

REGULAR COUNCIL MEETING

JUNE 21, 2017

The Wakefield City Council met in a regular meeting on June 21, 2017 in the Council Chambers at 407 Main Street at 5:30 P.M. with the following present: Mayor Loofe, Council Members Eaton, Clay, Soderberg, Hansen. Also present: City Administrator Litchfield, City Attorney Miner, Utility Foreman Mogus, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Rod Hanson, Norm Slama, Megan Weaver, Ken Thomsen, Julie Thomsen, Leslie Bebee

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 June 15, 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.

Mayor Loofe opened the public hearing concerning the liquor license application for Oak Street Station LLC at 5:31 P.M. Norman Slama spoke to the council about the store. Slama said the reason for the Class C application is to offer samples for wine/beer tastings or other special events. Nobody else was present to speak for or against the application. Councilman Hansen moved to close the public hearing. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Hearing closed at 5:38 P.M.

Councilman Eaton then moved to approve the Class C Liquor License application for Oak Street Market LLC. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

Councilman Hansen then moved to approve the minutes from the May 17, 2017 council meeting. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None.

Councilman Soderberg then moved to approve the May 2017 Treasurer's Report. 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 moved approve the minutes from the June 5, 2017 special council meeting. 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.

The council then discussed imposing a parking ban on East 5th Street. The proposed "No Parking" area would begin at the intersection of Highway 35/Oak Street and extend westward to the alley on the north side of 5th Street. The goal would be to reduce the hazard at the intersection entering and exiting off of Highway 35. Councilman Soderberg then moved to introduce resolution 8- 2017 establishing a

“No Parking” zone on the north side of 5th Street from Oak Street to the alley between Oak and Winter Streets and on the south side of 5th Street from Oak Street to a point 25 feet west of the Oak Street intersection, and moved for its passage. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Resolution 8-2017 was adopted.

Rod Hanson then updated the council on the progress of current City projects. Hanson explained that change order #3 for Cottonwood Street was the result of quantity changes for seeding and that pay request # 6 would be the final payment. Councilman Eaton then moved to approve Change Order # 3 and the final pay request to Steve Harris Construction. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Eaton, Hansen. The following voted nay: None. Motion carried.

Hanson then updated the Council on the Highway 35 Water Main Improvement Project. The project is ready to be bid out. He estimated the project would start in August and end in November. Advertising would begin next week and bids will be opened on July 18, 2017, in advance of the next council meeting.

Hanson then updated the council on the South Main Grading Project. He said Phase I is complete and, weather permitting, the Phase II portion that will put in 14th Street to Highway 35 will be done by the first half of July, with all of the seeding to be done in August.

Hanson then updated the council on the Civic Center Project. He said final plans will be brought before the council at the meeting in July for approval and to go out for bids. The bids would then be opened in August.

The council then discussed the sale of the Scott Storm property. After looking at different ways the property could be sold, Councilman Soderberg introduced and moved for passage Resolution 9-2017 providing for the sale of the Scott Storm property (Lot 1, Block 31, West Addition to the City of Wakefield, Dixon County, Nebraska) by public auction on July 18, 2017, at 12:00 o'clock P.M. (noon) with a minimum bid of \$3,500.00 and requiring the buyer to construct a single family or duplex residence thereon. Construction shall begin within six months of acquiring title and shall be completed within twelve months from the date of issuance of the building permit. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Resolution 9-2017 was adopted.

The council then moved on to the sale of the Rose Property. There was discussion about whether to subdivide the property into two additional lots or sell the property as a whole. The final plat will be prepared for the next council meeting with the intent to sell the whole property first while leaving the option open to split into two additional parcels at a later date.

The council then discussed the old Water Tower property and its potential to be sold and redeveloped. The Community Redevelopment Authority (CRA) plans to advertise for submission of redevelopment project proposals from anyone interested in redeveloping the property.

Megan Weaver then addressed the council requesting blocking off Main Street from 2nd to 3rd Street on August 26, 2017 for the BBQ bash. She said there was a great turnout last year and they would like to have the same format this year. Councilman Eaton moved to approve the request to block off Main Street from 2nd to 3rd on August 26, 2017, for the entire day 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.

Mayor Loofe then conducted the second reading of Ordinance 2-2017 providing for annexation of a certain tract of land located in Dixon County, Nebraska, which is contiguous to the City limits, consisting of 0.857 acres, more or less, located in part of the Southwest Quarter (SW¼) of Section 33, Township 27 North, Range 5 East of the 6th P.M., Dixon County, Nebraska, (he Hansen property).

