

Ralston City Council Regular Meeting
Tuesday, November 7, 2017

The Ralston City Council met in regular session on Tuesday, November 7, 2017 at 5:30 PM at Ralston City Hall. The Pledge of Allegiance was recited. Roll was called with the following present: Mayor Groesser and Council members Konwinski, Fidelity, Alberhasky, Sanchez, and Preis. Krause was absent. The agenda for this meeting was available at City Hall for public inspection and posted prior to the meeting. The legal notice for the meeting was published in the Ralston Recorder. Claims listed are approved and part of these minutes.

Pastor Jim Haack, Beautiful Savior Lutheran Church, gave the Invocation. Mayor Groesser welcomed the press and students from UNO School of Journalism. Mayor Groesser said the meeting is subject to the Nebraska Open Meetings Act and a copy of the Act is posted at the rear of the Chamber.

The following building permits were approved: #10106 to Bonnie Hynek – 8120 Seymour Street – Install Fence - \$4,700.00; #10108 to City of Ralston/Arena – 7300 Q Street – Install Tent; #10109 to Kirsten Berray – 8036 Park Drive – Install Fence - \$980.00; #10110 to Brian Stanley – 7756 Main Street – Install Fence - \$2,800.00; #10111 to Dubois, LLC – 5170 S. 72nd Street, Suite 106 – Remodel Plumbing - \$2,950.00; #10112 to Seranco LLC – 5505 S. 7th Street – Re-Roof Building - \$3,500.00; #10113 to O & O Investments LLC – 7752 Highland Street – Install Plumbing - \$2,700.00; #10114 to Marcus Ross – 6737 Woodbine Circle – Install Electrical Service - \$3,265.00; #10115 to Rhonda Dorsee – 6423 S. 76th Circle – Install Outside Sprinkler System - \$3,300.00; #10116 to JATO – 7825 Drexel Street – Install New House Plumbing - \$24,563.00; #10117 to Gregory Brooke – 7800 Lakeview Street – Repair Sanitary Sewer - \$3,500.00; #10119 to Douglas F. Hadley – 4909 S. 78th Street – Basement Remodel - \$12,000.00; #10120 to William Adams – 7609 Drexel Street – Replace Furnace - \$3,390.00; #10121 O & O Investments – 7752 Highland Street – Electrical Services - \$800.00; #10122 to John Gawley – 7620 Highland Street – Electrical Service - \$1,800.00; #10123 to Thredrice Jones – 6626 S. 83rd Avenue – Replace Dishwasher - \$90.00.

Motion to approve Consent Agenda including the additional claims, minus Maria's claim, by Konwinski, seconded by Alberhasky. All voted yes, Krause absent. Motion carried. Motion to approve Maria's claim by Konwinski, seconded by Alberhasky. Krause absent. Sanchez abstained. All others voted yes. Motion carried.

Canfield reported on the HVAC system. The contractor is 95% done and should be done by the end of November.

Benis reported on the arts and craft fair held last weekend and on upcoming events to be held in the arena.

Groesser opened discussion on the request for qualifications for IT Services. Forrest indicated the City of Ralston currently has two IT consultants, one serving the Library and one serving the remainder of the City departments including the arena. Forrest felt it was important to settle on one consultant to serve all City departments and that there needed to be a thorough IT evaluation of all City departments. Qualifications were received from five firms and staff has evaluated those qualifications and have settled on a short list of two firms. Those two firms will be invited to tour City facilities and the arena next week and Forrest hopes to have a recommendation for the City Council at the next City Council meeting.

