

MEETING MINUTES
VILLAGE OF HMEINGFORD BOARD OF TRUSTEES
Regular Meeting
May15, 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 April17, 2018 regular meeting, , claims against the Village of \$41735.26, Claims against the Utilities of \$85477.15, and claims against the Hemingford Community Care Center of \$169632.95. April 2018, Village financial statements. Hemingford Community Care Center Variance and P & L reports for the Month of April2018 as well as year to date. April 2018 Library Report. Appointment of Peggy Moser to the Library Board. Acceptance of resignation of Susie Cheek. Acceptance of new pool rates for the 2018 season.

Motion by Novotny, second by Hunter to approve the consent calendar with the addition of advertising the cleaning position, replacing Susie Cheek.

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

Hemingford Community Care Center report- Kristy Bolek stated that the Nursing home side has 30 residents and the Assisted Living side has 11 residents, there is one (1) semi-private room available on the Nursing home side. Nursing home week began on the 13th and the facility has lots of activities planned for the residents including pajama day and crazy hair day, working on a flip flop wall print and had print tree for the front lobby. Special meals and treats will also be a part of the facility celebration of Nursing Home Week. Near future casino and fishing trips are being planned. Bolek told the board that both mini-vans will need the windshields replaced.

Joni Jespersen representing the Hemingford Community Foundation explained to the board thoughts for a brick campaign. Selling bricks as a fundraiser for the foundation, these bricks would then be used to create a town sign. The foundation would like permission, once the campaign is completed and the sign created, to place the sign at the mini-park located on the southeast corner of Box Butte Ave. and Niobrara. Being able to promote the campaign and tell supporters where the sign will be placed will be key to the success of the campaign.

Motion to allow the Hemingford Community Foundation to place a town sign at the Mini-park on the southeast corner of Box Butte and Niobrara following their brick campaign by Hunter second by Wacker

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

Request by Chief Shad Bryner to purchase 2 quick response kits for the fire department, as quoted by Fyr-Tek

Motion by Novotny Second by Dannar to approve the purchase of 2 quick response kits for the fire department as quoted by Fyr-Tek not to exceed \$11,000

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

Meeting with Kathy Votruba, Greg Hanson, Shad Bryner, and Barb Straub regarding the MFO funds that have not been requested or paid out in the last several years. The group met and developed a strategy to pay down the amount in arrears and proceed with current amounts owed. Suggested by the group is an invoice request for current MFO funds be sent to the village office on or about May 1 and November 1 of each year. Each invoice will be for one half (1/2) of the annual anticipated MFO funds collected from the Box Butte County Treasury as well as the .03395 tax levy collected for the support of the Hemingford Rural Fire District.

Payments will be made following the June and December village board meetings of each year.

Payment of the balance in arrears as of April 26, 2018, is \$104783.53. \$5339.37 will be paid to the Rural Fire Protection District no later than May 31, 2018. The remaining balance of \$99,444.26 will be equally divided over 4 years, that being \$ 24861 .07. Further the annual amount of \$24861.07 will be equally divided over 4 quarters per year, for the amount of \$6215.27. Quarterly payments will be made in December, March, June, and September yearly to pay down the outstanding balance.

Measures to ensure that the Rural Fire Protection District payments are made timely include a budget line added to the village budget forms and bi-annual requests for funds from the Rural Fire Protection District Treasurer. All parties will be more vigilant regarding the status of MFO payments made.

Motion by Dannar Second by Novotny to accept MFO payment arrangements for arrears amount as recommended and process for requests and payments going forward.

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

Hemingford Utilities report, Kyle and Colt both passed the waste water certification exam, summer help has started, sprinklers at the park on the islands and the ball field have been turned on, mowing and trimming are in full swing preparing for Memorial Day, the irrigation shed at the cemetery has been rebuilt.

Hemingford Police Department report, radios from Alliance have been received and are in use, new vests have been ordered and were shipped on the 11th of May so should be here soon.

