REGULAR MEETING OF THE CITY COUNCIL

**TUESDAY DECEMBER 11, 2018**

A meeting of the Mayor and Council of the City of Plainview, Nebraska, was held at the Council Chambers in said City on the 11th day of December at 7:00 o’clock P.M.

Roll call was held and present were: Mayor Seip; Council Members: Cornett, Novicki, Naprstek and Schlote

The Pledge of Allegiance was then recited.

Mayor Seip opened the meeting and announced to individuals in attendance that a full copy of the new Nebraska Open Meetings Act was posted on the east wall of the Council Chambers.

Notice of the meeting was given in advance thereof by Publication, a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of this meeting was given to the Mayor and all Members of the Council and a copy of their acknowledgment of receipt of notice and the agenda is attached to the 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 attendance of the public.

Michael Holton was present as City Administrator.

Courtney Retzlaff was present as City Clerk.

Bruce Curtiss was present as City Attorney.

Naprstek moved to approve the meeting minutes of the November 20th regular meeting. Cornett seconded the motion. Motion carried 4-0.

Naprstek moved to approve claims and payroll against the city. Cornett seconded the motion. Motion carried 4-0.

No Manor report was given.

Police Chief Yosten gave the monthly department report. Continued questions on unlicensed vehicles were addressed and Administrator Holton will publish a reminder in the paper for all citizens on the city regulations. Yosten stated that there were no issues with vehicles on city streets during the last snow emergency.

Economic Development Director Susan Norris gave updates on items that were discussed in November, including the business incubator space and NIFA smart houses. Norris also gave a brief overview of the Gazelle AI program and Nebraska work-based study program that the city could utilize next year for seasonal employment. A reminder was given on the QuickBooks class to be held on December 19th at the library.

City Superintendent Curt Hart updated that the water tower was filled today and samples will be taken later in the week to be sent to the state. The 4th Street water and sewer main project was completed by Rutjens Construction, Inc. Snow removal also went well during the last winter storm.

City Administrator Holton gave an overview of the projects that had been completed during the last 4 years with Mike Naprstek and Tom Novicki serving on the council. A few of the highlights included: the beginning of conversations with NCPPD in 2015, formation of the LB840 board, building of the new library, transitions with city clerks and auditors, closure of C&D cell, change in trash service and the implementation of totes and purchase of new park equipment. Naprstek thanked everyone for allowing him to serve and Novicki wished the incoming council members good luck.

Novicki moved to adjourn the meeting with the old council members. Naprstek seconded the motion. Motion carried 4-0.

Mayor Seip opened the meeting with the new council members.

Roll call was held and present were: Mayor Seip; Council Members: Smith, Cornett, Schlote and Yosten.

Bob Smith and Pam Yosten read the Oath of Office and were officially sworn in as members of the City Council for the next four years.

Mayor Seip nominated Brian Schlote as Council President. Yosten moved to appoint Schlote as president. Cornett seconded the motion. Motion carried 4-0.

Mayor Seip then made the following appointments for elected city officials

Mike Holton was recommended for City Administrator. Cornett moved to approve the Holton as City Administrator. Smith seconded the motion. Motion carried 4-0.

Courtney Retzlaff was recommended for City Clerk/Treasurer. Schlote moved to approve Retzlaff as City Clerk/Treasurer. Smith seconded the motion. Motion carried 4-0.

Bruce Curtiss was recommended for City Attorney. Schlote moved to approve Curtiss as City Attorney. Cornett seconded the motion. Motion carried 3-1 with Yosten voting no.

Bruce Yosten was recommended for Police Chief. Schlote moved to approve Yosten as Police Chief. Smith seconded the motion. Motion carried 2-1 with Cornett voting no. Pam Yosten abstained from voting.

A brief discussion on the purchase of the property at 206 S King was held and Curtiss stated that a clear title was yet to be found. The city will go forward with obtaining the property from the current resident.

