

## Regular Council Meeting

August 8, 2018

The Wakefield City Council met in a regular meeting on August 8, 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, Utility Foreman Mogus, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Matt Smith, Lowell Schroeder, Judy Joy, Tom Henderson, Julie Thomsen, Ken Thomsen, Chris Salmon, 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 by publishing the same in the Wakefield Republican on August 2, 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 hearing for the Fiscal Year 2017-2018 Budget Amendment at 5:30 P.M.

Mayor Loofe opened the public hearing for NAHTF Grant # 15-TFHP-35028 at 5:30 P.M.

Mayor Loofe opened the public hearing for Community Development Block Grant # 15-PW-009 at 5:30 P.M.

Mayor Loofe opened the public hearing for the Michener Street Public Works Grant application at 5:30 P.M.

Judy Joy with Northeast Nebraska Economic Development District addressed the council regarding the NAHTF # 15-TFHP-35028. Joy said that despite the efforts of the City and NENEDD, the City will de-commit the funds when the grant expires in September without having successfully built a house through the program.

With nobody else wishing to speak for or against NAHTF Grant # 15-TFHP-35028, Councilman Soderberg moved to close the public hearing. 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, closing public hearing at 5:34 P.M.

Lowell Schroeder with Northeast Nebraska Economic Development District addressed the council regarding the CDBG #15-PW-009. He said this was the required second public hearing in order to close the grant and that the grant had been a success.

With nobody else wishing to speak for or against CDBG # 15-PW-009, Councilman Hansen moved to close the public hearing. 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, closing public hearing at 5:36 P.M.

Schroeder then addressed the council regarding the proposed public works grant application to repave four blocks of Michener Street. He said this grant application is due by August 31, 2018 and would closely model the previous two block grants that repaved stretches of Highland and Johnson Streets. He said the total cost estimate from Olsson and Associates was \$439,900.00, and the max grant award available was \$474,900.00. Schroeder said that the expected contribution from the City would be approximately \$90,000.00, and that if awarded, the City would have the summer of 2019 and the summer of 2020 to complete the project.

With nobody else wishing to speak for or against the proposed application for the Michener Street public works grant, Councilman Soderberg moved to close the public hearing. Councilman Eaton 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 5:44.

Councilman Eaton then introduced Resolution 13-2018 approving the application for the Michener Street public works grant and moved for its final passage. 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.

With no one else wishing to speak for or against the proposed amendment to the 2017-2018 Fiscal Year budget, Councilman Eaton moved to close the public hearing. 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, closing public hearing at 5:47 P.M.

Councilman Clay then moved to approve the amended Fiscal Year 2017-2018 budget as previously published. 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 Soderberg then moved to amend the minutes of the July 11, 2018, regular council meeting to accurately state the contents of the motion to introduce and move for passage of Resolution 10-2018, pertaining to parking on Second Street. Properly stated the Resolution was to provide for diagonal parking on the North and South sides of Second Street from Main Street eastward to the alley, to provide for parallel parking on the North and South sides of Second Street from the alley eastward to Winter Street with semi-trailer parking allowed on the South side of Second Street from the alley to Winter Street. Councilman Eaton 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 approve the minutes from the July 11, 2018 regular Council Meeting as amended. 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 Hansen moved to approve the minutes from the July 16, 2018, special Council Meeting as written. 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 Eaton moved to approve the July, 2018, 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.

Matt Smith then addressed the council on the Civic Center Project. Councilman Eaton moved to approve Pay Request #10 for \$250,200.00 to Global Engineering for their work on the Civic Center. 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.

Smith then updated the council on the South Main Sanitary Sewer Project. Smith said Change Order #1 was due to changing the location of a service for one property. Smith said with the approval of the change order and pay request, the project would be complete except for retainage fees. Councilman Clay moved to approve Change Order #1 for an increase of \$2,489.00. 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 Pay Request # 3 for \$25,913.55 to Woehler and Sons for work on the South Main Sanitary Sewer project. 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.

Smith then updated the council on the Storm and Sidewalk Project. Smith said all that remains for the project will be to seed the ditch and install the flashing beacon at the intersection of 7<sup>th</sup> Street and Highway 35. Councilman Eaton moved to approve Pay Request # 1 for \$119,736.67 to Mark Albenesius Inc. 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.

Smith then updated the council on the Highway 35 Water Improvement Project. He said change order #4 was due to the addition of the erosion control mat east of the Salem Church parking lot. Smith said the approval of the change order and pay request would complete the project and close it out. Councilman Clay moved to approve Change Order #4 for an increase of \$365.00. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Clay, Hansen, Eaton. The following voted nay: Soderberg. Motion carried.

Councilman Eaton then moved to approve Pay Request #5 for \$3,136.16 to Woehler and Sons to close out the Highway 35 Water Improvement Project. 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.

Councilman Clay then moved to approve the purchase agreement for the former Storm Property for \$1,000.00 to Sebade Construction. 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.

Councilman Soderberg then moved to approve the new construction building permit associated with the purchase of the former Storm property, contingent upon the results of a survey paid for by the City which verifies that the proposed building permit meets setback requirements. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: Eaton, Soderberg, Hansen. The following voted nay: Clay. Motion carried.

