

REGULAR COUNCIL MEETING

August 9, 2017

The Wakefield City Council met in a regular meeting on August 9, 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, and Clerk Dolen.

Visitors present: Gary Salmon, Megan Weaver, Mike Wirth, Matt Smith, Ken Thomsen

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 August 3, 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 Clay moved to approve the minutes from the July 19, 2017 meeting as written. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Motion carried.

Councilman Hansen moved to approve the July 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.

Administrator Litchfield presented the council three new building permits. Educational Service Unit #1 is expanding their building 1900 square foot. Viaero is preparing to construct a cell tower on their property on the Industrial Tract. Mike and Chris Salmon are preparing to build their new home on South Main. Councilman Eaton moved to approve the three building permits. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye:

Matt Smith with Olsson and Associates addressed the council regarding the various projects the City is currently working on. He said there has been considerable interest in bidding the Civic Center project and a special meeting would be beneficial to approve the bid at the end of August after bids are opened on the 17th. Administrator Litchfield said he would confer with Rod Hanson to see if meeting to award the bids on August 29, 2017 prior to the special Council Meeting with the Wayne City Council would be feasible.

Smith then said there will be a preconstruction meeting for Highway 35 Water Improvement Project on August 10, 2017, with the main concerns being safety and traffic control since the project will run along Highway 35.

Smith then updated the council on the Industrial Road Project. He said they will be doing final a walkthrough this week and that the project has went well. Councilman Eaton moved to approve Pay Request #1 for Industrial Road Project in the amount of \$195, 056.10, with \$95,056.10 being contributed from the City's General Fund and \$100,000 from the Community Redevelopment Authority. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Motion carried.

Smith then updated the council on South Main Project. The requested Change Order #2 was an increase for \$9,811.89 that involved the price difference for the thicker concrete that the Department of Roads was requiring. Councilman Clay moved to approve Change Order #2 and Pay Request #2 in the amount of \$33,535.77 to Flewelling Earthmoving Inc. for South Main Project. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Motion carried.

Gary Salmon then updated the council on behalf of the Cemetery board. He said the board is currently in the process of updating their recordkeeping to electronic databases. He also said the existing plots are nearing capacity and the cemetery will have to expand west on their property within a few years and would like to work with the city on the use of an engineer to plat the property.

The council discussed the Trail Project. Administrator Litchfield said the Trail was complete and the proposed Resolution would be to accept the completed project Councilman Eaton introduced Resolution 13-2017 and moved for its final 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.

Discussion on a potential LB840 business loan was tabled.

The council then discussed purchasing laptops for all the elected officials and cameras for the City Park. After discussing two potential bids for installing cameras in the park, Councilman Eaton moved to contract with Aaron Voss to install camera equipment at the Park. 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. A final decision on laptops was tabled until further research could be done.

Councilman Hansen moved to approve the power purchase agreement with Cottonwood Wind Project as presented and authorize the mayor to sign. 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 council then discussed the sealed bids for the excess City equipment at the shop. One sealed bid was submitted for each piece of equipment, but they were not submitted on time. Councilman Soderberg moved to reject the bids and repost both vehicles for sale until the next regular council meeting on September 13, 2017. 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.

The council then discussed the potential hiring of an economic development director.

Utility Foreman Mogus gave his monthly report:

- A. Trees limbs are being trimmed.
- B. Painting lines in the streets.
- C. Pool will be painted this fall.
- D. Highland Street water main has been replaced.
- E. Demo of old shelter building has begun and will be complete in a day or two.

Administrator Litchfield gave his monthly report:

- A. Sales Tax
- B. Legislative Update –
- C. Budget – Finance committee has met once
- D. Trail Project is complete – potential ribbon cutting discussed
- E. Special Meeting with Wayne City Council on August 29, 2017

The following reports were given:

- A. Police Review – 2 street lights reported out. Rental Inspections have begun.
- B. Rehab – No report given
- C. Park Board – Recycling containers being budgeted. Restroom partitions ordered. Improving swing set with rubber padding. Grant being pursued for a shelter. Golf tournament August 19th.
- D. Planning Commission – Minutes in packet
- E. Library Board – No report given
- F. Cemetery Board – Minutes in packet
- G. Tree Board – No report given
- H. Hatchery Board – No report given
- I. Board of Health – No report given
- J. Fire Department – Fundraiser raised approximately \$7,000, Roeber house was burnt
- K. Citizen Advisory Committee – Minutes in packet
- L. Community Redevelopment Authority – Minutes in packet

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	168.66
City Light	Utilities	100.39
Debbie Litchfield	Cleaning	50.00

Jim Litchfield	Mileage	400.00
League	Membership Dues	2,876.00
Miller Bldg	Supplies/Office Expense	79.35
Northeast NE Clerks Assn	Dues	20.00
Orkin	Annual Maintenance Payment	1,030.46
Visa	Postage	1.19
Wakefield Republican	Publishings	301.61
Employee Wages		9,072.60
TOTAL		14,100.26

Police Fund -11

American Broadband	Communications	121.97
TOTAL		121.97

Street Fund -20

Barco	Improvements/New	82.56
Central Valley Ag	Street Maintenance	313.10
Cubby's	Fuel	492.76
Grossenburg	Rental	600.00
Michael Todd	Street Maintenance	936.51
Miller Bldg Supply	Improvements/Supplies	116.98
Napa	Maintenance	79.45
TR Harris Construction	Improvements/New	95,056.10
Olsson & Assoc	Improvements/New	1,534.07
Plumbing and Electrical Service	Street Maintenance	1,000.00
Visa	Postage	6.10
Employee Wages		3,080.00
TOTAL		103,297.63

