

City of Scottsbluff, Nebraska

Monday, April 21, 2014

Regular Meeting

Item Consent1

Approve the April 7, 2014 Regular Meeting Minutes

Staff Contact: Cindy Dickinson, City Clerk

Regular Meeting
April 7, 2014

The Scottsbluff City Council met in a regular meeting on Monday, April 7, 2014 at 6:00 p.m. in the Council Chambers of City Hall, 2525 Circle Drive, Scottsbluff. A notice of the meeting had been published on April 4, 2014, in the Star Herald, a newspaper published and of general circulation in the city. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public. That anyone with a disability desiring reasonable accommodation to attend the council meeting should contact the city clerk's office, and that an agenda of the meeting kept continuously current was available for public inspection at the office of the city clerk in City Hall; provided, the city council could modify the agenda at the meeting if it determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each council member, made available to radio stations KNEB, KMOR, KOAQ, and television stations KSTF and KDUH, and the Star Herald. The notice was also available on the City's website on April 4, 2014. An agenda kept continuously current was available for public inspection at the office of the city clerk at all times from publication of the notice to the time of the meeting.

Mayor Randy Meininger presided and City Clerk Dickinson recorded the proceedings. The Pledge of Allegiance was recited. Mayor Meininger welcomed everyone in attendance and encouraged all citizens to participate in the council meeting asking those wishing to speak to come to the microphone and state their name and address for the record. Mayor Meininger informed those in attendance that a copy of the Nebraska Open Meetings Act is posted in the back of the room on the west wall for the public's review. The following Council Members were present: Raymond Gonzales, Mark McCarthy, Randy Meininger, Scott Shaver and Liz Hilyard. Absent: None.

Mayor Meininger asked if there were any changes to the agenda. There were none. Mayor Meininger asked if any citizens with business not scheduled on the agenda wished to include an item providing the City Council determines the item requires emergency action. There were none.

Moved by Council Member McCarthy, seconded by Council Member Gonzales, that:

1. "The minutes of the March 31, 2014 Regular Meeting be approved,"
2. "The appointment of Michael Houdyshell be approved to the Liquor License Investigatory Board," "YEAS", Gonzales, McCarthy, Meininger, Shaver and Hilyard, "NAYS" None.
Absent: None.

Moved by Council Member Gonzales, seconded by Council Member Hilyard, "that the following claims, be and hereby are approved and should be paid as provided by law out of the respective funds designated in the list of claims dated April 7, 2014, as on file with the City Clerk and submitted to the City Council," "YEAS", Gonzales, Shaver, McCarthy, Meininger and Hilyard, "NAYS" None. Absent: None.

CLAIMS

911 CUSTOM,CIP-PO#2 PUB SAFETY,1940.4; AIRGAS USA, LLC,dept supplies,12.47; ALAMAR UNIFORMS,CIP-PO SUPPLIES BP VESTS,6430.39; ALLO COMMUNICATIONS,LOCAL TELEPHONE CHARGES,4704.49; AMAZON.COM HEADQUARTERS,Bks,895.05; ANTHONY HARRIS,vehicle mtnc,20.5; ANTHONY J MURPHY,TUITION,1080; B TO STAY B BOOKS INC,Bks,219.04; BAKER & ASSOCIATES INC,RADIOLOGICAL STUDY,600; BLUFFS SANITARY SUPPLY INC.,Jan. supp,723.12; CAPITAL BUSINESS SYSTEMS INC.,Copy maint,204.27; CEMENTER'S INC,DEPT SUP,698.18; CENTURY MFG,other fuel,568.17; CINDY DICKINSON,Conference,71.6; CITY DIRECTORIES,Dept Supp,690; CNA SURETY,R. McCormick -

