

CITY CLERK  
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# CITY OF CRAWFORD

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## CITY COUNCIL MEETING MINUTES

### DECEMBER 20, 2022

Members of the City Council of the City of Crawford, Nebraska, met in session in the Crawford City Hall Council Chambers, 135 Elm Street, Crawford, Nebraska on the 20<sup>th</sup> day of December, 2022, at 5:30 o'clock p.m. The following individuals were present: Mayor Connie Shell, Attorney Adam Edmund, Council Member Ed Kuhnel, Council Member Ronnie Thompson, Council Member Susan Leeling and Council Member Zac Riggs. Absent: none.

Notice of the 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 and by posting in three public places as shown by the Certificate of Posting available at 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 Shell called the meeting to order and declared a quorum present at 5:30 p.m. and the Pledge of Allegiance was recited. Mayor Shell announced to the public that a copy of the Open Meetings Act is posted on the wall in the Council Chambers. It is also available in pamphlet form.

Council Member Thompson made a motion to approve the minutes of the November 22, 2022 regular council meeting. The motion was seconded by Council Member Riggs. The following Council Members voted AYE: Thompson, Riggs, Kuhnel and Leeling. Council Members voted NAY: None. Motion carried.

Council Member Leeling made a motion to approve the revised Letter of Engagement with Gardner, Loutzenhiser and Ryan for FYE 2022 annual audit services. The motion was seconded by Council Member Riggs. The following Council Members voted AYE: Leeling, Riggs, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Ponderosa Villa: Stacie Jones reported 21 in the nursing home and 10 in assisted-living, with 2 referrals for assisted-living. The Villa Board meeting is tomorrow night. The State Survey resulted in no deficiencies. They have three agency staff right now and are advertising for help.

Council Member Riggs made a motion to approve the zoning permit for Pat Britton for a shed at 120 Fifth Street and to take no action on the zoning permit from Hunter and Robertson for a garage at 403 Reed Street. The motion was seconded by Council Member Kuhnel. The following Council Members voted AYE: Riggs, Kuhnel, Thompson and Leeling. Council Members voted NAY: None. Motion carried.

Council Member Riggs made a motion to approve the Maintenance Agreement between the City of Crawford and the Nebraska Department of Transportation for snow removal. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Riggs, Leeling, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Council Member Riggs made a motion to approve the attendance of Eugene Anderson at the Snowball Conference in Kearney, NE on January 25-26, 2023. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Riggs, Leeling, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Council Member Thompson made a motion to approve extending hours of service until 6:30 p.m. for Public Transportation on Tuesday, December 27th. The motion was seconded by Council Member Kuhnel. The following Council Members voted AYE: Thompson, Kuhnel, Leeling and Riggs. Council Members voted NAY: None. Motion carried.

Council Member Leeling made a motion to approve the Special Designated Liquor License for the Crawford Fire Department for Appreciation Night on January 7, 2023. The motion was seconded by Council Member Thompson. The following Council Members voted AYE: Leeling, Thompson, Kuhnel and Riggs. Council Members voted NAY: None. Motion carried.

Council Member Riggs made a motion to approve the Special Designated Liquor License for Legend Buttes Golf Course at the Community Building on January 21, 2023 for the Whitney Dock Club. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Riggs, Leeling, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Council Member Leeling made a motion to approve the repairs to the 2006 Chevy Silverado for an estimate of \$1,264.01. The motion was seconded by Council Member Riggs. The following Council Members voted AYE: Leeling, Riggs, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Mayor Shell provided an update on the grant for green dumpsters. We have made it onto the list of recommended projects and it looks like it will be approved.

Council Member Riggs made a motion to approve the Treasurer's Report. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Riggs, Leeling, Kuhnel and Thompson. Council Members voted NAY: None. Motion carried.

Council Member Kuhnel made a motion to approve bills, claims, requisition orders and transfers. The motion was seconded by Council Member Thompson. The following Council Members voted AYE: Kuhnel, Thompson, Leeling and Riggs. Council Members voted NAY: None. Motion carried.

\*AOD = ACH on delivery

AUNT MYRNA'S CABIN	UTIL DEP REFUND	208.98	
AMANDA ROOS	UTIL DEP REFUND	128.38	
ARROWHEAD	RESALE BEER	292.65	*AOD
BCBS	EMPLOYEE HEALTH BENE	5,154.09	
BLACK HILLS ENERGY	HEAT UTILITY	1,382.22	
BRANDON SMITH	TRASH COLLECTION	5,433.08	
CAPITAL GUARDIAN	PENSION	743.28	
CAPITAL GUARDIAN	PENSION	48.70	
CARDMEMBER SERVICES	LIB BKS	398.78	
CENTURY BUS PROD	COPIER MAINT	44.81	
CHARLIE'S GARAGE	P TR VEH SERVICE/BATTERY	366.69	
CITY OF CRAWFORD	TRASH	143.50	

