

CITY CLERK  
Phone: (308) 665-1462

# CITY OF CRAWFORD

135 Elm Street  
CRAWFORD, NEBRASKA 69339

Water Dept: (308) 665-1300  
Fax: (308) 665-2441

## Agenda for April 25, 2023 at 6:30 p.m. COUNCIL REGULAR MEETING CRAWFORD COMMUNITY BUILDING

1. Call to Order / Roll Call – Mayor Tom Phillips
2. Pledge of Allegiance
3. A copy of the Open Meetings Act is posted on the wall in the Crawford Community Building. It is also available in pamphlet form [https://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct\\_current.pdf](https://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf)
4. Approval of Minutes of April 11, 2023 Council Meeting
5. **Reports**
  - Ponderosa Villa
  - Golf (Norman)
  - Rodeo
  - SWANN (Norman)
  - Chamber of Commerce
  - Library
6. Accept resignation letter from Council Member Susan Leeling and remove her from all city accounts.
7. Discuss Library staffing
8. Discuss Community Building flooring and drains
9. Discuss/approve/disapprove advertising for City Council vacancy
10. Discuss pickle ball group using the Cameco Pavilion

### **Ordinances, Resolutions and Proclamations**

11. Discuss/approve/disapprove Resolution 2023-02 to set hearing date as May 9, 2023 for a new Class C liquor license for McCoy, Rudloff, LLC dba Frontier Restaurant & Bar, 342 Second Street, Crawford, NE
12. Discuss/approve/disapprove updated information regarding the point-of-sale systems for the golf course
13. Discuss/approve/disapprove the recommended hires & wages for:
  - Clubhouse help: Jaime Keller/part-time seasonal at \$12.00
  - Amanda Cotton/part-time seasonal \$12.00
14. Discuss/approve/disapprove certification raise for Dennis Krotz
15. Discuss/approve/disapprove Mobius proposal to hard wire City Hall
16. Presentation by Kerri Remp on highway wayfinding signs.
17. Approve bills and claims, requisition orders and transfers
18. Adjournment

I, the undersigned Deputy Clerk for the City of Crawford, Nebraska, hereby certify that all of the above subjects were on the agenda at least twenty-four hours prior to the meeting.  
/s/Jody Bass

**Please note:** This agenda is subject to change up to 24 hours before the date and time of the meeting. The agenda is kept continually current and shall be available for public inspection at the office of the City Clerk.

The Mayor and City Council reserve the right to adjourn into executive session pursuant to Section 84-1410 of the Nebraska Revised State Statutes.  
The Mayor or City Council reserves the right to rearrange the order of agenda items if deemed necessary.

City of Crawford

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## CITY COUNCIL REGULAR MEETING MINUTES APRIL 25, 2023

Members of the City Council of the City of Crawford, Nebraska met in regular session at the Community Building, Crawford, Nebraska on the 25<sup>th</sup> day of April, 2023, at 6:30 o'clock p.m. The following individuals were present: Mayor Tom Phillips, Council Member Amanda Lager, Council Member Shane Norman, Council Member April Grant and Attorney Adam Edmund. Absent: none

Notice of meeting was given in advance thereof by publishing in The Crawford Clipper/Harrison Sun as shown by the affidavit of publication filed in the City Clerk's office at City Hall. Availability of the agenda was communicated in the advance notice and in the notice of the Mayor and City Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Mayor Phillips called the meeting to order and declared a quorum present at 6:30 p.m. and the Pledge of Allegiance was recited. Mayor Phillips announced to the public that a copy of the Open Meetings Act is also available in pamphlet form, if requested

Council Member Norman made a motion to accept the Minutes for April 11, 2023 with the correction of \$200,000 debt of LBGC instead of \$20,000.00 and seconded by Council Member Grant. Mayor Phillips called for Roll Call Vote- AYE: Norman, Grant, Lager. NAY: None Motion carried.

### 5) Board Reports:

**Ponderosa Villa:** Stacie Jones reported that there are 19 people in the Nursing Home, 10 in Assisted Living with 2 inquiries for residency. The remodel is coming along well. She introduced the new Administrator, Faith Chmelka. Mayor Phillips noted that the Auditors are waiting for their financials to finish the City's Annual Audit.

