

# MINUTE RECORD

REGULAR BOARD MEETING  
VILLAGE BOARD OF TRUSTEES  
NOVEMBER 14, 2019 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 November 14, 2019. Chairman Roe 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 led the audience in the Pledge of Allegiance. He then directed the Village Clerk to call roll which reflected the following: Present: Trustees: Roe, Cline, Oberg and Doremus. Absent: Keslar.

Notice of this meeting was given in advance thereof by publication in the Shelton Clipper on November 7, 2019 and posting at 10:55 am on November 11, 2019 in five (5) public places in the Village of Shelton, Nebraska, as follows: Larry's Market, Shelton Clipper, Post Office, 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.

- 2. CONSENT AGENDA.** The consent agenda was presented as follows:
- A. WAIVE READING & APPROVE MINUTES OF REGULAR MEETING OF OCTOBER 10, 2019**
  - B. ACCEPT FINANCIAL REPORT**
  - C. RESOLUTION TO APPROVE PURCHASE OF ARMOR VEST FOR POLICE DEPARTMENT  
RESOLUTION NO. 19-11-14:**

WHEREAS, the Governing Body of the Village of Shelton, Nebraska has determined that the purchase of certain equipment is necessary and essential to the efficient and proper operation of the Village.

WHEREAS, after investigation of the facts and discussion of the alternatives, the Governing Body has decided to purchase the necessary equipment:

**NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE VILLAGE OF SHELTON, NEBRASKA:**

**SECTION 1.** That the Village of Shelton, Nebraska shall immediately acquire, for the purchase price not to exceed \$800.00 one armor vest from Point Blank Enterprises, Inc. A grant from the LARM Armor Program in the amount of \$700 will be used to help facilitate the purchase of the armor vest.

**SECTION 2.** That the Chairman and Police Chief hereby are authorized, and directed to acquire the aforementioned equipment for and on behalf of, and in the name of the Village of Shelton, Nebraska, and to execute such documents, orders, and contracts in the name of the Village of Shelton, Nebraska, as may be necessary, proper, or convenient to undertake and complete such purchase.

- D. RESOLUTION AUTHORIZING SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT FORM  
RESOLUTION NO. 19-11-14A:**

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-251 1 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment;

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Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment of the City Street Superintendent to the NDOT using the Year-End Certification of City Street Superintendent form;

Whereas: The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy of a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor or Village Board Chairperson of Shelton, Nebraska is hereby authorized to sign the attached Year-End Certification of City Street Superintendent form.

**E. RESOLUTION TO RATIFY THE ELECTION OF MEMBERS OF THE LARM BOARD OF DIRECTORS  
RESOLUTION NO. 19-11-14B:**

WHEREAS, Village of Shelton is a “participating member” of the League Association of Risk Management (“LARM”); and

WHEREAS, the Interlocal Agreement that formed and continues to govern LARM provides in 8.1.4.2. that “Each participating member may cast one vote for each of the open Board positions.”; and

WHEREAS, the following 15 individuals were elected by LARM members at a Members Meeting on March 21, 2018, which terms commenced effective January 1, 2018:

Name	Term	Member
Mayor Doug Hanson	3	Hickman
James (Jim) Hawks	3	North Platte
Melissa Harrell	3	Wahoo
Jo Leyland	3	Imperial
Lanette Doane	3	Ansley
Nathan Johnson	2	Scottsbluff
Mayor Scott Getzschman	2	Fremont
Teresa Bartlett	2	Beaver City
Mayor Josh Moenning	2	Norfolk
LeAnn Brown	2	Oshkosh
Tom Ourada	1	Crete
Sandra Schendt	1	Nelson
Mayor Deb Van Matre	1	Gibbon
Douglas Schultz	1	Curtis
Pamela Buethe	1	Sarpy SID #29

WHEREAS, at a LARM Members Meeting on September 19, 2018, the five individuals listed above who were initially elected to one-year terms—Tom Ourada, Sandra Schendt, Mayor Deb Van Matre, Douglas Schultz, and Pamela Buethe—were re-elected to three-year terms commencing effective January 1, 2019.

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WHEREAS, at a LARM Members Meeting on September 18, 2019, the five individuals listed above who were initially elected to two-year terms—Nathan Johnson, Mayor Scott Getzschman, Teresa Bartlett (now Teresa Youngquist), Mayor Josh Moenning, and LeAnn Brown—were re-elected to three-year terms commencing effective January 1, 2020.