plumbing board,100; CODY GARTON,REIMBURSEMENT,4.41; COLONIAL LIFE & ACCIDENT INS CORP, I,SUPPLEMENTAL DISABILITY INS - EE,48.7; CONNECTING POINT INC,SUPPLIES,319; CONTRACTORS MATERIALS INC.,SUPP,676.73; CORNHUSKER MARRIOTT HOTEL.,Conference,238; CREDIT MANAGEMENT SERVICES INC.,Wage Attach,218.53; CRESCENT ELECT. SUPPLY COMP INC,Bldg maint,232.6; CUES,SOFTWARE MAINT,1800; CULLIGAN OF SCOTTSBLUFF,Dept supp.,154.3; D & H ELECTRONICS INC.,SUPP,25.96; DALE'S TIRE & RETREADING, INC.,VEH MAINT,37.49; DEBRA CARLSON,Reimb.,40.75; DITCH-WITCH INC,EQP MTC,103.15; ENTENMANN-ROVIN CO,UNIFORMS,350; ENVIRO SERV INC,SAMPLES,240; ENVIRONMENTAL RESOURCE ASSOCIATES,CONTRACTUAL SVC,956.6; FASTENAL CO.,vehicle mtnc,20.44; FEDERAL EXPRESS CORP.,SHIPPING FEES,200.94; FELSBURG HOLT & ULLEVIG, INC,ENG. SERV. FOR QUIET ZONE,960; FLOYD'S SALES & SERV INC.,vehicle mtnc,575.18; FREMONT MOTOR SCOTTSBLUFF,LLC,vehicle repr,985.21; FYR-TEK,equip repr,748.42; GERING COURIER,Subscr.,25; GOLD WATCH LLC,disposal fees,2250; HAWKINS, INC.,CHLORINE,2508.7; HAYWARD, ANDREW,CON SER,800; HEILBRUN FARM IND SUPP.INC.,PARTS,549.54; HOA SOLUTIONS, INC,AIRPORT RD SOUTH PROJECT,11566.7; HOLIDAY INN - MID TOWN,LODGING,217.06; HORNADY Mfg Co,CIP-RIFLES,2219.5; HULLINGER GLASS & LOCKS INC.,BLDG MAINT,205.5; ICMA RETIREMENT TRUST-457,DEFERRED COMP - EE,1225.14; IDEAL LINEN SUP INC.,SUPP,805.71; INGRAM LIBRARY SERVICES INC,Bks,1791.39; INTERNAL REVENUE SERVICE,941 TAXES WITHHELD,57074.33; JACK'S UNIFORM & EQUIPMENT,CIP-PO #1,5610.96; JACOBS AUTO GLASS,vehicle mtnc,160; JOHN DEERE FINANCIAL,EQUIP MAINT,25.82; JOHNSON CASHWAY INC,dept supplies,43.47; KIMBALL MIDWEST,SUPP,106.42; KRIZ-DAVIS COMPANY INC.,build repr,101.29; LANDAUER, INC,EQUIP MAINT,88.5; LEAGUE OF NE MUNICIPALIT,TRAINING,105; LEXISNEXIS RISK DATA MANAGMENT INC,CONSULTING,100; LYNN PEAVEY CO INC,INVEST SUPPL,445.35; M.C. SCHAFF & ASSOC, INC,Feb. 2014 - D.S. & StrmWtr,2124.5; MAILFINANCE INC,Equip Lease,153.09; MARK BOHL,LPA RC WORKSHOP,106; MATHESON TRI-GAS INC,DEP SUP,160.02; MENARDS,DEP SUP,874.53; MONEY WISE OFFICE SUPPLIES,dept supl,215.96; MONTGOMERY, DAPHNE A,DEPOSIT REFUND,100; MURPHY TRACTOR & EQUIP CO, INC,equipment,573698; NE CHILD SUPPORT PAYMENT CENTER,NE CHILD SUPPORT PYBLE,1982.31; NE DEPT OF REVENUE,Sales & Use Tax,20091.61; NE LIBRARY COMMISSION,Trng,10; NE PLANNING & ZONING,NPZA 2014 Membership,40; NEBR ENVIRONMENTAL PRODUCTS,BROOMS FOR SWEEPER,620.02; NEBRASKA SALT AND GRAIN,1 LD. ICE SLICER,3522.27; NORTH PLATTE NATURAL RESOURCE DIST,COMPOST FACILITY UPGRADE,954; NORTHWEST PIPE FITTINGS, INC. OF SCB,BLD MTC,3.72; NPPD,Electric Charges,64454.07; OMAHA WORLD HERALD,Subsc. rnwl,283.4; ONE CALL CONCEPTS,Contractual Svc,205.8; PANHANDLE CONCRETE PROD INC.,DEPT SUP,530; PANHANDLE COOP INC.,GAS,2163.69; PANHANDLE GEOTECHNICAL,COMPOST FACILITY UPGRADE,99; PERMA-BOUND,Bks,203.07; PLATTE VALLEY BANK,HSA EE PYBLE,14209.71; POSTMASTER,Postage,1000.04; PRAISE WINDOWS,Bldg main.,645; PUBLIC SAFETY CENTER,ppe hoods,205.65; Q A BALANCE SERVICE,CONTRACTUAL SERV,175; RAMADA INN-KEARNEY,CONFERENCE,164.23; RCI,Medical Claims,170822.54; REGION I OFFICE OF HUMAN DEVEL,contractual services,825; RIDGE TOOL COMPANY,EQUIP MAINT,506.3; RIVERSIDE DISCOVERY CENTER,3rd Qtr FY14,87500; ROHRER, JOSEPH,TRAINING,104;

