

Village of Lodgepole

Regular Board Meeting Minutes

December 3, 2024, at 5:30 pm @ Panther Activity Center (PAC)

630 Orchard St., 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 the Village website.

The Chair called the meeting to order at 5:31 PM. Present: RJ Savely, Chair; Mark Bartling, Co-Chair; Trustees Eric Dana; Jerry Ostdiek, Village Attorney; Cynthia Carlton, Clerk/Treasurer; Steve Bell, Utilities/Maintenance Superintendent

Savely thanked the community for allowing him to serve the Village during his term. He encouraged the oncoming board to establish a strategic 5-year plan with goals regarding spent monies.

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

Community Comments: Cindy Bondegard 515 Bates Blvd, Lodgepole had concerns regarding the sanitation ordinance requiring a trash billing for each property. She would like the Board to consider not billing for vacant properties.

Bartling moved to approve the agenda with the amendment moving agenda item #9 to before item #8. Dana seconded. Yes: Savely, Bartling, Dana. No: none. Motion carried.

Savely recommended Christina Neit be appointed to the Board vacancy ending in 2026. Dana motioned for Christina Neit to be appointed to the Board vacancy. Bartling seconded. Yes: Savely, Bartling, Dana. No: None. Motion carried. Neit not present at the meeting at this time.

General Election results from the Cheyenne County Clerk's office read into the minutes by Carlton. Susan Mitchell with 113 votes, Alan Runge with 98 votes, and Eric Dana with 79 votes.

Alan Runge, Susan Mitchell, and Eric Dana given Oath of Office to be sworn in as new Village Board of Trustees by Jerry Ostdiek, Village Attorney.

New roll call: Present: Mark Bartling, Eric Dana, Susan Mitchell, Al Runge

Ostdiek called for Nominations for Chairperson. Bartling nominated Runge. Dana seconded. Yes: Bartling, Dana No: Mitchell, Runge. Motion failed.

Christina Neit sworn in as new Village Board of Trustees by Jerry Ostdiek, Village Attorney.

Runge nominated Mitchell as Chairperson. Dana seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Mitchell called for nominations for Vice-Chairperson. Runge nominated Dana. Bartling seconded. Yes: Bartling, Mitchell, Neit, Runge. No: Dana. Motion carried.

Mitchell appointed Cynthia Carlton as Village Clerk/Treasurer. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Mitchell appointed Jerry Ostdiek as Village Attorney. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Mitchell tabled appointing Village Road & Street Superintendent until further clarification is received regarding Skylar Saucedo's license.

Runge motioned to add Mitchell and Dana as signers to the following bank accounts: for Adams Bank & Trust: Nancy Fawcett Memorial Library #4083, General Fund #2728, Lottery Acct #2810, Debit Acct #0740, Construction Acct #8502, Water Project EMG Reserve Acct #1146, Water Project Short Lived Asset #1154, ARPA Funds #2799, Remodeling Fund #2444, Summer Ball #2774, Village of Lodgepole (General Savings) #6744, Sewer RD Reserve Asset Replace #4326, Sewer RD Reserve Emergency #4334, Nancy Fawcett Memorial Library (Rhynold H Wieggers Memorial Fund) #4091, Nancy Fawcett Memorial Library (Rhynold H Wieggers Memorial Fund – Money Market) #8158, Rhynold H Wieggers Memorial Fund Nancy Fawcett Memorial Library CD #2700, Rhynold H Wieggers Memorial Fund Nancy Fawcett Memorial Library CD #2683, NPAIT #3136, DDA General #9189, DDA Construction #9170, Electric CD-OPT #34922, DDA ARPA #5500; Union Bank & Trust: STFIT Acct #1001; Edward Jones: Rhynold H Wieggers Memorial Fund #1119; LPL Financial. Neit seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Bartling motioned to appoint Miller & Associates as the Village engineer for a 3-year term. Dana seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Discussion was made regarding capping the old water tank. Bell explained the two different proposals for where to cap the water line. The first proposal is to mobilize, drain the tower, cap the tank on Orchard Street and remove the fire hydrant for \$20,004. The second proposal is to mobilize, drain the tower and cap the line between the fire hydrant and water tower for \$9,182. Bell to schedule with Paul Reed Construction to get it done as soon as they can. Carlton to reach out to USDA to be sure they have what they need. Dana motioned to accept Paul Reed Construction's Proposal #2 to cap the water tower. Bartling seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: None. Motion carried.

Carlton discussed meeting with QuickBooks to possibly switch from using gWorks to using QuickBooks and finding a Utility Billing software that will interface with QuickBooks. Agreement made to stay with gWorks for the time being.

Carlton discussed Melissa Gorsuch's current status on the clean-up preparation for the 23-24 audit. Melissa has a couple of months left of the Debit account and then she will be starting on the General Fund account. Training is set up for Carlton and Melissa for Friday of this week.

Carlton to send out Board Policy Documents for new incoming board to go over. Matter tabled at this time.

