

Regular Council Meeting

June 13, 2018

The Wakefield City Council met in a regular meeting on June 13, 2018 in the Council Chamber 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, Val Bard, Adam Ulrich, Brian Mattes, Tori Mattes, Amy Miller, Ken Thomsen, Megan Weaver, Jon McQuistan, Elizabeth Carlson, Mike Wirth, Nathan Litchfield, Gerald Muller, Mike Renning, Mike Salmon, Chris Salmon, Tim Bebee, Mark Bejot, Jason Stewart,

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 June 7, 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 Soderberg moved to approve the minutes from the May 9, 2018 meeting 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 Clay moved to approve the May 2018 Treasurer's report. 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.

Jon McQuistan then addressed the council on behalf of the Economic Development Director Ad Hoc committee. McQuistan stated the committee has been meeting since October 2017. He said the initial funding for the position would be split between the Community Redevelopment Authority and Sales Tax for at least the first 3-5 years. He said a non-profit would likely be formed to oversee the position, with office space at the Civic Center available for use. He asked the council to review the packet so there could be action on the job description at the regular July council meeting.

Amy Miller then addressed the council on behalf of Brian Mattes. The council discussed property line violations on Mattes' commercial building on Second Street. Councilman Soderberg moved to table the decision for thirty days until the matter could be researched further and in the meantime approve turning on electricity to the building. 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.

Matt Smith then addressed the council on the Civic Center project. He said Change Order #3 was in regards to more deficient concrete that had been found and needed to be replaced, and also the need for a live tap onto the water main for service. Councilman Eaton moved to approve Change Order #3 for

an increase in the amount of \$6,975.00. 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 Soderberg then moved to approve Pay Request #8 for \$109,323.00 to Global Engineering. 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.

Smith then updated the council on the Highway 35 Water Project. Smith stated that Change Order #3 was for quantity changes and also changing property services from 2" to 3" lines. Smith said everything has been seeded, and that anything washed out in the heavy rain immediately after the terraces were seeded would be reseeded. Councilman Eaton moved to approve Change Order #3 for an increase of \$29,222.40. 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 Soderberg moved to approve Pay Request #4 for \$117,564.20 to Woehler and Sons for Highway 35 Water Project. 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 South Main Sanitary Sewer Project. Councilman Eaton moved to approve Pay Request #1 for \$43,353.00 to Woehler and Sons. 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.

Smith then updated the council on the Storm and Sidewalk Project. Bids were opened June 7, 2018, seven contractors submitted bids, with Mark Albenesius, Inc. having the low bid of \$179,592.70. Smith said the project will be completed in two phases. The sidewalk portion will be phase I with a goal completion date of August 31, 2018. The ditch tube portion will be phase II with a scheduled completion date of September 30, 2018. Smith recommended the council approve the bid. Councilman Eaton moved to approve the Storm and Sidewalk Project to Mark Albenesius, Inc for \$179,592.70. 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.

Val Bard then addressed the council on behalf of the Balloons and Barbeque committee. She discussed the proposed activities the committee is currently planning. The committee requested various streets blocked off for the Street Faire, the car show, the BBQ Bash, and parade throughout the day. Councilman Eaton moved to approve the appropriate street closures. 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.

Adam Ulrich then addressed the council on behalf of the Volunteer Fire Department. They will be holding a street dance during the Balloons and BBQ bash on September 22, 2018 and requested the council approve their application for a Special Designated Liquor License. Councilman Clay moved to approve the Fire Department's request for the Special Designated Liquor License. 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 introduced Ordinance #3-2018 to confirming sale of Rose Addition Lot #1 to Tanya Jelsma. Councilman Hansen moved to waive the three readings of Ordinance #3-2018. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay. The following voted nay: Soderberg. Motion carried.

Councilman Clay then moved for final passage of Ordinance #3-2018 confirming the sale of the Rose Addition Lot #1 to Tanya Jelsma. Councilman Hansen seconded the motion. On a roll call vote, the following voted aye: Hansen, Eaton, Clay. The following voted nay: Soderberg. Motion carried.

Councilman Eaton then introduced Ordinance #4-2018 confirming the sale of Gustafson Estates 2nd Addition Lot #8 to Timothy J and Leslie A Bebee, and moved to waive the three readings. Soderberg 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 for final passage Ordinance #4-2018 confirming the sale of Gustafson Estates 2nd Addition Lot #8 to Timothy J and Leslie A Bebee. 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 the substation agreement with NPPD, and authorize the mayor to sign the document. 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.

Megan Weaver then updated the council on the Rural Workforce Housing Grant. She still expects the State to release funds and be received in July. She said all funds are required to be committed in the first 24 months, and that she expects to have the application completed soon.

The council then discussed the second street parking. Any decision was tabled until the matter could be researched further.

