

# CITY OF CRAWFORD

135 Elm Street

CRAWFORD, NEBRASKA 69339

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

CITY CLERK  
Phone: (308) 665-1462

## CITY COUNCIL REGULAR MEETING MINUTES

### FEBRUARY 14, 2023

Members of the City Council of the City of Crawford, Nebraska, met in regular session in the Crawford City Hall Council Chambers, 135 Elm Street, Crawford, Nebraska on the 14th day of February, 2023, at 5:30 o'clock p.m. The following individuals were present: Mayor Tom Phillips, Council Member Susan Leeling, Council Member Shane Norman, Council Member April Grant, Attorney Adam Edmund via speaker phone. Absent: Council Member Zach Riggs - EXCUSED

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. 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 5:30 p.m. and the Pledge of Allegiance was recited. Mayor Phillips announced to the public that a copy of the Open Meetings Act is posted on the wall in the Council Chambers. It is also available in pamphlet form.

Council Member Norman made an amendment to the minutes of the January 24, 2023 Council meeting. He asked that it be noted that, during the Library discussion, Mayor Phillips stated that a way to work more closely with the Crawford Schools would be very beneficial. A motion to accept the Minutes of the January 24, 2023 Regular Council meeting as amended was made by Grant and seconded by Council Member Leeling. Mayor Phillips called for Roll Call Vote. AYE: Grant, Leeling, Norman. NAY: None. Riggs – Absent Motion carried.

#### Board Reports:

**Ponderosa Villa:** Stacie reported that there are 21 Residents in the nursing home and 10 residents in Assisted Living. The new bath house is nearing completion. They are waiting for the tiles to dry so they can be grouted.

They have been receiving interest from contractors regarding the repair project created by frozen water pipes in December. There is damage to the bath house, 2 resident rooms, hallway and closets as well as 1 resident room in Assisted Living. It was discussed that projects in excess of \$30,000.00 require bids.

**Golf:** Councilman Norman reported that they met with Ft. Robinson administration to renew the lease on the golf course. Council member Leeling asked if the wristbands for minors were used at the Dock Club Fundraiser as required. It was stated that they weren't sure but it appeared that a few were used. The Mayor and City Council are working towards improving the business structure at the Golf Course this year. They are looking at new POS systems that will help with sales accountability. They will be accounting for every penny in and out. There will be lots of changes in making it consistent in every way.

Park: They did not meet in February but will meet March 6<sup>th</sup> at 3 pm at City Hall. Employment of Seasonal Help is being advertised. A few applications have been received.

Rodeo: Mayor Phillips reported that he met with Brooke Bass. They discussed recruiting more volunteer help. It was noted that the grandstands are in very poor condition. Repair will be needed in the near future.

Hospital: Council Leeling stated there is financial assistance available for those who need help in paying their hospital bills. She asked that we inform community members in need of this type of assistance and urge them to contact the hospital to apply. She also stated they are offering assistance to employees in continuing their education.

SWANN: Council Member Norman reported that their next meeting will be in March

NNDC: Council Grant reported they will meet in March. President Deb Cottier came to City Hall and discussed updating NPPD's Crawford Community Guide with April & Paula. She gave us the previous edition from 2018. They have emailed the updates that have been prepared previously. Jennie Dean stated that there are some photos that will need updated, but the information should be accurate. April & Paula will be reviewing it and getting it back to them ASAP.

Crawford Chamber of Commerce: Mayor Phillips reported that he attended the dinner last month. There is work being done by Dawes County 4-H Jr Leaders on signage at the Tourist Info Booth. Donations can be made to Dawes County 4-H Jr Leaders with Justin Tollman at Beef State Insurance Agency.

Library: They will be presenting their annual report later on the agenda.

Mayor Phillips asked for a motion to discuss/approve/disapprove advertising for applications for the 2 open positions on the Golf Board. Elmer Willson would like to see some Crawford citizens on the Golf Board. Grant motioned to approve the advertising. It was seconded by Norman. Roll Call Vote: AYE: Grant, Norman, Leeling NAY: None Riggs-absent Motion carried.

Mayor Phillips asked for any discussion on approval/disapproval of accepting the resignation of Superintendent of Greens, Kelli Haynes. Grant so moved, Norman second. Roll call vote: AYE: Grant, Norman, Leeling. NAY: none Riggs-absent Motion carried.