**Golf:** No report.

**Park:** Still need employees for the Park and Cemetery.

**Rodeo:** No report

**SWANN:** No report

**Chamber:** No report

**Library:** No report

6) Council Member Grant made a motion that the resignation of Council Member Leeling be accepted and her name removed from all City bank accounts. The motion was seconded by Council Member Lager. AYE: Grant, Lager, Norman NAY: none Motion carried

7) Mayor Phillips announced Cleone Hoyda had an accident in her home and fractured her ankle. We all wish her the best. She is currently recovering at the Villa, with an expected stay of at least 6 weeks. He was open to suggestions of ways to staff the Library in her absence. Lisa Stocker, Library Board President, stated they currently have 11 hours covered by volunteers scheduled during the next week. They will be addressing this at their next meeting on May 8<sup>th</sup> at the Library at 4:30. The mayor stated that he doesn't see a need for more than one staff member on duty at the same time. He will attend their meeting and will not approve over spending again.

8) Grant discussed the need to have the drains checked in the Community Building. They did not seem to be handling the water when the pipes broke in December. The Park Board would like this done before the new flooring is installed. There was a question regarding the need for new floors. She explained the insurance would cover the replacement. They are the original tiles and most of the protective surface has worn off. This creates a 'film' on the floors, even after mopping. They will be working on pricing and ideas for new flooring. She will bring those to their next meeting.

9) The City Council vacancy was discussed. Application for interest in appointment needs to be advertised. It was also discussed that the Letters of Interest that were received for the previous open position will still be in consideration. Grant made a motion to advertise in the Crawford Clipper and on the City website. Seconded by Lager. AYE: Grant, Lager, Norman. NAY: none Motion carried.

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10) Rosemary Rees and a group are going to use The Cameco Pavilion to play Pickle Ball. They have found a sponsor for net and supplies for one court. Grant said she spoke with Security First Bank. They may be willing to sponsor another court. Patching the tennis courts is an option being looked at, dependent upon funding.

The mayor didn't ask Crow Butte for any funding with the project as they will be helping with the pool pump. Scott DeBock stated that at one time the pool was leaking 6000 gal of water every 23 hrs. Mayor Phillips stated they will be looking at the pipes through cameras to determine the problem areas so they can be repaired. The pool will be drained this week as the weather is warm enough. The leak will then be addressed.

11) Resolution 2023-02 for Hearing to take place May 9, 2023 regarding a Class C Liquor License for McCoy, Rudloff, LLC dba Frontier Restaurant & Bar. Grant moved to approve the Resolution for Hearing. Second by Norman. AYE: Grant, Norman, Lager. NAY: none. Motion carried.

12) The Mayor discussed the progress in obtaining the new POS for LBGC. When started, Lightspeed will have a month to month usage, not a term contract. There may be a way out of Teesnap, there will be more discussion with Attorney Edmund and the Golf Board. No action will be taken at time.

13) Approval to hire Jaime Keller and Amanda Cotton as part-time help at LBGC Clubhouse help. After interviewing both candidates, it was recommended they be hired. Grant made a motion to hire them as part-time employees at \$12.00. There was a second to the motion by Lager. AYE: Grant, Lager, Norman. NAY: none. Motion passed.

14) Mayor Phillips asked for approval of a \$.47 per hour raise for Dennis Krotz per City Policy. Dennis tested for his Water Operator Grade II without taking the class. A motion of approval was submitted by Grant and seconded by Lager. AYE: Grant, Lager, Norman. NAY: none. Motion carried.

15) Discussion regarding approval to hard wire the City Hall computer system. Grant stated that a bid of \$3,706.43 was proposed by Mobius Communications. This will provide better internet, firewall protection, and computer usage for the office. All documents in the system will be available to all staff members which saves time in searching by one person for computer files to share with other staff members to use. Computer processing speed will be faster with much less lag time, which will make programs easier to use. She made a motion the hard wiring be done. Council member Norman asked if we knew where we are in the Budget. City Clerk, Paula Schoenemann stated that we do not. Norman stated it is a great idea but asked this be tabled until a better picture of the spending budget is received by the City Clerk. This matter of business will be tabled at this time.

