

The Village of Nehawka Board of Trustees met in regular session on Wednesday, May 12, 2021 at the Nehawka Community Building. Chairman Bob Sorenson called the meeting to order at 7:01 p.m., noted the Open Meetings Act displayed for public viewing, roll call of the board. In attendance: Bob Sorenson, John Henderson, June Bennett and Jason Jackson. Absent, Allen Gansemer. Other attendees: Maintenance, Jim Nichols; Attorney, Tom Prickett; Fire and Rescue, Ann Fisher, Michelle Ostmann, and Kevin Gerkin (entered meeting at 7:30 pm); Mike and Gabby Chadwell; Darlene Thorne; and Jesse Keene.

The April 14, 2021 Regular Meeting minutes were reviewed. Motion by Bennett, seconded by Jackson to approve minutes. Motion carried. Absent, Gansemer.

Treasurer's Report was reviewed. Motion by Jackson, seconded by Bennett to approve the report. Motion carried. Absent, Gansemer.

Claims were presented and reviewed. Motion to approve claims by Jackson, seconded by Bennett. Motion carried. Absent, Gansemer.

Correspondence: Keno summary report for April 30, 2021 was received and noted that Nehawka received \$565.73, and proceeds were deposited in Keno account. Received information from Nebraska Rural Water Association about rate comparison study and to fill in data on their Forms 1 and 2. Received acknowledgement from Nebraska State Historical Society on receipt of Nehawka Library grant application and that determination of grant awards would follow in June.

Maintenance: Jim Nichols reported 3 curb stops are in need of replacement (D. Lawrence, T. Pardee and M. Daly); will look into replacement parts or replacement of Community Building kitchen sink faucet and replace garbage disposal that is not working; sewer plant at this time is working fine; had Rural Water camera for sewer leak at Sherman Ave and North St and it was determined that sewer leak is on customer property – visited with State of Nebraska Area Inspector about Village procedures and informed to rope off leakage area. – met with owner on April 15th about sewer leak on their property. Board informed Clerk to follow-up with official notification of sewer leak by certified mail to property owner.

Rescue: Ann Fisher reported there were 8 calls with 6 handled by Nehawka and 2 handled by Murray. Fisher noted that Brock Altman passed skills; Rescue received \$6,000 in claims and cost to process by 3rd Party was \$1,000; EMT classes will be completed by end of May.

Public Comment, Concerns and Input: none.

New Business: Planning Committee met at 6:30 pm to review/Building Permit Application for metal structure garage submitted by Mike/Gabby Chadwell – determined no issues regarding building, placement or zoning and approved building permit. Noted that copy of permit will be mailed to County Assessor's office. Board approved building permit with motion by Bennett and seconded by Jackson. Motion carried. Absent Gansemer

Jesse Keene provided information and reported to Board regarding grants available for infrastructure, water and sewer maintenance or line replacement. Noted that most grants can be applied for online, a good way to get ahead of preventative maintenance. First step is to identify certain needs, compile a list and complete the Needs Survey. There is a website for small town grants that an application can be applied for online.

Received letter from Board Member, Allen Gansemer acknowledging his resignation effective immediately. Board members thanked Gansemer for time and service to the Village of Nehawka and accepted his resignation. Motion by Sorenson, seconded by Henderson. Motion carried.

Discussed Board vacancy, posting requirements, and reviewed Notice of Vacancy. Motion by Bennett, seconded by Henderson to post Board of Trustee vacancy. Motion carried.

Kevin Gerkin, Rescue, provided information regarding the second incident with rescue squad's tire blowout and damage to the front end. There are 2 insurance claims pending. Damage to both front fenders and surrounding area and will take 8-10 weeks to get parts. Larsen's in Nebraska City will do repairs and will require rescue squad to be out of service for 2 days. Since all tires are over 10 years old, replaced all 6 tires and work was done by Keckler who was the lowest of 3 bids received.

Michelle Ostmann, EMT, presented information about the importance of a Zoll E Heart Monitor which can be added as an option for LUCAS device. Discussed the monitor's benefits to patients and help it would provide and that it can send vital information to the hospital during a transport. Quote received from Equipment Sales International of \$1,400 plus S&H. Yearly maintenance fee is \$100. Pads replacement is \$100-\$125. Motion by Sorenson, seconded by Henderson to purchase Zoll E. Motion carried.

Henderson discussed additional items for Street Dance scheduled for July 17th. Street closing by ballfield – Washington Ave between Main St and Oak St. The Community Building will need to be reserved for Methodist Church for lunch and bingo. Will need to apply for liquor license for beer garden. Motion by Jackson, seconded by Sorenson to approve. Bennett Nay. Motion carried.

