

## REGULAR COUNCIL MEETING

MARCH 13, 2017

The Wakefield City Council met in a regular meeting on March 13, 2017 in the Council Chambers at 407 Main Street at 5:30 P.M. with the following present: Mayor Loofe, Council Members Soderberg, Hansen, Eaton and Clay. Also present: City Administrator Litchfield, City Attorney Miner, Administrative Coordinator Decker, and Clerk Dolen.

Visitors Present: Rod Hanson, Mike Wirth, Ken Thomsen, Terry Hoffman, Heather Jordan, Tammie Mogus, Megan Weaver

Mayor Loofe opened the meeting at 5:30 P.M.

Mayor Loofe noted that this meeting was preceded by due and legal notice in three places at least 72 hours prior to the meeting and/or by publishing the same in the Wakefield Republican on March 9, 2017.

Mayor Loofe informed those present of the Nebraska Open Meetings Law, and where a copy of such was posted in the Council Chambers and available for review.

Councilman Eaton moved to approve the minutes from the February 8, 2017 meeting as written. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Motion carried.

Councilman Soderberg moved to approve the minutes from the February 2017 Treasurer's report. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried.

The council discussed contracting new service for a Mass Communication system for community wide alerts. After a brief discussion, it was decided that more information was needed. No action taken.

Councilman Eaton moved to introduce Resolution 2-2017 approving the purchase agreement for Lot 1 of Gustafson Estates 2<sup>nd</sup> Addition, and authorized the Mayor to sign any applicable paperwork. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

The Council then discussed the purchase agreement for Block 1, Lot 3 on the Industrial Tract. After a brief discussion on the lack of a site plan, Councilman Hansen moved to introduce Resolution 3-2017 approving the purchase agreement contingent on a site plan at the time the building permit is requested. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay. The following voted nay: Soderberg. Motion carried.

Councilman Clay then introduced Ordinance 2-2017 regarding the refinancing of Pool Certificates and moved to waive the three readings of the Ordinance. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg,

Hansen. The following voted nay: None. Motion carried. Councilman Eaton then moved for final passage of Ordinance 2-2017, Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried. Mayor Loofe then declared that Ordinance 2-2017 was adopted.

Terry Hoffman introduced Heather Jordan as the new Administrator of the Wakefield Care Center, and then gave the council an update on the Care Center. His final day will be March 31, 2017.

Rod Hanson then updated the council on the South Main grading project. He said if approved, the project will go out for bids starting Thursday March 16, 2017 and be brought back to the council for approval for the April meeting. The goal would be for Phase I to be completed by June 1, 2017 which would include the grading. Phase II would extend 14<sup>th</sup> Street from Main to the Highway. He discussed reducing the right of way on the 14<sup>th</sup> Street extension from 80 feet to 60, and changing the retention pond to accommodate a 100 year storm. Councilman Eaton moved to approve the plans and to proceed with the advertising for bids. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried

Hanson then updated the council on the Highway 35 Water Improvement Project.

Hanson updated the council on the Industrial Road Project. He said he would like to bring plans to the council next month to begin the bid process. June or July is the best time to commence the project to accommodate Michael Foods Inc. operations.

The council then discussed the Rental Inspection Program. There was discussion on how to schedule the inspections throughout the city and over what time frame. The council also discussed the fees associated with the new program. Councilman Eaton moved to make the following changes to the program: 1) Permits shall be valid for a term of three years; 2) There shall be no fee for the permit; 3) For each premise inspected, there shall be an inspection fee of \$30.00 plus \$5.00 for each rental unit inspected on the premises (landlords with housing units at various premises/sites within the City must pay the \$30.00 inspection fee plus \$5.00 per unit for each premise/site); and 4) Rental units are to be inspected at least once every three years with the City to implement the initial inspections in three yearly phases; the first phase to be all rental units on 1<sup>st</sup> through 3<sup>rd</sup> Streets, the second phase to be from 4<sup>th</sup> through 7<sup>th</sup> Streets, and the final phase from 8<sup>th</sup> through 14<sup>th</sup> Streets. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried. The target start date for implementation of the program will be June 1, 2017.

The council then discussed the Gill Hauling contract for garbage collection. The City was presented with two options pertaining to the size of the recyclable containers to be provided. It was decided that more information was necessary before a decision could be made. The topic was tabled until April, when a representative from Gill would be asked to be present.