Councilman Eaton then introduced Resolution 14-2018 approving the sale of Lots 2 and 3 of the Rose Addition to Wakefield, Wayne County, Nebraska to Eric B. Riewer and Traci L. Riewer and authorizing the mayor to sign all necessary documents to effectuate the sale, and moved for final 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.

Councilman Eaton then moved to change the regular September council meeting to September 5, 2018, and the regular October meeting to October 17, 2018. 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 discussed potential lot prices on the South Main Addition. More information will be gathered to be presented at the next meeting.

Tom Henderson then addressed the council regarding the trimming of his trees along the alley behind his residence. He voiced his disappointment at not receiving notice of the City's intent to trim the trees prior to the work being done. He also asked that the alley be surveyed to establish the boundaries of the alley so those persons using the alley would not drive on private property adjoining the alley. The Council responded that an unsuccessful attempt had been made to contact him and that the work was completed sooner than expected and before additional attempts to contact him could be made. The Council agreed that there was always room for improvement in communications between the City and City residents and that, perhaps, a survey of the alley could be done when the surveyor was here on another project.

Utility Foreman Mogus gave his monthly report:

- A. Rubber pads have been completed under the swing set.
- B. Dirt around new fountain at volleyball court has been seeded
- C. Generators were ran for testing
- D. Trees were planted at entrance of trail
- E. Spraying for mosquitoes and flies is ongoing
- F. Crosswalks are being painted at school
- G. Cracks on newly poured streets and alleys will be sealed
- H. Request of a new part time employee

After discussing further the need for additional help on the crew, Councilman Eaton moved to allow Utility Foreman Mogus to hire a part time employee to help the City crew through late fall for up to three days a week and to re-evaluate whether there was a need to keep him on in the spring. 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.

City Administrator Litchfield gave his monthly report:

- A. Sales Tax
- B. Legislative Update
- C. Budget Timeline – Finance committee has met once
- D. Projects and priorities
- E. Civic Center Fundraising
- F. NPPD’s appeal of agreement between SPP, Wayne, Wakefield, and Northeast NPPD was denied.

The reports and recommendations from the following committees:

- A. Police Review – Nuisance properties
- B. Community Redevelopment Authority – Minutes in packet
- C. Planning Commission – No report given
- D. Park Board – Sidewalk to trail being installed, foul poles painted, concession stand or shelter house improvements discussed.
- E. Library Board – No report given
- F. Civic Center Board – Fundraising efforts
- G. Fire Department – No report given
- H. Citizen Advisory Committee – Minutes in packet
- I. Cemetery Board – Minutes in packet
- J. Hatchery Board – No report given
- K. Rehab Board – No report given
- L. Tree Board – No report given

The following claims were presented:

<b>Claims</b>		
<b>General Fund -10</b>		
American Broadband	Communications	178.85
Appeara	Office Expense	31.82
Bomgaars	Supplies	73.72
City Light	Utilities	82.66
Cubby's	Other	61.30

League	Dues	2,975.00
Litchfield, Debbie	Cleaning	50.00
Litchfield, Jim	Mileage	400.00
Miller Bldg Supply	Supplies/Maint	11.96
NMPP Energy	Training	75.00
<b>Pommer, Mike</b>	<b>Admin/Audit</b>	<b>150.00</b>
Orkin	Maintenance	700.00
Visa	Conference/Postage	261.31
Wakefield Republican	Printing/Pub	253.35
Employee Wages		9,261.34
<b>TOTAL</b>		<b>14,566.31</b>

**Police Fund -11**

American Broadband	Communications	122.14
Miller Bldg Supply	Maintenance	
<b>TOTAL</b>		<b>122.14</b>

**Street Fund -20**

Barco	Equipment	403.66
City Light	Utilities	50.64
Cubby's	Fuel	938.83
Grainger	Street Maint	36.10
Grossenburg	Rental/Maintenance	600.00
Kenton Book	Improve/Maint.	28,261.00
Lorensen Lumber	Improvements/New	29,136.40
Mark Albenesius Inc	Improvements/New	59,736.97
<b>Midwest Service &amp; Sales</b>	<b>Transportation Maint</b>	<b>44.00</b>
Michael Todd & Co	Transportation Maint	555.51
Miller Bldg Supply	Other	48.22
NAPA	Sup/Maint	239.08
Wayne County	Improvements/New	15,887.50
Employee Wages		3,118.50
<b>TOTAL</b>		<b>139,056.41</b>

**Park Fund - 30**

<b>Bomgaars</b>	<b>Graves Maintenance</b>	<b>43.97</b>
City Light	Utilities	444.50
Cubby's	Fuel/Other	211.83
<b>Fry and Assoc.</b>	<b>Improvements</b>	<b>833.00</b>
Lawn Pros	Ballfield Maintenance	773.63

Miller Bldg	Field/Graves Maint	3,467.28
NAPA	Maintenance	94.99
Park n Pool	Equipment	2,051.70
Wakefield Republican	Publications	40.00
Wigman	Ballfield Maintenance	633.61
<b>TOTAL</b>		<b>8,594.51</b>