ROOSEVELT P P DIST,PUMPING POWER,1724.87; RUSSELL INDUSTRIES INC,CONTRACTUAL SERV,106.67; S M E C,EE CONTRIBUTION - BIWEEKLY,240; SANDBERG IMPLEMENT, INC,CHAIN SAW BLADES,104.95; SCB FIREFIGHTERS UNION LOCAL 1454,FIRE EE DUES,210; SCB POLICE OFFICERS ASS'N,POLICE EE DUES,378; SCOTTSBLUFF BODY & PAINT, INC,CIP-PO#1 PUB SAFETY,824.5; SCOTTSBLUFF SCREENPRINTING & Embroidery,LLC,L.Sato - clothing for Stormwater,338; SCOTTSBLUFF SENIOR CENTER,CONTRACT,5750; SHERIFF'S OFFICE,Papers Served,206.68; SIMMONS OLSEN LAW FIRM, P.C.,CONTRACTUAL SERVICES,14692.12; SIMON CONTRACTORS,COLD MIX,924.3; SNELL SERVICES INC.,Equip main,1990; SOURCE GAS,Monthly Energy Fuel,4747.23; SPAN PUBLISHING, INC.,PUBLICATIONS,144; SS AUTOMOTIVE,VEH MAINT,2516.13; STAPLES,dept supp,669.72; STATE HEALTH LAB,SAMPLES,2750; STATE OF NE.,CONTRACTUAL,630; STATE OF NEBR-DEPT OF ADMIN SVC,Monthly Long Distance,179.33; THE SHERWIN-WILLIAMS CO,WHITE, RED, YELLOW, BLUE PAINT & BEADS,24620; TOTAL FUNDS BY HASLER,Pstg,500; TOYOTA FINANCIAL SVCS,HIDTA CAR LEASE,383.99; TWIN CITIES DEV ASSN INC,QTRLY PAYMENT,25000; TYLER TECHNOLOGIES, INC,FEE,348; US BANK,Mem rwnl,656.91; VERIZON WIRELESS,CELL PHONES,695.4; VIAERO WIRELESS,LOCATES,36.21; WALMART COMMUNITY/GEMB,dept supl,142.62; WELLS FARGO BANK N.A.,TSA POLICE,27997.17; WEST NE ARTS CENTER,CONTRACT,8000; WILBURNS TRANSMISSION INC.,VEH MTC,1591.84; WINNELSON COMPANY INC.,DEPT SUP,131.7; JEFFREY VANPATTEN, REFUND 59.96; ROSEMARY FLOREZ, REFUND 4.16; ROBERT HOAGLIN, 4.37; ALVENA HUGHES, REFUND 4.91; ROBERT KINSEY, REFUND 6.24; LEONARD KNORR, REFUND 6.37; CATPURED PHOTOGRAPHY, REFUND 4.74; ROBERT BLAYLOCK, REFUND 101.49; U AND U TRUCKING LLS, REFUND 6.24; BARBARA MEINACKE, REFUND 9.90.

