

September 19, 2022
Oxford, Nebraska

A regular meeting of the Chairman and Board of Trustees of the Village of Oxford was held in Open and Public session at the Village Office on September 19, 2022.

Notice of the meeting was given in advance by publication, a designated method for giving notice. Notice of the meeting was given to the Chairman and all members of the Board, and a copy of their acknowledgement of the agenda was communicated in the advance notice to the Chairman and Board of Trustees of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

The meeting was called to order at 7:00 P.M. and attendance was determined by Roll Call. Present were, Scott Hamilton, Keithen Hamilton, Mike Minarik and Clint McQuiston. Chad Cunningham arrived at 7:02 P.M. Absent: None. Others present were Timothy and Dana Christensen, Angie Mitchell, Duane Hoffman Public Work's Director and Becky Calderone, Clerk/Treasurer.

Board Chairman Clint McQuiston informed everyone present that there is one current copy of the Open Meetings Act posted on the east wall of the meeting room.

Consent Agenda

Minutes from August 15 2022. Mike Minarik made a motion to approve the minutes, seconded Scott Hamilton. Roll call. Voting in favor: Mike Minarik, Scott Hamilton, and Clint McQuiston. Abstained: Keithen Hamilton. Opposed: None. Motion carried.

Minutes from August 31, 2022: Keithen Hamilton made a motion to approve the minutes, seconded by Scott Hamilton. Roll call. Voting in favor: Scott Hamilton, Keithen Hamilton and Clint McQuiston. Opposed: None. Motion carried.

Minutes September 8, 2022: Keithen Hamilton made a motion to approve the minutes from the budget hearing, the tax request hearing and the special board meeting, seconded by Chad Cunningham. Roll call. Voting in favor: Chad Cunningham, Keithen Hamilton and Clint McQuiston. Opposed: None. Motion carried.

Claims for the period August 2, 2022 through August 15, 2022, as follows:

Village of Oxford Oxford Utilities \$5,742.17; Bankcard Processing Center \$34.96; AFLAC \$41.80; Rob Bennett \$3,250.00; Heath Hammond \$7,028.96; Matheson Tri-Gas, Inc. \$91.81; Nebraska Dept of Agriculture \$26.84; Oxford Vol. Fire & Rescue Dept \$1,000.00; SYNCB/AMAZON \$14.99; South Central Diesel \$1,272.75; Southern Valley Schools \$810.00; Verizon Wireless \$24.57; Total \$19,338.85.

Village of Oxford – Utilities Oxford Utilities \$2,928.96; Nathen McKibben \$264.47; State of Nebraska \$505.05; Bucky Weaver \$259.36; Bankcard Processing Center \$342.70; Christina Morris \$187.48; AFLAC \$325.24; CenturyLink \$83.98; City of Holdrege \$3,262.80; M.E.A.N. \$42,287.18; Bill Mayo \$360.00; Nebraska Department of Revenue \$25.00; Oxford Area Veteran's Memorial \$1,134.00; Kim Schoen \$69.60; Twin Valleys Public Power Dist \$27.66; Wesco Receivables Corp. \$480.00; Total \$52,543.48.

Mike Minarik made a motion to approve the claims seconded by Keithen Hamilton. Roll call. Voting in favor: Chad Cunningham, Scott Hamilton, Mike Minarik, Keithen Hamilton and Clint McQuiston. Opposed; None. Motion carried.

Trustee Absence: Chad Cunningham made a motion to approve Keithen Hamilton's absence from August 15, 2022, seconded by Scott Hamilton. Roll call. Voting in favor: Mike Minarik, Chad Cunningham, Scott Hamilton and Clint McQuiston. Abstained; Keithen Hamilton. Opposed: None. Motion carried.

Scott Hamilton made a motion to approve the absences of Mike Minarik and Chad Cunningham on August 31, 2022. Roll call. Voting in favor: Keithen Hamilton, Scott Hamilton and Clint McQuiston. Abstained: Mike Minarik and Chad Cunningham. Opposed: None. Motion carried.

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Keithen Hamilton made a motion to approve the absences of Mike Minarik and Scott Hamilton for September 8, 2022. Roll call. Voting in favor: Keithen Hamilton, Chad Cunningham and Clint McQuiston. Abstained: Mike Minarik and Scott Hamilton. Opposed; None.

