

Village of Lodgepole
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Regular Meeting Minutes
December 5, at 7:00 PM @ Panther Activity Center (PAC)
630 Orchard Street Lodgepole, NE 69149

Notice of this meeting was given in advance by posting at the Village Office (PAC), Lodgepole Post Office, the Nancy Fawcett Memorial Library, and published in the Sidney Sun-Telegraph.

Called to order by Chair Savely 7PM.

Present: Chair RJ Savely, Mark Bartling (by phone), Samuel Cheramie, Gwen Devie, Brenda Parsons, Attorney Jerry Ostdeik. Absent: None.

Board chair informed the public of the location of the Open Meetings Act poster and the Board's right to enter into closed session if deemed necessary per Section 84-1410 of the Nebraska Revised Statutes.

Chair opened the floor for community comments and informed the public that the Board could not discuss or act at this time on any matter presented. No community comments presented.

Mike Trbovich presented the final pay request from Gerard to cover the sales tax on the water project. Parsons moved to pay Gerard \$9525.46 for sales tax. Devie seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried.

Mike Trbovich explained the estimate provided by Iseler Demo for the decommissioning of the old water tower. If the Village accepts the estimate, Trbovich will then reach out to state regarding updating the state records. Some testing will also be needed. Devie suggested contacting Sara Pierce, USDA, to determine if remaining funds can be used for decommissioning.

Devie and Parsons suggested not forming a mutual aid agreement with Sidney as an existing agreement exists with NPPD. No further action will be taken on the Sidney-Lodgepole Mutual Agreement.

Discussion was held regarding the conditions Wheatbelt needed met by the Village in order to enter into an operations agreement. NMPP/MEAN unable to attend the meeting. Devie motioned that the Village enter into a professional agreement with NPPD. Parsons seconded. Vote: Yes: Devie, Cheramie, Parsons. No: Savely. By phone without voting: Bartling. Absent: none. Motion carried.

Discussion regarding which retirement plan Cline Williams suggests offering full-time employees. A written plan must be developed. Action tabled until January 2024 meeting.

Devie moved to adopt the employee handbook with the sentence "If and when your employment ends, you are required to return this Handbook to the Village at the time you collect your last paycheck" removed and the table of contents fixed. Parsons seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried. Clerk directed to provide copies of new employee handbook to all employees in advance of January meeting. Employees will be requested to sign off on the 2024 employee handbook at the January 2024 meeting.

Ethan Krause suggested using ARPA funds for generators for the well houses with the west well as the priority and the sewer lift stations. Devie asked Krause and Treasurer to investigate if the sewer account money could be used for sewer lift station generators. Krause working on estimates for generators. Action tabled until January 2024 meeting.

Discussion regarding when to appoint officials and board. Library board appointed in January each year and reorganize in June. Ostdiek recommended changing the code to reorganization in December each year for all other officials and boards to match state statute requirements. Devie motioned to entertain nominees for Village board chair. Parsons seconded. Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried. Devie nominated Parsons. Vote: Yes: Devie, Parsons. No: Savely, Cheramie. By phone without voting: Bartling. Absent: none. Motion failed. Cheramie nominated Savely. Vote: Yes: Savely, Cheramie. No: Devie, Parsons. By phone without voting: Bartling. Absent: none. Motion failed. Chairperson appointment tabled to January 2024 meeting. Savely motioned to approve the following appointments:

Clerk: Tanya Engel/Linda Hardeman
Treasurer: Tanya Engel/Linda Hardeman
Rural Fire District Chief: Wade Dickinson
Special Engineer: Miller Engineering
Cemetery Board: Tom Weber, Cindy Oliverius, Karen Miller, Terry Christensen, Laurie Abrams, Kurt Huff
Planning Commission: Susan Mitchell, Jeff Parsons, Cory Fraass, Robert Adair, Ethan Kraus
Banks: Adams Bank & Trust, NPAIT, Union Bank & Trust, Edward Jones, LPL Financials
Newspaper: Sidney Sun Telegraph
Road Superintendent: Doug Hart
Insurance: LARM, Nate Fox
Audit Firm: Julie Peetz of Rauner & Assoc. and RJ Meyer & Assoc.
Attorney: Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, LLC

Cheramie seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried.

Clerks and maintenance directed to actively search out nuisance issues and begin process by sending certified letters and posting at the property in violation. Suggested contacting Potter for information regarding a sign posting the nuisance ordinance(s) in effect at the property.

Devie moved to adopt the Volunteer Service and Code of Conduct. Cheramie seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried.

