CITY OF HASTINGS, NEBRASKA
MINUTES OF CITY COUNCIL REGULAR MEETING
Monday, March 13, 2023

Pursuant to due call and notice thereof, a Regular Meeting of the City Council of the City of Hastings, Nebraska was conducted in the Council Chambers of City Hall, 220 N. Hastings Avenue, on March 13, 2023.

The meeting was called to order at 5:30 p.m. in Regular Session by Mayor Stutte with the following members present: Jeniffer Beahm, Steve Huntley, Brad Consbruck, Butch Eley, Joy Huffaker, Marc Rowan, Shawn Hartmann. Absent: Matt Fong.

The following City Officials were present: City Administrator, Shawn Metcalf; City Attorney, Jesse Oswald; Utility Manager, Kevin Johnson; City Clerk, Kimberly Jacobitz; Police Chief, Adam Story; Asst. Fire Chief, Troy Vorderstrasse; Finance Director, Roger Nash; Information Technology Director, Erik Nielsen; Director of Engineering, Lee Vrooman; Director of Human Resources, Lori Hartman; Museum Director, Teresa Kreutzer-Hodson; Director of Environmental, Marty Stange; Library Director, Amy Dissmeyer.

The Mayor led the group in recital of the Pledge of Allegiance to the United States of America.

Moved by Butch Eley seconded by Shawn Hartmann to adopt current agenda for March 13, 2023 Regular Meeting. Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Joy Huffaker, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: None. Absent: Matt Fong. The motion carried.

PUBLIC NOTICE - Official Notice of the Regular Meeting was published in the Hastings Tribune on Friday, March 10, 2023. Pursuant to Nebraska Revised Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is located at the back of the Council Chambers. Also, a current copy of the Nebraska Open Meetings Act is posted on the south wall of the Council Chambers which is accessible to members of the public.

COUNCIL COMMUNICATION:
None.

CITIZEN COMMUNICATIONS:
Spoke about City Hall mold: Roger Coffman, 849 N. Burlington; Peg Wallace, 2825 N. Columbine; Mike Anderson, 1405 S. Baltimore; and Richard French, 710 Dockside Cove.

MAYOR'S COMMUNICATIONS:
Mayor Stutte recognized the service anniversary for Brian Wallace, Utility, 25 years.

CONSENT AGENDA:
1. <u>All Consent Items.</u>
Moved by Shawn Hartmann seconded by Steve Huntley to approve all consent items, as presented. Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Joy Huffaker, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: None. Absent: Matt Fong. The motion carried.
(a) Approval of the minutes of the Council Meeting of February 28, 2023
(b) Approval of the minutes of the Worksession of February 20, 2023

(c) Approval of claims and payroll except the claim of Eldon's Automotive Repair
(d) Approve receiving and placing on file department monthly reports
(e) Approval of Work Order EL-247, installation of a padmount transformer and meter pedestal to serve a new residence at 6560 Maxon Avenue, south of 70th Street
(f) Approval of Work Order PL-622, repair of cooling tower, North Denver Station Unit 5
(g) Approval of Pay Estimate #6 in the amount of $34,405.72 from Ben Engel Construction for work completed from October 29, 2022 through December 1, 2022 on the Community Development Block Grant Project 20-PW-004, Sidewalk Improvement
(h) Approval of the request for Community Development Block Grant funds, Drawdown #8, in the amount of $73,556.15 for project activity costs for Community Development Block Grant Project 20-PW-004, Public Works
(i) Approval of the request of the Nebraska Chapter of the Antique Airplane Association to host the Nebraska Chapter of the Antique Airplane Association Hamburger Feed at the Hastings Airport Building #1 on the last Saturday of each month from March through October, 2023
(j) Approval of the request of the Hastings Public Library to utilize city streets for the All Together Now Block Party on May 27, 2023

REGULAR AGENDA:
2. Unfinished Business of Preceding Meeting.
None.

3. Public Hearings.
None.

4. General Business.
(a) Moved by Jeniffer Beahm seconded by Butch Eley to approve claim of Eldon's Automotive Repair in the amount of $527.97 (City). Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: None. Abstain: Joy Huffaker. Absent: Matt Fong. The motion carried. Joy Huffaker abstained because of Conflict of Interest.

(b) Moved by Shawn Hartmann seconded by Brad Consbruck to approve the Preliminary Plat for Brickhouse Subdivision. Lee Vrooman spoke on this item. The Development Department and Plat Track review teams (to include County officials) have reviewed this subdivision plat and the applicant has incorporated all recommendations found to be relevant with subdivision design standards and regulations in City Code Section 38-203. All related utility easement locations have been reviewed and approved by the Utilities Coordinator as part of this plat process. Eight lots are being combined into three lots to promote development/best use of the property. It was recommended for approval by the Planning Commission at their February 21, 2023 meeting. The preliminary plat could not be done administratively, per city code, because of the number of lots and a lien on the property. Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Joy Huffaker, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: None. Absent: Matt Fong. The motion carried.

