the scope of the project would be the first step, that requires a meeting with the Village Administrator, Utilities Supervisor, and members of the staff from MC Shaff that will produce an estimate of the project. This step is at no cost to the Village. After the initial meeting a fee proposal and design will be submitted to the Board along with review of plans and construction contract for bidding, Advertisement for bids, take bids and publicly read bids, tally bids and review for errors. Than MC Shaff will make a recommendation at the next board meeting. After board approval of a bid construction contracts will be written. Next a pre-construction meeting will be held where the contractor will go over the project schedule. Funding assistance will be provided by Andy Forney, DA Davidson. Both companies will work together with the Village throughout the life of the project.

Motion by Hunter Second by Novotny to move forward with the initial meeting between MC Shaff, Kyle Huss, and Barb Straub to determine the scope of the project and prepare an estimate of the project cost.

Motion to adjourn at 8:34pm by Hunter, second by Novotny

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

ATTEST:

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Vice- Chairman, Lori Dannar

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Barb Straub, Village Clerk

	18-Jul-17	VILLAGE		
Bank Card		SUP	\$1,044.26	
4TH Street Fencing		repairs	\$983.00	
Bernies Ace Hardware		SUP	\$49.20	
Black Hills Energy		Heat	\$39.52	
Bloedorn		SUP	\$57.96	
Bluffs Sanitary		SUP	\$152.58	
Bomgaars		SUP	\$124.50	
Box Butte County Treasury		MFO overpymt	\$2,793.58	For Approval
Bytes		Contract Services	\$38.65	
Caselle, Inc		Contract Services	\$336.33	
Dave Swanson		repairs	\$65.00	

Deb Finley	Sup	\$16.99	
Demco	Sup	\$45.08	
Eagle Radio	Adv	\$32.00	
Farmers Coop	SUP	\$144.12	
Hemingford Ledger	Adv	\$355.33	
Hemingford Telephone	Phone	\$447.97	
Hill Top Electric, Inc	Repairs	\$120.00	
Hus Auto Repair	Sup	\$14.01	
J&C Lawn Service	Repairs	\$124.76	
John Deere	Sup	\$89.27	
KCOW	Adv	\$20.00	
LARM	Insurance	\$49.08	
Menards	sup	\$1,140.00	For Approval
Mobuis	Phone	\$25.00	
Nebraska Total Office	sup	\$63.09	
Panhandle Clerk's Association	Dues	\$20.00	
Phillips F&T Inc	Gas	\$36.77	
Pitney Bowes	Sup	\$180.70	
Rabens Market	SUP	\$80.24	
Roller Hardware	Sup	\$129.94	
Sterling Computer Products	Sup	\$68.76	
Sturdevant's Auto Parts	sup	\$155.75	
Susie Cheek	Contract Labor	\$83.33	
Team Lab	SUP	\$1,659.00	
Tritle Plumbing	Contract Services	\$150.00	
Viaero	Phone	\$197.85	
Walmart	Sup	\$205.54	
Westco	Gas	\$634.03	
<b>PAYROLL 06/22/2017</b>	<b>PAYROLL</b>	<b>\$20,083.04</b>	
<b>PAYROLL 07/06/2017</b>	<b>PAYROLL</b>	<b>\$19,463.66</b>	

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**\$51,519.89**

18-Jul-17 **UTILITIES**

Bank Card	SUP	\$283.19
Black Hills Energy	Heat	\$79.05
Bytes	Cont Serv	\$77.30
Caselle	Cont Serv	\$672.67
Eagle Radio	Adv	\$64.00
Faris Plumbing	Water Testing	\$87.36
H & H	Hauling	\$4,290.40
HD Supply	SUP	\$934.98

Hemingford Ledger	Adv	\$710.67	
Hemingford Telephone	Phone	\$309.95	
Jeanette Chasek	Depsoit Refund	\$50.00	For Approval
KCOW	Adv	\$40.00	
Kelly Marshall	Depsoit Refund	\$23.43	For Approval
Kriz-Davis	SUP	\$2,604.22	
Maguire Iron	Cont Serv	\$18,230.00	
Municipal Automation & Control	Cont Serv	\$1,500.00	
Nebraska Power Review Board	Cont Serv	\$114.59	
Nebraska Total Office	Sup	\$126.18	
NPPD	Purchased power	\$53,267.17	
One Call Concepts, Inc	Cont Serv	\$12.90	
Pitney Bowes	Sup	\$361.41	
Rabens Market	Sup	\$25.08	
Rick Wacker	Tools	\$139.09	
Sargent Drilling Co	Repairs	\$19,424.72	
Solutions EAP	Cont Serv	\$36.85	
Sturdevant's	sup	\$56.05	
Susie Cheek	Cont Labor	\$166.67	
SWANN	Disposal	\$6,061.73	
Viaero	Phone	\$106.43	
Westco	Gas	\$525.88	

**PAYROLL 06/22/2017**

PAYROLL

\$9,809.47

**PAYROLL 07/06/17**

PAYROLL

\$9,647.92

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**\$129,839.36**

HCCC Claims		6/30/2017	
Aflac	Benefits		427.98
Allied Insurance	Insurance	\$	
Bank Card Center	Supplies	\$	995.62
Bernies Ace			
Hardware	Supplies		19.26
BJ Harris	Service Contract		700.00
Black Hills Energy	GAS	\$	544.12
Bloedorn Lumber	Supplies	\$	161.11
Blue Cross Blue Shield	Insurance		5,907.51
Blue Stauta	Software		512.00

Bluffs Sanitary Supply	Supplies	\$	\$517.59
Buds Pest Control	Service Contract	\$	44.00
Compufact	Recruitment		33.00
Dave Randolph	Consultant	\$	300.00
Dave's Pharmacy	Resident Supplies		250.03
David Johnson	Professional Fee	\$	\$350.00
Direct Supply	Supplies	\$	\$6,841.69
Dish Network	Cable		\$233.65
Doc U Shred	Service Contract		28.00
Ecolab	supplies	\$	372.02
Harris Sales	Food	\$	299.56
HCIS	Dues and Subs	\$	\$80.00
Hemingford Telephone	Telephone	\$	748.06
Hemingford Utilities	Utilities	\$	2,219.26
Ideal Linen	Service Contract		115.81
Karen Johnson	Consultant	\$	500.00
McKesson	Resident Supplies	\$	2,917.41
Nebraska Health Care	Dues		1,166.37
Nebraska Total Office Northwest	Supplies	\$	329.86
Respiratory	Resident Supplies		750.80
Pitney Bowes	Postage		102.92
Pitney Bowes	Lease		100.00
QAA			9,828.00
Rabens Market	Food	\$	475.06
Senior Insight	Consultant	\$	4,000.00
Sherards Hearing	Supplies		13.50
Solutions EAP	Benefits		73.70
Stanley Health Care	Service Repair		415.00
The Thompson Co	Food	\$	6,597.55
United Heartland	Workcomp		4,093.00
Westco	Vehicle Expense	\$	252.30
Total Claims		\$	\$52,887.76
	5-Jun	\$	46,553.42
	20-Jun	\$	42,157.05
TOTAL		\$	\$141,598.23