

## Regular Council Meeting

July 11, 2018

The Wakefield City Council met in a regular meeting on July 11, 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, Mark Bejot, Terry Baker, Adam Ulrich, Tim Bebee, Leslie Bebee, Mike Wirth, Gary Salmon, Mike Salmon, Chris Salmon, Jim Stout, Brian Mattes, Julie Thomsen, Ken Thomsen, Grant Miller

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 July 5, 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.

Councilman Clay moved to approve the minutes from the June 13, 2018 as written. 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 Hansen moved to approve the June 2018 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 then updated the council on the Civic Center project. Smith said the request for Change Order #4 was due to moving a wall in the Community Center portion of the building that was requested by the Civic Center Committee. Councilman Hansen moved to approve Change Order #4 for an increase of \$2,865.00. 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 approve Pay Request #9 to Global Engineering for \$181,613.70. 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.

Smith then updated the council on the South Main Sanitary Sewer project. He stated that the contractors are currently laying gravel and that the project should be completed within two weeks. Councilman Eaton moved to approve Pay Request #2 for \$16,597.80. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Soderberg, Clay. The following voted nay: None. Motion carried.

Councilman Eaton then introduced Resolution #9-2018 to enter into an agreement with the Nebraska Department of Transportation for a flashing beacon at the intersection of Highway 35 and 7<sup>th</sup> Street, authorizing the mayor to sign the documents, and moved for its final passage, and moved for final passage. 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 then moved to approve the sale of Gustafson Estates Lot #3 to Cory Brown Construction. 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 Soderberg then moved to accept the bid from Kenton Book Construction to replace 5<sup>th</sup> Street from Michener to Maple for \$24,768.00. 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 Hansen then moved to accept the bid from Sioux City Fence LLC to construct fencing around Well #2, Well #3, and Well #4 for \$11,645.00, half of which will be reimbursed through the Security Grant awarded to the City through the State of Nebraska Drinking Water Division. Councilman Eaton seconded the motion. On a roll call vote the following voted aye: Hansen, Eaton, Clay, Soderberg. The following voted nay: None.

Terry Baker and Gary Salmon then addressed the council on behalf of the Economic Development Director Ad Hoc committee. Baker explained that they were requesting the council to allocate the funds of the LB 840 and Community Redevelopment Authority towards the funding of the position. After extensive debate, Councilman Clay moved to approve the allocation of \$30,000.00 from LB 840 and \$30,000.00 from the Community Redevelopment Authority to fund the Economic Development Director position. Councilman Hansen seconded the motion. On a roll call vote, Eaton abstained. The following voted aye: Clay, Hansen. The following voted nay: Soderberg. Mayor Loofe then offered Eaton the opportunity to cast a vote. Eaton voted aye. Motion carried.

Attorney Miner then updated the council on the setback violation of Brian Mattes' building on Second Street. He said a new survey plat showed the City Street had previously encroached on what is now his property. After further discussion on the options available for an agreement between the City and Mattes, Mayor Loofe offered Mattes the opportunity for input. Mattes refused to comment unless the council went into executive session. Councilman Soderberg moved to go into executive session with only the Mayor, Council, and Mattes remaining in the room at 6:23. 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 Hansen moved to come out of executive session at 6:37. 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 Eaton then moved to grant Mattes an easement for the portion of the building that encroaches on City property for the life of the existing building. Councilman

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

The council then discussed amending Second Street parking between Winter and Main Street. Councilman Soderberg introduced Resolution 10-2018, amending Second Street parking to diagonal parking on the north side from Winter to Main Street, parallel on the south side from Main Street east to the alley, and the south side from the alley going east to Winter Street to be reserved for semi-trailer parking, and moved for its final 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.

The council then discussed dirt work on 12<sup>th</sup> Street. Councilman Hansen moved to accept the bid from Meyer Construction for \$19,500.00 with access through Bob Gustafson's property, or \$27,000.00 without. 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 introduced Resolution 11-2018 adopting the Wayne County Local Emergency Operations Plan 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.

Councilman Eaton then introduced Resolution 12-2018 adopting the Dixon County Local Emergency Operations Plan and moved for its final passage. 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.

Councilman Eaton then moved to authorize the Mayor to sign the budget request for 15-PW-009 to transfer \$11,500.00 from General Administration to Street Category. 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 gave his monthly report.

