

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAWNEE CITY, HELD ON MONDAY, APRIL 13, 2020 AT 7:00 P.M. AT FAIRVIEW GOLF COURSE CLUBHOUSE, 1799 D 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: Vickie Zelenka, Ric Helms, Susan Eisenhauer and John Dahlgren; Tamela S. Curtis, City Clerk/Treasurer and Spencer Cumley, City Foreman. **Absent:** None.

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 North meeting room wall accessible to the public. Council Member Dahlgren made a motion to accept the March 23, 2020 regular meeting minutes. Council Member Eisenhauer 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: **3/31/2020 & 4/14/2020 PRs:** 17,552.13; **UB&T**, FWH 5012.22; **NE Dept. of Rev**, SWH 702.59/Sales-Use Tax 3087.70; **NW Mutual**, ret. 1699.36; **Capital Business Systems**, City Copier Contract 531.00/Libr Contract 132.50/City IT Serv. 234.34; **OPPD**, elec-wells 195.43; **NPPD**, elec 6583.06; **Pawnee Co Rural Water**, pond hydrants 122.12; **Biblionix**, Libr Lic & Maint Agrmnt 1300.00; **Quill**, office sup 142.53; **Gary Gross Truck & Asses.**, Bal-Paint/Install Util Truck Box 3300.00; **DHHS Div. of Public Health**, Wtr Oper Lic Fee, Emp #1009 115.00; **US Cellular**, Tablet Mo. Service 53.47; **OneCall Concepts**, digger locates 7.69; **Seneca SA**, garbage service 5551.52; **Windstream**, phone serv 508.25; **St of NE-Dept of Labor**, 1st qtr unempl 90.98; **GPM**, calibrate flow meter-Swr Plant 412.00; **Kay Park Rec.**, picnic tables-pool/park 4412.00; **Matt Kuhlmann**, Mar/Apr Zoning Admin contract 800.00; **NE Public Health Env Lab**, wtr samp 15.00; **Verizon Wireless**, Emerg Cellphone/Fire phone-jetpack 94.66; **Walker Process Equip**, Rep clarifiers-Swr Plant 277.79; **Carman's Welding**, rep 2 decorative lamp posts 450.00; **Dollar General**, Libr maint sup 34.00; **HAMM, Inc.** rock-19th St 303.79; **Kyle's Service Center**, rep tires 30.00; **Meyer Labs**, Str-Pool-Park paint/soap/ tp/pt/dispensers 3084.07; **Pawnee Republican**, publishings 374.18; **Recycling Enterprises of NE**, pickup Recyclables 360.00; **Smith Auto**, new seat/steering wheel-Util Truck 522.00; **TR Ag Sales**, weed spray 92.50; **Black Hills Energy**, gas serv 168.89; **City of Falls City**, Swr Jet Trailer 190.00; **Constellation NewEnergy**, gas costs 173.16; **Emily Sisco**, City Atty Contract 1000.00; **Farmers Coop**, tordon weed spray 114.68; **H&H Auto**, sup/parts 75.15; **MidWest Labs**, Swr Samples-s/h 361.00; **PC Thriftway**, bleach 1.85; **Pawnee Co Reg of Deeds**, release mowing lien 10.00; **Pawnee True Value**, rep parts/sup 355.83; **SchillingBridge Winery**, TIF-Prop Tax Relief 418.93; **Pawnee Co Treas**, Law Enf Agreement 16375.00; **Cornerstone Bldg Project: AHRS Const-46404.00-ReUse Grant/11601.00-City Match**; **Carlson West Povondra Architects-588.00-ReUse Grant/147.00-City Match**; **SEND-540.00-ReUse Grant**. Council Member Dahlgren complained about the overtime on the employees' timecards again. Dahlgren stated that there was one crew member that had to read meters for the whole day and could not take

off that extra half hour of OT sometime during that week, which was ridiculous and we really need to talk about. Council Member Dahlgren then continued asking what happened to the new timecard system? Council Member Zelenka stated that the time clock system that Council Member Dahlgren had wanted was not financially feasible as they would need a timeclock system at the new City Office, the shop for the City Crew, the Library for the Librarians and the Pool for those employees. Zelenka continued that she thought Lola would be back into the Library on Monday and they could continue working on the timecards set up in Excel. More discussion followed with Council Member Helms making a motion to do the Excel spreadsheet timecards right away. Mayor Hatfield stated that this item was not on the agenda so should be put off until the next meeting when it can be properly acted upon. Council Member Helms rescinded his motion. Clerk Curtis will add the Excel Timecards on the next agenda to be acted upon. Council Member Zelenka made a motion 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.

