

**MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAWNEE CITY, HELD ON MONDAY, OCTOBER 23, 2023, 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. The availability of the agenda was communicated in advance 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, Donnie Fisher, Susan Eisenhower and Laura Poskochil (arrived at 7:04 p.m.); Kellie Wiers, Deputy City Clerk, Tamela Curtis, City Clerk/Treasurer and Foreman Spencer Cumley. **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 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 10, 2023 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: **10/24/23 Payroll:** \$11,106.34; **Union Bank & Trust**, FWH 3295.33; **NE Dept. of Rev**, SWH 515.83/Sales-Use Tax 3642.80; **John Hancock**, retirement 1675.93; **Madison National Life**, life ins 55.09; **Allstate**, cancer/accid 218.06; **Ameritas**, vision 86.10; **Windstream**, swr plant Ph/Int @ City Office 212.46; **PCDC**, Aug 2023 sales tax 6488.18; **Seneca Sanitation**, Aug 2023 garbage service, dumpster @ pond 7000.00; **TR Appliance**, repl office light 138.00; **Quill**, sup 184.90; **H.G. Klug Sons**, blower motor, belts, filter-Swr Plant 6773.47; **Matt Kuhlmann**, Zoning Serv 800.00; **Diversified Drug Testing**, drug/alcohol tests empl #500/988; 208.00; **One Call**, digger locates 21.48; Libr Materials: **Center Point Large Print** 1700.64/**Jr Library Guild** 2515.35; **Ferebee Law Office:** City Atty Ret 1000.00; **Martin Marietta Materials:** rock-new fire hall 1475.68; **NPPD**, elec 3625.74; **Pawnee Co Reg of Deeds**, FF-mowing liens 40.00; **Pawnee True Value**, rep parts/sup 260.56; **BHE**, gas serv 189.38. Council Member Zelenka moved to approve the claims as submitted. Council Member Eisenhower seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

**Review/Pass Notice of Resolution & Resolution #1 setting a Public Hearing for November 13<sup>th</sup>, 2023 at 7:15 p.m. to vacate the East-West street in Block 10, Hazel's Addition, Pawnee City, Pawnee County, NE a portion of 710 Trail from B Street to A Street between 10<sup>th</sup> & 11<sup>th</sup> Streets (Don North Road):** Council reviewed the Notice of Resolution and Resolution for setting the public hearing on vacating a portion of 710 Trail the "Don North Road". Clerk Curtis stated that if the Council approves the Resolution and Notice of Resolution, she will send letters to the surrounding property owners giving notice of the request so that they can show up for the public hearing and give objections if there are any. Council Member Eisenhower moved to

approve the Notice of Resolution and Resolution #1 setting a Public Hearing for November 13<sup>th</sup>, 2023 at 7:15 p.m. to vacate the East-West street in Block 10, Hazel's Addition, Pawnee City, Pawnee County, NE a portion of 710 Trail from B Street to A Street between 10<sup>th</sup> & 11<sup>th</sup> Streets (Don North Road). Council Member Fisher seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

**Review letter from NDOT; Review/Approve Resolution #2 (2023-24) authorizing the Mayor to sign the Municipal Annual Certification of Program Compliance Form 2023:**

Council reviewed the letter from NDOT on filing the Annual Certification of Program Compliance with the NE Board of Public Roads Classifications and Standards (NBCS). Clerk Curtis stated that we keep the Street Report, 1&6 Year Street Plan, etc. on file here so that if we are ever audited on this certification process we have everything in order as this is what determines the City receiving Highway Allocation funds or not. Council Member Eisenhauer moved to approve Resolution #2 (2023-24) authorizing the Mayor to sign the Municipal Annual Certification of Program Compliance Form 2023. Council Member Zelenka seconded the motion. Roll Call vote indicated all present voting in favor of the motion, whereupon motion carried.

**Review Letter from NDeD – Notice of Non-Selection for the NAHTF Housing Rehab Grant; Review Emailed Correspondence – Does Council want to apply during next grant cycle in 2024?** Clerk Curtis inquired if the City still wanted to try and apply for the next round of NAHTF Housing Rehab in the next grant cycle, which according to SENDD should be around the beginning of 2024. All Council Members felt the City should most definitely try again for this funding during the next grant cycle. ***Review/Approve Form letter to send out to all those that had filled out pre-applications:*** Clerk Curtis stated that a lot of people who had filled out those pre-applications have been inquiring if the City got funded for the NAHTF housing rehab so the Clerks felt they really needed to send out letters to all of them letting them know that we would be applying again for the funding so would need them to fill out another pre-application form to go along with our grant application. Council Member Eisenhauer stated she liked the letter but felt it might be a good idea to start the letter off with a sentence “You recently submitted a pre-application for Housing Rehab assistance.” Then go into that the City was not selected and so on. Clerk Curtis stated they would make those changes and get the letters sent out this week.

