

## **VILLAGE OF HAIGLER MINUTES FOR REGULAR MONTHLY BOARD MEETING - JANUARY 08, 2025**

The regular meeting of the Village of Haigler Board was held on January 08, 2025 at 7:30p.m. at the Village office meeting room. Notice of Meeting was posted in advance at the Haigler US Post Office, Family Market and Haigler Country Café. The Agenda for the Meeting was posted and available at the Village office. Notice of this meeting, along with the Agenda, were emailed to the Board of Trustees in advance and a copy of their acknowledgement of receipt of said things is kept on file at the Village office.

Chairperson Janelle Irwin called the meeting to order at 7:30p.m. and stated that the meeting was an open meeting of the Village of Haigler, which abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed on the west wall of the Village meeting room as required by state law.

Present by roll call were Board Members Irwin, Noffsinger, Gregory and Haskell. Tafoya arrived at 7:34p.m. Also present were Superintendent James Thorn and Clerk/Treasurer Daniela Thorn. No one was available for any public comments at the meeting.

In Departmental Reports – Sheriff’s Department: The December Sheriff’s Dept. report was submitted by email from Sheriff Ryan King and presented by the Clerk. The Clerk handed out copies of the report to each person attending; a copy of the December 2024 Sheriff’s Report is kept on file at the Village office

In Departmental Reports – Clerk’s Report: Daniela gave her clerk report from prepared notes; a copy of the report is kept on file at the Village office. In regard to status of water/sewer/trash bill payments: A total of 16 Disconnect Notice letters for the month of December were mailed out on December 9<sup>th</sup>, 2024. All payments were received before the official water shut-off date of December 18<sup>th</sup>, 2024. A total of 15 Past Due Notice letters for bills that were due by December 15<sup>th</sup>, 2024 were mailed out on December 23<sup>rd</sup>, 2024. Disconnect Notice letters were mailed out January 7<sup>th</sup>, 2025 after checking in with Karen from SWPPD (who does our billing) for an update on payments that morning. The official water shut-off date is January 16<sup>th</sup>, 2025. Tobacco license applications were mailed to Family Market and Bush Tire & Service LLC on December 18<sup>th</sup>. Applications were completed and returned, along with collecting the \$10.00 fee per license. The official tobacco license valid from January 01 to December 31, 2025 were issued to both businesses. Pursuant to Nebraska Revised Statutes, the license allows each business, along with its employees, to sell cigars, tobacco, cigarettes, cigarette materials, or e-cigarettes to persons over the age of 21 at the business address of the licensee. The USDA Annual Reporting paperwork was submitted December 13<sup>th</sup>. All required paperwork required by the State Auditor was scanned and sent to the Village CPA in December including all bank statements, credit card statements and proof of cancelled checks for the 2023-2024 Fiscal Year, Meeting Minutes from April and December 2024, proof of Job & Wage Publication between July 15<sup>th</sup> and August 15<sup>th</sup>, 2024 and Form 941 and 941N for the 2<sup>nd</sup> Quarter (April-June 2024). The 2023-2024 Workers’ Compensation Payroll Audit for the League Association of Risk Management (LARM) was completed and submitted January 7<sup>th</sup>. Required continuing education hours for Treasurer of a municipality were completed in December 2024. Documentation will be submitted to the Auditor of Public Accounts (APA) this month to meet the January 31<sup>st</sup> deadline for submission. Form 941, Form 941N, Form 10 for Sales & Use Tax, and Combined wage tax will be filed this month for 2024’s 4<sup>th</sup> Quarter. W-2’s and W3 will be finished and filed before month’s end. Southwest Public Power District will be implementing an overall 2.4% rate increase to customers of the District effective January 01, 2025. Pinnacle Bank has made changes to Business service charges and fees effective February 01, 2025. A copy of updated changes will be kept on file at the Village office. The Village received an Annual Backup Power Customer Notice from BWTelcom. Jake’s Place will be sharing the dumpster with the County Building and Post Office for commercial solid waste. As an update from LaNeta Carlock from the Haigler Community Foundation on January 7<sup>th</sup>: The Haigler Community Foundation, with the help of their donors, have just purchased the Stasser Garage lots. Clean up will begin in the Spring after May 1<sup>st</sup>. Cost of clean up is estimated at \$18,000+. They will need help to complete this economic development project and are hopeful a rural development grant might be available through the Village working on nuisance properties; these grants are not available to their 501c3 foundation, only the Village entity. LaNeta will volunteer her time and expertise in grant writing to assist in writing any grant they can participate in partnership with the Village.

