

REGULAR COUNCIL MEETING

February 8, 2017

The Wakefield City Council met in a regular meeting on February 8, 2017 in the Council Chambers at 407 Main Street at 5:30 P.M. with the following present: Mayor Loofe, Council Members Soderberg, Hansen, Clay and Eaton. Also present: City Administrator Litchfield, City Attorney Miner, Administrative Coordinator Decker, Utility Foreman Mogus and Clerk Dolen.

Visitors Present: Rod Hanson, Ken Thomsen, Mike Wirth, Roger Gustafson, Becky Gothier, Phil Lorenzen, Jeff Rose, 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 February 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 and available for review.

Roger Gustafson addressed the council representing the Lower Elkhorn Natural Resource District awarding the City with a tree grant in the amount of \$3,313.39.

Councilman Soderberg moved to approve the minutes from the January 11, 2017, meeting as written. 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 Clay moved to approve the January, 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.

Rod Hanson then updated the Council on the progress for the Wakefield Community Center, saying that the next step in the process is to enter into a Letter Agreement for Professional Services with Olsson Associates, Inc. in the amount of \$157,000.00 plus reimbursable expenses. Completion date is slated for August, 2018, currently. Contractors could be in place in 5-6 months. Councilman Clay moved to approve the contract and authorize the Mayor to sign. Councilman Eaton 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 Industrial Road Paving Project from Highway 35 to Michael Foods truck bay. Hanson estimated total cost to be approximately \$405,000.00 of which the City's portion would be approximately \$325,000.00 if the North/South leg of the project were paid for by Michael Foods. Hanson stated that the cost for the professional services of Olsson Associates, Inc. would be adjusted to show the apportionment of costs. Councilman Eaton moved to approve the Letter Agreement for Professional Services with Olsson Associates, Inc., as adjusted to reflect the proper apportionment of the cost thereof, and authorize the Mayor to sign. 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 updated the Council on the South Main Grading Plan. Hanson said the meeting with the Department of Roads went well. There was a lengthy discussion regarding concerns about the right of way for the ditches on either side of the road, and also about the retention pond. The topic was tabled until next month to allow Hanson to gather further information for consideration by the Council in response to the issues raised during the discussion.

Mayor Loofe then opened the Public Hearing regarding the 1 and 6 Year Street Improvement Project at 6:18 P.M.

Phil Lorenzen spoke to the Council about plans for reissuance of the Pool Bonds. Lorenzen informed the Council that the process will take an additional 1-2 months. He said total net anticipated savings would be approximately \$20,000-\$25,000 over the duration of the bonds.

The Council then resumed discussion on the 1 and 6 Year Street Improvement Plan. Administrator Litchfield said Industrial Road and finishing the Trail are the main projects for the upcoming year. Several maintenance projects were discussed. Councilman Eaton then moved to close the public hearing at 6:48 P.M. 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 Eaton then introduced Resolution 1-2017 approving the 1 and 6 Year Street Improvement Plan and moved for passage. 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. Resolution 1-2017 was adopted.

Councilman Clay then moved to authorize the request for Drawdown #5 for NAHTF grant # 15-TFHP-35028 for \$1,515.00. Councilman Eaton 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 moved to approve Teresa Soderberg as the Point Administrator for the Volunteer Fire Department. 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.

After a brief discussion, it was agreed that the Council would try and move forward with the Rental Inspection Program at the March meeting.

Utility Supt. Mogus gave his monthly report:

- A. Tree pile was burnt last week.
- B. Trees being trimmed again since there is more room at the dump.
- C. 2 snow removal days recently, little to no results from parking ordinance.
- D. Signs are being replaced as needed, carrying over to next year's budget.

