

Regular Council Meeting

May 9, 2018

The Wakefield City Council met in a regular meeting on May 9, 2018 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, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Matt Smith, Norm Slama, Ken Slama, Elizabeth Carlson, Mike Wirth, Leslie Bebee, Brian Mattes, Mike Renning, Julie Thomsen

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 May 3, 2018.

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.

Mayor Loofe opened the public meeting regarding an amendment to the Extraterritorial Jurisdiction Map at 5:30 P.M.

Mayor Loofe then opened a public auction for City-owned real estate. The property is described as: A tract of land located in the Northeast Quarter of Section 32, Township 27 North, Range 5, East of the 6th P.M., Dixon County, Nebraska, lying to the North and West of the flood control levee and between said levee and the South bank of Logan Creek. Attorney Miner explained that the terms of the sale were the opening bid was \$1,500.00, and the buyer would be responsible for any survey needed. Miner passed around a bid form to anyone present that wanted an opportunity to bid on the property.

Councilman Hansen then moved to approve the minutes from the April 11, 2018 meeting as written. Councilman Eaton seconded the motion. On a roll call, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

Councilman Clay moved to approve the April 2018 Treasurer's report. 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.

Administrator Litchfield then addressed the council regarding the proposed amendment to the extraterritorial jurisdiction maps. He said previously the map included a rounded boundary and a square boundary around the city, with the proposed amendment establishing a new squared boundary one mile extraterritorial jurisdiction and repealing the rounded boundary.

With nobody else wishing to speak for or against the proposed amendment to the extraterritorial jurisdiction map, Councilman Soderberg moved to close the public hearing. 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, closing public hearing at 5:38 P.M.

Councilman Eaton then introduced Ordinance 2-2018 allowing for an amendment to the Zoning Map Extraterritorial Jurisdiction map and moved to waive the three readings. 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 Soderberg then moved for final passage of Ordinance 2-2018. 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.

With everyone present having been given an opportunity to bid on the tract of property for sale, and there being only one bid for the property, Councilman Clay then moved to approve the sale of the City property to Ken Slama for \$1,500.00. 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.

Matt Smith then addressed the council on the Civic Center Project. Smith said the floor has been poured in the new building and the project remains on track for completion in August. Councilman Eaton moved to approve Pay Request #7 for \$123,480.00 to Global Engineering. 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.

Smith then updated the council on the Highway 35 Water Improvement Project. He said that the contractors have all water services in to the properties and have begun grinding curbs for the pouring the sidewalks, after which the terraces will be reseeded to complete the project.

Smith then presented the council with plans for the Storm and Sidewalk Improvement Project. He said the plan includes a flashing light crossing the highway. Smith said if approved, the project would be advertised for three weeks and bids would be opened before the next regular Council Meeting on June 13, 2018. Smith said the target completion date will be August 31, 2018 and project cost was estimated at \$200,000.00. Councilman Eaton moved to approve the plans presented and authorize Olsson Associates to advertise for bids. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Motion

The council then discussed a building permit for Brian Mattes, and the potential of zoning and code regulation violations. Attorney Miner discussed the process that is typically followed when building construction occurs within the City limits. Councilman Soderberg moved to put the item on the agenda for action at the next regular Council meeting on June 13, 2018 Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None. Motion carried.

Norm Slama then addressed the council regarding his request to vacate the alley to the south of Oak Street Market. Slama said the reason for his request was so that he could grade the alley down and use

it as a driveway for his business. It was decided the City will look further into whether or not the Department of Roads will allow the vacated alley to be used as a driveway with the information to be brought back to the next regular Council meeting.

Elizabeth Carlson then addressed the council regarding the Gardner Public Library's request to block off Johnson Street during the Summer Reading Program. She said the program is scheduled to run weekly on Wednesdays from May 23, 2018 until July 25, 2018 at 9:00 to 11:30 A.M. Councilman Hansen moved to approve blocking off Johnson Street where it intersects Third Street north to the alley. 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 to approve the new construction building permit for Gustafson Estates Lot #8. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Hansen, Clay. The following voted nay: None. Motion carried.