CITY OF CRAWFORD	UTIL DEP APPLIED TO ACCTS	224.10	
CONTRACTORS MATERIALS	HAMMER DRILL/BITS	307.00	
CRAWFORD CLIPPER	ADS/PUBS/LIB SUB	423.58	
CRAWFORD RURAL FIRE	FIRE/RESCUE CONTRACT	8,104.39	
D&S MARKET	GOLF MIXER	13.64	
DAWES CO TREAS	LAW ENF	17,164.67	
DAWES CO TREAS	PROP TAXES	2,805.18	
DEARBORN INS	EMPLOYEE LIFE INS	477.00	
EFTPS	PAYROLL TAX	4,044.48	
EFTPS	PAYROLL TAX	190.71	
FIRE & ICE	STR SHOP FURNACE	145.00	
HAWKINS	WTR CHLORINE/GASKET	1,049.17	
HERREN BROS	SU	350.32	
HIGH PLAINS BUDWEISER	RESALE BEER	89.60	*AOD
LISA STOCKER	LIB TV CABLE/CONVERTER; HALLOWEEN ITEMS	107.47	
LOUP VALLEY LIGHTING	STR SHOP LIGHTS	175.29	
MARCELLA THOMPSON	LIB INK/SMART TV	404.86	
MOBIUS	PHONE/FAX/INTERNET/BKUP/ANTIVIRUS	785.18	
NE DEPT OF REV	GEN/WTR/SWR SALES TAX	2,086.59	
NE DEPT OF REV	PARK CAMPING SALES TAX	38.77	EST
NE DEPT OF REV	ANNUAL PARK LODGING TAX	267.14	EST
NE DEPT OF REV	ANNUAL POOL SALES TAX	801.70	
NE TOTAL OFFICE	PRINTER INK	87.86	
NEBRASKALAND	LIB SUB	19.26	
NET PAYROLL	12/13/2022	11,626.59	
NPPD	ELECT	4,982.48	
NW RURAL PUB PWR	ELECT - WELLS	159.12	
PETTY CASH	OFFICE SUPPLIES/GOLF CASH DRAWER	1,084.54	
PINE RIDGE SERVICE	DIESEL TRTMT/SERVICE	103.33	
PROTEX CENTRAL	FIRE ALARM INSPECTIONS	250.00	
REGINA RANKIN	ANIMAL SHELTER	250.00	
SEC FIRST BANK	MTHLY ACH FEE	8.40	
SEC FIRST BANK	SAFETY DEP BOX RENT	26.00	
SKAVDAHL, EDMUND	LEGAL FEES/MILEAGE	638.75	
SWANN	LANDFILL	8,114.33	
US POST	UTIL BILL POSTAGE APPROVED BY REQ.ORDER 11/22/22	194.37	
UTILITY SERVICES	WTR TANK MAINT	5,128.75	

VERIZON	CELL PHONES	400.32	
WESTCO	FUEL/PROPANE	1,838.40	
<b>TOTAL</b>		<b>89,313.50</b>	
<b>REQUISITION ORDERS</b>			
CARDMEMBER SERVICES	SDL FOR WHITNEY DOCK CLUB EVENT	42.75	
CARDMEMBER SERVICES	REGISTRATION FOR SNOWBALL CONF	115.00	PLUS ANY ONLINE CARD FEE
NW AUTO BODY	REPAIRS TO 2006 CHEVY SILVERADO	1,264.01	
US POST	MTHLY UTILITY BILL POSTAGE (END/DEC)	175-200	RANGE
<b>INTERNAL TRANSFERS</b>			
LIB SVGS TO LIB CHKG	TO COVER COST OF SMART TV	318.86	
SWR CHKG TO SVGS	JUNE 2023 SWR BOND PYMT	12,381.92	
GEN CHKG TO SVGS	OCT 2023 INS PYMT	7,725.00	
GEN TO OTHER FUNDS	QUARTERLY XFER	117,427.75	
WTR CHKG TO SVGS	RTS	2,526.54	

Reports from outgoing Council Member Ed Kuhnel, Council Member Ronnie Thompson and Mayor Connie Shell:

Council Member Ed Kuhnel stated that it had been fun and an honor serving for about 30 years.

Council Member Ronnie Thompson stated the he believes the next councilmembers have a better chance to do things for the City of Crawford.

Mayor Connie Shell stated that she has enjoyed being the Mayor, it has been an honor and she will miss it. She wishes Tom well. She also read from an email from Deb Cottier of NNDC (Northwest Nebraska Development Corporation) that expressed Deb's appreciation for Council Member Ed Kuhnel's service on the NNDC Board.

The City Council adjourned Sine Die at 5:46 p.m.

City Clerk-Treasurer Jane Dailey read the certified results of the November 8, 2022 election.

Crawford City Mayor: Tom Phillips with 214 Total Votes; Connie Shell with 175 Total Votes.

Crawford City Council: Shane Norman with 314 Total Votes; April Grant with 268 Total Votes; Ronnie Thompson with 94 Total Votes; Ed Kuhnel with 72 Total Votes.

City Clerk-Treasurer Jane Dailey then lead the new Council Members Norman and Grant and new Mayor Tom Phillips in the Oath of Office.

Mayor Tom Phillips called the meeting to order.

