

Regular Council Meeting

December 13, 2017

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

Visitors present: Matt Smith, Ken Thomsen, Leslie Bebee, Adam Ulrich, Mike Wirth, Megan Weaver

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 December 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 for review.

Councilman Eaton moved to approve the minutes from the November 8, 2017 meeting 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 Hansen moved to approve the November Treasurer's Report. 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.

Matt Smith addressed the council regarding the progress for the Highway 35 Water Project. Councilman Clay moved to approve Change Order # 2 for an increase of \$13,139.82 and Pay Request # 3 for \$73,469.33. 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.

Smith then updated the council on the Civic Center project. Councilman Eaton moved to approve Pay Request # 2 for \$49,500. 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.

The council then discussed extending utilities on South Main. The Engineering plans should be finished this week and sent to the state, with the intention of having them back for Council approval for the January Meeting.

The council then discussed the proposed American Broadband agreement with the City for pole rent. Councilman Eaton moved to approve the proposal and authorize the Mayor to sign the documents. 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.

The council then discussed a proposed Franchise Agreement with American Broadband for continued cable television service. Councilman Eaton introduced Ordinance 17-2017 which sets forth the provisions of the proposed franchise agreement. Mayor Loofe then conducted the first reading of the Ordinance and directed the Clerk to place the ordinance on the agenda for a second reading at the next regular Council meeting.

Councilman Soderberg introduced Resolution 17-2017 providing for approval of the final plat of Gustafson Estates, Third Addition and moved for its passage. 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 introduced Resolution 18-2017 providing for approval of the final plat of Rose Addition and moved for its passage. 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.

With Old Business completed, Councilman Eaton then moved to adjourn Sine Die at 5:47 P.M. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. The meeting was adjourned sine die.

Mayor Loofe reconvened the meeting at 5:48 P.M., with the following present: Mayor Loofe, Council members Eaton, Clay, Soderberg, Hansen. Also present: City Administrator Litchfield, City Attorney Miner, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Leslie Bebee, Adam Ulrich, Mike Wirth, Megan Weaver, Ken Thomsen, Mike Renning.

Mayor Loofe reminded those present of notice of the meeting as previously stated and of the location of the Nebraska Open Meetings Law information for public view. The Mayor then asked for recommendations for Council President. Councilman Soderberg moved to nominate Councilman Eaton as President. Councilman Clay seconded the motion. There being no other nominations, the Mayor called for a roll call vote; the following voted aye: Clay, Soderberg, Hansen. The following voted nay: None. Motion carried. Councilman Eaton was approved as Council President.

The Mayor then announced his appointments to the following sub-committees of the City Council and his appointments of the appointed officials of the City, to wit:

LIGHT, WATER & SEWER	<u>Larry Clay</u>	<u>Paul Eaton</u>
STREET & ALLEY	<u>Paul Eaton</u>	<u>Larry Soderberg</u>
FINANCIAL & ORDINANCE	<u>Larry Clay</u>	<u>Ross Hansen</u>
PARKS & RECREATION	<u>Paul Eaton</u>	
BUILDING & LANDFILL	<u>Larry Soderberg</u>	<u>Ross Hansen</u>
POLICE DEPT. REVIEW	<u>Larry Clay</u>	<u>Larry Soderberg</u>
GRANT REVIEW	<u>Paul Eaton</u>	<u>Ross Hansen</u>
CITY ADMINISTRATOR	<u>Jim Litchfield</u>	
CITY CLERK/TREASURER	<u>Zach Dolen</u>	
FIRE CHIEF	<u>Adam Ulrich</u>	
CITY ATTORNEY	<u>Leland Miner</u>	

Councilman Eaton then moved to approve the Mayor's appointments to the Council sub-committees and the City officials. 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.

Mayor Loofe then announced his appointments for those persons whose terms were scheduled to expire and existing vacancies for all other Boards, Committees, and Authorities as follows: Mark Bejot to the Community Redevelopment Authority, Gary Don Salmon to the Citizens Advisory Committee; Lisa Salmon, Maria Torres, Julie Thomsen, Brian Miller, and Rich Lamprecht to the Hatchery Board; Ken Thomsen, John Torczon, Jason Heitz, and Paul Eaton to the Park Board, with one additional member to be selected at a later date; Gerald Muller and Pat Lunz to the Planning Commission; Bob Berry to the Tree Board, with one other position to be filled at a later date; Tom Eaton and Brad Kellogg to the Cemetery Board; Pat Lunz to the Housing Rehab Board; Ken Thomsen and Lori Nicholson to the Library Board; and Eileen Petit, Ken Paulson, Jim Clark, Jim Stout, Barb Stout, Alan Johnson, Randy Carlson, and Mardell Holm to the Depot Committee. Councilman Eaton moved to approve the Mayor's appointment as above set forth 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.

The council then held a brief discussion of the Community Survey. Councilman Soderberg moved to call a special meeting of the Council for January 3, 2018, at 3 P.M. to review and tabulate the results. 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.

