

REGULAR BOARD MEETING  
VILLAGE BOARD OF TRUSTEES  
FEBRUARY 13, 2018 7:00 PM

AGENDA

1. ROLL CALL/ACKNOWLEDGEMENT OF OPEN MEETING ACT POSTED
2. DISCUSSION/ACTION RE: APPOINTMENT OF VILLAGE CLERK/TREASURER  
A. SET SALARY/VILLAGE CLERK/TREASURER
3. CONSENT AGENDA – All items listed under the ‘consent agenda’ are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed and will be considered after completion of the consent agenda.
  - A. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 11, 2018
  - B. APPROVAL OF SHARON MYERS TO THE SHELTON HOUSING AUTHORITY
  - C. APPROVAL OF KARLIE KOHL AND NATHAN KOSSE TO THE BOARD OF PARK COMMISSIONERS
  - D. RESIGNATIONS OF TIM MONINGER & KEN GLASER FROM PLANNING COMMISSION
  - E. APPROVAL OF PAUL FILSINGER AND BRADY MCDONALD TO PLANNING COMMISSION
4. DISCUSSION AND POSSIBLE ACTION CONCERNING ITEMS REMOVED FROM THE CONSENT AGENDA
5. FINANCIAL STATEMENT
- 5A. DISCUSSION/ACTION RE: CLARIFICATION OF DECEMBER FINANCIAL REPORT/WATER DEPARTMENT/TRUSTEE DOREMUS
6. 7:10 PM - PUBLIC HEARING RE: ONE AND SIX YEAR STREET IMPROVEMENT PROGRAM
- 6A. ADJOURN PUBLIC HEARING/ROLL CALL/ACKNOWLEDGMENT OF OPEN MEETING ACT POSTED
- 6B. DISCUSSION/ACTION RE: ONE AND SIX YEAR STREET IMPROVEMENT PROGRAM
7. ATTORNEY REPORT/DEPARTMENT HEAD REPORTS
8. FIRE DEPARTMENT COMMUNICATIONS
9. PLANNING COMMISSION COMMUNICATIONS
10. DISCUSSION/ACTION RE: REQUEST TO MAINTAIN FOWL IN CORPORATE LIMITS/J JOHNSON
11. DISCUSSION/ACTION RE: LIONS CLUB UPDATE ON PARK/BASKETBALL COURT
12. DISCUSSION/ACTION RE: RECONSIDERATION OF WAGE SET AT JANUARY BOARD MEETING FOR ASSISTANT CLERK/TREASURER
13. DISCUSSION/ACTION RE: OPTIONS FOR ONLINE PAYMENT OF UTILITY BILLS
14. DISCUSSION/ACTION RE: INCREASE DELINQUENT UTILITY FEE/ESTABLISH DEPOSIT FOR TESTING FOR EXCESSIVE WATER USAGE - ORDINANCE
15. DISCUSSION/ACTION RE: MAGUIRE IRON – REHAB – WATER TOWER TANK
16. DISCUSSION/ACTION RE: SUMMER PARK PREPARATION/HIRING OF PART-TIME SEASONAL PARK, CEMETERY AND POOL EMPLOYEES
17. DISCUSSION/ACTION RE: SALE OF PROPERTY AT 410 LINCOLN
18. DISCUSSION/ACTION RE: PARK CONVERSION PROPERTY/BUTTERFLY PARK
19. DISCUSSION/ACTION RE: SALE OF PROFESSIONAL BUILDING/AUTHORIZE CHAIRMAN TO EXECUTE ANY AND ALL DOCUMENTS FOR SALE - RESOLUTION
20. DISCUSSION/ACTION RE: EMPLOYEE DRUG TESTING POLICY
21. DISCUSSION/ACTION RE: SALE OF PROPERTY AT 305 AND 307 WEST HIGHWAY 30
22. DISCUSSION/ACTION RE: PLACING CITY SALES TAX ISSUE ON BALLOT IN NOV 2018 GENERAL ELECTION

- 23. DISCUSSION/ACTION RE: INCREASE IN COST OF COMMERCIAL PERMIT AT GRASS DISPOSAL SITE FOR 2018
- 24. CLAIMS
- 25. ADJOURNMENT

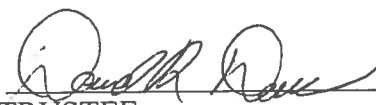
ONLY EMERGENCY ITEMS may be added to the agenda within 24 hours of the Village Board meeting. A current updated agenda is available in the office of the Village Clerk.

