

## September Meeting Minutes

The Elgin City Council met for a regular meeting on Thursday, September 6, 2018 at the Elgin City Hall. Notice of said had been posted at three places, namely, Dean's Market, U.S. Post Office, and the Elgin City Hall, as prescribed by law.

Mayor Schmitt called the meeting to order at 7:30 p.m. and announced the location of the Open Meeting Act.

Councilmen present were Mike Dvorak, Jim Kittelson and Don Mackel. Councilman Duane Miller was absent.

Staff present was Don E. Poulsen and Vicki S. Miller.

Also in attendance were Keith Gillham and Dave Henn.

A motion was made by Dvorak to approve the previous regular meeting minutes. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

Dave Henn and Keith Gillham presented the building permit for CVA to construct a 80' x 120' building on the former Perry property. The building will be used to store and treat seed. There will be five (5) bulk bins on the east side of the building.

They will meet the required set back from the street and there will be no water or sewer at the building. The traffic will go through the building.

A motion was made by Dvorak to approve the building permit for CVA. A second to the motion was made by Mackel. All members voted aye, Miller absent and not voting, and the motion carried.

The contract for the Elgin Water Main Improvement project was reviewed. Clerk Miller reported that the contract had been sent to the City Attorney, but she had not received a reply back.

A motion was made by Mackel to approve the contract, pending the City Attorney's approval. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

Discussion was held on purchasing a 1973 GMC truck from Jerry Hestekind to replace the old dump truck. The cost of the truck would be \$5,500.00

It is a single axle, 2 speed, the brakes are good and the new tires off the old truck will work, but will need new rims.

A motion was made by Kittelson to purchase the truck from Jerry Hestekind for \$5,500.00. A second to the motion was made by Dvorak. All members voted aye, Miller absent and not voting, and the motion carried.

Discussion was held on the proposal for the five (5) year testing and maintenance for the fire sprinkler system at the fire building. The cost of the inspection would be \$460.00.

A motion was made by Dvorak to approve the proposal. A second to the motion was made by Mackel. All members voted aye, Miller absent and not voting, and the motion carried.

Discussion was held on developing the alleys around the new water well. There was no action taken on the matter.

There was no discussion or action on the Beech Street drainage.

An email received from Advanced Consulting Engineering Service was requesting that the Council authorize ACES to advertise for bids and set the bid letting for September 26, 2018 at 11:00 a.m. for the Pine Street drainage project.

Following discussion regarding the unknown costs, a motion was made by Kittelson to approve authorizing ACES to advertise for bids and set the bid letting for September 26, 2018 at 11:00 a.m. A second to the motion was made by Dvorak. All members voted aye, Miller absent and not voting, and the motion carried.

Discussion was held on the problem with weeds at several properties in Elgin. The Council instructed the City Clerk to take pictures of the properties and send them to the City

Attorney. The City Attorney will send letters stating the date when the property needs to be cleaned up. After the required clean up date, the City will clean up the property and the cost will be assessed to the property.

Nothing has been drawn up yet, regarding the drainage on Bowen Street.

A motion was made by Mackel to enter into executive session to meet individually with employees. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

The Council entered into closed session at 8:00 p.m.

The Council reconvened in open session at 8:45 p.m.

A motion was made by Mackel to suspend the reading of Ordinance 648 on three different days. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

Mayor Schmitt introduced Ordinance 648, entitled: AN ORDINANCE OF THE CITY OF ELGIN, NE TO SET WAGES FOR EMPLOYEES OF THE CITY OF ELGIN, REPEALING THOSE ORDINANCES IN CONFLICT: AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT, and noted changes to the City Clerk of a 2% increase and Street & Utilities Superintendent of a \$.25 per hour increase.

A motion was made by Dvorak to pass Ordinance 648, as read. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

Building Permits were received from Bev Codr and Eric and Lacy Vanis.

Codr's will be constructing a 35'x14' lean-to with a dirt floor at their home located at 306 N 2<sup>nd</sup> Street.

A motion was made by Mackel to approve the permit. A second to the motion was made by Dvorak. All members voted aye, Miller absent and not voting, and the motion carried.

Vanis' will be building a 30'x52' garage located 410 Cedar Street. They also asked to remove the curb. The Council will allow the removal of the curb, as long as they grind the curb.

A motion was made by Kittelson to approve the building permit. A second to the motion was made by Dvorak. All members voted aye, Miller absent and not voting, and the motion carried.

In the maintenance report Poulsen reported on the storm sewer and sanitary sewer cleaning. It was suggested that next year a notice, as to when they will be cleaning the sanitary sewers, be placed in the paper.

In the Sheriff's report for the month of July there were 75 hours and 34 minutes spent in Elgin, with 1 911 call.

Also in the Sheriff's report the speed of trucks going through Elgin was discussed.

There was nothing to report in the Attorney's Report.

In the trash/recycling report, discussion was held on the plastic bags being left at the tree site.

A notice will be placed in the paper, that if this continues, the site will be closed.

A motion was made by Dvorak to approve the treasurer's report, subject to audit. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried.

A motion was made by Dvorak to pay the claims and approve the transaction report. A second to the motion was made by Mackel. All members voted aye, Miller absent and not voting, and the motion carried. (CLAIMS)

In the Councilman's report, Councilman Mackel suggested that a sidewalk be placed on the south-side of the park. The matter will be looked into.

There was nothing to report in the Clerk's report.

There being no further business to come before the Elgin City Council, Mayor Schmitt declared the meeting adjourned. The next regular meeting will be held on Monday, October 1, 2018 at 7:30 p.m. at the Elgin City Hall. The meeting adjourned at 9:10 p.m.