The council then considered adoption of a resolution providing for Final Acceptance of Project Construction of the Trail Project. Seeding still needs to be done, along with posting signs and a few other minor items. Councilman Soderberg moved to postpone adoption of the resolution until work on the trail project was fully completed. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Eaton, Soderberg, Hansen. The following voted nay: Clay. Motion carried.

Utility Foreman Mogus gave his monthly report:

- A. New trash cans in the park
- B. New water fountain at Pee Wee field
- C. Grates were painted at the pool
- D. Working to ratify deficiencies from Sanitary Survey

Administrator Litchfield gave his monthly report:

- A. Sales Tax
- B. Legislative Update
- C. Wind Project: Bernie Cevera will be in attendance next month
- D. Radar Signs: Will order signs when 14th street apron is complete.
- E. Budget Discussion

Reports:

- A. Police review – No street lights out. Recent dog bite issue has been resolved. Estimate has been received for cameras at the park.
- B. Rehab Board – No report
- C. Park Board – Would like to get old shelter house down. Painting being done at ball fields.
- D. Planning Commission – Minutes in packet
- E. Library Board – No report
- F. Cemetery Board – No report
- G. Tree Board – No report

- H. Hatchery Board – No report
- I. Fire Department – Fundraiser will be held July 22nd
- J. Citizen Advisory Committee – No report
- K. Community Redevelopment Authority – Minutes in packet
- L. Civic Center – No report

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	168.76
Appeara	Maintenance	31.82
City Light	Utilities	86.06
Cubby's	Office Expense	30.96
Debbie Litchfield	Cleaning	50.00
Dollar General	Office Expense	43.42
Egan Supply	Supplies	118.78
Jim Litchfield	Mileage/Training	426.00
La Rue	Office Expense	156.70
League of Neb Municipalities	Conference Registration	105.00
Miller Building	Supplies	9.89
Visa	Improvement/Office Expense/Uniform	429.94
Zach Dolen	Conference Mileage	215.07
Employee Wages		18,897.19
TOTAL		20,769.59

Police Fund -11		
American Broadband	Communications	122.06
TOTAL		122.06

Street Fund -20		
Barco	Maintenance	218.64
Bomgaars	Supplies	57.98
Central States Lab	Supplies	161.99
Cubby's	Fuel	564.02
Grossenburg	Rental	600.00
Kenton Book	Improvements/New	4,220.00
Knife River	Improvements/New	58,327.36
Lorensen Lumber	Street Maintenance	1,752.96
Menards	Maintenance	29.40
Midwest Service & Sales	Transportation Maintenance	436.60
NAPA	Transport Maint	196.46

Olsson & Assoc	Improvements/New	5,600.00
Steve Harris Construction	Cottonwood/Improvements	27,775.39
Tennant	Transportation Maintenance	298.77
VISA	Postage	3.03
Employee Wages		3,206.50
TOTAL		103,449.10

Park Fund - 30

Artificial Rain	Field Maintenance	500.44
City Light	Utilities	442.05
Cubby's	Fuel	66.23
Grainger	Ballfield Maintenance	26.52
Kratke Lawn Service	Graves Maintenance	100.00
Menards	Graves Maintenance	19.54
Menards	Supplies	89.91
Miller Building	Park Maint/Field Maint/Supplies	2,554.24
Summit Supply	Improvements/New	4,930.00
Utility Equipment Co	Ballfield Maintenance	306.21
Wigwam	Field Maintenance	162.64
TOTAL		9,197.78

Pool Fund - 40

Arnold Pool Co	Chemicals	159.80
Black Hills Energy	Heat	417.15
City Light	Utilities	149.39
Cubby's	Concessions	336.29
Dept of Labor	Boiler Inspect/Maint	69.00
Devaney Brown	Uniform	50.00
Dollar General	Supplies	16.00
Hawkins	Chemicals	858.03
Rec Supply	Maintenance	110.48
Savannah Nelson	Uniform	50.00
Tnemec	Maintenance	432.22
Vianney Marquez	Uniform	21.94
Employee Wages		6,881.75
TOTAL		9,552.05

Fire Department Fund -50

American Broadband	Communications	63.61
Black Hills Energy	Heat	36.13

Boarders Inn and Suites	Lodging	981.00
City Light	Utilities	126.41
Cornhusker Int'l Trucks	Maintenance	143.39
Cubby's	Fuel	185.52
Don Kuhl	Lodging & Mileage	227.52
Donna Johnson	Maintenance	50.00
Ekberg Auto Repair	Maintenance	264.69
Feld Fire	Maintenance	657.93
Johnson Welding	Maintenance	75.00
Miller Building	Supplies	57.36
Napa Auto	Supplies	10.28
Zach Heating and Cooling	Maintenance	844.08
TOTAL		3,722.92