  
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 LISA SMITH  
 ASSISTANT VILLAGE CLERK/TREASURER

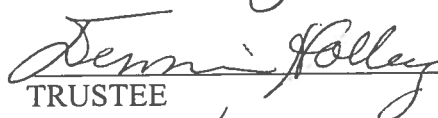
## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF MEETING


THE UNDERSIGNED MEMBERS OF THE GOVERNING BODY OF THE VILLAGE OF SHELTON, NEBRASKA, HEREBY ACKNOWLEDGE RECEIPT OF ADVANCE NOTICE OF A MEETING OF SAID BODY AND THE AGENDA FOR SUCH MEETING HELD AT 7:00 O’CLOCK P.M. ON February 13, 2018 IN THE COMMUNITY ROOM OF THE MUNICIPAL BUILDING, 219 “C” STREET, SHELTON, NEBRASKA.

  
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 CHAIRMAN 2-13-18  
date

  
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 TRUSTEE 2-13-18  
date

  
 \_\_\_\_\_  
 TRUSTEE 2-13-18  
date

  
 \_\_\_\_\_  
 TRUSTEE 2/13/18  
date

  
 \_\_\_\_\_  
 TRUSTEE 2-13-18  
date

# MINUTE RECORD

REGULAR BOARD MEETING  
VILLAGE BOARD OF TRUSTEES  
FEBRUARY 13, 2018 7:00 PM

The regular meeting of the Chairman and Board of Trustees of the Village of Shelton, Nebraska, was convened in open and public session in the Community Room of the Shelton Municipal Building at 219 "C" Street in Shelton, Nebraska, on February 13, 2018. Vice Chairman Doremus called the meeting to order at 7:00 P.M. at which time he informed the public of the posting of the Open Meeting Act on the bulletin board in the back of the room and directed the Assistant Village Clerk Lisa Smith to call roll which reflected the following: Present: Trustees: Holley, Oberg, Doremus and Keslar. Absent: Roe. Vice Chairman Doremus then led the audience in the Pledge of Allegiance.

Notice of this meeting was given in advance thereof by publication in the Shelton Clipper on February 8, 2018 and by posting at 9:15 am on February 5, 2018 in four (4) public places in the Village of Shelton, Nebraska, as follows: Larry's Market, Shelton Clipper, Cornerstone Bank, and Village Office, all as shown by the Certificate of Posting attached to these minutes. Notice of this meeting was simultaneously given to the Chairman and all members of the Village Board of Trustees and a copy of their acknowledgement of receipt of notice of the meeting and the agenda are attached to these minutes. Availability of the agenda was communicated in the advanced notice and in the notice of this meeting to the Village Board of Trustees.

All proceedings shown were taken while the convened meeting was open to the attendance of the public.

Trustee Oberg read a short statement from Chairman Roe apologizing for his absence but explaining that his coaching job had prevented him attending this evening.

**2. & 2A. APPOINTMENT AND SET SALARY OF VILLAGE CLERK/TREASURER.** Vice Chairman Doremus informed the public that the board had received a letter of resignation from Jan Emal dated February 8, 2018 effective immediately. He then indicated he would entertain a motion to accept this resignation. It was then moved by Trustee Keslar, with a second from Trustee Oberg to accept Ms Emal's resignation with the vote as follows: AYES: Oberg, Doremus and Keslar. NAYS: Holley. ABSENT: Roe. MOTION CARRIED.

It was then moved by Vice Chairman Doremus to appoint Bonnie Doremus as Clerk/Treasurer at a salary equal to \$18.00 per hour. This was seconded by Trustee Keslar with the vote as follows: AYES: Oberg, Doremus and Keslar. NAYS: Holley. ABSENT: Roe. MOTION CARRIED. At this time Ms Doremus assumed the role of Clerk/Treasurer and took over the duties of the meeting from Assistant Smith.

