

April 6, 2020  
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 April 6, 2020.

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 7:05 P.M. and attendance was determined by Roll Call. Present were Clint McQuiston, Scott Hamilton, Mike Minarik and Neal McInturf. Others present were Becky Calderone, Clerk/Treasurer; Duane Hoffman, Public Works Director; and Angie Mitchell. Absent: Chad Cunningham.

Board Chairman McInturf 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 March 16, 2020**

Claims for the period March 17 thru April 6, 2020 as follows:

**Village of Oxford** Bankcard Processing Center \$932.61; Verizon Wireless \$22.75; NKC Tire \$157.00; CenturyLink \$83.98; Black Hills Energy \$831.50; Verizon Wireless \$7.02; AFLAC \$41.80; Ag Valley Coop \$1,062.31; CenturyLink \$84.67; Crouch Recreation, Inc \$4,770.00; FYR-TEK, Inc. \$653.18; Furnas County Treasurer \$3,750.00; Garrett Tires & Treads \$258.19; Great White Shredding \$4.00; Bill Grossnicklaus \$135.62; Harlan County Health System \$1,000.00; Harlan County Road Dept \$79.00; Hometown Leasing \$282.83; Jim's OK Tire, Inc. \$93.00; Midlands Toxicology LLC \$25.00; Olsson \$300.00; Oxford Postmaster \$55.00; Oxford Supermarket \$13.52; Pinpoint Communications, Inc. \$107.10; Pony Express Chevrolet Buick \$1,466.09; Principal Life Insurance Company \$138.24; Reliable Pest Control Services, Inc \$110.50; South Central State Bank \$578.97; Svoboda's Ace Hardware \$59.90; Titan Machinery – Holdrege \$106.75; Nebraska Dept of Transportation \$2,686.60; Wages \$3,335.10; Total \$23,232.23.

**Village of Oxford – Utilities** Bankcard Processing Center \$656.56; CenturyLink \$83.98; Oxford Postmaster \$151.91; Federal Tax Deposit \$3,649.05; State Tax W/H \$1,086.97; Nebraska Child Support \$248.77; Principal Financial Group \$1,621.72; Black Hills Energy \$499.92; M.E.A.N. \$40,430.68; Black Hills Energy \$37.06; ATC Communications \$56.30; Oxford Postmaster \$102.95; AFLAC \$292.24; Ag Valley Coop \$795.21; County Line Seeds LLC \$400.00; Department of Energy \$4,119.66; Garrett Tires & Treads \$1,733.24; Great White Shredding \$16.00; Ed Hamilton \$11.05; Ideal Laundry and Cleaners, Inc. \$83.12; Taylor & Danielle Jackman \$400.00; Mid-American Research Chemical \$532.54; Midlands Toxicology LLC \$75.00; Nebraska Municipal Power Pool \$773.81; Nebraska Public Health Lab \$538.00; Olsson \$1,986.71; One Call Concepts Inc \$4.60; Oxford Postmaster \$110.00; Oxford Supermarket \$146.68; Pinpoint Communications, Inc. \$200.10; Principal Life Insurance Company \$1,084.22; Reliable Pest Control Services, Inc. \$56.50; Stamford Service LLC \$429.09; TESCO \$89.78; Wages \$8,170.80; Total \$70,674.22.

McQuiston made a motion to approve the Minutes from March 16 and the claims, seconded by Hamilton. Roll call. Voting in favor: Hamilton, McQuiston, Minarik, and McInturf. Opposed: None. Motion carried.

**Minutes from March 30, 2020**

McQuiston made a motion to approve the Minutes from March 16 and the claims, seconded by Hamilton. Roll call. Voting in favor: McQuiston, Hamilton and McInturf. Abstained; Minarik. Opposed: None. Motion carried.

**Trustee Absences:** Mike Minarik 3/30/2020. Hamilton made a motion to excuse Minarik's absence, seconded by McQuiston. Roll call. Voting in favor: Hamilton, McQuiston and McInturf. Opposed: None. Abstained: Minarik. Motion carried.

**SDL application from Longbranch for July 11, 2020:** Hamilton made a motion to approve the application, with discussion that if the directed health measure is not lifted by that time, a new application with alternative date must be submitted, seconded by McInturf. Roll call. Voting in favor: McQuiston, Minarik, Hamilton and McInturf. Opposed: None. Motion carried.