Request for Proposal: Mike Minarik made a motion to approve the proposal form Timothy Christensen and Dana Christensen in the amount of \$500.00, seconded by Chad Cunningham. Roll call. Voting in favor: Scott Hamilton, Mike Minarik, Keithen Hamilton, Chad Cunningham and Clint McQuiston. Opposed: None. Motion carried.

RESOLUTION 2022-9-19

A resolution to set policy for employee expense reimbursement for the Village of Oxford.

WHEREAS, the Village of Oxford Board of Trustees has the authority to set policy, and;

WHEREAS, it is necessary to set policy regarding the reimbursement of employee work related expenses;

NOW, THEREFORE, BE IT RESOLVED that the following policy will take effect on September 19, 2022:

Certain employee work related expenses are outlined in the Personnel Policy Manual as follows;

Article 4-7: Educational Assistance

SECTION 4-701: The Village recognizes that the skills and knowledge of its employees are critical to the success of the company. Educational assistance encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Village.

SECTION 4-702: The Village will provide educational assistance to a reasonable extent to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and perform their jobs satisfactorily through completion of each course.

SECTION 4-703: Employees in the following classifications are eligible for educational assistance:

1. Regular full-time employees,
2. Regular part-time employees,

SECTION 4-704: While educational assistance is expected to enhance employees' performance and professional abilities, the Village cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Article 4-8: Membership Dues

SECTION 4-801: Many events or similar work-related duties occur outside of Oxford which are similar or identical in nature as those occurring in the Village. Because of this similarity outside the jurisdiction of Oxford, the Village Board of Trustees encourages and promotes eligible employees to establish networks with colleagues in their fields. Through this association, our employees will enhance their personal skills and keep the Village current with new practices, happenings, statutes, and other policies that would not otherwise come to the attention of the Village. The result is a better quality work force for our company. This network many times requires the

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payment of monthly, quarterly, annual, or biannual membership dues to outside organizations. The Village will pay these dues in order to maintain the high quality workforce that we are accustomed to.

Article 4-10: Travel Expenses

SECTION 4-1001: Reimbursement will be made only for those travel expenses strictly essential to the transaction of village business. Mileage for the use of private vehicles will be reimbursed at the stated government rate, and meal expenses will be paid for the actual cost of the meal when it is required that the employee conduct village business at a distance. All overnight expenses will be paid by the Village at their actual cost.

Article 6-1: Dress Code/Uniforms

SECTION 6-101: Each full-time employee shall be given an annual clothing allowance of \$360.00, which may be used for any work-related clothing items including shoes, boots, jeans or coats. It is strongly suggested and employees are encouraged to use the clothing allowance for the purchase of items that include the village logo but it is not mandatory to do so. (Am. 1/23/13)

Article 6-13: Purchasing

SECTION 6-1301: In order to contain local dollars and maintain a strong local economy, the Village pledges to support local businesses through the purchasing of all supplies, material, labor, or other items not listed as applicable laws allow or as the economy permits. Supporting local businesses retains local tax revenue and benefits all through the recycling of dollars in our community rather than permitting the flow of dollars to outside businesses.

A company credit card shall be used by authorized individuals for purchases such as supplies, at certain locations where a vendor account does not exist.

Dated this 19th day September, 2022.

Scott Hamilton made a motion to approve the resolution, seconded by Keithen Hamilton. Roll call. Voting in favor: Chad Cunningham, Scott Hamilton, Keithen Hamilton, Mike Minarik and Clint McQuiston. Opposed: None. Motion carried.

ORDINANCE 467

AN ORDINANCE TO ESTABLISH AND FIX THE SALARIES AND COMPENSATION FOR THE APPOINTED OFFICES AND EMPLOYEES OF THE VILLAGE OF OXFORD, NEBRASKA, FROM AND AFTER SEPTEMBER 19, 2021, AND CONTINUING UNTIL OTHERWISE CHANGED BY ORDINANCE; TO PROVIDE FOR THE REPEAL OF ANY ORDINANCES IN CONFLICT HERewith AND TO PROVIDE AN EFFECTIVE DATE BY ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM

BE IT ORDAINED BY THE CHAIRPERSON AND BOARD OF TRUSTEES OF THE VILLAGE OF OXFORD, NEBRASKA:

Section 1. Pursuant to the authority of Section 17-209 R. R. S. 1943 and Section 6-902 of the Municipal Code of Oxford, Nebraska, the Chairperson and Trustees of Oxford, Nebraska, do hereby establish and fix the following salary and compensation for the named appointed officers and employees of the Village of Oxford, Nebraska.

