

City of Cambridge  
Regular City Council Meeting  
Monday February 5, 2018  
6:30 P.M.

Pursuant to notice published in the Cambridge Clarion, Thursday January 25, 2018 and posted in the Cambridge City Office by Agenda, the Cambridge City Council met for regular meeting convening at 6:30 P.M. Notice was provided to the Mayor and City Council in advance of the meeting. Present were Mayor Mark Harpst, City Council Members Tom McCarville, Derek Raburn, Keith Luedders, Jeff Ommert, Tony Groshong and Vernita Saylor. City Staff present were Utility Supervisor David Houghtelling, City Attorney Tom Patterson and City Clerk/Treasurer Kandra Kinne. Visitors present were Jolene Miller for the Cambridge Clarion, Sara Roether and Harry Bailey. Mayor Harpst opened the public meeting with the Pledge of Allegiance. Mayor Harpst announced the open meeting law is posted on the East wall of the meeting room and available for public inspection.

**Appointments/Communications/Resolutions:**

- A. Cambridge Housing Authority Board Appointments. Mayor Harpst presented the re-appointments of Holly Mollhoff until 2022 and Carol Voss until 2021. Tom McCarville stated the

motion, seconded by Derek Raburn, to approve the Cambridge Housing Authority Board appointments. On roll call vote Tom McCarville, Derek Raburn, Keith Luedders, Jeff Ommert, Tony Groshong and Vernita Saylor, none voted no. Motion carried unanimously.

- B. Spending Policy – Kandra prepared a Resolution for the City Council to consider. All spending above \$5,000 or if the item was not included at the time of budget preparation. Keith Luedders stated the motion, seconded by Tony Groshong, to approve Resolution 2018-01-07. On roll call vote Derek Raburn, Keith Luedders, Jeff Ommert, Tony Groshong, Vernita Saylor and Tom McCarville voted yes, none voted no. Motion carried unanimously for Resolution 2018-01-07 as follows:

City of Cambridge  
Resolution No. 2018-01-07

A Resolution limiting the purchasing authority of Department heads and personnel of the City of Cambridge, adopting a policy to determine capitalized purchases.

**WHEREAS**, the City of Cambridge adopts an annual budget and the City Council approves all claims drawn on the City Treasury, and

**WHEREAS**, at times Department heads and various Boards in the City are unsure as to whether or not they should have advanced approval before ordering supplies and equipment including budgeted and non-budgeted items, and

**WHEREAS**, the City of Cambridge wishes to adopt this Resolution to clarify and set forth certain policies governing the advanced ordering of supplies and equipment.

**WHEREAS**, the City of Cambridge wishes to adopt this Resolution to determine capitalized purchases. Any purchase, donated assets, including improvements that significantly extend the life of the assets, that have an estimated life of more than one year and a cost of \$5,000 for Electric, Water, Sewer, and Trash Departments, and all other departments a cost of \$5,000 or more; such assets shall be added to the depreciation schedule of the City of Cambridge and amortized over the determined useful life of the asset.

**THEREFORE, BE IT RESOLVED**, by the Mayor and City Council for the City of Cambridge, Nebraska that effective immediately the City Council shall authorize ALL purchases not approved in the budget or in excess of \$5,000 in the Park (including swimming pool), Cemetery, Library, Museum, Ambulance, Fire, Street, LB840, Trash/Landfill, Water, sewer and electric Departments. Exempt for all Departments are purchases or services made by contracts that have been approved of the Mayor and City Council. Example – Purchase Power Contract or Purchase Water Contract. Contract purchases may be paid prior to City Council meeting.

**BE IT FURTHER RESOLVED**, that purchases may not be split by multiple invoices to avoid approval by the Mayor and City Council. All non-budgeted expenses and any budgeted expenses in excess of the budgeted amount shall require advanced approval by the Mayor and City Council.