**Lifeguards:** Recommendation from the pool hiring committee for lifeguards this pool season was Ashlyn McAtee, Keira Wasenius, Brianna Quinn, Krista Best and William Grossnicklaus. Minarik made a motion to accept the recommendation, seconded by Hamilton. Roll call. Voting in favor: Minarik, McQuiston, Hamilton and McInturf. Opposed: none. Motion carried.

The opening date of the pool is on hold during the COVID-19 pandemic. We will proceed asking the assistant managers to move forward taking the pool operator's test to obtain their license. We want to be ready when we are able to open to the public.

**COVID-19 Utility policy on late fees and disconnects:** Hamilton made a motion to accept the policy with changes as discussed, seconded by McQuiston. Roll call. Voting in favor: McQuiston, Minarik, Hamilton and McInturf. Opposed: None. Motion carried.

Clerk will make adjustments to the policy and application and have available to those in need Tuesday morning after 10AM.

**RESOLUTION 2020-4-6 (1)**

A RESOLUTION ESTABLISHING MINIMUM AND MAXIMUM METER DEPOSITS FOR UTILITY SERVICE AND ALL OTHER SERVICES PROVIDED BY THE VILLAGE OF OXFORD AND OXFORD UTILITIES; APPLICATION PROCEDURE FOR ESTABLISHING SERVICE; TERMS OF PAYMENT AND CONDITIONS; DISCONNECT AND RECONNECTION FEES AND PROCEDURES FOR EXISTING SERVICE; UTILITY SUBSCRIBER – PAYMENT OBLIGATION; TO BECOME EFFECTIVE APRIL 6, 2020.

BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE VILLAGE OF OXFORD, NEBRASKA, AS FOLLOWS:

WHEREAS, the Village of Oxford, Nebraska, has suffered financial losses in the past from non-payment for services and for non-payment of water and electric power rents by utility customers; and

WHEREAS, the Village of Oxford, Nebraska wishes to eliminate these financial losses.

NOW, THEREFORE, be it resolved that all new utility customers for water service and electric power service and for other services provided in the Village of Oxford, Nebraska, after April 6, 2020 shall pay meter/service deposits to be determined as follows:

### 1. APPLICATION

a. At the time of application for utility service or sanitation service, a credit history request, provided by the Village of Oxford, shall be completed and authorized by the applicant. An "Application for Utility Service" shall be completed prior to service being transferred or provided to a new subscriber for utility services.

### 2. DEPOSIT

a. After verifying the information provided, a \$400.00 deposit will be required for utility service. A \$100 deposit will be required for all rural sanitation service. For an owner occupied residence, if the credit history information received from a previous utility company is satisfactory, a \$300.00 deposit will be required. In all cases, a \$400.00 deposit will be required for commercial and renter based utility accounts. If an account becomes delinquent four or more times in a twelve month period, an additional \$100 shall be assessed, billed and added to the existing deposit balance. The additional \$100 shall be billed on the next regular billing cycle and shall be due and payable on the 15th of the following month. The maximum deposit shall be \$600.00.

b. The owners of property being used for rental purposes shall be charged a meter deposit of \$300.00. The deposit may be waived for each additional property if the owner/customer has an excellent credit history with the Village of Oxford, or can provide excellent credit history from their current utility company. Excellent credit history shall be defined as an account which has not been delinquent four or more times in a 36 month period.

c. Payment History-- If a customer is determined to be a credit risk due to past payment history with the Village of Oxford, the utility deposit shall be \$600.00. Credit risk shall be defined as a customer that has been delinquent 8 or more times in a twelve month period or a customer who has left the Village of Oxford with unpaid utility accounts.

d. This deposit will be refunded to the applicant after 12 months of timely payment of their utility account if a home or business owner. The deposit will not be returned if the utility user is a renter or if the customer has been determined to be a credit risk. When service is discontinued, the deposit will be returned to the renter after the final billing has been paid in full. The deposit may also be applied to the final bill.

### 3. TERMS OF PAYMENT AND CONDITIONS

a. All bills are due and payable upon receipt. Utility bills become delinquent on the 15th day of the month, but will be accepted through 10:00 AM the following business day without a penalty assessment. (the drop box is located out front of the office for your convenience) In the event the 15th falls on a weekend or a holiday, utility bills will be accepted on the following business day up until 10:00 AM without a penalty assessment. A 10% penalty will be assessed for all delayed payments.

b. Disconnect notices for residential users will be mailed on the 16th of the month, with the exception that the 16th falls on a weekend or a holiday, they will be mailed out the following business

day. As allowed by law, subscribers will be given 7 business days from the date notice is sent or mailed (Section 70-1605) to make payment. If payment is not received by the date and time stated in the disconnect notice, service will be discontinued.