Devie moved to have Tanya Engel register and attend the 2024 Nebraska Municipal Clerk Conference at the Village's Expense. Parsons seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried.

Engel presented information on the business software the Clerk/Treasurers would like to use — gWorks for utility billing and management and Quickbooks Online for everything else. Parsons motioned to have the Clerk/Treasurers move forward with adopting this software plan. Cheramie seconded. Vote: Yes: Savely, Cheramie, Parsons. No: Devie. By phone without voting: Bartling. Absent: none. Motion carried.

Bartling presented on the changes in the Village's insurance plan: Valuation of property increased by almost \$2 million and this resulted in the increased premium. Proposed he and Cheramie check the valuation of equipment and identify those items which can be liability-only and which can carry a higher deductible. Bartling and Cheramie will present those findings at the January meeting. Insurance approved at the October 3, 2023, meeting can be adjusted.

Consent Agenda Approval of Meeting Minutes (August 1, 2023, August 17, 2023, August 29, 2023, September 5, 2023, September 26, 2023, October 3, 2023, November 7, 2023), approval of November 2023 (Claims 10/1-31, 2023) and December 2023 (Claims 11/1-30, 2023). Devie motioned to approve consent agenda with the CDARS certificate information added to the October 3 minutes. Parsons seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried.

CEMETERY PLEASANTVIEW CEMETERY \$3,500.00, **COMMUNITY CTR** IDEAL LINEN \$76.04, **ELECTRIC** CHAPPELL LUMBER \$12.28, NEBRASKA PUBLIC POWER \$4,654.06, NPPD \$13,660.84, WAPA \$664.72, **GENERAL** AMAZON \$8.86; AMAZON \$18.98, AMAZON \$47.46, AMAZON \$74.01, CHAPPELL LUMBER \$200.50, CLINE WILLIAMS \$1,558.00 legal services, DOUGLAS KELLEY OSTDIEK \$4,309.70, IDEAL LINEN \$112.90, J LEEF ATTY \$700.00, RAUNER & ASSOCIATES \$7,350.00, RJ MEYER & ASSOCIATES \$12,300.00, THE CHAPPELL REGISTER \$249.06, USPS \$405.65, **LIBRARY** AMAZON \$39.99, AMAZON \$106.21, AMAZON \$226.95, AMAZON \$316.11, DANA HILL \$117.77, SIDNEY SUN-TELEGRAPH \$50.00, **PARKS** CHAPPELL LUMBER \$51.96, JOHN DEERE FINANCIAL \$9.00, JOHN DEERE FINANCIAL \$124.32, JOHN DEERE FINANCIAL \$289.98, **ROAD/STREET** CHAPPELL LUMBER \$523.86, **SANITATION** ANDY MARKEL \$1,940.00, CHAPPELL LUMBER \$133.20, CITY OF SIDNEY \$611.40, **STREETS** JOHN DEERE FINANCIAL \$454.65, PANHANDLE AUTO \$97.73, PREMIER AUTO PARTS \$135.55, **WATER** AMAZON \$34.02, CHAPPELL LUMBER \$38.16, DUTTON-LAINSON \$3,018.75, HIGHLINE \$35.72, MILLER AND ASSOC \$2,980.00, NEBRASKA PUBLIC HEALTH \$102.00, NORTHWEST PIPE FITTINGS \$246.54, UTILITY SERVICE CO INC \$2,508.63, **PAYROLL - OCT-2023** \$12,626.96, **OCTOBER CLAIMS TOTAL** \$76,722.52.