Park Fund - 30

City Light	Utilities	1,688.01
Cubby's	Fuel	113.76
Kratke Lawn Service	Graves Maintenance	100.00
Miller Bldg	Maint/Grave Maint/Supplies	307.35
Robertson Implement	Graves Maintenance	117.69
TOTAL		2,326.81

Pool Fund - 40

American Broadband	Communications	104.93
Black Hills Energy	Heat	136.14

City Light	Utilities	1,060.91
Cubby	Concessions	994.57
Devaney Brown	Supply Reimburse	12.51
Hawkins	Chemicals	997.78
Miller Bldg	Supplies	175.50
Employee Wages		10,544.75
TOTAL		14,027.09

Fire Department Fund -50

American Broadband	Communications	78.36
Black Hills Energy	Heat	23.37
Casey Roofing	Repair/Maintenance	565.00
City Light	Utilities	126.97
Cubby's	Fuel/Other	168.86
Donna Johnson	Maintenance	50.00
EMC Insurance	Insurance	50.00
Napa Auto	Supplies	53.43
TOTAL		1,115.99

Library Fund- 70

American Broadband	Communications	126.29
Barnes and Noble	Books	351.90
Black Hills Energy	Heat	23.69
Center Point Large Print	Books	359.52
City Light	Utilities	378.03
Constellation Energy	Heat	3.00
Ingram	Books	83.35
Leaf	Maintenance	75.00
Miller Bldg Supply	Supplies	14.86
One Office Solution	Maintenance	30.58
Overfelt, Evan	Maintenance	159.00
Employee Wages		2,819.21
TOTAL		4,424.43

Cemetery Fund-80

Bomgaars	Maintenance	8.78
Cubby's	Fuel	27.34
Employee Wages		553.75
TOTAL		589.87

Hatchery Fund-90

Miller Building Supply	Maintenance	23.09
TOTAL		23.09

Landfill Fund-60

Gill Hauling	Contracted Labor	6,665.50
Gill Hauling	City Wide Clean-up	50.00
TOTAL		6,715.50

Electric Fund-01

American Broadband	Communications	89.18
Black Hills Energy	Fuel/Heat	108.53
Bomgaars	Supplies	39.68
Cubby's	Fuel/Office Expense	263.10
Dept of Transportation	Trail Grant Expense	6,370.37
Guernsey	Legal	7,370.00
Hydraulic Equip Service	Transport Maintenance	1,205.08
Klein Electric	Improvements/New	2,420.00
Krier Technology	Equipment Purchase	2,478.00
Kriz Davis	Meters/Dist Maintenance	1,588.24
League	Membership Dues	890.00
Miller Bldg	Flood Levee/Supplies	77.58
NAQS	Contracted Labor	4,562.13
Northeast Nebr. Public Power District	Electricity Purchase	7,851.00
NPPD	Contracted Labor/Call Center	4,168.76
NPPD	Electricity Purchase	262,993.07
Olsson & Associates	Trail Grant Expense	33,535.77
Verizon Wireless	Communications	78.19
VISA	Postage/Trail Grant/Software	95.51
Wakefield Tree Board	Comm Develop/Annual Stipend	1,000.00
WAPA	Electricity Purchase	16,321.59
WESCO	Meters	1,152.00
Employee Wages		6,090.74
TOTAL		360,659.34

Water Fund-02

City Light	Utilities	2,071.18
Cubby's	Fuel	101.40
DHHS - Lab	Testing	49.00
Hawkins	Chemicals	360.34
Lorensen Lumber	Improvements	1,211.08
Miller Bldg	Maint/New/Supplies	29.91

Olsson & Assoc	Highway 35 Water Main	1,599.82
Robert Woehler & Sons	Improvements	18,914.35
Utililty Equipment Co	Improvements	2,836.20
VISA	Testing	13.30
Wakefield Republican	Publish/Advertise	122.90
Employee Wages		3,390.00
TOTAL		30,699.48

Sewer Fund-03

American Broadband	Communications	32.08
City Light	Utilities	53.11
Cubby's	Fuel/Training	84.67
Klein Electric	Contracted Labor	960.00
Mike Mogus	Conference Reimburse	71.42
Municipal Automation & Control	Maintenance	587.52
Northeast Neb Tire & Trailer	Maint/Equipment Purchase	588.50
One Call Concepts	Locates	29.46
Visa	Postage	10.51
Employee Wages		3,931.00
TOTAL		6,348.27

Sales Tax Fund-08

Cubby's	Other	37.27
Olsson & Associates	Infrastructure	6,279.24
Wakefield Republican	Publish/Advertise	10.04
TOTAL		6,326.55

Civic Center - 06

Olsson and Associates	Admin/Legal/Engineer	3,500.00
TOTAL		3,500.00

New Construction Housing #15-TFHP-35028-23

Wakefield Republican	Housing Administration	
TOTAL		0.00
TOTAL ALL FUNDS		554,276.28

Councilman Eaton moved to approve the claims. 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 to adjourn the meeting. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 7:35 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 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 August 9, 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

Zach Dolen, City Clerk