

Regular Council Meeting

January 10, 2018

The Wakefield City Council met in a regular meeting on January 10, 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, Administrative Coordinator Decker, and Clerk Dolen.

Visitors present: Matt Smith, Ken Thomsen, Megan Weaver, Jon McQuistan, Mike Wirth, Kevin Wiltman

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 January 4, 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 Eaton moved to approve the minutes from the December 13, 2017 as written. 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 Soderberg moved to approve the December 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.

Councilman Eaton moved to approve the minutes from the January 3, 2018 special meeting as written. 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.

Matt Smith with Olsson and Associates addressed the council regarding the Civic Center Project. He said the project continues to remain on schedule. Councilman Clay moved to approve Pay Request #3 to Global Engineering and Construction for \$45,328.50. 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 addressed the council on the plans for extending sewer service to South Main. Smith said if the plans were approved, they could be advertised for bid the last week of January and first two weeks of February, and brought to the council for bid approval at the February meeting. The current cost estimate is \$80,000 - \$100,000. Councilman Eaton moved to approve the proposed plans submitted by Olsson and Associates and to direct that the project be advertised for bids to be opened at the February regular council meeting. 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.

Smith then updated the Council on the Highway 35 water main replacement project. The contractors hope to run water tests next week and open the final stretch of water main to be looped in with the rest of the system after the test results are back.

The Council then discussed the Pole Use Agreement with Huntel Cablevision, Inc. The new agreement rates include: a rental fee of \$9.00 per pole from January 1, 2018- December 31, 2022, \$10.00 per pole from January 1, 2023 – December 31, 2027, and \$11.00 per pole from January 1, 2028 to the end of the lease. Councilman Eaton moved to approve the Pole Use Agreement with Huntel Cablevision, Inc.. 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 Eaton then moved to amend Ordinance 17-2017 as read for the first time at the December, 2017, council meeting, regarding the Franchise agreement with Huntel Cablevision, Inc. The motion was to amend Section 15 of the Ordinance to strike the last three sentences of said section containing obsolete language as recommended by HunTel, and to amend Section 20 to remove “No later than ninety (90) days after the close of Company’s fiscal year” and replace with “Upon request by Municipality,” in the first sentence of the section. Further, all references to American Broadband, Inc. were to be replaced by “HunTel CableVision, Inc.”. 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 conducted the second reading of Ordinance 17-2017 as now amended. Councilman Eaton then moved to waive the third reading. 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 for final passage of Ordinance 17-2017. 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. Ordinance 17-2017 was adopted.

The Council then considered a LB 840 Sales Tax business loan request of \$5,000.00 submitted for approval by the Council. The loan would be used for improvement of a main street business. Councilman Clay moved to approve the \$5,000.00 loan request. 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.

Discussion on recommendations from the Planning Commission regarding the designation of certain property as R-3 Mobile Home District was tabled.

Megan Weaver then discussed the application for a Rural Workforce Housing Fund grant being offered through the Nebraska Dept. of Economic Development (DED). She said the Nebraska Investment Finance Authority (NIFA) had recently announced that it offering grants to match 30% of the City’s contribution if its grant application was approved by DED. She also discussed efforts to obtain private sector contributions to be applied towards the City’s match obligation. After discussion by the Council

on the amount of the City's contribution to the grant application, Councilman Clay moved to approve a contribution of City funds of \$300,000.00 plus match up to an additional \$100,000.00 of contributions from the private sector. 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.

The Council then discussed the proposed contract with Northeast Nebraska Economic Development District for tabulation of the community survey results. . Councilman Hansen moved to approve the contract as proposed for \$60.00 per hour, not to exceed a total of \$750.00. 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.

The Council then discussed moving the regular council meeting in March. Councilman Eaton moved to set the date of the March council meeting from March 14, 2018, to March 21, 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. The March council meeting will be held at 5:30 o'clock P.M. on March 21, 2018.

The Council then discussed Resolution 1-2018 regarding appointment of a new member and alternate to the Nebraska Municipal Power Pool Energy Council. Councilman Eaton introduced Resolution 1-2018 appointing the Utility Foreman to the Energy Council and the City Administrator as the alternate and moved for final 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.

Discussion was then held on whether the Park Board should be expanded to four members, rather than the minimum three members required by Section 2-204 of the Municipal Code. Councilman Eaton then moved to expand the Park Board to four members. 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 appointed Steve Greve and Heidi Brown to the Park Board. Councilman Eaton moved to approve the Mayor's appointments. 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.

Utility Foreman Mogus gave his monthly report:

- A. The water main on West 8th Street has been repaired.
- B. Trees were trimmed in the Cemetery to facilitate snow removal.
- C. Replacement of street signs is nearly complete.
- D. Speed limit signs also being replaced.
- E. The process of gathering cost estimates to replace the filters in the water plant has begun.

Administrator Litchfield gave his monthly report:

- A. Sales Tax – Reduced amount in December of \$5,600.00
- B. Legislative Update – Bills can be introduced until January 16th
- C. ED Subcommittee
- D. Council Retreat – Saturday March 3, 2018, at the ESU.
- E. Wind Project building – No response yet from Wind representatives
- F. 1 and 6 Year Street Project – Bring suggestions for public hearing

The reports and recommendations from the following committees:

- A. Police Review – 2 street lights are currently out. Working on expired registrations
- B. Community Redevelopment Authority – Minutes in packet
- 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 – Damage to a vehicle at a recent rescue call
- J. Citizen Advisory Committee – Minutes in packet
- K. Civic Center Board – No report given
- L. Rehab Board – No report given

The following claims were presented:

