

REGULAR COUNCIL MEETING

September 13, 2017

The Wakefield City Council met in a regular meeting on September 13, 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, Mike Pommer, Ken Thomsen, Megan Weaver, Adam Ulrich, Joe Brown, Mike Wirth, Carol Mortenson, Mike Wirth, Leslie Bebee.

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 September 7, 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 Eaton made a motion to modify the agenda to add action of an emergency nature on Change Orders received pertaining to the South Main and Industrial Road Projects in order that the change orders could be paid from the 2016/2017 fiscal year budget. 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. Action on change orders #1 and #3 were added to the meeting agenda.

Mayor Loofe opened the public hearing regarding the 2017-2018 fiscal year at 5:31 P.M.

Mike Pommer addressed the council regarding the proposed 2017-2018 Fiscal Year budget. He said that some changes had been made since the budget was published which will require republishing of the budget if approved as now proposed.

Councilman Clay moved to approve the minutes from the August 9, 2017 and August 29, 2017 meetings as written. 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.

Councilman Soderberg moved to approve the August 2017 Treasurer's report. 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.

Adam Ulrich then addressed the council regarding the Volunteer Fire Department's request to transfer its remaining budget funds into the Fire Department Sinking Fund. Councilman Eaton moved to approve the Fire Department's request for any remaining funds from the current budget be transferred

to the sinking fund. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Clay, Soderberg, Eaton, Hansen. The following voted nay: None. Motion carried.

Councilman Hansen moved to close the public hearing regarding the budget at 5:48 P.M. 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 then introduced Resolution 13-2017 to approve the final tax asking request in the amount of \$380,000.00 for fiscal year 2017-2018. 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.

Rod Hanson updated the council on the South Main Project. Hanson said all that was remaining was some gravel work off Highway 35 and seeding for erosion control. Councilman Clay moved to approve Change Order #3 for \$10,662.40. 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 Pay Request #3 to Flewelling Earthmoving Inc for \$19,084.49. 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 then addressed the council regarding the Industrial Road Project and the final pay request. Councilman Hansen moved to approve the change order #1 for a decrease of \$1,107.90. 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 Pay Request #2 to TR Harris Construction for \$58,744.00. 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.

Rod Hanson updated the council on the Highway 35 water project. The trees have been removed from the terraces and construction is set to begin next week. The work will run from the South to North and should be completed by November if weather cooperates.

Rod Hanson then updated the council on the Civic Center Project. A preconstruction meeting will be held within the next couple of weeks with construction beginning in October.

Councilman Clay introduced Resolution 17-2017 accepting the donation of real estate from Tim and Leslie Bebee and moved for its passage. 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. Resolution 17-2017 was adopted.

The council then discussed the possibility of purchasing a narrow strip of privately owned property on the north side of 7th Street sufficient to pour a sidewalk from Highway 35 to the levee Trailhead. Mayor Loofe advised Administrator Litchfield to contact the landowners involved to see if this could be accomplished.

The council then discussed an Economic Developer position. Administrator Litchfield advised the council he had seven job descriptions from surrounding communities. After lengthy discussion, it was the consensus of the Council that an ad hoc committee be formed comprised of the Council finance committee, and 1-2 representatives each from the Citizens Advisory Committee and Community Redevelopment Authority for the purpose of studying the necessity for an Economic Development Director and proposing a job description.

Councilman Eaton introduced Ordinance #4-2017 providing for the adoption of the Rental Housing Inspection Program. Mayor Loofe then read aloud Ordinance # 4-2017. Councilman Eaton moved to waive the three readings. 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 Hansen then moved for final passage of Ordinance 4-2017. 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. Ordinance 4-2017 was adopted.

Joe Brown then addressed the council on behalf of the Wakefield Volunteer Fire Department regarding its request for a Special Liquor License. They will be organizing a street dance for Balloon Days on Saturday, October 21, 2017 from 5P.M. – 1 A.M. Councilman Eaton moved to approve the request for a Special Liquor License on October 21, 2017. 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.

Jessi Hansen then addressed the council regarding the Special Liquor License request for Oak Street Market. They would like to have a Beer and Brat tasting event held outside in their parking lot from 6-8 P.M. on Friday September 29, 2017. Councilman Eaton moved to approve the request for a Special Liquor License request for September 29, 2017 from 6-8 P.M. 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.

Councilman Eaton then moved to approve the Drawdown #6 request for Housing Grant # 15-TFHP-35028 for \$1,550.40. 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.

Mayor Loofe then opened the bids that were submitted to the City Office for the purchase of excess City equipment. The highest bid received for the Ford F-150 was \$360.00 by Scott Thompson of Wakefield. The highest bid received for the Digger Truck was \$1,306.00 by Mike Staut of Carroll, NE. Councilman Eaton moved to approve the sale of the Ford F-150 to Scott Thompson for \$360.00 and to approve the sale of the Digger Truck to Mike Staut for \$1,306.00. 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.

