

Big Springs Village Board of Trustees
Special Meeting Minutes
September 23, 2025

Notice of the special meeting was posted at the Big Springs Post Office, Community First Bank, Village Office, and Village Website.

The primary purpose of this meeting is to address key matters related to Animal Control, including operational procedures, equipment use, temporary housing solutions, Adopt-A0Dog contract, potential grant opportunities, and formal adoption of the revised job description for Animal Control Personnel.

A continuously updated agenda is available for public inspection at the Village Clerk's Office during regular business hours. Advance notice, including the agenda, was provided to all members of the Board of Trustees, and their acknowledgments are attached to these minutes.

Roll Call: Present Trustees: Thompson, Everitt, Payne, DeCoste, and Huff. Others present: Village Clerk/Treasurer Tamera Loomis, Village Maintenance Supt., Curtis Brown, and Animal Control Logan Gumaer.

Chairman Huff called the meeting to order.

Pledge of Allegiance was recited.

Chairman Huff announced that a copy of the Nebraska Open Meeting Law Poster is posted on the north wall of the meeting room, accessible to the public.

Everitt moved to authorize the purchase and setup of a dedicated cellphone through Spectrum for Village Animal Control. The phone will serve as the single point of contact for all Animal Control-related calls and will be managed accordingly. Second DeCoste. Yea: Huff, Thompson, Everitt, DeCoste, and Payne. Motion passed.

DeCoste moved to adopt the Description of Animal Control Personnel. Second Everitt. Yea: Payne, Huff, DeCoste, Everitt, and Thompson. Motion passed.

Animal Control Personnel – Role Description

Overview:

Animal Control personnel are responsible for enforcing animal-related ordinances, responding to calls for service, rescuing stray, lost, or injured animals, and reporting suspected cases of abuse or neglect to local law enforcement. Duties include capturing and impounding animals, arranging medical care when needed, educating the public on responsible pet ownership, maintaining records, and testifying in court when necessary. All animal-related calls are received and assessed by Animal Control to determine the appropriate course of action.

Core Responsibilities

- **Primary Point of Contact:**
Receive and assess all animal-related calls to determine appropriate response and action.
- **Rescuing and Capturing Animals:**
Respond to reports of stray, at-large, or nuisance animals. Safely capture and transport animals as needed, and attempt to locate owners when appropriate.
- **Reporting Cruelty and Neglect:**
Investigate and report suspected cases of animal cruelty, hoarding, neglect, or abuse. Collaborate with law enforcement and legal authorities as required.
- **Enforcing Ordinances:**
Ensure compliance with licensing, leash, and other applicable local, county, and state animal control regulations. Assess situations to determine whether law enforcement involvement is warranted.

Additional Duties

- **Providing Care:**
Administer basic care such as food and water and coordinate veterinary treatment for sick or injured animals.
- **Administrative Tasks:**
Maintain accurate records of impoundments, public interactions, and incident reports. Attend regular monthly meetings of the Village Board of Trustees to provide updates and answer questions.
- **Court Appearances:**
Testify in legal proceedings involving violations of animal control laws, including cases of cruelty or neglect.

Thompson moved to authorize Animal Control to purchase dog food from AG Valley and fuel from Big Springs Truck and Travel, with a spending limit not to exceed \$100.00. Any additional purchases must be pre-approved or purchased by the Village Clerk/Treasurer. Second Payne. Yea: DeCoste, Everitt, Thompson, Huff, and Payne. Motion passed.

Everitt moved to assign the 2009 Chevy pickup to Village Animal Control for official use, with the vehicle to be housed at his residence for accessibility and operational purposes. Second DeCoste. Yea: Thompson, Payne, Huff, DeCoste, Everitt. Motion passed.

Huff moved to adjourn, seconded by Everitt. Aye: Payne, Huff, Everitt, Thompson, and DeCoste. Motion carried. Meeting adjourned at 8:20 PM.

Richard Huff, Chairman
Village of Big Springs Board of Trustees

ATTEST:

Tamera Loomis, Village Clerk