



CITY COUNCIL AGENDA

Tuesday, March 20, 2018 at 7:00 p.m.
Springfield City Hall
170 North 3rd Street

CALL TO ORDER

- Public announcement that a copy of the Nebraska Open Meetings Law is posted in the entry to the meeting room
- Roll call
- Pledge of Allegiance

CONSENT AGENDA

All consent agenda items are approved in one motion unless removed by a Council Member. Removed items will be placed under the Regular Agenda for consideration and action by the Council.

1. Approve Minutes of the March 6, 2018 Council Meeting
2. Approve Treasurer's Report
3. Approve renewal plan from Delta Dental
4. Approve Certificate of Payment No. 2 from Valley Corporation in the amount of \$82,290.89 for services performed in conjunction with the Springfield Creek Sanitary Sewer Siphon Erosion Repair project

REGULAR AGENDA

1. Consider approval of **Resolution 2018-8** directing the sale of city property (miscellaneous items from the Library and City Hall) to the highest bidder, which bids will be received at auction on Sunday, April 29, 2018, beginning at 10:30 a.m. at 9009 Platteview Road, Papillion, Nebraska (city items scheduled to be sold at 12:00 p.m.)
2. Consider bids for conference table and chairs in meeting room at City Hall
3. Consider bids for skid loader rental
4. **Tabled February 20, 2018.** Consider bids for drywall and HVAC services in the office at the new maintenance facility
5. Adopt employee job descriptions – City Administrator, Utility Billing Clerk/Assistant City Clerk, Administrative Assistant, Working Maintenance Manager, Sewer Operator, Street Commissioner/Maintenance Laborer and Maintenance Laborer

DEPARTMENT REPORTS

1. Sewer Department – Roy Swenson
2. Library & Community Building – Michael Herzog
3. Street Department – Chad Nolte
4. Water & Parks Department – Dan Craney
5. Mayor’s Report – Bob Roseland
6. City Staff Reports

The Mayor and City Council reserve the right to adjourn into executive session per Section 84-1410 of the Nebraska Revised Statutes.

ADJOURNMENT

MINUTES

A regular meeting of the Mayor and Council of the City of Springfield, Nebraska was held at 7:00 o’clock p.m. at City Hall on March 20, 2018. Present were Mayor Bob Roseland; Council Members: Roy Swenson, Michael Herzog, Chad Nolte, Dan Craney. Absent: None. Notice of this meeting was given in advance by posting in three public places, one of the designated methods of giving notice. Notice of this meeting was given in advance to the Mayor and all Council Members and a copy of their receipt of notice is attached to these Minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public. The Mayor publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held.

Consent Agenda

Motion by Herzog, seconded by Swenson, to approve the Consent Agenda. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried.

The City Clerk reported a balance on hand of \$1,347,997.83 in cash assets; Prestige Treasury-\$204,802.28; Prestige Bond-\$769,298.98; Keno Community Betterment-\$153,372.99; Keno Progressive Jackpot-\$50,000.00; Water Deposit Savings-\$4,194.61; Refundable Deposit Savings-\$1,224.68; Water Tower Savings-\$149,425.02; Sewer Restricted-\$147,484.08; Water Capital Facilities Fees-\$37,865.53; Sewer Capital Facilities Fees-\$90,919.90; City Sales Tax-\$566,489.79; Money Mark Library Bricks-\$2,970.25; Government Securities-\$105,335.97; Library Savings-\$13,513.04; Time Certificates as follows: Bond-\$77,556.13; Tower-\$58,065.08; Water-\$127,163.50; Library Bricks-\$21,501.56; Library Restricted-\$40,251.08; Cash Receipts-\$355,427.81; Cash Disbursements-\$132,313.98; GO Refunding Bond 2013 interest pymt \$945.00.

Regular Agenda

Agenda Item 1. Council Member Swenson introduced Resolution 2018-8 and moved its adoption. Council Member Nolte seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Swenson, Herzog, Nolte, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION
2018-8**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska as follows:

WHEREAS, the City of Springfield, Nebraska is the owner of personal property described in Exhibit "A" attached hereto; and

WHEREAS, the Springfield City Council hereby directs the sale of the property, with no minimum price unless otherwise stated and in "as is" condition, to the highest bidder, which bids will be opened on Sunday, April 29, 2018, beginning at 10:30 a.m. at 9009 Platteview Road, Papillion, Nebraska, during the Pella Window Bi-Annual Auction (city items scheduled to be sold at 12:00 p.m.).

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Springfield, Nebraska, by a majority vote that:

1. The Mayor and the City Council of the City of Springfield, Nebraska, or its designee, for and on its behalf, has the authority to sell to the highest responsible bidder the aforementioned personal property described in Exhibit "A"; and
2. The proceeds of the sale of the personal property described in Exhibit "A" shall be placed in the fund of the Municipality from which it was purchased; and
3. The following passage of this resolution shall be posted in three (3) prominent places within the city for a period of not less than seven (7) days prior to the sale of the property.

