

MEETING MINUTES  
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES  
May 16, 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 the minutes of the April 18, 2017 regular meeting, Claims against the Village of \$40968.06, claims against the Utilities of \$84543.84, and claims against the Hemingford Community Care Center of \$160219.10. Well #5 repairs, Sargent Drilling estimate of \$19424.72, Transfer of funds from Hemingford Community Care Center to cover the cost of repairs at well # 5 of \$20000.00. April Village financial statements, Hemingford Community Care Center Senior Insight Report, Variance and P&L reports for the month of March 2017 as well as year to date. April 2017 Library report. Resolution 2017-1 and Resolution 2017-2

Motion by Hunter, Second by Novotny to approve the consent calendar, with a corrected date to the April 18, 2017 minutes (final payment due Maguire Iron prior to March 20, 2018).

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

Utility Department update, Kyle Huss reports that the Fire Hydrant at the corner of Box Butte and Sheridan was safely fixed, the pool has been cleaned out and filled for the season, the baseball fields have been mowed and cleaned up, due to improper winterization there are a few pipes at the concession stand and bathrooms that needed to be fixed and the water heater needs replaced. There are several areas where the pot holes have been fixed along with curb and gutter replacement in a couple of places on Box Butte Ave and Wyoming St. Sargent Drilling was here and did a test on well 4 to make certain that the sand separator is operating properly. Doug Woodbeck (DHHS) was here on the 11<sup>th</sup> of May to review the sanitary survey that was done in the spring of 2016, there were several items on that survey that had not been addressed, and three of the six items were able to be taken care of on the same day. The other items we will be working on completing and addressing in the upcoming days and weeks, one is a cross connection survey that was incomplete, follow up on the survey with residents and a written report will take care of that item. The next two are a little bigger involving the standpipe next to the water tower and painting of the exterior of the water tower, we are waiting on the advice of a couple of other sources and will get a report to Doug Woodbeck and DHHS as soon as possible. DHHS is only requiring that we show progress towards correcting these items, and keep the State of Nebraska updated as to the progress.

Administrator Straub pointed out the excellent progress the Utilities Crew is making, and the positive comments that the office is receiving. The entire board expressed their gratitude for a job well done by the entire crew. Kyle told the board that every member of the crew works hard to the best job possible.

Discussion and possible action: Special event Liquor License for the American Legion Post #9 for the Kyle Huss Wedding Saturday June 3,2017 from 3pm to 1am at the Box Butte County Fairgrounds Multi-Purpose Hall.

Motion to approve the Special Event Liquor License for the American Legion Post #9 for June 3, 2017 by Dannar, second by Wacker.

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

Discussion and possible action: Special Event Liquor License for Josh Hansen (AJ's) for the Ron Wood Wedding Reception June 24<sup>th</sup> 2017 at the Box butte County Fairgrounds Multi-Purpose Hall from 3pm to 1am.

Motion to approve the Special Event Liquor License for Josh Hansen (AJ's) for June 24, 2017 by Dannar Second by Novotny

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

Discussion and possible action: Building permit approval for Jack McDonough for a 30'X40' garage at 1121 Crook Street.

Motion by Dannar, Second by Wacker to approve the building permit for Jack McDonough provided current village approved property line "set-backs" are followed and inspected by the Village Utility Crew.

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

Discussion and possible action: Hemingford Volunteer Fire Department Report: Chief Shad Bryner currently there are 29 members of the Fire Department there had been 89 calls of which 28 were rescue calls. New equipment for the department includes a thermal imager and multi gas detector purchased with memorial donations. Panhandle Geo Tech, Brian, would like to drill monitoring wells to do testing at the Fire Hall where fuel tanks were removed. When the tanks were removed there was some contamination under the tanks, the Nebraska DEQ requires investigation. These small wells will be drilled following the completion of the fire hall addition.

Motion by Dannar, Second by Hunter to allow Panhandle GeoTech to drill monitoring wells on the Village of Hemingford Fire Department property.