Discussion on the Rose Property subdivision was tabled.

Megan Weaver addressed the council regarding the City's Down Payment Assistance Guidelines. She discussed recent changes in the State's Guidelines, including increasing the median income from 100% to 120%. Councilman Eaton moved to approve the Amended Guidelines as presented to the council for adoption. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Motion carried.

Discussion on Michael Foods permit application to apply wastewater to certain lands within the City's Wellhead Protection Area was tabled until further information regarding the content of the solution to be applied was received.

Councilman Clay moved to approve the agreement with Northeast Nebraska Public Power District for the City's acquisition of Northeast's electrical service in the area recently annexed by the City. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried.

Councilman Eaton then moved to approve joining the Nebraska Resource Conservation & Development Council and pay the membership fee of \$100.00. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

Councilman Eaton then introduced Resolution 4-2017 providing for approval of Supplemental Agreement #1 with the Nebraska Department of Roads for completion of the Trail Project and moved for its passage. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

Administrator Litchfield gave his monthly report:

- A. Sales tax - \$14,134.64 for the previous month
- B. Legislative update
- C. Civic Center update
- D. Storm House – April 8<sup>th</sup> set as the burn date
- E. ACE Award for Water Improvement Project
- F. Wind Projects
- G. Radar Speed Sign

## Reports

- A. Police Review – Street light out at 6<sup>th</sup> and Maple. Talked about being more aggressive with dilapidated properties.
- B. Rehab Board – No report given
- C. Park Board – No report given
- D. Planning Commission – Report in packet
- E. Library Board – No report given
- F. Cemetery Board – No report given
- G. Tree Board – No report given

- H. Hatchery Board – No report given
- I. Health Board – No report given
- J. Fire Department – No report given
- K. Citizen Advisory Committee – No report given
- L. Community Development Authority – Report in packet
- M. Community Center Committee – No report given

The following claims were presented:

<b>Claims</b>		
<b>General Fund -10</b>		
American Broadband	Communications	168.58
Appera	Maintenance	31.82
City Light	Utilities	177.61
Cubby's	Office Expense	13.47
Paul Eaton	Travel Reimbursment	11.25
Debbie Litchfield	Cleaning	50.00
Jim Litchfield	Mileage	400.00
Jim Litchfield	Travel Reimbursment	34.89
Krier Technology	Computer Maintenance	240.00
League of Municipalities	Convention	810.00
Miner Law Office	Admin/Legal	216.00
Visa	Office Equipment Purchase	347.00
Wakefield Republican	Publications/Supplies	138.57
Employee Wages		13,401.69
<b>TOTAL</b>		<b>16,040.88</b>

<b>Police Fund -11</b>		
American Broadband	Communications	121.90
<b>TOTAL</b>		<b>121.90</b>

<b>Street Fund -20</b>		
Barco	Maintenance, New	1,252.40
Colonial Research	Maintenance	186.14
Cubby's	Fuel	693.53
Grossenburg	Rental/Maintenance	719.52
Menards	Street Maintenance	54.87
Midwest Service & Sales	Street Maintenance	547.50

Midwest Service & Sales	Street Maintenance	365.25
Miller Building Supply	Maint, Supplies	56.21
Miner Law Office	Admin/Legal	9.00
Napa Auto Parts	Trans Maint, Supplies	167.33
Wakefield Republican	Supplies	10.26
Visa	Postage	10.58
Employee Wages		264.00
<b>TOTAL</b>		<b>4,336.59</b>

**Park Fund - 30**

Barco	Football Field Maintenance	49.90
<b>TOTAL</b>		<b>49.90</b>

**Pool Fund - 40**

City Light	Utilities	25.32
Wakefield Republican	Advertisement	152.00
Wayne Herald	Advertisement	276.00
Employee Wages		
<b>TOTAL</b>		<b>453.32</b>

**Fire Department Fund -50**

American Broadband	Communications	64.15
Black Hills Energy	Heat	270.48
City Light	Utilities	174.05
Cubby's	Fuel/Groceries	65.25
Donna Johnson	Cleaning	50.00
Miller Building Supply	Supplies	1.75
Napa Auto	Supplies	3.29
Tempest	Maintenance	0.00
<b>TOTAL</b>		<b>628.97</b>

