

Regular Council Meeting

November 8, 2017

The Wakefield City Council met in a regular meeting on November 8, 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 and Hansen. Also present: City Administrator Litchfield, City Attorney Miner, Utility Foreman Mogus, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Rod Hanson, Mike Wirth, Julie Thomsen, Nathan Kalaher, Cory Sandoz

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

Mayor Loofe noted that the 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 November 2, 2017.

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

Councilman Eaton moved to approve the minutes from October 11, 2017 meeting as written. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Eaton. The following voted nay: None. Motion carried.

Councilman Hansen moved to approve the October 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.

Rod Hanson with Olsson and Associates addressed the council on the current City projects. Hanson said Change Order #5 was related to materials not being used for erosion control. Councilman Eaton moved to approve Change Order #5 for a decrease of \$818.00 and the final Pay Request of \$3,708.99 to Flewelling Earthmoving for the South Main Addition. 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.

Hanson then discussed the sewer main extension on South Main with the Council. He said the engineering estimate was around \$80,000, but that it would be tough to complete the extension this fall. Councilman Soderberg moved to direct Olsson and Associates to prepare plans/specifications for the South Main sewer extension for Council approval at the December regular Council meeting with a projected project completion date set for late spring, along with preliminary plans for the extension of City utilities to the Rose Addition properties. 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.

Hanson then updated the Council on the Highway 35 Water Project and answered questions regarding the need for Change Order #1. Hanson stated the change order was mainly related to tree removal. Councilman Soderberg moved to approve Change Order #1 for an increase of \$515.00 and Pay Request #2 for \$30,307.19 payable to Woehler and Sons. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Eaton, Hansen. The following voted nay: None. Motion carried.

Hanson also updated the Council on the Civic Center Project. Change order #1 was related to bringing the fire alarm system up to code and adding plywood to the exterior walls. Councilman Clay moved to approve Change Order #1 for an increase of \$21,170.00 and Pay Request #1 for \$66,150.00 to Global Engineering. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion carried.

Cory Sandoz addressed the Council regarding the City contract with American Broadband for pole rental and franchise taxes. The original agreement entered was for 10 years and recently expired. Councilman Soderberg moved to table consideration of a new contract until further research could be done regarding the City's options. 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.

Discussion on adoption of the Final Plats for Gustafson Estates 3rd Addition and Rose Addition was tabled.

The Council next discussed the need for updating the City's community workforce housing study. If the City were to apply for a Workforce Housing Grant through NIFA, there would be the possibility that the City would need to update their Housing Study, which was last done in 2012. Councilman Eaton moved to approve the hiring of Hanna Keelan to update the Housing Study at a cost of \$16,000.00. 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.

It was explained that grant funds were available from NIFA to assist with the expense of the housing study. Up to one-half of the cost in matching funds could be applied for. Councilman Eaton moved to approve the filing of an application to NIFA for matching funds to help offset the cost of updating the Housing study. 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.

Consideration of applying for a workforce housing grant was tabled since guidelines for the grant have not yet been adopted.

Discussion on appointing a board for the Civic Center was tabled until further information could be obtained regarding who might be interested in serving and determining what the board responsibilities would be.

The Council discussed a proposed community survey. The survey would be distributed to the community with the goal of having them returned in the Graves Library drop box. There were

recommendations made for additional information to be added to the survey. Councilman Hansen moved to approve proceeding with the Community Survey. 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.

Utility Foreman Mogus gave his monthly report:

- A. Trees have been trimmed in alleys for snow removal.
- B. Bad trees will be taken down when dump truck is repaired.
- C. Street Sweeper is having issues with flat tires so they are being filled with foam.
- D. Remaining street signs in town are being replaced.
- E. Park is winterized and partitions are being installed in restrooms.
- F. Street superintendent exam was passed.