#### 4. UTILITY SUBSCRIBER – PAYMENT OBLIGATION

a. A utility subscriber may not obtain service at a new location until the customer has paid in full all delinquent, current and unbilled utility and trash charges.

b. A utility subscriber who is a renter may not obtain service at a new location until the customer has paid in full all delinquent, current and unbilled utility and trash charges, completed a new application for the new location and paid all current security deposits.

#### 5. DISCONNECT NOTICE AND RECONNECTION FEES FOR EXISTING SERVICE

a. In the event the Village of Oxford gives written notice by mail to a service and utility customer of intention to disconnect service for non-payment of a due account, a penalty of \$5.00 will be assessed. An additional \$5.00 penalty will be assessed for each additional notice delivered by regular mail.

At no time will a disconnect notice be delivered by hand.

b. If utility service is disconnected due to non payment, all service and utility bills associated with the subscriber will be required to be paid in full by cash, money order or by debit/credit card before utility service is reinstated. The amount to be paid shall include all past-due and current charges, plus any fees.

c. A reconnection fee will be assessed at the time the utility service is reinstated. This fee is required to be paid in cash, by money order, or by credit card at the time of reconnection. The fee for reconnection shall be charged at the rate of \$60.00, Monday through Friday, 7:00 A.M. – 4:00 P.M. After hours, or on weekends or holidays, the fee shall be \$80.00.

#### 6. REQUEST FOR DISCONTINUANCE OF SERVICE

a. In the event of a dispute between joint utility account holders, owners of the joint utility account shall each complete a request to discontinue service. If new services are to be established, each person must complete an application for service. A utility/service deposit will be required for each new account. After the final bill is paid on the old account, the deposit for that account will be split in half and paid to the two owners who were originally on the account.

ADOPTED THIS 6H DAY OF APRIL 2020.

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Minarik made a motion to approve the resolution to amend the time due to avoid penalties to 10am the following business day, and time of disconnection to be 10am instead of 9am, seconded by Hamilton. Roll call. Voting in favor: Minarik, Hamilton, McQuiston and McInturf. Opposed: None. Motion carried

**South Park Pond:** Discussion was held on the possibility of imposing a limit and size on fish caught and kept. Also discussed different options for giving the fish shade and shelter. No decisions were made.

## **RESOLUTION**

### **Village Resolution No. 2020-4-6 (2)**

WHEREAS, the Village of Oxford, Nebraska, recognizes that a properly functioning ambulance is necessary to the health and welfare of the citizens of the Village; and

WHEREAS, the Village Board of Trustees and Chair have determined that the Oxford Volunteer Fire and Rescue Ambulance is in need of replacement; and

WHEREAS, funding for the cost of the ambulance of the Oxford Volunteer Fire and Rescue may be obtained by grant and low interest funding from USDA Rural Development, subject to certain requirements and obligations;

NOW, THEREFORE BE IT RESOLVED by the Village Board of Trustees and Chair of the Village of Oxford, Nebraska that they should make application for grant and low interest funding from the USDA Rural Development; and

BE IT FURTHER RESOLVED, Neal McInturf, Chair, and Becky Calderone, Clerk/Treasurer are hereby directed to execute the application and all other documents necessary to facilitate the grant and low interest funding between the USDA to the Village of Oxford, Nebraska for the purpose of purchasing an ambulance; and are authorized and directed to sign the payment or outlay request forms, sign all necessary documents to furnish such assurances to USDA Rural Development as may be required by law or regulations, and to receive payment on behalf of the applicant.

PASSED AND APPROVED THIS 6<sup>th</sup> day of April, 2020.

Hamilton made a motion to approve the resolution authorizing the application for grant and low interest funding for an ambulance, and authorizing Chairman McInturf and Clerk/Treasurer Calderone to sign all documents necessary, seconded by McQuiston. Roll call. Voting in favor: Hamilton, McQuiston, Minark and McInturf. Opposed: None. Motion carried.

**Clerks/Treasurer's Report.** Clerk Calderone informed the board she was working on being able to hold board meetings by teleconference, and would be ready at their discretion.

**Public Work's Director Report:** Duane Hoffman gave his report. A copy of the Report is on file at the Village Office.

There being no further business, the meeting adjourned by unanimous consent at 8:18 p.m.

April 6, 2020  
Oxford, Nebraska

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 Chairman and the Board of Trustees on April 6, 2020 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.

  
Neal McInturf, Chairman of the Board

  
Becky Calderone, Village Clerk/Treasurer