Administrator Litchfield gave his monthly report:

- A. Sales Tax- debits should be complete for the year
- B. Legislative update – large influx of bills being introduced
- C. Storm House – Asbestos has been removed and application will be submitted to the Fire Marshall for a permit to allow the VFD to burn the house as a training project.
- D. ACE Awards – Presented in Omaha
- E. Solar and Wind Energy – possible co-opportunity with Michael Foods
- F. League of Municipalities – end of February. Please advise City Administrator of those who plan to attend.
- G. Direct deposit of payroll was discussed. Administrator Litchfield told Council many banks prefer direct deposit and it may become mandatory in the future. Councilman Hansen moved to approve the request. 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.

Reports

- A. Police review – Letters sent to nuisance properties regarding upkeep, and some difficulty with language barriers other than English and Spanish. Discussed possibility of cameras at Softball Field
- B. Rehab board – No report given
- C. Park board – Cumulative report handed out on progress of park
- D. Planning commission – Minutes in packet
- E. Library – Minutes in packet
- F. Cemetery – No report
- G. Tree Board – Discussed joining the arboretum
- H. Hatchery Board – Minutes in packet
- I. Board of Health – No report
- J. Fire Department – Bookkeeping position was voted on and approved.
- K. Citizens Advisory Committee – Minutes in packet
- L. Community Redevelopment Authority – Minutes in packet
- M. Community Center – Minutes in packet

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	168.58
Appeara	Maintenance	31.82
Bomgaars	Chambers Heater	89.99
City Light	Utilities	167.72
Cubby's	Office Expense	36.76
Embassy Suites	Conference Lodging	154.09
Debbie Litchfield	Cleaning	50.00

Jim Litchfield	Mileage	400.00
Jim Litchfield	Travel Reimbursment	27.53
League of Municipalities	Convention	325.00
Miller Building Supply	Supplies/Maintenance	42.32
Miner Law Office	Admin/Legal	432.00
Ofelia Calleros	Translation	18.50
Visa	Postage/Office Expense	38.99
Wakefield Republican	Publications/Supplies	221.28
Walmart	Office Supplies	131.75
Employee Wages		8,925.46
TOTAL		11,261.79

Police Fund -11

American Broadband	Communications	121.90
Dixon County Sheriff	Contracted Labor	31,765.86
TOTAL		31,887.76

Street Fund -20

Bomgaars	Supplies/Street Maintenance	140.28
Cubby's	Fuel	443.32
Envirotech	Street Maintenance	3,287.35
Grossenburg	Rental/Maintenance	637.86
Lorensen Lumber & Grain	Street Maintenance	630.00
Midwest Service & Sales	Street Maintenance	995.50
Miner Law Office	Admin/Legal	117.00
Napa Auto	Transportation Maintenance	88.90
Olsson and Associates	Hwy 35 Water Main	110.12
Steffen Truck Equip	Street Maintenance	440.86
Tennant	Street Maintenance	22.30
Wakefield Republican	Publications	18.01
Wayne County	858th Rd Payment	9,887.51
Employee Wages		473.00
TOTAL		17,292.01

Park Fund - 30

City Light	Utilities	
Kratke's Lawn Service	Contracted Labor	4,897.00
Miller Building Supply	Ballfield Maintenance	3.29
TOTAL		4,900.29

Pool Fund - 40

City Light	Utilities	25.32
Employee Wages		
TOTAL		25.32

Fire Department Fund -50

American Broadband	Communications	63.47
Black Hills Energy	Heat	430.14
City Light	Utilities	192.80
Cubby's	Fuel/Maintenance	97.34
Donna Johnson	Cleaning	50.00
Feld Fire	Equipment	1,228.12
Miner Law Office	Admin/Legal	72.00
Napa Auto	Supplies	4.99
Tempest	Maintenance	248.41
TOTAL		2,387.27

Library Fund- 70

American Broadband	Communications	2.26
Barnes and Noble	Books	59.94
Barnes and Noble	Books	113.73
Black Hills Energy	Heat	85.39
City Light	Utilities	266.24
Constellation	Heat	253.20
Demco	Books	124.60
Doubleday Large Print	Books	55.49
Ingram	Books	26.56
Ingram	Books	134.23
Miller Building Supply	Maintenance	69.40
National Geographic	Subscription	32.95
Oriental Trading Co	Supplies	409.83
Employee Wages		2,695.05
TOTAL		4,328.87

