

CITY OF RANDOLPH  
April 1, 2020 CITY COUNCIL MINUTES

The Council convened in open session on Wednesday April 1, 2020, at 6:30 p.m. in the Council Chambers. Notice was given in advance by publishing in the Randolph Times. Council acknowledged by Receipt of Notice. Present were Mayor Bradley, Councilmen Kuhl, Bargstadt, Backhaus, Lemmons, and City Attorney Holloway. Staff members present included City Administrator/Clerk/Treasurer Benton. Meeting was available online via Zoom.

**I. ROUTINE BUSINESS**

1. Mayor Bradley advised those present of the posted information regarding the Open Meetings Act.
2. Roll Call

**II. PUBLIC HEARINGS**

1. Hearing for issuance of a Class "C" Liquor License to City of Randolph d/b/a Randolph Community Golf Course, 209 W Walden Street, Randolph, Cedar County, Nebraska.

**III. CONSENT AGENDA**

Council Approved subsections 1-4 of the Consent Agenda Item III. Subsection 5 is cancelled.

1. Approve Class "C" Liquor License to City of Randolph d/b/a Randolph Community Golf Course, 209 W Walden Street, Randolph, Cedar County, Nebraska.
2. Approve minutes of March 2, 2020 City Council Meeting
3. Approve revised Human Resources forms: 2020 Randolph Summer Youth Code of Conduct, Randolph Personnel Manual, Fees schedule. City Administrator Benton reviewed youth code of conduct 2020 revisions. Revisions covered verbiage for all players, parents, coaches, committee, and coordinator. Participation in summer youth activities require acknowledgement and signature of code of conduct. City Administrator Benton recommended multiple changes to the Randolph employee personnel manual to better align with actual City Policy. Council agreed to the changes regarding Political Activity, tabling the rest of the changes for May Council Meeting, allowing the City Council time to review all changes. City Administrator Benton introduced fee schedule, tabled until next City Council meeting for additional content changes.
4. City Administrator Benton introduced application for building permit and floodplain development permit, Roger and Pam Wells 605 E Hughson. All paperwork in order, BFE calculated.
5. City Administrator advised that the SDL for Jerry's Hilltop

**IV. REGULAR AGENDA**

Council approve claims as submitted.

**MARCH 2020 CLAIMS**

**MISC**

APPEARA - TW \$118.08  
BERNERS SERVICE - GA \$127.70  
BUSINESS CARD - ED \$570.72  
BUSINESS RADIO LIC - FE \$95.00  
CITY OF RAN - UT \$7,246.96  
DCC - LD \$17.08  
EAKES - PU \$350.23  
GROSSENBURG IMPLEMENT - LE  
\$2,101.71  
LEITING AUTO SUPPLY -SU  
\$145.94

QUILL - SU \$223.86  
ULINE - SU \$1,616.79  
WATTIER TRUE VALUE - SU  
NE NEBRASKA NEWS CO - PU  
\$288.90  
**1000- GENERAL**  
JIMS FOOD CENTER - SU \$30.00  
PAYROLL - PY \$1,369.68  
**2100 -STREET**  
HIRERIGHT - FE \$37.85  
NORTHEAST POWER - FE  
\$286.12  
PAYROLL - PY \$2,377.12

