

CITY OF RANDOLPH NOVEMBER 8, 2023 COUNCIL MEETING MINUTES

The City Council convened in open session as Public Hearing on Wednesday November 8, 2023, at 630pm. at the City Administration Building 212 E Broadway St. Council acknowledged by Receipt of Notice for the Council meeting. Staff members present were Chief of Police Eller, Officer Backer, Public Works Supervisor Dickes, City Treasurer Rayford, and City Administrator Benton. Attorney Fitzgerald and Attorney Holloway were present as well as a few members of the public.

I. OPENING PROCEDURE

1. Call to Order
2. Announcement of Open Meetings Act – meeting notice was posted at First State Bank, Post Office, Lied Randolph Public Library, and City Administration building
3. Pledge of Allegiance

II. ROUTINE BUSINESS

1. Roll Call PRESENT: Biernbaum, Stubbs, Nielsen, Korth. ABSENT: none

III. PUBLIC COMMENT – no public comments were given

IV. CONSENT AGENDA

Motion by Korth, seconded by Nielsen to approve consent agenda as presented. ROLL CALL YEAS: Stubbs, Korth, Nielsen, Biernbaum. NAYS: None. ABSTAIN: Biernbaum from 10/11 Council minutes.

1. Approve 10/23/23 Planning Commission approved
 - o 504 S McNeal Variance -approves up to 4 horses on the 2.55 acres

Council member Biernbaum asked how many horses the variance would allow on the 2.55 acres.

Administrator Benton and Treasurer Rayford confirmed up to 4 horses.

2. Approve meeting minutes of:
 - o October 4 Golf Board
 - o 10/9 Library Board

Council member Biernbaum asked if the Library has hired a new position.

- o 10/11 City Council
- o 10/23 Planning Commission
- o 10/30 EDAB

Council member Biernbaum commented that she truly believes the Economic Development Advisory Board is off track; it would appear from the 10/30 EDAB meeting minutes that they are focused on fundraisers in 2024. Council member Biernbaum stated in her opinion the purpose of Economic Development is to bring businesses to Randolph and doing things like that for the community. City Administrator Benton stated that the purpose of the fundraisers is to build a fund to use as a match for local businesses and homeowners for improvements to their properties as well as a fund to match future grants to bring economic growth to Randolph. Council member Biernbaum, all council members, Mayor, and general public are invited to attend the EDAB meeting on January 4th, 2024 at 6pm at the City Administration Building.

V. REGULAR AGENDA

1. Department Reports

Police Chief Eller Randolph Police Department report: 1-Accident, 1-Rescue Call, 2-Animal Complaints, 2-Thefts, 1-Arrest, 1-Traffic Citation, 1-Funeral Traffic, 1-Traffic Warning, 2-Non Traffic Warnings.

Review bids on police pickup and approve Resolution 2023-19 purchase and finance fleet vehicle.

Council member Korth has concerns about purchasing a new police vehicle before a new Police Chief was hired, rather use as a recruitment tool to hire new Police Chief after Chief Eller retires. The current police vehicle has high maintenance costs for past 6 months. Motion by Stubbs, seconded by Nielsen to

approve Resolution 2023-19 purchase and finance fleet vehicle. ROLL CALL YEAS: Biernbaum, Stubbs, Nielsen. NAYS: Korth

RESOLUTION 2023-19

A RESOLUTION AUTHORIZING THE ACQUISITION OF A REPLACEMENT POLICE VEHICLE.

