

VILLAGE of PRAGUE
Board of Trustees Regular Meeting
December 10th, 2015

This meeting was held pursuant to an advance written **Notice of Meeting** and **Agenda**; copies of the Notice of Meeting have been posted in three public places and delivered to the Village Board Chairman, Trustees, and Village Attorney. A copy of their signed acknowledgement and receipt is on file for public inspection in the Village Clerk’s office at the Prague City Hall. Availability of the agenda for this meeting was communicated in the advance meeting notice and in the notice to the Chairman and Board. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Call to Order: The regular meeting of the Village of Prague Board of Trustees was called to order by Chairman Edward Ourada Jr. on the 10th of December, 2015 at 7:30 P.M. The Chair stated to all in attendance, that a current copy of the **Open Meetings Act** is posted next to the entrance of the Village Board meeting room.

Roll Call: **Present:** Trustees-Greg Ourada, Dan Havlovic and Matt Muessigmann.
 Absent: Trustee-Jason Chmelka.
 Staff: Attorney Rodney Johnson, Utilities Supt.-Ray Paseka, Utilities-Tom Johnson and Clerk/Treasurer-Kelly Havlovic.
 Guests: Tim Sikora, Ken Kuncl and Andrew Kuhn.

The meeting began with discussion on reorganization of the Village Board.
A motion was made by Havlovic, seconded by Muessigmann to leave all positions as is: Chairman-Edward Ourada Jr., Electric-Matt Muessigmann, Water-Greg Ourada, Streets-Jason Chmelka and Sewer-Dan Havlovic. Roll Call, Ayes: G. Ourada, Muessigmann and Havlovic. Nays: None. Absent: Chmelka. Motion Carried.

MINUTES FROM THE November 12TH, 2015 MEETING

A motion was made by G. Ourada, seconded by Muessigmann to approve the November 12, 2015 meeting minutes. Roll Call, Ayes: Muessigmann, Havlovic, and G. Ourada. Nays: None. Motion Carried.

PAST DUE ACCOUNTS REPORT-December 10, 2015

1 - 30	31 - 60	61 - 90	> 90	TOTAL			
221.45	78.55	0.00	0.00	300.00	PAYMENT AGREEMENT		
39.44	170.93	0.00	0.00	210.37	UTILITIES ARE OFF		
261.64	0.00	0.00	0.00	261.64			
38.79	0.00	0.00	0.00	38.79	NOTICE SENT		
170.05	0.00	0.00	0.00	170.05	NOTICE SENT		
69.63	0.00	0.00	0.00	69.63	NOTICE SENT		
21.10	0.00	15.83	0.00	36.93	NOTICE SENT		
110.54	0.00	0.00	0.00	110.54	NOTICE SENT		
277.45	0.00	0.00	0.00	277.45	WILL PAY FRIDAY 12-11-15		
214.05	236.41	18.28	0.00	468.74	PAYMENT AGREEMENT		
0.00	0.00	0.00	173.85	173.85	NOTICE SENT		
1,424.14	485.89	34.11	173.85	2,117.99			

Payment agreements were reviewed.
A motion was made by G. Ourada, seconded by Havlovic to approve the past due report and payment agreements. Roll Call, Ayes: G. Ourada, Havlovic, and Muessigmann. Nays: None. Motion Carried.

CLAIMS PAID & FUNDS RECEIVED REPORT for the month of November 2015

Centennial Apartments

Name	Memo	Amount
	Deposit-Rent	540.00
	Deposit-Rent payments	345.00
	Deposit-Rent	280.00
Coufal, Myron		-177.32
Dvorak Sales & Service	#25786 & 25848/2 serv call/3 hours labor/supplies	-214.30
Joan Fendrich v	Flow ers for 2015	-50.00
Myron Coufal v	Reimbursement/supplies	-38.18
Northeast Nebraska Telephone Co.	Phone bill	-42.60
Otis Elevator	#670966-annual pressure relief test	-427.50
Village of Prague	Oct Utilities/Nov 1 Bill	-391.52
	Deposit-Rent	175.00
	Deposit-Rent	325.00
	Interest	0.55