Council reviewed the November and December 2013 Financial Reports. City Manager Kuckkahn explained that we are beginning to get caught up on the financial reports now that the installation of the new utility software is complete. The financials look good and there are no concerns regarding the reports. Staff will begin getting information ready for the next budget cycle.

Mr. Kuckkahn presented the claim from Marsha Didier for expenses incurred during a sewer backup at her home. Council previously reviewed a claim from the same incident, which Council denied due to the fact that the city has a plan in place for cleaning and inspections and is current with this procedure. Staff is continuing to work on a process for publicizing the issue of potential sewer backup complications and proactive solutions the public can take. There are devices available to prevent damage to property if a sewer backup should occur, however, there may be liability issues regarding these devices. Staff is also checking with LARM regarding coverage for sewer back up incidents, however, this may be too expensive to justify. Mayor Meininger added that we should continue educating the public on sewer backup prevention. Moved by Council Member Shaver, seconded by Mayor Meininger, "to deny the claim from Marsha Didier for reimbursement of expenses due to a sewer back-up at 2120 Ave. C.," "YEAS", McCarthy, Meininger, Shaver and Hilyard, "NAYS" Gonzales. Absent: None.

Mayor Meininger opened the Public Hearing at 6:10 p.m. as scheduled for this date to consider the Liquor License for Live Entertainment, LLC, dba El Tequila Nightclub. Moved by Mayor Meininger, seconded by Council Member Shaver, "That the following exhibits, presented on behalf of the City Council, be entered into the record: 1) Application from Live Entertainment, LLC, dba El Tequila Nightclub; 2) City Council Check List for Section 53-132 Cum Supp 2002; 3) Written Statement of Police Chief Kevin Spencer dated April 3, 2014; 4) Written Statement of City Clerk dated April 7, 2014;

5) Written Statement of Planning Administrator Urdiales dated March 13, 2014; “YEAS”, Gonzales, Shaver, McCarthy, Meininger and Hilyard, “NAYS” None. Absent: None.

Albert Lopez and Carlos Villalobos, owners, and Police Chief Kevin Spencer were sworn in to testify on the liquor license. Mr. Lopez addressed the Council and explained how they were going to keep the alcohol from minors when they have events with all age groups. He explained that all minors will have a mark on their hand and a different type of glass will be used for non-alcoholic beverages. Customers who are 21 and over will have a special wrist band when they show their identification. They have a no-tolerance policy for employees who serve alcohol to underage customers, and the employee will be terminated. Mr. Lopez explained that all alcohol is in a locked storage closet with access only by the manager and owners. All employees will be required to take the alcohol server training from the Nebraska State Patrol.

City Attorney Olsen asked if Mr. Villalobos, as a partner in the business, had received the State Patrol Training. He responded that he has received the training, and went on to explain a little more about his current job in Colorado and that he plans to move to Scottsbluff in a few months. He will be a 24% owner of the business, in order to be a manager of the liquor license, he would need to be a 25% owner.

Mr. Lopez was asked about his suspended California driver's license. He said he did not have a California license, so it was not suspended, however, he did receive a DUI 6 years ago in California. Chief Spencer stated that a thorough background check was conducted, and there were some concerns with discrepancies between information on the application and information from the interview. Chief Spencer's research shows that Mr. Lopez did have a California driver's license, which is suspended. He is also concerned that the business is planning to cater to underage patrons during their events. Chief Spencer also reported that the address of the LLC is Longmont, Colorado.

Mr. Lopez explained to the Council that his business partner, Carlos Villalobos, has more experience ordering alcohol, so he will be in charge of ordering and inventory, which will take place every two weeks. They plan to be open mainly on Saturday nights and possibly one additional night each week. Mr. Lopez told the Council that he would be present every time the business is open.

There were no further comments or protests from the public. Mayor Meininger closed the public hearing at 6:25 p.m. Council Member Hilyard asked for a clarification on their procedure for checking ID's. Mr. Lopez commented that they will have 2 security staff at the door, one to check ID's and one to issue wrist bands. They will have additional security staff throughout the business. Mayor Meininger expressed his concern with the discrepancies noted during the interview process. Council Member Shaver was also concerned about managing the business here, while still living in Colorado. Mr. Lopez responded that once his lease expires in Colorado, he plans to move to his residence in Scottsbluff.