Motion was made by Schlote and seconded by Cornett to approve Ordinance No. 946 on its first reading. Upon roll call vote, the following members voted AYE: Smith, Cornett, Schlote and Yosten. The following voted NAY: none. Motion carried 4-0. Whereupon the Mayor declared said Ordinance No. 946 approved on its first reading.

It was moved by Schlote, and seconded by Cornett to approve Ordinance No. 946 on its second and third readings. Upon roll call vote, the following members voted AYE: Smith, Cornett, Schlote and Yosten. The following voted NAY: None. Motion carried, 4-0. Whereupon the Mayor declared Ordinance No. 946 approved on its second and third readings.

**ORDINANCE NO. 946**

**AN ORDINANCE TO AMEND CHAPTER 3 SECTION 1103 TO THE MUNICIPAL CODE OF THE CITY OF PLAINVIEW, NEBRASKA**

Whereas, the City Code requires updates relative to utility deposits.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA:

**Section 1.** That Section, 3-1103, of the Municipal Code of Plainview, Nebraska, shall be amended to read as follows:

§ Section 3-1103 UTILITIES GENERALLY; UTILITY DEPOSITS, COLLECTION, REFUND, OR WAIVER PROCEDURE

1. Unless waived as set out in “3” below: every applicant for City utility connection shall be subject to a deposit:
2. In the sum of One Hundred Fifty ($150.00) Dollars; and
3. The applicant shall be entitled to a refund of the deposit as set out in “2” below.
4. An applicant’s utility deposit shall be refunded when:
5. All services are disconnected and all bills are paid; or
6. The consumer has completed a twelve- month period without a delinquent notice or insufficient fund check on any Plainview utility service.
7. The utility deposit may be waived by the City Administrator (in the Administrator’s discretion) upon co-signature on the application by a consumer who has previously qualified for a refund.

**Section 2.** Any other ordinance or section passed and approved prior to passage, approval and publication of this ordinance and in conflict with its provisions is repealed.

**Section 3.** This ordinance shall take effect and be in full force from and after its passage, approval, and publication as required by law.

A change order for the water and sewer main project on 4th Street was submitted by Miller & Associates with the final contract price coming in at $56,396.10 which was $7,083.75 less than the original bid of $63,479.85. Cornett moved to approve the change order and pay Rutjens Construction $56,396.10. Smith seconded the motion. Motion carried 4-0.

Pool board members Toni Arehart and Cassy Wright were present to discuss bids for additional shades at the pool. Last month council members voted to replace the existing shade and pool board members would like to add 2 additional shades. After discussion with the council, Cornett moved to replace the existing 14x22 shade and purchase a 14x14 shade for approximately $17,000 from Crouch Recreation. Schlote seconded the motion. Motion carried 4-0.

A brief discussion on possible contracts for the City Administrator and City Clerk/Treasurer was held and council agreed to table to a later date so they could review the contract presented.

City Clerk Retzlaff was given permission to advertise for part-time office help to cover during upcoming maternity leave for the Deputy Clerk I.

Renewal of the employee health insurance will be in February and the quote sent by current carrier Aetna showed a 25% increase. After discussion with the staff, Holton and Retzlaff stated that it was the intent to stay with the current plan as the total premium to the city will not change.

Council member Schlote asked that the council meeting time and location be changed. The potential use of the current chamber room as a business incubator would force a change of location. An earlier meeting time was also suggested to accommodate those that may have to travel home out of town. Council members will discuss an ordinance next month to change to meeting time to 6:30 p.m. on the second Tuesday of the month at the council chambers.

City Attorney Curtiss reminded all council members and city officials to make sure they are aware of city policies and procedures.

Council member Smith asked about plowing of alleys during the winter and city administration will meet to discuss plans going forward. Cornett had question regarding use of the electronic sign and Schlote would like for council members to have FEMA badges.

Holton gave an update on the drainage issues on south King Street, the updating of the tornado sirens and the city whistle.

It was moved by Cornett, seconded by Schlote to adjourn the meeting. Motion carried 4-0.

TIME: 8:59 P.M.

