

MINUTE RECORD

REGULAR BOARD MEETING
VILLAGE BOARD OF TRUSTEES
NOVEMBER 10, 2022 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 10, 2022. 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 Assistant Village Clerk to call roll which reflected the following: Present: Trustees: Roe, Oberg, Doremus, Keslar and Leibfarth. Absent: None.

Notice of this meeting was given in advance thereof by publication in the Shelton Clipper on November 3, 2022 and by posting at 10:45 am on November 3, 2022 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. APPOINTMENT OF ACTING VILLAGE CLERK. In the absence of Village Clerk Doremus, it was moved by Trustee Doremus and seconded by Trustee Oberg to appoint Assistant Clerk Lisa Smith as Acting Village Clerk with the vote as follows: Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

3. CONSENT AGENDA. It was then moved by Trustee Doremus to approve the consent agenda which included: **A) Waive Reading and approve minutes of Regular meeting of October 13, 2022, B) Accept Financial Report, C) Purchase Sewer Grinder, Accept and Adopt Resolution 22-11-10.**

RESOLUTION NO. 22-11-10:

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 shall immediately acquire, for the purchase price not to exceed \$29,350.00 one sewer grinder from Iowa Pump Works of Ankeny, Iowa

SECTION 2. That the Chairman, and Utility Superintendent be and 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) Pay Buffalo Roofing/Hail Damage, Accept and Adopt Resolution 22-11-10G.

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RESOLUTION 22-11-10G:

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

1. Buffalo Roofing has theretofore delivered to the Village their invoices consisting of services for the repair of hail damages and the invoices set out below are hereby approved, and the Governing Board finds services have been received by the Village and work has been performed and claims therefore are hereby allowed as follows:

Buffalo Roofing	
Library roof repair	\$11,828.00
West Park Restroom roof repair	2,351.20
Pool Park Restroom roof repair	1,741.20
Well House roof repair	1,394.00
Water Tower Well House roof repair	1,244.00
Total claim	\$ 18,558.40

2. That the Village Clerk be, and hereby is, authorized and directed to issue and deliver payment in the amount of \$18,588.40 to Buffalo Roofing of Kearney, Nebraska within ten days from the date thereof for the work performed as set forth and approved.

This received a second from Trustee Keslar with the vote as follows: Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

4. REPORTS. Written and verbal reports were received from the Attorney, Administrative Clerk, Police Department and Utility Department.

5. PRELIMINARY POOL PLANS. Larry Steele with Miller & Assoc. presented preliminary plans for the placement of the pool on the property and a preliminary drawing of the size and layout of the pool. After discussion, it was moved by Trustee Kelsar, with a second from Trustee Oberg, to move forward with a preliminary rendering and the pool committee will be able to use for fundraising. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

6. LIBRARY DESIGNATED PARKING. Patty Wiehn with the Library Board was present to discuss the reasons the Library Board feels that designated parking spaces are necessary. After discussion, the Board decided to postpone any further action at this time and would discuss at a later meeting.

7. BALLFIELD LIGHTS/PANEL/POLES. Utility Superintendent Gillming updated the board, that he has been in contact with an electrician and the state electrical inspector on what will need to be done to bring the baseball field lights into compliance. NPPD is replacing the pole that the electrical board for the baseball field lights are attached and that board has been disconnected. He is waiting on estimates.

8. TERMINATION OF SECURITY BENEFIT 457(b) PLAN. Security Benefit needed more information on the resolution from last month to terminate the Village's retirement plan. After discussion, Chairman Roe indicated it was time to consider Resolution No. 22-11-10A.

RESOLUTION 22-11-10A:

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WHEREAS, The Village of Shelton has contracted with Security Benefit to administer the Village's 457 Retirement plan, and

WHEREAS, the Village of Shelton currently has no current employees enrolled in the Retirement Plan, and

WHEREAS, after investigation of the facts and discussion of the alternatives, the Governing Body has decided to terminate it's 457 Retirement Plan with Security Benefit:

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

SECTION 1. That the Village Board of Trustees has removed Janice Emal and has appointed Bonnie Doremus to replace her as the Plan Sponsor.

SECTION 2. That the Village of Shelton, Nebraska shall terminate it's 457 Retirement Plan with Security Benefit as of November 11, 2022.

SECTION 3. That the Chairman and Clerk hereby are authorized, and directed 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 such termination.

It was then moved by Trustee Keslar, with a second from Trustee Doremus to pass and adopt Resolution No. 22-11-10A as presented. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

9. PERSONNEL MANUAL REVISION RELATING TO RETIREMENT. Acting Clerk Smith informed the Board that this was to update the personnel manual to reflect the change in retirement plans the Village offers employees. After discussion, Chairman Roe indicated it was time to consider Resolution No. 22-11-10B.