CITY TREASURER RAYFORD REPORT: **Nebraska Class:** Aaron Bos with Nebraska Class met with us in October to review what services they offer. Included is a brochure on their company. Advised that if City was interested in further information we would follow up at a later date. **gWorks:** - Continue to set up all the background information needed for the new software system. Currently working on the accounts payable portion. Should finish AP in November. Will move on to payroll in December to implement beginning new year. **AMGL:** - Prepared information needed for 22-23 FY audit. AMGL is tentatively scheduled to be here November 15th to begin audit. Results will be delivered at the end of 1st quarter 2024. **LARM:** - Prepared information needed for annual worker's compensation audit. City had a total of 66 different employees during the 22-23 FY. **X-mas Discount:** - Included for review and approval is the discount previously offered for the holiday Christmas lighting program. Previously the discount has allowed up to a max amount credit of \$11.10. If customers sign up, they have been able to receive 0.111 per kws up to 100 kws total. **Auditorium Rates:** - Review included information and approve new auditorium rates which will begin in January 2024. **Recurring Monthly Tasks:** **Monthly Bank Reconcile** – Completed monthly reconcile of city accounts. **Sales and Use Tax Reporting** – Completed monthly sales and use tax payment. **EFTPS** – Completed all reporting and filing. **Utility Bill Creation** – Created and processed all utility billing. **Utility Payment Collection Overview:** Collected 599 utility payments and 0 non-pay electric disconnects for October.
Review and approve Claims: City & Golf

Motion by Stubbs, seconded by Biernbaum to approve the Claims. ROLL CALL YEAS: Korth, Stubbs, Nielsen, Biernbaum. NAYS: None Council Member Biernbaum reviewed the claims before meeting; wanted to mention a few outstanding things: stated that there are several expenses for pre-employment costs for lineman position, rubber gloves for lineman safety, asked about the Kayton International lease of the Bobcat, Kansas Municipal Utilities training for Public Works Supervisor Dickes; currently in year two of a four-year Lineman training program. LP Gill is raising rates in January. Treasurer Rayford is comfortable with where rates are at, should cover the expected increase. LARM insurance policy is an annual policy; separate departments will be billed their share. Attorney fees are for 7 months. Randolph Farm Supply are for Garbage Packer tires. Council member Korth asked about the meter deposits being refunded.

CITY CLAIMS OCTOBER 12-NOVEMBER 8

BACKUS SAND & GRAVEL	\$773.13	
BERKSHIRE MEDICAL CENTER	\$111.24	
BLACK HILLS ENERGY	\$146.34	
BOMGAARS	\$185.94	
CARD SERVICES	\$3,378.04	
CITY OF RANDOLPH	\$4,067.28	
CONTINENTAL LIFE	\$133.28	
CONTINENTAL RESEARCH CORPORATION		\$688.36
CRAFTY LOU DESIGNS	\$21.00	
DAS STATE ACCTG - CENTRAL FINANCE	\$22.00	
EFTPS	\$7,559.56	
EQUITABLE FINANCIAL	\$2,249.84	

FIRSTAR FIBER INC.	\$504.00	
FYR-TEK	\$114.00	
GROSSENBURG IMPLEMENT	\$4,292.97	
HEIMAN FIRE EQUIPMENT	\$412.05	
HEIMES LAWN CARE & LANDSCAPING	\$1,410.00	
HOMETOWN LEASING	\$97.04	
JEO CONSULTING	\$96.25	
KANSAS MUNICIPAL UTILITIES	\$800.00	
KAYTON INTERNATIONAL INC.	\$3,000.00	
KENDALL KUHL PLUMBING & HOME REPAIR	\$100.00	
L P GILL, INC.	\$2,595.90	
LEAGUE ASSOCIATION OF RISK MANAGEMENT	\$96,372.38	
LEITING AUTO SUPPLY	\$197.47	
LIED RANDOLPH PUBLIC LIBRARY TREASURER	\$6,150.00	
MAHASKA	\$53.50	
MENARDS	\$636.38	
MIDWEST LABORATORIES INC	\$17.00	
MONSON & HOLLOWAY	\$7,693.00	
NDEE - PUBLIC WATER OPERATORS	\$230.00	
NEB DEPT OF REVENUE-WH	\$2,393.36	
NEB DEPT OF REVENUE SALES & USE TAX	\$6,921.63	
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB	\$106.90	
NEBRASKA PUBLIC POWER DISTRICT	\$50,487.11	
NORFOLK DAILY NEWS	\$40.00	
NORTHEAST NEBRASKA NEWS	\$429.72	
PIERCE COUNTY CLERK	\$2.00	
PRECISIONIT	\$400.35	
PRINCIPAL	\$453.26	
QUILL CORP	\$410.73	
RANDOLPH COMMUNITY GOLF COURSE TRANSFER	\$4,200.00	
RANDOLPH FARM SUPPLY	\$3,819.46	
ROBINSON BUILDERS	\$4,875.00	
SAM'S HARDWARE HANK	\$11.19	
THE WAYNE HERALD	\$88.00	
TUNINK CONSTRUCTION	\$1,135.00	
US DEPARTMENT OF ENERGY	\$3,827.76	
V S P	\$182.23	
WATTIER TRUE VALUE	\$733.63	
WAYNE RADIO WORKS, LLC	\$240.00	
WELLCARE	\$7.50	
SALARIES	\$24,800.37	
CARD SERVICES DETAIL	\$3,378.04	
VFW - FLAGS	\$418.95	
USPS	\$280.26	
NE PLANNING AND ZONING	\$20.00	
NORTHEAST NE NEWS	\$95.00	
AMAZON	\$55.82	
HOLIDAY INN	\$148.61	