Utility Foreman Mogus gave his monthly report:

- A. Rose house is being cleaned up.

- B. Glue and padding will be put under swingset in park.
- C. Pool is prepared to be painted.
- D. Would like to get diesel tank painted this fall.
- E. 6 blocks going to be tar sealed this fall.
- F. Partitions have arrived for concession stand restrooms.
- G. Tree trimming will begin soon.

Administrator Litchfield gave his monthly report:

- A. Sales tax - 10 Year anniversary in October.
- B. Legislative update.
- C. Civic Center- Contractors would like to store equipment on City property.
- D. Wind Project – Potentially looking for business space.
- E. Trail Project – Ribbon cutting will be held for Balloon Days.

The recommendations and reports from the following committees:

- A. Police Review – No streetlights were reported out, letters being sent for dead trees.
- B. Rehab – No report given
- C. Park Board – Minutes in packet
- 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 – Minutes in packet
- I. Fire Department – 6 Members now have Firefighter 1 and HazMat Certification. Awards nights October 25, 2017 at 5:30 P.M.
- J. Citizen Advisory Committee – Minutes in packet
- K. Community Redevelopment Authority – Minutes in packet
- L. Civic Center

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	168.66
City Light	Utilities	88.59
Cubby's	Office Expense	37.43
Dollar General	Supplies	73.35
Debbie Litchfield	Cleaning	50.00
Jim Litchfield	Mileage	400.00

Jim Litchfield	Community Club Reimburse	78.06
LaRue	Supplies	46.40
LaRue	Supplies	85.72
Miller Bldg	Supplies/Office Expense	36.90
Miner Law	Legal	1,152.00
Napa Auto	Supplies	65.88
NMPP Energy	Group Dues	949.44
Visa	Postage/Uniform/Supplies	167.65
Employee Wages		13,487.40
TOTAL		16,887.48

Police Fund -11

American Broadband	Communications	121.97
Aaron Voss	Camera Installation	9,225.00
State of Nebraska	Animal Control Fees	175.00
TOTAL		9,521.97

Street Fund -20

Barco	Improvements/New	79.97
Bomgaars	Improvements/Maint	37.41
Cubby's	Fuel	143.73
Dollar General	Shop Supplies	23.00
Flewelling Earthmoving	Improvements/New	19,084.49
Grossenburg	Rental	600.00
Lorenson Lumber	Street Maintenance	1,338.88
Menards	Improvements/New	80.46
Midwest Service & Sales	Improvements/New	134.00
Miller Bldg Supply	Improvements/Supplies	171.91
Miner Law	Legal	36.00
Napa Auto	Maintenance	10.99
Olsson & Assoc	Improvements/New	4,216.28
TR HARRIS CONST	Improvements/New	58,744.00
Employee Wages		2,607.00
TOTAL		87,308.12

Park Fund - 30

Christensen Well	Field Maintenance	16.74
City Light	Utilities	817.86
Colonial Research	Football Field Maint	327.07
Cubby's	Fuel	126.69

Egan Supply	Improvements	4,400.70
Kratke Lawn Service	Graves Maintenance	100.00
Laurel Welding	Football Field Maint	311.81
Menards	Tree Grant Expenses	104.12
Miller Building Supply	Supplies/Maint	60.12
Rec Supply	Equipment	1,167.90
Robertson Implement	Supplies	45.07
Van Diest	Graves Maintenance	125.00
Visa	Tree Grant Expenses	195.95
TOTAL		7,799.03

Pool Fund - 40

Black Hills Energy	Heat	364.57
Bomgaars	Supplies	15.99
City Light	Utilities	853.28
Menards	Maintenance	90.00
Menards	Maintenance	107.08
Miller Building Supply	Supplies	20.35
Tnemec	Maintenance	3,254.40
Employee Wages		4,076.25
TOTAL		8,781.92

Fire Department Fund -50

American Broadband	Communications	73.25
Black Hills Energy	Heat	
Casey Roofing	Repair/Maintenance	
City Light	Utilities	177.81
Cubby's	Fuel/Other	155.95
Danko	Equipment	913.79
Donna Johnson	Maintenance	50.00
Ekberg Auto	Maintenance	332.24
Feld Fire	Equipment/Supplies	2,200.60
Feld Fire	Equipment/New	1,525.22
Miller Building Supply	Supplies	104.49
TOTAL		5,533.35

Library Fund- 70

American Broadband	Communications	132.27
Black Hills Energy	Heat	23.82
Center Point Large Print	Books	182.16