RANDOLPH FAMILY PRACTICE - FE  
\$60.00  
SAFETY KLEEN SYSTEMS - FE  
\$247.18  
STUECKRATH TRUCKING LLC - RM  
\$2,912.10  
WINKELBAUR REPAIR - RM  
\$136.47  
**2200- SEWER**  
JEO - SE \$31.25  
MIDWEST LABORATORIES - FE  
\$177.00  
NE DEPT OF ENVIRONMENT AND  
ENERGY -ED \$150.00  
PAYROLL - PY \$4,259.62  
2400 \$4,972.50  
NEBRASKA PUBLIC HEALTH ENV LAB  
- FE \$531.00  
WATER \$4,441.50  
LINGO COMMUNICATIONS - PH  
\$46.86  
NEBRASKA RURAL WATER  
ASSOCIATION - ED \$750.00  
PAYROLL - PY \$3,619.04  
US POST OFFICE - PO \$25.60  
**2500 -ELECTRIC** \$8,898.01  
PAYROLL - PY \$5,966.69  
SAMS HARDWARE HANK - SU  
\$162.36  
ULINE - SU \$277.36  
VICS ENGINE SERVICE - SU  
\$717.85  
WESCO - SU \$1,773.75  
**3100 FIRE**  
LINGO COMMUNICATIONS - PH  
\$46.86

QLT - SU \$7.12  
WESTERN IOWA TECH COMM  
COLLEGE - ED \$570.00  
**3200-POLICE**  
LINGO COMMUNICATIONS - PH  
\$46.86  
PAYROLL - PY \$4,888.32  
US 20 LLC - GA \$73.60  
**3500 LANDFILL**  
PAYROLL - PY \$3,381.29  
**4200 - PARK**  
WEST HODSON LUMBER - SU  
\$441.51  
**4400 - LIBRARY**  
PAYROLL - PY \$3,063.05  
**5100- CITY HALL**  
LEAGUE OF NEBRASKA  
MUNICIPALITIES - PU \$32.13  
LINGO COMMUNICATIONS - PH  
\$105.21  
QUILL - SU \$15.99  
**5200 - AUDITORIUM**  
LINGO COMMUNICATIONS - PH  
\$57.17  
**7000 - ECONOMIC**  
JEO - SE \$350.00  
LINGO COMMUNICATIONS - PH  
\$52.60  
PAYROLL - PY \$1,000.00  
SCHROEDER LAND SURVEYING - SE  
\$2,400.00  
**8000- GOLF**  
LARM - IN \$695.00  
PAYROLL - PY \$2,083.34  
Grand Total \$59,266.96

With Councilman Bargstadt abstaining, Council approved Randolph Farm Supply claim- GA \$1,109.04  
Kyle Overturf from AMGL CPAs & Advisors introduced bench markings findings for the 2019 City of  
Randolph Fiscal Audit Report. The financial statements are presented fairly and correctly. City of  
Randolph, in whole, showed a net increase of about \$116,000 despite a lot of restatements. To mitigate  
risk of potential reporting error, multiple accounts including Street, Golf, Community Development,  
Library, Park, Flood Control and other accounts have been split out into separate accounts from the  
main General Fund for better oversight and reported correctly. These accounts include money that have  
been specifically earmarked for projects in those designated categories. These split accounts, some long-  
term transfers, reviewing tax structures, and new revenue streams will help to bring the General  
account into balance over time. Council approved 2019 City of Randolph Fiscal Audit Report.

Mayor Bradley introduced City of Randolph Emergency Declaration for health concerns from COVID19. Council approved Emergency Declaration.

City Administrator Benton requested approval from City Council to hire Randolph Community Golf Clubhouse Coordinator and parks position. Council approved the interview and selection process of RCGC Clubhouse Coordinator, provided that the Mayor, City Council, and City Administrator will be involved in all phases of hiring and the development and approval of the RCGC Operations manual. No vote required on Parks position, as that is already covered by summer seasonal help.

Council Woman Kuhl introduced the Randolph Summer 2020 Flower Pot Planter program. The program includes a grant request with Cedar County Convention and Tourism Board for \$2500 matching funds. City Administrator Benton introduced a Randolph Summer Youth Scholarship to enable a matching fund for a limited number of scholarships for summer youth players annually. Council approved both programs.

City Administrator Benton introduced Resolution 2020-03 Lower Elkhorn NRD Hazard Mitigation plan (HMP). The Hazard Mitigation Plan will help prioritize strategies to reduce loss and qualify the City of Randolph for available FEMA funds.