Gwen Devie requested appointment of five residents of the Village of Lodgepole as members to the Community Improvement Board at the January 2025 Board meeting. Karen Miller, Susan Ommen,

Brenda Parsons, Glenda Shellhorn and Gwen Devie would like to be on the board. This board will help with economic development, cultural improvement, recreational projects and beautification projects. Multiple contacts have been made to help to put together a business plan and apply for grants. Jana Jensen from the Nebraska Community Foundation has volunteered to moderate a session on Saturday February 1, 2025 for input from the community on improvements and projects they would like to see happen. The Chamber of Commerce have made plans to attend as well. This would be to identify attainable projects such as Christmas lights, dog park, cornhole, trees removed, street signs fixed, flags out for holidays. Placed on agenda for January 2025 meeting to appoint members at that time.

Cindy Oliverius presented a list of 18 plots that the Cemetery Board would like to get authorization to reclaim and resell. Ostdiek went over the State Statute requirements for the reclamation. After notification is made in the paper and claim has not been made on the plot, a lawsuit needs to be filed to have a Judge release the plot for resell. Suggestion was made to wait until they have a large number of plots and file the suit at that time. Ostdiek will write the notice to input in the paper. Oliverius is looking for information on a Harry Chill, no information is known on this individual. He has 4 plots with no tombstones, deeds or records. Decision was made to pay the Cemetery Board on a quarterly basis moving forward. Oliverius has grant monies coming into the office and requests the funds be released as soon as possible. These funds are to fix the roads in the Cemetery.

Bartling will be receiving estimates on possibly replacing the units already existing and reusing the electrical and duct work that is already in the PAC. The pump that was taken from the boiler will need to be replaced. There is residual heat keeping the side without the boiler working at 62. Bell states that the air compressor went out a couple of days ago. Bell replaced the pressure switch on the valve compressor. The residual heat moving through the tunnels seems to be keeping the basement heated.

Bartling motioned to approve the health stiped for Steve Bell effective 12/21/2024. Neit seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: none. Motion carried.

Bell gave the maintenance report. Northwest Pipe Fittings gave Bell a price sheet of what it would cost to replace supplies needed for any water system emergency purposes. The Village currently does not have enough stock for any emergency issues that may arise. Bell will provide a list of supplies needed for purchase. The PAC boiler stopped working, he replaced the pressure switch on the valve compressor and has been checking it periodically throughout the day. This will need to be watched diligently as it runs continuously. This may need to be replaced at some time. Christmas lights have been put up at the Community Hall, museum and on the street lights. The Fire Hall needed a drain replaced in their sink and poison put out for mouse infestation. Cardboard trailer will be dumped this week and Sidney has been notified to pick up the recycling trailer. The trash truck needs a blend door actuator for the heating system, and the passenger side mirror will need to be replaced. It also has a leak in the hydraulic tank and pours hydraulic oil every time the vehicle stops. The tank will need to be drained to fix the issue which is an approximately 60-to-66-gallon tank. We will try to reclaim the oil but may need to replace it. These are all DOT safety issues. Scott Finke from the Nebraska State Rural Water Department came here to complete a vulnerability assessment on the drinking water system and wastewater system. These are to be done every 3 years due to the sewer and water project loans we have. Bell fixed a leaking water meter for a citizen. It looked like someone unscrewed the meter at some point. Bell's application for the Class IV water certification class in February has been turned in. Highline has completed drilling until they get the permit to close Highway 30 to complete that portion of the Village. There was a break in a

citizens sewer line and Chappell had to respond to assist with clearing the line out. The Village does not have an interlocal compact contract with Chappell and that is something we should work on getting.