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

Swimming Pool Report- Ammie Frost reports that the pool is ready to open, lifeguards are doing some training and opening day will be the 29<sup>th</sup> of May. Staff is working on special events like family nights, movie nights, themed parties, water basketball and volleyball. Open swim will from 1pm to 6pm with lap swim from 6pm to 7pm. Swim lessons will be offered twice during the summer rather than just once. The swim team is ready for competition, there will be only one meet in Hemingford on June 24, and any volunteers or spectators are welcome.

Discussion and possible action: The League of Nebraska municipalities Municipal Accounting and Finance Conference is June 14-16 2017 in Kearney, Barb Straub is requesting to attend this conference on behalf of the Village of Hemingford.

Motion by Dannar, Second by Hunter to allow Barb Straub to attend the League of Nebraska municipalities Municipal Accounting and Finance Conference at a cost of \$443.00.

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

Discussion and possible action: Resolution 2017-03 regarding a schedule for conducting a wage study and review for all Village employment positions.

Motion by Hunter, Second by Wacker to adopt Resolution 2017-3 that schedules a wage study and review every three (3) years conducted by the Village Administrator.

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

Discussion and possible action: Creation of review committees consisting of two (2) board members and the Administrator to meet with employees of each department to review department employee policies and expectations, consider ideas and suggestions for additions or subtractions to the employee handbook. Chairman Annen suggested that Trustee Dannar work with the other Trustees to initiate the creation of these committees.

Motion by Novotny, Second by Hunter for Trustee Dannar to work with the other Board Trustees and create review committees for each employment department consisting of two (2) board members and the administrator to review and update employee policies and expectations.

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

Discussion and possible action: Report and recommendation of the interview committee regarding the Utility Supervisor position. There was one applicant, both members of the interview committee felt that the applicant was very well suited for the position and shows the desire to do the best job for the Village possible.

Motion by Dannar, Second by Novotny to promote Kyle Huss to the position of Utility Supervisor with a pay increase of \$2.00 per hour beginning at the next pay period (May 20, 2017) and upon a successful and positive evaluation at the end of six (6) months Kyle will receive a further increase of 1.51 per hour.

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

Motion by Dannar, Second by Hunter to excuse Chairman Annen from action on the following agenda item due to conflict of interest.

Voting Aye: Dannar, Wacker, Hunter and Novotny.

Abstain: Annen

Discussion and possible action regarding the 2009 Wyoming Street improvement project special assessments, specifically the payment of the assessment by John Annen. Mr. Annen spoke, sharing some of the history of the assessment, reporting that at the time the assessment was made he tried to file a dispute that was met with some resistance. Mr. Annen is requesting a reduction in the amount of his assessment, stating that he was overcharged for curb and gutter. He was assessed as if the curb and gutter was new, when it was actually being repaired or replaced (which is Village responsibility). Mr. Annen is prepared to make payment of \$4500.00 making his total payment amount \$4870.00 if the board is willing to accept this in exchange for the

release of the special assessment against his property at 312 Wyoming. After discussion the board agreed it would be beneficial to both the Village of Hemingford and Mr. Annen to accept his offer and release the special assessment on his property.

Motion by Wacker, Second by Hunter to accept payment of \$4500.00 from John Annen and release the special assessment against property at 312 Wyoming, Hemingford Nebraska owned by John Annen.

Voting Aye: Dannar, Wacker, Hunter and Novotny

Abstain: Annen

First Reading –Ordinance 793 **AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, RELATING TO ALL-TERRAIN VEHICLES, UTILITY-TYPE VEHICLES, AND GOLF CAR VEHICLES; TO ALLOW THE OPERATION OF ALL-TERRAIN VEHICLES, UTILITY-TYPE VEHICLES AND GOLF CAR VEHICLES WITHIN THE CORPORATE LIMITS UNDER CERTAIN CIRCUMSTANCES; TO IMPOSE RESTRICTIONS ON THE USE OF ALL-TERRAIN VEHICLES, UTILITY-TYPE VEHICLES, AND GOLF CAR VEHICLES; TO ESTABLISH PENALTIES FOR VIOLATION; REPEALING ANY ORDINANCES OR OTHER 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 to waive the three (3) readings of Ordinance 793 by Dannar, Second by Novotny

