

Village of Lodgepole

Regular Board Meeting Minutes

March 3, 2025 at 5:30 pm @ Lodgepole Community Hall

732 Bates Blvd, Lodgepole NE 69149

Notice of this meeting was given in advance by posting at the Village Office, Lodgepole Post Office, the Nancy Fawcett Memorial Library and the Village website.

The Chair called the meeting to order at 5:30 PM. Present: Susan Mitchell, Chairman; Eric Dana, Co-Chairman; Trustee Al Runge; Cynthia Carlton, Clerk/Treasurer; Steve Bell, Utilities/Maintenance Superintendent; Trustees Mark Bartling and Christina Neit absent

Chair informed the public of the location of the posted Open Meetings Act.

The Board reserves the right to enter into closed session if deemed necessary for any item on the agenda per Section 84-1410 of the Nebraska Revised Statutes.

No community comments

Runge motioned to approve the agenda. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Dana Hill with the Nancy Fawcett Memorial Library made a presentation requesting to apply for a grant from the Thomas Buckley Trust. This grant will help fund events throughout 2025. The library will be requesting \$1100 to support a total of 5 events for the year. Dana motioned to approve the Nancy Fawcett Memorial Library to apply for the Thomas Buckley Trust. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Kelly Jo Koehn with the Nancy Fawcett Memorial Library Board requested permission to create a free book shelter on the library property. The shelter will be a place the library can retire older books; people can donate books and will be available to anyone 24/7. The shelter materials and installation will be donated. Runge motioned to approve the Nancy Fawcett Memorial Library to place a book shelter on the library property. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Brenda Parsons with the Community Improvement Board gave a brief overview of the future plans and projects they will be working on. They voted on their Board; Brenda Parsons is Board Chair, Treasurer is Susan Ommen and Secretary is Gwen Devie. Their next meeting is March 17, 2025 at 7:30pm at the Lodgepole Community Hall.

The Community Improvement Board will be the point of contact with the NDOT for the Lodgepole Highway project.

Dana motioned to pass Resolution 285; A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF LODGEPOLE ESTABLISHING PERMIT, LICENSE, RENTAL, USAGE AND RELATED FEES. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Dana motioned to pass Resolution 286; A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF LODGEPOLE TO SELL LOT 8 BLOCK 2, NASH ADDITION TO DAVID AND TAMARA TRUMP. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Mitchell advises she was doing research on the Village ordinances and found that there are conflicting portions regarding the building inspector. Per the interlocal agreement with the City of Sidney the building inspector is to be giving a report to the Village Board on a monthly basis. This hasn't happened since April 2024. There was some

discrepancy with what has been billed for the services. Mitchell requests that the Village reach out to the building inspector to ask him to follow the interlocal agreement.

Discussion on adopting the recodification of the Village ordinance. Carlton read the third and final reading of Ordinance 276 into the minutes by title.

**ORDINANCE NO. 276**

AN ORDINANCE OF THE VILLAGE OF LODGEPOLE, NEBRASKA ADOPTING A CODE OF ORDINANCES FOR THE VILLAGE OF LODGEPOLE; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR PUBLICATION IN BOOK AND PAMPHLET FORM.

Runge moved that Ordinance 276 be passed. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried. Runge moved that Ordinance 276 be published in the Sidney Sun-Telegraph. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

**ORDINANCE NO. 276**

AN ORDINANCE OF THE VILLAGE OF LODGEPOLE, NEBRASKA ADOPTING A CODE OF ORDINANCES FOR THE VILLAGE OF LODGEPOLE; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR PUBLICATION IN BOOK AND PAMPHLET FORM.

BE IT ORDAINED BY THE CHAIRPERSON AND BOARD OF TRUSTEES OF THE VILLAGE OF LODGEPOLE, NEBRASKA AS FOLLOWS:

Section 1: The general ordinances of the Village of Lodgepole, Nebraska are hereby revised, codified and printed in book form as the "Code of Ordinances of the Village of Lodgepole, Nebraska" consisting of the following titles:

- Title 1: General Provisions
- Title III: Administration
- Title V: Public Works
- Title VII: Traffic Code
- Title IX: General Regulations
- Title XI: Business Regulations
- Title XIII: General Offences
- Title XV: Land Usage

Section 2: The Code of Ordinances contains all of the provisions of a general nature pertaining to the subjects enumerated and embraced in the code. All prior ordinances pertaining to the subjects treated by the code are repealed, except that nothing shall affect any rights acquired under, actions involving, or fines, penalties, forfeitures, or liabilities incurred pursuant to such ordinances prior to repeal.