Claims		
General Fund -10		
American Broadband	Communications	179.29
Black Hills Energy	Heat	80.97
Appeara	Office Expense	31.82
City Light	Utilities	161.39
Copy Write	Council Surveys	243.00
Cubby's	Other	56.49
Dept of Transportation	Dues	50.00
Krier Technology	Maintenance	160.00
Krier Technology	Maintenance	259.00
Litchfield, Debbie	Cleaning	50.00
Litchfield, Jim	Mileage, Phone & Ins. Stipend	820.00
Miller Building Supply	Supplies	41.87
Olsson & Associates	Engineering	205.23

Staples	Office Expense	70.16
Quality 1 Graphics	Supplies	108.00
Visa	Office Expense/Books	206.11
Wakefield Republican	Publish/Supplies	164.19
Zach Dolen	Insurance Stipend	300.00
Employee Wages		9,261.34
TOTAL		12,448.86

Police Fund -11

American Broadband	Communications	122.54
TOTAL		122.54

Street Fund -20

Bader's Highway	Street Maintenance	3,784.00
Barco	Maintenance	32.98
City Light	Utilities	62.03
Cubby's	Fuel	520.74
Doc Jay's	Transportation Maintenance	472.42
Grossenburg	Rental	600.00
Lorensen Lumber	Improvements/St Maintenance	3,851.34
Midwest Service and Sale	Maintenance	144.20
Miller Bldg Supply	Improvements/Supplies/Maint	492.34
NAPA	Supplies/Transport Maint	122.26
Pinkelman Truck & Trailer	Transportation Maintenance	355.00
Wakefield Care Center	Skid Loader Payment	3,572.21
Wayne County	Admin/Legal	22.00
Employee Wages		1,100.00
TOTAL		15,131.52

Park Fund - 30

Barco	Graves Maint	303.85
City Light	Utilities	74.00
Cubby's	Fuel	16.99
Midwest Service & Sales	Maintenance	44.70
Miller Building Supply	Supplies/Field Maint	28.83
TOTAL		468.37

Pool Fund - 40

City Light	Utilities	22.79
TOTAL		22.79

Fire Department Fund -50

American Broadband	Communications	74.49
Black Hills Energy	Heat	312.54
City Light	Utilities	187.74
Donna Johnson	Maintenance	50.00
Miller Building	Supplies	12.55
TOTAL		637.32

Library Fund- 70

American Broadband	Communications	127.62
Barnes and Noble	Books	520.58
Black Hills Energy	Heat	60.76
Center Point Large Print	Books	39.75
City Light	Utilities	201.93
Leaf	Maintenance	75.00
Miller Building	Supplies	8.65
One Source, One Solution	Office Expense	31.89
Employee Wages		3,700.25
TOTAL		4,766.43

Cemetery Fund-80

Employee Wages		308.44
TOTAL		308.44

Hatchery Fund-90

Miller Building Supply	Maintenance/Improvement	
TOTAL		0.00

Landfill Fund-60

Gill Hauling	City Wide Clean-up	
Gill Hauling	Contracted Labor	6,517.00
TOTAL		6,517.00

Electric Fund-01

American Broadband	Communications	109.58
Appeara	Shop Supplies	142.70
Barco	Maintenance/Meters	603.07
Black Hills Energy	Heat	575.22
Black Hills Energy	Heat	598.32
Black Hills Energy	Fuel	62.83

Bomgaars	Supplies	196.83
Cubby's	Fuel/Office Exp	222.51
Decker, Nicki	Insurance Stipend	300.00
Dollar General	Supplies	27.50
Fastenal	Equipment Purchase	2,522.01
Gothier, Paul	Phone Stipend	120.00
Hall's Safety	Supplies	406.35
Klein Electric	Improvements	4,116.43
Krier Technologies	Software Maint.	160.00
Kriz Davis	Supplies	807.06
La Rue	Office Expense	245.30
NPPD	Call Center, Labor	1,880.76
NPPD	Electricity Purchase	176,632.13
Northeast Nebr. Public Power District	Legal	126.88
Stout, Jim	Conversion Incentive	100.00
Verizon	Communications	65.59
VISA	Postage/Office Expense	524.51
WAPA	Electricity Purchase	19,844.84
Employee Wages		6,231.88
TOTAL		216,370.02

Water Fund-02

Bomgaars	Uniform	64.99
City Light	Utilities	1,566.80
Core & Main	Maintenance	144.20
Cubby's	Fuel	196.16
DHHS - Lab	Testing	30.00
Municipal Supply Co	Maintenance	819.40
Olsson & Associates	Improvements	4,393.62
One Call Concepts	Locates	19.95
Pretzer, Jon	Phone Stipend	120.00
Rasmussen	Maintenance	1,322.30
VISA	Testing	13.30
Employee Wages		3,775.90
TOTAL		12,466.62

Sewer Fund-03

American Broadband	Communications	32.19
City Light	Utilities	110.27
Cubby's	Fuel	95.02
Mike Mogus	Insurance Stipend	300.00

NAPA	Supplies	30.98
Employee Wages		4,011.77
TOTAL		4,580.23

Sales Tax Fund-08		
Miner Law	Legal	
Olsson and Associates	Infrastructure	38.06
TOTAL		38.06

Civic Center - 06		
Global Engineering	Contractor/Engineering	45,328.50
Miner Law	Legal	
Olsson and Associates	Engineering	1,343.35
TOTAL		46,671.85

New Construction Housing #15-TFHP-35028-23		
NENEDD	Grant Administration	
TOTAL		0.00
TOTAL ALL FUNDS		320,550.05

Councilman Hansen moved to approve the claims. Councilman Eaton seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Motion carried.

Councilman then moved to adjourn the meeting. Councilman seconded the motion. On a roll call vote, the following voted aye: The following voted nay: None. Meeting adjourned at 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 January 10, 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 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