**MINUTES**

REGULAR CITY COUNCIL MEETING

Crofton City Council

City Auditorium

Monday, January 11, 2021

6:30 P.M.

Mayor Lawhead called the regular council meeting to order at 6:30 pm, pm January 11, 2021. Roll call taken: Council members present: Roeder, Murphy, and Evans. Peitz absent, excused. Pledge of Allegiance was recited. Notification of Notice of Open Meeting Act was announced.

Mayor Lawhead asked for motion to approve the minutes of the December meeting. We could either read minutes or council had been given minutes in packet to review. Evans questioned where the December 7thminutes for the second meeting were. These were apparently missed being put into the packet. Council was okay with approving the first meeting minutes. Motion by Evans to approve the first meeting minutes, seconded by Murphy. Voting aye: Roeder, Evans, Murphy. Peitz absent. Motion passed. The minutes of the second December 7th minutes will be presented at the February meeting.

Minutes of the Special December 28th meeting was presented. Motion to approve minutes made by Evans, seconded by Murphy. Voting aye: Evans, Murphy, and Roeder. Peitz absent. Motion passed.

Claims for approval were then presented. Mayor Lawhead explained the pre-approved, actual paid, and the January Claims that were presented. Murphy questioned Aflac premium and Modern Woodman. Mayor Lawhead answered his question. Sales Tax was questioned, and Mayor explained that is sales tax we pay to the State of Nebraska collected from consumers of the city for water and sewer use.

 Mayor advised sales tax revenue has been down the last few months. Mayor advised the sales tax information from the State, which collects and disperses these funds, includes sales tax on new vehicles and on all taxable sales in the city. She noted that these sales are considerably down. These figures show that the economy has been hit hard and are showing the effects of Covid.

On the approved claims, Payroll items were discussed and will be revised in next month’s schedule to separate Federal and State withholding. Blue Cross Blue Shield will be changing to another insurance company as we presently only have one staff member that the city covers for health insurance and Blue Cross Blue Shield will not cover one person under a group plan. Evans questioned overtime if it is normal. Mayor advised depending on what is happening, if there is to be snow removal, then there is normally overtime. Murphy asked if we had ever considered doing comp time over overtime. Maybe could do research of how much overtime the city does have. Question was asked when Jonathan needs a day off, who covers for him. Knox County covers and occasionally Mark Krepal will come in to help out. Mayor advised in order to run the sewer and the water, the city needs someone to be certified and both maintenance men are certified. Murphy questioned how do we know what is left in the budget? Would like to meet with Eddie if that would be possible. Payroll is in the general fund. Murphy asked why we expense into the parks, sewer, water, et. Mayor advised the funds should pay for their own expenses and gives a more realistic figure and is required in fund accounting as per state auditors. Mayor explained the general fund tax dollars come from the property taxes. Propriety funds are separate entities. Murphy questioned why the monthlies have not been closed. Mayor advised the city is double-checking entries to make sure they are in the right accounts so adjusting entries do not have to be made at the end of the fiscal year. Still working with the IRS and payroll. City not “tweaking” figures but takes time to come together to make sure everything is accurate. Checking that all figures are in the correct accounts is one of the pre-requisites of the closing process of ClerkBooks.

Mayor advised we will be looking at grants, loans to pay for the sewer plant and will need to charge sewer rates based on water used. It will be determined by what goes into the house so will see some changes in the future on the water bills.

Mayor explained the equity accounts are what we own. Restricted accounts have to be spent. If highway allocations are not spent within the year, then the state reduces what we receive the following year. Highway allocations are received every month. These funds must be matched by 25% in local funds and all must be spent. Office does paperwork. and then gets okayed by our Street Superintendent, and then files it with the Nebraska Department of Transportation.

Mayor asked for motion to approve claims. Murphy made motion to approve the claims. Seconded by Evans. Voting aye: Murphy, Roeder, Evans. Peitz was absent. Motion passed.

Mayor advised the Group Health Insurance company will be changed so will be seeing a different name on the claims for next month. Murphy stated that the Board is okay with this, and it does not need to motion.

Mayor advised the City needs to look at doing a recodification in our City Code. This is normally done every 8 years or so and Crofton was done last in 2001. McNally office specializes in this so Murphy said we can check into cost and report at the next meeting.

Council was handed information from 2 engineers concerning the Sewer Plant. Miller from Kearney will be coming up Jan. 20th to look at the plant so they can give their proposal. Council members were invited to attend this meeting for any questions they may have, etc.

Evans questioned how to get items on the agenda. Mayor advised to contact the office. The agenda goes to the paper a week before so good to have it by that time. The agenda can be added to up to 24 hours before the meeting. City tries to get the packets out to the council few days before the meeting.

Motion to adjourn the meeting by Roeder. Voting aye: Roeder, Evans. And Murphy. Peitz absent. Motion passed. Meeting adjourned at 8:10 pm.

Next regular meeting will be February 1, 2021.

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 Arlene Steffen, City Clerk

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 Sharol Lawhead, Mayor

Actual December paid claims: Payroll – 14,714.03; Payroll Taxes & Benefits – 4877.22; Aflac – 65.78; Colonial Life – 309.90; Arts Garbage – 4962.50; Black Hills Energy – 630.49; Cedar Knox Public Power – 2439.16; Cedar Knox Rural Water – 13016.45; EMD Insurance – 4340.74; Great Plains Communication – 322.15; Ne Dept of Revenue (sales tax) 1997.57; One Call Concept Inc/diggers hotline – 14.64; Sun Life – 97.79; Telebeep Wireless – 22.89; US Cellular – 236.29; US Treasury – 4774.40; Modern Woodman – 1047.62; Leaf – 69.00.

January Claims Approved: First Card – 539.22; Equature/DSS Corp-3180.00; Municipal Supply – 82.98; Crofton Journal – 110.31; Crofton Journal – 110.31; Midwest Labs – 180.05; Dennis Lukens – 75.00; Cox Auto Parts - 172.20; CNH/Kayton – 58.92; C Mart – 154.55; West Hodson Lumber – 49.42; Network & Computing – 297.50; Northern Materials – 3811.50; Midwest Radar & Equip – 80.00; USA Blue Book – 48.46; McNally Law – 782.78; One Source Solution – 69.35; Steffens Service – 533.95; Tim Arens – 675.00.

\*Cox Auto Parts name change to NAPA Auto Parts of Yankton