Administrator Litchfield gave his monthly report:

- A. Sales Tax for October was \$17,444.88 with a refund coming next month
- B. Legislative Update
- C. Economic Development Subcommittee has met once
- D. Park Board subcommittee
- E. Wind farm and road construction workers have not materialized yet
- F. Electric Rates- NPPD is increasing rates but likely is feasible for City to absorb costs for the remaining 10 months of the contract.
- G. Off street parking at school
- H. Power Contract discussion

The recommendations and reports from the following committees:

- A. Police Review – 2 streetlights currently out, working on unregistered vehicles
- B. Rehab Board - No report given
- C. Park Board – Shelter restroom almost complete
- D. Planning Commission – Minutes in Packet
- E. Library Board – Minutes in Packet
- F. Cemetery Board – No report given
- G. Tree Board – No report given
- H. Hatchery Board – No report given
- I. Fire Department – Recent fundraisers have been successful
- J. Citizen Advisory Committee – No report given
- K. Community Redevelopment Authority – Minutes in packet
- L. Civic Center Board – No report given

The following claims were presented:

Claims

General Fund -10

American Broadband	Communications	169.12
City Light	Utilities	72.14
Cubby's	Office Expense	74.85
Debbie Litchfield	Cleaning	50.00
Jim Litchfield	Mileage	400.00
Krier Technology	Hardware Support	163.00
La Rue	Office Expense	50.38
Mike Pommer	Admin/Audit	250.00
Miller Building Supply	Maintenance/Supplies	50.23
Ofelia Calleros	Translation	18.50
Staples	Supplies	192.38
Wakefield Republican	Publish/Ads/Supplies	87.55
Visa	Conference Lodging	204.48
Zach Dolen	Conference Mileage	128.40
Employee Wages		9,333.34
TOTAL		11,244.37

Police Fund -11

American Broadband	Communications	122.38
Dixon County	Contracted Labor	68,958.72
TOTAL		69,081.10

Street Fund -20

Bomgaars	Maintenance/Supplies	227.37
City Light	Utilities	67.73
Cubby's	Fuel	22.37
Cubby's	Fuel	460.12
Grossenburg	Rental	600.00
Kenton Book Const	Street Maintenance	4,335.00
Lorensen Lumber	Improvements/New	2,280.38
Midwest Service and Sale	Street Maintenance	4,257.81
Miller Bldg Supply	Improvements/Supplies/Maint	123.57
NAPA	Supplies/Transport Maint	196.04
Northeast Tire and Trailer	Transportation Maintenance	135.00
Olsson & Assoc	Improvements/New	1,797.32
Olsson & Assoc	Improvements/New	184.85
Employee Wages		1,479.50
TOTAL		16,167.06

Park Fund - 30

Aaron Voss	Grant Expense	3,215.00
City Light	Utilities	328.32
Cubby's	Fuel	96.59
Fry Park/Playground Equip	Improvements	1,489.00
Kenton Book Const	Improvements	2,800.00
Miller Building Supply	Ballfield Maint/Supplies	158.09
Napa Auto	Ballfield Maintenance	55.48
TOTAL		8,142.48

Pool Fund - 40

City Light	Utilities	27.85
TOTAL		27.85

Fire Department Fund -50

American Broadband	Communications	74.47
Black Hills Energy	Heat	56.32
City Light	Utilities	121.91
Danko	Maintenance	36.08
Don Kuhl	Mileage	216.14
Cubby's	Fuel/Other	67.77
Donna Johnson	Maintenance	50.00
Ekberg Auto Repair	Maintenance	688.11
Firecatt	Maintenance	1,566.00
Holiday Inn	Lodging	299.85
Lou's Thrift Way	Supplies	66.10
NAPA	Supplies	78.82
Visa	Legal	15.50
TOTAL		3,337.07

Library Fund- 70

American Broadband	Communications	132.47
American Broadband	Communications	131.52
Barnes and Noble	Books	244.31
Black Hills Energy	Heat	27.55
City Light	Utilities	210.34
Evan Overfelt	Maintenance	108.00
Ingram	Books	83.98
Leaf	Maintenance	75.00
Library Commission	Books	80.02
One Source, One Solution	Office Expense	52.04