Groesser opened discussion on the appointment of a Pension Committee. The City has two defined contribution employee pension plans, one for the Police and one for civilians hired after July, 2017, and a defined benefit plan for civilians hired before July, 2017. Groesser indicated it would be nice to have a standing committee consisting of two council members and some City employees to review the pension plan and asked for council volunteers. Forrest indicated the point of this committee is to make sure that elected officials understand what is happening with the pension plan since they have a fiduciary responsibility to understand the plan and manage it. It is also important for employees to participate on the committee because a number of them are directly impacted. Alberhasky and Konwinski volunteered to sit on the committee. The employees on the committee are Dan Freshman, Marc Leonardo, Rosie Russell, Tim Bohling, Francine Canfield and Bailey Halbur.

Groesser opened discussion on the change in occupational health provider. Forrest indicated the City currently sends employees for accidents and pre-employment physicals and drug screens to Medical Enterprises, off of Regency Parkway, which is a fairly long drive. Forrest and Freshman toured three facilities that provide services to LaVista, Papillion, and Bellevue. All of those facilities were impressive however, Forrest and Freshman recommend to contract with CompChoice, located at 84th and F Streets. They provide all the services the City will need and it would be a very good move.

The City does not currently have a contract with Medical Enterprises, just a cost sheet. Discussion was held on requiring a contract with CompChoice and Forrest indicated he had not discussed that with them and it may be a similar situation of just having a cost sheet. He would be more comfortable with a contract. Alberhasky inquired if there was an entity in Ralston that could provide this and Forrest said the City would want a full-service occupational health organization.

Forrest indicated the CompChoice's costs are a little higher in some cases and a little lower in others. Whatever the City would pay in additional fees would be made up with having less travel time and less down time for commuting.

Groesser opened discussion of payment of certain claims prior to council meetings. Forrest indicated the practice has been for staff to wait for council approval prior to

paying any claims. There are some invoices that have been paid late with late fees assessed. Staff has put together a list of recommended vendors for council to consider to be paid prior to the council meetings. The claims will be included on the list of claims for the council to approve at the meeting.

Bohling indicated the City has run into some issues with late fees on some invoices. Some of the vendors included on the list are based on automatic payments that have been set up in the past. Forrest said this is just initial discussion and is being presented for consideration and can be discussed more at the next meeting. Alberhasky inquired about the savings and Bohling commented that one of the vendors from the arena assesses a substantial penalty. Benis commented on the arena vendors.

Further discussion was held on the payment of late fees. Alberhasky inquired if this could just be done only where there are late fees involved. Bohling indicated that it is staff's preference to bring to the council and then pay the invoices and it would only be done if there would be a potential savings. Sanchez indicated it is a good intent that the City is committed to making payments and the system of making the payments is prohibiting the payment in a timely manner. He added that there needs to be criteria clearly articulated for council to approve so the City can honor commitments to not incur late fees.

Forrest suggested presenting a resolution at the next meeting where the conditions and criteria will be specifically addressed. Sanchez agreed with this and commented that he appreciates the fact the Finance Director is looking at this level of detail.

Groesser opened discussion on the fee schedule. Forrest indicated the City charges a number of different fees, some of which are established by ordinance. It may have been some time since changes were made to certain fees so staff compiled a spreadsheet of Ralston's fees along with fees charged by Papillion and La Vista so a comparison could be made. This is being presented to council to review the schedule and consider if any changes should be made.

Discussion was held on project cost. Sanchez inquired about a project net number that would result in the adjustment of the City's fees and Bohling indicated that it is not currently known.

Groesser opened discussion on the contract with MAPA to administer the City's Community Development Block Grant (CDBG) program. Forrest indicated Ralston has \$160,000 of CDBG funds that is program income left over from loans. It is available for the City to loan to businesses. Staff felt it would be important for the City to have the technical expertise on board to administer the CDBG program because there are numerous federal regulations that pertain to that program. MAPA has agreed to provide compliance and administrative management responsibilities for the City of Ralston CDBG program.

Grant Anderson, MAPA, indicated the agreement is relatively straight-forward. Whenever the City might work with a business to loan the funds, there are certain requirements and regulations that both the City and business must abide by. These are requirements generally tied to the CDBG program. As administrator of these funds, MAPA would work with the City and the business applicant to ensure that the requirements are being followed. MAPA would work with the City on drafting loan agreements with the business as well as prepare the semi-annual reports to be submitted to the Nebraska Department of Economic Development.