RESOLUTION NO. 2020-03

WHEREAS, the City of Randolph, Nebraska (the “City”) is located within the Lower Elkhorn Natural Resources District (the “NRD”); and

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed into law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the NRD; and

WHEREAS, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the NRD and participating jurisdictions located within the planning boundary by identifying the hazards that affect the City and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards; and

WHEREAS, FEMA regulations require documents that the plan has been formally adopted by the City in the form of a resolution and further requesting approval of the plan at the Federal Level; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RANDOLPH, CEDAR COUNTY, NEBRASKA, that the City does herewith adopt the NRD Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety.

PASSED AND APPROVED this 1st day of April, 2020.

Council approved Resolution No 2020-03 adopting Lower Elkhorn Natural Resources District Hazard Mitigation Plan

City Administrator Benton presented all Department reports. Economic Development Director Biernbaum is coordinating with Golf Board Strathman and a Land O Lakes Grant for RCGC Clubhouse improvements. If awarded, funds would be available this fall. Biernbaum is working with local businesses

on a downtown business beautification project with Randolph Area Foundation. The next Strategic Development Planning meeting is postponed until a future date to be determined. Biernbaum is coordinating with JEO on some Capital Improvement projects to extend utilities west into Pierce County. The new City webpage hosted by NPPD is still in development, should switch over and be live soon.

All Golf Board members and their families have put a lot of work into cleaning up the Randolph Community Golf Clubhouse. RCGC has applied for both a restaurant license and liquor license.

The Park Board has been coordinating with Dan Tunink's initiative for a spring park cleanup utilizing groups of volunteers all following the social distancing guidelines. Park board Kint additionally has applied for numerous grants to further extend budgeted projects this fiscal year.

Police Chief Eller police report shows an increase in calls for March. His 3 year anniversary is in April. Library Board Leiting has submitted a list of multiple projects for their staff to stay busy during these months while the facilities are closed.

Utility Superintendent Nielsen is coordinating with BoBo's Express and Randolph High School to transport and store Red Ball Diamond Aggregate for a fall application on the Baseball and potentially the Softball Fields. Preliminary plans are to seed the infield and reduce overall tonnage needs of Aglime per field. New Garbage truck is now due mid April. Interviews for Summer Seasonal employee interviews start first full week of April, with start date by first of May. Pool house renovations are on hold as health concerns may limit pool open hours this year.

City Administrator Benton report applied for \$500 grant with LARM for safety; both city garages and fire department have bollard sleeves to increase visibility. Surveys have been ordered for commercial properties in Pierce County for 2020 annexation project. Hwy 20 NDOT reconstruction starting in 2021, will also be upgrade lighting in city limits to LED. Starting April 6, 2020 City Office doors will remain locked during normal office hours, align with protect health of public and city employees. USACE Phase 1 Floodplain project is on schedule, appraisals are underway with a USACE hosted public forum to be held in May via teleconference. Acquisition of properties associated and awarding of construction contract to be completed before September 30, 2020. Multiple properties will be utilized for staging of materials and placement of spoil. USACE Phase 2 is already underway, currently in design phase for 65% of Engineering Footprint. Special Council Meeting will be Wednesday April 15th at 6pm to further discuss RCGC Coordinator and City positions. Next regular Council Meeting will be Wednesday May 6th, 2020 at 630pm. Both meetings will be available on Zoom for teleconference, specific meeting information posted on City of Randolph Facebook page closer to date of meeting.

**V. EXECUTIVE SESSION** – no business, not entered into

**VI. ADJOURN**

VII. With no further business to come before the board, meeting was adjourned.

Benjamin Benton  
City Administrator/Clerk/Treasurer

*A complete copy of the minutes is available for public inspection during regular business hours at the Office of the City Clerk, 212 East Broadway Street, Randolph, Nebraska.*

City Administrator/Clerk/Treasurer