

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAWNEE CITY, HELD ON MONDAY, OCTOBER 24, 2022, AT 7:00 P.M. AT THE PAWNEE CITY PUBLIC LIBRARY, 735 8TH STREET, ALL IN PAWNEE CITY, PAWNEE COUNTY, NEBRASKA.

Notice of this meeting was given in advance thereof by advertising in the Pawnee Republican, a designated method for giving notice as shown by the Affidavit of Publishing on file in the office of the City Clerk. Notice of this meeting was given to the Mayor and City Council and a copy of their acknowledgment of receipt of the notice and the Agenda are on file in the office of the City Clerk. 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.

Present: Mayor Charlie Hatfield; Council Members Donnie Fisher, Susan Eisenhower and Ric Helms; Kellie Wiers, Deputy City Clerk, Tammy Curtis, City Clerk/Treasurer and Foreman Spencer Cumley. **Absent:** Vickie Zelenka.

Mayor Hatfield called the meeting to order at 7:00 p.m. informing all those present of the Posters stating the Open Meeting Law Changes on the West meeting room wall accessible to the public. At this time, all those present stood to recite the Pledge of Allegiance.

Council Member Eisenhower moved to accept the October 11, 2022, regular meeting minutes. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

The Treasurer submitted the following claims for consideration: **9/27/22 Payroll:** 8758.79; **Union Bank & Trust**, FWH 2421.68; **NE Dept. of Rev**, SWH 347.05; **John Hancock**, retirement 1119.43; **Windstream**, internet @ office, library phone & internet 170.25; **Access Systems**, IT services 905.30; **Amazon Capital Services**, repair supplies 79.50; **NPPD**, electric service 3472.53; **Capital Business Systems**, Elevate Phone System 111.94; **Nebr. Public Health Environ Lab**, wtr sample test 15.00; **Black Hills Energy**, gas service 166.08; **PCDC**, August sales tax 8300.17; **Seneca Sanitation**, Sept garbage service, dumpster @pond, swr plant roof demo 7207.60; **Municipal Supply of Omaha**, wtr parts for stock 1185.15; **Diversified Drug Testing**, alcohol & drug tests empl #605, #911 208.00; **Fairview Golf Club**, ARPA funds donation 5000.00; **H&H Auto Parts**, repair supplies 126.45; **Midwest Labs**, swr sample tests 440.00; **Nebr. Municipal Power Pool**, orange door hangers 40.68; **Pawnee City Ball Assn**, ARPA Funds donation 5000.00; **Pawnee City Fire Dept**, 2022/2023 appropriations 1200.00; **Pawnee City Historical Society**, ARPA Funds donation 5000.00; **Pawnee County Ag Society**, ARPA Funds donation 5000.00; **Pawnee County Register of Deeds**, register deeds 30.00; **Pawnee Republican**, publications 333.82; **Pawnee True Value**, repair supplies & library maint supplies 280.88; **Quill Corp**, office supplies 403.67; **State of Nebr Dept of Labor**, 3rd qtr unempl tax 52.71; **GPM Environmental Solutions**, flow meter @ swr plant 4464.87; **Jr. Library Guild**, library materials 2286.66; **NMC**, CAT loader service maint 1094.16; **Pawnee City Public Schools**, 2021/2022 ticket fees 2971.02; **Pawnee Co Treasurer**, qtrly law enforcement agreement 17,893.40. Council Member Eisenhower moved to approve the claims as submitted. Council Member Helms seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Wage/Interviewing Committee to make recommendations to Council on hiring Part-time Utility Billing Clerk: Council Member Eisenhauer explained the Wage Committee (consisting of council members Susan Eisenhauer and Donnie Fisher, City Clerk Tamela Curtis and Deputy City Clerk Kellie Wiers) interviewed five people who were all highly qualified and narrowed them down to two people and spent an hour deciding upon which candidate to hire, so the committee recommended Kimberly Johnson for the part time Utility Billing Clerk. She is married to Tyler Johnson and is currently a para educator at the Pawnee City Elementary School. Council Member Eisenhauer moved to approve Kimberly Johnson as the part time Utility Billing Clerk. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. Clerk Curtis explained the previous Utility Billing Clerk was earning \$15.60/hr. but started around \$15.00/hr. Much discussion was had about the starting wage for the new clerk with the possibility of the job becoming a full-time position. Clerk Curtis asked about retired Utility Billing Clerk, Olivia Weinmann's current wage since she is filling in during this time until a new clerk is hired and trained. Olivia has assisted the office several times since she retired and will train the new clerk, always helps when she is asked and has quite a bit of knowledge. Olivia has been trained to process Payroll and Accounts Payable and helped train DC Wiers when she was hired. Foreman Cumley commented "there were no problems with meters on this last billing cycle" due to Olivia's efficiency. Council Member Eisenhauer moved to increase Olivia Weinmann's wage as part time Utility Billing Clerk to \$17.00/hr. effective this current pay period. Council Member Helms seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. Council Member Eisenhauer moved to offer the new part time Utility Billing Clerk, Kimberly Johnson, \$15.50/hr. and increase the wage to \$15.75/hr. after a satisfactory completion of a 90-day probationary period. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. At this time, Clerk Curtis stepped out of the meeting to call Kimberly Johnson and offer her the job. When Clerk Curtis returned to the meeting, she stated Kimberly Johnson accepted the position.