Public Works Director	\$59,969.53 /per year
Water/Wastewater Operator	\$22.66/per hour
Sanitation Dept. Head	\$21.40/per hour
Street Dept. Head	\$20.83/per hour

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Clerk/Treasurer	\$19.06/per hour
Lineman	\$16.65/per hour
Office Assistant /Utility Clerk	\$15.00/per hour
Park Employee	\$12.67/per hour
Janitorial Service	\$11.65/per hour
Cemetery Sexton	\$13,000.00 / per year
Library Director	\$13.70/ per hour
Library Assistant Level 1	\$9.00/per hour
Library Assistant Level 2	\$9.50/per hour
Board Chairman	\$75.00/ per meeting
Board Trustee	\$50.00 /per meeting
Zoning Administrator	\$15.00 /per hour
Pool Manager	\$12.00/per hour
Assistant Manager	\$11.00/per hour
3 rd Year Guard	\$9.50/per hour
2 nd Year Guard	\$9.25/per hour
1 st Year Lifeguard	\$9.00/per hour
Pool Assistant	\$8.50/per hour

Section 2. The salaries and compensation for the above named appointed officers and employees in the amounts herein above set forth shall be, and are effective from and after September 19, 2022.

Section 3. The salaries and compensation for the above named appointed officers and employees in the amounts herein above set forth shall be in effect for the current appointed officers and employees as of September 19, 2022. Compensation for any and all newly appointed officers or employees for the Village of Oxford hired after September 19, 2022 shall be established at a duly called open meeting of the Board of Trustees at the time of appointment or date of hire.

Section 4. Any and all other ordinances or sections thereof passed and approved prior to passage, approval and publication of this ordinance and in conflict with its provisions, are hereby repealed.

Section 4. This ordinance shall take effect and be in full force from and after its passage, approval, and publication in pamphlet form in the office of the Village Clerk/Treasurer on September 19, 2022 .

PASSED AND APPROVED THIS 19 TH DAY OF SEPTEMBER, 2022.

McQuiston presented Ordinance 467 to establish and fix the salaries and compensation for the appointed offices and employees of the Village of Oxford. Mike Minarik moved to suspend the statutory rule requiring three readings. Chad Cunningham seconded. Roll Call. Voting in favor: Chad Cunningham, , Mike Minarik and Clint McQuiston. Opposed: Keithen Hamilton and Scott Hamilton. Motion carried.

Mike Minarik moved for final passage and seconded by Chad Cunningham that Ordinance 467 be passed and adopted. Roll Call. Voting in favor: Mike Minarik, Chad Cunningham, and Clint McQuiston. Opposed: Scott Hamilton and Keithen Hamilton. Motion carried.

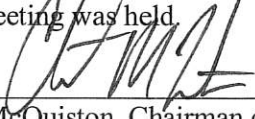
Clerk's Report: Becky Calderone gave her report, and a copy is available to the public and on file at the Office of the Village Clerk.

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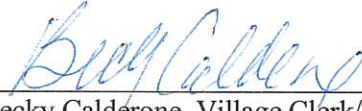
Public Work's Director Report: Duane Hoffman gave his report, and a copy is available to the public and on file at the Office of the Village Clerk.

There being no further business, the meeting adjourned by unanimous consent at 8:42 p.m.

I, the undersigned, Village Clerk, of the Village of Oxford, Nebraska hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Vice-Chairman and the Board of Trustees on September 19, 2022 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the Village Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened 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 and that a current copy of the Nebraska Open Meetings Act was available and accessible to members of the public; posted during such meeting in the room in which such meeting was held.



Clint McQuiston, Chairman of the Board



Becky Calderone, Village Clerk/Treasurer