The council then discussed city lots for sale. Councilman Eaton moved to list the Storm Property for \$1,000.00, \$10,000 for Rose Addition Lot #2, and \$15,000 for Rose Addition Lot #3. 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 dirt work being done the 12th Street. Councilman Eaton moved to approve dirt work being done on the empty lots remaining on Gustafson Estates 2nd Addition, and ordered a second bid be obtained. Councilman Clay seconded the motion. On a roll call vote, the following voted aye: Eaton, Clay, Hansen. The following voted nay: Soderberg. Motion carried.

Councilman Eaton then moved to approve the mayor to sign the purchase agreement for Gustafson Estates 2nd Addition Lot #4. 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.

Utility Foreman Mogus gave his monthly report.

- A. Trees have been taken down and several still on list
- B. Pool has been painted
- C. Mowing and weed spraying in full swing
- D. New sprinkler company has not been to town
- E. Hydrant being installed at volleyball court and a pad being poured for a trash can and table
- F. Street sweeper has been repaired
- G. Repairs have begun on alleys

Administrator Litchfield gave his monthly report.

- A. Sales Tax - \$16,464.62 for May
- B. Legislative Update
- C. Street/Alley work in progress
- D. Projects and priorities
- E. Budget timeline

Recommendations and reports from the following committees:

- A. Police review – 2nd and Michener Street light out,
- B. Community Redevelopment Authority – Minutes in packet
- C. Planning Commission – Minutes in packet
- D. Park Board – Wooden bat tournament took place, issues with restrooms
- E. Library Board – Minutes in packet, hours extended for summer
- F. Civic Center Board – Fundraising campaign proposed
- G. Fire Department – Fire school took place in May, number issues expected to continue, Fundraiser on July 7, 2018 at City Park
- H. Citizen Advisory Committee- No report given
- I. Cemetery Board – No report given
- J. Hatchery Board – No report given
- K. Tree Board – No report given
- L. Rehab Board – No report given

The following claims were presented:

American Broadband	Communications	178.98
Appeara	Office Expense	31.82
City Light	Utilities	77.60
Dollar General	Office Expense	34.75
Dollar General	Office Expense	33.65
League	Conference	445.00
Krier Technologies	Maintenance	80.00
La Rue	Office Expense	128.72
Litchfield, Debbie	Cleaning	50.00
Litchfield, Jim	Mileage	400.00
Miller Bldg Supply	Supplies/Maint	37.83
Miner Law Office	Legal/Admin	6.21
NAPA	Maintenance	5.02
Olsson Assoc	Engineering	2,145.47
Wayne Co	Admin/Legal	10.00
Visa	Office Exp/Books/Other	101.95
Employee Wages		9,261.34
TOTAL		13,028.34

Police Fund -11

American Broadband	Communications	122.25
TOTAL		122.25

Street Fund -20

Barco	Maintenance	157.78
City Light	Utilities	85.46
Cubby's	Fuel	766.56
Colonial Research	Supplies	184.58
Grainger	Maintenance	49.05
Grainger	Maintenance	38.85
Grossenburg	Rental	600.00
Knife River	Maintenance	700.00
Lorensen Lumber	Street Maint	1,282.00
Miller Bldg Supply	Supplies/Maint	16.46
NAPA	Supplies/Maint	37.91
Olsson Associates	Improvements/New	9,311.08
Tennant	Transportation Maint	683.77
Wayne Co Clerk	Improvements/New	15,887.50
Van Diest	Street Maint	1,391.30
Employee Wages		2,359.50
TOTAL		33,551.80

Park Fund - 30

City Light	Utilities	300.25
Country Nursery	Tree Grant	1,800.00
Cubby's	Fuel	130.65
Miller Bldg Supply	Supplies/Maint	240.91
Robertson Implement	Graves Maintenance	478.71
TOTAL		2,950.52

Pool Fund - 40

American Broadband	Communications	132.77
Arnold Pool Co	Chemicals	158.35
Clerk's Cash	Money bags	300.00
City Light	Utilities	27.85
Cubby's	Concession	385.64
DHHS	Boiler Inspection	69.00
Dollar General	Supplies	37.60
ESU #1	Printing	2.93
Hawkins	Chemicals	831.23
Hawkins	Chemicals	1,452.29
Heimann, Abby	Uniform	36.00
Heimann, Blake	Uniform	33.40
Lopez, Ashley	Uniform	50.00
Marquez, Vianney	Uniform	20.78
Miller Bldg Supply	Supplies/Maint	530.93
Nebraska Journal-Leader	Publishing	61.00
Nelson, Savannah	Uniform	50.00
Park N Pool	Equipment	647.20
Rusk, Payton	Uniform	37.45
Urbina, Dennise	Uniform	41.64
Vander Veen, Garrett	Uniform	50.00
Walmart	Supplies	77.87
VISA	Supplies/Equip	457.48
Employee Wages		3,272.33
TOTAL		8,763.74