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Daren Seip, Mayor (SEAL)

ATTEST:

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Courtney Retzlaff, City Clerk/Treasurer

I, the undersigned, City Clerk for the City of Plainview, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on 12/11/18; 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 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.

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Courtney Retzlaff, City Clerk/Treasurer (SEAL)

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| --- | --- | --- | --- |
| 14024 | City of Plainview | LB840 Grant Pmts | 223.21 |
| 14025 | City of Plv Osm/Plv Housing | Housing Grant Pmts | 105.00 |
| 14026 | Dept of Energy | WAPA Pmt | 4,468.17 |
| 14028 | GreatAmerica Financial Services | Copier Lease | 143.37 |
| 14029 | City of Plv Osm/Plv Housing | Housing Grant Pmts | 42.00 |
| 14030 | MEAN | Power/RITA | 69,981.41 |
| 14031 | Hometown Leasing | Copier Lease | 241.88 |
| 14032 | Bud's Sanitary Service, LLC | Svc | 4,752.00 |
| 14033 | Bud's Sanitary Service, LLC | Tote Lease | 1,165.21 |
| 14034 | Plainview Telephone Co, Inc | Svc | 1,304.03 |
| 14035 | Postmaster | Postage | 15.10 |
| 14037 | City of Plv Housing Authority | Housing Grant Pmts | 100.00 |
| 14038 | City of Plainview | HHS Energy Asst | 1,950.00 |
| 14039 | Great Plains Communications | Svc | 40.69 |
| 14040 | Verizon Wireless | Cellphones | 677.06 |
| 14041 | City of Plv Osm/Plv Housing | Housing Grant Pmts | 42.00 |
| 14042 | Love Signs | Svc | 300.00 |
| 14043 | Overhead Door Co of Norfolk | Svc | 466.50 |
| 14044 | Bud's Sanitary Service, LLC | Tote Purchase | 900.00 |
| 14045 | HFMNCO, LLC | Svc | 3,770.00 |
| 14046 | NDEQ-Fiscal Services | SRF Qtrly Pmt | 34,378.18 |
| 14047 | CHI Health | CDL Physical Johnston | 261.60 |
| 14048 | Casey's General Store | Fuel | 2,460.70 |
| 14049 | Postmaster | Postage | 51.65 |
| 14050 | City of Plainview | Pool Sales Tax | 6,269.79 |
| 14051 | City of Plainview | Library Sales Tax | 3,372.63 |
| 14052 | City of Plainview | Manor Sales Tax | 3,372.63 |
| 14053 | City of Plainview | Eco Dev Sales Tax | 3,372.63 |
| 14054 | City of Plainview | Street Improvement  | 12,556.86 |
| 14055 | Midwest Bank | Emp HSA Pmt | 300.00 |
| 14056 | New York Life | Emp Ins | 141.70 |
| 14057 | Postmaster | Postage | 127.05 |
| 14127 | Aflac | Emp Ins | 586.43 |
| ACH | Allied Benefit Services | Emp Ins | 11,003.43 |
| ACH | Black Hills Energy | Svc | 608.98 |
| ACH | Comm Bankers Merchant Service | Svc | 1,214.59 |
| ACH | CrashPlan Pro | Svc | 9.99 |
| ACH | EFTPS | Fed W/H Tax | 5,699.68 |
| ACH | EFTPS | Fed W/H Tax | 5,015.36 |
| ACH | Dearborn National Life Ins. Co | Emp Ins | 66.00 |
| ACH | Healthplan Services, Inc | Emp Ins | 158.40 |
| ACH | Mass Mutual | Pension | 2,537.99 |
| ACH | Mass Mutual | Pension | 2,537.99 |
| ACH | NE Dept of Rev | State W/H Tax  | 1,442.51 |