Administrator Litchfield then informed the Council that Tradewind Energy/Enel was looking for a potential site for construction of an office building in Dixon County and that he thought it would be beneficial for the City to assist Tradewind in locating a site within the City limits. The council agreed it was a good idea to help facilitate the project.

The council discussed the notification from the Federal Emergency Management Agency (FEMA) that it was going to inspect the City's levee for accreditation purposes and to update its maps of the Logan Watershed.

Mayor Loofe then proclaimed April 27, 2018, as the date for celebration of Arbor Day and signed the official proclamation.

The council then discussed a date for the public hearing on adoption of the 1 and 6 year Street Improvement Plan. Councilman Eaton moved to set the public hearing for February 14, 2018 at 5:30 P.M. 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.

Utility Foreman Mogus was not present, but provided his monthly report:

- A. 6 trees have been cut down, with more to be cut soon

- B. Speed limit signs have been ordered
- C. Street Signs have almost all been replaced
- D. Water filter plant has had several repairs lately and may need replacing soon

Administrator Litchfield gave his monthly report:

- A. Sales Tax – \$16,666.26 last month with a refund to the state coming this month
- B. Legislative Update
- C. Civic Center Update

The recommendations and reports from the following committees:

- A. Police Review—2 street lights out, working on tagging unlicensed vehicles and enforcing no overnight parking on City Streets.
- B. Community Redevelopment Authority – Megan Weaver addressed the council regarding the potential NIFA workforce housing grant for rural communities. A 1:1 match would be required and application due date is March 30, 2018
- C. Planning Commission – Minutes in packet
- D. Library Board – Minutes in packet
- E. Cemetery Board – No report given
- F. Tree Board – No report given
- G. Hatchery Board – No report given
- H. Park Board – No report given
- I. Fire Department – Officers elected. Committee formed to study the need for a new station. Rescue unit is going to be audited this month
- J. Citizen Advisory Committee – No report given
- K. Civic Center Board – Policies, procedures, etc. need to be developed so Board members can begin their duties
- L. Rehab Board – No report given

The following claim

Claims		
General Fund -10		
American Broadband	Communications	169.12
Appearra	Office Expense	65.08
Appearra	Office Expense	336.75
City Light	Utilities	121.91
Copy Write	Council Surveys	157.00
Cubby's	Other	89.49
Debbie Litchfield	Cleaning	50.00
Dollar General	Office Expense	82.20

Jim Litchfield	Mileage	400.00
La Rue	Office Expense	65.09
League	Dues	100.00
Miner law	Legal	207.00
NMPP Energy	Maintenance/Training	1,734.48
Omaha World Herald	Subscription	119.60
Storey Kenworthy	Tax Forms/Legal	140.60
UNO Clerk School	Conference	393.00
Wakefield Republican	Publish/Ads	149.04
Visa	Supplies/Other	97.23
Wakefield Republican	Publish/Supplies	226.64
Wayne County Clerk	Admin Filing Fees	20.00
Employee Wages		14,761.34
TOTAL		19,485.57

Police Fund -11

American Broadband	Communications	122.38
JP Cooke Co	Animal Control	65.80
TOTAL		188.18

Street Fund -20

Barco	Maintenance	339.51
Barco	Maintenance	379.20
Black Hills Energy	Heat	393.83
Bomgaars	Maintenance	88.00
City Light	Utilities	75.96
Cubby's	Fuel/Maint	442.21
Doc Jay's	Transportation Maintenance	472.42
Dollar General	Shop Supplies	29.25
Fastenal	Maintenance	289.05
Grossenburg	Rental	600.00
Midwest Service and Sale	Street Maintenance	38.80
Miller Bldg Supply	Improvements/Supplies/Maint	143.55
NAPA	Supplies/Transport Maint	188.28
Northeast Tire and Trailer	Transportation Maintenance	310.00
Pinkelman Truck & Trailer	Transportation Maintenance	2,235.76
Rasmussen Mech Services	Transportation Maintenance	704.90
Warner Plastics	Street Maintenance	691.00
Wakefield Republican	Publishing	71.25
Employee Wages		1,617.00
TOTAL		9,109.97

Park Fund - 30

City Light	Utilities	226.75
Christensen Well	Improvements	2,302.55
Cubby's	Fuel	57.27
Miller Building Supply	Ballfield Maint/Supplies	51.62
TOTAL		2,638.19

Pool Fund - 40

City Light	Utilities	27.85
TOTAL		27.85

Fire Department Fund -50

American Broadband	Communications	74.41
Black Hills Energy	Heat	153.49
City Light	Utilities	132.04
Cubby's	Fuel	213.01
Donna Johnson	Maintenance	49.00
Feld Fire	Equipment	285.00
NAPA	Supplies	48.38
State Fire Marshall	Training	400.00
TOTAL		1,355.33