Administrators report, the CRA held their retreat at Panhandle Public Health on the 24th of April, to develop a redevelopment plan for the Village. Straub will be on vacation the first full week of June and the last week and a half of June she will be at training in Lincoln, first the Accounting and Finance Conference followed by the Certified Grant Administration training.

Discussion and possible action: With the amount of time out of the office during the month of June for both the Administrator and Deputy Clerk, Straub made the suggestion of moving the June meeting to Monday the 18th at 6pm
Motion by Hunter Second by Dannar to move the June 19, 2018 meeting to Monday June 18, 2018 at 6pm.

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

Motion by Wacker, Second by Hunter to move the July and August meeting time from 7 pm to 6pm.

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

Discussion and possible action: approving Resolution 2018-03 replacing the administration fees with a Technology fee to be collected by the Village of Hemingford on monthly bills for trash collection and disposal to be applied to upgrades on the electric and water systems.

Motion to adopt and approve Resolution 2018-03 by Dannar, Second by Wacker

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

Discussion and possible action: review of employee evaluation for Officer Ryan Dannar. The evaluation was very positive and recommends a wage increase of .50per on duty hour.

Motion by Hunter Second by Wacker Based on the employee evaluation, to increase Officer Dannar's wage .50 per on duty hour to begin with the current pay period.

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

Discussion and possible action: Ammie Frost Hemingford Pool Manager has not received a pay increase since 2016, Straub suggested the pool manager wage be increased by .75 per hour. This increase will put her wage in the center of the Nebraska pay wage survey for pool managers in comparable cities and villages.

Motion by Dannar, Second by Novotny to increase Ammie Frost's wage by .75 per hour to begin with the first pay period of the season.

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

Discussion of employee evaluation for Barb Straub. The comments are very positive. Salary will be discussed at the June 18th 2018 meeting.

Motion to adjourn at 7:51pm by Dannar, Second by Wacker

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

John Annen, Chairman

ATTEST:

Barb Straub, Village Clerk

	15-May-18	VILLAGE		
21st Century		sup	\$90.06	
		contract		
Action Communications		service	\$140.00	
		accounting		
Almquist Maltzahn Galloway & Luth		audit	\$10,000.00	
Bank Card		sup	\$758.75	
Barco Municipal Products		sup	\$56.30	
Bauerkempers		sup	\$75.00	
Bernie's Ace Hardware		sup	\$7.08	
Bluffs Sanitary Supply		sup	\$100.26	
				for
Box Butte County Clerk		fees	\$30.00	approval
		contract		
Bytes		service	\$39.98	
		contract		
Caselle		service	\$336.33	
Colleen Garner		sup	\$47.14	
Farmers Coop		sup	\$456.19	
		contract		
Gardner Loutzenhiser & Ryan		service	\$76.66	
Hemingford Coop Telephone		copies	\$75.00	
Hemingford Coop Telephone		phone	\$460.83	
Home Town Heroes		prom adv	\$242.26	
Huss Auto		sup	\$275.05	
J&C Lawn		parts	\$137.63	

John Deere	sup	\$14.99
Mobius	internet	\$25.00
Nationwide	clerk bond	\$100.00
Ne Department of Economic Develop	training	\$100.00
Ne Environmental Products	repair	\$74.54
NTO	sup	\$6.60
Rabens Market	sup	\$5.96
Roller Hardware	keys	\$1.29
Schekall, Lisa	adv	\$72.00
Simmons Olsen Law Firm	pro fees	\$1,880.80
Susie Cheek	contract labor	\$83.34
The Hemingford Ledger	adv	\$128.08
The Ledger	subscription	\$31.00
Viaero	cell phone	\$198.81
Westco	fuel	\$604.32

