

City of Cambridge
 Regular City Council Meeting
 Monday, April 6, 2020
 6:30 P.M.

Notice of meeting was given in advance by publication in the *Cambridge Clarion*, Thursday, April 2, 2020, the designated method of giving notice, convening at 6:30 P.M. Advance notice of the meeting was given to the Mayor, Members of the City Council, and the *Cambridge Clarion*. The City Council held their meeting via Zoom. Present were Mayor David Gunderson, City Council Members Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf. Council Member Tony Groshong was absent. Council Member Vernita Saylor entered the meeting at 6:35 P.M. City Staff present were Utility Supervisor David Houghtelling, City Clerk/Treasurer Kandra Kinne and City Attorney Lisa Shifflet. Visitors present for all or a portion of the meeting were Genny Kubik for the *Cambridge Clarion*; Sara Calvert for the Swimming Pool Committee and Craig Bennett of *Miller & Associates*.

City Clerk/Treasurer Kandra Kinne called the roll. Mayor David Gunderson announced the open meeting law is available at the Nebraska Attorney General’s website as this meeting is being conducted by video conference due to COVID-19.

Consent Agenda – Minutes of March 16, 2020 and the Claims Report: The City Council received the Minutes of March 16, 2020 and the Claims Report prior to this meeting. Keith Luedders stated the motion, seconded by Derek Raburn, to approve the Minutes of March 16, 2020 and the Claims Report. Voting yes were Derek Raburn, Jeff Ommert, Kevin Banzhaf and Keith Luedders, none voted no, and Vernita Saylor and Tony Groshong were absent and not voting. Jeff Ommert recused himself from voting on the claim for Ommert Tech. Motion carried unanimously by City Council members present for the Minutes of March 16, 2020 and the following Claims:

| <i>City of Cambridge</i> | | | |
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| <i>Claims Report</i> | | | |
| <i>To Mayor and City Council</i> | | | |
| <i>6-Apr-20</i> | | | |
| <i>Period 03/17/2020 to 04/06/2020</i> | | | |
| Check No. | Vendor, For | Amount | Dept. Total |
| | <u>Combined Utility:</u> | | |
| 31321 | Nebraska Concrete Coating, Comm. Bldg. Hall Floors | 1,635.88 | |
| 31322-31328 | Payroll | 9,766.51 | |
| 31329 | Cambridge Post office, Postage | 260.50 | |
| 31330 | 7-D Lock shop, Keys, Lock Repair | 147.50 | |
| 31331 | Ag Valley, Fuel | 229.76 | |
| 31332 | Aramark Uniform, Maps, Mops | 112.53 | |
| 31333 | BIC, Purchased Water | 2,267.10 | |
| 31334 | BOK Financial, Fee | 400.00 | |
| 31335 | Brico Pest Control, Spraying Buildings | 67.10 | |
| 31336 | void | | |
| 31337 | Cambridge General Store, Supplies | 530.12 | |