**Public Hearings 6:30 P.M.**

- A. Ho Jo's Hideaway Special Designated Liquor Permit for Saturday March 24, 2018. Mayor Harpst opened the public hearing at 6:35 P.M. A notice of the public hearing was published in the Cambridge Clarion, Thursday January 25, 2018. Ho Jo's Hideaway is requesting a special designated liquor permit for Saturday March 24, 2018 at the Cambridge Community Building. There were no members of the public present to speak in favor of or against the request of Ho Jo's Hideaway. Mayor Harpst closed the public hearing at 6:36 P.M. Tony Groshong, stated the motion, seconded by Vernita Saylor, to approve a special designated liquor permit for Ho Jo's Hideaway for Saturday March 24, 2018. On roll call vote Keith Luedders, Jeff Ommert, Tony Groshong, Vernita Saylor, Tom McCarville and Derek Raburn voted yes, none voted no. Motion carried unanimously.

**Ordinances and Agreements:**

- A. Aramark Contract. Kandra presented a proposal to reduce the cost of the Aramark Contract for rugs and mops for the community building and library. The company has requested a two year contract for a fee of \$82.08 (not including tax) per month. Derek Raburn stated the motion, seconded by Tom McCarville, to approve a contract with Aramark for 2 years at a fee of \$82.08 per month plus sales tax. On roll call vote Jeff Ommert, Tony Groshong, Vernita Saylor, Tom McCarville, Derek Raburn and Keith Luedders voted yes, none voted no. Motion carried unanimously.

**New Business:**

- A. Downtown Center Remonstrance. The City Council did not receive any public comments or correspondence against the sale of the downtown center. The notice was published in the Cambridge Clarion January 18, January 25 and February 1, 2018. Jeff Ommert stated the motion, seconded by Tony Groshong, to authorize the Mayor to sign documents authorizing the sale of the Downtown Center at 702 Patterson Street to JABR Investments, LLC for the sum of \$75,000.00. On roll call vote Tony Groshong, Vernita Saylor, Tom McCarville, Derek Raburn, Keith Luedders, and Jeff Ommert voted yes, none voted no. Motion carried unanimously.
- B. Summer help applications. Dave Houghtelling, Mark Harpst and Kandra Kinne met with Sara Roether about the Pool Manager position and made the recommendation to the City Council. Tony Groshong stated the motion, seconded by Vernita Saylor, to hire Sara Roether as Swimming Pool Manger for the 2018 season. On roll call vote Vernita Saylor, Tom McCarville, Derek Raburn, Keith Luedders, Jeff Ommert and Tony Groshong voted yes, none voted no. Motion carried unanimously. Sara entered the meeting later and was introduced to the City Council. Sara will attend the next meeting with staffing recommendations and salary recommendations.

**Reports of Officers/Boards/Committees:**

- A. Miller and Associates – Swimming Pool. The committee will meet and discuss proposals that have been prepared by Miller and Associates. Kandra reported the City should soon receive notice of release of funds for the downtown revitalization storm drain project.

- B. Economic Development Report – Diane Henderson was not present but gave a written report. The new tenant, Cribelli Physical Therapy opened January 29<sup>th</sup>. The annual report is completed and will be distributed, The Economic Development Board has advertised in the Nebraska Traveler. Diane is continuing to add information to the new website. Diane reported she has met with the Economic Development Board President and Vice President and will continue to work full time remotely until the Board finds a replacement. The City Council discussed the resignation of the Director was accepted for February 28th at the last City Council meeting.
  
- C. Ambulance/Fire Reports – First Central Bank Loan. Tom McCarville stated the motion, seconded by Tony Groshong, to authorize the Mayor to sign First Central Bank loan agreements for the purchase of SCBA Equipment. On roll call vote Tom McCarville, Derek Raburn, Keith Luedders, Jeff Ommert, Tony Groshong and Vernita Saylor voted yes, none voted no. Motion carried unanimously.
  