PAYROLL	4/26/2018	\$12,886.35
PAYROLL	5/10/2018	\$12,117.66

\$41,735.26

15-May-18 **UTILITIES**

	accounting	
Almquist Maltzahn Galloway & Luth	audit	\$5,000.00
Bank Card	sup	\$133.32
Barco Municipal Products	sup	\$107.26
Black Hills Energy	gas	\$540.45
Border States Supply	elec supply	\$619.85
Bytes	contract	
	service	\$79.97
Caselle	contract	
	service	\$672.67
Core & Main	water sup	\$970.40
DHHS	water testing	\$30.00
	contract	
Gardner Loutzenhiser & Ryan	service	\$153.34
H&H Sanitation	hauling	\$4,149.30
Hemingford Coop Telephone	phone	\$327.19
	w/water	
Holiday Inn Express N. Platte	school	\$186.00
Huss Auto	sup	\$9.45
Hydraulic Equipment Service	repair	\$1,369.75
John Deere	sup	\$29.99
MARC	sup	\$1,892.94
NPPD	power	\$41,116.00

for
approval

One Call	contract service	\$7.20
Purchase Power	postage	\$323.73
Rabens Market	sup	\$3.98
Solutions EAP	contract service	\$36.85
Sorensen Irrigation LLC	sup	\$79.00
State of Nebraska Power Review	assessment	\$127.72
Sturdevants Auto Part	sup	\$18.46
Susie Cheek	contract labor	\$166.66
SWANN	disposal	\$6,060.08
The Hemingford Ledger	adv	\$256.16
Viaero	cell phone	\$66.24
Westco	fuel	\$257.98

PAYROLL	4/26/2018	\$10,400.85
PAYROLL	5/10/2018	\$10,284.36

\$85,477.15

HCCC Claims	5/15/2018		
A and T Electric	Contract Labor	\$199.45	
Aflac	Benefits	398.84	
Bank Card Center	Supplies	\$ 1,096.67	
Black Hills Energy	GAS	\$ 640.36	APPROVAL ONLY
Bloedorn Lumber	Supplies	\$ 91.33	
Blue Stauta	Software	512.00	
Bluffs Sanitary Supply	Supplies	\$ \$757.67	
Buds Pest Control	Service Contract	\$ 44.00	
Compufact	Recruitment	\$ 22.00	
Culligan	Service Contract	\$300.00	
Dave Randolph	Consultant	\$ 300.00	
	Resident		
Dave's Pharmacy	Supplies	181.52	
Direct Supply	supplies	\$ \$919.90	
Dish Network	Cable	\$36.42	APPROVAL ONLY
Doc U Shred	Service Contract	\$28.00	
Dr. Mark Chu	Consultant	\$750.00	
Ecolab	supplies	\$ 512.01	
Harris Sales	Food	\$ 346.67	
HCIS	Dues and Subs	\$ \$80.00	APPROVAL ONLY
Hemingford Telephone	Telephone	\$ 828.48	
Hemingford Utilities	Utilities	\$ 2,572.82	
Ideal Linen	Service Contract	149.68	
Karen Johnson	Consultant	\$ 500.00	
	Resident		
McKesson	Supplies	\$ 3,431.36	

Nebraska Fire and Safety	Monitoring		385.20	
Nebraska Total Office	Supplies	\$	283.74	
	Resident			
Northwest Respiratory	Supplies		754.90	
Pitney Bowes	Postage		100.00	APPROVAL ONLY
Rabens Market	Food	\$	641.06	
RX Assurance	Supplies	\$	\$103.71	
Shonsey and Associates	Professional	\$	9,955.00	
Solutions EAP	Benefits		73.70	
Stanley Healthcare	Call Light System	\$	37,564.61	
The Thompson Co	Food	\$	7,056.48	
United Healthcare	Insurance		4,697.44	
Village of Hemingford	Donation		235.00	
West Bend	Work Comp		4,925.00	
Westco	Vehicle Expense	\$	470.14	
Total Claims		\$	\$81,945.16	
	5-Apr	\$	43,766.07	
	20-Apr	\$	43,921.72	
TOTAL		\$	\$169,632.95	