

SPECIAL MEETING
CITY COUNCIL

December 20, 2017

The Mayor and City Council of the City of Syracuse, Nebraska met at 6:00 P.M. on Wednesday December 20, 2017 for a special meeting in the Syracuse City Hall Council Chambers at 495 5th Street. Notice of meeting was given by posting in three places. Mayor Ortiz requested roll call, present were Mayor Ortiz and Council members Dettmer, Gigstad, Britton, Henke. A copy of the posting notice and acknowledgement of notice to the Council is attached to these minutes.

Minutes for the December 6, 2017 meeting were approved as written. Availability of the agenda was communicated in the advance notice. All proceedings hereafter shown were taken while the meeting was open to the public.

Mayor Ortiz asked if anyone would like to speak for Hearing of those present, no one present.

LIBRARY REPORT –

Librarian Antes unable to attend the meeting; her report was distributed to the Mayor and Council prior to the meeting. The report showed a total circulation of 1,156 for the month of November 2017. Also included was the wrapping up of Fall Preschool Story Time; Afternoon Story Time is still in session. Book Clubs II and III are still meeting. Friends of the Library hosted their annual Tannenbaum soup luncheon on December 3rd as well as Santa time from 1 – 3 that afternoon. The meeting room had nine bookings for the month. No further discussion was had.

ZONING REPORT –

Zoning Inspector Bruce Neemann present; Mayor Ortiz opened the public hearing, discussion and Ordinance on Application for Zoning Text Amendment to the Zoning Ordinance to consider amending definition of Home Occupation in Article Two. Jerry Stilmock explained Neemann noticed an item of discrepancy whether Home Occupations are automatic as a permitted use or are Home Occupations a conditional use requiring a conditional use permit requiring coming in front of the Planning Commission and City Council. The discussion was had in front of the Planning Commission in November. Council Member Britton asked if there is a value to someone coming in for a Home Occupation Permit, Stilmock explained it allows the City to have some oversight over what kinds of businesses are going on as well as regulations such as number of employees, etc. The Conditional Use Permit would cost \$315.00 and then if granted, the occupation tax for the Home Occupation would then be \$35.00. The Council sees the Conditional Use requirement is overkill and suggest the fee for the occupation tax be lowered also. Neemann explained this started while he was researching nuisance complaints in regards to parking of work vehicles as well as construction materials piling up outside of a residence. This discussion opens the door for additional codes to be visited such as parking. The Mayor and Council ask the discussion be tabled until the January meeting. It was established that the Zoning Inspector would be the person to sign off on a Home Occupation permit. Mayor Ortiz closed the public hearing.

SVFD REPORT –

Bruce Neemann led the discussion on purchase of an extractor washing machine to help clean the bunker gear at the fire department. The cost is \$3500.00 - \$4000.00 after shipping. This will wash a full set of bunker gear in 35-45 minutes. Neemann has proposed this to the Rural Fire Board; the Rural Board tabled the discussion pending the City Council's response. Council Member Britton moved to approve paying for half of the machine, not to exceed \$1850.00, Gigstad seconded. Roll Call: Yeas: Dettmer, Henke, Britton, Gigstad. Nays: none.

Neemann also reported the department is looking at possibly replacing air packs with a grant they are working on; the grant is due in February. The air packs are reaching 14 years old. A sinking fund for the fire department was discussed as well and the tracking of these funds from year to year.

Mayor Ortiz led the discussion on Approval of Claims and Treasurer's Report. Todd Blome of BMG present to report on the November financials. Blome discussed how the reports are including more detail, specifically when it comes to the Utilities. All accounts have been reconciled and bond payments were made in November. The water revenue account is up by 40% due to the farm lease second payment for the year-long agreement. Blome explained account 4000 is the "other" account that really shouldn't ever have much in it. Blome suggested he include a sub-account for any revenues for the farm

lease / well field. Sales tax revenues are down a little bit compared to this time last year. Construction sales tax for Love's made a big difference in 2017. Ambulance income is up a little bit due to some larger payments that came in. Changes in expenses include a decrease in Cemetery expenses, Park expenses are up a little bit due to a batting cage purchase, Street account expenses are down a little due to concrete expenditures in 2017. New reports Blome has included consist of utility income for the three utility categories along with profit/loss information. Blome has been in contact with Auditor Julie Bauman to tie out her audited financial statements with the reports BMG provide. In the past this was not done. Council Member Dettmer moved to approve the November Treasurer's Report and pay the claims, Henke seconded. Roll Call: Yeas: Britton, Gigstad, Henke, Dettmer. Nays: none.

