

Big Springs Village Board of Trustees
Regular Meeting
Tuesday, October 7, 2025

Notice of the meeting was posted at the Big Springs Post Office, Community First Bank, Village Office. The agenda was kept current and available for public inspection at the Village Office and on the website. Advance notice with the agenda was sent to Board of Trustees members, with their acknowledgment attached to these minutes. The meeting was recorded while open to the public.

Roll Call: Present Trustees: Payne, DeCoste, Thompson, Everitt, and Huff. Others present: Village Clerk/Treasurer Tamera Loomis, Village Maintenance Supt. Curtis Brown, Librarians Connie Shaw and Janie Jimenez, Village Attorney Josh Wendell.

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.

Motion by Huff to approve the September 2, 2025 regular meeting minutes and the September 16 and 23, 2025 special meeting minutes. Second by Everitt. Yea: DeCoste, Thompson, Everitt, Payne, and Huff. Motion passed.

Brian Vasa, Senior Economic Development Consultant and Account Manager with NPPD, presented a review of the Big Springs Annual Energy Report.

Motion by Huff to approve the Park Shelter Utility Enhancements proposed by the Big Springs Community Foundation, including the installation of electricity and a water hydrant. The project is supported by a grant and an estimate in the amount of \$6,500.00 from Alluvion, LLC. Second by Everitt. Motion passed. Yea: Thompson, Everitt, Huff, DeCoste, and Payne. Motion passed.

Motion by Huff to approve the installation of a Little Library Book Exchange, donated through a grant from the Nebraska Library Commission to support access to books in underserved areas. The approved curbside location is in front of 101 W Second Street, on the Henderson State Bank property just north of the Community Garden. No funds were exchanged; the Library Commission provided a composite, two-story blue Little Free Library along with a selection of books. Second by Everitt. Yea: Everitt, Payne, Thompson, DeCoste, and Huff. Motion passed.

Motion by Payne to accept Option 1-stripe two pickleball courts-in the amount of \$5,800.00, and Option 5-additional game lines per court at \$600.00 each (x3), \$1,800.00-as outlined in the ProTrack and Tennis Proposed System. The proposal is valid for 60 days from July 22, 2025, and supports the conversion of the two tennis courts to pickleball courts, enhancing the shared basketball, tennis, and pickleball space. An updated bid and a link for rolling portable pickleball nets will be presented for final review and acceptance at the November 4, 2025 meeting. Second by Everitt. Yea: Thompson, DeCoste, Huff, Payne, and Everitt. Motion passed.

Motion by Everitt to approve the temporary street closure of Chestnut Street from East Third to Railroad Street on Friday, October 31, 2025, from 4:00 PM to 7:00 PM for the Halloween Trunk or Treat event. Second by DeCoste. Yea: Huff, Everitt, Thompson, Payne, and DeCoste. Motion passed.

Brief department reports were presented.

Motion by Everitt to approve the purchase of a pickup toolbox from Bomgaars for approximately \$500.00, to be used for storing Animal Control supplies. Second by DeCoste. Voting Yea: Thompson, Everitt, Huff, DeCoste, and Payne. Motion passed.

Motion by Huff to authorize the purchase of a dog kennel and accessories not to exceed \$6,000.00. Second by Thompson. Voting Yea: Thompson, Everitt, Huff, DeCoste, and Payne. Motion passed.

Motion by Everitt to pay for the dog kennel and accessories from the KENO fund. Second by DeCoste. Yea: Payne, Huff, Everitt, DeCoste, Thompson. Motion passed.

Motion by Huff, we adopt Resolution R25-10-01, Resolution Signing of the Municipal Annual Certification of Program Compliance 2025. Second by Thompson. Yea: DeCoste, Huff, Thompson, Payne, and Everitt. Motion passed.

Motion by Everitt, we authorize Board Chairman Huff, sign the Municipal Annual Certification of Program Compliance to Nebraska Board of Public Roads Classification and Standards 2025. Second by Thompson. Yea: Thompson, Payne, DeCoste, Everitt, and Huff. Motion passed.

Policy Clarification: Reimbursement and Procurement Procedures and Governance Reminder

The Village Clerk, as part of ongoing efforts to uphold procedural integrity and ensure transparency in Village operations, presented a matter for Board consideration regarding procurement and reimbursement practices.

