

THE OFFICIAL PROCEEDINGS OF THE REGULAR MEETING OF THE GERING CITY COUNCIL, OCTOBER 28, 2019

A regular meeting of the City Council of Gering, Nebraska was held in open session on October 28, 2019 at 6:00 p.m. at Gering City Hall, 1025 P Street, Gering, NE. Present were Mayor Kaufman and Councilmembers Smith, Gillen, Backus, Wiedeman, O'Neal, and Cowan. Also present were City Administrator Lane Danielzuk, City Clerk Kathy Welfi and Acting City Attorney Mark Kovarik. Absent were Councilmembers Holliday and Morrison. Notice of the meeting was given in advance by publication in the Star-Herald, the designated method of giving notice. All proceedings hereafter were taken while the meeting was open to the attendance of the public except as otherwise indicated.

CALL TO ORDER

Mayor Kaufman called the meeting to order at 6:03 p.m. The Mayor stated that there was a quorum of the Council and City business could be conducted.

1. Recital of the Pledge of Allegiance and Prayer
2. Roll Call
3. Excuse councilmember absence

Motion by Councilmember Wiedeman to excuse the absence of Councilmembers Smith and O'Neal from the October 14, 2019 regular City Council meeting. Second by Councilmember Cowan. There was no discussion. The Mayor called the vote. "AYES": Smith, Gillen, Backus, Wiedeman, O'Neal, Cowan. "NAYS": None. Abstaining: None. Absent: Holliday and Morrison. Motion Carried.

OPEN MEETINGS ACT - NEB.REV.STAT. CHAPTER 84, ARTICLE 14

Mayor Kaufman stated: As required by State Law, public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room. Agenda items may be moved up or down on the agenda at the discretion of the Mayor. As required by State Law, additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless they are considered under this section of the agenda and Council determines that the matter requires emergency action.

CONSENT AGENDA:

(Items under the Consent Agenda are proposed for adoption by one action for all items unless any member of Council requests that an item be considered separately.)

1. Approve minutes of the October 14, 2019 regular City Council meeting
2. Approve Claims and Financials

Claims:

