

City of Cambridge  
City Council Meeting  
Monday, March 15 2021  
6:30 P.M.  
Cambridge Community Building  
722 Patterson St

Pursuant to notice published in the Valley Voice on Thursday, March 11, 2021, the Cambridge City Council convened in open public meeting at 6:30 P.M. on Monday March 15, 2021 at the Cambridge Community Building. Present were Mayor David Gunderson, City Council Members Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. City Staff present were City Clerk/Treasurer Kandra Kinne, City Attorney Lisa Shifflet and Library Director Maria Downer. Visitors present were Genny Kubik for *CAMAS Publishing*, Jessica Fischer for *Tri Valley Health System* and Howard Johnson for *Ho-Jo's Hideaway*. Mayor Gunderson opened the meeting with the Pledge of Allegiance. Mayor Gunderson announced the open meeting law is posted on the east wall of the meeting room and available for public inspection.

**Consent Agenda:** Minutes of March 1, 2021, the Minutes of December 7, 2020, as amended, and the claims report. The City Council received a copy of the minutes of March 1, 2021, the amended minutes of December 7, 2020 and the claims report prior to this meeting. Derek Raburn stated the motion, seconded by Tony Groshong, to approve the minutes of March 1, 2021, the amended minutes of December 7, 2020, and the claims report. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously for the minutes of March 1, 2021, the amended minutes of December 7, 2020, and the following claims report:

| <i>City of Cambridge</i>               |   |           |             |
|--|---|-----------|-------------|
| <i>Claims Report</i>                   |   |           |             |
| <i>To Mayor and City Council</i>       |   |           |             |
| <i>15-Mar-21</i>                       |   |           |             |
| <i>Period 03/02/2021 TO 03/15/2021</i> |   |           |             |
| Check No.                              | Vendor, For   | Amount    | Dept. Total |
| <u>Combined Utility:</u>               |   |           |             |
| 31969                                  | Employee Vision   | 415.20    |             |
| 31970-31977                            | Payroll   | 11,083.46 |             |
| 31978                                  | Ag Valley, Fuel   | 250.98    |             |
| 31979                                  | Axxent Buildings, Repair/Replace Community Bldg. Doors  | 1,704.00  |             |
| 31980                                  | Blue Cross Blue Shield, Health Insurance                | 10,631.14 |             |
| 31981                                  | BOK Financial, Bond Payment                             | 22,786.25 |             |
| 31982                                  | BRICO Pest Control, Spray Buildings                     | 67.25     |             |
| 31983                                  | Cambridge General Store, Supplies                       | 144.68    |             |
| 31984                                  | Cambridge Super Market, Supplies                        | 31.55     |             |
| 31985                                  | Card Member Services, Credit Card For Postage, Supplies | 126.85    |             |

|       |   |           |            |
|-------|---|-----------|------------|
| 31986 | Flammang Construction, Community Bldg. Repairs          | 275.00    |            |
| 31987 | McCook Gazette, Advertising                             | 34.50     |            |
| 31988 | Employee Vision Benefit                                 | 500.00    |            |
| 31989 | Northwestern Mutual, Annuity                            | 2,930.87  |            |
| 31990 | Schaben Sanitation, Trash Pickup Contract               | 13,541.65 |            |
| 31991 | Southwest Farm & Auto, Supplies                         | 10.97     |            |
| 31992 | Twin Valleys Public Power, Utility                      | 3,220.96  |            |
| 31993 | USABLE Life, Insurance                                  | 81.00     |            |
| 31994 | Verizon Wireless, Cell Phones                           | 162.39    |            |
| 31995 | Western Area Power Administration                       | 5,202.05  |            |
| 31996 | Ag Valley, Fuel   | 77.00     |            |
| ACH   | Black Hills Energy, Utility                             | 1,337.27  |            |
| ACH   | IRS, Federal With holdings                              | 3,695.04  | 78,310.06  |
|       | <u>City Account (General Fund):</u>                     |           |            |
| 48852 | Payroll   | 286.25    |            |
| 48853 | Nebraska Planning & Zoning, Conference Registration     | 40.00     |            |
| 48854 | Ag Valley, Fuel   | 20.65     |            |
| 48855 | Barco Municipal Products, Supplies                      | 1,060.20  |            |
| 48856 | BOK Financial, Bond Payment                             | 75,152.03 |            |
| 48857 | Cambridge General Store, Supplies                       | 22.37     |            |
| 48858 | Card Member Services, Credit Card For Postage, Supplies | 110.81    |            |
| 48859 | City of Cambridge, Transfer                             | 12,275.92 |            |
| 48860 | First Central Bank, Computer Loan                       | 793.92    |            |
| 48861 | Frontier, Police Phone                                  | 99.74     |            |
| 48862 | Employee Deductible                                     | 8.97      |            |
| 48863 | Employee Deductible                                     | 552.91    |            |
| 48864 | Mark's Pharmacy, Supplies for Ambulance                 | 62.05     |            |
| 48865 | Mousel, Brooks, Schneider, Attorney Fees                | 1,145.00  |            |
| 48866 | Phillips Health Care, Monitor                           | 28,454.36 |            |
| 48867 | Sandry Fire Supply, Fire Dept. Supplies                 | 696.00    |            |
| 48868 | Southwest Farm & Auto, Supplies                         | 42.26     |            |
| 48869 | Twin Valleys Public Power, Utility                      | 59.85     |            |
| 48870 | Verizon Wireless, Cell Phones                           | 94.14     |            |
| 48871 | Waypoint Bank, Loan Payment                             | 1,545.00  |            |
| 48872 | CAMAS Publishing, Publications                          | 545.72    |            |
| 48873 | David Trompke, Updates for Baseball                     | 1,836.00  |            |
| ACH   | Black Hills Energy, Utility                             | 1,470.07  |            |
| ACH   | IRS, Federal With holdings                              | 47.42     | 126,421.64 |
|       | <u>TIF:</u>   |           |            |
| 1109  | BOK Financial, Bond Payment                             | 26,872.97 |            |
| 1110  | Cline Williams, Attorney Fees                           | 472.50    | 27,345.47  |