WHEREAS, the remaining five individuals listed above who were initially elected to three-year terms—Mayor Doug Hanson, James (Jim) Hawks, Melissa Harrell, Jo Leyland, and Lanette Doane—continue to serve on the LARM Board of Directors, and their terms will expire on December 31, 2020, unless they are re-elected to a second term at a LARM Members Meeting to take place in 2020.

WHEREAS, in order to avoid any doubt as to its assent to the election and re-election of the members of the LARM Board of Directors as stated above, **the Village of Shelton** wishes to ratify the election and re-election of the LARM Board of Directors. NOW, THEREFORE, BE IT RESOLVED that **the Village of Shelton** hereby ratifies and confirms its assent to the election and re-election of the LARM Board of Directors as stated above.

It was moved by Trustee Doremus with a second from Trustee Oberg to approve the consent agenda as presented. Ayes: Roe, Oberg, Cline and Doremus. Nays: None. Absent: Keslar. Motion carried.

### 3. REPORTS

- A. **FIRE DEPARTMENT REPORT ON PRIOR MONTH'S ACTIVITIES.** A Verbal report given by Fire Chief Whien.
- B. **ATTORNEY REPORT ON PRIOR MONTH'S ACTIVITIES.** A verbal report was given by Attorney Truell.
- C. **ADMINISTRATIVE REPORT ON PRIOR MONTH'S ACTIVITIES.** A written and verbal report was given by Administrative Clerk Doremus.
- D. **POLICE REPORT ON PRIOR MONTH'S ACTIVITIES.** A written and verbal report was given by Police Chief Clark
- E. **UTILITY SUPERINTENDENT REPORT.** A written and verbal report was given by Utility Superintendent Sell.

**TRUSTEE KESLAR ARRIVED AT 7:10 PM**

**4. APPROVE CONTRACT WITH SCEDD FOR ADMINISTRATING THE OWNER OCCUPIED REHAB PROJECT.** After discussion, it was moved by Trustee Doremus to approve the contract. This received a second from Trustee Oberg with the vote as follows: Ayes: Roe, Keslar, Doremus, Oberg and Cline. Nays: None. Absent: None. Motion Carried.

### **5. AUTHORIZE CHAIRMAN TO EXECUTE CONTRACT WITH SOUTH CENTRAL ECONOMIC DEVELOPMENT DISTRICT, INC (SCEDD) FOR GRANT ADMINISTRATION SERVICES.**

After discussion, Chairman Roe indicated it was time to consider Resolution No. 19-11-14C.

**RESOLUTION NO. 19-11-14C:**

WHEREAS, the Governing Body of the Village of Shelton, Nebraska has been awarded an Owner-Occupied Rehabilitation grant from the Nebraska Affordable Housing Trust Fund (NAHTF).

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE VILLAGE OF SHELTON, NEBRASKA:

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**SECTION 1.** That the Village of Shelton, Nebraska shall contract with South Central Economic Development District (SCEDD) to become the Certified Administrator for this grant, for price not to exceed \$8,000.

**SECTION 2.** That the Chairman hereby is authorize and directed to execute such contract for and on behalf of, and in the name of the Village of Shelton, Nebraska, and that an executed copy of said contract be affixed to this resolution and, by reference, made a part of these official Proceedings.

It was then moved by Trustee Keslar, with a second from Trustee Doremus to approve and adopt Resolution No. 19-11-14C as presented. Ayes: Roe, Keslar, Doremus, Oberg and Cline. Nays: None. Absent: None. Motion Carried.

**6. WATER PROJECT (REPLACING WATER MAIN ON C STREET FROM 2<sup>ND</sup> TO 8<sup>TH</sup> STREET AND ON RAILROAD STREET PLUS VALVE AND FIRE HYDRANT REPLACEMENTS WITH MAPPING OF SYSTEM).** Superintendent Sell reported that he had met with representative from Miller and Associates and they should have the specs ready for approval at the December meeting and then would be able to let bids for the project.