10-5-19 to 10-18-19

ACTION COMM INC \$422.62 RPR PORTABLE RADIO, 21ST CENTURY EQUIPMENT \$95.24 OIL LINE HOSE 2009 JD MOWER, 360 RAIL SRV LLC \$2,855.00 DITCH CROSSING SPUR DESIGN, A & A PORTA POTTIES \$270.00 PORTABLE TOILET, ACCUSTAR SURVEYING \$2,500.00 NEW LANDFILL, ACUSHNET CO \$638.41 GOLF GLOVES, ADVANCED WEIGHING SYSTEMS \$2,250.00 ANNUAL SUPPORT PLAN FOR SCALE, ALLO COMM \$1,889.74 TELEPHONE/INTERNET CHRG, AMAZON CAPITAL SRV \$241.89 WATER STORAGE TANK RPR, ATLAS \$3,749.00 OUTER VEST CARRIERS, B & C STEEL \$20.86 ROUND & FLAT BAR, BAUER VERN \$25.00 REFUND LEFT PARK EARLY, BKD RENTALS LLC \$2,154.20 NOV 19 PRAIRIE PINES SUBSIDY, BLANKENAU WILMOTH LLP \$2,050.00 IMPACT FEES, BLUFFS SANITARY SUPPLY \$93.86 TOILET PAPER/URINAL SCREENS, BORDER STATES INDUSTRIES \$778.90 RPR LIGHT @ STATION EAST WALL/SPLICES/PVC PLUG/PULL WIRE BOX, CALLAWAY GOLF CO \$472.33 GOLF CLUBS, CHARTER COMM \$638.08 TV/INTERNET CHRG ROBIDOUX, CITY PAYROLL TRUST \$2,673.62 FSA MEDICAL 125, CLARKE CHRISTIE \$83.00 TRAVEL EXP MEALS, CONNECTING POINT \$99.00 OCT SRV CONTRACT, CONSUMER REPORTS \$26.00 1 YR SUBS, CONTRACTORS MATERIALS \$9.50 PAINT MARKING, COUNTRY LIVING \$34.97 1 YR SUBS, CRESCENT ELECTRIC SUPPLY \$33.54 SPRINKLER RPR SUPP, CUMMINS CENTRAL POWER \$1,097.72 CENTRAL PLANT GENERATOR SRV, DALE'S TIRE & RETREADING \$783.94 TIRE RPR ON G-6, DISCOVER BANK \$166.29 GARNISHMENT 2, DOOLEY OIL INC \$2,268.35 WINDOW WASHER FLUID/OIL & HYDRAULIC FLUID/OIL FOR SHREDDER/OIL FOR ALJON, DUTTON-LAINSON CO \$693.82 SPOOLS/METERS/BOLTS, DVS STORAGE LLC \$3,830.03 TIF PASS THROUGH PYMT, ECOLAB \$64.57 PEST CONTROL @ CITY HALL, ENVIRO SRV INC \$1,274.00 WW LAB, ESC ENGINEERING \$1,500.00 D ST SUB, FASTENAL CO \$519.69 IMPACT WRENCH, FAT BOYS TIRE & AUTO \$817.00 CAR MAINT, FIRST STATE BANK \$356.36 IBEW UNION DUES, FLOYD'S SALES & SRV \$3,006.26 WORK ON G-10, FOOD NETWORK MAGAZINE \$44.97 1 YR SUBS, FRANK PARTS CO \$372.79 AIR FILTER FOR SHREDDER, FYR-TEK \$672.55 HARD SUCTION HOSE KIT, GERING HIGH SCHOOL \$90.00 ADVERTISING, GERING MERCHANTS \$4,203.10 KENO FUNDS 2019 SRV, GREASE-N-GO \$94.80 OIL CHANGE 21, GREATAMERICA LEASING CORP \$100.00 COPIER LEASE, GREG NORMAN \$87.67 GOLF PULLOVERS, GS MEDIA & EVENTS \$5,025.60 GOOD SAM ANNUAL DIRECTORY, HIGEL JEROLD E \$2,664.71 TRAFFIC LIGHT LABOR, HOME DEPOT \$20.22 WATER STORAGE TANK RPR, HOUSTON LOIS \$254.00 UNIFORM VEST ALTERATIONS, IAFC MEMBERSHIP \$240.00 IAFC DUES, ICMA ELECTRONIC RETIREMENT \$709.74 ICMA CITY ADMIN, IDEAL LINEN SUPPLY INC \$116.84 EXCHANGED MATS, IMSA \$40.00

