

Village of Lodgepole
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Regular Meeting Minutes

January 2, 2024, 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, Samuel Cheramie, Brenda Parsons, Attorney Jerry Ostdeik. Absent: Gwen Devie.

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.

Parsons move to continue with Savely as Chair and Devie as Vice-Chair. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

Parsons moved to appoint Library Board with Diana Bruns - Chairperson, Pam Smith - Vice Chair, Janet Fox – Secretary, and Sylvia Barngrover and Nicki Messersmith as board members. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

Parsons moved to accept the FY2021-22 Village audit performed by RJ Meyers and Associates. Bartling seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried. Bob Myers of RJ Meyers noted the difficulty with the FY21-22 reconciliation and general ledger. The FY22-23 audit will not be scheduled until the FY22-23 reconciliation is finished.

Parsons moved to approve the 2025 NDEE Needs Survey with corrected costs as presented by Mike Trbovich of Miller and Associates. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried. Funding available in 2025 and is spent through December 31, 2026. The survey will be filled out again in 2026. Miller and Associates will send the final, signed survey to the state on or before January 15, 2024.

Parsons moved to approve Amendment K with Miller and Associates for \$6,500. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried. The fee covers their assistance with planning and coordination of the demolition of the old water tank, including development of specifications,

pipng issues, finding a demolition company, coordinating with USDA, and filing appropriate paperwork with the state.

Parsons moved to start the NPPD lease payment at 14%. Bartling seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

MEAN/NMMP proposals were not discussed as no representatives were present.

Clerk was directed to revised the maintenance job position and repost it.

Matt Lofton will stay as an on-call employee.

Parsons moved to move forward on the recodification project of the Village's municipal code with American Legal Publishing. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried. Clerk directed to spread costs of contract out across all departments and not take it out of the general account. Half due now and half due upon project completion. The yearly web hosting fee begins after the book is completed.

Ethan Kraus referred to the LARM Statement of Values as basis for the inventory of vehicles and major tools.

Bartling moved to that the Clerk and Maintenance Department should research and purchase the best cameras to use for security within a \$2500 budget. Motion carried. Clerk directed to spread costs of contract out across all departments and not take it out of the general account.

Bartling and Cheramie discussed their review of the Village's vehicles and major tools. They will continue to work on evaluating each item, increasing LARM deductibles, and removal of items not longer in service.

Possible uses for the ARPA funds include work on the south-side sewers, water sampling stations, and generators. Kraus confirmed the quotes on generators were still pending. Further action and discussion moved to February 6, 2024, meeting. It was noted that the Clerk should enter information in the ARPA portal by April 2024 and that final information is due December 2024.

The Clerk was directed to spend as little as possible out of the highway allocation fund and allow it to build up.

The Clerk was directed to put the appropriate fraction of the annual sewer/water payment into NPAIT savings each month.

Bill Benson, Edward Jones, recommends payroll deduction or simple IRA with employer match. Parsons will investigate the cost to set up a simple IRA and will check with LARM for additional information. Further discussion and action on employee retirement plan(s) was moved to the February 6, 2024, Board meeting.

Each employee has received a copy of the 2024 handbook and submitted a signed acknowledgement.

Discussion and action on the Section 128 (A) Environmental Assessment Application (aka asbestos abatement survey for PAC) moved to the Long-range Planning Meeting, January 16, 2024. Lofton indicated there are pipes in the boiler room wrapped with asbestos.

Clerk provided an overview of where Village is on past due accounts including offering payments plans and beginning to send out the first batch of disconnect letters.

Clerk provided an overview that the Village is catching up on past due payroll and sales tax payments.

Clerks agreed with the content of the Clerk/Treasurer job description. Parsons moved to adopt the Clerk/Treasurer job description. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

The Clerk was directed to discuss the current office hours with her job share partner and identify gaps. Further action postponed until the July 2, 2024, board meeting.

Bartling moved to approve the Consent Agenda. Cheramie seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

AMAZON, 349.41, OFFICE SUPPLIES; CHAPPELL LUMBER, 39.36, REPAIRS/SUPPLIES; CHEYENNE CO., 99.64, PROPERTY TAX; CONSERV FLAG, 140.00, FLAGS; CORE & MAIN, 78.48, SAFETY EQUIP; DOLLAR GENERAL, 72.65, SUPPLIES; DOUGLAS, KELLY, OSTDIEK, ET AL, 935.25, LEGAL SERVICES; E&S AUTO SUPPLY, 42.45, SUPPLIES; ELECTRIC PUMP, 3,135.75, SEWER SERVICE AGREEMENT; FRENCHMAN VALLEY COOP, 503.18, FUEL; INTUIT QUICKBOOKS, 140.00, SOFTWARE SUBSCRIPTION; JOHN DEERE FINANCIAL, 53.74, BOOSTER CABLE; LEAGUE OF NEBRASKA MUNICIPALITIES, 1,183.00, ANNUAL DUES; NE DEPT OF REVENUE, 4,147.32, WITHHOLDINGS & FEES; NE LIBRARY COMMISSION, 500.00, OVERDRIVE SUBSCRIPTION; NE PUBLIC HEALTH, 149.00, WATER SAMPLES; PREMIER AUTO PARTS, 419.32, PARTS & REPAIRS; SIDNEY SUN-TELEGRAPH, 378.93, LEGAL NOTICES; THE CHAPPELL REGISTER, 326.15, AD; USPS, 405.65, ENVELOPES; VIAERO, 192.18, CELL SERVICE; WALMART, 98.95, SUPPLIES; WHEATBELT, 9,446.94, WHEELING; DEC PAYROLL, 8,515.29. TOTAL 31,352.64.

Savely moved to enter Executive Session for the purposes of a personnel review. Bartling seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried. Executive session entered 9:31 p.m. Executive session ended at 10:16 p.m.

Cheramie moved to appoint Ethan Kraus as the utility maintenance superintendent at \$21.21 per hour effective January 2, 2024. Bartling seconded. Vote: Yes: Savely, Bartling, Cheramie, Parsons. No: none. Absent: Devie. Motion carried.

Chair comments: None. Board comments: Bartling to investigate using tablets instead of paper packets for the Board. Add clarification of pay during emergency call-outs to the February 6, 2024, board meeting.

Savely adjourned meeting 10:23 p.m.

Long-range planning meeting, 5:30 p.m., Tuesday, January 16, 2024.

Work session with NPPD, 6 p.m., Tuesday, January 23, 2024.

Next regular board meeting, Tuesday, February 6, 2024, at 7 PM at PAC.

Submitted January 24, 2024, Tanya Engel, Village Clerk/Treasurer.