**3. CONSENT AGENDA.** It was moved by Trustee Oberg and seconded by Trustee Keslar to approve the consent agenda which was comprised of: A) Approval of Minutes of the Regular Meeting of January 11, 2018, B) Appointment of Sharon Myers to the Shelton Housing Authority, C) Appointment of Karlie Kohl and Nathan Kosse to the Park Commission, D) Acceptance of Tim Moninger and Ken Glaser resignations from the Planning Commission and E) Appointment of Paul Filsinger and Brady McDonald to Planning Commission. Roll call by clerk resulted as follows: AYES: Holley, Oberg, Doremus and Keslar. NAYS: None. ABSENT: Roe. Motion Carried.

**4. DISCUSSION AND POSSIBLE ACTION CONCERNING ITEMS REMOVED FROM THE CONSENT AGENDA.** None to discuss.

# MINUTE RECORD

February 13, 2018

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**5. FINANCIAL STATEMENT.** It was moved by Trustee Doremus with a second from Trustee Holley to approve the financial report as presented. AYES: Oberg, Holley, Doremus and Keslar. NAYS: None. ABSENT: Roe. MOTION CARRIED.

**5A. CLARIFICATION OF DECEMBER FINANCIAL REPORT/WATER DEPARTMENT/TRUSTEE DOREMUS.** Trustee Doremus reported that he had visited with the office and it was explained that the two reports he had been looking at reported credits differently. He was satisfied that the figures were correct, and his questions had been answered.

**6. PUBLIC HEARING RE: ONE AND SIX YEAR STREET IMPROVEMENT PROGRAM.** It being of the hour of 7:05 PM it was moved by Trustee Keslar with a second from Trustee Holley to adjourn the Board of Trustee meeting in order to hold a public hearing. AYES: Oberg, Holley, Doremus and Keslar. NAYS: None. ABSENT: Roe. MOTION CARRIED.

PUBLIC HEARING was called to order by Vice Chairman Doremus at which time Reed Miller from Miller and Associates explained that this public hearing for the One and Six Year Street Improvement Program was part of the requirements for the State Funds the Village receives. Mr. Reed presented the 2017 project plans and suggested that we could move last year's One Year Plan (which was not done) to the Six Year Plan and replace the One Year with maintenance only for the 1018.

**6A. ADJOURN PUBLIC HEARING/ROLL CALL/ACKNOWLEDGE OF OPEN MEETING ACT POSTED.** Having no further input or discussion from the public, Vice Chairman Doremus adjourned the public hearing and called the Board of Trustees meeting back to order at 7:10 PM at which time he informed the public of the posting of the Open Meeting Act on the bulletin board in the back of the room. He then directed the Village Clerk to call roll which reflected the following. Present: Trustees Holley, Oberg, Doremus and Keslar. Absent: Roe.

**6B. ONE AND SIX YEAR STREET IMPROVEMENT PROGRAM.** Vice Chairman Doremus indicated it was now time to consider Resolution 18-02-13A.

RESOLUTION NO. 18-02-13A:

BE IT RESOLVED by the Village Board of Trustees of Shelton, Nebraska that the attached One- and Six- Year Street Improvement Programs are hereby adopted by said Board of Trustees. The said Board of Trustees attests that Notice of Public Hearing was posted in the following three public places:

Larry's Market  
Cornerstone Bank of Shelton  
Shelton Clipper

BE IT FURTHER RESOLVED, this Program was approved with the following changes: The Railroad Street project would become part of the Six Year Plan and the One Year Plan would be for Maintenance Only.

It was then moved by Trustee Oberg with a second from Trustee Holley to approve and adopt Resolution No. 18-02-13A as read one time a loud. AYES: Oberg, Holley, Doremus and Keslar. NAYS: None. ABSENT: Roe. MOTION CARRIED.

**7. ATTORNEY/DEPARTMENT HEAD REPORTS.** Written and verbal reports were given by the Attorneys Keith Smith and Jim Truell and the individual department heads.

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**8. FIRE DEPARTMENT COMMUNICATIONS.** In the absence of Fire Chief Wiehn, Trustee Keslar reported that the annual Firemen's feed was held last week, and a good time was had by all.

**9. PLANNING COMMISSION.** Treavor Reeder reported that they had met and would be ready to bring a recommendation to the board next month regarding a conditional use permit request to place a cell tower near the south area of town.