CERTIFICATION RENEWAL STERKEL, INDOFF INC \$173.92 CALENDARS, INGRAM LIBRARY SRV \$691.38 20 BOOKS, INTERNAL REVENUE SRV \$42,064.61 FED/FICA TAX, INTER INSTIT OF MUNI \$330.00 MEMBERSHIP WELFL, INTRALINKS TECH SOLUTIONS \$2,166.44 COMPUTER SUPPORT, JESSEN TERRY \$5,695.33 TIF PASS THROUGH PYMT, JIRDON \$167.65 ROAD SIDE GRASS MIX, JOHN HANCOCK USA \$14,112.46 JH RETIRE 6%, JOHN HANCOCK USA POLICE \$6,081.98 MG T-POLICE, JOHNSON CASHWAY CO \$224.96 RAKE, KARENS CLEANING \$425.00 SEPT CLEANING CONT, KELLER JONATHAN G \$2,300.00 CONCRETE ARBOR PROJECT, KENT EWING \$12,435.22 TIF PASS THROUGH PYMT, KNEB \$576.00 RADIO ADVERT, KOVARIK ELLISON MATHIS \$6,615.00 LEGAL FEES, KS STATEBANK \$27,148.05 WATCHGUARD LEASE PYMT, LEAGUE OF NE MUNICIPALITY \$351.00 ANNUAL CONF KAUFMAN, MALY MARKETING \$460.00 CVB LAND PAGE CREATION, MATRIX TRUST CO \$534.68 MG T-FIRE, MEAT SHOPPE \$14,867.63 CATERING COSTS, MENARDS \$168.09 GAS CAN/HITCH FOR 61/STRAPS, MILCO ENVIRONMENTAL SRV \$2,414.37 LABORATORY, MOBIUS COMM CO \$85.60 RPR LAB SECURITY ALARM SYSTEM, MONEY WISE OFFICE SUPPLY \$744.21 FIRST AID KIT/LENSE CLEANER, MUNICIPAL ENERGY AGENCY \$283,581.63 POWER BILL, NDEQ – FISCAL SRV \$6,413.10 QUARTERLY SOLID WASTE FEES, NE CHILD SUPPORT PYMT \$794.64 CHILD SUPPORT 1, NE PUBLIC POWER DISTRICT \$26.94 UTILITIES 240066 HWY 92, NE DEPT OF ENVIRONMENT \$150.00 RENEW HEATH'S WW OPERATOR LICENSE, NE MACHINERY CO \$127.92 FILTER FOR SHREDDER, NE RURAL WATER ASSOC \$1,270.00 NE RURAL WATER CONF, NE STATEWIDE ARBORETUM \$284.00 PLANTS FOR STADIUM, NIKE USA INC \$65.73 GOLF SHOES, OCLC INC \$160.66 OCT ILL/CAT SUBS, ONE CALL CONCEPTS INC \$90.28 LOCATE FEES, OUTDOOR CUSTOM SPORTS \$2,162.80 GOLF SHIRTS/JACKETS/PULLOVERS, PANHANDLE COOP ASSOC \$50.00 INSTALL TIRES ON PICKUP, PAYROLL CHECKS \$127,393.17 PAYROLL CHECKS ON 10-11-19, PETTY CASH \$22.34 PETTY CASH, PING \$668.83 GOLF CLUBS, POSTMASTER \$800.00 OCT MAILING PERMITS, POWERPLAN OIB \$3,378.11 RPR'S ON 180G, PRESTON SHERRY \$83.00 TRAVEL EXP, REGIONAL WEST MEDICAL CENTER \$306.00 EMT STUDENT IMMUNIZATIONS, ROBINSON ELECTRIC \$458.33 UNHOOKED OLD COMPACTOR/HOOK NEW, RODGERS SHIRLEY \$260.00 REFUND CANCELLED EVENT, RYAN'S WELDING \$345.00 RPR'S ON SHREDDER, SANDBERG IMPLEMENT INC \$1,412.26 NEW DOOR 2016 KUBOTA, SCB CO AMBULANCE SRV \$316.23 OCT 2019 AMBULANCE CONTRACT, SCB CO REGISTER OF DEEDS \$77.64 SHERIFF'S OFFICE FEES, SCOTTS BLUFF CO CONSOLIDATED \$46,575.00 INTERLOCAL COMM AGREEMENT 2019-2020, SCOTTS BLUFF CO PUBLIC T \$4,088.00 SUPPORT CONTRIBUTION, SCOTTSBLUFF – GERING UNITED \$70.75 UNITED WAY CONTRIB, SENIOR CITIZENS CENTER \$525.00 OCT 2019 FINANCIAL SUPPORT, SIMMONS OLSEN LAW FIRM \$1,922.50 CITY PROSECUTOR BILL, SIMON CONTRACTORS \$1,305.75 CONCRETE 4.25 YDS, SLAFTER OIL CO \$50.00 HYDRAULIC OIL FOR RPR 4500D, STAPLES CREDIT PLAN \$64.19 INK FOR GARY'S PRINTER, STAR HERALD \$381.53 CONDENSED MINUTES, SUGAR VALLEY FEDERAL CREDIT \$678.37 CREDIT UNION, TAYLOR MADE GOLF CO \$412.46 GOLF CLUB DRIVER, TERRY CARPENTER INC \$650.00 OCT 2019 WATER WELL LAND RENT, THE COPIER NINJA \$156.70 COPY COUNT CHR, THE ROCK PILE \$2,220.24 CRUSHED CONCRETE 72 TONS, THE TORO CO \$155.00 MONTHLY TECH SUPPORT, TRIHYDRO CORP \$12,414.36 FOR NEW LANDFILL, VALLEY AUTO LOCATORS LLC \$75.00 BRAKE LIGHT ISSUE, VERIZON CONNECT \$31.00 GPS SKEETER SPRAYER/SWEEPER, VERIZON WIRELESS \$1,552.30 WIRELESS ACCESS FOR MDT'S, WEATHERCRAFT CO INC \$306.00 RPR ROOF LEAK @ CITY HALL, WESCO DIST INC \$802.50 CT'S, WESTCO \$6,292.41 FUEL FOR PIT, WESTERN PATHOLOGY CONSULTANTS \$50.00 DRUG TESTING, WESTERN STATES BANK \$27,020.90 GERING/SCB SINKING FUND, WESTERN STATES BANK – POL \$550.00 PO UNION DUES, WINCHELL CLEANING SRV \$990.00 CLEANING OF BUILDING, WYOMING BEARING & SUPPLY \$44.13 HOSE FITTINGS