|      | <u>LB840/ Revolving Loan/ HTC:</u>                |            |            |
|------|---|------------|------------|
| 4378 | Down Payment Assistance Over Payment Refund       | 72.50      |            |
| 4379 | Amateur's Bar & Grill, Lunch                      | 79.75      |            |
| 4380 | CAMAS Publishing, Publications                    | 529.50     |            |
| 4381 | Card Member Services, Lunch                       | 169.50     |            |
| 4382 | City of Cambridge, Distribution of Sales Tax      | 11,196.16  |            |
| 4383 | Cross Creek Golf Links, Distribution of Sales Tax | 3,812.33   |            |
| 4384 | Furnas County Clerk, Filing Fee                   | 40.00      |            |
| 4385 | Mousel, Brooks, Schneider, Attorney Fees          | 30.00      |            |
| 4386 | CAMAS Publishing, Publications                    | 5.64       | 15,935.38  |
|      | Total:  | 248,012.55 | 248,012.55 |

### **Ordinances:**

a. Adding Day Care Center to "C-1" Zone – Second Reading

Tony Groshong stated the motion, seconded by Vernita Saylor, to read Ordinance #778 on second reading. Mayor Gunderson read Ordinance No. 778 by Title as follows:

**AN ORDINANCE AMENDING ZONING ORDINANCE 2015, REVISED AUGUST 2020; AMENDING CHAPTER TWO, ARTICLE 5, SECTION 02 PERMITTED USES; ADDING DAY CARE CENTER; REPEALING ALL ORDINANCES IN CONFLICT; EFFECTIVE DATE OF THIS ORDINANCE.**

Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.

b. Adding Day Care Center to "C-2" Zone – Second Reading

Derek Raburn stated the motion, seconded by Jeff Ommert, to approve the second reading of Ordinance No. 779. Mayor Gunderson read Ordinance No. 779 by Title:

**AN ORDINANCE AMENDING ZONING ORDINANCE 2015, REVISED AUGUST 2020; AMENDING CHAPTER TWO, ARTICLE 6, SECTION 02 PERMITTED USES; ADDING DAY CARE CENTER; REPEALING ALL ORDINANCES IN CONFLICT; EFFECTIVE DATE OF THIS ORDINANCE.**

Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.

### **Reports of Officers, Boards and Committees:**

a. Planning Commission - Minutes of March 10, 2021 – Derek Raburn stated the motion, seconded by Tony Groshong, to approve the reports of the Planning Commission. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.

b. Cemetery Board - (1)Members of the Board and spouses, Sue & Gene Witte and Norm & Joyce Trospen cleaned debris from Fairview Cemetery including wreaths from Wreaths Across Nebraska and tree branches from the topping of the north boundary trees. (2)Discussion was

held on wages for Lyle & Sara Calvert who are hired to mow the cemetery for 2021. Mike Harris stated the motion, seconded by Vernita Saylor, to approve a three (3%) percent raise from last year's wages for Lyle & Sara Calvert. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.

c. Library Board – Library Director Maria Downer requested approval of the hiring of summer interns – Gabby Raburn and Grace Brown. Tony Groshong stated the motion, seconded by Kevin Banzhaf, to approve the hiring of Gabby Raburn and Grace Brown as summer interns for the Butler Memorial Library. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris and Kevin Banzhaf. Derek Raburn abstained from voting. Motion carried by City Council members voting.

