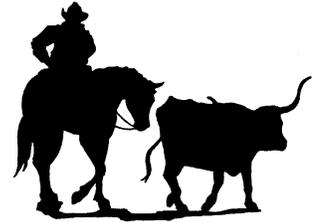


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MEMORANDUM

DATE: November 7, 2014
TO: Ogallala City Council
CC: Mike McQuillan, City Attorney; Jane Skinner, City Clerk
FROM: Aaron Smith, City Manager
RE: Briefing for Regular Council Meeting of: November 12, 2014

1. Roll call of Members. (Verification of Notice to call meeting to Order).
2. Consent Agenda:
3. Public Hearing:
4. Public Forum:
 - A. Jane Skinner – 15 Year Recognition.
5. Report of City Clerk-Treasurer:
 - A. Minutes of the Regular Meeting held October 28, 2014.

Council President Pete Peterson was absent from this meeting and may abstain from this action.

Recommended Motion:

“Move to approve the minutes of the regular meeting October 28, 2014.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

- B. Financial Report – October 2014.

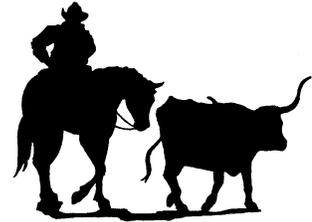
Jane will present the October 2014 Financial Report.

No Action Required.



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6. Recommendations of Departments, Boards and Committees:

A. Administration – Capitalization Policy (Res. 1431).

The purpose for this resolution is to change the current capitalization policy from the current level of \$1,000 to \$5,000. This is a recommendation from our auditors and will help to maintain effective managerial control.

Recommended motion (by resolution):

“I would introduce Resolution 1431 and move for its adoption.”

The Council President then reads the resolution by title:

“A resolution establishing the threshold when expenditures may be capitalized in accordance with generally accepted accounting principles (GAAP).”

The Council President asks:

“Is there a second?”

After the second the Council President calls for the vote.

After the vote the Council President declares:

“Resolution 1431 is adopted.”

Or;

“Resolution 1431 has failed.”

B. Planning and Zoning – Request for approval of Terry’s Subdivision located in the NE ¼ of the SE ¼ of Section 14, Township 13 North, Range 39, West of the 6th P.M. (Richard C. & Tara M. Terry).

Ken has prepared the following overview:

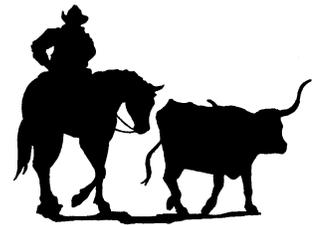
In September of this year, the City Council rezoned Terry’s property located at 730 County Road West A South from A-1 to A-2 to make way for a subdivision request to divide their property into two lots. The reason for rezoning this particular tract was to allow lots that are less than 10 acres and more than three acres in size. The Terry’s want to divide their 11-acre tract into two separate lots, one which will contain their dwelling and the other which will be vacant so they can sell it for a potential building site in the future. The recommendation from the Planning Commission was to approve.

Larington recommend that the City Council approve a request for approval of Terry’s Subdivision located in the NE ¼ of the SE ¼ of Section 14, Township 13 North, Range 39, West of the 6th P.M. Davis seconded the motion. There was no discussion. All members present voted “Yes”.



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Recommended motion:

“Move to accept the Planning Commission’s recommendation and approve Terry’s Subdivision located in the NE ¼ of the SE ¼ of Section 14, Township 13 North, Range 39, West of the 6th P.M.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

- C. Planning and Zoning – Asbestos abatement on a 5-unit apartment building located at 1701 East 1st Street (Riverview Apartments).

Ken has prepared a memo which is included in your packet, describing this project. In addition Jane has included a copy of the bid tab.

Recommended motion:

“Move to accept the bid from Horsley Specialties Inc. in the amount of \$10,440.00 for Asbestos abatement on a 5-unit apartment building located at 1701 East 1st Street (AKA Riverview Apartments).”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

- D. Planning and Zoning – Demolition of a 5-unit apartment building located at 1701 East 1st Street (Riverview Apartments).

Ken has prepared a memo which is included in your packet, describing this project. In addition Jane has included a copy of the bid tab.