(c) City Hall mold report discussion.
Marty Stange reported that the recent mold assessment was conducted due to the physical presence of mold in an office that had not been used for several months, but was going to be used for the City Safety Director. This mold issue is not new, as this has been known for several years. Several assessments have been conducted and clearly indicate the building has mold. The recent assessment shows mold on the ceiling, which also has asbestos. One obvious source of mold is the duct work. It was noted in past assessments that mold will continue to grow and release spores until the building is properly cleaned, abated and proper HVAC

equipment and operations are established. It is understood that mold is found in every building. The key is management of the conditions that support mold. We have provided fresh air to help get good air in and bad air out. These have been short-term solutions. It is easier to get the employees out, instead of trying to work around employees to address issues. Based upon the recent mold assessment, it is his recommendation that city hall employees be relocated until a decision is made by council and the plan is fully implemented.

Shawn Metcalf stated that based on the recommendation of our Environmental Engineer, he feels an ethical obligation to make sure we have a healthy environment for our employees. He wants to look into options to relocate city hall employees. Potential options will be discussed tomorrow at a staff meeting. It is also important that City Council doesn't feel rushed into making a decision regarding repairing, renovating, relocating, or building a new city hall. Relocating employees now will help prevent a rushed decision and will also provide a safe environment for employees and the public while decisions are made and implemented.

Councilmember Hartmann stated that several councilmembers were fully aware of the situations with city hall. Council meetings were moved to the library for a short time because it was unsafe here. The council has not ignored this issue, as public wanted to be more involved in the decision to restore the building or build new. We knew the issues might not all be able to be mitigated in this building. We have been through this situation once already. The reason other council didn't go on the tour, is that they went on the tour a few years ago, when the issues were first brought to council's attention. He agrees that he would not put his employees in this environment, and he does not expect anyone else to leave the employees in a situation like this. Butch agrees with Shawn in that when they toured the building a few years ago, he wanted employees out of the building immediately. Council meetings moved to the library, while employees stayed in the city hall building with the issues not being resolved. It continued to be a problem, but was not being addressed. Mayor Stutte stated that once Shawn Metcalf got onboard and we were able to start taking a look at this with a committee, we now have an objective look at it. It is important that we remove the politics, and include experts in the conversations. We need an honest assessment and get questions answered. We want an objective view that is not skewed. We have talked previously and are at the point where we need to do something about it. Butch asked that a repair option be presented. Shawn Metcalf mentioned that we have received over 400 surveys for city hall. As soon as the survey closes, we will get the committee together and come up with a recommendation to council. Hopefully, next month we can make a recommendation. There will be a repair option and other options, which include a reduced square footage. We will bring in data and make the best decision. There are multiple possible locations to move staff, which will be discussed tomorrow morning. Shawn Hartmann asked what the City Administrator and City Attorney need council to do in order to move forward? We need to get employees somewhere safe. We need to be prepared to act quickly. Mayor Stutte stated that Shawn Metcalf has the authority to handle safety issues. The mold report was completed March 8, but was taken in late February. Councilmember Consbruck asked if there was an estimate for remediating the mold, since the report? Marty Stange said there was a general cost, but some of the duct work has fiberglass in it. The contractor will need to take a look at the fiberglass areas. We cannot remove the asbestos, because it is there for fire proofing. Councilmember Rowan asked when the last time we cleaned the duct work? We do not know if or when that was done. Marty said that we can only do what we are allowed by the leaders. Mayor Stutte stated that the city hall issue has become a political issue. Councilmembers could not agree on what we are willing to spend, so minimal work was allowed. There were big differences in opinions on what needs to happen to move it forward. The committee will take care of the financial considerations moving forward and will make a recommendation to council. Shawn Metcalf stated the next step would be for the city hall issue to come to a Council Worksession. We wanted to get information from the public, utilizing surveys and town hall meetings. We might need discussions at multiple worksessions in order to make council comfortable making a decision. Councilmember Consbruck stated that it would be wise to hire a maintenance person to take care of city buildings. We have contracted out repairs. Shawn Metcalf brought up that staff is currently looking at maintenance needs for our facilities (Facility Maintenance Committee). Councilmember Huntley asked what is the marketing plan on how to let citizens know where city staff is located? Shawn Metcalf will look into best ways to alert the public, but it is still early in the process. We will know more tomorrow after the meeting on locations. Mayor Stutte mentioned that council meetings will move locations after employees are moved out of city hall. Councilmember Beahm asked if work items would come back to council for approval? Shawn stated that staff will follow the purchasing policy and the cost of those items. Public awareness is important on this project, as we move forward. Shawn explained that this situation is as simple as mold was found in an office, and the area was tested, prior to moving staff into that office.

