

REGULAR MEETING MINUTES
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES
November 15, 2022-6:00pm
700 Box Butte Ave. Hemingford, NE. 69348
Zoom Virtual Meeting information
Meeting ID 861 3135 4223 Passcode 338032

Pledge of Allegiance

Opening prayer by – Jake Frost

Meeting called to order at 6:00 p.m.

Present: Frost, Hunter, Wacker, Novotny, Annen

Public Open Meeting Act poster location was pointed out on the north wall of Council Chambers located at the Village office.

Consent Calendar items included the minutes of the October 18, 2022 regular meeting. Claims against the Village of \$35,955.33, Claims against the Utilities of \$84,350.93, Claims against the Hemingford Community Care Center of \$745.00. October 2022 Village Financial Statements and Bank Reconciliations reports. October 2022 Library Report. Reappointment of Ryan Gasseling to the Hemingford Community Redevelopment Authority for a 5-year term.

Motion by Wacker, second by Novotny to approve the consent calendar as read.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Presentation of the Fiscal Year 2021 Village of Hemingford and Hemingford Community Care Center Audits. Jim Gardner explained that the audit for the Care Center was difficult just because the booking on site was less than perfect but the good thing is that it is now straightened out and there is only one more fiscal year to audit for the care center. The Village audit looked good. All audit documents were submitted to the state before the deadline and Highway Allocations were returned to the Village by the 7th of November–. Jim Gardner.

Motion by Novotny, Second by Hunter to accept and approve the Final Fiscal Year 2021 Village of Hemingford and Hemingford Community Care Center Audits as presented by Gardner, Loutzenhiser and Ryan.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Approval of the Professional Services agreement with MC Schaff for the Drinking Water Project Planning Activities and Report Grant. The agreement sets forth the scope of work to be performed by MC Schaff and Associates regarding the planning and preparation work for the new drinking water well

Motion by Frost, Second by Wacker to approve the Professional Services Agreement between the Village of Hemingford and MC Schaff for the Drinking water project planning activities and report grant.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: RFP's (requests for proposals) have been received for the drilling of a test well to begin the process of drilling a new drinking water well for the Village of Hemingford. Downey

Drilling came in with the lowest bid by approximately \$20,000 and will be able to start the test well in March. Following the guidelines of the planning grant MC Schaff will be responsible for all invoices from Downey and will direct the project. This item was information only with no action to be taken.

Discussion and possible action: Approval of Resolution 2022-11 for the Year End Certification of the City Street Superintendent, Jeff Wolfe.

Motion by Hunter, Second by Novotny

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Approval of an annual Employee Safe Workplace incentive for 365 days without an accident, Incentive to be paid to employees the first week of December 2022. 6 full time employees will receive \$250, and 5 part time employees will receive \$100 plus an additional bank processing fee of \$44 making the incentive total \$2044.

Motion by Wacker, Second by Frost to approve the payment of a Employee Safe Workplace incentive in the amount of \$250 for each of 6 full time employees and \$100 for each of 5 part time employees along with a bank processing fee of \$44 for a total of \$2044.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Request for the use of Keno funds for the purchase of new string lights for the Village Christmas Tree as well as replacement bulbs for the new ornaments purchased by the Village. Each year lights for the tree are purchased from local stores and most years at a cost well above \$500. The company used to purchase the Pole ornaments for the Village also sells heavy duty like strings and replacement bulbs that use industrial strength material and are rated for outdoor use and would hold up better to the wind and winter elements that we experience in the Panhandle of Nebraska. The cost of new string lights with 800 bulbs for the Christmas tree and 400 assorted replacement bulbs would cost \$1950.26. The new light strings should last the Village 3-5 years before needing replaced.

Motion by Hunter, Second by Novotny to purchase new tree light strings and replacement bulbs using Keno funds in the amount of \$1950.26

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Extension of the Nebraska Bank Line of Credit for another year with a maturity date of 11/30/2023 with an interest rate of 5.900% in the amount of \$200,000 with interest only payments made monthly from the Hemingford Care Center Account at Nebraska Bank.

Motion by Frost, Second by Novotny to extend the Nebraska Bank line of Credit in the amount of \$200,000 at 5.900 % interest for another year maturing on 11/30/2023. Interest only payment shall be made from the Nebraska Bank Hemingford Community Care Center Account.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Discussion and possible action: Approval of the purchase of Village work jackets or sweaters for employees with the "Village of Hemingford" embroidered on the front.

Motion by Novotny second by Hunter to purchase jackets or sweaters embroidered for Village employees up to \$75 per employee.

Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

Utilities Department Report: Johnson Service has been in town to do some annual cleaning and camera work on our sewer system, Sargent Drilling came to town and did our well efficiency tests for the year, we have not received the official report but the guys performing the test said all looked normal. We have begun to service equipment and rotate the summer equipment into storage and getting the snow removal equipment out. – Kyle Huss

Administrators Report: A State of Nebraska Drinking Water Revolving Fund Planning Grant was awarded to the Village in the amount of \$20,000. As a result of the 2021 Audits for the Village and the Care Center being filed with the State Auditor's Office, Highway allocation funds have been Released, on 11/09/2022 \$61,240.79 was deposited into the Village bank account. The Box Butte County Sheriff's Office report was unavailable at the time of the meeting. For 2022 there has been \$1433.92 in bad debt written off, Code Enforcement Officer is making great progress, Kyla would like to take online courses to become a certified Building Inspector. 2022 Election Results Riki Hunter retained her seat on the Board and Will Mahoney will fill the seat vacated by John Annen. Will and Riki will begin their new terms on December 27, 2022 - Barb Straub

Code Enforcement Report: Positivity in the position has worked great so far, there have been 67 violations noted on 20 different properties 11 have been totally closed and the rest have made some sort of plans to correct the violations.
Discussion and possible action: Approval of the Code Enforcement Officer's ability to sign liability waivers in the event a vehicle needs towed. - **NO ACTION TAKEN**

Public Comment: A brief explanation of how Public comments are handled. Those that wish to speak are not limited to subject but are limited to 3 minutes, the board make take no action on these items but could refer the item to a future agenda.
Barb Keegan gave a quick update on the status of Ambulance Bids for the Hemingford Volunteer Fire Department.
Erik Pehoviack ask that the code enforcement contact him regarding the scope of her potential Building Inspector Training.

Motion to adjourn at 7:20 by Wacker, Second by Hunter
Voting Aye: Frost, Hunter, Wacker, Novotny, Annen.

ATTEST:

John Annen, Chairman

Barb Straub, Village Clerk