BACKGROUND CHECK	\$15.50
NDEQ	\$150.00
SUNDWALL FAMILY MED	\$149.10
USPS	\$5.25
TOTAL WIRELESS	\$59.83
NED ASSOCIATION	\$150.00
FUBO TV	\$93.87
NFPA	\$169.95
SALISBURY	\$1,565.90
RCGC CLAIMS	OCTOBER
APPEARA	\$182.09
BRUENING LANDSCAPES & TURF	\$2,350.00
CITY OF RANDOLPH	\$(3,391.26)
EAGLE DISTRIBUTING	\$561.10
EFTPS	\$2,896.40
FLOOR MAINTENANCE & SUPPLY	\$79.54
JIM'S FOOD CENTER	\$305.21
LEITING AUTO	\$76.99
LYMAN-RICHEY	\$9.92
MH SERVICES	\$25.00
MIDWEST TURF & IRRIGATION	\$910.53
N T & T	\$70.26
OLSON'S PEST TECHNICIANS	\$77.04
PAUL'S WELDING	\$97.04
RANDOLPH FARM SUPPLY	\$1,787.76
REINHART FOODSERVICE LLC	\$1,983.27
REPUBLIC NATIONAL DISTRIBUTION COMPANY	\$98.38
RURAL RESPONSE	\$250.00
SAM'S HARDWARE HANK	\$556.13
SOUTHERN GLAZERS OF NE - SWS	\$162.00
SQUARE	\$(4,622.95)
STENSTAND CREAMERY	\$123.80
WATTIER'S TRUE VALUE	\$103.52
WAYNE HERALD	\$285.00
ZIMCO SUPPLY CO	\$128.02

Review Nebraska Class

Aaron Bos from Public Trust Advisors, met with City Treasurer Rayford and City Administrator Benton in October. Treasurer Rayford explained what Nebraska Class is; CLASS is an acronym Cooperative Liquid Assets Securities Systems. Allows governmental units to take cash reserves and deposit into the Nebraska Class investment portfolio. Bos will be invited to a future Council meeting to give a presentation. A resolution would need to approve to allow City of Randolph to invest in Nebraska Class. Will be an item on December 13, 2023 agenda.

Review 2024 Auditorium rental rates; takes effect for reservations placed on or after January 1, 2024. Weddings \$600, non-weddings \$300, Funerals & Community Fundraisers (Free/Donation). As of 11/8/2023, existing reservations on Auditorium calendar for 2024 and 2025 will remain at current rates.

Motion to approve annual Christmas lighting discount. Treasurer Rayford presented the annual Christmas lighting discount, cost the City \$2,722.60 in 2022 for 249 accounts, \$2,372.73 in 2021 for 217 accounts, \$4,082.25 in 2020 for 371 accounts. Administrator Benton recommended increasing the discount, rounding it up to \$20 since there hasn't been an increase for several decades. Treasurer Rayford mentioned an option in lieu of offering the discount in 2023, the City use those dollars to invest in some new lights for Christmas decorations; council member Biernbaum agreed, said those dollars could be matched to a grant to purchase even more holiday season decorations. No approval from City Council for annual Christmas lighting discount; city council decided to forego the Christmas lighting discount and save the money to purchase new Christmas lights to start replacing the 27 Christmas decorations.