Ameritas	102.72
Blackburn Mfg. Co.	306.27
BMG	2500.00
Bound Tree Medical	503.83
Brad Johnson	200.00
BC Meyer Homes	200.00
Cardmember Services – Elan	317.14
Collection Services Center	205.38
Concrete Industries	627.35
Danko	96.85
Fireguard	244.69
Gottula Propane Svc.	54.00
Hemje Plumbing & Htg., Inc.	69.50
Ingram Library Services	436.10
JEO	322.50
Kris Davis	28,893.64
Micro Marketing	16.50
Midwest Laboratories	121.40
Municipal Supply	332.93
NE Child Support Payment Center	290.78
Nebraska City Utilities	73.17
NE Public Health Environmental Labs	119.00
OPPD	111,650.12
Physio Control	594.00
Sandry Fire Supply	438.50
Synchrony Bank – Amazon	318.89
Syracuse Chamber of Commerce	90.00
Syracuse Do It Best	25.98
Syracuse Lumber Co.	23.94
U.S. Post Office	52.00
Verizon	294.28
WAPA	3032.16
Windstream	167.09
Zoll	111.83
Shayna Murrell	943.17
Todd Aksamit	992.25
Kelly Farmer	1187.93
Derek Harms	1003.03
Mark Moerer	994.51
Chiona Morris	914.43
Julie Slafter	849.16
Jeffrey Vogt	1522.57
Brian Vodicka	704.39
Jonathan Baugous	610.11
Sue Antes	1724.11
Kristina Henke	183.87
Karen Kimpel	132.98
Carol Linqvist	183.87
Tomas Ortiz	461.75
Marcia Scheinost	115.44

Timothy Wilson	184.70
Carolyn Bremer	183.87
Alan Britton	183.87
Deb Dettmer	184.70
Orv Gigstad	184.70
Patty Hogancamp	110.82
Leah Ganzel	394.79
Joe Reisdorff	184.70
Craig Boldt	115.44
Ken Parde	184.70
Bruce Neemann	235.49
David Sabatka	115.44
Chris Lutjemeyer	115.44
Jody Bruns	115.44

PUBLIC WORKS REPORT –

Superintendent Jeff Vogt present, Mayor Ortiz led the discussion on the hiring of an Electrician; this position would take the place of Mitch Stubbendick who ended employment with the City in October. Vogt presented information for a proposed pay increase for the Utility workers in order to be more competitive when hiring. Mayor Ortiz explained the staff is taking on more and more with all of the projects currently in progress and in order to continue to move forward a quality staff needs to be in place. Ortiz expressed concern for how other employees will be affected if a pay increase is granted for the Utility workers. It was pointed out the Utility workers salaries are paid out of Utilities revenue whereas the rest of the department salaries come from sales tax revenue. Park Manager Jon Baugous has been helping the Utility staff with projects since the Parks is slower this time of year. Clerk Farmer and Council Member Henke will help with data entry on the employee spreadsheet Britton put together during the budget proceedings in the fall. Council Member Britton also pointed out experience is of value. Vogt is hoping to call the applicant to offer the position after the meeting; he is confident his proposal will allow the City to obtain the applicant at his desired pay. Council Member Gigstad moved to approve proposal #1 consisting of a 5.5% pay increase for each of the four current Utility workers, Britton seconded. Roll Call: Yeas: Dettmer, Henke, Britton, Gigstad. Nays: none.

Mayor Ortiz led the discussion on certification pay. Superintendent Vogt explained the current pay increase of \$.25/hour for when a certification is obtained has been at that rate for over twenty years and proposed to increase this to \$.50/hour. Council Member Britton moved to increase the certification pay increase to \$.50/hour, Dettmer seconded. Roll Call: Yeas: Gigstad, Henke, Britton, Dettmer. Nays: none.

Mayor Ortiz led the discussion regarding online bill pay, Utility Billing Clerk Morris present to explain. Morris has been in communication with Invoice Cloud rep Greg Earl regarding some of the concerns brought up by Attorney Stilmock. Invoice Cloud would not have access to any of the City's accounts for withdrawal of fees; any transaction fees of 2.95% would be carried over to the bill payee. Any costs to the City would be invoiced to the City but Invoice Cloud does prefer electronic payment versus a paper check issued by the City. Morris feels the convenience would be very beneficial. Salt Creek Software recommends Invoice Cloud for use of our PowerManager Software; the Mayor and Council would like to hear what other municipalities use Invoice Cloud and what comments they have about it. Attorney Stilmock will look into details of the agreement online as suggested by Invoice Cloud. Council Member Britton asked about secured access and cut-off time for the bill payee in order to make sure their payment is received on that date they're intending it to go through so they are not late. Morris will speak with NMPP Energy for their feedback regarding Invoice Cloud as well. The discussion will be continued at the January Council meeting.

Mayor Ortiz led the discussion on the next Farm Lease Agreement. Stilmock explained with the Council's previous bid opening awarded to Luetchens Farm he has prepared documentation for an updated agreement to Mr. Luetchens to review, sign and return to the City. The new agreement will be effective as of March 10, 2018.