Section 3: All ordinances of a temporary or special nature and all other ordinances pertaining to subjects not embraced in the Code of Ordinances, including ordinances specified in this section, shall remain in full force and effect unless repealed expressly or by necessary implication.

1. Vacating or setting the boundaries of streets, alleys, or other public places.
2. Annexing or detaching territory.
3. Granting or accepting easements, plats, or dedication of land to public use.
4. Providing for the acquisition or conveyance of real or personal property.
5. Authorizing or directing public improvements to be made.
6. Levying taxes or special assessments.
7. Appropriating money.
8. Granting franchises or special licenses.
9. Providing for the issuance of bonds or other instruments of indebtedness.

Section 4: At least one copy of the Code of Ordinances shall be on file in the office of the Village Clerk and available for inspection by members of the public during the hours the office is kept open for the ordinary transaction of business. The Clerk shall file a copy of the ordinances with the County Court.

Section 5: This ordinance shall be in full force and shall take effect from and after its passage approval, and publication according to law. This ordinance shall be published in pamphlet form.

Passed and approved March 3, 2025

Discussion was had on the cleaning personnel paid by the Village and what buildings they were hired to clean. It was found that she was hired to clean the library only.

Cindy Oliverius from the Pleasantview Cemetery Board requested the grant money received from the Virginia Smith Charitable Trust for the road improvement plan at the cemetery be issued. Runge motioned to issue the grant money received from the Virginia Smith Charitable Trust to the Pleasantview Cemetery. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Bell explained that the backflow valve in the Fire Department building needs to be moved in order to test it correctly. This is according to the Nebraska Fire and Safety inspector. This the final thing on the last inspection that needed to be fixed. Runge motioned to get 3 bids on fixing the backflow valve at the Fire Department. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Dana questioned why the Village still has the old garbage truck. He suggested that the Village sell any vehicles or equipment that is not usable or damaged. This would take these items off our insurance as well. Dana motioned to put the old trash truck up for sealed bid. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Carlton reached out to Zach Shaw about possibly setting up a payment plan to help pay for the fencing between the Village property and Mark Christensen's property, there was no answer and she was not able to leave a message. Dana will try to reach out to him to start the project and payment will not be made until the project is started.

Carlton advises that she could not find any Ordinances or Resolutions changing the pay rate for the Board Chair and Trustees. There is a handwritten notation in the old Ordinance book that states the rate was changed in 2006. The current rate is \$15 for the Chairman and \$10 for the Trustees per meeting. The rate increases on the notation states \$45 for the Chairman and \$30 for the Trustees per meeting. Dana motioned to change the pay for the Village Board Trustees to \$45 for the Chairman and \$30 for the Trustees. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Carlton advised that there is a need to keep money in the bank account created for the grants issued to the Volunteer Fire Department. If the full amount is removed from the account there will be a \$7 fee assessed every month that the balance is at zero. The bank suggested keeping \$200 in the account to guarantee the account will stay active and not get charged the fee. Question was asked if the Fire Department could supply the money to keep in the account. Questions were also asked about an abandonment fee if the account sits for a long period of time without use. Dana motioned to ask the Fire Department to deposit the \$200 in the account but if they don't the Village will deposit the money. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Carlton received the bid from Atlas Automation to move the water alarm system that is located at the PAC to the Village office on Sheldon St. Runge motioned to use Atlas Automation to move the water alarm system from the PAC to the Village office. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

No changes made regarding sanitation services. Carlton was instructed to go off what the Village ordinance states.