5. Ordinances and Resolutions.
(a) Moved by Shawn Hartmann seconded by Butch Eley to approve Resolution No. 2023-08 for an agreement between the City of Hastings and the Nebraska Department of Transportation (NDOT) for Project No. STP-S01C(102), Hastings Regional Center Spur Bridge - State Highway Detour. Lee Vrooman spoke on this item. The State of Nebraska will be replacing the bridge south of the Landfill on Southern Hills Drive during the 2024 construction season. To facilitate this work, the roadway will be closed for 95 working days and a detour route will be used. If any damage occurs to the city's roadways, the state agrees to remedy such issues. Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Joy Huffaker, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: None. Absent: Matt Fong. The motion carried.

(b) Moved by Butch Eley seconded by Shawn Hartmann to approve Resolution No. 2023-09 for additional full-time equivalent (FTE) and funding for the Finance Department. Kevin Johnson spoke about impacts of the challenges of the Finance Department, specifically for the utility financial support. Parallel processing for the new Enterprise Resource Program (ERP) system started a year ago in March, with the target that the new system would be up and implemented by October 1st. The system is still not fully functional. In this timeframe, prior to October financial reporting, accuracy, and timeliness has been challenged. That is what caused the conversation on what utilities can do to support our financial group and what can the Finance Department do within their department? They have been trying to maintain doing the ERP work without increasing headcount, but still have challenges for financial reporting. This would be a dedicated high level financial person for utilities, within the Finance Department. This is an unbudgeted fulltime equivalent (FTE) addition to the Finance Department, funded by the Utility Department. The job would be posted for thirty days, interviews held, notices given, so probably four months to get the person in place. The Utility Department can fund this position within their operations.

Roger Nash spoke on this item. This project began in the fall of 2017. The software is fully paid for. We are at 60% use of the funds budgeted for implementation. When Roger Nash was appointed as City Finance Director in 2019, he requested assistance with a consultant to get us back on track and moving forward, and to understand the potential need for extra staff. In October 2019, we signed a contract with a third party consultant, who was instrumental in getting us back on track and heading in the right direction. The consultant put out a comprehensive implementation project plan for us, and recommended that IT would need to hire two FTE to manage the ERP, and Finance would need to hire one FTE to oversee the project. We would also need to hire a Fixed Asset Manager. Staff thought they could manage the ERP without extra staff, and continued to discuss options. They have now reached a critical point, since the payroll module is expected to go live October 1st. They want to also start with a few larger modules around that time. They can get by with one additional person. Staff can take on the asset coordinator portion. The Finance Department has remained at current staffing levels to this point in the project. Due to the complexity of the system, especially on the utilities side, there has become a business need to add an additional full-time employee to the department. This comes at a critical time, and will allow us to continue support of the utilities function and also prevent further stress and burnout of staff. This will be a utility funded position.

Councilmember Hartmann has been involved with three ERP implementations. There are lots of benefits when you get the system running, but it requires plenty of maintenance. Training and coordination takes a sizable amount of time also. Roger stated that we will end up going over budget on the implementation cost, because of the amount of days we have used. To put a timeframe on when we are going live, the first two modules with the financials and payroll have taken three years. The next two modules will take another three years. We cannot commit to a date. Roger Nash stated this position is overdue, and this should not wait until the new budget year. He is afraid of the consequences of the current staff if we do not move forward now with this position. Kevin pointed out that we have already set interim process changes in place. Other staff is taking on extra burden of preliminary budget preparation, that is usually handled by the Finance Department. Utilities can fund this position today. If we must wait, we will, but we need it now. Councilmember Eley stated this is an essential position, and if we wait until October, they will fall further behind. Kevin stated that utilities will pay ongoing costs to pay for those employees who concentrate on the utility system. The ERP software will drive everything within the city: payroll, finance, billing, timecards, general ledger, asset management, and processing in the background. It will automate processes into one software package.
Roll Call: Ayes: Shawn Hartmann, Marc Rowan, Joy Huffaker, Butch Eley, Brad Consbruck, Jeniffer Beahm. Nays: Steve Huntley. Absent: Matt Fong. The motion carried.

6. Final Passage of Ordinances.
None.

7. Appointments.
None.

8. Miscellaneous and Other Business.
None.

Moved by Shawn Hartmann seconded by Steve Huntley there being no further business to come before the council to adjourn at 6:36 P.M. Roll Call: Ayes: Shawn Hartmann, Joy Huffaker, Butch Eley, Brad Consbruck, Steve Huntley, Jeniffer Beahm. Nays: Marc Rowan. Absent: Matt Fong. The motion carried.

APPROVED:

____
Corey Stutte, Mayor

ATTEST:

____
Kimberly S. Jacobitz, City Clerk

(S E A L)