Cemetery Fund-80

Martin Gravedigging	Open / Close	1,800.00
Employee Wages		302.40
TOTAL		2,102.40

Hatchery Fund-90

City Light	Utilities	
Jason Sears Flooring	Improvements/New	

Miller Building Supply	Maintenance/New	3.39
Stan Ortmeier	Paint	235.58
TOTAL		238.97

Landfill Fund-60

Gill Hauling	Contracted Labor	
Gill Hauling	City Wide Clean-up	
TOTAL		0.00

Electric Fund-01

American Broadband	Communications	89.12
Appeara	Supplies	143.09
Black Hills Energy	Heat	813.44
Bomgaars	Maintenance/Supplies	131.91
Cubby's	Fuel/Grocery	263.95
Tom Decker	Electric Incentive Program	100.00
Department of Roads	Trail Grant Project	106,155.52
Grossenburg	Tranportation Maintenance	1,814.53
Kriz-Davis	Supplies	404.50
Kriz-Davis	Supplies	1,995.00
Lawson	Supplies	216.02
Lessman Electric	Supplies	659.55
Marco	Printer Maintenance	484.11
Miller Building Supply	Maintenance/Supplies	135.55
Miner Law Office	Admin Legal/Audit	108.00
Napa	Transportation Maintenance	143.91
Northeast Nebr. Public Power District	Admin Legal/Audit	933.18
Northeast Nebr. Public Power District	Wheeling Charges	7,852.60
Northeast Nebr. Public Power District	Admin Legal/Audit	222.24
Northeast Neb Tire and Trailer	Tranportation Maintenance	154.50
NPPD	Electricity Purchase	177,488.26
NPPD	Contract Labor/Call Center	19,646.74
One Call Concepts	Locate Fees	7.56
Pender Implement	Supplies	522.25
T & R Electric	Improvements	895.00
Temple Display LTD	Christmas Lights	551.15
Verizon	Phone Bill	77.53
Visa	Utility Postage	570.65
Employee Wages		6,160.61
TOTAL		328,740.47

Water Fund-02		
Bomgaars	Meter Supplies	79.99
City Light	Utilities	2,222.14
Cubby's	Fuel	83.83
Dept of Health & Human Services	Testing	271.00
Menards	Maintenance	26.72
Miller Bldg Supply	Supplies	28.59
Penro Construction	Hydrant Maintenance/Repair	9,689.51
Salmon Well Co	Supplies	16.50
Visa	Testing Postage	6.45
Employee Wages		3,595.00
TOTAL		16,019.73

Sewer Fund-03		
American Broadband	Communications	32.07
City Light	Utilities	143.25
Cubby's	Fuel	92.78
Ekberg Auto Repair	Maintenance	17.86
Miner Law	Admin/Legal	9.00
Employee Wages		3,855.30
TOTAL		4,150.26

Sales Tax Fund-08		
First National Bank	Annual Service Fee	450.00
First National Bank	Bond Payment & Interest	32,302.50
Krier Technologies	Web Site Maintenance	530.00
Miner Law Office	Admin/Legal	234.00
Olsson and Associates	Building Assessment	1,833.66
Olsson and Associates	South Main Addition	1,967.37
TOTAL		37,317.53

DED Fund		
TOTAL		0.00

New Construction Housing #15-TFHP-35028-23		
TOTAL		0.00
TOTAL ALL FUNDS		460,652.67

Councilman Eaton 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 moved to adjourn the council meeting. Councilman Soderberg seconded the motion. On a roll call vote the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 7:39 P.M.

*Closed sessions may be necessary for the protection of 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 February 8, 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 this 9th day of February 2017.

Zach Dolen, City Clerk