Anderson commented on the scope of services in the agreement and indicated that the City would not be directly responsible for compensation to MAPA for management of the CDBG funds. MAPA may collect program income or interest on a project basis not to exceed \$1,500 per loan and an administrative fee not to exceed 2% of the loan amount for each individual project to cover expenses associated with program management.

Groesser reminded council members of the CDBG Board and that Anderson is a member of the City's CDBG Board. Anderson indicated the City has a reuse admin plan where MAPA is identified as the administrator of the funds.

Anderson indicated businesses should approach the City and have a conversation with the City first before MAPA gets involved. Anderson indicated a representative of MAPA would be on the loan review committee.

Anderson informed council that MAPA is a voluntary association of five counties in the Omaha, Council Bluffs area and a planning agency of approximately 20 people.

Sanchez inquired how the City's CDBG program has been administered in the past and Groesser commented on the CDBG Reuse Committee. The committee consists of a number of individuals including a banker. When the applications are received, the committee meets and discusses the application. Groesser commented on the applicants received and the loans and that the Treasurer would receive the loan payments and monitor payments.

Sanchez inquired what the value would be having the program administered by a new group. Forrest indicated it is not a new group. MAPA has been part of the committee that loaned the funds but all the technical aspects were handled in-house by City people. Forrest would feel much more secure, given the federal regulations associated with the money, that the City has experts actually do some of that work so that the City is doing it correctly.

Anderson commented that in the State of Nebraska whoever is responsible for the day-to-day administration of the CDBG program must be certified by the State of Nebraska Department of Economic Development to administer the program. Sanchez inquired of the procedure for CDBG program funds and Klinker indicated the City has a CDBG policy statement and application clearly outlining the requirements. Anderson again

stated that whoever is responsible for the technical activities must be certified by NDED. Anderson is a certified CDBG administrator in the State of Nebraska.

Anderson commented on securing collateral and a personal guaranty. MAPA's compensation would be collected as program or interest on a project from the business borrowing the money.

Discussion was held on the certification process and Sanchez recommended that the Finance Director be responsible for the CDBG compliance. It is a competency that the City should have in-house and it shouldn't have to be outsourced. Forrest commented that staff has their hands full already and the City should make judicious use of third parties to do things. Anderson has experience with CDBG grants and there are a lot of regulations that must be met. With the relatively little amount that Ralston would be paying to MAPA for the service, the City would get a lot out of it.

After some discussion on the number of applications the City is receiving, Sanchez indicated there is no down-side risk or direct cost to the City of Ralston for contracting with MAPA. Anderson clarified that the compensation to MAPA would be from the applicant.

Klinker commented that MAPA is a good organization. Groesser indicated there is a banker on the CDBG committee that reviews the financials of the business. Sanchez indicated that compliance with the program is important. He commented that the conversation that needs to be next is how the City advertises the financial tools that are available.

Alberhasky moved and Sanchez seconded to approve the contract with MAPA to administer the Community Development Block Grant program. After some discussion, all voted yes, Krause absent. Motion carried.

Groesser opened the public hearing at 6:22 PM regarding the liquor license application for Agave Azteca Restaurant located at 5170 S. 72nd Street. Leonardo commented on the background checks that his department performs for liquor license applicants. In this instance, there were two partners and background checks were performed on both. The background check indicated the individual listed as a 20% owner has a felony record and individuals with felonies cannot hold a liquor license.

The Liquor Control Commission has advised to proceed with the public hearing and the City Council vote however they see fit. If the City Council votes to deny the application, the Liquor Control Commission will hold a hearing on the matter. Leonardo's recommendation is to deny or abstain on voting on the liquor license application; however, he has no issue with the manager application for Ruben Lopez Melendez.