It was noted that the part-time seasonal maintenance worker, currently employed by the Village, has recently launched a private business and submitted invoices for the rental of a rototiller and the sale of grass seed blankets used in Village maintenance work performed by him. Additionally, a reimbursement request was submitted for a third-party purchase made by the employee's spouse using her personal debit card and rewards account, with reimbursement requested to the employee.

The Clerk emphasized the need to establish and consistently follow formal procurement procedures. She clarified that, in the event of a State audit, the Clerk/Treasurer would be held accountable before responsibility is extended to the employee or the Board of Trustees. The Clerk further stressed the importance of receiving clear, written directions from the Board to ensure compliance and transparency.

The Clerk also issued a governance reminder: The Village of Big Springs, as a local government municipality, is bound by Nebraska statute and public governance standards. No individual Trustee has the authority to approve expenditures, direct staff, or make decisions on behalf of the Village outside of a properly convened public meeting. Official action requires a quorum—defined as three or more Board members acting collectively. Any perception or practice of unilateral authority undermines transparency, exposes the Village to liability, and places staff in untenable positions when navigating conflicting directives.

Motion by Payne to adopt Resolution No. R25-10-02, Village of Big Springs, Adoption of Reimbursement Procurement Policy. Second by Thompson. Yea: Huff, DeCoste, and Thompson. Nay: Everitt. Motion passed.

Resolution No. R25-10-02
Village of Big Springs, Nebraska
Adoption of Reimbursement and Procurement Policy

WHEREAS, the Village of Big Springs is committed to maintaining transparency, accountability, and compliance with applicable laws in all financial transactions;

WHEREAS, the Village recognizes the need to clarify procedures for reimbursement and procurement, particularly regarding purchases made by non-employees or involving personal rewards accounts;

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees of Big Springs, Nebraska, that the Reimbursement and Procurement Policy as outlined in the Clerk/Treasurer's memo dated October 3, 2025 is hereby adopted and shall be incorporated into the Village's financial procedures;

BE IT FURTHER RESOLVED, that this policy shall be communicated to all Village employees, including seasonal and part-time staff, and shall take effect immediately upon adoption.

Passed and approved this 7th day of October, 2025.

Discussion followed regarding the need to reinforce procurement protocols and ensure all reimbursements and purchases comply with Village policy. Emphasis was placed on preventing unauthorized or noncompliant transactions from recurring. Accountability measures must be upheld.

Motion by DeCoste to approve payment of the Sauder Sales invoice in the amount of \$509.80 for five rolls of grass seed blankets and rototiller rental, and the reimbursement of the ACE Hardware receipt in the amount of \$137.97 for additional grass seed blankets purchased by the employee's spouse payable to the employee. Second by Payne. Voting Yea: Thompson, Everitt, Huff, Payne, and DeCoste. Motion passed.

Village Attorney presented and read by title Ordinance No. 25-10-01, an ordinance of the Village of Big Springs, Deuel County, Nebraska, establishing wages for the fiscal year beginning October 1, 2025, and ending September 30, 2026, for village officers and employees, repealing all prior conflicting ordinances and ordering the publication of this ordinance in pamphlet form.

Motion by Payne to amend Section 1 of Ordinance No. 25-10-01 to include Animal Control - Logan Gumaer - at a rate of \$600.00 per month. Second by DeCoste. Voting Yea: Everitt, Huff, Payne, DeCoste, and Thompson. Motion passed.

Motion by Everitt, we waive the second and third readings of Ordinance No. 25-10-01. Second by Thompson. Yea: DeCoste, Payne, Everitt, Huff, and Thompson. Motion passed.

Motion by Thompson, we adopt Ordinance No. 25-10-01. Second by Everitt. Yea: Payne, Thompson, Huff, Everitt, DeCoste. Motion passed.

The Village Clerk presented an overview titled "Understanding How Grant Money Impacts a Nebraska Village Budget and What the Village Must Do." She explained that receipting grant funds and donations directly impacts the Village's certified budget and necessitates accurate accounting and reporting in accordance with Nebraska law. All public funds—including "non-tax money" such as grants and donations—must be incorporated into the Village's budget and managed in full compliance with the Nebraska Budget Act.

The Village Clerk provided a brief explanation for the Board's awareness: the manila envelope placed on the table in front of the Chairman contains the claims scheduled for payment. Trustees may request to review any or all claims prior to voting on the motion to approve payment.

Motion by Huff to approve the claims. Second by Thompson. Yea: Everitt, Huff, Thompson, DeCoste, and Payne. Motion passed.