Library Fund- 70

Advantage Companies	Maintenance	235.00
American Broadband	Communications	125.52
Barnes and Noble	Books/Patterson Fund	834.78
Center Point Large Print	Books	177.36
City Light	Utilities	244.02
Constellation Energy	Heat	32.40
Demco	Supplies	331.70
Doubleday	Books	116.92
Evan Overfelt	Maintenance	123.00
Ingram	Books	274.25
Leaf	Maintenance	87.50
Nebraska Extension	Robot Camp (other)	150.00
Nebraska Journal Leader	Advertisement	21.90
One Source One Solution	Maintenance	111.03
Republican	Supplies	50.00
Employee Wages		4,187.07
TOTAL		7,102.45

Cemetery Fund-80

Country Nursery	Improvements/New	185.00
Cubby's	Fuel	80.67
Litchfield Lawn Service	Maintenance	400.00
Miller Building	Supplies	11.98
Robertson	Maintenance	155.20
Employee Wages		1,154.85
TOTAL		1,987.70

Hatchery Fund-90		
Miller Building Supply	Maintenance/New	
TOTAL		0.00

Landfill Fund-60		
CivicPlus	Software (Other)	
Cubby's	City Wide Clean-up	76.25
Gill Hauling	Demolition	638.45
Gill Hauling	City Wide Clean-up	4,108.20
Milo Meyer	Property Demolition	4,276.25
TOTAL		9,099.15

Electric Fund-01		
American Broadband	Communications	89.24
Appeara	Supplies	143.09
Barco	Maintenance	313.99
Black Hills Energy	Heat	80.74
Black Hills Energy	Fuel/Heat	85.57
Bomgaars	Uniform/Maintenance	158.95
Central States Lab	Supplies	348.07
Cubby's	Fuel	34.30
Daum Tree Service	Maintenance	2,727.00
Dollar General	Office Supplies/Supplies	80.69
Guernsey	Legal	2,860.00
Kriz-Davis	Supplies	1,126.88
Marco	Maintenance	318.31
Miller Bldg Supply	Supplies	38.84
NAQS	Contracted Labor	4,701.00
Northeast Nebr. Public Power District	Wheeling Charges	7,851.80
Northeast Nebr. Public Power District	Legal	5,799.48
NPPD	Contracted Labor/Call Center	2,266.57
NPPD	Electricity Purchase	193,844.13
Once Call Concepts	Locates	13.20
Staples	Office Supplies	104.44
Verizon Wireless	Communications	77.94
VISA	Postage	601.18
Wakefield Villa	Utility Reimbursement	496.12
WAPA	Electricity Purchase	15,169.67
WESCO	Electric Meter	250.00
WESCO	Supplies	175.00

Employee Wages	8,996.11
TOTAL	248,663.07

Water Fund-02

Bomgaars	Uniform	161.91
City Light	Utilities	1,818.93
Cubby's	Fuel/Supplies	123.73
Dept of Health & Human Services	Testing	45.00
Dept of Health & Human Services	Testing	30.00
Hawkins	Chemicals	509.51
HD Supply	Meter Supplies	1,929.56
Miller Bldg Supply	Maintenance	1,303.50
Olsson & Assoc	Highway 35 Water Main	6,647.28
Dept of Health & Human Services	Highway 35 Water Main	790.00
USA Bluebook	Testing	144.10
VISA	Testing	13.30
Employee Wages		5,300.00
TOTAL		18,816.82

Sewer Fund-03

American Broadband	Communications	32.10
Analytical Consulting Service	Testing	1,248.25
Bomgaars	Uniform	54.98
City Light	Utilities	134.96
Cubby's	Fuel/Supplies	134.43
Miller Bldg Supply	Maintenance	53.02
Sooland Bobcat	Maintenance	151.66
Employee Wages		5,837.15
TOTAL		7,646.55

Sales Tax Fund-08

Olsson & Associates	Infrastructure	4,125.85
TOTAL		4,125.85

Civic Center - 06

Olsson and Associates	Admin/Legal/Engineer	18,265.75
TOTAL		18,265.75

New Construction Housing #15-TFHP-35028-23

Wakefield Republican	Housing Administration	
TOTAL		0.00

TOTAL ALL FUNDS	462,520.84
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Councilman Hansen moved to approve the claims. 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.

Councilman Clay then moved to adjourn the meeting. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 7:23 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

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 June 21, 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 22nd day of June 2017.

Zach Dolen, City Clerk