

November 21, 2011

## ALLIANCE CITY COUNCIL

REGULAR MEETING, MONDAY, NOVEMBER 21, 2011

STATE OF NEBRASKA            )  
   )  
 COUNTY OF BOX BUTTE        ) §  
   )  
 CITY OF ALLIANCE             )

The Alliance City Council met in a Regular Meeting, November 21, 2011 at 12:00 p.m., in the Board of Education Meeting Room, 1604 Sweetwater Avenue. A notice of meeting was published in the Alliance Times Herald on November 14, 2011. The notice stated the date, hour and place of the meeting, that the meeting was open to the public, 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 Council could modify the agenda at the meeting if it determined an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each of the City Council Members. An agenda, kept continuously current, was available for public inspection at the office of the City Clerk during regular business hours from the publication of the notice to the time of the meeting.

Mayor Feldges opened the November 21, 2011 Regular Meeting of the Alliance, Nebraska City Council at 12:00 p.m. Present were Mayor Feldges, Council Members Yeager, Benzel, Gonzalez and Seiler. Also present were City Manager Cox, City Attorney Miller and City Clerk Jines.

- Mayor Feldges read the Open Meetings Act Announcement.
- The first item on Council's agenda was the Consent Calendar.

Motion by Councilman Benzel, seconded by Councilman Gonzalez to approve the Consent Calendar which follows in its entirety:

### **CONSENT CALENDAR – NOVEMBER 21, 2011**

1. Approval: Minutes of the Regular Meeting, November 3, 2011.
2. Approval: Payroll and Employer Taxes for the period October 15, 2011 through October 28, 2011 inclusive: \$174,890.21 and \$12,410.83 respectively; and for the period October 29, 2011 through November 11, 2011 inclusive: \$170,655.21 and \$12,198.17.

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3. Approval: Claims against the following funds for the period October 31, 2011 through November 11, 2011: General, General Debt Service, Trust and Agency, Street, Electric, Refuse Collection and Disposal, Sanitary Sewer, Water, Golf Course, Downtown Improvement Districts, R.S.V.P., Keno, and Capital Improvement; \$703,680.79.
4. Approval: The issuance of a Repair and Maintenance Contractor License to Cassidy Odean dba Odean Construction.
5. Approval: The issuance of a Cemetery Certificate to Alan and Linda Kennicutt for the West One Half (W1/2) of Lot Thirty-eight (38), Section Ten (10), Block Twenty (20), Third Addition to the Alliance Cemetery.

NOTE: City Manager Cox has reviewed these expenditures and to the best of his knowledge confirms that they are within budgeted appropriations to this point in the fiscal year.

Roll call vote with the following results:

Voting Aye: Feldges, Yeager, Benzel, Gonzalez, Seiler.

Voting Nay: None.

Motion carried.

- The Conflict Claim of Mayor Fred Feldges in the amount of \$429.00 was the next item before Council.

A motion was made by Councilman Benzel, which was seconded by Councilman Seiler to approve the Conflict Claim of Mayor Feldges in the amount of \$429.00 for travel expenses to attend the Nebraska League of Municipalities Legislative Committee meeting.

Roll call vote with the following results:

Voting Aye: Yeager, Benzel, Gonzalez, Seiler.

Voting Nay: None.

Abstaining: Feldges.

Motion carried.

- The next item for Council's review was Resolution No. 11-134 awarding the bid for the rehabilitation of the 25<sup>th</sup> Street and Toluca Avenue Water Well. City Manager Cox provided the following background information:

[Included in this year's budget was \$50,000 for the rehabilitation of the 25th & Toluca Water Well. Work to be completed includes 315 linear feet of 0.365 piping, as well as

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the removal and replacement of the pump, motor and all related hardware. Also included is the dismantling, cleaning, inspecting, repair and reassembling of the pump bowl assembly; as well as numerous supplies, such as couplings, line shafts, screens, steel sleeves, and bearings. Bids were requested, and three were received in the amounts of \$31,179.66, \$33,563.83, and \$42,758.15.

Staff is recommending the low bid of \$31,179.66 from Kelly Deines Irrigation of Scottsbluff be accepted.]

Motion by Councilman Seiler, seconded by Councilman Yeager to approve Resolution No. 11-134 which follows in its entirety:

**RESOLUTION NO. 11-134**

*WHEREAS*, The City of Alliance has authorized competitive quotes to obtain bids for the rehabilitation of the 25<sup>th</sup> Street and Toluca Avenue Well in the City of Alliance; and

*WHEREAS*, Five (5) Invitations were issued, and three (3) responses were received; and

*WHEREAS*, The bid of Kelly-Deines Irrigation, Inc., a Nebraska Corporation, of Gering Nebraska appears to be the lowest, responsive, and responsible bid.

*NOW, THEREFORE, BE IT RESOLVED*, by the Mayor and City Council of Alliance, Nebraska, the contract for the 25<sup>th</sup> Street and Toluca Avenue Well in the City of Alliance is hereby awarded to Kelly-Deines Irrigation, Inc., of Gering Nebraska in an amount of up to Thirty-one Thousand One Hundred Seventy-nine and 66/100<sup>ths</sup> Dollars, (\$31,179.66) which is the Option for the total replacement of heavy walled pipe.