d. Utility Supervisor – Dave Houghtelling left a written bid from Bernie Jones Automotive for a new 2021 Exmark Laser mower. Vernita Saylor stated the motion, seconded by Kevin Banzhaf, to approve the \$27,389 bid of Bernie Jones Automotive for a new 2021 Exmark Laser Z S-Series. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.

e. Board of Adjustments – Minutes of March 9, 2021 – Vernita Saylor stated the motion, seconded by Tony Groshong, to approve the decision of the Board of Adjustments granting a variance for 311 Nevada Street for a handicapped ramp. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, and Kevin Banzhaf. Derek Raburn abstained from voting. Motion carried by City Council members voting.

f. City Clerk/Treasurer – Kandra Kinne reported that the audit report by Contryman & Associates is complete and will be filed by March 31, 2021, unless there are objections. Kandra also reported that she and MiKayla Kent are attending Municipal Clerk School by Zoom this week.

g. City Attorney – Lisa Shifflet had no report.

h. Hospital Report – Jessica Fisher, CEO of Tri Valley Health System, thanked the City for the use of the Community Building for COVID vaccinations. The ages being served are currently 50 years and older. She also advised (1) that there have been no thefts at the Thrift Store since the bins and cameras were installed; (2) construction continues on two apartments at Heritage Plaza; and (3) FEMA paperwork for the flood of 2019 is complete.

**Unfinished Business:**

a. Employee Handbook update – Council was advised that the employee issue on PTO will be resolved and that the bi-weekly pay period will be the calendar week commencing April 3. Vernita Saylor stated the motion, seconded by Derek Raburn, to approve Resolution No. 2021-03-01 for a new Staff Member Handbook. Mayor Gunderson read the Resolution by Title: A RESOLUTION APPROVING A NEW STAFF MEMBER HANDBOOK FOR THE CITY OF CAMBRIDGE, NEBRASKA.

Voting yes were Vernita Saylor, Tony Groshong, Jess Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously for Resolution No. 2021-03-01 as follows:

RESOLUTION NO. 2021-03-01

A RESOLUTION APPROVING A NEW STAFF MEMBER HANDBOOK FOR THE CITY OF CAMBRIDGE, NEBRASKA

WHEREAS, the City of Cambridge previously adopted the City of Cambridge Personnel Rules, which has been amended from time to time; and

WHEREAS, the Mayor has presented to the City Council an updated Staff Member handbook for the City, which has been developed with the assistance, input, and comments from Human Resources professionals, staff, and other interest persons; and

WHEREAS, the City Council has reviewed the proposed Staff member Handbook and finds it is in the best interest of the City and its employees to adopt a new Staff Member Handbook for the City; and

WHEREAS, the City Council finds the proposed Staff Member Handbook will serve to further inform employees of City personnel policies and general applicability, and that current and sound personnel policies are an essential part of recruiting and retraining excellent employees and extending high quality services to the public.

NOW, THEREFOR, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF CAMBRIDGE, NEBRASKA:

SECTION 1. The City of Cambridge Staff Member Handbook dated March 9, 2021, a copy of which is attached hereto, is hereby approved and adopted by the City Council.

SECTION 2. This Resolution and the Staff Member Handbook attached hereto shall take effect on April 1, 2021. All employees of the City shall be provided a copy of such Staff Member Handbook and shall sign an acknowledgement and receipt thereof.

SECTION 3. The City of Cambridge, Nebraska Staff Member Handbook and any amendment thereto are hereby rescinded effective April 1, 2021.

b. Utility Disconnect Policy – City Attorney Lisa Shifflet explained the proposed Utility Late Payment Penalty Policy including installment payments.

**New Business:**

- a. Ho Jo's Hideaway – Special Designated Liquor Permit for Saturday, April 9, 2021 at the Community Building. Tony Groshong stated the motion, seconded by Vernita Saylor, to approve the Special Designated Liquor Permit for Ho Jo's Hideaway on April 9, 2021, at the Cambridge Community Building. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Mike Harris, Derek Raburn and Kevin Banzhaf. Motion carried unanimously.
  
- b. Council Comments – Discussion was held concerning (1) a citizen is using the old Highway west of town for truck parking; and (2) Road 410 will be repaired in warmer weather.
  
- c. Citizen Comments – None.

**Adjournment:** Vernita Saylor stated the motion, seconded by Tony Groshong, to adjourn at 7:03 P.M. Voting yes were Vernita Saylor, Tony Groshong, Jeff Ommert, Derek Raburn, Mike Harris and Kevin Banzhaf. Motion carried unanimously.

Attest: Kandra J. Kinne, City Clerk/Treasurer

David Gunderson, Mayor