Introduced and Passed this 20th day of April, 2018.

Ayes 4

Nays 0

Abstain 0

Absent 0

Approved:

Mayor

SEAL

Attest:

City Clerk

EXHIBIT "A"

City property to be sold to the highest bidder, which bids will be received at auction on Sunday, April 29, 2018, beginning at 10:30 a.m. at 9009 Platteview Road, Papillion, Nebraska, during the Pella Window Bi-Annual Auction (city items scheduled to be sold at 12:00 p.m.).

Furniture:

Love seat
One (1) shelving unit
Two (2) office chairs
Two (2) tables (1 broken)
Free standing coat rack

Computers:

Eight (8) small form Dell desktops,
One (1) HP laptop
One (1) Gateway laptop
One (1) Chromebook
One (1) DIT server

Monitors:

One (1) Acer flat screen
One (1) Dell flat screen
One (1) Aopen CRT

Appliances:

Small refrigerator (broken)
Microwave

Miscellaneous:

Paper cutter 15" x 15"
Two (2) Vacuum cleaners

Agenda Item 2. Council reviewed bids from Brad Lubbers and Cornhusker State Industries for the purchase of a new conference table and chairs for the meeting room and display boards for the entryway at City Hall. Motion by Nolte, seconded by Herzog, to approve the bid from Brad Lubbers, Midwest Storage, in the amount of \$4,473 for the purchase of a new conference table, twelve chairs, two cork bulletin boards and two literature displays for City Hall. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried.

Agenda Item 3. Council reviewed bids from Titan Machinery, Bobcat of Omaha and Kubota for the lease of a skid loader. Motion by Nolte, seconded by Swenson, to approve the bid from Titan Machinery in the amount of \$2,625 for the annual lease of a skid loader, as well as the purchase of an attachment adaptor in the amount of \$175. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried.

Agenda Item 4. Council reviewed bids from Zych Drywall and Omaha Drywall for drywall services at the new maintenance facility. They also reviewed bids from Derby's Heating & Air and Hans Heating & Air for the installation of an air conditioning unit, furnace and two exhaust fans and vents in the restrooms of the new maintenance facility. Motion by Herzog, seconded by Nolte, to approve the bid from Zych Drywall in the amount of \$5,066 for drywall services at the new maintenance facility. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried. Motion by Nolte, seconded by Swenson, to approve the bid from Derby's Heating & Air in the amount of \$6,317 for the installation of an air conditioning unit, furnace and two exhaust fans and vents in the restrooms of the new maintenance facility. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried.

Agenda Item 5. Council reviewed job descriptions for the City Administrator, Utility Billing Clerk/Assistant City Clerk, Administrative Assistant, Working Maintenance Manager, Sewer Operator, Street Commissioner/Maintenance Laborer and Maintenance Laborer. Council discussed employee job responsibilities, project organization and accountability. Motion by Nolte, seconded by Swenson, to adopt job descriptions for the Utility Billing Clerk/Assistant City Clerk, Administrative Assistant,

Working Maintenance Manager, Sewer Operator, Street Commissioner/Maintenance Laborer and Maintenance Laborer. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Motion carried.

Department Reports

Agenda Item 1. Swenson provided a status update on the sewer siphon repair project. Nolte expressed concern with drainage and grading issues on the Ag Society's property. A final walkthrough is scheduled for March 21. A representative of the Ag Society plans to attend to discuss these concerns.

Agenda Item 2. Herzog reported that he is putting together a list of items that need to be addressed at the Community Building. He mentioned upcoming library events, including the Hawaiian party.

Agenda Item 3. Nolte reported that he drove around town and identified needed street repairs. He will prepare a list to be added to the project list for this year. Nolte noted that the South 1st Street paving project that was completed a couple of years ago is already showing problems. He requested staff check with the city engineer on warranty coverage.

Agenda Item 4. Craney reported that the maintenance department is in the process of replacing the roofs on the dugouts at Buffalo Park. The City Administrator reported that the final splash pad spray feature has been ordered.

Agenda Item 5. Mayor Roseland reported on the P3 educational meeting for the sewer agency.

Agenda Item 6. The City Administrator reported that the city engineer has been in contact with SSAP regarding the possible new well project. She also discussed the wellhead protection plan and water boundaries with MUD.

Adjournment

Motion by Swenson, seconded by Herzog, to adjourn. AYES: Swenson, Herzog, Nolte, Craney. NAYS: None. Meeting adjourned at 7:57 p.m. Motion carried.

I, the undersigned, City Clerk for the City of Springfield, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on March 20, 2018; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting; and that a current copy of the Nebraska Open Meetings Act was available and accessible to members of the public, posted during such meeting in the room in which such meeting was held.

Kathleen Gottsch
City Clerk