Review March Treasurer's Report: Council reviewed the Treasurer's Report as of March 31, 2020. Council Member Helms inquired about the negative balance on the Animal Control Board Fund. Clerk Curtis stated that there were so many Dog Tickets issued last year that when they wrote the check to the School for the ticket fees, it pretty much used up a majority of the ACB's total budget. Other items that are purchased under the ACB Budget include dog tags and license books and also ads ran to remind people to license their dogs. Clerk Curtis continued that the ACB Budget is part of the General Funds just like the General, Street, Pool, Park, Library, Fire, Police, Cemetery, and Airport are. So the City would have to go over budget on the total General Funds to have to amend the budget. Clerk Curtis also pointed out that she had separated out the Street Fund's Debt Payment to USDA for the Street Project, so that it showed the actual figure of the Street Fund that was left in the Street Budget.

A Report and update from City Foreman Cumley: *Review/Discuss letter written to Senator Slama and response back from her aide Jennifer Svehla re: Waste Water Certification Training:* Council reviewed the letter to Senator Slama and her response back from her aide Jennifer Svehla on the difficulties the City is having with getting the proper training for the Wastewater (Sewer) Certification Test. Foreman Cumley stated that the aide's information was a little outdated as Nebraska Rural Water Association is no longer doing any WasteWater Certification training classes and the State has already cancelled the only testing that was scheduled in July. Foreman Cumley stated that they had found another company in Omaha that did some WW Certification Testing, so were looking into that right now. ***Review letter from JEO to Constructor's re: Field Eng. Report on Street Project:*** Foreman Cumley stated they had done the drive-around with Evan Wickersham with JEO discussing all of the problem areas on the Street Project. Council reviewed the listing of items that Mr. Wickersham had written out in his Field Engineering Report to Constructor's Inc. Foreman Cumley stated he did not know if someone from Constructor's would be coming down to address these problem areas or if they would hire another sub-contractor to take care of them.

A Report and update from Mayor Hatfield: *Review/Take Action on Recommendations from ReUse Committee for ReUse Loan Payments Deferred until June 30, 2020 for ALL Businesses with ReUse Loans including SchillingBridge Winery (2) Loans; Shirley's Place, Jaime Graham, dba Little Brown Jug, Richard Palmer, dba Pawnee Inn and*

Café; Sterup Enterprises, LLC and Transportation Tech, Inc. Please Note: All Loans are Current. Mayor Hatfield stated the ReUse Committee will be meeting again before June 30th, 2020 to re-evaluate how everything is going regarding the Coronavirus and if the Governor has released the Directive Health Measures (DHM) to open businesses back up again. Council Member Dahlgren made a motion to approve the recommendations from the ReUse Committee for ReUse Loan Payments Deferred until June 30, 2020 for ALL Businesses with ReUse Loans including SchillingBridge Winery (2) Loans; Shirley's Place, Jaime Graham, dba Little Brown Jug, Richard Palmer, dba Pawnee Inn and Café; Sterup Enterprises, LLC and Transportation Tech, Inc. Council Member Eisenhauer seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. **Discuss City Parks and Campground:** Mayor Hatfield stated that Council President Zelenka sat in on the Pawnee County Task Force meeting Friday afternoon where they had discussed Governor Ricketts latest Directive Health Measure (DHM) that encouraged people to keep kids away from playground equipment so she had the Clerks make up signs for the City Crew to post at all of the City Parks that state "*CITY PARKS ARE CLOSED Per Gov. Ricketts' latest DHM – ALL City Parks should be CLOSED to the Public until Further Notice! Stay Home - Stay Healthy – Stay Connected!*" Mayor Hatfield stated this also includes No Camping at the City's Pawnderosa Pond, but it is still open to fishing with the important message to keep your distance, but noticed on Facebook that Ray Kappel from the newspaper had posted it the other way around, no fishing but allowed camping. Clerk Curtis stated that was not how she had answered Mr. Kappel's questions about the City's Pawnderosa and would make sure he changed his Facebook posting to the correct information.