**Pool Fund - 40**

American Broadband	Communications	95.04
Arnold Pool Co	Chemicals	648.50
City Light	Utilities	954.56
Cubby's	Concession	647.26
Erb, Justin	Uniform	50.00
Hawkins	Chemicals	334.61
Marquez, Vianney	Supplies	3.46
Miller Bldg Supply	Supplies/Maint	169.83
Pretzer, Tanna	Supplies Reimburse	15.44
Wakefield Republican	Publications	35.00
Employee Wages		11,318.77
<b>TOTAL</b>		<b>14,272.47</b>

**Fire Department Fund -50**

American Broadband	Communications	75.31
City Light	Utilities	113.28
Cubby's	Gas	109.50
Ekberg Auto	Maintenance	520.92
Johnson, Donna	Maintenance	50.00
Orkin	Maintenance	338.00
Overhead Door	Maintenance	129.75
<b>TOTAL</b>		<b>1,336.76</b>

**Library Fund- 70**

American Broadband	Communications	125.10
Barnes & Noble	Books	302.10
Center Point Large Print	Books	36.21
Center Point Large Print	Books	37.71
City Light	Utilities	259.34
Egan Supply	Supplies	22.54
Leaf	Maintenance	124.05
Southeast Library System	Training	160.00
Employee Wages		3,559.00

<b>TOTAL</b>	<b>4,626.05</b>
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**Cemetery Fund-80**

Bomgaars	Maintenance	10.99
Cubby's	Fuel	97.24
Miller Bldg Supply	Supplies	130.06
Robertson Implement	Maintenance	59.85
Terry Martin	Open/Close	900.00
White Dog Lawn Service	Labor	300.00
Employee Wages		1,301.74
<b>TOTAL</b>		<b>2,799.88</b>

**Hatchery Fund-90**

	Maintenance	
<b>TOTAL</b>		<b>0.00</b>

**Landfill Fund-60**

Gill Hauling	City Wide Clean-up	80.00
Gill Hauling	Contracted Labor	6,711.00
<b>TOTAL</b>		<b>6,791.00</b>

**Electric Fund-01**

American Broadband	Communications	109.31
Appeara	Supplies	141.21
Bomgaars	Supplies/Uniform/Maint	216.83
Border States Electric	Supplies	842.94
CVA	Flood Levee Expense	255.60
Cubby's	Fuel/Supplies	99.81
Dollar General	Electric Incentive	560.00
Eaton Greenhouse	Community Development	171.00
Fastenal	Transportation Maint	271.56
Klein Electric	Improvmnts/Labor	600.00
Marco	Maintenance	346.09
NMPP Energy	Training	75.00
NPPD	Labor,Call Center	11,186.35
NPPD	Electricity Purchase	262,236.68
Northeast Nebr. Public Power District	Legal	29.15
Northeast Nebr. Public Power District	Electricity Purchase	6,564.21
Northeast Neb Tire and Trailer	Transport. Maint	46.50
One Call Concepts	Locates	23.43
Ray's Pumping	Improvements	855.00

Robertson Implement	Maintenance	103.00
Verizon	Communications	65.49
Visa	Postage	226.83
WAPA	Electricity Purchase	13,909.41
Wakefield Republican	Supplies	100.00
WESCO	Supplies	90.00
Employee Wages		6,258.07
<b>TOTAL</b>		<b>305,132.95</b>

#### **Water Fund-02**

City Light	Utilities	1,338.99
Cubby's	Fuel	78.68
DHHS - Lab	Testing	15.00
Olsson & Associates	Improvements	3,454.18
Utility Equipment Co	Maintenance	1,796.95
Visa	Testing	13.40
Woehler and Sons	Improvements	3,136.16
Employee Wages		3,544.15
<b>TOTAL</b>		<b>13,377.51</b>

#### **Sewer Fund-03**

American Broadband	Communications	32.11
City Light	Utilities	43.19
Cubby's	Fuel	88.70
Olsson & Assoc	Engineering	2,038.33
Roto Rooter	Maintenance	975.00
Woehler and Sons	Improvements	25,913.55
Employee Wages		3,831.56
<b>TOTAL</b>		<b>32,922.44</b>

#### **Sales Tax Fund-08**

BOK Financial	Admin Fees	750.00
BOK Financial	Bond Interest	1,925.50
Cubby's	Other	23.47
Gustafson, Bob	Property purchase	43,377.86
Mark Albenesius	Infrastructure	60,000.00
Olsson & Assoc	Improvements	3,613.00
<b>TOTAL</b>		<b>109,689.83</b>

#### **Civic Center - 06**

Global Engineering	Improvements/New	250,200.00
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Olsson and Associates	Engineering	3,274.85
<b>TOTAL</b>		<b>253,474.85</b>

<b>New Construction Housing #15-TFHP-35028-23</b>		
<b>TOTAL</b>		
		<b>0.00</b>
<b>TOTAL ALL FUNDS</b>		<b>906,763.11</b>

Councilman Eaton moved to approve the claims. 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 Hansen moved to adjourn the meeting. 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, meeting adjourned at 7:31 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.

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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 August 8, 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