- A. Alleys are repaired, 2<sup>nd</sup> and Maple intersection
- B. Pads currently being installed over cement on swingset area.
- C. Mowing and weed spraying in full swing
- D. Sprinkler company will be returning for more repairs
- E. Sprayed for mosquitoes twice in past week
- F. Having a hard time finding a dump truck within current budget

Administrator Litchfield gave his monthly report.

- A. Sales Tax - \$14,785.33 for June
- B. Legislative Update

- C. Street/Alley work in progress
- D. Projects and priorities
- E. Big Rivers - New allocations for purchasing power. First five months of 2019 will be critical
- F. Budget Timeline – would like to have rough draft from finance committee by August meeting.
- G. Civic Center financing

Recommendations and reports from the following committees:

- A. Police review – Garage behind Senior Center, dilapidated housing
- B. Community Redevelopment Authority – Minutes in packet
- C. Planning Commission – No report
- D. Park Board – Would like to complete sidewalk to trail
- E. Library Board – Minutes in packet
- F. Civic Center Board – Fundraising campaign
- G. Fire Department – Hope to have a house burn, fundraiser went well
- H. Citizen Advisory Committee - No report given
- I. Cemetery Board – No report given
- J. Hatchery Board – No report given

The following claims were presented:

<b>Claims</b>		
<b>General Fund -10</b>		
American Broadband	Communications	178.55
Appera	Office Expense	31.82
City Light	Utilities	93.66
Cubby's	Other	70.04
<b>Dixon County Clerk</b>	<b>Admin/Legal</b>	<b>216.73</b>
Dolen, Zach	Ins Stipend/Conf Mileage	434.62
Dollar General	Supplies	41.58
Hall's Safety	Uniform	61.65
Krier Technologies	Equipment	2,342.00
La Rue	Office Expense	
Litchfield, Debbie	Cleaning	50.00
Litchfield, Jim	Mileage/Ins. Stipend/Phone	820.00
Miller Bldg Supply	Supplies/Maint	11.67
Miner Law Office	Legal/Admin	1,000.00
<b>Staples</b>	<b>Equipment</b>	<b>549.97</b>
Visa	Conference	274.69
Wakefield Republican	Printing/Pub	141.76

Employee Wages	14,891.84
<b>TOTAL</b>	<b>21,210.58</b>

**Police Fund -11**

American Broadband	Communications	122.14
Copy Write Keepsake	Other	54.33
Miller Bldg Supply	Maintenance	106.22
<b>TOTAL</b>		<b>176.47</b>

**Street Fund -20**

City Light	Utilities	77.23
Cubby's	Fuel	670.96
Dept of Roads	Improvements/New	500.00
Dollar General	Shop Supplies	44.20
Egan Supply	Shop Supplies	67.04
Grossenburg	Rental/Maintenance	1,954.06
Lorensen Lumber	Improvements/New	20,917.00
Midwest Service & Sales	Transportation Maint	282.00
Miller Bldg Supply	Supplies/Maint	62.90
Van Diest	Street Maint	443.20
Employee Wages		2,989.25
<b>TOTAL</b>		<b>28,007.84</b>

**Park Fund - 30**

City Light	Utilities	613.32
Cubby's	Fuel/Other	189.52
Egan Supply	Supplies	55.24
Egan Supply	Supplies	202.51
Grimm's Garden	Tree Grant	8,312.91
Kay Park Rec	Graves Maintenance	86.27
Lawn Pros	Ballfield Maintenance	1,565.00
Menards	Tree Grant	30.00
Miller Bldg	Field/Graves Maint	257.21
Thompson, Kurt	Improvements	150.00
Utility Equipment Co	Improvements	186.94
<b>TOTAL</b>		<b>11,648.92</b>

**Pool Fund - 40**

American Broadband	Communications	93.51
Black Hills Energy	Heat	739.32

Brudigam, Rachel	Uniform	50.00
City Light	Utilities	1,048.25
Cubby's	Concession	876.84
Hawkins	Chemicals	962.52
Hawkins	Chemicals	
Heimann, Abby	Uniform	
Heimann, Blake	Uniform	
Lopez, Ashley	Uniform	
Marquez, Ashley	Uniform	50.00
Miller Bldg Supply	Supplies/Maint	156.04
Nebraska Journal-Leader	Publishing	
Nelson, Savannah	Uniform	
Park N Pool	Equipment	
Rusk, Payton	Uniform	
Staples	Equipment	114.98
Vander Veen, Garrett	Uniform	
Wakefield Republican	Publications	40.00
VISA	Supplies/Equip	
Employee Wages		10,653.20
<b>TOTAL</b>		<b>14,784.66</b>

