

AGENDA FOR COUNCIL MEETING OCTOBER 4, 2005  
7:00 pm

1. Approve Minutes
2. Citizen Communication
3. Claims and Payroll
4. Sarpy County Sheriff Report
5. Department Reports/CA Report
6. Resolution 2005-10 Amend the 2005-06 Budget
7. Resolution 2005-11 Business Travel Reimbursement/Personal Vehicle Authorization
8. Ord. 694 – Sex Offender Residency
9. Audit Proposal & Engagement Letter-2004-05
10. Proceed with Sewer/Water Extension District
11. Bellevue Double Taxation Response Letter
12. Paul Holz Pay Increase
13. Executive Session – Negotiation and Personnel
14. Executive Session Action

Agenda Item 1. Motion by Sullivan, seconded by Latham, the minutes of the September 20, 2005, regular Council Meeting be approved as presented. AYES: Latham, Sullivan, Thayer, Hayes. NAYS: None.

Agenda Item 2. Sandie Shotkoskie, 485 S. 3<sup>rd</sup>, expressed concerns about the certificate of occupancy permit and sign permit process. Glenn Adair, 385 Elm, expressed concerns about street repairs and no parking signs.

Agenda Item 3. The City Administrator reported a balance on hand of \$245,743.28 in cash assets; \$558,663.55 Prestige Treasury; \$72,978.36 Prestige Keno Lottery; \$97,819.92 Prestige Progressive Jackpot; \$13,553.37 in Water Deposit Savings; \$1,134.12 in Refundable Deposits Savings; \$27,692.34 in Sewer Restricted; \$225,478.33 in Money Market Bond; \$23,733.68 in Money Market Library Bricks; \$52,669.09 in Water Tower Savings; \$147,281.97 in Government Securities; and Time Certificates as follows: Bond – \$64,195.34, Tower – \$48,317.00, Water - \$103,389.64, Park - \$10,422.51.

Supplies-Office	105.99	Office Depot
Law Contract	4,418.80	Sarpy County Treasurer
Professional Services-Engineer	990.00	JEO Consulting Group, Inc.
Supplies-Office	6.85	Hometown Market

Laundry	49.08	AmeriPride Linen & Apparel Services
Prof. Services-Legal	124.00	Seidler & Seidler, P.C.
E911	557.00	Sarpy County Communications
Health Insurance	321.24	Assurant Health
Animal Control	271.70	Sarpy County Fiscal Administrator
Telephone	59.85	Nebraska Technology & Telecommunication
Prof. Services-Planning	1,505.00	Schemmer Associates
Publications Costs	210.72	Suburban Newspaper Inc.
Professional Services-Engineer	1,632.29	Kirkham Michael
Prof. Services - CPA	3,000.00	Ric Ortmeier
Prof. Services Inspections	1,371.06	Sarpy County Building Inspector
<b>TOTAL GENERAL</b>	<b>14,623.58</b>	
Library Supplies	98.38	Office Depot
Natural Gas	15.00	Metropolitan Utilities District
R&M Building-Commodities	17.99	Stander & Stander Ace Hardware
Janitorial	150.00	Marcie Schmieder
Health Insurance	329.36	Assurant Health
Telephone	41.42	Nebraska Technology & Telecommunication
<b>TOTAL LIBRARY BUDGET</b>	<b>652.15</b>	
Books/Videos/Maps	27.30	MicroMarketing, LLC
Postage/Shipping	150.00	Constance Manzer
Supplies-Office	26.00	Milacek Monument
Books/Videos/Maps	50.00	Michael Frederick
Books/Videos/Maps	43.44	Thomson Gale
Office Equipment	649.00	Computers To Go
<b>TOTAL LIBRARY RESTRICT</b>	<b>945.74</b>	
Fuel	48.01	Phillips 66 Company
R&M Vehicle -Commodities	5.00	B & B Garage
Supplies-Other	179.95	The Cosgrave Company
R&M Equipment-Commodities	41.66	Tractor Supply Co.
<b>TOTAL PARK</b>	<b>274.62</b>	
Laundry	49.08	AmeriPride Linen & Apparel Services
Natural Gas	15.98	Metropolitan Utilities District
<b>TOTAL COMMUNITY BLDG</b>	<b>65.06</b>	
Supplies-Office	102.10	Office Depot
Fuel	38.00	Phillips 66 Company