Moved by Mayor Meininger, seconded by Council Member Gonzales, “that based upon the discrepancies with this application, a neutral recommendation be forwarded to the Nebraska Liquor Control Commission for the Class C Liquor License Live Entertainment, LLC, dba El Tequila Nightclub, 1619 E. Overland,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None. Absent: None.

RESOLUTION NO. 14-04-01

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:

1. On April 7, 2014, the matter of the application of Live Entertainment LLC, doing business as “El Tequila Night Club” for a Retail Class C liquor license at 1619 E. Overland, Scottsbluff, Nebraska, came on for consideration by the Council. The following exhibits were offered and received:

Exhibit 1 - Application of Live Entertainment LLC, doing business as “El Tequila Night Club”

Exhibit 2 - City Council Check List for Section 53-132 R.R.S. (2002)

Exhibit 3 - Written statement of Police Chief dated April 3, 2014

Exhibit 4 - Written statement of City Clerk dated April 7, 2014

Exhibit 5 - Written statement of Development Services Director dated March 13, 2014

2. Witnesses were sworn and testimony was received in support of the application at the public hearing on this date from Alberto Lopez Preciado and Carlos Villalobos, owners and managers and Police Chief Kevin Spencer spoke on behalf of the City.
3. Upon consideration of the evidence and the criterion to be considered by the City Council pursuant to law, the City Council finds as follows:
 - a. Applicant has demonstrated a fitness, willingness, and ability to properly serve or sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act.
 - b. Applicant has met its burden with regard to the check list provided by Section 53-132 R.R.S. (1984) and demonstrates a willingness and ability to properly serve or sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act and its management and control appears to be sufficient to insure compliance with such rules and regulations.
4. By reason of the above, the Applicant has met the burden of proof and persuasion in producing evidence pertaining to the criterion prescribed in the Nebraska Statutes.
5. The City Council had some reservations regarding discrepancies with the information provided by the applicant, however, these issues were not a basis to submit a negative recommendation. Based on the above findings, the City Council is sending a neutral recommendation to the Nebraska Liquor Control Commission regarding the Retail Class C liquor license for Live Entertainment LLC, doing business as "El Tequila Night Club" at the premises described in the application.
6. The City Clerk shall transmit a copy of this Resolution to the Commission.
7. Cost of publication: \$16.03.

Passed and approved this 7th day of April, 2014.

Mayor

ATTEST:

City Clerk

"seal"

Moved by Mayor Meininger, seconded by Council Member Shaver, "to table the manager appointment of Alberto Lopez for the Class C Liquor License for Live Entertainment, LLC, dba El

Tequila Nightclub, 1619 E. Overland, until the business receives their liquor license,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None. Absent: None.

Assistant City Manager Johnson presented the following bids for a floating bridge and fishing docks for the Parks Department: Pier Genius -\$39,998.78; Mod U Dock - \$43,060.00; Gatordock- \$43,870.00; Tradewinds Distributing - \$57,074.41; Docks Hardware - \$57,198.00; and Techno Marine - \$63,200.00. The budgeted amount for this item was \$40,000.00. Staff is recommending awarding the bid to Pier Genius as the best and lowest bid. Moved by Council Member Hilyard, seconded by Mayor Meininger, “to award the bid for the Floating Bridge and Fishing Docks to Pier Genius in the amount of \$39,998.78,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None. Absent: None.

Mr. Johnson presented the following bids for a Splash Pad at Veteran’s Park: Outdoor Recreation - \$59,411.00 and Raindrop - \$26,006.28 (which was an incomplete bid with no subcontractor information listed). This was another CIP item with a budget amount of \$60,000.00. Staff is also working on a water reclamation plan for this item. Staff recommended awarding the bid to Outdoor Recreation as the best and lowest bid. Moved by Council Member McCarthy, seconded by Council Member Gonzales, “to award the bid for the Splash Pad in Veteran’s Park to Outdoor Recreation in the amount of \$59,411.00,” “YEAS”, Gonzales, McCarthy, Meininger, and Hilyard, “NAYS” Shaver. Absent: None.