Fire Department Fund -50

American Broadband	Communications	73.53
Black Hills Energy	Heat	29.34
Boarders Inn & Suites	Lodging	912.00
City Light	Utilities	132.04

Cubby's	Gas	331.06
Johnson, Donna	Maintenance	50.00
TOTAL		1,527.97

Library Fund- 70

American Broadband	Communications	124.98
Barnes & Noble	Books	567.86
Black Hills Energy	Heat	48.32
Center Point Large Print	Books	301.30
Center Point Large Print	Books	10.00
City Light	Utilities	235.98
Constellation	Heat	83.77
Demco	Supplies	224.71
Leaf	Maintenance	116.72
Employee Wages		3,618.50
TOTAL		5,332.14

Cemetery Fund-80

Bomgaars	Maintenance	77.94
Cubby's	Fuel	99.09
Martin Gravedigging	Open/Close	650.00
Miner Law Office	Legal	27.00
NAPA	Maintenance	64.29
Robertson Implement	Equipment Purchase	255.24
SC Fastening Systems	Supplies	30.05
White Dog	Contracted Labor	300.00
Employee Wages		1,558.73
TOTAL		3,062.34

Hatchery Fund-90

	Maintenance	
TOTAL		0.00

Landfill Fund-60

Gill Hauling	City Wide Clean-up	80.00
Gill Hauling	Contracted Labor	6,621.25
TOTAL		6,701.25

Electric Fund-01

American Broadband	Communications	109.40
Appeara	Shop Supplies	139.60

Black Hills Energy	Fuel	62.83
Border States Electric	Supplies	311.35
Bomgaars	Supplies/Maintenance	222.71
Cubby's	Fuel/Office Exp	98.32
Daum Tree Service	Maintenance	2,975.00
Hoffman, Kim	Other	390.00
Hotsy	Equipment Purchase	3,500.00
Klein Electric	Improvements/Maint	2,693.00
Lorensen Lumber	Improvements	2,470.75
Marco	Maintenance	346.09
Miller Bldg Supply	Supplies	24.98
NMPP Energy	Office Expense	52.59
NAQS	Contract Labor	6,764.01
NPPD	Electricity Purchase	208,642.33
NPPD	Call Center, Labor	5,692.51
NPPD	Electricity Purchase	165,060.24
Northeast Nebr. Public Power District	Electricity Purchase	7,639.04
Northeast Nebr. Public Power District	Meters	645.00
Ray's Pumping	Improvements	570.00
Rose's Transport	Improvements	2,061.88
Shopko	Community Development	52.06
Verizon	Communications	65.58
Visa	Postage	506.70
WAPA	Electricity Purchase	12,929.01
WESCO	Supplies	3,289.60
Woehler and Sons	Improvements	1,255.00
Employee Wages		6,231.88
TOTAL		434,552.46

Water Fund-02

City Light	Utilities	1,599.60
Core and Main	Meters	1,970.36
Cubby's	Fuel	125.19
Depositoy Trust Co	Bond Interest	2,808.00
DHHS - Lab	Testing	15.00
Gene Schroeder	Supplies	50.22
Hawkins	Chemicals	522.38
Miller Bldg Supply	Maintenance	33.75
Municipal Supply Inc	Maintenance	105.46
NDEQ`	Principal & Interest	26,175.30
Olsson & Associates	Improvements	1,727.05

Visa	Testing	13.40
Woehler & Sons	Improvements	117,560.24
Employee Wages		3,566.85
TOTAL		156,272.80

Sewer Fund-03		
American Broadband	Communications	32.13
Analytical Consulting Service	Chemicals	1,044.00
City Light	Utilities	63.81
Cubby's	Fuel	138.27
Colonial Research	Maintenance	227.04
NDEQ	Principal & Interest	4,681.07
Olsson & Assoc	Engineering	302.57
One Call Concepts	Locates	41.88
Woehler & Sons	Improvements	43,353.00
Employee Wages		3,935.55
TOTAL		53,819.32

Sales Tax Fund-08		
Cubby's	Other	43.96
Miner Law Office	Legal	432.00
Olsson Associates	Improvements	9,311.08
TOTAL		9,787.04

Civic Center - 06		
Cubby's	Other	32.49
Global Engineering	Improvements/New	109,323.00
Olsson and Associates	Engineering	3,442.35
TOTAL		112,797.84

New Construction Housing #15-TFHP-35028-23		
TOTAL		0.00
TOTAL ALL FUNDS		842,269.81

Councilman Hansen moved to approve the claims. Councilman Soderberg seconded the claims. On a roll call vote the following voted aye: Soderberg, Hansen, Eaton, Clay. 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: Hansen, Eaton, Clay, Soderberg. 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.

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 June 13, 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