Total Centennial Apartments **324.13**

Operating

	Deposit-Maintenance Agreement-Prague Insurance	300.00
	Deposit-Kolac Korner liquor license fee	600.00
	Deposit-utility payments	2,596.20
	Deposit-Interest from Cert#2614	40.33
	Deposit-utility payments	665.11
	Deposit-interest from Cert#2724	30.25
	Deposit-November HWY Alloc payment	2,957.61
	Deposit-Energy assistance payments	2,034.00
Nebraska Department of Revenue & Finance	Sales Tax payment	-1,420.91
	Deposit-County Tax Payment	1,439.42

Name		Memo	Amount
United States Treasury	941 payment for Oct		-2,273.90
	Deposit-utility payments & 1 zoning fee-D. Stanislav		6,384.80
Johnson, Thomas			-2,417.31
Havlovic, Kelly			-1,316.25
Maly, Lyle G			-73.88
Sedlacek, Louis			-147.76
Polacek, Alphonse			-88.66
Paseka, Ray C			-1,414.63
Ameritas Retirement Plans	Retirement/Ray(1st) & Tom		-659.24
A & D Appliances	Acct#388--supplies		-9.98
ATS "The Beeper People"	Inv#7216448/1 Beeper		-13.04
Barco Municipal Products, Inc.	Inv#217774-shovels		-215.85
Brabec Supply LLC	Inv#314157-filters		-372.47
Butler County Landfill	Inv# 17640/Landfill charges		-775.51
Butler Public Pow er District	Pole replacemet/re-conductor line/guy pole		-9,732.62
Dolezal Sand & Gravel	VOID: 42917/42915/42916-gravel and sand		0.00
Duane Havlovic	October park mow ing (2 times)		-90.00
Dvorak Sales & Service	33 hours labor/18 w ater/15 sew er		-1,221.00
East Butler Public School	2015 Liquor & Tobacco Licenses credit for school		-1,010.00
Fleet Services	Inv#42802051-Fuel		-357.40
Fremont Winnelson Co	Inv#284050-sew er supplies		-347.28
Hamilton & Johnson	Inv#91667--title services/Muck		-100.00
JEO Consulting Group Inc-Engineering	Inv#85862-engineering/Kuncl street		-377.50
JEO Consulting Group Inc-Zoning	Inv#86002-zoning assistance		-1,785.00
Larsen International	Inv#C88444-plugs, seals-line truck		-810.85
Midw est Laboratories Inc	Inv#780250-lagoon test		-55.00
Municipal Supply, Inc. of Nebraska	5 invoices-w ater & sew er supplies		-1,224.64
Nebraska Public Health Environmental Labs	Inv#469103-tests/kits		-832.00
Nebraska Public Pow er District	Inv#32274-Wholesale & City Paid Utilities		-13,051.74
Northeast Nebraska Telephone Co.	Phone,fax,internet		-165.50
Office Net	Inv#801379 & 801806/toner/tablet case/bags		-130.57
Otte Oil & Propane Inc.	#27468-20 gals. fluid		-326.00
Prague Quik Stop	Trans#25110 & 21416/supplies		-3.30
Ray Paseka Reimbursement	Reimbursement for Insurance		-303.79
Sam's Club	Annual fee		-48.15
Seals and Service Inc	Inv#50532/seal repair garbage truck		-579.42
US Cellular	Inv#105420562-2 cell phones		-114.57
US Post Office - Prague	6-100 count rolls stamps		-294.00
Wahoo New spaper	55006452-publications		-81.78
Butler Public Pow er District	Subtransmission line & Transformation charges		-832.70
Haw kins, Inc.	chemicals/freight		-689.42
HOA Solutions Inc	Inv#6585-pressure transmitter		-2,419.68
Intuit	Reorder checks for operating account		-231.98
Dolezal Sand & Gravel	#42917/42915/42916-sand and gravel		-538.87
	Deposit-auto pays		3,452.85
	Deposit-Utility payments		7,613.81
	Deposit-Interest from cert#583MM		14.96
	Deposit-Insurance Claim --VFD replacement		2,520.00
	Deposit-Interest from Cert#547MM		14.96
	Deposit-Interest from cert#161MM		14.96
Paseka, Ray C			-1,414.63
Ameritas Retirement Plans	Retirement/Ray(2nd)		-261.99
	Deposit-Utility payments		8,595.22
	Interest		1.50
Total Operating			-11,354.79
TOTAL Centennial Apartments and Operating			-11,030.66
A motion was made by G Ourada, seconded by Muessigmann to approve the Claims Paid & Funds Received Report for November 2015. Roll Call, Ayes: Muessigmann, G. Ourada, Havlovic. Nays: None. Motion Carried.			
<u>TREASURERS REPORT (PROFIT & LOSS STATEMENT AND BALANCE SHEET) for November 2015</u>			
A motion was made by Muessigmann, seconded by Havlovic, to approve the Treasurers Report. Roll Call, Ayes: G. Ourada, Havlovic, and Muessigmann. Nays: None. Motion carried.			