Carlton gave her report on the training received when first hired. The Village currently does not have a back up for the computer system. Suggestion was made to either find an online vendor or an external hard drive. Carlton requested clarification on how approval is made to make purchases for the office. Request for direction on how to move forward when Library books are needed or when office supplies are needed was put to the Board. Approval given to purchase items needed for Library and office at this time. Purchase authorization put on agenda for January meeting. The Municipals Clerk Institute class is scheduled for March 16 through 21, 2025. Information on pricing and scholarships given to the Board. Advertisement for the Maintenance assistant position has been dropped by the Sidney Sun-Telegraph. Board agreed to wait to advertise again until spring. Carlton advises she has had several issues with dropped calls and undeliverable text messages. Contact was made with Viaero to try to fix the issues. Suggestion was made to get a loaner phone to see if it is a line issue or a phone issue. Carlton questioned a room rental fee for local community entities. Discussion was made that possibly a portion of the resolution passed was that non-profit organizations were not charged this fee. Carlton requested approval to become a Notary. Approval given. Carlton will be attending a gWorks forum regarding changes to a cloud-based program versus Simple City. LARM is conducting a Worker's Compensation Payroll audit for 2023-2024 due by January 15, 2025. gWorks is resequencing the utility account numbers which is approximately 8 pages worth of addresses that need to be verified before the resequencing can be done. NPPD is conducting an open house at the PAC on December 4, 2024 from 1pm to 3pm. There are handouts located at the PAC office with information on how to sign up for the online payments. Carlton now has access to the Adams Bank and Trust accounts. Question was made regarding becoming a signer on the Visions account. It is currently under the EIN of the Village but no one from the Village is a signer on the account. Suggestion was made that Visions get their own EIN number and pull the funds if they do not want the Clerk/Treasurer as a signer on the account. The Fire Department also has 2 CDs currently under the Village EIN. All Fire Department accounts were moved in 2023 but they are waiting for the CDs to mature before pulling the accounts. Request was made by the Board to find out the maturity date so there is an idea as to when those accounts would be pulled. Tanya Engel requested her PTO be paid out in full. There is some discrepancy with what the payroll reports show versus what she is stating she is owed. Issue tabled to January meeting so documents can be researched. Carlton questioned the enforcement of the Sanitation ordinance. Ordinance reads that any residence used for human occupancy, employment, recreation or other purposes should pay for sanitation. Resolution 278 reads that residents with two trash cans are to be charged for the second one. Clarification requested on how to enforce the ordinance and when to start charging for the second can. Vacant houses will not be charged. A notification letter will be sent to the residents notifying them that the Village will start charging for the second can in January 2025. Total delinquent households for this utility billing totaled \$2,515.16. Only one resident was shut off during this period, all others paid in full. Carlton advised that the deadline for ARPA obligation is 12/31/2024.

Dana motioned to get Cynthia Carlton a credit card through Adams Bank & Trust with a \$150.00 usage cap and raise the usage limit on Steve Bell's debit card to \$150.00. Neit seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: none. Motion carried.

Carlton discussed possible reimbursement to LIHEAP for residents that get energy assistance now that NPPD handles electricity. Contact will be made with LIHEAP to verify if residents can use the assistance for their water and sewer billing or if it needs to be returned and forwarded to NPPD.

Executive session for personnel review tabled to January meeting. Bell's 6-month evaluation will be due at that time.

Dana motioned to approve the November minutes, approve the claims minus the Wheatbelt and Douglas, Kelly, Ostdiek, Snyder, Ossian & Vogl claims, only pay half of the Rauners Associates, gWorks and Midwest Plumbing & Heating claims. Neit seconded. Yes: Bartling, Dana, Neit, Mitchell, Runge. No: none. Motion carried.

AMAZON, TRASH TRUCK SUPPLIES, 125.99; AFLAC, INSURANCE, 38.35; BLACK HILLS ENERGY, UTILITIES, 593.68; BLUFFS FACILITY SOLUTIONS, SUPPLIES, 599.19; CHAPPELL LUMBER, BATTERIES, TRASH TRUCK, FD SINK REPAIR, 63.77; CITY OF CHAPPELL, SEWER CLEAN OUT, 240.00; CITY OF SIDNEY, LANDFILL, 1029.60; DEPT ENERGY WESTERN AREA POWER, ELECTRICAL SERVICES, 771.08; EAKES OFFICE SOLUTIONS, PRINTER, 215.73; GWORKS, ANNUAL SUBSCRIPTION, 8700.00; HIGHLINE, TELEPHONE/INTERNET, 170.04; ITRON, RADIO MAINT, 186.00; MELISSA GORSUCH, ACCOUNTING/BOOKKEEPING, 1134.00; MIDWEST PLUMBING & MECHANICAL, 2149.75; NE DEPT OF ENVIRONMENT, APPLICATION FOR EXEMPT STATUS, 100.00; NE PUBLIC HEALTH, WATER SAMPLES, 15.00; NE PUBLIC POWER, UTILITIES, 8190.06; NE PUBLIC POWER DISTRICT, ELECTRIC FOR LIBRARY & MUSEUM, 183.93; PERFECTION DOOR COMPANY, MAINT ON 5 GARAGE DOORS, 163.00; PREMIER AUTO PARTS, REPAIR TO BACKHOE & TRASH TRUCK, 313.51; RAUNER & ASSOCIATES, 1837.50; SIDNEY SUN-TELEGRAPH, LEGAL NOTICES, 414.35; VIAERO, PHONE LINE, 167.01; PAYROLL, 5971.26.

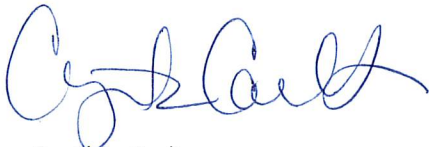
Mitchell thanked everyone for voting her to chair, and advised she will be absent for the January meeting.

Dana requested to be added to the January board meeting regarding the fencing on the boundary between Village land and Mark Christensen's property.

Next regular board meeting, Tuesday January 7, 2025, 5:30pm at the PAC

Meeting adjourned 8:47 PM

Submitted December 13, 2024



Cynthia Carlton

Clerk/Treasurer