Fire Station Project: Consideration of Request for Budget Amendment for Fire Station Project CDBG Grant #19PW014 Attachments—CDBG Budget Amendment Request; Budget Amendment Request Letter to State 10-24-2022; Certification of Continued Environmental Compliance; Review/Approve ReUse pymt #5 in the amount of \$200.00 to JEO Consulting Group for Final September Invoice #136220: At this time, Clerk Curtis contacted Kelly Gentrup by phone to explain the update to the financial part of the Fire Station Project and answer questions. Kelly Gentrup explained there was a CDBG budget amendment request because there was \$183,000.00 in ReUse funds but we went over what we were going to use for the project and then what is left over from the ReUse income account will have to be returned to DED. The Certification of Continued Environmental Compliance is just saying the scope of the project has not changed so no changes have to be completed on the original environmental review. Council Member Helms moved to approve request for a budget amendment for the Fire Station Project CDBG Grant #19PW014. Council Member Eisenhauer seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. Council Member Eisenhauer moved to approve ReUse Pymt #5 in the amount of \$200.00 to JEO Consulting Group for final September Invoice #136220. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Review/Take Action on Consideration of Request for Program Income ReUse Plan

Amendment: Council Member Eisenhower asked if the Council approved this amendment does it mean that the City is forgiving loans? No. Clerk Curtis explained this is a first step and there will be site visits and later a public hearing if the loans are to be forgiven. Transportation Tech's ReUse loan will not be forgiven because they are out of compliance since they moved out of the area. Discussion was had concerning the possibility that the ReUse loans may be forgiven. Also, the money received from ReUse loan payments will have to be sent to DED on a semiannual basis. Council Member Eisenhower moved to approve the Program Income ReUse Plan Amendment #2. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Review/Discuss previous motion made for donation of ARPA Funds to the Pawnee Gun Club (PC Trapshooting Team):

Council reviewed the minutes from the April 25, 2022, meeting when it was approved to donate \$850.00 to the Pawnee Gun Club which was from the General Fund and not ARPA funds. Council Member Eisenhower stated the ARPA funds are intended to be used for the community and the \$850.00 donation should be increased from \$850.00 to \$5000.00 which has been approved to distribute to other community organizations. Council Member Eisenhower moved to increase the original \$850.00 donation to \$5000.00 to match the amount donated to other organizations from ARPA funds to the Pawnee Gun Club (Pawnee City Trapshooting Team). Council Member Helms seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Review PCAL Minutes & Treasurer's Report: Council reviewed the September 15, 2022, meeting minutes from the Pawnee City Assisted Living. Deputy Clerk Wiers attended this meeting, and she explained Caralyn was not able to prepare a treasurer's report yet because she is not able to compile a report from the information she has available. Caralyn had explained at the PCAL meeting that she had found three discrepancies from last year when she ran a different type of report than what is submitted for the City audit. DC Wiers suggested to Caralyn to contact city auditor Julie Bauman and ask her to review the PCAL accounts and discrepancies and to help prepare an accurate treasurer's report. DC Wiers will report back with an update at the November 28, 2022, city council meeting.

Review/Discuss Flyer from Premier Pyrotechnics on saving an additional 20% by paying for the fireworks by December 1st (City already signed 3-year agreement & Chamber approved the City choosing the 3-year proposal):

Council Member Eisenhower moved to choose Option #1 to pay in full by December 1, 2022 to save 15% in addition to saving the 5% offered by signing a 3-year contract. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Report and update from Council Member Eisenhower: Items for discussion are:

Review/Take Action on Sick Leave Benefit Proposals—choose from Option A, B or C: Council Member Eisenhower explained the City cannot compete with higher wages offered by bigger cities, but Pawnee City could offer more benefits that would, hopefully, help retain its employees. Therefore, she wrote the Accrued Sick Leave Proposal included in the agenda packet which includes three options for full time employee payment of accrued sick leave upon an

employee's retirement (or end of employment) based upon the number of years of continuous service and leaving employment in good standing. Council Member Eisenhower recommended Option A which starts with 10 years of continuous service for 25 % reimbursement and ends with 30 years of continuous service for 100% reimbursement with increments of 5 years and increased reimbursement in between. Council Member Eisenhower moved to approve Option A for full time employee payment of accrued sick leave upon an employee's retirement (or end of employment) based upon the number of years of continuous service and leaving employment in good standing. Council Member Helms seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Report and update from Council Member Helms: Items for discussion are: *Discuss Ex-Mark Mower:* Council Member Helms explained the motor in the Ex-Mark Mower doesn't work and it might be worth \$100.00 in salvage from Smith Auto, but he stated that he has received inquiries about purchasing the mower. He feels the mower should be listed for sale by sealed bids with a minimum bid of \$125.00. John Sterup, owner of the Pawnee Republican, was present and Helms asked him what an ad would cost which he replied would be around \$30.00 for a 2 by 2 size but Clerk Curtis suggested posting a notice in the legal section and it would be cheaper (\$7.00 or \$8.00). Clerks Curtis and Wiers asked if it would be cheaper to take the mower to Smith Auto and sell it for salvage value versus spending money on an ad and selling it by sealed bids? What if the City didn't receive a minimum bid of \$125.00? Foreman Cumley stated three people have asked him about the mower. Council Member Helms moved to advertise the Ex-Mark mower for sale by sealed bids with a minimum bid of \$125.00 for two weeks in the Pawnee Republican. Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Report and update from Foreman Cumley: Items for discussion are: *New flow meter was installed at the sewer plant:* Foreman Cumley reported the new flow meter has been installed at the Sewer plant and seems to be working okay. It has solved some of the issues, but the Sewer plant is still making water which means more water is going out of the plant than what is coming into the plant. The City's sewer plant is a gravity flow plant and therefore, has a flow meter to measure the water exiting the plant. Therefore, Foreman Cumley feels there must be an issue with a sensor in the scada system so he will probably have to call HOA again to check it since the flow meter was just replaced and should be accurate. A motor saver blew up inside the lift station control panel last weekend but has been repaired. ***Fall Clean-up is set for November 7th:*** The City Crew will pick up leaves, sticks, and other yard waste if the person has called into the City office to be added to the list. ***New Generator for the Wells:*** The concrete pad for the generator has been completed and the generator will be installed on Wednesday. We have to be out at the wells on Thursday so the crew members can be briefed on the electronic controls such as programming and maintenance and how it will communicate with the radio boxes when it would take over running the wells. ***Winterizing:*** Everything has been winterized at the parks except for the pond because a heater was installed in the restroom to keep the pipes from freezing. All of the new trash cans have been installed at the parks. ***Martin Marietta will increase prices 1/1/2023:*** Martin Marietta sent a notice that rock prices will increase effective 1/1/2023 which is about \$3.00 more per ton. Colton Schardt has talked to Foreman Cumley several times about buying rock from Hamm's Quarry and fixing the street in front of his house. They haven't been getting rock from Hamm's because there have been complaints about ruining

tires from driving over it. The street in front of the post office has been cut but they will probably not have time to finish it until next week.

Report and update from Deputy Clerk Wiers: Items for discussion are: *Report that Duct Defense cleaned the City Office duct work on October 10th*: DC Wiers reported she had scheduled the duct cleaning on October 10th, Columbus Day, when the office was closed because the building would have to be vacant for 30 minutes after the duct work is sanitized. She let them into the office and the process took about three hours. The two techs were very professional and explained the entire process and they found sawdust and drywall dust in the ductwork. They changed the furnace filter, and it will need to be changed again in two weeks. DC Wiers reported she has experienced less sinus headaches and allergy symptoms since the cleaning. ***Report that first Radon Tests in City Office and Cornerstone Building basements tested high, so have sent in second radon tests***: Mayor Hatfield had set up the first radon tests and they tested high, so the instructions recommended a second test to confirm the high reading. The second tests were completed last Friday and mailed to the lab. It should take about a week to receive the results. If the second test is also high, it is recommended to complete radon mitigation since radon is linked to lung cancer. Duct Defense a/k/a Radon Defense Midwest would also be able to take care of this. Council Member Eisenhower reported there is a company located in Beatrice that provides radon mitigation and it cost her around \$1000.00 for her home.

Correspondence: The City Council reviewed correspondence from August 2022 total Sales Tax of \$26,142.00 with ½% Street Repairs Sales Tax totaling \$5,533.45 and \$4,008.21 being Motor Vehicle Sales Tax. Clerk Curtis explained people from Julie Bauman's office will be here on November 21st to start the 2021-22 City Audit. The City Office will be closed on Monday, December 26th for the Christmas holiday so Council decided to meet on Tuesday, December 27th instead.

Council Member Eisenhower moved to adjourn the meeting. Council Member Fisher seconded the motion. Roll Call vote indicated all in favor of the motion and meeting adjourned at 8:20 pm.

ATTEST: Kellie A. Wiers, Deputy City Clerk

Charlie Hatfield, Mayor