RESOLUTION 22-11-10B:

WHEREAS, a revision to the Personnel Manual of the Village of Shelton has been reviewed by the Chairman and the Board of Trustees: and

WHEREAS, the Chairman and the Board of Trustees of the Village of Shelton, Nebraska, hereby determine that it is in the best interest of the citizens of the Village of Shelton to revise the Personnel manual for its employees;

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of the Village of Shelton, that the revision to the personnel manual with regards to "RETIREMENT" which currently reads "All full time employees are eligible for a 457 retirement plan after their 6 month introductory period. The Village will match up to 5% of the employee contribution." shall be revised to read "All full time employees are eligible for SIMPLE (Savings Incentive Match Plan for Employees) IRA after their 6 month introductory period. The Village will match up to 3% of the employee contribution."

It was then moved by Trustee Doremus, with a second from Trustee Keslar to pass and adopt Resolution No. 22-11-10B as presented. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

10. CHANGES TO INSURANCE POLICY WITH LARM. Acting Clerk Smith informed the Board that Clerk Doremus was checking with LARM about decreasing the Village's insurance premiums. The Trustees had questions and directed Acting Clerk Smith to get clarification about the deductible on the new ambulance.

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11. SIGNING OF YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT. It was explained that the State of Nebraska requires this as part of the requirements for the Highway Allocation funds. The Board then considered Resolution No. 22-11-10C.

RESOLUTION NO. 22-11-10C:

WHEREAS: State of Nebraska Statutes, sections 39-2302 and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment and

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(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

WHEREAS: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), 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 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 Village Board Chairperson of Shelton is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

It was then moved by Trustee Doremus, with a second from Trustee Oberg to approve and adopt Resolution No. 22-11-10C as presented. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

12. PURCHASE OF NEW UPDATED SOFEWARE FOR OFFICE. It was explained that this is a necessary upgrade to the existing accounting/billing system. After discussion, Chairman Roe indicated it was time to consider Resolution 22-11-10D.

RESOLUTION 22-11-10D:

WHEREAS, the Governing Body of the Village of Shelton, Nebraska has determined that the purchase of certain software 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 office software.

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 Receipt Management and FrontDesk Standard Software from g-Works with the cost to the Village of Shelton not to exceed \$4650.00.

SECTION 2. That the Chairman and Village Clerk are hereby authorized and directed to acquire the aforementioned software 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.

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It was then moved by Trustee Doremus, with a second from Trustee Keslar to approve and adopt Resolution No. 22-11-10D as presented. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

13. PURCHASE OF NEW UTILITY PICKUP. Utility Superintendent Gillming presented the board with two quotes for a new Ford Pickup. After discussion, Chairman Roe indicated it was time to consider Resolution 22-11-10F with the following filled in: purchase price not to exceed \$43,000 from Kenesaw Motors Co., of Kenesaw, Nebraska.

RESOLUTION 22-11-10F:

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 \$ 43,000, one 2023 Ford Pickup from Kenesaw Motor Co. of Kenesaw, NE.

SECTION 2. That the Chairman, Utility Superintendent and Administrative Clerk 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.

It was then moved by Trustee Leibfarth, with a second from Trustee Doremus to approve and adopt Resolution No. 22-11-10F with the changes. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

14. RESURFACING OF AYRES STREET. Utility Superintendent Gillming updated the board on his discussion with Tyler Hillmer with Miller & Assoc. and Diamond Engineering, to come to an agreement on how Ayres St. will be fixed. Diamond Engineering would like to fill the deep scratches with tar this fall and then armor coat in the spring of 2023, Utility Superintendent Gillming did not think that would restore the street back to what it was before. The Board agreed and would like the street to be ground down 1-1/2 inches and then relayed.

15. AYRES STREET WATER/SEWER IMPROVEMENTS PAY REQUEST FROM DIAMOND ENGINEERING CO. After discussion, the Trustees postponed the payment until there is an update on the decision about fixing Ayres St.

16. SALES TAX QUESTION. No discussion. The question on the ballot did not pass.

17. & 18. APPROVAL OF FINAL PAYMENT TO SCEDD FOR ADMINISTRATION SERVICE FOR THE OWNER OCCUPIED REHABILITATION PROJECT, AND APPROVAL OF REQUEST FOR NAHTF FUNDS DRAWDOWN. After discussion, it was moved by Trustee Doremus, with a second from Trustee Keslar to approve payment to SCEDD and approve drawdown request.

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Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried

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

20. ADJOURNMENT. All agenda items having been considered, Trustee Doremus, with a second from Trustee Oberg, moved to adjourn the meeting. Ayes: Roe, Oberg, Leibfarth, Doremus, and Keslar. Nays: None. Absent: None. Motion Carried. Whereupon, the Chairman declared the motion carried and the meeting duly adjourned at 8:10 P.M.

RESPECTFULLY SUBMITTED

LISA SMITH
ACTING VILLAGE CLERK

APPROVED:

WILLIAM C. ROE
CHAIRMAN

CERTIFICATION

I, the undersigned, Acting 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 10, 2022 at the Community Room, 219 "C" Street, Shelton, NE 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 Smith on November 3, 2022 in five public places in the Village of Shelton, as follows: Village Office, Cornerstone Bank, Shelton Clipper, Post Office, and Larry's Market.

Dated this 18th day of November, 2022.

LISA SMITH
ACTING VILLAGE CLERK