**Library Fund- 70**

American Broadband	Communications	127.33
Heather Boatmain	Mileage Reimbursement	39.59
City Light	Utilities	258.83
Andrew Contreras	Maintenance	120.00
Doubleday Large Print	Books	113.45
Doubleday Large Print	Books	57.96
Employee Wages		4,035.74
<b>TOTAL</b>		<b>4,752.90</b>

**Cemetery Fund-80**

Martin Gravedigging	Open / Close	1,350.00
Employee Wages		602.10
<b>TOTAL</b>		<b>1,952.10</b>

**Hatchery Fund-90**

Wakefield Depot	Black Hills Bill Reimbursement	233.19
Miller Building Supply	Maintenance/New	
<b>TOTAL</b>		<b>233.19</b>

**Landfill Fund-60**

Gill Hauling	Contracted Labor	5,690.25
Gill Hauling	City Wide Clean-up	50.00
Gill Hauling	Contracted Labor	5,690.25
Gill Hauling	City Wide Clean-up	50.00
<b>TOTAL</b>		<b>11,480.50</b>

**Electric Fund-01**

American Broadband	Communications	89.12
Appera	Supplies	146.88
Black Hills Energy	Fuel/HEAT	617.22
Black Hills Energy	Fuel	62.83
Bomgaars	Maint./Supplies/Uniform	486.99
Cubby's	Fuel/Grocery	167.97
Department of Roads	Trail Project	1,537.60
Dixon County Clerk	Admin Legal/Audit	10.00
Dollar General	Supplies	15.87
Grainger	Supplies	147.60
Kriz-Davis	Supplies	282.06
Kriz-Davis	Supplies	156.50
LaRue	Supplies	54.46
Menards	Supplies	35.76
Miller Building Supply	Maintenance/Supplies/New	137.33
Miner Law Office	Admin Legal/Audit	54.00
Napa	Transport Maint/Meter Supplies	99.46
Northeast Nebr. Public Power District	Wheeling Charges	7,851.80
Northeast Nebr. Public Power District	Admin Legal/Audit	872.78
Northeast Nebr. Public Power District	Admin Legal/Audit	69.10
Northeast Neb Tire and Trailer	Tranportation Maintenance	22.50
NPPD	Electricity Purchase	194,457.55
NPPD	Electricity Purchase	180,516.17

NPPD	Contract Labor/Call Center	1,902.94
Verizon Wireless	Communications	77.68
WAPA	Electricity Purchase	20,002.92
Wesco	Supplies	150.00
Wesco	Supplies	259.70
Wesco	Supplies	1,034.00
Employee Wages		9,066.12
<b>TOTAL</b>		<b>420,384.91</b>

#### Water Fund-02

City Light	Utilities	2,478.64
Cubby's	Fuel	114.87
Dept of Health & Human Services	Testing	15.00
La Quinta	Lodging	216.98
Miller Bldg Supply	Supplies	44.06
One Call Concepts	Locates	4.89
Visa	Testing Postage	13.30
Employee Wages		5,150.00
<b>TOTAL</b>		<b>8,037.74</b>

#### Sewer Fund-03

American Broadband	Communications	32.07
City Light	Utilities	156.98
Cubby's	Fuel	128.52
La Quinta	Lodging	216.98
Employee Wages		6,077.56
<b>TOTAL</b>		<b>6,612.11</b>

#### Sales Tax Fund-08

Miner Law Office	Admin/Legal	63.00
Olsson and Associates	South Main Addition	7,847.46
<b>TOTAL</b>		<b>7,910.46</b>

#### DED Fund

<b>TOTAL</b>		<b>0.00</b>
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#### New Construction Housing #15-TFHP-35028-23

Wakefield Republican	Housing Administration	410.40
<b>TOTAL</b>		<b>410.40</b>

Councilman Eaton moved to approve the claims. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Motion carried.

Councilman Hansen moved to adjourn the meeting. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 8:06 P.M.

\*Closed sessions may be necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting

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Mike Loofe, Mayor

State of Nebraska    )  
County of Dixon       )  
City of Wakefield     )

I, the undersigned City Clerk of Wakefield, Nebraska, certify all of the subjects in the attached proceedings were contained in the agenda for the meeting on March 13, 2017 kept continually current and available for public inspection at the office of the City Clerk, that such subjects were contained in the said agenda for at least twenty-four hours prior to the meeting, that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body.

In witness whereof, I have, here unto set my hand of this 14<sup>th</sup> day of March 2017.

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Zach Dolen, City Clerk