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

Motion to pass and publish Ordinance 793 by Dannar, Second by Wacker

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

First Reading – Ordinance 794 **AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, AMENDING TITLE IX, CHAPTER 91, SECTION 91.21 RELATING TO NUISANCE ABATE PROCEDURE, PROVIDING FOR VIOLATION ENFORCEMENT, AND SETTING FORTH PENALTIES FOR 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 to waive the three (3) readings of Ordinance 794 by Novotny, Second by Wacker

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

Motion to pass and publish Ordinance 794 by Novotny, Second by Dannar

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

First Reading- Ordinance 795 **AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, RELATING TO THE LEGAL DISCHARGE OF FIREWORKS, DATES AND TIMES FOR DISCHARGING FIREWORKS WITHIN THE VILLAGE OF HEMINGFORD, AND THE PERMIT REQUIRED FOR SALE OF FIREWORKS; 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 to waive the three (3) readings of Ordinance 795 by Dannar, Second by Novotny  
 Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion to pass and publish Ordinance 795 by Dannar, Second by Wacker  
 Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion to adjourn at 8:56pm by Dannar, second by Wacker  
 Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

	16-May-17	VILLAGE	
ACR GLASS		REPAIR	\$160.49
STURDEVANTS AUTO		SUP	\$174.11
ALMQUIST MALTZAHN GALLOWAY & LUTH		AUDIT	\$4,833.33
BANKCARD		SUP	\$1,125.27
BLOEDORN		SUP	\$139.60
BLUFFS SANITARY SUPPLY		SUP	\$219.48
BOX BUTTE DEVELOPMENT CORP		DUES	\$458.33
BYTES		CONTRACT SERVICE	\$38.31
CASELLE		CONTRACT SERVICE	\$336.33
COUNTY CLERK		DEED RECORDING	\$40.00
FARMERS COOP		SUP	\$248.15
FRAHMS PLUMBING		PARTS	\$132.00

HEMINGFORD COOP TELEPHONE	PHONE	\$426.39
HUSS AUTO REPAIR	REPAIR	\$67.20
JOHN DEERE FINANCIAL	SUP	\$178.14
MC SIGNS AND DECALS	SUP	\$12.00
MEL JOHNSTON	SUP	\$74.53
MIDWEST FARM SERVICE	SUP	\$87.48
MOBIUS COMMUNICATIONS	INTERNET	\$25.00
MOBIUS ELECTRONICS	SUP	\$249.98
NTO	SUP	\$268.79
PURCHASE POWER	POSTAGE	\$69.66
RABENS MARKET	SUP	\$33.30
RDJ	SUP	\$234.79
SIMMONS OLSEN LAW FIRM	PRO FEES	\$1,791.73
SUSIE CHEEK	CONTRACT LABOR	\$83.34
TEAM LAB	SUP	\$1,660.00
THE LEDGER	ADVER	\$48.80
ULINE	SAFETY EQUIP	\$93.01
VIAERO	PHONE	\$218.29
WESTCO	GAS	\$547.43
<b>PAYROLL 4/27/2017</b>	PAYROLL	\$13,079.24
<b>PAYROLL 05/11/2017</b>	PAYROLL	\$13,813.56
		<hr/> <b>\$40,968.06</b>