Mayor Meininger introduced the Ordinance dealing with the sale of land to NPPD which was read by title on first reading: AN ORDINANCE AUTHORIZING THE SALE OF REAL ESTATE OWNED BY THE CITY OF SCOTTSBLUFF, NEBRASKA, DESCRIBED AS A TRACT OF LAND SITUATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 22 NORTH, RANGE 55 WEST OF THE SIXTH P.M., SCOTTS BLUFF COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS SET FORTH IN THIS ORDINANCE, CONTAINING APPROXIMATELY .50 ACRES.

Mayor Meininger introduced Ordinance No. 4124 repealing the Monument Valley Adventure Pass from our code, which was read by title on first reading: AN ORDINANCE DEALING WITH THE SWIMMING POOL ADMISSION FEES; REPEALING AND AMENDING A PART OF SECTION 6-6-15 OF THE MUNICIPAL CODE RELATING TO THE MONUMENT VALLEY ADVENTURE PASS AND PROVIDING FOR AN EFFECTIVE DATE.

Moved by Mayor Meininger, seconded by Council Member Gonzales, “That the statutory rule requiring the Ordinance to be read by title on three different days be suspended.” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None. Absent: None. The motion carried having been approved by three-fourths of the Council Members.

Moved by Mayor Meininger, seconded by Council Member Shaver, “That Ordinance No. 4124 be adopted,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None.

Annie Folck, City Planner, explained to the Council that LB997, passed in 2010, requires all cities to include an energy element to their Comprehensive Plan by January 1, 2015. If this element is not included in our Comprehensive Plan, we would no longer have zoning authority. This energy element will assess our current energy infrastructure including the age and capacity of our system and sources and programs to reduce energy consumption across all sectors. Marvin Planning Consultants have written energy elements for a number of Nebraska communities and were highly recommended. Once completed, this element will be incorporated into our current Comprehensive Plan. Moved by Council Member McCarthy, seconded by Council Member Hilyard, “to approve the contract with Marvin Planning Consultants in the amount of \$600.00 for the energy component of the comprehensive plan and authorize the Mayor to execute the contract,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None.

Moved by Mayor Meininger, seconded by Council Member Shaver, “to amend the agenda and move Public Comments ahead of the City Manager’s Annual Evaluation,” “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None. “YEAS”, Gonzales, McCarthy, Meininger, Shaver and Hilyard, “NAYS” None.

Under Public Comments, the following citizens approached the Council to comment on the new Ordinance requiring all residents to move their yard waste containers to the curb instead of the alley: Mike Bostock, Frances Bitner, Sherry Taylor, Evelyn Muhr, Bill Schleuning, Lenore Simpson and Shirley Bostock. Everyone who addressed the Council was opposed to moving their yard waste to the curb for the following reasons: they are unable to pull the containers to the curb, roll-outs on the street are unsightly especially when the wind blows them over, the truck doesn’t pick up the container if a car parks next to the dumpster, and one of the reasons they bought their house is to have alley access.

Mayor Meininger explained that there are two different types of trucks – one for trash and one for yard waste. The truck used for yard waste is wider, making it difficult to go through some of the alleys. He explained to the residents, that they will need to take their yard waste to the alley, as directed by the code. Council and staff will continue to work on solutions to these problems. Assistant City Manager Johnson will personally contact each person who attended tonight’s meeting and provide correct information regarding this code.

Mayor Meininger presented the rating tool from ICMA to begin the City Manager’s annual evaluation. Council began the evaluation by looking at each category and explaining their opinion.

Supervision of department heads - this is a hard area to evaluate since Council does not have direct contact with supervisors. Mr. Kuckkahn noted that with the day to day management, there is adequate supervision in each department which is evidenced by the work that is being accomplished. Council noted specifically the snow removal process which was a joint effort with management and staff and residents to solve issues.

Leadership – Mayor Meininger asked Annie Folck, since she is new in her position, how she felt about the leadership of Mr. Kuckkahn. She responded that she is learning a lot and this is definitely a good environment in which to grow as a professional.

