

VILLAGE of PRAGUE
Board of Trustees Regular Meeting
March 13th, 2014

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 mailed or emailed 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 was communicated in the advance meeting notice and in the notice to the Chairman and Board of this meeting. 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 13th of March, 2014 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- Matt Muessigmann, Greg Ourada, Jason Chmelka and Dan Havlovic.
Absent: None.
Staff: Attorney R. Johnson, Utilities Supt. R. Paseka, Utilities T. Johnson, Clerk/Treasurer K. Havlovic.
Guests: Mark Rezac, Justin Stanislav and Nancy Stava.

The meeting began with discussion with **Nancy Stava** of **Prague Improvement and Maintenance Project**. She stated that the committee is considering having another fundraiser in June. This event would be an **“old fashion” lawnmower race**. She stated that they were looking at the date of **June 8, 2014** with possible hours of 1 P.M. to 5 P.M. The committee is seeking the Boards approval and any suggestions for the event. After some discussion the Board gave approval with the following requirements; all participants sign liability waivers, race should not take place on Highway Avenue or Railroad Street, and if any street closures are needed the Board would have to approve them.

Justin Stanislav and **Nancy Stava** representing **Pink Bandana** were present once again to discuss the possibility of installing an **8 foot chain link fence** around the Ball Park. Trustee Havlovic presented a **second estimate** that he received from **No Swett Fencing & Decks** of Columbus Nebraska. The estimate consisted of two options those being; **1,445 feet of 8 foot fence for \$26,183.00 and 1,445 feet of 4 foot fence for \$16,017.35**. Havlovic added that they also recommended not going with the 8 foot fence due to the higher risk of weather damage. Justin stated that they would prefer not to go with the 4 foot fence unless they would be able to tie into it to meet the 8 foot requirement. He also stated that they are still going to contact the Liquor Commission to see if they could use a 6 foot fence instead of the 8. The discussion turned to the funding of the project and the Board stated that right now they have higher priority projects to look at funding and thought maybe it is something that could be done in stages over several years. Justin and Nancy stated that they understand the Boards priorities and would welcome the idea of the project being done in stages. They also stated they are looking into additional funding to help with the cost. They questioned if the Lottery Fund could be used towards this and the Board informed them that it could, but since there is no money currently coming into the Lottery Fund they probably would not allow it. Everyone agreed to continue looking into all options and to discuss it further in the future.

At this time Justin requested the Boards thoughts on a **new parking plan** for the **Mud Volleyball Tournament**. He stated that due to the fact they can no longer use shuttles they would like to close the South entrance into Prague at Highway 79 and Highway Avenue and have all traffic enter at the North entrance of Highway 79 and Railroad Street. They would route the traffic onto Belik Ave and have an unloading point there and then have the vehicles proceed to the designated parking areas. This would only take place for about 3 ½ to 4 hours from roughly 5:30 A.M. to about 9:00 A.M. The Board agreed that the unloading point and parking issues need to be addressed as many of them helped with it last year and it was very hectic. The Boards main concerns with the new plan were 1) the impact it may have on Prague Quik Stop and their customers and 2) whether or not the State would allow the closure along Highway 79. They advised talking with both the Prague Quik Stop and the State about these issues and proceed from there.

Mark Rezac of **Prague Insurance Agency** presented the 2014-2015 renewal figures for the **Village’s insurance policy** with **Continental Western Group** and for the **Centennial Apartments policy** with **State Farm**. The **2014-2015 premium** for the **Village of Prague** is **\$25,613.00** and the **2014-2015 premium** for the **Centennial Apartments** is **\$3,268.00**. The premiums are due April 1, 2014.

Review of Minutes from the February 13, 2014 meeting.
A motion was made by Havlovic, seconded by G. Ourada to approve the February 13, 2014 Minutes. Roll Call, Ayes: Muessigmann, Chmelka, Havlovic and G. Ourada. Nays: None. Motion Carried.

PAST DUE ACCOUNTS REPORT-March 13, 2014

	1 - 30	31 - 60	61 - 90	> 90	TOTAL
██████████	194.31	0.00	0.00	0.00	194.31
██████████	0.00	0.00	0.00	125.40	125.40
██████████	116.90	140.84	89.50	0.00	347.24
██████████	157.29	110.95	199.10	7.70	475.04
██████████	0.00	0.00	100.00	0.00	100.00
TOTAL	468.50	251.79	388.60	133.10	1,241.99

Discussion on the Past Due Accounts

Payment agreement was completed by [REDACTED].
A motion was made by Havlovic, seconded by G. Ourada to approve the past due report. Roll Call, Ayes: G. Ourada, Muessigmann, Chmelka and Havlovic. Nays: None. Motion Carried.