General			
PAYROLL	EXP	1,672.01	
BIG SPRINGS CEMETERY ASSOC	EXP	6,154.17	
BLACK HILLS ENERGY	Gas	49.76	
CENTURY LINK	PH	51.16	
CHAPPELL REGISTER	PUB	356.65	
DEUEL COUNTY TREASURER	LE	8,166.66	
EdwardJones	RET	175.00	
HSB-FBO Curtis Brown	RET	225.00	
IRS	TX	328.25	
KEITH COUNTY NEWS	SUB	93.00	
LARM	INS	12,807.50	
McQUILLAN & WENDELL PC, LLO	LEG	935.50	
NPPD	ELEC	70.60	
OFFICE SERVICE	SU	337.47	
ONE CALL CONCEPTS INC	FE	28.46	
Olson's Pest Technicians	R&M	85.00	
Spectrum Business	PH	50.00	
Spectrum Business	INT	50.00	
Tamera Loomis	TRVL	411.74	
U.S. Bank	TRVL	465.46	
U.S. Bank	SU	247.61	
U.S. Bank	PSTG	23.04	
Street			
PAYROLL	EXP	1,348.08	
BIG SPRINGS TRUCK AND TRAVEL	SU	434.27	
CENTURY LINK	PH	77.19	
CROELL INC	R&M	643.80	
Dave Sauder (Contract Srvc)	PNA	600.00	
IRS	TX	497.17	
JOHN DEERE FINANCIAL	R&M	241.92	
LARM	INS	9,269.50	
NPPD	ELEC	984.16	
WEST CENTRAL NEBRASKA DEVELOPMENT DIST	R&M	1,984.50	
Water			
PAYROLL	EXP	2,297.69	
CENTURY LINK	PH	140.75	
Henderson State Bank	XFER	7,149.50	
IRS	TX	731.31	
JOHN DEERE FINANCIAL	SU	29.98	
LARM	INS	9,269.50	
NE PUBLIC HEALTH ENVIRONMENTAL LAB	TSTG	37.00	
NE DEPT OF REVENUE	TX	193.54	
NPPD	ELEC	1,187.18	
Nellie Stretesky	REF	55.00	
U.S. Bank	PSTG	93.02	
VERIZON	PH	71.69	
Sewer			
PAYROLL	EXP	2,297.69	
BLACK HILLS ENERGY	Gas	99.52	
CENTURY LINK	PH	136.60	
Henderson State Bank	XFER	6,982.50	
IRS	TX	731.31	
LARM	INS	9,269.50	
MYERS CONSTRUCTION	R&M	7,140.00	
NE DEPT OF REVENUE	TX	792.81	
NPPD	ELEC	390.91	
Nellie Stretesky	REF	79.88	
UNITECH	R&M	595.00	
VERIZON	PH	71.69	
Trash			
JOHN DEERE FINANCIAL	R&M	24.66	
Nellie Stretesky	REF	60.00	
WASTE CONNECTIONS	TRSH	5,242.00	
WESTERN RESOURCES GROUP	RECY	140.00	
Parks			
PAYROLL	EXP	2,506.40	
BIG SPRINGS TRUCK AND TRAVEL	SU	42.87	
BLACK HILLS ENERGY	Gas	49.76	
Consolidated Plumbing & Heating LLC	R&M	335.00	
IRS	TX	478.62	
JOHN DEERE FINANCIAL	R&M	199.99	
Knapp Electric Inc.	R&M	902.71	
NPPD	ELEC	366.28	
Pool			
ARNOLD POOL COMPANY	SU	30.45	
ARNOLD POOL COMPANY	R&M	256.95	

CENTURY LINK		PH	165.42
Century Link (Lumen)		PH	70.35
IRS		TX	1,992.47
	Library		
PAYROLL		EXP	1,220.33
IRS		TX	149.60
	Depot Museum		
Century Link (Lumen)		PH	114.72
NPPD		ELEC	61.74
Olson's Pest Technicians		R&M	85.00
U.S. Bank		CAP	595.36
		TOTAL	113,798.88

Huff moved to adjourn. Second by Everitt. Yea: Thompson, Everitt, Payne, Huff, and DeCoste. Motion passed and the meeting adjourned at 9:14 PM.

Richard Huff, Chairman
Village of Big Springs Board of Trustees

ATTEST:

Tamera Loomis, Village Clerk