Mr. Kuckkahn added that he does push department heads to present to Council and the general public. All items go through him first before released to the public. As a link to the Council, the City Manager is the spokesperson for the city. Mr. Kuckkahn commented that it is important to see the city image go beyond the City Manager to the department heads. There is trust within our city organization, which goes both ways. There is also a great deal of cohesiveness with employees in the organization. He asks the employees to do the job they were hired to do, which they do.

Council appreciated the efforts to bring employees in front of Council. It has been very effective and the employees are doing a good job because of the City Manager’s guidance.

Council talked about a gradual shift in the succession plan and the Assistant City Manager training is resulting in a good working relationship. Mr. Kuckkahn added that it is important to bring new people into the management to look at better ways of doing things. Sometimes this causes issues, but with open conversations they generally get worked out.

Execution of Policy – Council expects when citizens have issues they can contact the City Manager and the issue is handled. Council has to sort through those issues, and they shouldn’t have to follow through. Generally, if a citizen has received help from staff, they don’t contact a Council Member again.

Mr. Kuckkahn added two items important to him: 1. It’s critical that the Council Meeting goes well and the Council is informed so they can make good decisions; 2. It’s important that this information is transparent.

Administrative duties – Council and Mr. Kuckkahn discussed information provided prior to Council Meetings and if it is adequate. It's important to trust that the personnel are doing their job. Council commented that there could be improvements getting information to Council on issues or questions in a timely manner. Mr. Kuckkahn responded that he needs to be careful and keep it strictly informational to not influence opinions.

Intergovernmental Relations – Council agreed that Mr. Kuckkahn has done a good job working specifically with Gering on the Landfill project and the water project with Minatare.

City Council Relations – Mr. Kuckkahn has made an extra effort to help Council understand and clarify the issues brought before them.

Planning – Council asked for an update of where we are with the Comprehensive Plan. He explained that there are many components to the plan, including the Economic Development part. They are currently organizing interviews with a number of groups. In addition they are working with Panhandle Area Development District and Planner Annie Folck to set the ground work for a good foundation. Mr. Kuckkahn is very careful with how he proceeds, so it's done right the first time. He added that we will see progress as we get the economic development part going. He will begin bringing updates to the Council as he receives them.

Goals – Regarding last year's goals, during the last evaluation, Council talked about business districts, and since then a lot of work has taken place on Broadway. Mr. Kuckkahn explained that we will be working on the other business districts as part of the Comprehensive Plan, deciding what is the best land use for each area. Areas of focus will be 27th Street, Overland, Avenue I, Highway 26 and Sugar Factory Road.

Council agreed that some of last year's goals were not attainable in one year, and would like a timeline for completion of these goals. It would also be helpful to have short and long term goals. We do have three new key employees whom Mr. Kuckkahn has been mentoring, which is very time consuming.

Regarding Economic Development consulting, Council would like to see more emphasis on consulting citizens and developers on development mechanisms. They feel this is a weakness in the city and we could be doing a better job. We have a number of useful tools including: LB840, LB387, Tax Increment Financing, CDBG, HUD, Redevelopment Districts, to name a few. We need to understand how these work and promote them.

Council understands that Mr. Kuckkahn has a strong planning and Economic Development background and they are not opposed to having him share these ideas and use them for redevelopment.

In summary, Mayor Meininger asked Mr. Kuckkahn to present a timeline and milestones for the current goals and three measurable goals with milestones for the upcoming year. When asked what projects the City Manager would like to do, he responded he would like to make the city more eco-friendly, sustainable and prepared for economic fluctuation. Not necessarily regulatory, but sustainable.

Mayor Meininger added that Mr. Kuckkahn's performance has been basically satisfactory to exceptional. Council will review the goals and milestones at the next meeting.

Moved by Council Member McCarthy, seconded by Council Member Gonzales, "to adjourn the meeting at 8:20 p.m.," "YEAS", Gonzales, McCarthy, Meininger, Shaver and Hilyard, "NAYS" None.

Mayor

ATTEST:

City Clerk