CLAIMS PAID & FUNDS RECEIVED REPORT for the month of February 2014

Centennial Apartments

Name	Memo	Amount
	Deposit-Rent Payments	770.00
	Deposit-Feb Rent Payments	230.00
Coufal, Myron		-164.01
Dutton-Lainson, Co.	3 invoices/Exit signs, light fixture parts	-1,327.45
Northeast Nebraska Telephone Co.	Phone bill-Inv#10211033	-41.17
Village of Prague	Jan. Utilities/Feb. 1, 2014 Bill	-779.52
	Deposit-Rent	210.00
	Deposit-Rent	280.00
	Interest	0.56

Total Centennial Apartments **-821.59**

Operating

Name	Memo	Amount
	Deposit-Prague Insurance Agency Maintenance Agreeer	300.00
	Deposit-Utility Payments	2,884.97
	Deposit-Feb Hwy Alloc Payment	3,294.36
	Deposit-Interest Cert#2647	30.25
Nebraska Department of Revenue & Finance	Sales Tax Payment	-1,324.81
United States Treasury	941 payment	-2,114.64
	Deposit-Utility Payments & T.S. payment	10,927.11
Paseka, Ray C		-1,118.78
Johnson, Thomas		-2,464.12
Havlovic, Kelly		-1,223.95
Sedlacek, Louis		-109.34
A & D Appliances	Ref#145703-primer	-4.49
ATS "The Beeper People"	Inv#4803275/1 Beeper	-13.04
Butler County Landfill	Landfill charges-Inv#15986	-732.32
Doug Buresh	Sew er Administrator/Annual Renew al	-100.00
Fleet Services	Inv#35657943-Fuel	-566.43
Grainger	3 invoices-paint, rust reformer	-287.52
Haw kins, Inc.	Inv#3558257-chemicals/freight charge	-168.50
HD Supply Waterw orks, LTD.	3 invoices/cable, AMR Touchpads, mud plug	-1,137.72
JEO Consulting Group Inc-Street Proj	Inv#76263-post construction	-300.00
Kelly J Havlovic	Reimbursement-1099 tax forms	-23.70
Musiel Propane Service	Ticket#87561&87856/Propane	-1,163.75
Nebraska Department of Revenue & Finance	Lottery License Renew al 2014-2016	-100.00
Nebraska Public Health Environmental Labs	Inv#447748-Coliform	-15.00
Nebraska Public Pow er District	Inv#29575-Wholesale & City Paid Utilities	-19,812.84
Northeast Nebraska Telephone Co.	Inv#10211037/Phone,fax,internet	-164.52
Office Net	Inv#721284/Copier toner, labels, tax forms	-70.94
Prague Quik Stop	Tran#23643/2-12pk pop	-11.98
Sam's Club	VOID: 2331/paper tow els/w rong amount	0.00
Sargent Drilling	Inv#18844/Test & Treat Well	-6,251.44
Trojan Worldw ide Inc	Inv#11557/w ire core cable & freight	-390.95
US Cellular	Inv#22405547-January bill-2 cell phones	-113.93
Wahoo New spaper	Inv#12057029,12057354,12057394-publications	-65.18
Dvorak Sales & Service	5 tickets/10.5 hours labor	-402.50
Southeast Area Clerks Association	Inv.2014009 2014 Annual Dues	-10.00
Butler Public Pow er District	VOID: Subtransmission Line Charge--FPC Acct 143.13	0.00
Maly, Lyle G		-68.34
Sam's Club	2331-paper tow els	-14.53
Saunders Co. Treasurer	Deposit-County Payment	4,144.07
Butler Public Pow er District	Subtransmission Line Charge--FPC Acct 143.13	-776.60
Ameritas Retirement Plans	1st Check-Rays Retirement	-557.84
	Deposit-Auto Pays	6,158.22
	Deposit-Utility payments	5,966.09
Paseka, Ray C		-1,118.78
	Deposit-Utility Payments	12,510.15
Ameritas Retirement Plans	2nd Check-Rays Retirement	-557.84
	Interest	1.42

Total Operating **2,860.32**

TOTAL Centennial Apartments and Operating **2,038.73**

Discussion of the Claims Paid & Funds Received Report for February 2014.

