

May 4, 2020
Oxford, Nebraska

A regular meeting of the Chairman and Board of Trustees of the Village of Oxford was held by teleconference on May 4, 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 7:00 P.M. and attendance was determined by Roll Call. Present were Scott Hamilton, Mike Minarik, Clint McQuiston and Neal McInturf. Others present were Becky Calderone, Clerk/Treasurer; Duane Hoffman, Public Works Director; and Angie Mitchell, Sis Best, Paige Milligan, Kristy Quinn and Nate Fox. 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.

At 7:00PM Chairman McInturf opened the public hearing regarding the re-purposing of the Southern Valley Business Development RLF Program and amending the CDBG Owner Occupied Housing Rehabilitation Program. CJ Poltack with West Central Nebraska Development District explained the ceasing of the SVBD RLF funds and the Reuse Plan for the amended owner occupied housing rehabilitation program. It was then opened up to the public for comments/questions. A question was presented as to what types of rehab would be considered. The types of rehab could include fuse boxes, plumbing, lead base paint removal, windows, roofs, new steps on porches and railings. Another question from the public was in regards to income eligibility, in which CJ was able to give the income requirements. Another question asked was about contractors. The homeowner can pick, but the contractor must be certified in lead base paint. CJ explained that the cost would be forgiven 1/5 every year at the completion date of the project. Other qualification requirements were that property taxed must be current, mortgage must be current and there must be homeowner insurance on the property. After no more comments or questions were made, Chairman McInturf closed the public hearing at 7:18 PM.

Chairman McInturf asked for a motion to approve the CDBG Contract Amendment Request for the CDBG Regional Southern Valley Business Development RLF Program Reuse Plan, ceasing any future business development funding activities, and to repurpose the program income funds on deposit for the continuation of Owner-Occupied Housing Rehabilitation within the municipal limits of Oxford, authorizing the board chairman to sign the Certification. Trustee Minarik made the motion, seconded by Trustee McQuiston. Roll call. Voting in favor: Hamilton, McQuiston, Minarik and McInturf. Opposed: None. Absent Cunningham. Motion carried.

Chairman McInturf asked for a motion to approve the CDBG Contract Amendment Request to amend the Owner-Occupied Housing Rehabilitation Program Guidelines and Reuse Plan to refresh program income funds on deposit for the continuation of Owner-Occupied housing Rehabilitation with the municipal limits of the Village of Oxford, authorizing the board chairman to sign the Certification. Trustee Hamilton made the motion, seconded by Minarik. Roll call. Voting in favor: McQuiston, Minarik, Hamilton and McInturf. Opposed: None. Absent: Cunningham. Motion carried.

Chairman McInturf asked for a motion to approve the Environmental Review record as presented, making any required changes to the record to gain approval by the Department of Economic Development, authorizing the board chairman to sign the same. Trustee Minarik made the motion, seconded by McQuiston. Roll call. Voting in favor: Hamilton, Minarik, McQuiston and McInturf. Opposed: None. Absent: Cunningham. Motion carried.

Chairman McInturf asked for a motion to approve the Language Assistance Plan, Furthering Fair Housing, Financial Management Certification, and Excessive Force Certification, Citizen Participation Plan, Budget, Implementation Schedule, and Procurement Code of Conduct authorizing the board chairman to sign the same. A motion was made by Trustee McQuiston and seconded by Hamilton. Roll call. Voting in favor: Minarik, Hamilton, McQuiston and McInturf. Opposed: None. Absent: Cunningham. Motion carried.

Consent Agenda:

Minutes from April 20, 2020

Claims for the period April 7 thru April 20, 2020 as follows:

Village of Oxford CenturyLink \$83.98; Black Hills Energy \$715.66; Verizon Wireless \$7.02; AFLAC \$41.80; Ag Valley Coop \$937.90; Rob Bennett \$100.00; Cobra Pool & Supply \$2,165.96; Furnas County Treasurer \$3,750.00; Great White Shredding \$4.00; Harlan County Health System \$1,000.00; Leonard C. Hoelting \$260.00; Hometown Leasing \$282.83; Husker Hardware LLC \$99.71; Patty Kier \$55.00; Pinpoint Communications, Inc. \$107.10; Principal Life Insurance Company \$138.24; Reliable Pest Control Services, Inc \$71.00; South Central State Bank \$578.97; Trav's Treasures, Inc. \$220.00; Wages \$2,191.25; Total \$12,810.42.