Crawford Transportation Title VI Plan was presented for Council approval. It is regarding discrimination. Council member Leeling made a motion to approve the Plan to be submitted as presented. Second by Grant. Roll call vote: AYE: Leeling, Grant, Norman NAY: none Riggs-absent. Motion carried.

Mayor Phillips stated that hiring an additional part time person to help cover rides for the transportation program was needed. This person could also help with some of the rearranging in the offices and other miscellaneous duties as needed. Moved by Norman to hire as stated, second by Grant. Roll Call Vote: AYE: Norman, Grant, Leeling NAY: none Riggs-absent Motion carried.

Lisa Stocker, President of the Library Board, presented the Annual Library Report. She presented a print out to the Council from 10/21-9/22. See attached.

She said that some Tech Talks have been done on Libby, their usage has gone up. Libby is an app that enables use of digital reading. It can be accessed if you have a library card.

April Grant asked if the Library usage has increased or decreased. Lisa stated that COVID created some issues. They are currently open 25 hours a week. If they were open more hours they could serve more people.

Susan asked if they would be doing more Tech Talks. Lisa said yes but they will need to keep the timeframes short and subject basic. Currently it is mostly 1-to-1. They would like to do some groups.

Susan inquired if they have a current set of Nebraska Revised Statutes. Lisa replied that they have one and she has provided them to the Board Members. Most of them are online.

Other discussion: Marcy Thompson: the only time a book is duplicated is if one is in regular print and one in large print. Grant asked if a search in their system would bring up all instances of check out if the book had been replaced and had a different bar code. Lisa & Marcy said they would look in to that.

Are books that are ordered requested by patrons? Could they be obtained by an Inter-Library loan? Replied that it is dependent upon the book. How many new books were ordered? Noted on report (attached).

What are done with books "withdrawn" from the library collection? They are thrown away if damaged extensively or sold at the Friends of the Library Book Sale. Funds are given to the Friends of the Library.

Council member Leeling asked why those funds aren't returned to the City for the Library budget. You are selling books purchased by the City and giving the money away. You cannot do that. It was discussed that many of the books sold are donated books. The money received for donated books needs to be kept separate and may be given to Friends. All other must be returned to the City for the Library account. Marcy stated the Library has not always had good luck working with the Council.

Grant again asked if they could work more closely with the Schools for reading programs. It was stated that Julie had relabeled books for reading levels.

The Mayor thanked the Library for their report and answering questions.

Mayor Phillips asked for discussion to approve/disapprove the Building Permit for Owen Construction/Westco Canopy. It was moved by Grant to approve the permit. Leeling seconded the motion. Roll call vote: AYE: Grant, Leeling, Norman NAY: none Riggs-absent. Motion carried.

Next item called by the Mayor was to discuss/approve/disapprove the new contract bid presented by Stumph Sanitation. The new bid is for \$14.00 increasing from \$10.10. It was discussed that our rates are already higher than surrounding communities. Others from the audience voiced a willingness to pay the higher rate for local services.

Mayor Phillips asked Attorney Edmunds what the options were regarding this contract. He said the Council can approve the bid as presented, disapprove and negotiate the contract, or disapprove and go back to the beginning and reopen for bidding. Councilman Norman made a motion to disapprove and renegotiate, researching a few questions on how the billing is set up. It was seconded by Leeling. Roll call vote: AYE: Norman, Leeling, Grant NAY: none Riggs-absent. Motion carried.

Discussion of Swann's new contract due in June, their rates will probably increase as well. Complaints of rural residents using town dumpsters instead of taking their trash to the dumpsters provided for that purpose at the landfill. It was noted that license plate numbers could be reported and they could be prosecuted for theft of services, as stated in State Statutes.

Crawford High School students did not attend the meeting to discuss an advertising opportunity as well as the City of Crawford placing a banner in the gym/auditorium. Items 14 & 15 were dropped.

The Mayor asked to approve/disapprove adjusting the payroll period for clarification. The City Clerk would like to receive time sheets no later than the Monday before City Council meetings. This will enable her to have payroll, taxes, & benefits ready for Council approval. Paychecks can then be picked up the following Friday. Nothing will really change other than clarification for staff members.

It was moved by Grant to accept this minor change. Seconded by Norman. Roll call vote: AYE: Grant, Norman, Leeling. NAY: none Riggs-absent. Motion carried.

Mayor Phillips then explained there had been a question of "Qualified Volunteers" operating City equipment to assist with work on City Property. As an example, Brooke Bass operating the City grader on the rodeo area. If applications are received and time recorded, their hours can be used for In-Kind funds on Grants. According to the insurance company, they would also be covered by our Workers Comp insurance, if we follow these guidelines.