Testing	27.00	State of Nebraska HHS Laboratory
Health Insurance	431.88	Assurant Health
Telephone	158.57	Nebraska Technology & Telecommunication
Professional Serv.Tech Support	25.00	Massman, Nelson, Reinig PC
R&M Equip-Commodities	41.66	Tractor Supply Co.
Deposits	50.00	Julie Nath
Deposits	50.00	Brandon Blacketer
Deposits	50.00	Cheryl Finney
Printing	126.66	Matt Parrott and Sons Co.
<b>TOTAL WATER</b>	<b>1,100.87</b>	
Office Supplies	102.10	Office Depot
Testing	160.80	Midwest Laboratories
Fuel	38.00	Phillips 66 Company
R&M Vehicle-Commodities	53.41	Mill Creek Auto Parts
Health Insurance	512.36	Assurant Health
Telephone	57.71	Nebraska Technology & Telecommunication
Professional Serv.Tech Support	25.00	Massman, Nelson, Reinig PC
R&M Equip-Commodities	41.67	Tractor Supply Co.
Printing	126.66	Matt Parrott and Sons Co.
<b>TOTAL SEWER</b>	<b>1,117.71</b>	
Supplies - Office	9.39	Office Depot
Asphalt & Concrete	629.44	Shamrock Concrete Company
Fuel	351.96	Phillips 66 Company
R&M Vehicle-Commodities	13.79	Mill Creek Auto Parts
Uniform Allowance	56.94	AmeriPride Linen & Apparel Services
Natural Gas	15.00	Metropolitan Utilities District
R&M Building-Commodities	110.78	Stander & Stander Ace Hardware
R&M Vehicle-Commodities	10.00	B & B Garage
R&M Equipment-Contractual	31.00	Mower Doctor
Health Insurance	750.84	Assurant Health
Telephone	44.05	Nebraska Technology & Telecommunication
Supplies-Shop	16.87	Murphy Tractor & Equip. CO.
R&M Equipment-Contractual	61.44	Aksarben Saw & Tool, Inc.
Supplies-Shop	99.23	Mid-American Research Chemical
<b>TOTAL STREET</b>	<b>2,200.73</b>	

Estimated Payroll \$19,784.37

Motion by Thayer, seconded by Latham, the bills be allowed and warrants drawn on the treasury in payment of same. AYES: Sullivan, Latham, Thayer, Hayes. NAYS: None.

Agenda Item 4. Lt. Russ Zeeb, Sarpy County Sheriff's Department, gave the department report.

Motion by Latham, seconded by Hayes, to move Agenda Item 8 after Agenda Item 4. AYES: Sullivan, Latham, Thayer, Hayes. NAYS: None.

Agenda Item 8. Mayor Goldman introduced Ordinance No. 694 and read said ordinance by title. AN ORDINANCE OF THE CITY OF SPRINGFIELD, NEBRASKA, AMENDING CHAPTER 6, OF THE SPRINGFIELD MUNICIPAL CODE, ADDING ARTICLE 4 "SEX OFFENDER RESIDENCY"; PROVIDING FOR AN EFFECTIVE DATE; REPEALING ORDINANCES IN CONFLICT. A copy of the Ordinance was made available to the public. Lt. Russ Zeeb, Sarpy County Sheriff's Department, read a letter into public record from Sheriff Jeffrey L. Davis, dated October 3, 2005, concerning the Ordinance. A copy of the letter is on file with the City Clerk. Lt. Zeeb discussed law enforcement facts and findings concerning the subject of sex offenders. No action was taken. The second reading and subsequent public hearing on the ordinance will be October 18, 2005.

Agenda Item 5. The City Administrator gave department reports.

Agenda Item 6. The public hearing was opened for discussion of Resolution 2005-10 amending the 2005-06 budget. No one spoke in favor or opposition of the amended budget. The public hearing was closed. Thayer offered Resolution 2005-10.