CLAIMS/ACCOUNTS PAYABLE For the month of December 2015

Centennial Apartments

Name	Memo	Amount
Coufal, Myron	November w ages-24 hours	-177.32
Myron Coufal v	Reimbursement/supplies	-5.34
Northeast Nebraska Telephone Co.	Phone bill	-42.60
Otis Elevator	Inv#17967001-service elevator	-475.00
Village of Prague	Nov Utilities/Dec 1 Bill	-351.28

Total Centennial Apartments **-1,051.54**

Operating

Name	Memo	Amount
United States Treasury	941 payment	-2,255.48
Nebraska Department of Revenue & Finance	November Sales Tax payment	-1,563.70
Muessigmann, Matthew	Trustee Salary-4th Qtr + 1 special meeting (9-29-15)	-181.56
Ourada, Greg T.	Trustee Salary-4th Qtr + 1 special meeting (9-29-15)	-181.56
Chmelka, Jason	Trustee Salary-4th Qtr	-158.47
Havlovic, Daniel	Trustee Salary-4th Qtr + 1 special meeting (9-29-15)	-181.56
Ourada Jr., Edward L.	Chairman Salary-4th Qtr + 1 special meeting (9-29-15)	-272.81
Havlovic, Kelly	November Salary + 1 special meeting (9-29-15)	-1,337.34
Polacek, Alphonse	November w ages-12 hours	-88.66
Sedlacek, Louis	November w ages-19 hours	-140.38
Johnson, Thomas	November w ages-151 regular hours-8 holiday-16 vacation	-2,267.64
Paseka, Ray C	Salary November 16-30, 2015	-1,414.63
Ameritas Retirement Plans	Retirement-Ray(1st) & Tom	-631.06
A & D Appliances	Acct#388--supplies	-63.26
American Legal Publishing Corp.	2016 Nebraska Basic Code Updates	-650.00
ATS "The Beeper People"	Inv#7237998/1 Beeper	-13.04
Bank of Prague / Bond Payment	Semi-annual Sewer Bond Pymt	-7,616.10
Bank of Prague/Hwy Alloc Bond Pymt	Semi-annual Hwy Alloc Bond Pymt	-7,281.29
BlueCross BlueShield of NE-Tom	YED81765581-Health Ins/1st Qtr Pymt/T. Johnson	-2,635.50
Butler County Landfill	Inv# 17723/Landfill charges	-605.94
City of Wahoo	Inv#3263-Spray for Mosquitos (11)	-3,135.00
Farmers Union CO-OP Association	#13262-Diesel/bucket truck	-43.54
First National Bank	Annual Pymt for Health Savings Account/R. Paseka	-2,500.00
Hawkins, Inc.	Inv#3806854/chemicals & freight	-195.50
HOA Solutions Inc	Inv#6606-VFD	-5,296.10
JEO Consulting Group Inc-Engineering	Inv#85461 & 86387-engineering/Kuncl street	-528.75
JEO Consulting Group Inc-Zoning	Inv#86548-zoning assistance	-735.00
Kelly J Havlovic	Reimbursement/Norton Renewal	-84.39
Kubik Auto & Truck Service	#6303-oil change	-59.25
Nebraska Dept. of Health & Human Services	Water License fees-Ray and Tom	-230.00
Nebraska Public Health Environmental Labs	Inv#470085-tests	-75.00
Northeast Nebraska Telephone Co.	Phone,fax,internet	-155.30
Prague Hay Equipment & Supply	Inv#13955 & 13958-treated salt	-686.00
Prague Quik Stop	Supplies	-23.00
Ray Paseka Reimbursement	Reimbursement for Insurance	-303.79
Rodney A. Johnson	Services--July 1-Dec 1 2015	-3,726.25
Sam's Club	Supplies	-47.44
State of Nebraska Dept of Labor	UI rate reduction for 2016	-34.53
US Cellular	Inv#109593288-2 cell phones	-114.57
Wahoo New spaper	55006452-publications	-104.74
Butler Public Power District	Subtransmission line & Transformation charges	-832.70
Fleet Services	Inv#43162020-Fuel	-220.73
Nebraska Public Power District	Inv#32409-Wholesale & City Paid Utilities	-14,010.64
Paseka, Ray C	Salary December 1-15, 2015	-1,414.63
Ameritas Retirement Plans	Retirement-Ray(2nd)	-261.99