The Council then discussed the Rural Workforce Housing Grant. The City of Wakefield was one of the communities the Department of Economic Development recently notified of being awarded. The total money awarded from the state is \$374,800, hopefully being released by July 1, 2018.

The council then discussed an amendment to Second Street parking regulations. After a lengthy discussion, it was decided to research the issue further and take up for action at the next regular Council meeting in June.

The council then discussed the properties that it currently has for sale.

Administrator Litchfield then briefly discussed the Economic Development Director Ad Hoc committee. Discussions are ongoing with the committee, and there will be an open house hosted by the Community Club May 10, 2018.

The Utility Foreman report was in the packet.

The City Administrator gave his monthly report:

- A. Sales Tax
- B. Legislative Update – LB 496 approving workforce housing in redevelopment plans
- C. Economic Development Subcommittee
- D. Wind Tower Traffic – Vehicles carrying base of turbines will be more than 185 feet long
- E. Establish Projects and Priorities
- F. Pool Oversight Committee

The recommendations and reports from the following committees:

- A. Police Review – Dilapidated housing notices have been sent
- B. Community Redevelopment Authority – Minutes in packet
- C. Planning Commission - Minutes in packet

- D. Park Board – Spring cleaning by various groups, volleyball net is up
- E. Library Board – No report given
- F. Civic Center Board – No report given
- G. Fire Department – July 7, 2018 fundraiser at the park 10 A.M. – 2 P.M.
- H. Citizen Advisory Committee – No report given
- I. Cemetery Board – No report given
- J. Hatchery Board – No report given
- K. Rehab Board – No report given
- L. Tree Board – Arbor Day program was held on Arbor Day at the school.

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	178.98
Black Hills Energy	Heat	60.76
Appeara	Office Expense	31.82
City Light	Utilities	158.86
Cubby's	Other	44.96
La Rue	Office Expense	28.04
Litchfield, Debbie	Cleaning	50.00
Litchfield, Jim	Mileage	400.00
Miller Bldg Supply	Supplies	47.99
Miner Law Office	Legal/Admin	1,972.00
Northeast RC&D	Dues	100.00
Olsson Assoc	Engineering	993.24
Visa	Office Exp/Conference/Other	523.66
Employee Wages		9,261.34
TOTAL		13,851.65

Police Fund -11		
American Broadband	Communications	122.25
Bomgaars	Animal Control	77.96
TOTAL		200.21

Street Fund -20		
Bomgaars	Maintenance	135.98
City Light	Utilities	87.35
Cubby's	Fuel	307.79
Grossenburg	Rental	600.00
Miller Bldg Supply	Supplies	14.98
NAPA	Supplies	34.84

Titan Machinery	Equipment	1,400.00
Olsson and Assoc.	Engineering	3,047.96
Employee Wages		902.00
TOTAL		6,394.92

Park Fund - 30

Bomgaars	Ballfield Maint	53.33
City Light	Utilities	405.69
Cubby's	Fuel	14.27
Miller Bldg Supply	Supplies/Maint	350.32
Northeast Neb Tire & Trailer	Maintenance	209.00
TOTAL		1,032.61

Pool Fund - 40

City Light	Utilities	20.26
Pretzer, Tanna	Uniform	48.75
Nelson, Savannah	Training	130.00
TOTAL		199.01

Fire Department Fund -50

American Broadband	Communications	74.09
Black Hills Energy	Heat	201.33
City Light	Utilities	132.04
Cubby's	Gas/Other	141.99
Feld Fire	Equipment	614.81
Johnson, Donna	Maintenance	50.00
TOTAL		1,214.26