**Review email invitation/letter from Steve Glenn re: group to discuss new housing to meet 11/8 @ 4 p.m:** Clerk Curtis stated that apparently Mr. Glenn had wanted this first meeting to be a virtual meeting through google meets. She had told him that the Clerks, Mayor and Council Member Eisenhauer could come to the City office to be in on the meeting, but she wasn't sure about Bob Miller and some of the others he had invited on if they had that capability to be in on a virtual meeting. Clerk Curtis had checked with the Library, but their meeting room was busy that afternoon. She also checked with the Fairview Golf Clubhouse and it is available, so she had told Mr. Glenn that all of those invited could meet together there and maybe he could call in from where he was at, but she hadn't heard back from Mr. Glenn on if that would work for him or not. There was discussion that it might work best if everyone else that was sent this email met at the clubhouse then Mr. Glenn could just be put on speaker phone. Council Member Eisenhauer stated that the only problem with that is if someone else starts talking before the first

person stops, then the person on the phone doesn't realize that. Discussion followed on the administrator of a Zoom Meeting or Google Meets being able to mute everyone so there are not too many people trying to talk at once. Mayor Hatfield stated that he guessed they should just wait to hear from Steve Glenn on what he wants to do. Council Member Poskochil stated that housing has always been one of her passions so she really wants to be involved but is likely to be very busy at that time having her baby. Poskochil stated that if she could at all be involved in housing discussions coming up down the road, she would really appreciate it.

**Review email from SENDD on assisting us with a Community Needs Survey:** Clerk Curtis stated that when a few of us had a conference call with SENDD, it had been recommended that the City do a Community Needs Survey that would go along with our application for Public Works funding for the new City Well. **Choose Option 1 or 2:** Clerk Curtis stated that she felt that the City could work with SENDD to create the Needs Survey, maybe adding in a little more about the water system, since that is one of the main topics that the City is interested in but felt that the City could mail the surveys out themselves, collecting the results so SENDD could compile all of them. Council Member Poskochil stated that she would recommend that the City make the survey available on the City's website that would have a link people could click on to fill out the survey. Poskochil stated that by setting up a google survey link, it would automatically compile all of the results from the online surveys. Clerk Curtis stated she would need Council Member Poskochil to assist them with setting this link up on the City's website.

**Review/Choose one of the three sample surveys that best suits our Community:** Clerk Curtis stated that the sample surveys from Elk Creek and Filley were pretty much the same sort of surveys, but she liked the way those were set up compared to the sample from Wymore. Clerk Curtis stated she would work with Mary Brown from SENDD and get a community needs survey that best meets the needs of Pawnee City worked up to be mailed out and a link put on the City's website.

**A Report and update from City Foreman Cumley: Update on Locating Water Services for GIS system:** Foreman Cumley brought his City Laptop in to hook up to the TV in the Library so everyone could see the City's GIS System with all of the water and sewer mains being located and mapped this past week. Cumley stated that there are 238 Sewer manholes and there's been three that they have not been able to locate. They are pretty sure one is buried at least 10 feet deep under the PC School football field and two of them are located over on 2<sup>nd</sup> Street South of D and E Streets. They have also mapped all of the water valves, fire hydrants and valves and have started on locating the curb stops. Foreman Cumley also stated that they have marked all of the sewer mains that have been slip lined, showing everyone that map up on the TV Screen. Council all thanked Foreman Cumley for taking the initiative to take this project on to make it easier to mark locates in the future and to have all of this history documented through technology in one place. Foreman Cumley stated that once they do some more locating of the curb stops, etc. he plans to send this information over to Evan Wickersham at JEO so they can print the City off a few updated, more accurate sewer and water maps. **Review flyer on Fall Clean-Up set for November 6<sup>th</sup>:** Council reviewed the Fall Clean-up flyer. Foreman Cumley stated he did not see anything that needed to be changed from last year but that using the paper leaf bags was a must. **Discuss any Well Updates:** Foreman Cumley stated that the water level is continuing to stay the same. **Update on two-party residential waterline behind Presbyterian Church:** Foreman Cumley stated he had just talked with Doug Daily earlier that day and both property owners had

agreed to run separate water lines to do away with the two-party residential waterline. **City Crew Member Lucas Barloon passed his Wastewater Certification Test!!!** Foreman Cumley reported that City Crew Member Lucas Barloon had passed his Wastewater Certification Test this past week after he had taken a few days training out in Norfolk. Foreman Cumley continued that the State had hired a third party company from South Dakota to do these training classes with the test being available to take on the last day. Foreman Cumley stated he needs to visit with Mike McBride with the State and ask him if there are any more of these 3<sup>rd</sup> party company training courses coming up as he would like to send City Crew Member Jr. Droge to take these classes and then take the paper test immediately following. Cumley stated the paper wastewater test only has 100 questions on it and the computer test has 110. Clerk Curtis inquired when Lucas' \$1/hr raise goes into effect? Council Member Eisenhauer stated she felt it would become effective on the next regular payroll so Clerk Curtis would not need to go back retroactive.