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| 31338 | Cambridge Telephone, Utility | 725.32 | |
| 31339 | Contryman Associates, Audit | 29,000.00 | |
| 31340 | Eakes Office Solutions, envelopes, Labels, Office Supplies | 953.98 | |
| 31341 | Extreme Ag, Chemicals | 2,295.00 | |
| 31342 | Hometown Agency, Commercial Insurance Package | 83,527.00 | |
| 31343 | Hometown Leasing, Copier Lease | 641.74 | |
| 31344 | Municipal Supply, Supplies, electronic reader update | 7,767.77 | |
| 31345 | Nebraska Public Health Laboratory, Water Testing | 30.00 | |
| 31346 | Nebraska Unemployment Insurance, Unemployment Tax | 198.10 | |
| 31347 | Olsson Associates, Engineering Fee | 126.50 | |
| 31348 | Ommert Tech, Computer Lease | 333.61 | |
| 31349 | One Call Concepts, Locates | 33.02 | |
| 31350 | Paper Tiger Shredding, Shred Paper | 40.00 | |
| 31351 | River Valley Services, Plumbing for com bldg. restrooms | 407.50 | |
| 31352 | Samway Floor Covering, Cove for hall and restrooms | 201.00 | |
| 31353 | VOID | 0.00 | |
| 31354 | Southwest Farm and Auto, Repairs | 302.76 | |
| 31355 | Twin Valleys Public Power District, Supplies, Pole | 909.26 | |
| 31356 | USA Blue Book, Supplies for Sewer Plant | 146.88 | |
| 31357 | Verizon Wireless, Cell Phones | 179.06 | |
| 31358 | Schaben Sanitation, Haul Trash Dumpster | 50.16 | |
| 31359 | Western Area Power Administration | 4,984.80 | |
| ACH | Waypoint Bank, ACH Fees | 17.00 | |
| ACH | American Family Life, Employee Insurance | 299.16 | |
| ACH | IRS, Federal With holdings | 3,223.31 | |
| ACH | City of Cambridge, Utility | 3,208.44 | |
| ACH | Nebraska Department of Revenue, State With holdings | 1,066.72 | 156,085.09 |
| | <u>Security Deposits:</u> | | |
| 1997-2001 | Security Deposit Refunds | 649.01 | 649.01 |
| | <u>City Account (General Fund):</u> | | |
| 47780-47800 | Payroll | 4,731.04 | |
| 47801 | Ag Spray Equipment, Supplies | 261.37 | |
| 47802 | Ag Valley, Fuel | 86.15 | |
| 47803 | Amazon, Library Supplies | 2,885.82 | |
| 47804 | B & T, Library Books | 354.87 | |
| 47805 | Blooms, Flowers | 53.00 | |
| 47806 | CAMAS Publishing, Library Publications | 15.00 | |
| 47807 | Cambridge General Store, Supplies | 6.48 | |
| 47808 | Cambridge General Store, Supplies | 121.55 | |
| 47809 | Cambridge Supermarket, Library Supplies | 40.81 | |
| 47810 | Cambridge Telephone, Utility | 421.35 | |

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| 47811 | D & M Security, Museum Security | 55.50 | |
| 47812 | Eakes Office Solutions, Library copier meter, supplies | 415.02 | |
| 47813 | Extreme Ag, Chemicals | 765.00 | |
| 47814 | Extreme Ag, Chemicals | 299.00 | |
| 47815 | Follett Software, Bar Codes for Library | 377.09 | |
| 47816 | Furnas County Treasurer, Police Contract | 4,583.33 | |
| 47817 | Gale, Library Books | 91.61 | |
| 47818 | Employee Health Insurance Deductible | 2.10 | |
| 47819 | Harlequin, Library Book Service | 29.96 | |
| 47820 | Hometown Agency, Commercial Insurance Package | 69,319.00 | |
| 47821 | John Kutnink, Registration, Lodging | 757.82 | |
| 47822 | Matheson Tri Gas, Ambulance Oxygen | 114.44 | |
| 47823 | Mick Minnick, Library Story Hour Supplies | 68.70 | |
| 47824 | Employee Health Insurance Deductible | 1,959.55 | |
| 47825 | Miller & Associates, Flood Plain Management, Pool Modifications | 12,765.00 | |
| 47826 | Mousel, Brooks, Schneider, Attorney Fees | 890.00 | |
| 47827 | Nebraska Department of Roads, Road Maintenance Contract | 3,364.90 | |
| 47828 | Nebraska Unemployment Insurance, Unemployment Tax | 95.49 | |
| 47829 | Ommert Tech, Computer Lease | 91.92 | |
| 47830 | River Valley Services, Library Electrical updates | 579.40 | |
| 47831 | Southwest Farm and Auto, Repairs | 18.94 | |
| 47832 | Verizon Wireless, Cell Phones | 99.69 | |
| 47833 | Waypoint Bank, DTR Project Interim Financing payoff | 558,149.50 | |
| 47834 | CAMAS Publishing, Publications | 949.36 | |
| ACH | Cambridge Telephone, Library Utility | 152.89 | |
| ACH | IRS, Federal With holdings | 46.84 | |
| ACH | City of Cambridge, Utility | 3,408.08 | |
| ACH | Nebraska Department of Revenue, State With holdings | 55.90 | |
| ACH | Eakes Office, Library Copier Lease | 146.84 | |
| ACH | First Central Bank, Library Computer Loan Payment | 240.00 | |
| ACH | IRS, Federal With holdings | 1,096.35 | |
| ACH | Payroll | 1,108.20 | 671,074.86 |
| | <u>CDBG Projects:</u> | | |
| 128 | Waypoint Bank, DTR Project Interim Financing payoff | 46,816.95 | 46,816.95 |
| | <u>TIF:</u> | | |
| 1081 | First Central Bank, McCook, Cobblestone TIF | 455.21 | 455.21 |
| | <u>LB840/ Revolving Loan/ HTC</u> | | |
| 4213 | Mary Hoberty, Filing Fee Refund | 150.00 | |
| 4214 | Michael Powell, Filing Fee Refund | 150.00 | |
| 4215 | Michale Morgan, Filing Fee Refund | 150.00 | |
| 4216 | Mackenzie Crowder, Filing Fee Refund | 150.00 | |