COMMUNITY HALL HIGHLINE \$126.20 internet/phone; IDEAL LINEN & UNIFORM \$76.04 rugs; **ELECTRIC** 3E - NORTH PLATTE \$60.96 supplies; 3E - NORTH PLATTE \$1,108.30 supplies; CNN ELECTRICAL SERVICES \$141.97 supplies; EAKES OFFICE SOLUTIONS \$181.27 copier; HOME TOWN LEASING \$166.28 copier; NEBRASKA PUBLIC POWER \$14,975.11 electricity; NEBRASKA PUBLIC POWER \$13581.10 electricity; NEBRASKA PUBLIC POWER \$1.49 electricity ; NEBRASKA PUBLIC POWER \$8,834.10 electricity; PREMIER AUTO PARTS \$69.16 tools; WAPA \$779.34 electricity; WHEATBELT \$4,000.09 electricity; **FIRE** DEARBORN LIFE \$419.68 insurance; HIGHLINE \$103.51 phone/internet; **GENERAL** AFLAC 86.32 insurance AMAZON \$20.48 supplies; AMAZON \$24.99 supplies; AMAZON \$32.76 supplies; AMAZON \$54.52 supplies; AMERICAN LEGAL PUBLISHING \$695.00 books; BLACK HILLS \$62.74 gas; BLACK HILLS \$64.25 gas; BLACK HILLS \$77.07 gas; BLACK HILLS \$77.89 gas; BLACK HILLS \$90.94 gas; BLACK HILLS \$142.75 gas; BLACK HILLS \$144.12 gas; BLACK HILLS \$430.65 gas; CHEYENNE CO CHAMBER OF COMMERCE \$200.00 membership; CLINE WILLIAMS \$1,872.00 legal services; CREDIT MANAGEMENT SERVICES \$17.50 fees; CREDIT MANAGEMENT SERVICES \$652.53 services; CREDIT MANAGEMENT SERVICES \$670.03 services; EAKES OFFICE SOLUTIONS \$181.28 supplies; HIGHLINE \$217.53 phone/internet; HIGHLINE \$217.53 phone/internet; HIGHLINE \$126.20 phone/internet; HOME TOWN LEASING \$166.28 printer; IDEAL LINEN & UNIFORM \$43.52 rugs; NEBRASKA MUNICIPAL CLERKS \$443.00 training; PADD \$274.56 membership; PANHANDLE CLERKS ASSN \$40.00 membership; THE CHAPPELL REGISTER \$118.60 ads; VIAERO \$96.09 wireless; **LIBRARY** AMAZON \$40.00 books/supplies; AMAZON \$136.71 books/supplies; AMAZON \$160.87books/supplies; BH \$20.00 gas; DEMCO \$94.86 supplies; HIGHLINE \$38.72 phone/internet; HIGHLINE \$74.44 phone/internet; HIGHLINE \$103.51 phone/internet; **PARKS** DOLLAR GENERAL \$13.97 supplies; **PARKS** FINNEY'S \$148.95 supplies; PREMIER AUTO PARTS \$69.16 tools; SIDNEY SUN-TELEGRAPH \$439.37 legals; **ROAD/STREET** PREMIER AUTO PARTS \$69.15 tools; DOLLAR GENERAL \$13.98 supplies; **SANITATION** CITY OF SIDNEY \$445.80 landfill; PREMIER AUTO PARTS \$69.16 tools; **SEWER** WHEATBELT \$240.92 electricity; **WATER** GERARD TANK & STEEL \$9,525.46 construction; NEBRASKA PUBLIC HEALTH \$15.00 testing; NWRA \$105.00 membership; USPS \$31.55 postage; USPS \$34.10 postage; WHEATBELT \$82.09 electricity; **NOV-2023 PAYROLL** \$8,358.83 wages; **NOVEMBER CLAIMS TOTAL** \$72,297.33.

Savely moved that under Nebraska statute 84-1410 that the Board move into a closed session to discuss personnel performance review as a closed session is clearly necessary for the protection of the public interest or

for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Devie seconded. Votes: Yes: Savely, Parsons, Devie, Cheramie. No: none. By phone without voting: Bartling. Absent: none. Motion carried. Closed session entered into at 9:22 p.m.

Parsons moved to come out of closed session. Cheramie seconded. Vote: Yes: Savely, Devie, Cheramie, Parsons. No: none. By phone without voting: Bartling. Absent: none. Motion carried. Closed session ended at 10p.m.

Chair comments: The board should continue to work on conversations being more succinct. The Clerks will be using a recording device at the meetings for their personal use as an aid in writing the minutes.

Board member comments: Devie asked Ethan to provide an inventory of vehicles and major tools at the January planning meeting; asked Savely about the status of the board's written policies (in development stated Savely); would like to discuss and adopt the clerk/treasurer job description at the January 2024 meeting; wondered if and why Matt Lofton has PAC keys; wondered about the status of the security cameras (Savely to provide Kraus with a name); wondered if the outhouse at the cemetery has been torn down (not yet as the cemetery board would like to reuse its roof for a nearby wellhouse); wondered if Hardeman (not present) had spoken with Julie Peetz regarding if highway allocation could be put in a fund for fixing roads; asked if the recodification could be added to the January agenda; wondered when the office would return to daily office hours and asked that the topic be added to January agenda; asked if the utility superintendent job description revision could be added to the January agenda.

Savely adjourned the meeting at 10:13 p.m.

Next regular board meeting, Tuesday, January 2, 2024, at 7 PM at PAC.

Submitted December 26, 2023, Tanya Engel, Village Clerk/Treasurer.