Motion by Councilmember Wiedeman to approve the consent agenda. Second by Councilmember Gillen. There was no discussion. The Mayor called the vote. "AYES": Smith, Gillen, Backus, Wiedeman, O'Neal, Cowan. "NAYS": None. Abstaining: None. Absent: Holliday and Morrison. Motion Carried.

BIDS, RFQ/RFP:

1. Approve selection of engineering firm for Stormwater Master Plan and authorize the Mayor to sign Professional Services Agreement with Felsburg, Holt, and Ullevig

City Engineer, Annie Folck, stated that staff budgeted for a Stormwater Study under the Streets Department. There are several areas around town that we currently have issues with that are inundated with stormwater at times. Sometimes if you fix the problem in one area you cause consequences in other areas. Staff thought rather than doing a piecemeal study, it would be better to look at a comprehensive study of the entire city so when we look at solutions we're looking at what works best for the whole area. The other purpose for the study is related to our new MS4 NPDES permit. One of the requirements of that permit is for post-construction treatment of stormwater. We have to treat stormwater both during construction and we have to put together a program whereby we will treat water after all new construction or re-construction. That can be very challenging related to retention basins. This study will help us going forward for both our stormwater issues and our requirements under the state permit.

Ms. Folck added that we only received the one bid from Felsburg, Holt, and Ullevig, a firm out of Omaha. Staff have worked with them in the past and feel confident that they will do a good job. We're looking at about an eight-month timeframe.

Motion by Councilmember Smith to approve the selection of an engineering firm for a Stormwater Master Plan and authorize the Mayor to sign Professional Services Agreement with Felsburg, Holt, and Ullevig. Second by Councilmember Wiedeman.

Discussion: Councilmember O'Neal stated that there are some projects that need to be done sooner rather than later; are those projects going to be held up, such as the Northfield Park? Ms. Folck replied that that should not have to wait on this. City Clerk Welfi stated that staff are working on that project now.

The Mayor called the vote. "AYES": Smith, Gillen, Backus, Wiedeman, O'Neal, Cowan. "NAYS": None. Abstaining: None. Absent: Holliday and Morrison. Motion Carried.

PUBLIC HEARINGS: None

CURRENT BUSINESS:

1. Consider approving Keno Fund Requests

- Nebraska Panhandle AHEC, \$1,100.00
- Theater West Summer Repertory, \$2,200.00
- Gering Public Library, \$5,072.00
- Warrior Run (Veterans & Military Family Emergency Relief Organization), \$4,000.00
- Gering Merchants, \$6,000.00

Keno Committee Chairman, Darrell Bentley, stated that these are requests that the Committee has done before other than the Library. The Library is looking for new signs to be located in two places that will display anything new or happening at the library. Mr. Bentley stated that there was one application they turned down due to it being a private business and the project had already been built; their policy is that anything over \$10,000 requires two estimates before the Committee will look at it. Mayor Kaufman expressed the Council's appreciation for what the Keno Committee does, that they follow the rules and don't compromise the integrity of the funds and that the Keno Fund benefits the community even beyond the borders of Gering.

Motion by Councilmember Wiedeman to approve the Keno Fund requests as presented which are: \$1100 for Nebraska Panhandle Area Health Education Center, \$2200 for Theater West Summer Repertory, \$5072 for the Gering Public Library, \$4000 for the Warrior Run and \$6000 for the Gering Merchants. Second by Councilmember Gillen. There was no discussion. The Mayor called the vote. "AYES": Smith, Gillen, Backus, Wiedeman, O'Neal, Cowan. "NAYS": None. Abstaining: None. Absent: Holliday and Morrison. Motion Carried.