Ruben Lopez, 1575 N. Columbia Avenue, Seward, met with Leonardo, Forrest and Russell about the issue with the application. He has spoken with his lawyer and Lopez's partner, Jaime Soto, is willing to be removed from the paperwork. Lopez said his lawyer

will be speaking with the Liquor Control Commission tomorrow once he knows the direction the City Council will take on the application. Russell indicated that council members can choose not to make a recommendation of approval or denial.

There being no further discussion, Groesser closed the public hearing at 6:28 PM. Alberhasky moved and Fideline seconded to send the liquor license application for Aztlan 2 LLC dba Altlan 2 back to the Liquor Control Commission with no recommendation. All voted yes, Krause absent. Motion carried.

Konwinski moved and Fideline seconded to send the manager application for Ruben Lopez Melendez for Aztlan 2 LLC dba Altlan 2 back to the Liquor Control Commission with no recommendation. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the agreement between the City of Ralston and the State of Nebraska Department of Transportation for the purchase of a new bus with a total local match not to exceed \$10,867. Forrest indicated it is a good deal for the City to pay \$10,867 for a \$50,000 vehicle and a new one is needed to keep providing the service. There being no further discussion, Konwinski moved and Alberhasky seconded to approve the agreement between the City of Ralston and the State of Nebraska Department of Transportation for the purchase of a new bus with a total local match not to exceed \$10,867. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the purchase of a 410L Backhoe Loader from Murphy Tractor for the Sewer Department for a price not to exceed \$118,039. Forrest indicated these items were incorporated in the budget and a memo from Freshman indicated all equipment was publicly bid through the National Joint Powers Alliance (NJPA). Fideline moved and Konwinski seconded to approve the purchase of a 410L Backhoe Loader from Murphy Tractor for a price not to exceed \$118,039. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the purchase of a tool bit MB2/356 tamping pad from Titan Machinery for the Sewer Department for a price not to exceed \$1,466.33. Konwinski moved and Alberhasky seconded to approve the purchase of a tool bit MB2/356 tamping pad from Titan Machinery for a price not to exceed \$1,466.33. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the purchase of a John Deere 1580 Terrain Cut Commercial Front Mower without cab from AgriVision Equipment Group, for a price not to exceed \$28,257.46. Alberhasky moved and Sanchez seconded to approve the purchase of a John Deere 1580 Terrain Cut Commercial Front Mower without cab from AgriVision Equipment Group, for a price not to exceed \$28,257.46. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the purchase of two John Deere Z930M Commercial ZTrack mowers from AgriVision Equipment Group for a price not to exceed \$8,511.58 for each unit for a total of \$17,023.16. Sanchez moved and Konwinski seconded to

approve the purchase of two John Deere Z930M Commercial ZTrack mowers from AgriVision Equipment Group for a price not to exceed a total of \$17,023.16. All voted yes, Krause absent. Motion carried.

Groesser opened for consideration the purchase of a Z930M mower with 14 bushel, 3 bag material collection system from AgriVision Equipment Group for a price not to exceed \$10,820.81. Konwinski moved and Sanchez seconded to approve the purchase of a Z930M mower with 14 bushel, 3 bag material collection system from AgriVision Equipment Group for a price not to exceed \$10,820.81. All voted yes, Krause absent. Motion carried.

Groesser opened discussion on the purchase of a 2016 John Deere 1585 Terrain Cut Commercial Front Mower from AgriVision Equipment Group for a price not to exceed \$30,507.40. Fideline moved and Preis seconded to approve the purchase of a 2016 John Deere 1585 Terrain Cut Commercial Front Mower from AgriVision Equipment Group for a price not to exceed \$30,507.40. All voted yes, Krause absent. Motion carried.

Groesser opened discussion on the trade-in of a City used backhoe to AgriVision Equipment Group for consideration of \$10,000. Konwinski moved and Alberhasky seconded to approve the trade-in of a City used backhoe to AgriVision Equipment Group for \$10,000. All voted yes, Krause absent. Motion carried.