#### RESOLUTION 2005-10

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, NEBRASKA, as follows:

WHEREAS, Nebraska Statute 13-511 provides that Notice of Amended Budget Hearing be published in a newspaper of general circulation within the governing jurisdiction; and

WHEREAS, this Hearing is held for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed amended budget; and

WHEREAS, the purpose of amending the budget is to lower the 2005-06 proposed property tax request from \$446,420.00 to \$416,420.00; and

WHEREAS, amending the proposed property tax request will lower the proposed 2005 tax rate from 0.793892 to 0.740542;

NOW, THEREFORE BE IT RESOLVED the Governing Body of the City of Springfield, Nebraska, by a majority vote resolved that:

1. The Amended Budget of the City of Springfield, Nebraska for the period of October 1, 2005 through September 30, 2006 be passed and adopted; and

Introduced and Passed October 4, 2005.

Ayes   4  

Nays   0  

Abstain   0  

Absent   0  

Approved:

\_\_\_\_\_  
Mayor

SEAL

Attest:

\_\_\_\_\_  
City Clerk

Hayes seconded the forgoing motion. The following Council Members voted AYES: Sullivan, Latham, Hayes, Thayer. NAYS: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted.

Agenda Item 7. Latham offered Resolution 2005-11.

#### RESOLUTION 2005-11

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, NEBRASKA, as follows:

WHEREAS, the City of Springfield reserves the right to establish and update personnel policies and procedures which are within their legal authority; and

WHEREAS, the mileage reimbursement rate for personal use of vehicles for business travel is based on the current State of Nebraska mileage reimbursement rate; and

WHEREAS, the City seeks an efficient method of addressing the mileage reimbursement rate fluctuations; and

WHEREAS, the City wishes to clarify when a personal vehicle can be used for business travel;

NOW, THEREFORE BE IT RESOLVED the Governing Body of the City of Springfield, Nebraska, by a majority vote resolved that:

1. The City of Springfield Employee Handbook Section 512 entitled "Business Travel Expenses" shall be amended to read as follows:

The City of Springfield will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the City Administrator.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved by Mayor and Council, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Springfield. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- \* Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- \* Cost of meals, no more lavish than would be eaten at the employee's own expense.
- \* Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the City of Springfield may not be used for personal use without prior approval.

The use of a personal vehicle for business travel must be approved in advance by the City Administrator. Should a personal vehicle be used for business travel, the employee will be reimbursed at the current State of Nebraska mileage reimbursement rate.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 3 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

2. This authority shall take effect upon passage and adoption of said resolution.

Introduced and Passed October 4, 2005.

Ayes   4  

Nays   0

Abstain   0  

Approved:

Absent   0  

\_\_\_\_\_  
Mayor

SEAL

Attest:

\_\_\_\_\_  
City Clerk

Hayes seconded the forgoing motion. The following Council Members voted AYES: Sullivan, Latham, Hayes, Thayer. NAYS: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted.

Agenda Item 9. Motion by Hayes, seconded by Latham, to authorize the Mayor to sign Ric Ortmeier's audit proposal and engagement letter for the 2004-05 audit. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None.

Agenda Item 10. Motion by Sullivan, seconded by Latham, to direct staff to proceed with the sewer and water extension districts on S. 1<sup>st</sup> Street, said design taking into consideration currently proposed and pending replats. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None.

Agenda Item 11. Discussion was had on the September 14, 2005, City of Bellevue letter concerning double taxation of cities within Sarpy County. Council took no action.

Agenda Item 12. Motion by Latham, seconded by Thayer, to move Agenda Item 12 into executive session. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None.

Agenda Item 13. Motion by Thayer, seconded by Hayes, to enter executive session for the purpose of negotiation and personnel discussion. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None. Entered at 7:45 PM. Session ended at 8:07 PM

Agenda Item 14. Motion by Latham, seconded by Sullivan, to increase the Park Laborer's hourly wage to \$8.75 effective October 1, 2005, and to adjust his hours accordingly. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None.

Motion by Latham, seconded by Hayes, to adjourn. AYES: Thayer, Latham, Hayes, Sullivan. NAYS: None.

Meeting was adjourned at 8:07 PM.

ACKNOWLEDGMENT OF NOTICE OF MEETING

The undersigned members of the governing body of the City of Springfield, Nebraska, hereby acknowledges receipt of advance notice of meeting and the agenda for such meeting held at 7:00 o'clock P.M. on October 4, 2005.

\_\_\_\_\_ Mayor \_\_\_\_\_ Councilman

\_\_\_\_\_ Councilman \_\_\_\_\_ Councilman

\_\_\_\_\_ Councilman