City Light	Utilities	386.24
Coast to Coast Solution	Office Expense	366.79
Constellation Energy	Heat	2.40
Creative Product Source	Supplies	486.41
Demco	Books	43.94
Demco	Books	32.00
Doubleday Large Print	Books	57.96
Evan Overfelt	Maintenance	144.00
Follett	Supplies	89.92
Ingram	Books	195.09
Leaf	Maintenance	75.00
One Source, One Solution	Office Expense	57.76
Pro Source Specialties	Supplies	114.33
Republican	Office Expense	19.00
Wayne Herald	Advertisements	92.00
Employee Wages		4,216.53
TOTAL		6,717.62

Cemetery Fund-80

Cubby's	Fuel	52.80
Litchfield Lawn Service	Contracted Labor	200.00
Miller Building Supply	Maintenance	21.15
Robertson Implement	Maintenance	25.41
Robertson Implement	Maintenance	57.00
Employee Wages		1,259.61
TOTAL		1,615.97

Hatchery Fund-90

Miller Building Supply	Maintenance	
TOTAL		0.00

Landfill Fund-60

Gill Hauling	Contracted Labor	6,512.50
Gill Hauling	City Wide Clean-up	1,027.00
TOTAL		7,539.50

Electric Fund-01

American Broadband	Communications	89.18
Barco	Equipment Purchase	358.32
Bomgaars	Supplies/Equip/Maint	515.94
Black Hills Energy	Heat/Fuel	108.29

Cubby's	Fuel/Maintenance	169.35
Dollar General	Supplies	24.05
Elan City	Radar Signs/New	5,380.00
Grainger	Improvements/New	834.40
Grainger	Maintenance	162.75
Guernsey	Admin/Legal	2,750.00
Hall's Safety Equipment	Distribution Maint	126.45
Hall's Safety Equipment	Supplies	206.25
Kriz Davis	Dist Maintenance	542.00
LaRue	Office Expense	46.40
Marco	Maintenance	834.11
Miller Building Supply	Supplies	4.00
Miner Law	Legal	72.00
Napa Auto	Supplies	49.68
NAQS	Admin/Audit/Consulting	1,291.11
Northeast Nebr. Public Power District	Electricity Purchase	7,667.76
Northeast Nebr. Public Power District	Maintenance	902.80
Northeast Nebr. Public Power District	Legal	267.78
NPPD	Call center/Contract labor	12,637.27
NMPP Energy	Software Support	517.95
One Call Concepts	Locates	27.57
Quality Auto Sales	Equipment Purchase	13,995.00
Shopko	Office Expense	54.99
Staples	Office Expense	216.31
Verizon Wireless	Communications	78.37
VISA	Postage/Uniform	1,079.53
WAPA	Electricity Purchase	15,969.73
WESCO	Meters/Transport Maint	535.00
WESCO	Improvements/New	2,500.00
Employee Wages		9,244.12
TOTAL		79,169.28

Water Fund-02

City Light	Utilities	2,146.50
Cubby's	Fuel/Office Expense	123.38
DHHS - Lab	Testing	30.00
Dollar General	Testing	24.05
Municipal Supply Inc	Meters	493.92
Napa Auto	Maintenance	77.03
Northern Tool	Equipment	687.87
VISA	Testing	28.40

Employee Wages	5,195.00
TOTAL	8,806.15

Sewer Fund-03

American Broadband	Communications	32.08
City Light	Utilities	48.17
Cubby's	Fuel	103.17
DEQ	Training	125.00
Holiday Inn	Conference	318.69
Miller Building Supply	Maintenance	40.71
Miner Law	Legal	9.00
Northern Tool	Equipment	449.99
Roto Rooter	Maintenance	492.20
Rural Water Assn.	Conference	200.00
Employee Wages		5,997.50
TOTAL		7,816.51

Sales Tax Fund-08

Bob and Deb Gustafson	Loan Payment	43,377.86
Cubby's	Other	35.27
Don Dinslage	Façade Grant	1,000.00
Pam Frahm	Façade Grant	682.56
TOTAL		45,095.69

Civic Center - 06

Olsson and Associates	Admin/Legal/Engineer	11,361.25
TOTAL		11,361.25

New Construction Housing #15-TFHP-35028-23

NENEDD	Grant Administration	1,140.00
TOTAL		1,140.00
TOTAL ALL FUNDS		305,093.84

Councilman Hansen moved to approve the claims. 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.

Councilman Hansen moved to adjourn at 7:20 P.M. Mayor Loofe then noted that no action had been taken for approval of the 2017-2018 Fiscal Year Budget and requested that the motion be suspended to allow approval of same. Councilman Clay then moved to approve the 2017/2018 Fiscal Year Budget as

submitted without changes. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: Motion carried. The 2017/2018 fiscal year budget was approved as submitted.

Councilman Hansen then renewed his motion to adjourn the meeting. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Motion carried, meeting adjourned at 7:46 P.M.

**Closed sessions may be necessary for the public interest of 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 September 13, 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 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