**10. REQUEST TO MAINTAIN FOWL IN THE CORPORATE LIMITS.** A request from Jayson Johnson had been received asking the board to allow for his 7-year-old son to keep his exhibition poultry (pigeons, bantam chickens and ducks) within the municipality if they were to move to Shelton. At present fowl is banned from the municipality. After some discussion, it was moved by Trustee Keslar with a second from Trustee Holley to make no change to the ordinance. AYES: Holley, Oberg, Doremus and Keslar. NAYS: None. Absent: Roe. Motion Carried.

**11. LIONS CLUB UPDATE ON PARK/BASKETBALL COURT.** Treavor Reeder reported they had raised a little over \$8,000 for the project and was planning to buy 4 heavy duty basketball hoops for the court. This would cost them about \$7,600. They would like to use the remainder of the funds to purchase "mow strips" to go under the fencing to aid in the maintenance of the court. It was the board's consensus that this was a good idea.

**8. FIRE DEPARTMENT COMMUNICATIONS (CONTINUED).** Fire Chief Jason Wiehn arrived and thanked the Utility Department for the snow removal. He then reported that they had nine members taking a first responder course which will aid in the assessment of injuries and is sometime a "bridge" to the EMT courses.

**12. RECONSIDERATION OF WAGE SET AT JANUARY BOARD MEETING FOR ASSISTANT CLERK/TREASURER.** Trustee Holley explained that this position was not given the same percentage of an increase as the other positions and felt the board should look at this. Since there were no figures for the members to look at it was moved Trustee Doremus to table this agenda item to the next regular meeting when figures could be presented for their consideration. This received a second from Trustee Keslar with the vote as follows: Ayes: Holley, Oberg, Doremus and Keslar. Nays: None. Absent: Roe. Motion carried.

**13. OPTIONS FOR ON LINE PAYMENT OF UTILITY BILLS.** The office staff reported to the board that they had looked into this some and was finding it could be expensive and was continuing to investigate the options to see how to do this with in reasonable fees.

**14. INCREASE DELIQUENT UTILITY FEE/ESTABLISH DEPOSIT FOR TESTING FOR EXCESSIVE WATER USAGE ORDINANCE.** Utility Superintendent Sell reported that he and the attorney had this ordinance almost ready but were still working on the verbiage in certain areas, but it should be ready for their consideration at the March regular board meeting.

**15. MCGUIRE IRON – REHAB – WATER TOWER.** Mr. Sell reported to the Board that McGuire Iron was planning to be here in April to repaint the water tower.

**16. SUMMER PARK PREPARATION/HIRING OF PART TIME SEASONAL PARK, CEMETERY AND POOL EMPLOYEES.** The board directed to have ads placed in the paper for these positions.

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## **17. & 18. SALE OF PROPERTY AT 410 LINCOLN AND PARK CONVERSION**

**PROPERTY/BUTTERFLY PARK.** A letter from Miller & Associates indicated that after their investigation into the LWCF Act program that the lots commonly known as the Butterfly Park on the south end of Lincoln Street were not part of the land swapped for the well site near the water tower. Therefore, the Village could utilize them as they wished. Several members of the audience which were present encouraged to Board to keep all their options open for these lots and the one at 410 Lincoln. No Action was taken.

## **19. SALE OF PROFESSIONAL BUILDING/AUTHORIZE CHAIRMAN TO EXECUTE ANY AND ALL DOCUMENTS FOR SALE- RESOLUTION.** Vice Chairman Doremus indicated it was now time to consider Resolution No. 18-02-13B:

WHEREAS, the Village of Shelton is the owner of certain real estate previously used as a medical clinic and professional center located at 302 "C" St. Shelton, Nebraska; and

WHEREAS, said property is no longer useful for the purpose for which it was intended; and

WHEREAS, it is the best interests of the Village of Shelton that such property be sold for purposes of development, privately, thereby placing said real estate on the tax rolls to continue the benefit to the community.

NOW THEREFORE, BE IT RESOLVED by the Chairman and Board of Trustees of the Village of Shelton, Buffalo County, Nebraska, as follows:

1. The real estate aforesaid and legally described as: Lot Six (6), Block Nine (9) in Union Pacific Railway Company's Second Addition to the Village of Shelton, Buffalo County, Nebraska, should be sold for the purchase price of Eight Thousand (8,000.00) Dollars to Matthew A. Andrews pursuant to a commercial purchase agreement to include the personal property remaining in said structure to include chairs, tables, desks and other items; and that such property shall be taken in "as is condition" without warranty, expressed or implied.