There was no public comment.

Council Comment: Konwinski said that the arts and craft fair at the arena was great. Alberhasky requested bigger font on memos. Sanchez continues to be more and more impressed with the value that the City Administrator and Finance Director bring to the table and feels it was a really great add. He also commended Benis with providing information meeting after meeting and requested other departments provide more information. Sanchez also commented on requests to participate on committees and being informed beforehand. Preis commented on discussion items and action items and not voting on discussion items. Groesser thanked the City Administrator, Finance Director and Clerk for all their effort.

There being no further business to come before the Council, the meeting was adjourned at 6:37 PM.

Next regular meeting Tuesday, November 21, 2017 at 5:30 PM.

Rosemarie D. Russell
City Clerk

Donald A. Groesser
Mayor

CLAIMS - 11/07/2017 - AAA Rents, 304.12, Rental; AB Refrigeration, 305.33, Labor & Materials; AFLAC, 1,324.80, Insurance; American Marketing & Publishing, 965.00, Svcs; Ameripride Services, Inc., 176.08, Maintenance; Asphalt & Concrete Materials, 143.00, Supplies; Black Hills Energy, 906.21, Gas; Blue Cross & Blue Shield of NE, 63,239.20, Health Insurance; BMI Janitorial Group, 6,307.50, Janitorial; Boone, Virginia, 10,648.74, Repayment; Bowen, Alex, 2,500.00, Agreement; Bubar, Bethany, 175.00, Interpreting; Canfield, Francine A., 188.32, Reimbursement; Carpenter Paper Co., 1,191.48, Cleaning Supplies; Center Point Large Print, 89.28, Books; Century Certified Services, 125.50, Pest Control; Chick Fil A, 1,017.14, Sales; Coffee Carts and More, 1,176.96, Sales; Command Center, Inc., 627.60, Labor; Concert Security Service, 1,930.50, Security Services; Cornhusker State Industries, 365.00, Rental; Cox Business Services, 556.23, Internet; Cutchall Management, 6,389.21, Sales; Daktronics, Inc., 1,333.00, Video/Electronics; Dearborn National Life Ins., 113.52, RVFD Life Insurance; Diamond Vogel Paint, 32.59, Supplies; Donut Express, 855.79, Sales; Eakes Office Solutions, 391.48, Supplies; Enviro-Master Services, 48.00, Janitorial; First National Bank of Omaha, 30.30, Services; Fleek, Brianna, 150.00, Cleaning; Focus, 1,200.00, Advertising; Fraser Stryker, PC LLO, 882.46, Professional Services; Fraternal Order of Police, 715.00, Dues; Gale/Cengage Learning, 63.00, Books; Galls, LLC, 235.50, Equipment; Great Western Bank, 35,000.00, Change Order; Great Western Bank Pension, 22,508.00, Pension; Great Western Bank Wealth Management, 9,745.00, Professional Services; Great Western Bank-Visa, 5,225.69, Conferences/Supplies; Groesser, Donald, 433.10, Reimbursement; Hanson, Bryan, 35.64, Reimbursement; Helget Gas Products, 109.40, Supplies; Hometown Leasing, 140.00, Miscellaneous; Humana Insurance Co., 2,847.13, Dental & Vision Insurance; HyVee Accounts Receivable, 772.06, Supplies; ICON Architectural Group, LLC, 125,000.00, Settlement; Infinet Solutions, Inc., 4,069.39, Computer Support & Equipment; ING Life Ins & Annuity Co., 1,050.00, Deferred Compensation; Integrated Solutions, Inc., 1,469.00, Equipment; J Q Office Equipment, 119.30, Copier; KCL Group Benefits, 1,132.55, Life Insurance; Klabunde's Delivery, Inc., 58.00, Delivery Service; Klinker, Mark, 1,000.00, Professional Services; LaRue Coffee, 347.73, Supplies; Larson Paper Products, 53.95, Supplies; Leonardo, Marc, 185.51, Reimbursement; Logan Contractors Supply, 2,925.00, Parts; Loveless Machine & Grinding, 157.00, Blade Sharpening; M & M Staffing, 555.00, Contract Labor; Maria's Enterprises, 16,164.43, Sales; Marshall, Laurel, 12.74, Reimbursement; Martin Asphalt, 52.50, Supplies; Medical Enterprises, Inc., 110.00, Screening; Menards - Ralston, 19.94, Supplies; Metro, 503.00, Service Contract; Midwest Mudjacking, Inc., 1,050.00, Repairs/Maintenance; Money Handling Machines, Inc., 199.00, Signature Plate; MUD-Utilities, 4,530.54, Utilities; NE Dept of Revenue, 112,462.00, Lottery Tax; Nebraska Iowa Supply Co., Inc., 2,090.99, Fuel; Nebraska Law Enforcement Training, 250.00, Training; Nebraska Wedding Day, 1,125.00, Advertising; NRG Media Live, 32,626.28, Arena Event; Omaha Public Power District, 44,250.56, Utilities; Omaha, City of-Cashier, 52,879.94, Sewer Fees; O'Malley, Margaret, 418.00, Janitorial; OS Sales Co., Inc., 760.98, Food; Papillion Sanitation, 28,470.40, Garbage Collection/Disposal; Pepsi-Cola, 4,552.30, Soda; Petty Cash-Forrest, 39.99, Reimbursement; Police Chief's Assn of NE, 50.00, Membership Dues; Prairie Life Fitness, 170.13, Fitness Reimbursement; Protective Security Advisors, 3,773.00, Security; Quill Corporation, 645.38, Supplies; Ralston Advertising,