Library Fund- 70

American Broadband	Communications	127.64
Barnes and Noble	Books	809.14
Black Hills Energy	Heat	48.50
Center Point Large Print	Books	42.00
Center Point Large Print	Books	45.75
City Light	Utilities	223.51
Evan Overfelt	Maintenance	52.00
Demco	Supplies	260.27
Follett	Supplies	96.15
Ingram	Books	24.99
Leaf	Maintenance	75.00
Miner Law	Legal	99.00
One Source, One Solution	Office Expense	32.92
Smart Shield	Maintenance	192.00
Publisher's Prime	Books	145.51
Employee Wages		3,620.75
TOTAL		5,895.13

Cemetery Fund-80

Martin Gravedigging	Open/Close	1,350.00
Employee Wages		308.44
TOTAL		1,658.44

Hatchery Fund-90

Miller Building Supply	Maintenance/Improvement	
TOTAL		0.00

Landfill Fund-60

Gill Hauling	City Wide Clean-up	318.50
Gill Hauling	Contracted Labor	6,515.00
Republican	Publishing	64.13
TOTAL		6,897.63

Electric Fund-01

American Broadband	Communications	89.47
Appear	Shop Supplies	150.16
Appear	Shop Supplies	433.90
Black Hills Energy	Heat	23.10
Black Hills Energy	Fuel	62.83
Bomgaars	Supplies	125.88
Cubby's	Fuel	217.96
Dollar General	Office Expense	36.70
Fastenal	Maintenance	89.81
Kriz Davis	Supplies	790.94
Lessman	Meter Supplies	228.85
Marco	Maintenance	346.09
Marco	Maintenance	346.09
Miller Building Supply	Supplies/Maint	110.07
Miner Law	Legal	36.00
NAPA	Electric Conversion	1,092.00
NMPP Energy	Software Maint/Training	1,734.00
NPPD	Call Center, Labor	6,998.27
Northeast Nebr. Public Power District	Electricity Purchase	7,667.76
Northeast Nebr. Public Power District	Electricity Purchase	7,667.76
Northeast Nebr. Public Power District	Legal	130.31
NPPD	Electricity Purchase	185,297.61
NPPD	Electricity Purchase	182,618.76
One Call Concepts	Locates	23.04

Pinkelman Truck & Trailer	Transport Maint	2,235.76
Temple Display	Maintenance	551.27
Verizon	Communications	65.57
VISA	Postage	490.00
WAPA	Electricity Purchase	19,083.18
WESCO	Meter Supplies	594.00
Employee Wages		6,328.07
TOTAL		425,425.58

Water Fund-02

Bomgaars	Uniform	42.99
City Light	Utilities	1,546.54
Cubby's	Fuel	152.24
DHHS - Lab	Testing	45.00
Guernsey	Legal	110.00
Johnson Welding	Meter Supplies	9.91
Miller Building	Supplies/Maint	48.30
Miner Law	Legal	72.00
NDEQ	Bond P & I Payment	26,237.29
NMPP Energy	Software Maintenance	1,288.00
Olsson & Associates	Improvements	3,805.41
Utility Equipment Co	Improvements/Maint	2,015.97
Utility Equipment Co	Improvements	3,427.50
VISA	Testing/Dues	134.95
Woehler and Sons Const	Improvements	73,469.33
Employee Wages		3,396.90
TOTAL		115,802.33

Sewer Fund-03

American Broadband	Communications	32.16
Analytical & Consulting Service	Testing	47.00
Bomgaars	Testing	13.80
City Light	Utilities	101.09
Cubby's	Fuel/Supplies	57.27
DHHS	License Renewal	115.00
Mike Mogus	Mileage/Conf Reimb.	217.68
Miller Building Supply	Supplies	9.45
Miner Law	Legal	27.00
NAPA	Maintenance	9.99
NDEQ	Bond P & I Payment	4,696.30
NMPP Energy	Software Maintenance	1,288.00

Northeast Tire & Trailer	Maintenance	685.50
Visa	Training	115.00
Wakefield Republican	Publications	35.35
Employee Wages		3,746.59
TOTAL		11,197.18

Sales Tax Fund-08

Miner Law	Legal	90.00
Nick's Wood Shop	Façade Grant	1,000.00
Olsson and Associates	Infrastructure	1,272.94
Flewelling Earthmoving	Infrastructure	15,970.26
TOTAL		18,333.20

Civic Center - 06

Global Engineering	Contractor/Engineering	49,500.00
Miner Law	Legal	198.00
Olsson and Associates	Engineering	2,244.21
TOTAL		51,942.21

New Construction Housing #15-TFHP-35028-23

NENEDD	Grant Administration	
TOTAL		0.00
TOTAL ALL FUNDS		669,956.79

s were presented:

Councilman Soderberg moved to approve the claims as presented. 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 Clay then moved to adjourn the meeting. Councilman Soderberg seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Soderberg, Hansen. The following voted nay: None. Meeting adjourned at 7:11 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 December 13, 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