A motion was made by Chmelka, seconded by Muessigmann to approve the Claims Paid & Funds Received Report for February 2014. Roll Call, Ayes: Muessigmann, G. Ourada, Chmelka and Havlovic. Nays: None. Motion Carried.

Discussion of the Treasurers Report (Profit & Loss Statement and Balance Sheet) for February 2014.

A motion was made by Muessigmann, seconded by Havlovic, to approve the Treasurers Report. Roll Call, Ayes: G. Ourada, Muessigmann, Chmelka and Havlovic. Nays: None. Motion carried.

CLAIMS/ACCOUNTS PAYABLE For the month of March 2014.

Centennial Apartments

Name	Memo	Amount
Coufal, Myron	February wages-24 hours	-164.01
Dutton-Lainson, Co.	Inv#681497-fixtures	-132.60
Jetter's Plumbing Inc	Inv#11796-Repair water leak	-284.66
Menards - Fremont	Inv#47474-drywall	-8.43
Northeast Nebraska Telephone Co.	Phone bill-Inv#10216803	-41.17
State Farm Insurance Co.	97-CY-9061-7/Annual Ins. Premium	-3,268.00
Village of Prague	Feb. Utilities/March. 1, 2014 Bill	-602.96
Total Centennial Apartments		-4,501.83

Operating

Name	Memo	Amount
United States Treasury	941 Payment	-2,138.16
Paseka, Ray C	Salary-1st check Feb 16-28, 2014	-1,118.78
Muessigmann, Matthew	1st Qtr Trustee salary-Electric	-158.47
Chmelka, Jason	1st Qtr Trustee salary-Streets	-158.47
Ourada, Greg T.	1st Qtr Trustee salary-Water	-158.47
Havlovic, Daniel	1st Qtr Trustee salary-Sewer	-158.47
Ourada Jr., Edward L.	1st Qtr Chairman salary	-249.72
Havlovic, Kelly	February wages-69.25 hours	-914.29
Sedlacek, Louis	February wages-16 hours	-109.34
Johnson, Thomas	February wages-158.5 Regular hrs & 2.5 OT	-2,176.41
Ameritas Retirement Plans	Rays Retirement-1st check	-557.84
Nebraska Department of Revenue & Finance	February Sales Tax	-1,893.24
Advantage Business Solutions, Inc.	Inv#4969-12 months online backups	-83.40
ATS "The Beeper People"	Inv#4825099/1 Beeper	-13.04
BlueCross BlueShield of NE-Tom	Health Ins/2ND Qtr Pymt/T. Johnson	-1,941.72
BlueCross BlueShield of Nebraska-Ray	2ND Quarter Health Ins Prem/R. Paseka	-2,332.73
Butler County Landfill	Landfill charges-Inv#16050	-544.04
Dvorak Sales & Service	24869-2 hours labor	-70.00
Fleet Services	Inv#36012353-Fuel	-414.38
Grainger	Inv#9361624613-enamel, paint	-151.07
Hawkins, Inc.	Inv#3567293-chemicals/freight charge	-198.50
HealthPlan Services, Inc.	Dental Ins Prem-2ND Qtr/R. Paseka	-169.34
HOA Solutions Inc	Inv#5875-Pressure Transmitter	-1,243.62
JEO Consulting Group Inc	Inv#76655-Attend Meeting-water	-570.00
JEO Consulting Group Inc-Zoning	Inv#76676/project #R90260/zoning assist	-337.50
Kruse, Schumacher, Smejkal & Brockhaus	Inv#31827-2013 Financial Audit	-4,660.00
Kubik Auto & Truck Service	#1569-block heater, antifreeze & labor	-362.36
Musiel Propane Service	Inv#88179-200 gallons propane	-379.99
Nebraska Public Health Environmental Labs	Inv#448639-Coliform	-49.00
Nebraska Public Power District	Inv#29734-Wholesale & City Paid Utilities	-18,667.46
Northeast Nebraska Telephone Co.	Inv#10216807/Phone,fax,internet	-156.13
Office Net	Inv#725880&726161-Invoice paper, envelopes & vacuum bags	-196.34
Ourada Tire Service	#9490/Tire Repair-red truck	-40.00
Prague Insurance	Annual Insurance	-25,613.00
Sargent Drilling	Inv#19001-check valve	-380.60
State of Nebraska SVCS	Inv#861899&861899-Benches/lockers/sockets	-1,876.00
Tractor Supply Co.	6035 3012 0327	-399.99
US Cellular	Inv#26030717-2 cell phones	-113.93
Wahoo Newspaper	Inv#10257887 & 12058462-publications	-56.14
Wahoo Utilities	Inv#377-Sewer Jet/labor 3 hrs/mileage	-153.75
Butler Public Power District	Sub transmission Line Charge--FPC Acct 143.13	-799.70
Municipal Supply, Inc. of Nebraska	Inv#554277-Soil Probe	-162.53
Paseka, Ray C	Salary-2nd check March 1-15, 2014	-1,118.78
Ameritas Retirement Plans	Rays Retirement-2nd check	-557.84
Total Operating		-73,604.54