Discussed items in State Auditor's Report for compliance –Fixed Asset Policy is needed. For insurance / theft purposes, a spreadsheet will need to be drafted to list items and be able to perform an annual inventory. Village owned vehicle as taxable benefit was discussed and noted use of vehicle is an IRS law regarding a fringe benefit if parked and driven from residence. Noted exceptions if listed as utility truck and responds to emergency work, not driven for personal use. Discussed a need to have an employee handbook for procedures in place for truck use, how often responds to emergency call outs – monthly, yearly numbers, maintain daily mileage log, issues if new employee does not live in Nehawka. Attorney will check law and report back to board. Board to revisit issue and did not want to just pass a general resolution on truck use. Discussed fuel receipts and usage of Village truck. Noted fuel receipts are filed in office. Board noted that more specific information will need to be listed on monthly report to validate fuel usage. Clerk discussed segregation of duties and noted that being the only office employee it would be difficult to segregate any work procedures. It was noted that there is more transparency in monthly reports to the board; namely, Claims which list vendors and describes purpose for payment; Treasurer's Report which lists beginning and ending balances; all payments received and customer billing are entered in QuickBooks; a receipt book is maintained for cash payments; all checks are properly signed by Clerk and Chairman; meeting minutes are posted at the post office, bank and community building; Federal Taxes are paid quarterly and up to date for 2021; there are 8 unpaid Form 941 Federal Tax remaining which will be paid monthly and the last payment will be January 2022. Clerk explained that water meter readings are listed on a spreadsheet for billing purposes and all payments are entered in QuickBooks in the appropriate Customer account. Discussed self-reporting of water meter readings by board members and employees. It was noted that with the next purchase of readable water meters, all board members will have a readable water meter installed. Discussed the need for a procedure for maintenance when getting the monthly water meter readings. It was noted that when "no reading" is received it creates a billing issue. Board recommendation is that 3 readings would be attempted and then evaluation of meter.

Yard maintenance nuisance issue at 312 North Street was discussed. Large branches piled in driveway, and tall grass un-mowed. Board member volunteered his time and mowed lawn and a week later lawn service mowed and did general cleanup. Will monitor and no action at this time.

Discussed purchase of 10 new readable water meters with installation within the next two weeks. All Board members to have new readable meters installed. Motion by Henderson, seconded by Bennett. Motion carried.

Discussed lighting for billboard at Nehawka Spur and Hwy 34. Solar lights at ground level were hit and damaged by tractor mower. Will relocate solar lighting from ground to top of billboard. Jackson to check on cost to replace.

Old Business: Nehawka Clean up Days were discussed and expressed change to organization of and days included. Looking at some time in the Fall. Matter tabled for additional information.

Renewal of Trash Agreement with Papillion Sanitation was discussed. Compared rates from American Residential Service. Discussed recycling option available through Papillion Sanitation and Cass County sponsored. Papillion Sanitation Agreement is for 60 months with rates firm for the first 36 months and maximum annual price increase of 6% thereafter. Residential curb side service for trash only with pickup once a week for \$16.95/month. 25 Yard enclosed recycling container with on-call service for \$236.00/haul and \$110/ton. Delivery of recycling container to be determined. Papillion Sanitation will provide one 30 Yd open top per year for city cleanup. The first haul and 6 tons of material are at no charge. Additional containers and/or hauls will be billed at \$195.00/haul and \$45/ton disposal. Motion by Henderson, seconded by Bennett to accept Papillion Sanitation Agreement. Motion carried.

Updates were provided for previous action items: Nuisance Report at 224 North St – yard was cleaned up by weekend. Sewer line connection at 501 Lincoln Street – owners were given Application and Permit for Sewer Service to fill out and sewer

connection was completed by May 22nd. Installation of 10 new readable water meters installed late April – 8 meters were installed at customers who typically do not provide a monthly water meter reading and 2 meters replaced broken meters.

Clerk informed board that IRS Form(s) 843 were mailed on 4/27/2021 to IRS to abate penalty and interest for Form 941 tax periods 9/30/2015 and 9/30/2016. Each tax period required a Form 843 for penalty and a Form 843 for interest. Noted that there are 8 outstanding Form 941 monthly payments remaining with the last payment to be made January 2022. Current quarters for 2021 are up to date.

Library Roof repair was discussed with contractor, Kevin Gerken. Gerken noted that after his inspection no new plywood would be needed, would put down lifetime shingles, flashing would be installed around chimney, new drip edge, fascia is deteriorating, can add metal valley or shingle valley, he will check with insurance company regarding claim submitted and detail roof repair needs. Bid of \$3,557.50 was submitted. Motion by Jackson, seconded by Henderson. Motion carried.