In Departmental Reports – Superintendent/Maintenance Report: James gave his Superintendent/Maintenance report from prepared notes; a copy of this report is kept on file at the Village office. Superintendent Thorn has been in touch with Figgins Road Construction out of Red Cloud; they are intending to send the Village quotes this month for three separate sections of work for re-armor coating existing roads. Water compliance sampling is ongoing with the state with no reports of issues. Winter equipment maintenance is ongoing to include oil changes, filters, lubrication, sharpening

mower blades, etc. Sargeant Irrigation came this past month to help Superintendent Thorn repair Well 65-1 after it had froze up; additional maintenance on Well 86-1 was performed by Thorn. New forms have been created with the help of the Clerk to expedite the inventory process in regard to residential, commercial and rural accounts for monthly reconciliations with Waste Connections of Nebraska, Inc. Thorn shared that the lock has been changed at the tree dump. The Ranger truck was recently towed for needed repairs after a crack in the gas line. A contractor recently contacted James about a service contract opportunity to service all the reverse osmosis (RO) units within the Village of Haigler. The cost to the Village for said services would be approximately \$27,000 to \$29,000 annually; the Board has declined the offer and will continue to have Superintendent Thorn maintain all RO units. In regard to the status of the submitted sub-grant for a back-up generator for the Village building, the Nebraska Department of Environment and Energy are still waiting on final budget to determine how many projects can be funded so no grants have been awarded at this time. Chairperson Irwin received formal documented results from the state for the water facilities and record inspection; results will be kept on file at the Village office. Superintendent Thorn will be needing to order five RO tanks and five new faucets for upcoming replacements, as systems fail due to age. Village Christmas decorations and lights will be taken down the week of January 13<sup>th</sup>. Sargeant Irrigation is available to inspect both Wells annually for a fee of \$350 per Well, if ever there is interest by the Board; further discussion will take place at the annual Budget workshop later in the year.

Haskell made a motion, seconded by Noffsinger, to approve the Minutes from the December 04, 2024 regular meeting including reorganization. Yes votes: Tafoya, Noffsinger, Irwin, Haskell and Gregory. Motion unanimously carried. A copy of the Minutes is kept on file at the Village office.

In Financial Reports: Noffsinger made a motion, seconded by Haskell, to approve to pay the January 2025 Claims. Yes votes: Gregory, Irwin, Noffsinger, Haskell and Tafoya. Motion unanimously carried.

Salaries	General (Superintendent & Clerk/Treasurer)	\$ 4,574.47
IRS/941 payroll taxes	General (941 payroll taxes)	\$ 1,404.37
Dundy Co. Sheriff's Dept.	General(Contract)	\$ 840.00
BWTelcom	General/FD (Telephone)	\$ 314.30
SWPPD	Utilities/Billing	\$ 998.07
St. Francis Equity	Street/Water/Sewer/Park/Fire (Gas/Oil)	\$ 127.36
American Ag Lab	Water (Lab Fees)	\$ 27.56
NE Public Health Environmental Lab	Water (Lab Fees)	\$ 135.00
One Call Concepts, Inc.	General (Telephone)	\$ 27.20
Waste Connections of NE, Inc.	Solid Waste (Contract)	\$ 2,599.02
Scoop Media	General (Publications)	\$ 126.35
Owens Implement & Supply	Street/General (Repair/Maintenance)	\$ 51.98
Quality Farm & Ranch Center	General/Street/Water/Sewer/Park/Fire (Repair/Maintenance)	\$ 73.70
Wray Lumber	Water (Repair/Maintenance)	\$ 53.82
Southwest Nebraska Clerks Association	General (Dues/Subscriptions)	\$ 10.00
Frenchman Valley Coop	General (Utilities)	\$ 987.90
Slick Spot Farm Truck & Auto Corp.	Street/Water/Sewer/Park/Fire (Repair/Maintenance)	\$ 97.17
Municipal Supply, Inc. of NE	Water (Repair/Maintenance)	\$ 3,280.00
Daniel D. Miller, CPA	General (Professional Fees)	\$ 370.00
James Thorn	General (Telephone)	\$ 15.00
Pinnacle Bank - Insurance Account	General (Insurance) to build acct for Annual LARM pymt	\$ 1,100.00
Pinnacle Bank - Water Improvement Account	Water (to build acct for Annual USDA loan pymt)	\$ 1,200.00
Pinnacle Bank - Street Account	Street (25% Hwy Allocation of December pymt received)	\$ 836.22
Pinnacle Bank - Credit Card	Water (Postage), General (Dues/Subs/Office Supply)	\$ 365.04
Nebraska Department of Revenue	General (4th Qtr 2024 Payroll Taxes, Form 941N)	TO BE PAID
Nebraska UC Fund	General (4th Qtr 2024 Taxes)	TO BE PAID
Nebraska Department of Revenue	General (Form 10, 4th Qtr 2024 Sales & Use Tax)	TO BE PAID

Irwin made a motion, seconded by Noffsinger, to approve the January 2025 Treasurer's Report. Yes votes: Haskell, Gregory, Irwin, Noffsinger and Tafoya. Motion unanimously carried. A copy of the report is kept on file at the Village office.