OLD BUSINESS –

Mayor Ortiz led the discussion and Resolution No. 17-40 to extend the current agreement with Papillion Sanitation. Stilmock explained this extends the current contract from January 1, 2018 until June 30, 2018 while the City continues to work on a revised bid sheet for RFP's; Stilmock is hoping to have this

available for the Mayor and Council to review by the January Council meeting. Reps from Papillion Sanitation present to sign the resolution. Papillion Sanitation will be back in town before Christmas to do their annual bike giveaway to area children and families. Council Member Britton moved to adopt Resolution No. 17-40, Dettmer seconded. Roll Call: Yeas: Henke, Gigstad, Dettmer, Britton. Nays: none.

Mayor Ortiz led the discussion on Projects Planning, formerly known as Strategic Plan. Lists have been submitted by various department heads and Council Members. Council Member Dettmer asked what the difference between a Strategic Plan versus a Capital Improvement Plan. Britton explained Capital Improvement Plan basically consists of projects that are Capital Expenditure items which generally involve some engineering. Dettmer will continue to work on the Projects Planning over the holiday break. Stilmock will reach out to City Administrators who have communicated with the City in the past. Council Member Britton explained ideally a Capital Improvement Plan or Strategic Plan should be visited during budget proceedings and it is important to have a plan ready especially when seeking government funding. Dettmer suggested the City visit the Streambank Stability Assessment more with so much development happening in the City currently. She is thinking of breaking the plan and lists down by departments; a request for lists from Fire and Rescue will be sent out by Clerk Farmer.

NEW BUSINESS –

Mayor Ortiz led the discussion on upgrade of City computers, Utility Billing Clerk Morris explain. Morris presented information on upgrading all computers at City Hall as well as at the Library from IT person, Chuck Sieck. At this time, Jon really doesn't have a use for a computer at the Parks Shop plus the City would need to run network. Morris and Sieck are suggesting instead of getting a new server, the staff would share a hard-drive. There is concern of backing up the system; options are two hard drives at two different locations that mirror each other and another would be using Cloud on a second system. Britton suggests everyone needs to be connected to a single point whether it be a server or a hard drive; everyone's information would be backed up on this one server or Cloud where all of the data is stored in one spot. Morris presented a server would be roughly \$4000.00. Sieck will need to update quotes received as they have expired. There was question on the Library's Office software and the cost involved. Council Member Britton would like to see some information on a hard-drive and RAM, what Chuck's thoughts are. Regarding costs, the Building department fund could cover City Hall upgrades but the Library did not include any upgrades in their 17-18 Budget; possibly the Library Foundation would like to contribute to the costs for the Library. The discussion will be continued at a future Council meeting.

Mayor Ortiz led the discussion and Resolution No. 17-41 to accept dedication of City Right-of-Way from KNA to City, Stilmock explained. Council Member Britton moved to adopt Resolution No. 17-41, Henke seconded. Roll Call: Gigstad, Henke, Britton, Dettmer. Nays: none. The son-in-law, Sam Madalini, of the "Shirley" whom the street going in by the new hospital is named after was present along with Nick Madalini. They expressed how much Shirley and the famil are happy to be a part of the development. The City thanked the two for their hand in making everything come together.

Mayor Ortiz led the discussion and approval for Otoe Countywide Housing Rehab Final Payment Request and Approval Form for Project 15-OTF-11, authorizing Mayor's signature. Council Member Henke moved to approve the final payment of \$5995.00, Britton seconded. Roll Call: Yeas: Gigstad, Dettmer, Britton, Henke. Nays: none.

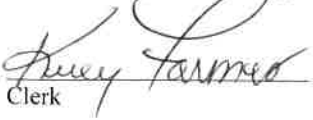
Mayor Ortiz led the discussion and approval of narrative outlines and recommendations of Construction Contract Award for Project 15-OTF-12, authorizing Mayor's signature. Council Member Gigstad moved to approve the award of the construction contract, Britton seconded. Roll Call: Yeas: Henke, Britton, Dettmer, Gigstad. Nays: none.

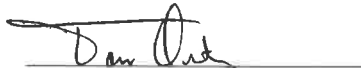
Mayor Ortiz announced the next regular City Council meeting will be held on Wednesday, January 10th, 2018 at 6:00 P.M. A private meeting has been scheduled with reps from JEO and City Officials to discuss various topics including GIS as well as ongoing projects and JEO involvement; private streets will also be discussed at a separate meeting to be held after.

Attorney Stilmock passed out GIS Workshop replies to Stilmock's concerns with their agreement for the Mayor and Council's information.

Mayor Ortiz asked a Council Member to motion to adjourn. Council Member Gigstad moved to adjourn the meeting at 8:05 P.M., Dettmer seconded. Roll Call: Yeas: Henke, Dettmer, Gigstad, Britton. Nays: none.

I the undersigned Clerk hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting; kept continually and available for inspection at the office of the City Clerk; that such subjects were contained in the said agenda for at least twenty-four hours prior to the said meeting; that at least one copy of the reproducible material discussed at the meeting was available at the meeting for the examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days or prior to the next convened meeting of the body; that all news media requesting notification concerning time and place of said body were provided advance notification of time and place of said meeting and subjects to be discussed at said meeting.


Clerk


Mayor