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| 4217 | Cambridge Telephone, Utility | 47.11 | |
| 4218 | Melissa Jackson, Contract | 1,387.50 | 2,034.61 |
| | Total: | 877,115.73 | 877,115.73 |
| | | | |

City Council member Vernita Saylor entered the meeting.

Reports of officers, board and committees:

Swimming Pool Project – Sara Calvert advised that the committee met on April 1 and made the decision to wait and watch contractors’ bids in other cities. City Clerk/Treasurer Kandra Kinne reported that the City has received the Civic and Community Center Financing Fund Grant for \$310,000.

Owner-Occupied Housing Rehab Amendment – Cost estimates and guidelines have been submitted to the Department of Economic Development for approval.

Ambulance/Fire Reports – The Fire Department and EMT members are training for COVID-19 and also are trying to obtain personal protective equipment supplies. Tri Valley Health System will be training the EMS team.

Planning Commission Reports – The Planning Commission will meet on April 15.

City Attorney Report –

1. Ethanol Plant Property (Lot 4, Block 2, Lots 11 & 12, Block 3 and Lot 13, Block 3)
City Attorney Lisa Shifflet reported as follows:
 - a. Lot 4, Block 2 has a special assessment filed for mowing; although filed correctly, a foreclosure action was commenced, but not completed;
 - b. Lots 11 & 12, Block 3 Quit Claim deed was given to the City; and
 - c. Lot 13, Block 3 for a special assessment was recorded incorrectly.

Jeff Ommert stated the motion, seconded by Vernita Saylor, to direct City Attorney Shifflet to prepare a Quit Claim deed for Lots 11 & 12, Block 3 First Addition to Nebraska Corn Processing. Voting yes were Jeff Ommert, Vernita Saylor, Kevin Banzhaf, Keith Luedders and Derek Raburn, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

2. Public Information Officer Designation: Lisa advised that pursuant to State of Nebraska statute 81-829.50 the City should declare a local emergency declaration and resolution authorizing a temporary Public Information Officer. The Local Emergency Operations Plan 2019 does not authorize a temporary Public Information Officer. She recommends that City Clerk Kandra Kinne be appointed to this position.

Vernita Saylor stated the motion, seconded by Jeff Ommert, to authorize Mayor Gunderson and City Clerk Kandra Kinne to sign the Local Emergency Declaration as a result of COVID-19. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

Derek Raburn stated the motion, seconded by Kevin Banzhaf, to approve Resolution No. 2020-04-01 authorizing City Clerk Kandra Kinne to be appointed temporary Public Information Officer. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present. Motion carried unanimously by City Council members present for Resolution 2020-04-01 as follows:

RESOLUTION NO, 2020-04-02

A RESOLUTION, KANDRA KINNE SHALL BE TEMPORARILY DESIGNATED UNDER THE CITY OF CAMBRIDGE'S EMERGENCY OPERATIONS PLAN AS THE PUBLIC INFORMATION OFFICER.

WHEREAS, the City of Cambridge's Emergency Operations Plan currently names Tom Patterson as the Public Information Officer. Tom Patterson is unable to serve in this position as he is deceased. The City of Cambridge desires to name Kandra Kinne the City Clerk as the temporary Public Information Officer.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CAMBRIDGE, NEBRASKA:

SECTION 1. Kandra Kinne the City Clerk is hereby designated as the temporary Public Information Officer under the City of Cambridge's Emergency Operations Plan.