- D. Planning Commission will meet February 14, 2018 and have a report for the City Council Meeting Monday February 19, 2018
  
- E. Utility Supervisor Report – Dave Houghtelling reported staff have been busy moving snow after snow storms. Staff repaired a water leak at 609 Parker Street, Dave presented Electric Billing information for 2017. Dave reported he has a water sample retake due to a violation. Dave discussed the possibility of Harry Baily placing a storage shed behind his property on City property. Dave would work with Harry for an agreement and will look at zoning for the property.
  
- F. City Clerk/Treasurer Reports: Kandra presented financial reports for November 2017 and December 2017. The City Council received the line loss reports. Kandra reported the City has received the Furnas County Visitors Bureau Grant. The City received notice that a qualifying business has claimed a sales and use tax refund of \$5,550.21 to be paid January 2019. Kandra discussed the addresses for the Bunk House Motel and Bailey’s Liquor store property needs an address change for the proposed Dollar General Store. Kandra will work with Roger Powell, Furnas County Emergency Manager on the address change. Kandra attended the Public Alliance for Community Energy Meeting and the City will receive a distribution of \$2,757.57.

**Consent Agenda Minutes of January 15, 2018 and claims report.** Derek Raburn stated the motion, seconded by Jeff Ommert, to approve the minutes of January 15, 2018 and the claims report. On roll call vote Derek Raburn, Keith Luedders, Jeff Ommert, Tony Groshong, Vernita Saylor and Tom McCarville voted yes, none voted no. Motion carried unanimously for the minutes of January 15, 2018 and the following claims:

	City of Cambridge		
	Claims Report		
	5-Feb-18		
Check No.	Vendor, For	Amount	Dept.
			Totals

	Combined Utility:		
29732-29737	Payroll	8,495.50	
29738	BIC, Purchased Water	2,263.80	
29739	Employee Flex Spending, Vision	644.00	
29740	Employee Vision	39.00	
29741	Payroll	77.25	
29742	Cambridge Post Office, Postage	238.77	
29743-29749	Payroll	8,362.24	
29750	void		
29751	Ag Valley, Fuel	377.93	
29752	American Back Flow, Registration	170.00	
29543	Aramark, Mats	80.65	
29754	Cambridge General Store, Supplies	113.05	
29755	Cambridge Super Market, Supplies	5.99	
29756	Cambridge Telephone, utility	705.94	
29757	Caterpillar Financial, Skid steer Lease	5,460.00	
29758	Contryman Associates, Audit Fee	22,000.00	
29759	Dutton-Lainson, Supplies	7.24	
29760	Eakes Office, Supplies, Color Copy fees	1,641.97	
29761	Employee Debit Card, Expenses	52.60	
29762	Hometown Leasing, Copier Lease	436.20	
29763	Kelsey Raburn, Refund	3.25	
29764	Nebraska Public Health, Water Testing	141.00	
29765	Nebraska Rural Water, Dues	175.00	
29766	Olsson Associates, Engineering Fees	7,225.25	
29767	Ommert Tech, Computer Lease	333.61	
29768	Paper Tiger Shredding, Shred Paper	40.00	
29769	River Valley Services, Repairs	75.00	
29770	Schaben Sanitation, Trash Fees	12,819.40	
29771	Sewer Improvement, Transfer	1,000.00	
29772	Southwest Farm & Auto, Repairs	261.58	
29773	Twin Valleys PPD, Utility, Repairs	2,472.84	
29774	Unitech, Supplies	298.00	
29775	Verizon Wireless, Cell Phones	178.02	
29776	Water System Extension, Transfer	1,083.33	
29777	Western Area Power, Purchased Power	5,435.31	
29778	Employee Debit Card, Expenses	9.90	
ACH	IRS, Federal With holdings	2,849.55	
ACH	City of Cambridge, Utility	4,253.50	
ACH	IRS, Federal With holdings	12.80	
ACH	Nebr. Dept. Revenue, State With holdings	1,001.06	