**7. ORDINANCE FOR PROCEEDURE TO PLACE ITEMS ON THE AGENDA.** Chairman Roe indicated it was now time to consider Ordinance No. 832. Whereupon, it was moved by Trustee Oberg, seconded by Trustee Doremus that the minutes of the proceedings of the Chairman and Board of Trustees of the Village of Shelton, Buffalo County, Nebraska, in the matter of passing and approving Ordinance No. 832 be preserved and kept in a separate and distinct volume known as "Ordinance Record, Village of Shelton, Nebraska"; and that said separate and distinct volume be incorporated in and made a part of these proceedings the same as though it were spread at large herein. The Chairman instructed the Clerk to call the roll and the following was recorded as the vote on this motion: **AYES:** Roe, Cline, Doremus, Oberg and Keslar. **NAYS:** None. **ABSENT:** None. Whereupon the chairman declared the Motion Carried.

Further, a motion was made by Trustee Oberg, seconded by Trustee Doremus that the statutory rules in regard to the passage and adoption of Ordinances be suspended, so that said Ordinance No. 832 might be introduced, read by title, and approved and passed at the same meeting. Trustee Oberg called for the question. The Chairman put the question to the vote and instructed the Clerk to call roll and the following was the vote on this motion: **AYES:** Roe, Cline, Doremus, Oberg and Keslar. **NAYS:** None. **ABSENT:** None. Whereupon, the Chairman declared the Motion Carried.

Following the reading of Ordinance No. 832 by title on the First Reading, the suspension of the rules so that the same may be read by title on the Second and Third Readings, allowing for final passage at the same meeting, Trustee Oberg called for the question as to the approval and passage of Ordinance No. 832 and the following vote was recorded: **AYES:** Roe, Cline, Doremus, Oberg and Keslar. **NAYS:** None. **ABSENT:** None. Whereupon, the Chairman declared that five members of the Board having voted in the affirmative for the passage and approval of Ordinance No. 832 and declared said Ordinance duly passed and adopted as an Ordinance of the Village of Shelton, Nebraska.

Whereupon, it was moved by Trustee Oberg, seconded by Trustee Keslar that said Ordinance No. 832 be published in pamphlet form. **AYES:** Roe, Cline, Doremus, Oberg and Keslar. **NAYS:** None. **ABSENT:** None. Motion Carried.

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**8. CLAIMS.** After review, it was moved by Trustee Doremus, seconded by Trustee Keslar to pay the claims as presented. Ayes: Cline, Oberg and Doremus. Nays: None. Abstains: Roe and Keslar. Absent: None. Motion Carried.

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

RESPECTFULLY SUBMITTED

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BONNIE DOREMUS, MMC  
VILLAGE CLERK

APPROVED:

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WILLIAM C. ROE  
CHAIRMAN

## 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 Chairman and Board of Trustees of the Village of Shelton at the regular meeting held on November 14, 2019 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 and the agenda was posted by Assistant Clerk Treasurer Lisa Smith and Village Clerk, Bonnie Doremus, at 10:55 A.M. on November 11, 2019 and 11:35 A.M. on November 12, 2019 respectfully in five public places in the Village of Shelton, as follows: Village Office, Shelton Clipper, Post Office, Cornerstone Bank, and Larry's Market.

Dated this 18th day of November, 2019

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BONNIE DOREMUS, MMC  
VILLAGE CLERK

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CLAIMS PAID FROM GENERAL ACCT