Carlton requested to apply for the \$500 grant from LARM for safety equipment. The Village needs new first aid kits and 'no unauthorized personnel' signs for buildings. Runge motioned to approve Carlton to apply for the \$500 Lean on LARM Safety Grant. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

Discussion on the current vicious dog ordinance the Village has. Bell advises that he has spoken to the Cheyenne County Sheriff's Office about what to do regarding dangerous dogs running through town. The Village cannot do anything about them. The Sheriff suggested that anyone that felt like they are in immediate danger they are allowed to act against the animal. They suggest that if anyone has concerns regarding an animal, they need to contact the Sheriff. There was a request to add a note in the monthly newsletter letting people know that they need to contact the Sheriff.

Carlton presented the results of the Administrative Loss Control Assessment done with LARM on February 10, 2025. There were several suggestions regarding creating policies, procedures and job descriptions for every position of the Village. The Safety Committee met to go over the assessment and put a plan into place to work on the job descriptions.

Mitchell discussed the concerns she had on the current Board Policy documents the previous Board had started working on. There was concern over the notation regarding removing individuals from the Board due to absences and the notation regarding certain decisions being made by the Chairman and Village Attorney. Mitchell suggests to use this document as a stepping point but to make some changes to it.

Bell gave his maintenance report. Two toilets were fixed at the Community Hall and Bell states there has been issues with people shutting the heaters off after use. Suggestion was made to put up instruction signs next to the thermostats to assist. The mirror on the trash truck was replaced, but there are still issues with the hydraulic system. Water was transferred from the main lagoon to the north and south east lagoons. Bell reached out to Electric Pump, Inc about servicing and to possibly get an estimate on repairs to the lift stations. He is still waiting on a call back. The water tower is scheduled to be drained and capped on March 10, 2025. Notice will need to be sent to a citizen regarding opening meter pits and accessing their water lines. Shut offs were done due to non-payment. The tree dump is getting full and may need to be shut off until a plan can be put together to empty it out. Bell reported a citizen showed up at his personal residence after shut offs were done to yell and threaten him. He advises that his property is well marked not to trespass and he will not accept citizens coming onto his property to cause a problem. Bell has reached out to Kurt Tremain regarding the CDL class, he is awaiting a call back. Bell has been scraping the paint and debris off the well pipes per the state inspection. Once it is nicer outside, he will be cleaning them off completely and painting them.

Carlton gave her clerk report. Notice was received from the Cheyenne County Assessor's office regarding Village property in the 500 block of Orchard Street. This property is now subject to property tax. A certified letter was mailed

to the previous clerk requesting any Village information she may have on her personal computer be sent back to the Village. An email response was received stating that she does not have anything and had a computer malfunction so the data is lost. A certified letter was sent to the citizen that removed the water meter and a police report was filed. The total cost to the Village for this incident was \$430.50. A total of 16 delinquency notices were sent out with 4 water and 3 trash services shut off. All but one water service was turned back on after payment received. Carlton has created a breakdown of all the bills for each building. She also included a breakdown of what is paid out for sanitation versus what is brought in. The LARM Worker's Compensation audit was completed and approved. The Village is owed a reimbursement of \$2251.69. Contact was made with Accelerated Receivables regarding potentially sending outstanding utility bills to collections. A new contract will need to be signed, so it was forwarded to the Village Attorney. The Village received notification that the Q3 2024 941 form that was submitted to the IRS had the incorrect EIN listed. The letter then stated that the Village should be using a different EIN. Neither EIN are what the Village has been using. Contact was made with the IRS and they suggested a letter be written to the IRS Entity department explaining the situation and requesting the second Village of Lodgepole EIN be cancelled. Notice was also received that the 941 for Q4 2023 was never filed or paid. Carlton will be starting the onboarding process for gWorks this week. Melissa Gorsuch has completed the 2023/2024 entries so the information is ready for an audit. The library books totaled \$176.63 this month. Carlton received notice that the 2024 EIA-861 Annual Report is due by April 20, 2025 so she will be working on that. Carlton questioned on whether the Village had a logo. This was assigned to the Community Improvement board. Carlton asked why the Village no longer said the Pledge of Allegiance and asked that they start saying it before every meeting. The Village office will be closed during the week of March 17<sup>th</sup> through the 21<sup>st</sup> for the Clerk's School. The rental agreement for the barbershop has been signed by all parties.

Dana motioned to approve the consent agenda, the February regular meeting minutes, and claims list. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Absent: Bartling, Neit. Motion carried.