It was moved by Leeling, seconded by Grant we work toward using qualified volunteers as stated. Roll call Vote: AYE Leeling, Grant, Norman NAY: none Riggs – absent. Motion carried.

Elmer Willson was given the floor for a report regarding Legend Buttes Golf Course issues. He stated he did not have a report. He had a discussion with the Mayor and felt his concerns were being addressed.

Mayor asked for approval of bills and claims, requisition orders, and transfers. Discussion followed. They would like more detail on the Pine Ridge billing tickets. It was noted that the Street Department had been purchasing diesel fuel at Pine Ridge because when filling the diesel tank at the Shop, Westco had not added treatment and it gelled in the cold weather. It was questioned why the Street Superintendent had not made sure it was treated before it got so cold.

Councilman Norman stated that they are going over every bill in a concentrated effort to understand them and find ways to cut costs for the City. He made a motion to pay the warrants as presented with exception of the Library book order as the Council had more questions about it. Council member Leeling seconded the motion. Roll Call vote: AYE: Norman, Leeling, Grant NAY: none Riggs absent. Motion carried.

Mayor Phillips asked for anything else from the floor.

#### February 14, 2023 Claims

SU=SUPPLIES; SE=SERVICE

#### Checks

Black Hills Energy	Jan-23	\$2,612.83
Brandon Smith	Garbage January 2023	\$3,150.44
Capital Guardian Trust	January retirement payment	\$974.00
Capital Guardian Trust	2/10/23 Payroll	\$582.78
Casey Peterson, LTD	Audit Payment for Sept-December	\$10,000.00
Century Business Products	Copier Maint Contract	\$60.04
Chadrad Communications	Employment advertisements	\$220.00
City of Crawford	Trash collection	\$143.50

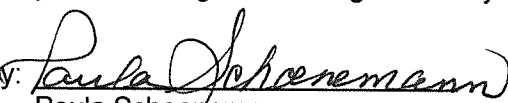
Core & Main	Iperl meters, actuator		\$2,227.65
Crawford Clipper	Notices and ads		\$464.96
Dawes County Clerk	Cemetery deeds - Horst		\$20.00
Dawes County Treasurer	Law Enforcement Contract - February		\$17,164.67
EFTPS	Fed Payroll tax		\$2,340.79
EFTPS	Fed Payroll tax		\$4,155.52
Enviro Service, Inc	Lab fees - water & sewer		\$207.00
Herren Bros True Value	SU		\$141.79
Mobius Communications	SE		\$497.35
Northern Truck Equip	Snow plow springs		\$204.33
NPPD		Jan-23	\$4,296.99
NPPD		Feb-23	\$6,510.22
NE Dept or Revenue	State WH Tax January 2023		\$1,058.37
Net Payroll		2/10/2023	\$13,106.83
Pine Ridge Service Center	Tires, Diesel		\$1,182.62
Security First Bank	Monthly ACH fee Jan 2023		\$8.70
Security First Bank	monthly ACH fee Febr 2023		\$8.30
Skavdahl, Edmund & Stecher	Legal services, mileage		\$160.74
SWANN	Landfill		\$8,094.09
Tom Phillipe	Reimb for Street/Sewer Daily Planners		\$34.31
Utility Services	Water Tank Maint Contract		\$5,128.75
Westco	Fuel, Propane		\$3,188.29
TOTAL			<u><u>\$87,945.86</u></u>

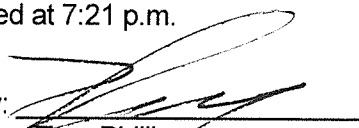
**INTERNAL TRANSFERS**

SWR CHKG TO SVGS	JUNE 2023 SWR BOND PYMT		\$12,381.92
Water RTS Checking to Water Saving		Jan-23	\$2,526.54
			<u>\$14,908.46</u>
			<u>\$102,854.32</u>

Council Member Grant made a motion for the meeting to adjourn. The motion was seconded by Council Member Leeling. The following Council Members voted AYE: Leeling, Grant, Norman. NAY: none Riggs – absent Motion carried.

The February 14, 2023 regular meeting of the City Council adjourned at 7:21 p.m.

Minutes by:   
Paula Schoenemann  
City Clerk/Treasurer

Approved by:   
Tom Phillips  
Mayor