ACH	IRS, Federal With holdings	2,795.44	
ACH	IRS, Federal With holdings	7.30	93,643.27
	Security Deposit:		
1942	Security Deposit Refund	300.00	300.00
	City Account (General Fund)		
45402	Central Community College, Registration	220.00	
45403-45415	Payroll	4,448.55	
45416	Ag Valley, Fuel	488.17	
45417	Aramark, Mats	27.08	
45418	Baker & Taylor, Books	433.61	
45419	Bloom & Collectibles, Flowers	35.49	
45420	Cambridge Clarion, Publications	796.76	
45421	Cambridge General Store, Supplies	900.98	
45422	Cambridge General Store, Supplies	19.06	
45423	Cambridge Super Market, Supplies	148.99	
45424	Cambridge Telephone, utility	424.30	
45425	DEMCO, Supplies	266.37	
45426	void		
45427	Family Handyman, Subscription	16.98	
45428	Fire/Ambulance Sinking, Transfers	1,507.25	
45429	Furnas County Treasurer, contract Law	4,668.00	
45430	Gale, Library Books	59.22	
45431	Great Plains Government, Dues	50.00	
45432	Harlequin, Subscription	25.56	
45433	Health, Subscription	19.97	
45434	Kandra Kinne, Mileage	87.20	
45435	Maria Dower, Library Supplies	144.00	
45436	Matheson Tri - Gas, Oxygen	90.60	
45437	Miller & Associates, Fees	100.00	
45438	Municipal Clerk Institute, Registration	223.00	
45439	Ommert Tech, Computer Lease	91.92	
45440	Oriental Trading, Supplies	84.95	
45441	Park Warehouse, Supplies	1,391.64	
45442	Sandry Fire Supply, Supplies	1,618.01	
45443	Saturday Evening Post, Subscription	15.00	
45444	Southwest Farm & Auto, Repairs	90.59	
45445	Verizon Wireless, Cell Phones	99.35	
45446	Western Engineering, Cold Patch	3,569.19	
45447	Woman's Day, Subscription	6.25	
ACH	City of Cambridge, Utility	4,883.31	
ACH	Nebr. Dept. Revenue, State With holdings	24.36	

ACH	Eakes Office Solutions, Copier Lease	146.84	
ACH	IRS, Federal With holdings	781.66	28,004.21
	LB840:		
3768-3769	Payroll	2,487.12	
3770	Acme Touch, Print Annual Report	1,732.50	
3771	void		
3772	Cambridge General Store, Supplies	19.99	
3773	Cambridge Telephone, utility	47.05	
3774	Eakes Office Solutions, Copier Lease	246.12	
3775	Employee Debit Card, Expenses	8.62	
3776	Melissa Jackson, Promotions	243.75	
3777	Amateur's Bar N Grill, Web Page	150.00	
3778	Employee Debit Card, Expenses	90.00	
ACH	IRS, Federal With holdings	325.96	
ACH	Nebr. Dept. Revenue, State With holdings	88.35	5,439.46
	Employee Debt Card:		
ACH	Cambridge Post Office, Postage	34.70	
ACH	Facebook Notifications	98.62	133.32
	Employee Health		
817-820	Employee Deductible	46.65	46.65
	Totals	127,566.91	127,566.91

Adjournment: The next regular meeting of the City Council will be February 19, 2018. Vernita Saylor stated the motion, seconded by Derek Raburn, to adjourn 1t 7:48 P.M. On roll call vote Keith Luedders, Jeff Ommert, Tony Groshong, Vernita Saylor, Tom McCarville and Derek Raburn voted yes, none voted no. Motion carried unanimously.

Attest: \_\_\_\_\_  
Kandra J. Kinne, City Clerk/Treasurer

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Mark Harpst, Mayor