2. The Chairman of the Board of Trustees is hereby directed to execute any and all documents associated with such sale to include, but not be limited to: Purchase Agreement, Title Insurance, closing statements and deed of conveyance upon passage and approval of the necessary ordinance by the Village Board following the passage of the right to remonstrance as required hereinafter.

BE IT FURTHER RESOLVED that pursuant to the provisions of Section 17-503 R.R. S 1943, the Public is hereby notified that within thirty (30) days from the date of last publication of this NOTICE OF REMONSTRANCE, a petition to prohibit the sale containing valid signatures of registered voters equal to 30% of the number of voters in the last regular election is filed with the Village Clerk. The Election Commissioner or County Clerk of Buffalo County shall validate the signatures on said petition for accuracy within 30 days of receipt thereof.

BE IT FURTHER RESOLVED that the Village Clerk is directed to publish this Resolution/NOTICE OF REMONSTRANCE once a week for three consecutive weeks in the legal newspaper for the Village of Shelton, Nebraska.

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It was then moved by Trustee Keslar, with a second from Trustee Holley to approve and adopt Resolution No. 18-013B as read one time a loud by Trustee Oberg.

**20. EMPLOYEE DRUG TESTING POLICY.** It was reported that a sample policy had been received but the Chairman, Police Chief and Attorney still needed to go over it to draft a policy for Shelton.

**21. SALE OF PROPERTY AT 305 AND 307 WEST HIGHWAY 30.** At this point it was the consensus of the board there was little interest in the sale of this, so no action was taken.

**22. PLACING CITY SALES TAX ISSUE ON BALLOT IN NOV 2018 GENERAL ELECTION.** It was indicated that to have this issue pass we would need to have several informational meetings for the public and choose a specific project or fund to dedicate this revenue to go to. The Clerk will look into when the Election Commissioner needed the resolution to place it on the ballot.

**23. INCREASE IN COST OF COMMERICAL PERMIT AT GRASS DISPOSAL SITE FOR 2018.** After a brief discussion, it was decided to postpone any action until the March meeting.

**24. CLAIMS.** It was moved by Trustee Holley with a second from Trustee Keslar to approve claims as presented. AYES: Holley, Oberg, Doremus, and Keslar. NAYS: None. ABSENT: Roe. Motion Carried.

After a short discussion regarding the regular March meeting occurring so early in the month, it was decided to leave it on its original date of March 8<sup>th</sup>.


**25. ADJOURNMENT.** All agenda items having been considered, Trustee Holley with a second from Trustee Keslar moved to adjourn the meeting. AYES: Holley, Oberg, Doremus, and Keslar. NAYS: None. ABSENT: Roe. Motion Carried. Whereupon, the Vice Chairman declared the motion carried and the meeting duly adjourned at 7:55 P.M.

RESPECTFULLY SUBMITTED



BONNIE DOREMUS, MMC  
VILLAGE CLERK

APPROVED:



DAVID DOREMUS  
VICE CHAIRMAN

# MINUTE RECORD


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## CERTIFICATION

I, the undersigned, Village Clerk for the Village of Shelton, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Vice Chairman and Board of Trustees of the Village of Shelton at the regular meeting held on February 13, 2018 and that all the subjects included in the foregoing proceedings were contained in said agenda for at least twenty-four hours prior to said meeting; that said minutes from which the foregoing proceedings have been extracted were available for public inspection within ten working days of the meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting; that the notice of the meeting was posted by Assistant Clerk/Treasurer Lisa Smith at 9:15 A.M. on February 5, 2018 in four public places in the Village of Shelton, as follows: Village Office, Shelton Clipper, Cornerstone Bank, and Larry's Market.

Dated this 16th day of February, 2018.

