

# MINUTE RECORD

---

## FRIEND CITY COUNCIL REGULAR MEETING DECEMBER 3, 2019

Mayor Knoke called the regular meeting of the City Council to order at 7:00 p.m. at the City Hall. Advanced notice of the meeting was given by publication in The Sentinel, the appointed method for giving advanced notice. All proceedings shown were taken while the meeting was open to the attendance of the public.

Mayor Judith Knoke presided and Acting City Clerk Kimberly Goossen recorded the proceedings. The following Councilmembers were present: Phyllis Ryan, Stan Krause, Harlan Schrock, and Shane Stutzman. A quorum being present and the meeting duly convened, the following proceedings were had and done.

As required by the Nebraska Open Meetings Act, Mayor Knoke announced that a copy of the Nebraska Open Meetings Act has been posted on the south door of the City Hall meeting room for all in attendance to review.

Mayor Knoke announced that public comments would be received at this time. Pat Gates was in attendance and asked about when he would be receiving his final payout in regard to sick pay and vacation time. Attorney Spohn stated he would be paid before year end. No other public comments were offered.

Motioned by Stutzman, seconded by Krause, to approve the minutes of the November 5 regular meeting and the November 27 special meeting and the November 2019 Treasurer's Report as presented and file same. On roll call voting aye to approve the November 5 and 27, 2019 meeting minutes and the November 2019 Treasurer's Report, Schrock, Ryan, Krause, Stutzman. Motion carried.

Due to bad weather conditions, the Friend Community Healthcare System canceled their November meeting and did not have financial reports for Council to approve.

A motion was made by Krause, seconded by Schrock, that payroll and claims be approved by the claims committee, and be allowed, and the Clerk instructed to issue warrants on the respective funds to pay same. On roll call voting aye, Stutzman, Ryan, Schrock, Krause. Nays none. Motion carried.

The claims approved were as follows: November Payroll, 21,007.87; Ameritas, 2263.42; EFTPS, 7293.95; Baker & Taylor, su 101.32; Beaver Hardware, su 126.53; Birds & Blooms, su 12.98; Black Hills Energy, fe 470.20; Brother's Equip, su 60.00; Center Point, su 88.68; Keith Clouse, fe 250.00; Coast to Coast, su 2653.02; Core & Main, su 3678.23; CRA, 400.66; Creative Product Source, fe 5.54; Culligan, se 33.00; Diode, se 46.45; Dollar General, su 10.12; Eakes, su 413.26; Emergency Medical Products, su 110.92; Paul & Gail Gropp, fe 450.00; JL Stutzman, se 200.00; Lamp Rynearson, fe 1128.00; NDEQ, fe 6947.57; NMC, su 1485.34; NE Dept of Rev, SWH 1192.94; NE Public Health, se & fe 46.00; NE Public Power, se 63,640.22; NMPP, fe & se 5188.00; Norris Power, se 5459.16; Diane Odoski, re 93.35; Orkin, se 60.32; Recycling Enterprises, se 1320.00; Marvin Slepicka, fe 1250.00; Smithfield, su 250.00; Kathy Spicka, re 63.88; Steve's Repair, se 404.73. Total Claims Approved \$128,205.66.

# MINUTE RECORD

---

Kristen Zeng with Eakes Office Supply was in attendance to discuss Document Management with the Council. She presented the process for electronic storage and managing invoices in a secure environment. This would be cloud based so there is no server on site and document recovery and retrieval would be easily accessible. The sales representative will be providing Council with more information on pricing to consider at the next meeting.

Proposed Resolution No. 19-17 for Certification of Street Superintendent was tabled until special meeting.

Billy Baugh gave the Public Works report. He stated all the fall duties are complete. The pond well repair work has been finished and the samples for that well have passed and it's back online. Sargent Drilling will be finishing up a job in the next day or two and then will begin the work on tower well. Stan Houlden has begun work on the pond well roof. Baugh also reported that Tim Stutzman dug up the curb stop at 213 Main Street. Ken Lindsay with the Legion requested use of handicap portable parking signs to be able to use when they have fundraisers. Mr. Baugh also stated that there are plenty of projects available for community service hours. Discussion was held on purchase of "new" dump truck. Billy asked if the council could approve a certain dollar amount to be able to purchase one if something is found. Motion by Schrock, seconded by Stutzman to allow Public Works department to purchase dump truck at a price up to \$50,000. On roll call voting aye, Schrock, Krause, Ryan, Stutzman. Nays none. Motion carried. Mr. Baugh also reported that someone has expressed interest in buying the old red dump truck as is. Attorney Spohn stated that if the City will be selling anything, notice has to be placed in three (3) prominent places around town with no minimum dollar amount. If greater than \$5,000.00, it must be advertised in the paper.