Wayne Herald	Books	48.00
Employee Wages		4,245.80
TOTAL		5,439.03

Cemetery Fund-80

Employee Wages		377.74
TOTAL		377.74

Hatchery Fund-90

Miller Building Supply	Maintenance/Improvement	165.58
TOTAL		165.58

Landfill Fund-60

Cubby's	City Wide Clean-up	48.60
Gill Hauling	Contracted Labor	6,515.00
Gill Hauling	City Wide Clean-up	2,419.05
TOTAL		8,982.65

Electric Fund-01

American Broadband	Communications	89.47
Black Hills Energy	Heat/Fuel	175.03
Bomgaars	Supplies	58.31
Cubby's	Fuel	129.22
Central Valley Ag	Transportation Maintenance	157.79
Fastenal	Maintenance/Equipment	2,726.39
Krier Technology	Hardware Support	163.00
Kriz Davis	Supplies	847.00
Marco	Maintenance	370.49
Miller Building Supply	Supplies	48.30
Moonlight Towing	Transportation Maintenance	400.00
NAPA	Supplies	26.96
Nicki Decker	Conference Mileage	217.75
Northeast Nebr. Public Power District	Electricity Purchase	7,667.76
Northeast Nebr. Public Power District	Legal	308.64
NPPD	Electricity Purchase	236,969.59
NPPD	Contract Labor/Call Center	2,979.28
Verizon	Communications	136.91
VISA	Conference/Postage	1,082.56
WAPA	Electricity Purchase	14,345.45
WESCO	Supplies	2,050.00
Employee Wages		6,454.50

TOTAL		277,314.93
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Water Fund-02		
Blue Tarp (Northern Tool)	Equipment	237.88
Core and Main	Water Meters	287.85
City Light	Utilities	1,154.71
Cubby's	Fuel	64.57
Depository Trust Company	Bond P & I Payment	53,490.00
DHHS - Lab	Testing	30.00
Guernsey	Legal	550.00
Hawkins	Chemicals	363.34
Miller Building Supply	Supplies	8.24
Olsson & Associates	Improvements	4,915.77
Rural Water	Membership	175.00
Utility Equipment Co	Improvements	97.76
VISA	Testing/Equipment	25.55
Woehler and Sons Const	Improvements	30,307.19
Employee Wages		3,597.75
TOTAL		95,305.61

Sewer Fund-03		
American Broadband	Communications	32.16
Analytical & Consulting Service	Testing	82.50
Bomgaars	Uniform	161.94
City Light	Utilities	55.20
Colonial Research	Distribution Maintenance	312.76
Cubby's	Fuel	62.04
Electric Pump	Contracted Labor	841.60
Grainger	Equipment	49.50
One Call Concepts	Locates	27.54
Visa	Conference/Gas	385.15
Employee Wages		4,292.45
TOTAL		6,302.84

Sales Tax Fund-08		
Cubby's	Other	34.27
Dixon County	Legal	10.00
Lyle Ekberg	Façade Grant	1,000.00
Olsson and Associates	Infrastructure	2,316.00
Flewelling Earthmoving	Infrastructure	3,708.99
Terry Nicholson	Façade Grant	587.75

TOTAL		7,657.01
Civic Center - 06		
Olsson and Associates	Engineering	2,086.89
Rembolt Ludtke	Legal	1,500.50
Wakefield Republican	Other	100.00
TOTAL		3,687.39
New Construction Housing #15-TFHP-35028-23		
NENEDD	Grant Administration	
TOTAL		0.00
TOTAL ALL FUNDS		509,645.32

Councilman Hansen moved to approve the claims as presented. 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.

Councilman Clay then moved to adjourn the meeting. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Hansen, Soderberg. The following voted nay: None. Motion carried, meeting adjourned at 7:16 P.M.

**Closed sessions may be necessary for the public interest or for the prevention of needless injury to the reputation of an individual and if such an 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 November 8, 2017 kept continually current and available for the public inspection at the office of the City Clerk, that such subjects were

contained in said agenda for at least twenty-four hours prior to the meeting, that said minutes were in written form and available for the public inspection within ten working days and prior to the next convened meeting of said body.

Zach Dolen, City Clerk