385.94, Supplies; Ralston Area Chamber of Commerce, 75.00, Luncheon; Ralston Arena Operating Acct., 32,699.67, Arena; Ralston Automotive, 956.71, Repairs/Maintenance; Ralston Insurance Agency, 575.00, Insurance; Ralston Volunteer Fire Department, 1,228.50, Services; Recorded Books, Inc., 367.74, Books; Regal Printing Co., 993.00, Services; Riekes Equipment Co., 228.48, Inspection; Rodd, Roger, 2,000.00, Deposit; Rotella's Italian Bakery, Inc., 246.66, Supplies; Sarpy County, 1,408.59, Animal Control; Service Master Commercial, 930.00, Janitorial; Shell, 89.73, Fuel; Sherwin Williams, 224.59, Paint; Sign It, 95.00, Business Cards; SNO Floss, 1,162.66, Sales; Solution One-NE, 291.87, Copier; Solution One-TX, 459.20 Services; Spencer Management LLC, 12,468.00, Concrete; Spin Linen Management, 858.91, Linens; Stage Pay Services, Inc., 13,963.75, Contract Labor; Staples Advantage, 129.16, Supplies; State of Nebraska Motor Fuels, 92.00, Fuel; Sure Sound and Lighting, 11,100.00, Sound & Lighting; TNT Cleaning, 500.00, Janitorial; Talx UC Express, 137.81, Services; Theatrical Media Services, Inc., 15.00, Rental; Titan Machinery-Omaha, 198.00 Sales; Trede Electric & Lighting, Inc., 1,512.37, Labor/Materials; U.S. Foods, Inc., 2,996.36, Food; ULine, 37.14, Office Supplies; United Rentals, 957.30, Equipment Rental; Viking Automatic Sprinkler, 445.00, Sprinkler Inspection; Voss Lighting, 15.00, Supplies; Waldinger Corporation, 1,948.31, Labor & Parts; Walmart Community, 403.90, Supplies; West Omaha Winsupply, 425.35, Supplies; Westlake Ace Hardware, 145.33, Supplies; Verizon, 1,886.27, Phone.