Public Works Supervisor Dickes Department Report: **WATER DEPARTMENT:** Monthly water sampling. Lead and Copper results in and sent out to residents. New water mains under Douglas Street being tested. Over 10 new water meters placed or fixed around town. **STREET DEPARTMENT:** Recycling trailers taken in and emptied. Road grading gravel roads. Cold patching areas around town. Alleyway maintenance. Cleaning storm drain inlets. Quotes for utility vehicles. **WASTEWATER DEPARTMENT:** Monthly Effluent sampling. Maintenance on aerators, clarifier, and lift station. Pumping and removing sludge. **AUDITORIUM/PARK:** Maintenance and cleaning of auditorium. Mowers winterized and stored. Changing of filters and maintenance of HVAC units. Snow fence set up at both parks. **ELECTRICAL DEPARTMENT:** Tree trimming around towns utility lines and streets. Replacing of old or broken meters. Removed service connection to three commercial buildings on Broadway. Hands on KMU training of meter boxes. Scheduled for three day transformer class at end of November. Completed around 20 locates.

Review bids on fleet pickup and approve Resolution 2023-20 purchase and finance public works fleet vehicle. Motion by Stubbs, seconded by Korth to approve Resolution 2023-20. ROLL CALL YEAS: Biernbaum, Nielsen, Korth, Stubbs. NAYS: None

RESOLUTION 2023-20

A RESOLUTION AUTHORIZING THE ACQUISITION OF A REPLACEMENT PUBLIC WORKS FLEET VEHICLE.

Motion by Stubbs, seconded by Nielsen to approve purchase of Randolph Rescue trailer for \$2,750. ROLL CALL YEAS: Biernbaum, Korth, Stubbs, Nielsen. NAYS: None

City Administrator Benton Report: **AQUATIC CENTER FUNDRAISER:** November 2021 fundraising was at approximately \$36k. Third annual mailer event will occur in December. Should be final push to get fundraiser over the \$100,000 goal and complete phase 1 fundraising. Those that donate receive a letter from Randolph Area Foundation/RAVMAC Fundraising Committee for tax deduction purposes. Forms are available at the City Administration Building.

CEMETERY BOARD: Applied for a LeNRD Forestry Grant application for Cemetery Board to match budgeted dollars. Grant will fund the replacement of dead and dying trees at Cemetery. Cemetery Board also looking to add benches, solar light on flagpole, and other grant matching amenities in 2024.

CLERK: Hosted quarterly clerk conference at Library; Joined Smaller Cities Legislative Committee (SCLC) and attended League of Nebraska Municipalities SCLC web call; discuss topics included EPIC, Property Tax Request/Reserve, and many other legislative bills in the works for 2024 legislature.

Completed the annual League of Nebraska Municipalities Nebraska Pays Survey. Survey builds database of all participating municipalities for wage and benefit comparison when budgeting.

ECO DEV: Today marks 2-year anniversary when Public Works starting cleaning out Cedar Motel for demolition. Renting (Free) NPPD Ford Lighting for a few weeks in November and early December for different events in town and city use. Met with Kelly Hodson and Seth Noble, state funding opportunities for housing project ideas in 2024. Requested NENEDD apply on behalf of City of Randolph for the Nebraska Affordable Housing Trust Fund (NAHTF) Grant March-May 2024. The City of Randolph is a member of NENEDD. Completed annual NEDA member Organizational Study. Information is used for database for member municipalities to utilize during budgeting and Economic Development planning.

EDAB: Downtown Revitalization Grant applied for in Sept, still waiting to hear back on submitted CDBG DTR grant request form for \$400k. CCTB approved repurpose of 2023 Paint the Bee funds from HoneyFest to be used for a permanent mural. EDAB will review designs at the January 2024 meeting.

FIRE: Completed annual Ball insurance roster update for volunteer Fire and Rescue policy.

FLOODPLAIN: IMC making steady progress on water mains on Douglas Street. The Douglas Street Bridge is closed and will be removed soon. Prelim plans show construction to conclude by end of 2023, weather permitting, but IMC has until March 2024 to complete per contract. Installed signage at Main Street curve are placed by DOT regulations. Any changes to signage in this area will occur after floodplain project to mitigate cost. After construction is complete, file will be sent to FEMA for floodplain designation abatement; process takes 18 months-2 years.