Total Operating **-64,358.82**

TOTAL Centennial Apartments and Operating **-65,410.36**

A motion was made by G. Ourada, seconded by Havlovic to approve the Claims/Accounts Payable for December 2015. Roll Call, Ayes: Havlovic, G. Ourada, and Muessigmann. Nays: None. Motion Carried.

Clerk Havlovic informed the Board that a CD may need to be cashed to pay all bills. The Board discussed cashing a \$10,000.00 CD if needed.

A motion was made by G. Ourada, seconded by Muessigmann to allow Clerk Havlovic to cash a CD if needed to pay all bills. Roll Call, Ayes: Muessigmann, G. Ourada and Havlovic. Nays: None. Motion Carried.

Appointment of 2016 Village Engineer:

The Board discussed options for changing engineers and stated that when future projects come up they may consider contacting other engineers to compare prices. The Board recognized that by appointing JEO Consulting Group as the Village Engineer they are not obligated to use their services.

A motion was made by Muessigmann, seconded by G. Ourada to appoint JEO Consulting Group as the Village Engineer for the year 2016. Roll Call, Ayes: Muessigmann, G. Ourada, and Havlovic. Nays: None. Motion Carried.

Appointment of 2016 Village Street Superintendent:

A motion was made by G. Ourada, seconded by Havlovic to appoint Steven A. Parr of JEO Consulting Group as Street Superintendent for the year 2016. Roll Call, Ayes: Muessigmann, G. Ourada, and Havlovic. Nays: None. Motion Carried.

Appointment of 2016 Village Attorney:

A motion was made by Havlovic, seconded by G. Ourada to appoint Rodney Johnson as the Village Attorney for the year 2016. Roll Call, Ayes: Havlovic, G. Ourada and Muessigmann. Nays: None. Motion Carried.

Appointment of 2016 Village Clerk/Treasurer:

A motion was made by G. Ourada, seconded by Havlovic to appoint Kelly Havlovic as the 2016 Village Clerk/Treasurer. Roll Call, Ayes: Muessigmann, G. Ourada and Havlovic. Nays: None. Motion Carried.

The parish of Sts. Cyril and Methodius requested a **Special Designated Liquor License** for a parish fundraising event. The event will be a Mardi Gras dinner on **Saturday January 30, 2016** at the St. John’s parish hall. The hours will be **5:30 P.M. to 12:00 A.M.** They also asked for approval of the alternative “snow date” of **Saturday February 6, 2016.**

A motion was made by Havlovic, seconded by G. Ourada to approve the **Special Designated Liquor License** for Sts. Cyril and Methodius for **Saturday January 30, 2016** and the alternative “snow date” of **February 6, 2016** with the hours of **5:30 P.M. to 12:00 A.M.** Roll Call, Ayes: Muessigmann, G. Ourada, and Havlovic. Nays: None. Motion Carried.

Maintenance, Equipment and Misc. Fees:

The Board discussed changes to the current Maintenance, Equipment and Misc. Fees schedule. It was last updated January 1, 2014.

A motion was made by G. Ourada, seconded by Muessigmann to require all establishments that have a liquor license to pay the monthly dumpster fee of \$30.00 for their garbage service. Roll Call, Ayes: Havlovic, Muessigmann and G. Ourada. Nays: None. Motion Carried.

A motion was made by G. Ourada, seconded by Havlovic to approve the following changes to the Maintenance, Equipment and Misc. Fees schedule effective January 1, 2016:

- Eliminate out of town Roto Rooter service.
- Increase the charge for Roto Rooter service from \$25.00 to \$75.00 for Village utility customers.
- Eliminate tree trimming.
- Change Equipment usage fee to include minimum of 1 hour.
- Add charge for labor of \$30.00 per hour.