  
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BONNIE DOREMUS, MMC  
VILLAGE CLERK



# MINUTE RECORD

FEBRUARY 13, 2018

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## CLAIMS:

BLACK HILLS ENERGY	DEC/JAN SERVICE	1,230.97
BUFFALO CO SHERIFF'S OFFICE	LAW ENFORCEMENT CONTRACT	1,878.04
BUSINESS WORLD PRODUCTS	OFFICE SUPPLIES	67.94
CENTRAL COMMUNITY COLLEGE	EDUCATION-ER MED RESPONSE	2,916.00
CENTRAL DIST. HEALTH DEPARTMEN	WA TESTS	80.50
CHARTER COMMUNICATIONS	JAN/FEB SERVICE	154.99
CHEMSEARCH	R/M SEWER	3,675.00
CINDY BRANDT	OP SUPP-WALMART	91.74
CITY OF SHELTON	SEWER	418.13
CLEVINGER PETROLEUM	DIESEL #2/#1	1,433.78
CLEVINGER PROPANE	PROPANE	144.00
CLIFF KESLAR	OP SUPP-POSITIVE PROMOTIONS	290.60
CLIPPER PUBLISHING, INC	MIN/CLAIMS/NOTICE/ORD	152.71
CONSOLIDATED MANAGEMENT CO	ED-POL/TRAINING	402.12
COOPERATIVE PRODUCERS, INC	R/M EQUIP-T40	117.50
CUTTING EDGE CLEANING	CLEANING-COMM ROOM	105.00
DAN SELL	REIMBURSE/LNM CONF EXPENSES	194.73
DEARBORN NATIONAL	LIFE INS/FIREMEN-FEB 2018	55.04
DIVERSIFIED DRUG TESTING, LLC	TESTING	102.00
EFTPS	FED/FICA TAX	10,510.15
EMS BILLING SERVICE, INC	BILLING FEES	136.80
GALLS, LLC	OPERATING SUPPLIES	976.97
GODFREY ELECTRIC LLC	R/M SEWER/PUMP	788.12
HEARTLAND DISPOSAL	GARBAGE COLLECTION	3,466.96
HEIMAN FIRE EQUIPMENT	EQUIP PURCHASE	96.99
K & K CONVENIENCE STORE	JAN FUEL	276.70
K & K CONVENIENCE STORE	FIRE DEPT ACCT/JAN FUEL	67.89
LARRY'S MARKET	SUPPLIES	106.42
LASERTEC OF NE, INC	PAGEPACK CONTRACT	112.21
LONNIE RACHOW	SHOP SUPPLIES	53.49
LYNN CARD COMPANY	SUPPLIES	176.00
MATHESON TRI-GAS INC	AMBULANCE SUPPLIES	49.65
MCI	DEC/JAN SERVICE	26.82
MENARDS GRAND ISLAND	R/M STREETS	142.63
MUNICIPAL SUPPLY INC	R/M SEWER	451.35
NE CENTRAL TELEPHONE CO	FEB SERVICE	499.98
NE PLANNING & ZONING ASSOC	CONF FEES	225.00
NE RURAL WATER ASSOCIATION	ANNUAL CONF	375.00
NE DEPT OF REV-STATE TAX WHOLD	STATE TAXES	1,016.45
NE UC FUND	2017-4TH QTR/UNEMPLOYMENT	36.66
NEBRASKA PUBLIC POWER DIST	DEC/JAN SERVICE	6,570.72
ONE CALL CONCEPTS	JAN LOCATES	1.14
PETTY CASH	POSTAGE	189.35
PLATTE VALLEY COMMUNI-KRNY	R/M EQUIP	19.50
POLICE PETTY CASH	OP SUPP-CABELAS	90.00
PRESTO X	PEST CONTROL	35.00
SECURITY BENEFIT LIFE		457 1,073.94
SHELTON VFD	REIMBURSE EDUCATION MATERIALS	1,531.17
TROY SPELLMAN	CONTRACT LABOR	144.00
TRUELL, MURRY & ASSOC	ATTORNEY SERVICES	450.00
US BANK	ED/CONF-CORNHUSKER	340.74
VERIZON	JAN/FEB SERVICE	440.91
WILLIS REPAIR	R/M EQUIP	156.30
TOTAL ACCOUNTS PAYABLE		<u>44,145.80</u>
PAYROLL CHECKS	Jan-18	<u>25,750.34</u>
**** PAID TOTAL *****		<u>69,896.14</u>