GENERAL: Registered Randolph with Nebraska food registry program for peddlers & hawkers. Confirmed with Equitable, no increase in benefits premium for 2024, third year in a row.

HWY20 CONSTRUCTION: Construction resumed in October. Weather permitting, will be working on fixing cracks in road deck and other small projects yet this fall. The remaining work will be completed in spring 2024.

PARK: Received order of Solutions Plastic 2x6 boards for baseball and softball backstop fencing. Boards are made from First Star Recycling Solutions Plastics Hefty Energy Bag program. Solutions Plastics takes single use plastics that would normally be landfilled and recycles them: single use plastics, candy bar wrappers, chip bags, foam products, and many others. Boards will be installed in spring 2024. Noble Construction is donating labor to complete project.

POLICE: Annual implicit bias training coming up for Chief Eller & officer Backer

RANDOLPH PUBLIC SCHOOLS: Adopt a Door Program. Mayor Schutt will report to the school's office at High School on 730am on March 11, 2024 & at Elementary on April 2, 2024.

RECYCLING: Completed LR163 survey. LR163 is an interim study on increasing recycling in Nebraska. Senators will review results of survey and propose legislation to enable Extended Producer Responsibility as well as updating the state Solid Waste Management plan that is over Talking to Siouxland Recovery in Sioux City, Nebraska Recycling Council, and First Star Fiber in Omaha for a solution on cardboard recycling. Attended online quarterly 2050 Heartland Solid Waste Working Group. Researching ideas to write a grant for a cardboard shredder and compactor for compacting cardboard shreds into burnable logs for resale. Another idea would be use cardboard shreds soak in water, and mix it with other organic materials, such as leaves, grass clippings, or food waste. Ideally composting process would take approximately 3-6 months in windrows or piles. Another idea is a local business is looking at is an incinerator. Permits through NDEE Air Quality department are required for incinerator.

SIDEWALK RENO: For 2024 Council budgeted \$43,000 to use as match for grant to rehab existing residential sidewalks and construct new ones. NENEDD will be utilized to apply for CDBG grant. Effort will be to create safe pedestrian space across the city from elementary school to high school and parks.

WASTEWATER: Tony Backer passed wastewater operator testing on first try with a 91. Test is very difficult; state says carries a first time failure rate of over 60%. All three utilities employees are wastewater operators; maximizes coverage for city operations.

WATER: Completed annual flow meter reporting for LeNRD. Well #1 (Water Tower) pumped a little over 43 million gallons of water and Well #2 (Park) pumped a little over 42 million gallons of water for a combined use of approximately 84 million gallons of water in previous twelve month cycle. An average of 227k gallons daily or 500 gallons per property owner on average. **ZONING:** Attending online NPZA fall conference. **UPCOMING MEETINGS: LIBRARY BOARD:** November 13 – 545pm, Lied Randolph Public Library. **PLANNING COMMISSION:** November 28 – 630pm, City Administration Building. **CEMETERY BOARD:** November 29 – 6pm, City Administration Building. **LIBRARY BOARD:** December 11 – 545pm, Lied Randolph Public Library. **COUNCIL MEETING:** December 13 – 630pm, City Administration Building. **GOLF BOARD:** January 3, 2024 – 7pm, RCGC Clubhouse. **EDAB:** January 4, 2024 – 6pm, City Administration Building. **BOARDS:** Two seats remain open on Cemetery Board, one seat open on Planning Commission, one seat on Economic Development Advisory Board Mayor, Council, Board reports. Council member Nielsen would like a load of gravel delivered to fire hall to improve parking.

VI. EXECUTIVE SESSION

Motion by Stubbs, seconded by Biernbaum to enter executive session at 727pm to discuss legal strategy on nuisance, real estate properties, and personnel matters. ROLL CALL YEAS: Korth, Nielsen, Stubbs, Biernbaum. NAYS: None Exited 841pm. No action taken

VII. ADJOURN

Motion by Korth, seconded by Stubbs to adjourn the meeting. ROLL CALL YEAS: Biernbaum, Nielsen, Korth, Stubbs. NAYS: None