Roll Call, Ayes: Muessigmann, Havlovic and G. Ourada. Nays: None. Motion Carried.

Village Mission Statement:

Chairman Ourada presented several options to consider as the Village’s Mission Statement.

A motion was made by G. Ourada, seconded by Muessigmann to approve the following as the Village’s Mission Statement: “To provide excellent customer service to all that come in contact with the Village. To wisely manage and utilize the financial and physical resources of Village government. To promote policies and programs which will assure the long term health and vitality of the community”. Roll Call, Ayes: Havlovic, Muessigmann and G. Ourada. Nays: None. Motion Carried.

Long Term & Short Term Goals for the Village:

The Board discussed goals for the Village.

Short Term:

- Park Improvements
- Improve water system—new well

Long Term:

- Continue improving infrastructure
- Promote business

Clerk Havlovic reminded Board members that she needs a biography from each of them to submit with the Kiewit Grant application. Trustee G. Ourada provided his. The Clerk asked the remaining trustees to submit them before the end of December.

Village Website:

Chairman Ourada provided cost details for starting a Village website through Go Daddy. The website would be set up by Chairman Ourada and he would train Clerk Havlovic to add documents such as meeting minutes, agendas etc.

A motion was made by Havlovic, seconded by Muessigmann to develop a Village website. Roll Call, Ayes: G. Ourada, Muessigmann and Havlovic. Nays: None. Motion Carried.

Employee Handbook

Rodney provided a draft copy for review. The item will be placed on the January agenda for discussion and possible approval.

Employee Reviews:

A motion was made by Muessigmann, seconded by G. Ourada to enter executive session for employee annual reviews. Roll Call, Ayes: Muessigmann, G. Ourada, and Havlovic. Nays: None. Motion Carried. Time noted: 9:12 PM.

A motion was made by Havlovic, seconded by Muessigmann to come out of executive session. Roll Call, Ayes: Muessigmann, Havlovic and G. Ourada. Nays: None. Motion Carried. Time noted: 9:49 PM.

Chairman Ourada stated that the following changes will be made to employee wages and benefits:
-Utility Assistant (Tom Johnson) will receive an increase of \$.50 per hour (new wage \$17.50/hour).
The Village will start a Health Savings Account for Tom with the Village contributing \$2,500.00 annually.
The Village will also start a life insurance policy for Tom.
-Utility Superintendent (Ray Paseka)--no changes at this time. Board will review in April.
-All part time employees receive the mandatory increase to \$9.00 per hour.

All other wages and benefits stay the same.

A motion was made by Muessigmann, seconded by G. Ourada to approve all changes to employee wages and benefits. Roll Call, Ayes: Muessigmann, G. Ourada and Havlovic. Nays: None. Motion Carried.

CENTENNIAL APARTMENTS

-The annual apartment inspections are scheduled for January 16, 2016 at 2pm.

NUISANCE PROPERTIES AND RESIDENT COMPLAINTS

-Letter to be sent to owners of trailer parked on north Moldau St. Trailer is obstructing traffic at times and makes snow removal difficult.
-Letter to be sent to owners of dog on West Moravia Ave regarding dog being housed on Village property

CORRESPONDENCE RECEIVED

The following items were reviewed:

-Holiday cards.
-SEND D newsletter

DISCUSSION WITH CLERK

-Security deposit account refunds-tabled until January meeting.
-Last fiscal year profit and loss report provided to all Board members.
-New Nebraska Basic Codes updates were provided to all Board members and attorney.
-Auditor will be at Village office for field work Wednesday December 16, 2015.

DISCUSSION WITH UTILITIES/MAINTENANCE (RAY & TOM)

Tom informed the Board that the VFD was installed and that HOA Solutions may provide an estimate for updating the system.

There being no further business, **G. Ourada made a motion, seconded by Muessigmann to adjourn. Roll Call, Ayes: Muessigmann, Havlovic, and G. Ourada. Nays: None. Motion Carried. Time noted: 10:10 P.M.**

Next meeting scheduled for January 14, 2016 @ 7:30 P.M.

(Minutes subject to approval at the January 14, 2016 meeting)