2. Comprehensive Plan Update – Annie Folck, City Engineer

City Engineer, Annie Folck, stated that we are in the home stretch of getting the Comp Plan completed. They received 70 distinct comments; some overlapped and some were more clerical. They sorted the comments into categories and determined how they could best address them. Several comments talked about de-emphasizing the river and that the monument was more distinctive to our community. In making revisions, they put more emphasis on the monument rather than the river. There were a lot of comments regarding the library. They went through the principles and policies and found some places where they added some references to the library. It led to the addition of the new appendix that will be for City facilities in general.

Following comments by the Mayor, Ms. Folck thought it would be a good idea to add another appendix to reference various studies and where to find them. She said they also added a new annexation strategy map. The new draft is posted on plangering.org; they had to break it into a few more files due to size. There will be a public hearing with the Planning Commission for the new Comprehensive Plan on November 19 and for City Council on November 25 for adoption of the plan.

3. Administrator Search Facilitator Update – Cheryl Burkhart-Kriesel, UNL

Cheryl Burkhart-Kriesel addressed Council and stated that she has worked for the University of Nebraska for over 20 years. She has done a lot of community engagement and community involvement. When Mayor Kaufman contacted her this summer it was a new opportunity to think about hiring an administrator and what that would look like. After discussions with the Mayor, she was able to use a private document as a basis for hiring an administrator. She then presented a Power Point with the following information:

Background:

Discussions with Mayor Kaufman in September
UNL Extension role

- o Co-facilitate/organize hiring process
- o Facilitate discussion –
 - Administrator expertise needed for future city needs
- o Develop general process/sequence
- o Work in partnership with the Mayor & HR office

Model process currently used in the private sector – example provided

Process Flow:

PHASE 1: Early discussions - decisions needed

Lead: Mayor

- o Level of involvement & responsibilities of hiring process – council
- o Separate conversations - council & senior staff
- o Timeline – agreement
- o Relationship with the city administrator – review & agreement

PHASE 2: Council and senior staff prep work – discussion & priorities identified

Lead: Outside Facilitator

- o Expectations of future needs – content expertise
- o Expectations of interpersonal skills

PHASE 3: Human Resources connection (WITH FULL COUNCIL REVIEW)

Lead: Mayor & City of Gering HR HR review (forms, past processes) – development/revision needed

- o Job description & responsibilities
- o Salary & benefits package

PHASE 4: Advertising the position

Lead: City of Gering HR

- o Develop promotional material – establish dissemination plan
- o Execute advertising of position

PHASE 5: Interview process (WITH FULL COUNCIL REVIEW)

Lead: Mayor and City of Gering HR Interview process - develop questions; review lawful interview process

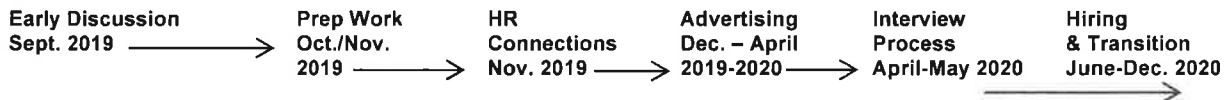
- o Screen candidates, background checks on short list
- o Invite short list to interview – additional background check if needed
- o Interview day will include:
 - a.m. formal interview
 - Lunch with staff
 - Community tour, then a break
 - Meet & Greet community reception
 - Dinner with council

Phase 6: Hiring process & transition

Lead: Mayor & Council

- o Make decision and offer position
- o Acceptance – determine arrival (include transition time)
- o Create and approve contract, sign
- o Transfer of position – time with current Administrator
 - Administrator orientation
 - Meeting with Council
 - Meeting with Dept. Heads

Possible Flow graphic:



Mayor Kaufman stated that the intent is to have the full Council be a part of the process. We appreciate the University stepping up with this and having an outside facilitator to make sure that collectively as a group we're all on the same page with the type of individual we're looking for as we go forward. It's also important to get senior staff input on qualities and leadership characteristics they feel are important. He added that they reached out to a lot of communities state-wide to look for a process and there wasn't one. We wanted to have something documented that would also help other communities as this is an important process. He thanked Administrator Danielzuk for giving Council the luxury of having a time table to work with so Council can do this right and take the necessary time to pick the next leader for our community.