A Report and update from Council Member Zelenka: Review/Take Action on Managed Network Services and Virtual CIO Program – Review top priorities that need to be addressed ASAP: Council Member Zelenka stated that she, Clerk Curtis and Deputy Clerk Wiers all sat in on a Power Point Presentation on the computer with John Watkins with Capital Business Systems on March 31st where he went over everything that is included in the agenda packet. Clerk Curtis stated that John has certain items that he considers a high risk and a liability for the City which include nothing being backed up except our Power Manager program, which means none of our files on the individual computers being backed up; battery backups not installed on any computers except Tammy's and upgrading Microsoft Office 2010 to 0365 for all staff. Much Council discussion continued with Council Member Eisenhauer stating she was shocked when she read how unprotected the City's computers were. Clerk Curtis continued that for a one-time fee of \$750 he would install and configure Datto BDR (backup all computer files), ShareSync Software (to share files from one computer to another) and (APC UPSs (battery backups on each computer). Our monthly amount would then increase to \$574.45/month instead of the \$234.34/month we are now paying. Much discussion followed with Council Member Dahlgren making the motion to proceed with the high risk items marked on John Watkin's list with Capital Business Systems for a one-time fee of \$750.00 and the increased \$574.45/monthly fee. Council Member Zelenka seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried. **COVID-19 Updates:** Updates were shared on COVID-19 including Gov. Ricketts ordering a Directive Health Measure (DHM) for all of Nebraska effective 4/3/2020 closing bars and restaurants dine-in eating/drinking with only curbside pickup and delivery; the 4/8/2020 DHM that shut down nail & hair salons; adding Gov. Ricketts Six Rules to Keep Nebraska Healthy including no playgrounds. Council Member Zelenka stated that after attending the Pawnee Co Task Force Meeting Friday, it was decided that we needed to close all City

Parks to the public until further notice. Zelenka continued that at this Pawnee Co Task Force meeting they discussed several issues including: the increase of those testing positive to the Coronavirus in Nebraska; the hospital set up one room that they could turn into a “quarantine room” to treat a positive patient, if needed; Lewiston Schools reported serving over 80 meals/week with Pawnee City Schools approaching 300 meals/week; Dr. Voigtlander had stated there had been some research on why the elderly fatality rate was so high and that it could have something to do with the amount of Vitamin D in their body, there is more research on this being conducted; Co Commissioner Schaardt had stated that one County Employee was being self-quarantined due to an exposure risk by his wife; Sheriff Lang had discussed his concerns on mental health issues in the area with people not being able to leave their homes or get out at all, a mental health parade was discussed and what other suggestions could be used to rally the public, but still stay in compliance – this item had been tabled until the next meeting. The City Crew had put up the signs the City Clerks made around all of the parks and put yellow caution tape up around all of the park playground equipment and basketball court along with locking up all of the campsites at the City Pond. Clerk Curtis stated she has been busy “weeding” through several emails a day dealing with COVID-19 and has to date completed the FEMA paperwork for Federal Funding, registering the City through the Grants Portal; filling out League Surveys to include an estimated amount of revenue loss the City is projecting. Clerk Curtis stated that even though right now the Federal Funds the States are receiving will not cover any State/Local Governments loss in revenue, the League has been gathering information from each municipality in Nebraska so they can emphasize the importance to Nebraska’s Congressional Delegation that the municipalities will need federal funds to offset the tremendous loss of revenue. Clerk Curtis stated that was a very hard survey to fill out because it was like trying to guess the future on what revenues may be lost by our City. Clerk Curtis stated that every Wednesday both Clerks and Council Member Zelenka sit in on Governor Rickett’s weekly Teleconference Call with 2nd Class Cities and last week Council Members Zelenka, Eisenhower and Clerk Curtis all sat in on the Small Business Administration CARES Act Webinar with Congressman Adrian Smith that helped to explain what federal programs are out there to assist small businesses in succeeding through all of the COVID-19 issues. ***Discuss Grass Clippings blown out into streets-Code 6-327 & 6-331:*** Council Member Zelenka stated that as soon as the first warm weather hit, she noticed a lot of people mowing their grass clippings out into the streets. She feels it is important to get the word out there on how important it is that people not do this as it plugs the storm drains, is dangerous for motorcycles with Council Members Helms and Eisenhower stating it was dangerous for everyone and it just plain looks bad. Council Member Zelenka stated she has talked with the Clerks about putting something on the back of the next Water Bill about it being against City Code to blow grass clippings out into the City Streets. All Council Members stated this had been talked about many times in the past but were in agreement to put a notice on the back of the water bill as a reminder to Citizens.