Village of Oxford – Utilities Federal Tax Deposit \$3,550.85; State Tax W/H \$1,078.34; Nebraska Child Support \$248.77; Principal Financial Group \$1,618.21; Oxford Postmaster \$150.20; Black Hills Energy \$251.21; AFLAC \$292.24; ATC Communications \$56.30; Ag Valley Coop \$1,231.13; Rob Bennett \$650.00; Mary Ann Broeker \$300.00; Department of Energy \$4,385.94; David Dodson \$300.00; Great White Shredding \$16.00; Ashley Grossnicklaus \$300.00; Leonard C. Hoelting \$12.00; Husker Hardware LLC \$22.16; Nebraska Truck Center, Inc. \$472.10; Olsson \$2,466.87; One Call Concepts Inc \$11.13; Pinpoint Communications, Inc. \$200.10; Principal Life Insurance Company \$1,084.22; Reliable Pest Control Services, Inc. \$73.20; Trav's Treasures, Inc. \$15.00; Mike & Kylie Wilken \$300.00; Wages \$8,903.81; Total \$27,989.78.

Minarik made a motion to approve the consent agenda seconded by Hamilton. Roll call. Voting in favor: McQuiston, Minarik, Hamilton and McInturf. Opposed: None. Motion carried.

Trustee Absences: None.

The Board reviewed the Project Cost on Electrical and Water Relocates with NDOT.

Agreement with NDOT: Hamilton made a motion to approve the Agreement with NDOT for planning, design and submittal of relocation plans specific to Project No. 46-1(119), seconded by McQuiston. Roll call. Voting in favor: Hamilton, Minarik, McQuiston and McInturf. Opposed: None. Motion carried.

Possible Pool opening: The board held discussion on the possibility of opening the pool this summer. The board reviewed a memorandum from the Department of Environment and Energy. Duane Hoffman spoke on behalf of Sabrina Nielson, relaying she was comfortable to open, and would have the bath

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house and common areas sanitized on a schedule throughout each shift. Lifeguard classes could be split into groups to observe the 10 person limit. The DHM's would have to be followed. Additional measures could be taken. Limiting pool users to those residing in Oxford was a suggestion. Taking temperatures before anyone enters the pool house. Season passes were brought up. A question of not selling season passes and having a per day charge as use of pool would be limited. No decisions were made. Clerk will gather more information from insurance agent. More discussion will be held at the next meeting as things with COVID-19 are changing daily.

Shared Water operator for more than one Nebraska Public Water System: Minarik made a motion to approve the Application to include Edison Public Water System, seconded by McQuiston. Roll call. Voting in favor: McQuiston, Minarik and McInturf. Abstained: Hamilton. Opposed: None. Motion carried.

Buildings at the golf course: Nate Fox, agent for LARM, called in to discuss adding the golf course buildings to the village of Oxford's current insurance policy. The Cardinal Country Club would be billed for the premium on the buildings, saving the Country Club money. Minarik made a motion to add the buildings and bill the Cardinal Country Club for the premium, seconded by Hamilton. Roll call. Voting in favor: Minarik, McQuiston, Hamilton and McInturf. Opposed: None. Motion carried.

Payroll: overtime calculation: The board reviewed the procedure for computing overtime as outlined in the employee manual. Discussion was held on the topic. More information will be gathered by the clerk for continued discussion. Currently overtime is paid after 40 hours. Sick time and vacation time are included in the accumulation of hours worked for computing overtime.

Sanitation: Trash Truck: the Village is working with USDA on a grant and possible funding for a new trash truck. If the Village were to receive the \$50,000.00 for a grant on a new trash truck, the Village could contribute \$90,000.00 towards the project cost, and apply for a loan for the remainder, which would be approximately \$80,000.00 for a term of five years.

Keno Funds Request: Minarik made a motion to approve paying Southern Valley FFA \$216 out of Keno funds for the city hanging baskets, seconded by McQuiston. Roll call. Voting in favor: McQuiston, Minarik, Hamilton and McInturf. Opposed: None. Motion carried.

Clerks/Treasurer's Report. No report at this time.

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 8:58 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 Chairman and the Board of Trustees on May 4, 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

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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