16) Kerri Remp, of Northwest Nebraska Tourism, gave a presentation on Community Wayfinding Signs. Funding for this is provided through a grant. These signs can be used to point out direction from the highways to sites in town. They can only be placed on highways at this time. Sites must be approved by Nebraska Department of Roads. They cannot be used for businesses or attractions out of our city zone, such as Ft. Robinson or Toadstool Park. Suggestions were: Library, Pool, Park, Rodeo Grounds, LBGC. It needs to be determined how many signs we want, where we would place them, and what we would use as a City Logo. Kerri needs our signed contract by the end of May. It will be the financial responsibility of the City of Crawford to maintain any signs damaged by accidents, weather, etc. Remp noted there is Grant money available for this as well, Council Member Lager has been looking at sites for the signage. There will be meeting with NDOT on May 2nd to discuss placement of the Wayfinding Signs and other issues. The City Council and employees will continue to work on development of this project.

17) Mayor Philips asked for discussion/approval/disapproval of all bills, claims, requisition orders, and transfers. Council Members have reviewed all of the Warrants. Grant moved to approve, seconded by Grant. AYE: Grant, Norman, Lager. NAY: no. Motion carried.

Discussion was held regarding the lack of Budget and Treasurer's Reports. It is a major concern this has not been provided. Schoenemann reported on some of the computer program issues they have been dealing with as well as issues caused by new, untrained employees running the accounting program.

Meeting adjourned by Mayor Phillips at 7:30 p.m.

4/25/2023

SU=SUPPLIES; SE=SERVICE

Checks

AFLAC		\$555.66
AMERICAN CHAMBER OF COMMERCE	NE HUMAN RESOURCES MANUAL	\$170.00

APRIL GRANT	REIMBURSE FOR PRINTER INK-LBGC	\$101.61
BLACK HILLS ENERGY	GAS SERVICE	\$1,321.23
BOMGAARS	GOLF-SUPPLIES	\$292.90
CHADRAD COMMUNICATIONS	HELP WANTED ADS	\$400.00
CITY OF CRAWFORD	TRASH-STREET SHOP	\$184.50
CORE & MAIN	SOFTWARE & SUPPORT	\$2,600.00
ENVIRO SERVICE, INC	LAB FEES	\$50.00
HAWKINS	SU WATER	\$731.01
HERITAGE SEED	GOLF-SUPPLIES	\$154.08
HOME HAVEN	FED EX WATER SAMPLES	\$346.47
LEE NEWAPAPER SUBSCRIPTIONS	LIBRARY - ANN SUB CHADRON RECORD	\$130.00
NDEE - WATER LICENSING	DENNIS KROTZ RENEW WW LICENSE	\$150.00
NEBRASKA TOTAL OFFICE	OFFICE SUPPLIES	\$42.25
NET PAYROLL	4/28/2023	\$15,976.07
NORTHWEST PIPE FITTINGS	SUPPLIES	\$569.40
QUILL	LIBRARY - SUPPLIES	\$373.94
R & R PRODUCTS	GOLF-SUPPLIES	\$698.85
ROSE EQUIPMENT	STREET SWEEPER PARTS	\$963.00
TIME EQUIPMENT	SNOW PLOW REPAIR PARTS	\$1,190.30
US Postmaster	Utility Bill Postage	\$228.91
UTILITY SERVICE CO	WATER TANK MAINT CONT	\$5,128.75
WESTCO	FUEL	\$3,522.01
	<b>TOTAL</b>	<b><u>\$35,880.94</u></b>


**ACH**

CAPITAL GUARDIAN	PENSION	\$416.84
EFTPS	FEDERAL PAYROLL TAXES	\$4,345.70
NE DEPT OF REVENUE ST W/H	STATE PAYROLL TAXES-APRIL	\$1,155.53
NE DEPT OF REVUENUE - SALES TAX-GOLF	MARCH SALES TAX	\$98.45
NE DEPT OF REVENUE - SALES TAX & USE TAX	MARCH 2023 SALES & USE TAX	\$1,826.46
	<b>TOTAL</b>	<b><u>\$7,842.98</u></b>
	<b>TOTAL EXPENDATURES</b>	<b><u>\$43,723.92</u></b>

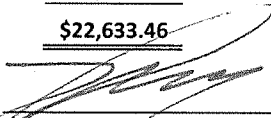
**TRANSFERS**

WATER RTS TO WATER SAVINGS	\$2,526.54
MONTHLY TRANSFER FOR SEWER BOND PAYMENT	\$12,381.92
CHECKING TO SAVINGS FOR OCTOBER INSURANCE PAYMENT	\$7,725.00
	<b><u>\$22,633.46</u></b>

Minutes by:

  
Paula Schoenemann  
City Clerk/Treasurer

Approved by:

  
Tom Phillips  
Mayor