**A Report and update from Council Member Eisenhauer: *Discuss any updates to the Cornerstone Building:*** Council Member Eisenhauer stated that Dave Pope had gotten finished up installing the HVAC system and the gas had been turned on. All flooring materials are onsite and the underlayment has all been laid down. Marvin Hinrichsen will be starting on installing the carpet next and then the tiles in both bathrooms and the vault room. Pope will have to go back in and put in the toilets, sinks, etc. Council Member Eisenhauer stated that the project was going well, but they still did not know any sort of a final date for the project as that all depends on how fast they can get the State Fire Marshall in there to do their inspections after all of the contract work has been completed.

**A Report and update from Deputy Clerk Wiers: *Review Angel Tree Flyer & emails from Lisa Blecha, PC Schools on how the Middle School Leadership Group is assisting with the Angel Tree Project:*** Deputy Clerk Wiers stated that Lisa Blecha, PCHS Guidance Counselor had reached out to us to see if the Pawnee City Middle School Leadership Group could help the City out with any projects. Since the City Clerks are handling the Pawnee County Holiday Angel Tree Project themselves this year, she thought this leadership group could help out getting the word out. The group assisted the City by posting these flyers around Pawnee City businesses on October 19<sup>th</sup> and then distributed applications to all PC School students on October 20<sup>th</sup>. They will also plan to help to distribute gifts on the day parents are to pick them up.

**Kellie Wiers was nominated by the Pawnee City Rotary Club to receive the Rotary's Golden Wheel Award!** Council reviewed the Rotary program including the bio on Kellie. Deputy Clerk Wiers stated that she had been recently nominated for the Golden Wheel Award by the Pawnee City Rotary for her volunteer service to the community. She was presented this award at the Rotary Fall Conference for District 5650 held October 14, 2023 at the Omaha Marriott. Pawnee City Rotary President, Emily Sisco accompanied Deputy Clerk Wiers to the banquet. Kellie told about how she actively serves her community in many ways: as a Court Appointed Special Advocate (CASA) for children involved in the juvenile court system, a board member of the Pawnee City Assisted Living and she serves on the First United Presbyterian Church Investment Committee. She is also a member of the Safe Haven Animal Rescue Effort (SHARE) and past officer, and a mentor with the Teammates program in the Pawnee City Schools. Kellie enjoys helping people in her community find needed resources and encourages citizens to become active in local organizations to make a difference in people's lives. The Mayor

and City Council all stated that it was a very well deserved award and all appreciated everything that Kellie does for this community.

**Review PCAL Regular Meeting Minutes, Treasurer's Report, Special Meeting Minutes & Signed City/PCAL Amended Loan Agreement #2:** Council reviewed the Sept. 21<sup>st</sup> PCAL meeting minutes, the Sept. Treasurer's Report, Oct 4<sup>th</sup> Special meeting minutes and the signed City/PCAL Amended Loan Agreement #2. Deputy Clerk Wiers stated that Caralyn Friedly had said that she plans to bring a PCAL check in to make their monthly loan payment to the City at the same time she pays PCAL's water bill each month. Deputy Clerk Wiers reported that there had been some employees who had showed up to the last PCAL Board meeting to discuss some grievances with the board and administration but Amie Schrack, PCAL's Management Company was sick and not able to call in, so these employees will be coming back to the next PCAL meeting.

**Review Correspondence from:** Spreadsheet on August, 2023 Total Sales tax of \$20,035.18 with ½% Street Repairs Sales Tax totaling \$4,325.45 and \$2,733.37 being Motor Vehicle Sales Tax; FYI- Julie Bauman's office will be here on November 20<sup>th</sup> in person to start the City's FY 2022-23 Audit Process & Dog Licensing \$5 Off Special runs for the month of November for 2024 Dog Licensing. Clerk Curtis stated that the City Offices will be closed for the Christmas Holiday on Monday, December 25<sup>th</sup> so does the City Council want to meet on Tuesday, December 26<sup>th</sup> or does another night work better? Council was all in agreement that they could meet on Tuesday, December 26<sup>th</sup> at 7:00 p.m. Council Member Zelenka moved to adjourn the meeting. Council Member Eisenhower seconded the motion. Roll Call vote indicated all in favor of the motion and meeting adjourned at 8:22 p.m.

ATTEST: Tamela S. Curtis, City Clerk

Charlie E. Hatfield, Mayor