Security Deposit

Name	Memo	Amount
Adolph Hanis	Security Deposit refund-2 properties	-20.00
Bill Chmelka Estate	Security Deposit Refund	-10.00
Elizabeth Gates Estate	Security Deposit Refund	-10.00
Helen Kuncil Estate	Security Deposit Refund	-10.00
Leonard Musilek	Security Deposit Refund	-10.00
Loretta Wesely Estate	Security Deposit Refund	-10.00
Robert Koranda	Security Deposit Refund	-10.00
Total Security Deposit		-80.00

TOTAL Centennial Apartments, Operating and Security Deposit

-78,186.37

Discussion on the Claims/Accounts Payable for March 2014.

A motion was made by Chmelka, seconded by Muessigmann to approve the Claims/Accounts Payable for March 2014. Roll Call, Ayes: Muessigmann, G. Ourada, Chmelka and Havlovic. Nays: None. Motion Carried.

City Park Mowing Bids for 2014

Chairman Ourada opened and read the bids. There were 3 bids submitted. They were from Duane Havlovic for \$45.00 per mowing, Kriegler Lawn & Landscape for \$60.00 per mowing and John and Colin Wade for \$64.50 per mowing.

A motion was made by G. Ourada, seconded by Chmelka to accept the lowest bid of \$45.00 per mowing from Duane Havlovic. Roll Call, Ayes: Muessigmann, G. Ourada and Chmelka. Nays: None. Abstain: Havlovic. Motion Carried.

Security Camera

Chairman Ourada informed the Board that one of the security cameras is not functioning properly and needs to be replaced. He stated it would cost around \$140.00 through Apex and that he could order it.

A motion was made by Havlovic, seconded by Muessigmann to purchase one new security camera. Roll Call, Ayes: Muessigmann, G. Ourada, Chmelka and Havlovic. Nays: None. Motion Carried.

Discussion on Happenings at the Centennial Apartments.

-Replacing **windows** was discussed. The Board asked Ray and Tom to get bids on replacing all windows and then they will revisit the issue and decide what will be done.

-Slow **drains** were discussed. Tom stated he knew of a stronger product beside Draino. The Board asked him to order the product and see how it works.

-The Board asked Clerk Havlovic to send letters to all residents notifying them that they need to remove all personal belongings they have stored on the 2nd floor.

-The Board agreed that Dorothy Coufal should be reimbursed for expenses related to the monthly gatherings she is holding in the party room for the residents and community.

-The Board discussed replacing the stove in the party room kitchen with a **full size stove**. They instructed Ray and Tom to purchase a full size stove.

Discussion and action on nuisance properties and resident complaints.

-The Board questioned if any clean-up has been done at 315 W. Waldstein Avenue. Last fall a letter was sent giving them 6 months to clean it up. The Attorney and Clerk will check into the exact date that letter was sent and see if a follow-up letter is needed.

Discussion, consideration, and possible action on correspondence received.

The Board reviewed an update letter from Advantage Business Solutions, information from Congressman Jeff Fortenberry representative Nate Blum and thank-you cards from the families of Eddie Prochaska and Bill Chmelka.

Discussion with Clerk.

-East Butler Ag teacher has once again expressed interest in building benches or picnic tables for the Village. The board would like to have the tree bench repaired or a new one built. Clerk will relay this information.

Discussion with Utilities/Maintenance (Ray & Tom).

-Tom will attend the Water Conference March 18 & 19, 2014.

-Tom stated that he still has not received the well results from Sargent.

-Ray stated that Lucas of JEO is working with Engineering America to schedule the water tower interior re-seal and find out what type of product will be used.

There being no further business, **Chmelka made a motion, seconded by Muessigmann to adjourn. Roll Call, Ayes: G. Ourada, Muessigmann, Chmelka and Havlovic. Nays: None. Motion Carried. Time noted: 9:03 P.M.**

Next meeting scheduled for April 10, 2014 @ 7:30 P.M.

(Minutes subject to approval at the April 10, 2014 meeting)