#### Fire Department Fund -50

American Broadband	Communications	74.02
Black Hills Energy	Heat	14.93
City Light	Utilities	116.84
Cubby's	Gas/Other	110.69
Ekberg Auto	Maintenance	239.11
Lou's Thrift Way	Supplies	102.18
Johnson, Donna	Maintenance	50.00
<b>TOTAL</b>		<b>707.77</b>

#### Library Fund- 70

American Broadband	Communications	128.36
Barnes & Noble	Books	653.78
City Light	Utilities	356.38
Constellation	Heat	200.00
Leaf	Maintenance	122.11
Journal-Leader	Publications	39.95
Employee Wages		3,718.75
<b>TOTAL</b>		<b>5,219.33</b>

**Cemetery Fund-80**

Cubby's	Fuel	140.19
Otte, Sandy	Supplies Reimburse	30.05
Employee Wages		727.13
<b>TOTAL</b>		<b>897.37</b>

**Hatchery Fund-90**

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

**Landfill Fund-60**

Gill Hauling	City Wide Clean-up	360.81
Gill Hauling	Contracted Labor	6,635.50
<b>TOTAL</b>		<b>6,996.31</b>

**Electric Fund-01**

American Broadband	Communications	109.31
Appeara	Supplies	139.60
Black Hills Energy	Fuel	62.83
Border States Electric	Supplies	1,320.12
Cubby's	Fuel	199.17
Decker, Nicki	Mileage/Ins Stipend	350.14
Grainger	Supplies	37.75
Hall's Safety Equip	Supplies	258.50
Hyperion Integrators	Maintenance	514.93
Klein Electric	Improvmnts/Labor	15,405.25
Marco	Maintenance	346.09
Miller Bldg Supply	Supplies	27.48
NAQS	Contract Labor	500.58
NPPD	Call Center, Labor	5,980.72
Northeast Nebr. Public Power District	Electricity Purchase	6,887.33
One Call Concepts	Locates	29.04
Ray's Pumping	Improvements	780.00
Ray's Pumping	Improvements	810.00
Robertson Implement	Equipment	714.38
Staples	Supplies	62.96
State of Neb	Other (Energy Assist. Ref.)	64.30
State of Neb	Other (Energy Assist. Ref.)	505.00
Utlity Equipment Co	Improvements	67.58
Verizon	Communications	65.58
Visa	Postage	500.00

WAPA	Electricity Purchase	12,937.32
Wayne Comm. Housing	Workforce Housing Pledge	300,000.00
WESCO	Maintenance	1,902.50
Employee Wages		6,419.74
<b>TOTAL</b>		<b>356,749.29</b>

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

City Light	Utilities	1,903.81
Cubby's	Fuel	163.80
DHHS	Permit Fees	105.00
DHHS - Lab	Testing	45.00
Kay Contracting	Improvements	180.00
Olsson & Associates	Improvements	8,236.92
Visa	Testing	8.12
Wakefield Republican	Publications	250.00
Employee Wages		3,489.60
<b>TOTAL</b>		<b>14,382.25</b>

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

American Broadband	Communications	32.11
City Light	Utilities	58.55
Cubby's	Fuel	96.90
NDEQ	Training	125.00
Olsson & Assoc	Engineering	1,583.65
Visa	Training	350.00
Woehler and Sons	Improvements	16,597.80
Employee Wages		3,916.54
<b>TOTAL</b>		<b>22,760.55</b>

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

BOK Financial	Bond Interest	1,907.50
Olsson & Assoc	Infrastructure	5,674.53
Quality One Graphics	Printing	165.00
<b>TOTAL</b>		<b>7,747.03</b>

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

Cubby's	Other	29.26
Global Engineering	Improvements/New	181,613.70
Olsson and Associates	Engineering	3,656.01
<b>TOTAL</b>		<b>185,298.97</b>

#### **New Construction Housing #15-TFHP-35028-23**



**TOTAL**

	<b>0.00</b>
<b>TOTAL ALL FUNDS</b>	<b>676,587.34</b>

Councilman Hansen 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 meeting. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Soderberg, Hansen, Eaton, Clay. The following voted nay: None. Meeting adjourned at 7:54 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 July 11, 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.

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Zach Dolen, City Clerk