AFLAC, DENTAL INSURANCE, 91.08; AFLAC, EMPLOYEE COVERAGE, 132.73; BLACK HILLS ENERGY, UTILITIES, 1198.39; CHAPPELL LUMBER, COMMUNITY HALL MAINT SUPPLIES, 23.28; CITY OF SIDNEY, LANDFILL, 614.40; DEARBORN GROUP, LIFE INS FOR FD, 99.76; DEMCO, BOOK TAPE FOR LIBRARY, 62.21; DOUGLAS KELLY OSTDIEK ET AL, LEGAL FEES, 1160.00; EAKES OFFICE SOLUTIONS, INVOICE FROM SEPT 2024, 191.25; EAKES OFFICE SOLUTIONS, PRINTER USAGE, 198.44; IRS, Q4 2024 FEDERAL WITHHOLDING, 4702.50; HIGHLINE, PHONE, 177.15; HOMETOWN LEASING, PRINTER LEASE, 166.28; DEPT OF TREASURY, Q3 2024 INCOME TAX WITHHOLDING, 7824.10; JOHN DEERE FINANCIAL, WATER DEPT SUPPLIES, 40.31; MIKE BEHREND, REIMBURSEMENT FOR ELECTRIC PAYMENT, 373.93; NE DEPT OF ENVIRONMENT, GRADE IV COURSE FEES, 280.00; NE DEPT OF REVENUE, QTR PAYROLL WITHHOLDING, 277.52; NE PUBLIC HEALTH, WATER SAMPLES, 15.00; NPPD; UTILITIES, 1970.90; PREMIER AUTO PARTS, OFFICE SUPPLIES, .47; ROBERT KUHNS, SERVICE FEE/CONTRACTOR, 500.00; SIDNEY SUN-TELEGRAPH, LEGAL NOTICES, 299.24; VIAERO, PHONE/INTERNET, 166.92; WHEAT BELT PUBLIC POWER, UTILITIES, 385.58; PAYROLL, 7470.29.

Mitchell read out the resignation letter submitted by Mark Bartling into the minutes. Runge motioned to accept the resignation for Mark Bartling. Dana seconded. Yes: Mitchell, Runge. No: Dana. Absent: Bartling, Neit. Motion carried.  
February 17, 2024

Village of Lodgepole Board of Trustees:

On Friday, February 14, 2025, I had a meeting with a contractor to get some estimates on heat for the Panther Activity Center building. We were going to measure up the space and get some pricing on the project. I have been working on multiple options for the building for most of a year with multiple contractors. This was a new option that hadn't been explored. Once I had another option, I was planning on seeking more information on grants and have utility costs, information on each option and have the grant information to take to a board meeting and present to the board the entire package. Not just a piece here and there that didn't have adequate information for discussion. There was no cost involved in this estimate.

I was denied access to the Panther Activity Center building. That killed the whole project.

I received a new policy about access to the building of unauthorized people. The policy should have been approved by the entire board but was never presented at a meeting for approval. All board members should have access to the building at any time for any reason.

Therefore, effective immediately, I am resigning my position on the Lodgepole Village Board of Trustees.

I wish you all well with the future of our town.

I would like this letter to be read at the next board meeting and recorded in the minutes.

Sincerely, Mark Bartling

Runge motioned to approve the resignation for Christina Neit. Dana seconded. Yes: Dana, Mitchell, Runge. No: none. Motion carried.

Carlton will post the vacancy notice with requests for anyone interested to notify the Village by March 24, 2025.

Dana motioned to approve the Board, Village Clerk and Village Maintenance move into an executive session to discuss maintenance, past clerk and employee evaluation. Runge seconded. Yes: Dana, Mitchell, Runge. No: none. Motion carried.

The Board entered into Executive Session at 7:30 pm.

The Board closed the Executive Session at 7:56 pm.

No Board Chairman comments.

No Board member comments.

Next special board meeting, Thursday March 6, 2025, 6:00 pm at the Lodgepole Community Hall

Next regular board meeting, Tuesday April 1, 2025, 5:30pm at the Lodgepole Community Hall

Meeting adjourned 8:10 PM

Submitted: March 13, 2025



Cynthia Carlton  
Clerk/Treasurer