A Report and update from Council Member Dahlgren: ***Discuss three parking stalls that are marked NO PARKING on NW corner of Courthouse.*** Council Member Dahlgren stated he thought the Sheriff would be at tonight’s meeting to discuss this as he hadn’t heard anything from him on these parking spots. Clerk Curtis stated that Council President Zelenka had her email Sheriff Lang and ask if we could remove him from the April meeting and plan for him to be here at the May meeting, to keep in social distancing. Clerk Curtis added that she had listed what Sheriff Lang reported to her on the parking spaces that Council Member Dahlgren had asked to be placed on the agenda. Sheriff Lang felt that

space could be made into one east/west parallel parking spot, but it may confuse people by doing so. Clerk Curtis stated she could not find any record that there was ever a Resolution made and/or approved to make those three parking spots NW of the Courthouse into a No Parking Zone. Council Member Helms stated that this was decided before he was even on City Council so he wasn't sure what the original reasoning behind closing those three stalls was. Council Member Dahlgren stated it was because it was said to be hard to look uphill to the East past the vehicles that were parked there at the corner, but there was no reason why a person couldn't stop at the stop sign, and then ease out to see if any traffic was coming from the East headed West before proceeding on North. Dahlgren continued that there had hardly ever been any accidents at that corner. Council Member Zelenka stated she knew of one many years ago because she was involved in it. Council Member Dahlgren stated that there had never been any fatality accidents at that corner. Foreman Cumley stated that Council Member Helms had directed the City Crew to use his sand blaster to grind off the lines in the street that had been painted over with red paint. Council Member Helms stated yes he had but that was because those lines painted red were confusing people. Mayor Hatfield stated that since there had never been any formal action through a Resolution passed by Council, the City Crew could just take the no parking sign down and paint the curb gray over the red paint and repaint the parking stall lines white again.

Review/Approve Resolution #9 removing the 10-minute time parking limit on the three parking spaces across from the Post Office on G Street between 7th & 8th Street:

Council Member Eisenhauer made a motion to approve Resolution #9 removing the 10-minute time parking limit on the three parking spaces across from the Post Office on G Street between 7th & 8th Street. Council Member Zelenka seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Review/Approve: Cornerstone Bldg Project Expenses: Drawdown #10 for a total of \$59,280.00 with \$58,005.00 to AHRs Construction, Inc. for Gen. Cond; Masonry Restoration; Doors & Windows and \$735.00 to CWP Architects for Bidding/Negotiation-Architectural Services with \$47,532.00 from ReUse Grant and \$11,748.00 from City Match with \$540.00 to SENDD for Construction Management paid from the ReUse Grant only. Council Member Dahlgren made a motion to approve Cornerstone Bldg Project Drawdown #10 for a total of \$59,280.00 with \$58,005.00 to AHRs Construction, Inc. for Gen. Cond; Masonry Restoration; Doors & Windows and \$735.00 to CWP Architects for Bidding/Negotiation-Architectural Services with \$47,532.00 from ReUse Grant and \$11,748.00 from City Match with \$540.00 to SENDD for Construction Management paid from the ReUse Grant only. Council Member Eisenhauer seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

A Report and update from Council Member Helms: Discuss/approve purchasing a Tooth Bucket for the Bobcat Skidster from Hamilton Equip. for \$1275.00. Council Member Helms stated that he would like to withdraw this agenda item at this time.

Review Payroll Time-Off Report on Employee Vacation and Sick Leave: Council reviewed the Payroll Time-Off Report on Employee Vacation and Sick Leave as of March 31, 2020.

Review/take action on HJP Pest Control Mosquito Spraying again this year-4% discount for paying in advance \$1785.60 (same price as last 2 years): Council Member Dahlgren made a motion to approve HJP Pest Control spraying for Mosquitos again this year at a 4% discount for paying in advance of \$1785.60. Council Member Helms seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

Correspondence: Council reviewed the poster Needing Planning Commission Members. Second Meeting in May: Clerk Curtis inquired when the Council wanted to meet for the second meeting in May since Memorial Day is the second Monday. All Council Members were in agreement to meet on Tuesday, May 26th because of the Memorial Day holiday. Mayor Hatfield inquired if Mitch and Kenzie Turnbull had an agenda item that they wanted to address the Council on. The Turnbolls stated they wanted to thank the Council for talking to the business owners downtown about the parking issues. They both felt that within a few days after Council had talked to the business owners, the parking situation downtown was 90% better as people were not parking in the same spot for 8+ hours at a time, and this was way before the Coronavirus had become an issue. Council stated to always come and talk with them whenever they have an issue to discuss. Council Member Dahlgren made a motion to adjourn the meeting. Council Member Zelenka seconded the motion. Roll call vote indicated all present voting in favor of the motion, whereupon motion carried and meeting adjourned at 7:46 p.m.

ATTEST: Tamela S. Curtis, City Clerk

Charlie Hatfield, Mayor