The Village is in discussion with West Central Nebraska Development District (WCNDD); these discussions include, but are not limited to, procuring a Community Development Block Grant (CDBG) to address short term and long

term planning for street and drainage ditches, property clean up including nuisance property and abatement assistance. The Village Board is seeking revenue to assist in these processes. The executive director from WCNDD sent an example of a Comprehensive Plan that would need to be tailored to the needs of the Village; said needs include addressing the roads and drainage ditches as a priority, with additional focus on nuisance properties and updating the Municipal Code Book in time. WCNDD would work to assist the Board of Trustees in developing a plan in place for the CDBG and the future 1 year, 3 year, 5 year, future long term plan for the livelihood of the Village. Superintendent Thorn will continue dialogue with WCNDD, as developing the plan is a process that takes time.

Regarding Village Welcome pamphlets, a bilingual resident graciously offered her time to review the Espanol side of the pamphlet with the Clerk in early January to make needed changes in translation. Other updates to the rough draft were added by the Clerk and submitted to Monica Mercer; a final draft will be presented to the Board when available.

A rough draft of the Village's future website was reviewed and discussed; Gregory and the Clerk will continue to work together to upload information and build the site.

The Village is awaiting the arrival of Jake Brake signs for the west, east and south Village entrances; after received, the Clerk will notify the state and a schedule for future installation will take place.

Haskell made a motion, seconded by Gregory, to table the Agenda item of employee evaluation and setting wages for 2025 until the end of the meeting. Yes votes: Tafoya, Noffsinger, Irwin, Gregory and Haskell. Motion unanimously carried.

Discussion was had regarding current CPI and future utility rates including water and sewer services. Superintendent Thorn provided written notes for Board members to consider future resources required for inevitable capital improvements for the Village; discussion will continue at next meeting.

Discussion was had regarding forming an Ordinance for solid waste rates; said Ordinance will be presented at the next meeting as a rough draft format to further review.

Discussion was had regarding uncollectible bills; a Resolution will be presented at the next meeting to clear the books of a debt account deemed uncollectible.

Upon review, the Board approved the Clerk to complete and submit the Federal Fuel Tax Exemption Certificate for Frenchman Valley Coop for the exclusive use of state with the certificate covering purchases during the 2025 year.

Haskell made a motion, seconded by Gregory, to approve Chairman Irwin, Clerk/Treasurer Daniela Thorn and Superintendent James Thorn to be authorized signers on all charge accounts for the Village of Haigler. Yes votes: Noffsinger, Haskell, Gregory and Tafoya. Abstain: Irwin. Motion carried.

Discussion was had regarding employee evaluation and setting Wages for 2025. Irwin made a motion, seconded by Gregory, to approve Board of Trustee wages at \$75.00 per year and Chairman wages at \$100.00 per year. Yes votes: Tafoya, Noffsinger, Haskell, Gregory and Irwin. Motion unanimously carried. Haskell made a motion, seconded by Irwin to approve Superintendent/Water Operator wages at \$22.00 hourly with ten paid vacation days per year. Yes votes: Gregory, Noffsinger, Irwin, Tafoya and Haskell. Motion unanimously carried. Irwin made a motion, seconded by Tafoya, to approve Clerk/Treasurer wages at \$20.50 hourly. Yes votes: Gregory, Haskell, Noffsinger, Irwin and Tafoya. Motion unanimously carried. Irwin made a motion, seconded by Noffsinger, to approve Summer Help wages at state mandated minimum wage. Yes votes: Tafoya, Irwin, Noffsinger, Haskell and Gregory. Motion unanimously carried. Haskell made a motion, seconded by Gregory, to approve Part Time Maintenance Help at \$21.00 hourly. Yes votes: Tafoya, Irwin, Noffsinger, Haskell and Gregory. Motion unanimously carried.

The next regular Meeting is scheduled for February 05, 2025.

There being no further business, Chairperson Irwin adjourned the meeting at 9:46p.m.

Signed, Daniela Thorn, Village Clerk

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Chairperson, Janelle Irwin

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Village Clerk, Daniela Thorn