4. City of Gering Facebook Page

Mayor Kaufman stated that people in the community have asked for the City to have a Facebook page; in an effort to be transparent we now have one with the help of staff; he appreciates their diligence. We look forward to seeing how that will be received in the community. Hopefully this will help keep the community more informed. Councilmember Wiedeman asked if we're allowing for comments on our Facebook page; Chief Holthus replied yes.

CLOSED SESSION: (Council reserves the right to enter into closed session if deemed necessary.)

REPORTS: (Information only)

1. Liaison Report, Councilmember Smith – Downtown Merchants

Councilmember Smith reported the following:

- There will be Halloween Downtown Trick-or-Treat on October 31, 3-5 p.m. The Gering Police Department Trunk or Treat will be at the Civic Center parking lot during that time as well.
- Santa's Village will be set up on November 16 at 8 a.m.
- The Holiday Parade will be November 29 at 6 p.m.
- Janet Mitchell has asked for assistance hanging lights at M Street and Five Rocks.
- Regarding the Downtown Light Project (replacing the lights on top of the buildings) the bids have come back at \$30,000 to \$75,000. There is a contract that all the landlords would have to sign if they were to participate in this. The City of Gering takes some ownership of it; alterations to the project cannot be made without the consent of the City of Gering. On the hold harmless it pushes all liability for anything that would happen onto the landlord. Councilmember Smith stated that he understands trying to protect the City but this is ridiculous; no landlord has signed it. If we want the project done we're going to have to look at that.
- Grilling for Growers held at Fresh Foods raised \$13,874 and about 1000 people attended.

2. Liaison Report, Councilmember Wiedeman – Valley Visions

Councilmember Wiedeman stated that Valley Visions is a committee of the Chamber and they met last Wednesday; she reported the following:

- Corridors – The newly constructed Gering Civic Plaza was discussed and will soon have a stage in the southwest corner.
- Terrytown – water meter project continues. There were many roofs and cars damaged from the hail storm.
- Monument Valley Pathway should have a bid letting for the Scottsbluff project in November or December for the north portion.
- Activate Scottsbluff/Gering met. October 2nd was Walk to School Day. Lincoln Elementary School has created a safety committee and started a safety program. Activate Scottsbluff/Gering is looking at a low stress bike network – a path area for bikes. Annie from the City of Gering is measuring distances from parks to the Gering Civic Center and plaza for a walking path with signage.
- Heartland Expressway Association – held their annual meeting in August. The Ports-to-Plains is hosting a conference in North Dakota this month.
- Broadway in Scottsbluff – On October 11th there was a meeting with a development group from California that are looking at the old Montgomery Wards/Hinn's/Sears building to renovate with multi-purpose levels.
- Green is Good – Keep Scottsbluff Gering Beautiful –The fall Pharmaceutical Take Back was held on October 19th. Gering is going to start an effort to clean up alleys; the goal is to get all alleys cleaned up in 2020.
- Tourism/events – Scotts Bluff National Monument will have a birthday party celebration on December 12 from 6-8 p.m. at the Gering Civic Center. April 25th is their proposed grand re-opening.

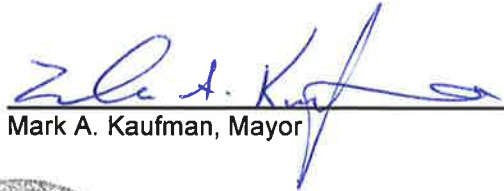
OPEN COMMENT SECTION: None

Mayor Kaufman stated discussion or action by Council regarding unscheduled business will not take place. This section is for citizen comment only.

ADJOURN:

Motion by Councilmember Gillen to adjourn. Second by Councilmember Cowan. There was no discussion. The Mayor called the vote. "AYES": Smith, Gillen, Backus, Wiedeman, O'Neal, Cowan. "NAYS": None. Abstaining: None. Absent: Holliday and Morrison. Motion Carried.

Meeting adjourned at 6:47 p.m.



Mark A. Kaufman, Mayor

ATTEST:



Kathleen J. Welfl, City Clerk