| ACH | NE Dept of Rev | Sales & Use Tax | 7,288.44 |
| ACH | Office Max | Su | 205.98 |
| ACH | Postmaster | Postage | 24.70 |
| ACH | UPS | Postage | 279.82 |
| 20590 | City Employees | Payroll 11-30-2018 | 17,232.01 |
| 20599 |  |  |  |
| 20600 | Aflac | Emp Ins | 624.78 |
| 20601 | Al Shannon | Refund | 837.71 |
| 20602 | AWWA | Dues | 300.00 |
| 20603 | Barco | Su | 334.58 |
| 20604 | Eileen Bramer | Reim | 29.01 |
| 20605 | Bud's Sanitary Service, LLC | Svc | 4,752.00 |
| 20606 | Bud's Sanitary Service, LLC | Tote Lease | 1,165.21 |
| 20607 | Bullseye Fire Sprinkler, Inc | Svc | 350.00 |
| 20608 | Casey's General Store | Fuel | 1,251.01 |
| 20609 | Chad's Tire Service | Svc | 357.20 |
| 20610 | City of Norfolk  | Svc | 124.75 |
| 20611 | City of Plainview | Svc | 7,735.06 |
| 20612 | City of Plainview C&D Sinking | Pmt | 2,000.00 |
| 20613 | City of Plv Housing Authority | Housing Grant Pmts | 211.00 |
| 20614 | City of Plv Osm/Plv Housing | Housing Grant Pmts | 103.02 |
| 20615 | Classic Rentals | Svc | 210.10 |
| 20616 | Curtiss Law Office | Legal Fees | 1,250.00 |
| 20617 | Delores Christiansen | Svc | 500.00 |
| 20618 | Dept of Energy | WAPA Pmt | 5,310.66 |
| 20619 | DHHS | Refund | 856.02 |
| 20620 | Donna Christiansen | Reim | 110.91 |
| 20621 | Electrical System Sinking Fund | Pmt | 2,000.00 |
| 20622 | Great Plains Communications | Svc | 40.69 |
| 20623 | GreatAmerica Financial Services | Copier Lease | 171.19 |
| 20624 | Green Line Equipment | Svc | 416.48 |
| 20625 | Hometown Leasing | Copier Lease | 241.88 |
| 20626 | Ingram Library Services | Books/Audiobooks | 636.36 |
| 20627 | Jasmine Machaek | Meter Refund | 220.77 |
| 20628 | L.P. Gill, Inc | Svc | 14,163.86 |
| 20629 | Lavern Petersen | Snow Removal | 82.50 |
| 20630 | Lorenz Automotive | Su | 68.24 |
| 20631 | Mahaska | Su | 139.20 |
| 20632 | Manzer Equipment, Inc. | Su | 212.18 |
| 20633 | Matheson Tri-Gas, Inc | Svc | 30.20 |
| 20634 | Matti Watson  | Meter Refund | 55.85 |
| 20635 | Midwest Bank | HSA Emp Balance | 2,400.00 |
| 20636 | Midwest Bank | Safe Deposit Box Pmt | 12.00 |
| 20637 | Miller & Associates Consulting Engineers | Svc | 1,078.00 |
| 20638 | Mitch's Food Center | Su | 7.33 |
| 20639 | MEAN | Power/RITA | 68,873.13 |
| 20640 | NE Public Health Env Lab | Svc | 30.00 |
| 20641 | NMPP | VSP Svc | 2,932.00 |
| 20642 | Netcom Inc. | Svc | 350.00 |
| 20643 | NCPPD | Svc | 750.00 |
| 20644 | Plainview Farm & Home Supply | Su | 189.72 |
| 20645 | Plainview News | Ads/Su | 900.99 |
| 20646 | Plainview Telephone | Phone Charges | 1,226.70 |
| 20647 | POAN | Dues | 30.00 |
| 20648 | S&S Express LLC | Svc | 921.93 |
| 20649 | Schaefer Grain Co | Su | 447.00 |
| 20650 | Steinkraus Service | Fuel/Tires | 1,864.28 |
| 20651 | The New Sioux City Iron Co | Su | 20.21 |
| 20652 | Water Tower Bond Acct | Pmt | 2,800.83 |
| 20653 | West Hodson Lumber | Su | 308.10 |
| 20654 | Western Oil Inc | Fuel | 157.53 |
| 20655 | Willow Creek Vet Service | Svc | 42.20 |