

Village of Petersburg
May 2nd, 2023

The board of Trustees met for a regular meeting on May 2nd, 2023 at 7:00 pm in the Village Office. Notices of the meeting were posted at the Village Office, Leifeld's and the Post Office April 24th and published in the Petersburg Press April 26th. Board members were given prior notice of the meeting. Tina Henn called the meeting to order.

Board members present were Ashley Thieman, Tina Henn, Steve Werner and Mitch Koch. Staff: Nick Prothman and Sundae Provencher. Guests: Helen Baumgartner from Petersburg Press, Officer Anderson, Joe Stump from AMGL and two other guests arrived later on.

Sales tax from February was \$5,021.15 with \$1,536.59 motor vehicle taxes.

Minutes were approved with a motion by Thieman, seconded by Henn; votes in favor: Thieman, Werner and Henn; opposed: none; absent: Koch and Stokes; motion carried.

Thieman made a motion to approve the Treasurer's Report, seconded by Werner; votes in favor: Henn, Werner, Thieman and Koch; opposed: none; absent: Stokes; motion carried.

Thieman made a motion to pay the bills, seconded by Henn; votes in favor: Henn, Werner, Koch and Thieman; opposed: none; absent: Stokes; motion carried.

Bills presented for payment:

Wages: 5,471.22

EFTPS, payroll taxes: 1,543.60

Village Regular Account, transfer loan payment: 1,000.06

Village Regular Account, transfer motor vehicle sales tax: 1,536.59

Boone County Treasurer, police protection: 1,375.00

Boone County Treasurer, zoning: 100.00

Neil Baumgartner, service fire equipment: 120.00

Esther Steensen, cleaning: 105.00

Great Plains State Bank, loan payment: 1,000.06

Great Plains State Bank, bond interest: 1,357.78

Mike's Auto Repair, service: 442.00

Northeast Nebraska Development District, membership dues: 665.00

Johnson Service, clean and vacuum sewer lines: 4,729.75

NE Public Health Env. Lab, lab fees: 4.00

Great Plains Communications, service: 505.73

American Legal Publishing, 40% recodification fee: 3,298.00

M&S Computer Service, envelopes: 130.00

NE Public Health Env. Lab, lab fees: 284.00

Bomgaars, supplies: 216.93

Loup Power, service: 1,775.65

Bader Highway, crack sealing: 9,827.00

Island Supply, supplies: 28.80

Bud's Sanitary, trash service: 2,920.50
Iowa Pump Works, refurbished sewer pump: 4,124.54
Bullseye Fire Sprinkler, inspection: 395.00
Zabka, fuel: 882.15
One Call Concept, service: 10.32
Appeara, service: 77.05
Rae Valley Market, supplies: 38.46
Yosten Law, service: 936.00
Midwest Labs, lab fees: 319.87
Applied Connective, service: 15.95
NE Department of Revenue, sales tax: 17.60
Albion News/Boone County Tribune, advertising: 128.96
Black Hills Energy, service: 1,004.21
1st National Bank of Omaha, supplies: 1,001.11
One Call Concept, service: 7.58
Verizon, cell phone: 73.71
Larry Temme dba Rae Valley Market, TIF refund: 181.43
Larry Temme DBA Rae Valley Market, TIF refund: 1453.96
Charles Schwab, retirement: 265.58
Charles Schwab, retirement: 140.08

Budgeted capital outlay funds were discussed.

Police reported 55.22 hours of patrol time.

Joe Stump from AMGL attended the meeting to present the audit form the 2021-2022 fiscal year. There is one outstanding check over a year old that should be addressed. Debt has decreased from payments made on loans and bonds. It is recommended to have 3 months of operating expenses on hand and the Village is currently sitting in a good position. It is recommended to use sales tax funds whenever possible before using general funds. The board had no question regarding the audit, happy to see things are positive.

Four permits were approved by zoning.

Nothing to report on Community Improvement.

The board was given the TIF report in April. No questions regarding the TIF report.

Resolution 2023-2 designating a parade route for the Firemen's annual cruise night was reviewed. No highways are included, and it runs from 4:30 pm - 9:30 pm. Thieman made a motion to adopt Resolution 2023-2, seconded by Werner; votes in favor: Henn, Werner, Koch and Thieman; opposed: none; absent: Stokes; motion carried. Resolution 2023-2 is hereby adopted.

A drafted Occupation Tax Ordinance was presented to the board. The board will review it and discuss it further at the next meeting.

Water and sewer rates were discussed. The board had agreed to raise the rates regularly to avoid falling behind on those funds. Future expenses should be considered when discussing rates. Past rate increases have been 3%. The water fund is at a good

balance however the sewer fund is low. The sewer needs a lot of repairs. The Village recently received a water security grant for the sample station sites but still have to pay \$8,000 for those. Werner made a motion to increase the sewer rate 3% but not increase the water rate, seconded by Thieman; votes in favor: Henn, Werner, Koch and Thieman; opposed: none; absent: Stokes; motion carried.

Vacation time was discussed. The personnel policy states that *"one week can be carried over to the next calendar year but used before May 15th"*. Board members discussed how other jobs handle vacation time. Some have a cap on accumulated vacation time, once that cap is reached no more vacation time will accumulate. Discussion was held on how much time should be allowed to accumulate. Sickness, injuries and FMLA were all considered. The board agreed the May 15th deadline should be removed. Werner made a motion to allow up to 240 hours of vacation time to accumulate, removing the May 15th deadline, time can be used whenever, Koch seconded; votes in favor: Henn, Werner, Koch and Thieman; opposed: none; motion carried. The personnel policy will be amended to change the Vacation Time carry-over. Vacation time should be recorded on QuickBooks. A calendar for vacation time will be kept and the clerk will record vacation time in QuickBooks monthly.

The clerk informed the board minimum wage increased in January to \$10.50. Summer help is currently at \$10.00 an hour.

A draft of the Ordinance recodification was received. A copy is available in the Office for board members to review. The review process is 60 days, any changes or additions need to be made prior to the 60 days to be included in the code.

A guest came to the meeting to get information on requirements for food trucks. A food truck will be in town in July. The board expressed that they have not finished discussing. A new Occupation tax Ordinance and food truck requirements will be discussed more at the next meeting. The Village doesn't want to discourage anyone from coming to do business in town. Werner would like to make sure they have state permits. The state does require food trucks to get licenses and follow certain specifications. Towns can charge fees as a way of revenue, but the board doesn't want to deter anyone by charging a fee. Issuing permits could be a lot of work. Werner stated that he doesn't want to charge a fee but at least submit a copy of the State license to the clerk prior to serving in town. That way there is proof they are licensed if any citizen asks. The drafted ordinance will be discussed further at the next meeting.

Prothman reported that the culvert on A street has been replaced. Still waiting on bids for armor coating. Water sample sites were installed. They are 6' - 7' pipe that goes to the water main, Prothman will have to suck the water out in the winter, so they don't freeze. Crack sealing was completed. The refurbished sewer pump has been returned, so now there is a back-up. Splash pad is still getting worked on. Had a set-back with electricity. Some concrete needs to be cut down to find rebar to ground it.

There have been no applicants for summer help yet. The kiddie area in the park needs more sand or small gravel.

Report of the building inspection by Nebraska's Historical Society was presented to the board. The lease between the Village and Petersburg Community Foundation still needs to be signed, a date has not been chosen yet.

Thieman made a motion to adjourn the meeting, seconded by Henn. Meeting adjourned at 8:23 p.m.

Tina Henn, Assistant Chairperson

ATTEST: _____
Sundae Provencher, Clerk