Roll call was taken and the following individuals were present: Mayor Tom Phillips, Attorney Adam Edmund, Council Member Susan Leeling, Council Member Zac Riggs, Council Member Shane Norman and Council Member April Grant. Absent: none.

Council Member Norman made a motion to approve Council Member Susan Leeling as Council President. The motion was seconded by Council Member Grant. The following Council Members voted AYE: Norman, Grant, Riggs and Leeling. Council Members voted NAY: None. Motion carried.

Mayor Phillips mentioned doing things a little differently, a kind of per diem, a 90-day period to look at personnel records and backgrounds before we do an approval as we are an at-will State, we should have no problem with that.

Council Member Riggs made a motion to approve Adam Edmund as City Attorney, with a 90-day probationary period. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Riggs, Leeling, Grant and Norman. Council Members voted NAY: None. Motion carried.

Council Member Leeling asked for clarification on the previous motion: Mayor Phillips stated there would be a 90-day probationary period to get together and discuss personnel matters - a 90-day probationary period for all employees basically, until you guys get a chance to review if there's something you see for raises or for...

Council Member Leeling made a motion to approve the same action as was taken on item #23 for item #24 (appointment of City Clerk-Treasurer). The motion was seconded by Council Member Grant. The following Council Members voted AYE: Leeling, Grant, Riggs and Norman. Council Members voted NAY: None. Motion carried.

Council Member Riggs made a motion to approve Anthony Krajewski as Street Superintendent for 2023. The motion was seconded by Council Member Norman. The following Council Members voted AYE: Riggs, Norman, Leeling and Grant. Council Members voted NAY: None. Motion carried.

Council Member Riggs made a motion to approve Baker & Associates as City Engineer for 2023. The motion was seconded by Council Member Grant. The following Council Members voted AYE: Riggs, Grant, Norman and Leeling. Council Members voted NAY: None. Motion carried.

Liaisons were established as the following:

Council Member Susan Leeling for Golf and Hospital.

Council Member Zac Riggs for Ponderosa Villa and Rodeo.

Council Member Shane Norman for SWANN. Alternate members to the SWANN Board will be Dave Kennedy and Brandon Smith.

April Grant for NNDC and the Park Board.

The Corporate Officers on the liquor license for City of Crawford dba Legend Buttes Golf Course will be Mayor Tom Phillips, City Clerk-Treasurer Jane Dailey, Council Member Shane Norman and Council Member April Grant.

Council Member Riggs made a motion to approve the signature card signees for all bank accounts at Security First Bank and the Homestead Bank, as Attachment A, to be Mayor Tom Phillips, Council President Susan Leeling and City Clerk-Treasurer Jane Dailey. The motion was seconded by Council Member Grant. The following Council Members voted AYE: Riggs, Grant, Leeling and Norman. Council Members voted NAY: None. Motion carried.

Council Member Leeling made a motion to approve the Crawford Clipper/Harrison Sun as the legal newspaper for the City of Crawford. The motion was seconded by Council Member Norman. The following Council Members voted AYE: Leeling, Norman, Grant and Riggs. Council Members voted NAY: None. Motion carried.

No action was taken on the hire of the Deputy Clerk.

Council Member April Grant expressed thanks to everyone for the opportunity to serve. She will keep an open mind and will be here to learn.

Regarding the job vacancy for Deputy Clerk, Mayor Phillips stated that there was not a large enough pool of applicants. He would like to look into increasing the wages and get more applicants involved. At the December 27<sup>th</sup> Council Meeting, where to advertise for the position will be discussed.

Mayor Phillips also told Elmer Willson that when he asks questions, he will get answers the next month. Mr. Willson stated that the Council and City Clerk need to learn what a P&L is on beer and alcohol.

Council Member Leeling made a motion to adjourn at 6:12 p.m. The motion was seconded by Council Member Norman. The following Council Members voted AYE: Leeling, Norman, Riggs and Grant. Council Members voted NAY: None. Motion carried.

The December 20, 2022 meeting of the City Council adjourned at 6:12 p.m.

Attachment "A" to December 20, 2022 Minutes:

**Bank Account Signees**

Security First Bank - Crawford
All Accounts
General Checking...248
Keno...256
Utility Deposits...3098
USDA...9335
CDBG...5010
CRA...5588
ARP...5843
Savings...6323
Lownes Library CD...3568
Loan/Line of Credit - Golf...2556
Backhoe Loan...2689
Remove: Shell, Dailey, Leeling
Add: Phillips, Dailey, Leeling

Security First Bank - Rapid City, SD
CDARS...6606
Remove: Shell, Dailey, Leeling
Add: Phillips, Dailey, Leeling

Homestead Bank - Chadron, NE
CD...5292
Remove: Shell, Dailey, Leeling
Add: Phillips, Dailey, Leeling

Minutes by: \_\_\_\_\_  
Jane Dailey  
City Clerk/Treasurer

Approved by: \_\_\_\_\_  
Thomas Phillips  
Mayor-Elect

Approved by: \_\_\_\_\_  
Connie J. Shell  
Mayor (out-going)