Nebraska State Historical Society Grant for library was submitted on April 30th. Grant application asked for roof repair. Grant awards will be announced in mid-June.

Community Building gutter repair was discussed and Jackson would clean out gutters and apply a flex seal spray for repair.

Ballfield pole and lighting were repaired, and no bill has been received to date.

Main Street “No Parking” sign placement was discussed and determined a low priority at this time.

Four water and sewer customer outstanding bills were discussed and determined if payment is not received to send disconnect notice with May statement. Motion by Bennett, seconded by Henderson. Motion carried.

Motion by Bennett, seconded by Jackson to adjourn at 9:20 p.m. Motion carried.

CLAIMS – MAY 2021

<u>Account</u>	<u>Vendor</u>	<u>Description</u>	<u>Balance Total</u>	
GENERAL	Jimmy Nichols	Salary - Maintenance	2,173.51	
	Patricia Neu	Salary - Clerk/Treasurer	670.23	
	Patricia Neu-Exp	2 rolls postage stamps/Flash Drive/Nuisance Ltr Certified Mail postage/Snap Quick Clip for Flag	123.20	
	Frontier Coop	Fuel - maintenance truck	146.65	
	Future Technologies, now Nextlink Internet	Village Office Internet service	35.00	
	Meeske Auto Parts	Tractor oil/filter	23.44	
	Meeske Hardware Inc.	Comm Bldg - (10) Air Fresheners-Toilet Brush W/Caddy	32.11	
	NPPD-217 Sherman Ave	Electricity - Village Whistle	31.58	
	NPPD-217 Sherman Ave	Electricity - Community Bldg parking lights	35.19	
	NPPD-217 Sherman Ave	Electricity - Community Bldg	160.03	
	NPPD-221 Elm St	Electricity - Library	31.58	
	NPPD-416 Maple St	Electricity - Park Light and Pavilion	31.58	
	NPPD-Corner of Main & Elm St	Electricity - Flagpole Light	31.58	
	NPPD-Main St & Washington	Electricity - Ballfield Lights	68.36	
	NPPD-Main St & Washington	Electricity - Ballfield Concession Stand	31.58	
	NPPD-Streetlights	Electricity - Village Streetlights	383.77	
	Papillion Sanitation	Garbage Service	48.00	
	Reinsch Slattery Bear Minahan & Prickett PC	Village Attorney	527.00	

	Windstream 4022270100	Village Whistle	35.91	
	Windstream 4022279923	Village Office Phone	104.20	
	United States Treasury - Form 941V	Employer's Quarterly Fed WH Tax 2017 Qtr 4	<u>2,282.22</u>	
	Total General Account:			7,006.72
SEWER	Jesse Keene	Back up fee	25.00	
	Jesse Keene - contractor	Sewer Plant Fill-in April 20-26/2021	140.00	
	Future Technologies, now Nextlink Internet	Sewer Plant Internet Service	35.00	
	Midwest Laboratories	Quarterly Sample Test	172.78	
	NPPD-Nehawka & Maple	Electricity - Sewer Plant	467.85	
	NPPD-Water Treat Newahwka Rd	Electricity - Lights	11.44	
	Tri-State Pumping L.L.C.	Jetted Sewer	475.00	
	USA Blue Book	Filter Element Paper (3)	<u>114.07</u>	
	Total Sewer Account:			1,441.14
WATER	W-Cass County Rural Water District No 1	Water Supplier	4,445.10	
	Kerns Excavating Co.	Repair Curb stop - 301 Maple Ave	1,141.00	
	Meeske Hardware Inc.	Water Bldg - 3/4" Water Meter Coupling	43.16	
	Meeske Hardware Inc.	Water Bldg - PVC Bal Valve	5.38	
	Nebraska Public Health Env Lab	Monthly Water Sample Test	15.00	
	NPPD-Maple & Ave N	Water Bldg - Electricity	<u>60.04</u>	
	Total Water Account:			5,709.68
KENO	Don's Johns & Septic Plumbing	Ball Park Rental - 1 Portable Standard Restroom / 1 Portable Handicap Restroom	<u>243.00</u>	
				243.00
AMBULANCE	Quick Med Claims (Auto Withdrawal on 20th)	Ground Trips/Revenue	406.90	
	The Nebraska Medical Center	Med Dir - Q3 (Jan-Mar 21)	445.38	
	Frontier Cooperative	Fuel - Rescue Squad	92.40	
	Keckler Oil Company, Inc.	6 Tires - 225/70R19.5 M143 AP SPO/Alignment	<u>1,819.89</u>	
	Total Ambulance Account			2,764.57
	TOTAL CLAIMS			17,165.11

ATTEST: *Patricia Neu*, Village Clerk