Library Fund- 70

American Broadband	Communications	123.86
Barnes and Noble	Books	152.29
Center Point Large Print	Books	55.42
City Light	Utilities	213.07
Constellation Energy	Heat	100.88
Leaf	Office Expense	117.14
Employee Wages		3,744.00
TOTAL		4,506.66

Cemetery Fund-80

Eaton, Tom	Contracted Labor	300.00
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Cubby's	Fuel	55.27
Miller Bldg Supply	Maintenance	22.99
Employee Wages		539.44
TOTAL		917.70

Hatchery Fund-90

Brown Plumbing/Htg	Maintenance	
TOTAL		0.00

Landfill Fund-60

Cubby's	City Wide Clean-up	101.84
Gill Hauling	City Wide Clean-up	3,744.70
Gill Hauling	Contracted Labor	6,623.50
Miner Law Office	Legal	72.00
Wakefield Republican	Advertising	135.00
TOTAL		10,677.04

Electric Fund-01

American Broadband	Communications	109.40
Appeara	Shop Supplies	135.92
Black Hills Energy	Heat	425.45
Black Hills Energy	Fuel	62.83
Border States Electric	Supplies	854.53
Bomgaars	Supplies	181.49
Core and Main	Improvements	1,279.39
Cubby's	Fuel/Office Exp	305.51
Harold K Scholz Co	Maintenance	2,210.00
Klein Electric	Improvements	1,300.00
La Rue	Office Expense	98.42
Marco	Maintenance	346.09
Miller Bldg Supply	Supplies	102.81
NENEDD	Dues	1,842.77
NPPD	Call Center, Labor	2,042.82
NPPD	Electricity Purchase	164,758.23
Northeast Nebr. Public Power District	Electricity Purchase	12,213.73
Northeast Nebr. Public Power District	Legal	404.39
Power Review Board	Dues	590.37
Utility Equipment Co	Improvements	1,187.52
Verizon	Communications	71.27
Visa	Postage	547.11
WAPA	Electricity Purchase	16,362.15

WESCO	Improvements	1,440.00
Employee Wages		6,428.31
TOTAL		215,055.19

Water Fund-02

City Light	Utilities	1,604.90
Core and Main	Meters	1,094.67
Cubby's	Fuel	108.13
DHHS	Testing	61.00
Miller Bldg Supply	Supplies/Maint	40.11
NAPA	Maintenance	8.49
Olsson & Associates	Improvements	92.70
One Call Concepts	Locates	26.76
Utility Equipment Co	Maintenance	122.55
Visa	Testing	13.40
Woehler & Sons	Maintenance	3,572.50
Employee Wages		3,806.80
TOTAL		10,552.01

Sewer Fund-03

American Broadband	Communications	32.13
City Light	Utilities	116.98
Cubbys	Fuel	71.27
Olsson & Assoc	Engineering	1,441.18
Visa	Postage	7.25
Employee Wages		4,137.47
TOTAL		5,806.28

Sales Tax Fund-08

Cubby's	Other	17.16
Miner Law Office	Legal	585.00
Sidelines	Other	34.98
TOTAL		637.14

Civic Center - 06

Cubby's	Other	39.46
Global Engineering	Improvements/New	123,480.00
Olsson and Associates	Engineering	5,120.20
TOTAL		128,639.66

New Construction Housing #15-TFHP-35028-23

TOTAL	
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	0.00
TOTAL ALL FUNDS	399,684.34

Councilman Hansen moved to approve the claims as presented: 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.

Councilman Eaton moved to adjourn the meeting. 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, meeting was adjourned at 7:06 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, do certify that all the subjects in the attached proceedings, were contained in the agenda for the meeting on May 9, 2018 kept current and available for public inspection at the office of the City Clerk, that such subjects were contained in said agenda for at least twenty-four hours to the meeting, that said minutes were in written form and available for public inspection within ten working days prior to the next convened meeting of said body

Zach Dolen, City Clerk