Chief Gray gave the Police report. Gray reported they have responded to 389 calls for service. Gray also stated they received donations for two (2) AEDs, one from the Friend Community Club and the other from the Methodist Church. The Methodist Church would also like to purchase an AED for themselves and reimburse the city. Motion by Krause, seconded by Schrock to allow the Police Department to order three (3) AEDs. On roll call voting aye, Ryan, Stutzman, Schrock, Krause. Nays none. Motion carried.

Building Inspector Mark Stutzman gave his report. Construction is progressing on the six-plex and they are ready for their walk through. Mayor Knoke also reported that the asbestos is in the process of being removed at the 213 Main Street property and when that is complete, the abatement can move forward.

Stanley Krause reported on behalf of the Friend Volunteer Fire Department. The Friend Rescue Pancake Feed will be held Saturday, December 7. Krause also reported that the EMTs will be putting a truck committee together to begin looking at a new ambulance.

Mayor Knoke gave the hospital report. Knoke reported that due to inclement weather, there was no hospital board meeting in November. Friend Community Healthcare System will be holding their employee appreciation dinner at the Ihde Clubhouse on January 17, 2020.

Motion by Schrock, seconded by Stutzman to allow the Mayor to sign and execute the Order of Termination for Patrick Gates and Debbie Gilmer. On roll call voting aye, Krause, Ryan, Stutzman, Schrock. Nays none. Motion carried.

# MINUTE RECORD

---

Discussion was held regarding providing an HSA (health saving account) for those city employees who have elected to receive the city insurance. Motion by Stutzman, seconded by Schrock to move forward with the HSA program and to deposit \$500.00 per fiscal year into each employee who has city health insurance. On roll call voting aye, Ryan, Krause, Schrock, Stutzman. Nays none. Motion carried.

Mayor Knoke reported the City Holiday Party will be held January 18, 2020 and will be catered by Chere Tuttle. The Legion has agreed to tend bar and Shawn Gray will make a donation to the Sons of Legion on behalf of the City.

Mayor Knoke announced that next on the meeting agenda was to elect the president of the Friend City Council. Phyllis Ryan nominated Shane Stutzman. Shane Stutzman nominated Harlan Schrock. Krause moved that nominations cease. On roll call, voting aye, Ryan and Krause. Nays, none. Motion carried. The newly elected President of the Friend City Council for 2020 is Shane Stutzman.

Mayor Knoke announced her recommendation of Kim Goossen for the City Clerk position with a \$1 per hour raise. Motion by Stutzman, seconded by Schrock to accept the Mayor's appointment of Kim Goossen as the City Clerk and a \$1 per hour raise. On roll call, voting aye, Krause, Ryan, Schrock, Stutzman. Nays, none. Motion carried.

Discussion was held on the continued advertising for the Sewer/Wastewater Operator, General Maintenance, and Deputy Clerk employment positions. It was determined to continue with ads in the local papers as well as online sites.

Motion to enter into executive session for contract negotiations and personnel matters was made by Schrock, seconded by Stutzman. On roll call voting aye, Krause, Ryan, Stutzman, Schrock. Nays, none. Motion carried. Executive session convened at 8:09 p.m.

Motion to reconvene regular session was made by Krause, seconded by Schrock. On roll call voting aye, Stutzman, Ryan, Schrock, Krause. Nays, none. Motion carried. Regular session reconvened at 8:37 p.m.

Mayor Knoke stated there will be a special meeting on December 18, 2019 at 6 p.m. to discuss Construction Manager at Risk (CMAR) contract for the Municipal Pool Project.

In order to comply with state law, motion made by Schrock, seconded by Ryan to pay out accrued vacation time owed to Patrick Gates and Debbie Gilmer. On roll call, voting aye, Stutzman, Krause, Ryan, Schrock. Nays, none. Motion carried.

Attorney Spohn indicated she has communicated with the League and has obtained a copy of the City of Hickman's employee handbook to take a look at and gain some ideas to incorporate into City of Friend.

No further business to come before the City Council, motion was made by Schrock, seconded by Stutzman to adjourn the meeting. On roll call, voting aye, Krause, Ryan, Stutzman, Schrock. Nays, none. Motion carried. Meeting adjourned at 8:51 p.m.

# MINUTE RECORD

---

Judith K. Knoke, Mayor

ATTEST

Kimberly Goossen, Acting City Clerk

I, the undersigned, Acting City Clerk of the City of Friend, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Council on December 3, 2019; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted and were in written form and available for public inspection within ten working days; that all news media requesting notification concerning meeting of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

---

City Clerk

## **NOTICE OF MEETING CITY OF FRIEND, NEBRASKA**

Notice is hereby given that the City Council of the City of Friend, Nebraska will meet at 7:00 p.m. on **Tuesday, January 7, 2020** at the City Hall which meeting will be open to the public. Agenda for said meeting is kept current and is available in the City Clerk's office during regular business hours. Request to be on the agenda must be in the City Clerk's office 24 hours prior to the start of the meeting.

Kimberly S. Goossen, Acting City Clerk