16-May-17 UTILITIES

ALMQUIST MALTZAHN GALLOWAY & LUTH	AUDIT	\$9,666.67
BANKCARD	SUP	\$90.59
BLACKHILLS ENERGY	HEAT	\$256.71
BOX BUTTE AG SERVICE	REPAIR	\$42.60
BOX BUTTE DEVELOPMENT CORP	DUES	\$916.67
BYTES	CONTRACT SERVICES	\$76.64
CASELLE	CONTRACT SERVICES	\$672.67
DHHS	WATER TESTING	\$214.00
H&H	HAULING	\$4,220.73
HD SUPPLY	SUP	\$801.85
HEMINGFORD COOP TELEPHONE	PHONE	\$308.92
HUSS AUTO REPAIR	SUP	\$4.99
LORI DANNAR	TOOLS	\$74.84
MC SHAFF	PRO FEES	\$780.00
MUNICIPAL SUPPLY	SUP	\$734.47
NPPD	POWER	\$39,222.13
NTO	SUP	\$537.57
ONE CALL	CONTRACT SERVICES	\$10.62
PURCHASE POWER	POSTAGE	\$139.34
RABENS MARKET	SUP	\$94.66
STURDEVANTS AUTO	SUP	\$38.06
SUSIE CHEEK	CONTRACT LABOR	\$166.66

SWANN	DISPOSAL	\$5,945.70
THE LEDGER	ADVER	\$97.59
ULINE	SAFETY EPUIP	\$93.00
VAIREO	PHONE	\$119.34
WESTCO	GAS	\$238.56
<b>PAYROLL 4/27/2017</b>	PAYROLL	\$9,436.57
<b>PAYROLL 05/11/2017</b>	PAYROLL	\$9,541.69
		<b>\$84,543.84</b>

**HCCC Claims**

**5/16/2017**

Aflac	Benefits		543.18
Allied Insurance	Surety Bond	\$	2,639.12
Bank Card Center	Supplies	\$	707.21
Black Hills Energy	GAS	\$	511.14
Bloedorn Lumber	Supplies	\$	216.47
Blue Cross Blue Shield	Insurance		5,412.29
Blue Stauta	Software		512.00
Bluffs Sanitary Supply	Supplies	\$	\$571.91
Angie Wahl	Supplies		64.01
Doc U Shred	Servcie Contract		28.00
Buds Pest Control	Servcie Contract	\$	100.00
Compufact	Recruitment		37.00
Dave Randolph	Consultant	\$	300.00



Daves Pharmacy	Resident Supplies		
David Johnson	Professional Fee	\$	\$360.00
Personal Safety	Equipment		193.46
Direct Supply	Supplies	\$	\$2,702.25
Dish Network	Cable		\$248.65
Ecolab	supplies	\$	588.25
Harris Sales	Food	\$	301.72
Stericycle	Servcie Contract		196.26
HCIS	Dues and Subs	\$	\$80.00
Hemingford Telephone	Telepone	\$	852.95
Hemingford Utilities	Utilities	\$	2,031.71
Nebraska Fire and Safety	Servcie Contract	\$	\$686.94
Ideal Linen	Servcie Contract		93.70
Karen Johnson	Consultant	\$	500.00
McKesson	Resident Supplies	\$	2,714.93
Nebraska Total Office	Supplies	\$	252.81
Northwest Respiratory	Resident Supplies		396.00
QAA Payment			9,257.50
CFPP Study Material	Education	\$	285.00
Stanley Healthcare	Supplies	\$	\$83.90
United Heartland	Workcomp		8,192.00
Pitney Bowes	Postage		75.00
Rabens Market	Food	\$	606.29
Senior Insight	Consultant	\$	4,000.00
Solutions EAP	Benefits		73.70

The Thompson Co	Food	\$	6,628.66
Westco	Vehicle Expense	\$	292.35
The Ledger	Recruitment		32.40
Bernies Ace Hardware	Supplies		7.48
Pitney Bowes	Servcie Contract		\$34.24
Total Claims		\$	\$53,410.48
Village of Hemingford	water repair		\$20,000.00
	5-Apr	\$	43,477.86
	20-Apr	\$	43,330.76
TOTAL		\$	<b>\$160,219.10</b>

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Chairman, John Annen

ATTEST:

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Barb Straub, Village Clerk