3. COVID 19 – Sick Leave: No report. Reserved for Executive Session.
4. Emergency Declaration – Lisa advised Mayor Gunderson to declare a local public emergency authorized under State of Nebraska Statute 81-829.50.

Jeff Ommert stated the motion, seconded by Keith Luedders to support Mayor Gunderson should he avail the powers authorized under Nebraska Statute 81-829.50 to declare a local public emergency. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present for the following Declaration

LOCAL EMERGENCY DECLARATION

The City of Cambridge has been affected by the *Coronavirus (COVID-19) Pandemic Emergency* that commenced on March 6, 2020, and has spread across the country with confirmed cases in the State of Nebraska. This has put a strain on the ability of the City of Cambridge to meet the needs of its citizens and to respond to the pandemic.

Therefore, I, David Gunderson, Mayor of the City of Cambridge, hereby declare a state of emergency authorized under Nebraska State Statute §81-829.50 on behalf of the City of Cambridge, and will execute for an on behalf of the City of Cambridge, the expenditure of emergency funds from all available sources; the invoking of mutual aid agreements; applying to the State of Nebraska for assistance from the Governor's Emergency Fund; applying to the Federal Government for emergency assistance; and applying any other resources I deem necessary in the fulfillment of my duties. IN WITNESS WHEREOF, I have hereunto affixed by hand and the seal this 6th day of April, 2020.

Utility Supervisor Report –

Dave Houghtelling reported that City staff has been tearing out 110 feet of curb and gutter on Mousel Avenue west of the Ome Shoemaker property. The sewer plant aeration has a bad bearing which will need to be replaced at a cost of approximately \$16,000.00. Dave also advised that Figgins Construction can perform armor coating in June or July. The cost will be \$85,342.65. Vernita Saylor stated the motion, seconded by Jeff Ommert, to approve a contract for \$85,342.65 for street armor coating with Figgins Construction to be performed in June or July. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

Unfinished Business

Besler Agreement – City Attorney Shifflet proposed several changes to the agreement between Besler Industries and the City of Cambridge. Chris Miller of Miller & Associates had offered some changes. The item is tabled until the next meeting of City Council on April 20, 2020.

New Business

Special Designated Liquor Permits – Ho Jo’s Hideaway for May 30, 2020 and June 6, 2020
Mayor Gunderson recommended tabling the decision until the Council meeting on May 4.

Audit Report –

Contryman Associates will give the audit report at the next Council meeting on April 20, 2020.

Comprehensive Annual Banner Permit for 2020 –

Kandra advised that the City needs to approve the Comprehensive Annual Banner Application and Banner Permit. Derek Raburn stated the motion, seconded by Kevin Banzhaf to direct the Mayor and City Clerk to sign the Banner Application with the State of Nebraska. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

Reports of Officers, Board and Committees

Cemetery Report –

Kandra advised the Lyle and Sara Calvert have applied for the summer cemetery help position. Keith Luedders stated the motion, seconded by Vernita Saylor to approve hiring Lyle and Sara Calvert for the summer cemetery help position at \$10.50 an hour. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

Tri Valley Health System –

Jessica Fischer, CEO of *Tri Valley Health Systems*, joined the video conference and reported on the information and resources of Tri Valley Health System as well as advising that the Health System is following CDC recommendation of wearing masks starting April 7.

Mayor and City Council Comments –

Keith Luedders emphasized making sure that the EMTs and Firemen have the necessary equipment.

Executive Session

Keith Luedders stated the motion, seconded by Vernita Saylor, to adjourn to Executive Session for personnel. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present. 7:29 p.m. Adjourn to Executive Session. Keith Luedders stated the motion, seconded by Vernita Saylor, to return to regular session. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present. 8:17 p.m. Return to Regular Session. Mayor Gunderson stated that discussion in Executive Session was about COVID-19 policies on personnel and utility billing.

Adjournment:

Vernita Saylor stated the motion, seconded by Kevin Banzhaf to adjourn at 8:18 p.m. Voting yes were Vernita Saylor, Jeff Ommert, Keith Luedders, Derek Raburn and Kevin Banzhaf, none voted no, and Tony Groshong was absent and not voting. Motion carried unanimously by City Council members present.

Attest: Kandra J. Kinne, City Clerk/Treasurer David Gunderson, Mayor