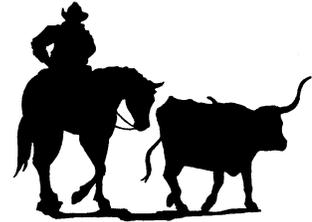
Recommended motion:

“Move to accept the bid from 4-D Trenching & Excavating LLC in the amount of \$18,900.00 for the demolition of a 5-unit apartment building located at 1701 East 1st Street (AKA Riverview Apartments).”



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After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

7. Report of City Attorney:

8. Report of City Manager:

9. Report of City Council members:

- A. Board of Health – Pete Peterson.
- B. Chamber of Commerce – Kevin Block.
- C. Keep Keith County Beautiful – Buck Bassett.
- D. Keith County Area Development – Karl Elmshaeuser.
- E. Kenfield Petrified Wood Gallery – Rodger Rankin.
- F. Library Board – Kevin Block.
- G. Ogallala Community Hospital Advisory Board – Karl Elmshaeuser.
- H. City Council Member/County Commissioner/School Board Meeting.
- I. Library Facilities Committee.

10. Closed session:

- A. Evaluation of City Manager Aaron Smith.

Recommended motion:

“Move to enter into closed session for the annual evaluation of the City Manager.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

11. Administration – City Manager contract.

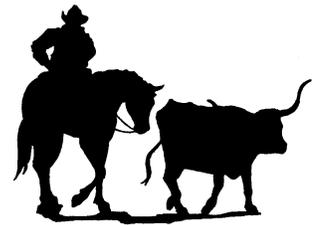
Mike is out of town this week and will complete the changes to the Contract on Monday. This will be sent to each of you upon completion. The current contract is in your packet. The basic proposed changes are outlined below:

Page 2.



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1. Everything will revolve around an August review.
2. Term – I would like this to reflect a new 3 year contract and 2 year renewal

Page 5.

1. 11.5 Amounts should match up with any salary increases.

Page 6.

1. Evaluation – Evaluation before Aug 31, and Compensation Ordinance considered at the same time as the Budget Ordinance, in order to match up with the beginning of the fiscal year.

Mike will present any and all changes at the meeting.

Recommended motion:

“Move to approve the City Manager contract as presented and authorize the Council President to sign the document.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed”

12. Administration – Establishing the salary of the City Manager (Ord 1329).

You will notice that in Section 1 of the Ordinance that the dollar amount and effective date are blank. Council should determine this information. Before the motion is made regarding the Ordinance, the Council President should instruct the City Clerk to fill in the determined amount and effective date.

JOB TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Manager	\$ 42.07	\$ 43.37	\$ 44.71	\$ 46.10	\$ 47.52	\$ 48.99	\$ 50.51	\$ 52.07	\$ 53.68	\$ 55.34

Currently the hourly wage is \$45.67 or \$94,993.60 annually.

If council chooses to increase to Step 5 \$47.52 that would translate to \$98,841.60 annually (or a 4% increase)

Step 5 is the budgeted amount.

Recommended motion (by ordinance):

“I would introduce Ordinance 1329 and move to suspend the rules, so that the ordinance may be read by title and moved for passage at this meeting.”

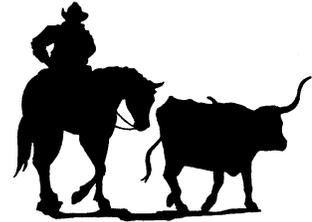
After the motion receives a second, the vote is called for.

After the vote, the Council President declares:



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“Motion carried.”

Or;

“Motion failed.”

If the motion carries, the Council President then reads the ordinance by title.

“An ordinance establishing the salary of the City Manager of the City of Ogallala, Nebraska.”

A Council member may then:

“Move to adopt Ordinance 1329.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Ordinance 1329 is adopted.”

Or;

“Ordinance 1329 has failed.”

Procedure to read the ordinance three times prior to vote:

Recommended motion, by ordinance:

“I would introduce Ordinance 1329.”

There is no motion or vote. The Council President states who introduced the ordinance and then reads the ordinance by title.

“An ordinance establishing the salary of the City Manager of the City of Ogallala, Nebraska.”

There is no motion, second or vote.

After the reading, the Council President declares;

“Ordinance 1329 has been read for the first time.”

13. Adjourn.

Recommended motion (by ordinance):

“I move to adjourn.”

After the motion receives a second, the vote is called for.

After the vote, the Council President declares:

“Motion carried.”

Or;

“Motion failed.”