VENDOR	REFERENCE	AMOUNT
AURORA COOPERATIVE	PARK FERTILIZER	\$ 377.60
BLACK HILLS ENERGY	MONTHLY SERVICE	\$ 254.79
BONNIE DOREMUS	OFFICE DESK	\$ 697.87
BUFFALO OUTDOOR POWER LLC	R/M - PARK QUIP	\$ 61.20
BUILDERS - KEARNEY	SHOP TOOLS	\$ 987.97
BUSINESS WORLD PRODUCTS	OFFICE SUPPLIES	\$ 159.73
CENTRAL DIST. HEALTH DEPART	WATER TESTS	\$ 157.50
CHARTER COMMUNICATIONS	MONTHLY SERVICE	\$ 74.03
CHEMSEARCH	DEGREASER	\$ 2,799.25
CINDY BRANDT	FIRE HALL CLEANING	\$ 50.00
CLIFF KESLAR	PROMOTION MATERIAL	\$ 441.98
CLIPPER PUBLISHING,INC	OCTOBER PUBLICATIONS	\$ 202.08
CNA SURETY DIRECT BILL	VICE CHAIRMAN BOND	\$ 100.00
CONSTRUCTION RENTAL	SOD CUTTER RENTAL	\$ 49.77
CUTTING EDGE CLEANING	OCT CLEANING	\$ 135.00
DANKO EMERGENCY EQUIPMENT	FIRE EQUIP R/M	\$ 650.00
DEARBORN LIFE INSURANCE CO	FIREMEN LIFE INSUR	\$ 34.40
DISPLAY SALES	CHIRSTMAN BULBS	\$ 173.00
DIVERSIFIED DRUG TESTING, LLC	2020 MEMBERSHIP DUES	\$ 50.00
FIVE RULE LLC	SELL/SMITH - ZONING CLASS	\$ 118.00
GWORKS	ANN LICENSE AGREEMENT	\$ 2,973.77
HEARTLAND DISPOSAL	OCT GARBACE SERVICE	\$ 3,938.78
JACOB GANGWISH	BATTERIES/FLASHLIGHTS	\$ 197.43
JANET ROWLING, PC	19/20 BUDGET PREP	\$ 1,650.00
K & K CONVENIENCE STORE	MONTHLY FUEL	\$ 1,048.06
K & K CONVENIENCE STORE	OCT FUEL/FIRE	\$ 68.54
LANDMARK IMPLEMENT, INC	FIRE GATOR LEASE	\$ 1,000.08
LEAGUE ASSOC OF RISK MNGMT	ADDT'L PARK EQUIP COVERAGE	\$ 95.48
LARRY'S MARKET	LIBR SP PROGRAMS/GEN SUPPLIES	\$ 92.96
LASERTEC OF NE, INC	COPIER CONTRACT	\$ 55.75
LOCKMOBILE	FIREHALL KEYS	\$ 59.00
MCI	MONTHLY SERVICE	\$ 26.97
MENARDS - GRAND ISLAND	SHOP SUPPLIES	\$ 59.83
MENARDS - KEARNEY	POTHOLE PATCH	\$ 811.82
MICHAEL TODD & CO, INC	SNOW PLOW BLADES	\$ 1,213.29
MUNICIPAL SUPPLY INC	WATER REPAIRS	\$ 140.41
NE CENTRAL TELEPHONE CO	MONTHLY SERVICE	\$ 570.33
NEBRASKA DEPT OF REVENUE	SALES TAX-OCT	\$ 2,315.63
NE DHHS REGULATION & LICENSURE	GILLMING/WA OP COURSE	\$ 260.00
NMC, INC	SHOP SUPPLIES	\$ 55.21
NEBRASKA PUBLIC POWER DIST	MONTHLY SERVICE	\$ 4,693.55
ONE CALL CONCEPTS	OCT LOCATES	\$ 13.43
VILLAGE OF SHELTON	POSTAGE	\$ 187.26
POLICE PETTY CASH	OFFICE EQUIP/VEHICLE R/M	\$ 422.59
POSITIVE PROMOTIONS, INC	PROMOTIONAL MATERIAL	\$ 69.99
PRESTO X	PEST CONTROL/FIRE	\$ 36.00
SARGENT DRILLING CO.	EFFICIENCY TEST	\$ 1,062.45
SOS PORTABLE TOILETS, INC.	OCTOBER SERVICE	\$ 75.00
TRADE WELL PALLET, INC	MULCH	\$ 90.00
TRUELL, MURRY & ASSOC	OCT ATTORNEY FEES	\$ 310.00
US BANK	SUPPLIES - R/M	\$ 1,132.37
VERIZON	MONTHLY SERVICE	\$ 422.96
WATCH GUARD VIDEO	CAR/BODY CAMERAS	\$ 5,900.00
WILLIS REPAIR	TIRES/SHOP SUPPLIES	\$ 796.46

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OCTOBER PAYROLL	PAYCHECKS/TAXES/RETIREMENTS	\$ 79,709.69
NOVEMBER PAYROLL THRU 11/15/19	PAYCHECKS/TAXES/RETIREMENTS	\$ 35,577.65
	TOTAL	\$ 154,706.91

CLAIMS PAID FROM AMBULANCE ACCT		
CHUCK ROE	AMBUL SUPPLIES	\$ 20.00
PHILIPS HEALTHCARE	SALES TX/SERV AGREE/AMBULANCE	\$ 48.31
US BANK	AMBULANCE SUPPLIES	\$ 1,377.70
EMS BILLING	BILLING FEES	\$ 69.03
	TOTAL	\$ 1,515.04