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Mayor Mike Schmitt

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City Clerk Vicki S. Miller

## CLAIMS

### GENERAL:

ERPPD,se,223.29-Great Plains Communications,se,51.91- Fitzgerald, Vetter & Temple,se,350.00-Jeanette Meis,se,125.00-Prudential,retirement,635.15-US Treasury,tax,4263.38-Elgin Review,prnt,234.90-APPEARA,su,43.03-Bank of Elgin,ins,2250.00-Black Hill Energy,se,81.94-Eakes Office Solutions,su,135.94-Dean's Market,su,10.78-V.Miller,ex,251.45-Payroll,2591.55

### SALES TAX:

Pool Fund: 3057.88

### STREET:

ERPPD, se, 1148.18- Verizon Wireless, su,56.42-Elgin One Stop,su,123.87-Black Hills Energy,se,32.92-Home Town Station,su,350.45-Sapp Bros,su, 29.60-Bomgaars,su,193.18-Rutjen's Const.,rprs,864.00-ACES,se,850.00-Payroll,1207.85

### WATER:

ERPPD,se,888.20-Verizon Wireless,su,56.43-Great Plains Communications, se,44.97- One Call Concepts,se,11.39-US Post Office,su,65.85-NE Dept of Revenue,tax,1864.13-NE Public Health Lab,test,175.00-Municipal Supply,su,523.81-DHHS,fees,110.56-League Utilities Section,dues,220.50-Antelope Co Clerk,fee,10.00-CD,transfer,35,000.00-Payroll,2415.70

### SEWER:

ERPPD,se,911.00-Great Plains Communications,se,49.11-Midwest Labs,Test,268.03-Dept of Revenue,tax,1070.55-One Call Concepts,se,11.38-League Utilities Section,dues,220.50-USA Blue Book, su,383.40-Sewer Replacement Fund,transfer,3400.00-Payroll,916.90

### FIRE:

ERPPD,se,159.78-Great Plains Communications,se,55.89-APPEARA,su,43..02-Black Hills Energy,se,69.06-EVFD,allotment,2300.00

### POLICE:

Antelope Co Sheriff,se,2,700.00

### TRASH PICKUP/RECYCLING:

Bud's Sanitary Service,se,4752.00-Betty Moser,rent,100.00-NE Dept of Revenue,fee,25.00-Elgin Review,prnt,52.00

### POOL:

ERPPD,se,935.20-Black Hills Energy,se,791.88-Great Plains Communications,se,61.95-NE Dept. of Revenue,tax,121.52-Stadium Sports,su,280.18-Payroll,6450.20

### PARK:

ERPPD,se,731.35-NE Dept of Revenue,tax,198.30-Payroll,290.94

### LIBRARY:

ERPPD,se,108.70-Amazon,bks,192.15-Black Hills Energy,se,37.22-Great Plains Communications,se,118.43-Olympia Books,bks,125.58-K & T Central Plains Plumbing,rprs,221.85- Pool Fund, Rent,53.25-Payroll,1134.84

### YOUTH:

ERPPD,se,63.30

## BUDGET HEARING MINUTES

Mayor Schmitt opened the budget hearing at 9:11 p.m. Councilmembers present were Dvorak, Mackel and Kittelson. Councilman Miller was absent.

The Council reviewed the 2018-2019 budget. City Clerk Miller reported that the City's valuation was up so the levy for the general budget is .285821, which is lower than last year. The property tax request for the general budget is \$111,299.50 which is also lower than last year.

The property tax request for the bond account is \$38,130.00, making the total levy request for 2018-2019 at .383740. Also down from last year.

Mayor Schmitt asked if there was any public opinion regarding the 2018-2019 Elgin City Budget. There was no public opinion either written or orally.

A motion was made by Mackel to approve an additional one percent increase to the budget. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried. Mayor Schmitt declared the motion passed and adopted.

A motion was made by Dvorak to adopt the 2018-2019 budget. A second to the motion was made by Mackel. All members voted aye, Miller absent and not voting, and the motion carried. Mayor Schmitt declared the motion passed and adopted.

The budget hearing adjourned at 9:20 p.m.

## SPECIAL HEARING MINUTES

Mayor Schmitt opened the special hearing at 9:20 p.m. Councilmembers present were Dvorak, Mackel and Kittelson. Councilman Miller was absent.

There was no public opinion either written or orally, regarding setting the final property tax request for 2018-2019.

Dvorak introduced Resolution 2018-2, a resolution setting the property tax request for 2018-2019 at \$149,429.50 and moved for its passage. A second to the motion was made by Kittelson. All members voted aye, Miller absent and not voting, and the motion carried. Mayor Schmitt declared the motion passed and adopted.

Mayor Schmitt declared the special hearing adjourned at 9:25 p.m.

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Mayor Mike Schmitt

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City Clerk Vicki S. Miller

HEARING TO AMEND THE 2017-2018 BUDGET

Mayor Schmitt called the hearing to order at 9:25 p.m. Councilmembers present were Dvorak, Mackel and Kittelson. Councilman Miller was absent.

Clerk Miller reported that the disbursements for the 2017-2018 budget year are estimated to be \$60,000.00 more than we budgeted.

Therefore, the 2017-2018 budget will need to be amended to reflect the increase.

The proposed disbursements for 2017-2018 were \$1,266,042.00 and the estimated/ actual disbursements are projected to be \$1,326,042.00.

A motion was made by Dvorak to amend the 2017-2018 budget. A second to the motion was made by Mackel. Councilmembers present were Dvorak, Mackel and Kittelson. Councilman Miller was absent.

Mayor Schmitt declared the meeting adjourned at 9:30 p.m.

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Mayor Mike Schmitt

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City Clerk Vicki S. Miller