*BE IT FURTHER RESOLVED*, that the City Manager is authorized to sign a contract with Kelly-Deines Irrigation, Inc., of Gering Nebraska, for rehabilitation and maintenance of the 25<sup>th</sup> Street and Toluca Avenue Well in the City of Alliance according to their bid.

*BE IT FURTHER RESOLVED*, that the Water Superintendent is authorized to make field change orders not to exceed five percent (5%) of the total contract amount without further Council approval.

*BE IT FURTHER RESOLVED*, that City staff shall notify the successful bidder so that work can proceed according to the bid specifications.

Water and Sewer Superintendent Hulquist informed Council that this well had been installed in 1994 and has not required any previous work which is unusual. The proposed work is being done for preventative maintenance purposes only and many of the components may be able to be reused.

Roll call vote with the following results:

Voting Aye: Feldges, Yeager, Benzel, Gonzalez, Seiler.

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Voting Nay: None.

Motion carried.

- The next item for Council's consideration was Resolution No. 11-135 authorizing the contract for the care and maintenance of public planting beds to All Seasons Landscaping. City Manager Cox provided the following background information:

[This resolution will award the landscaping maintenance to All Seasons Landscape. This year's budget was approved for \$30,990 for landscaping. This year's contract includes all services provided in the past at roughly the same cost (\$21,550) as prior years, plus includes \$3200 for landscaping at the golf course, for a total of \$24,750 – which is well under the budgeted amount. All Seasons Landscape is a company from Alliance, Nebraska.

Please note that this item is consistent with City goals #3: To improve the community's aesthetic appeal and #4: To foster a community-wide sense of pride and confidence.]

Motion by Councilman Benzel, seconded by Councilman Seiler to approve Resolution No. 11-135 which follows in its entirety:

#### **RESOLUTION NO. 11-135**

WHEREAS, Due to changes in the park division, the City of Alliance prepared a request for quotations for contracting maintenance of public landscaped areas within the parks; and

WHEREAS, The City published an invitation to bid landscaping services for an initial one year contract, March through October 2012, with the option of three annual renewals; and

WHEREAS, The City of Alliance received one bid from Heather Hauptman d/b/a All Seasons Landscaping; and

WHEREAS, Heather Hauptman d/b/a All Seasons Landscaping provided a bid that delineated the services at each location and the cost for each service; and

WHEREAS, Staff is recommending that the City approve the bid for the 2012 year at the cost of Twenty-four Thousand Seven Hundred Fifty and No/100ths Dollars (\$24,750.00) which includes all of the bid except Central Park Fountain Preparation, Alliance Learning Center Preparation and Sunken Gardens Preparation; and

WHEREAS, the Mayor and City Council deemed it appropriate to hire an independent contractor to provided the labor for the clean up, planting and maintenance of the public landscaped areas within the park systems of the City of Alliance.

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NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Alliance, that the Mayor is authorized to sign an agreement between the City of Alliance and Heather Hauptman d/b/a All Seasons Landscaping to contract the spring clean up, planting and bed sustention for the period commencing March 1 through October 31st for the year 2012.

BE IT FURTHER RESOLVED that the base contact price for the year 2012 shall be Twenty-four Thousand Seven Hundred Fifty and No/100ths Dollars (\$24,750.00).

Roll call vote with the following results:

Voting Aye: Feldges, Yeager, Benzel, Gonzalez, Seiler.

Voting Nay: None.

Motion carried.

- Resolution No. 11-136 authorizing the purchase of new refuse containers was the next item for Council's review. City Manager Cox provided the following background information:

[This year marks the second year of several to replace the worn out solid waste containers in the City's Refuse Collection department. \$60,000 was included in the approved 2011-2012 budget for this year. The intent from the time this was originally discussed during the budget planning meetings was to purchase as many containers as possible with the \$60,000 allocated. In an interest to obtain apple-to-apple bids, a solicitation was sent out asking for submittals for the following quantities:

20	98 ga. Black Rollout Containers
10	98 ga. Blue Rollout Containers
20	3-Yard Steel Tan Containers
75	3-Yard Steel Blue Containers
10	1.5-Yard Steel Tan Containers

Four bids were received, two of which were qualified as valid. The low valid bid was from MWC Enterprises in the amount \$55,497.50. MWC is from Atkinson, Nebraska. As stated above, with the acceptance of the low bid, the proposed resolution would further authorize staff to purchase an additional quantity of containers, up to a total of \$60,000. With Council's approval, we will increase the amount ordered to approach \$60,000 with the following:

22 Each	98-Gallon Rollout Container – Black	\$72.50	\$1,595.00
12 Each	98-Gallon Rollout Container – Blue	\$72.50	\$870.00
20 Each	3-Yard Steel Container – Tan	\$522.50	\$10,450.00
83 Each	3-Yard Steel Container – Blue	\$522.50	\$43,367.50
10 Each	1 1/2-Yard Steel Container – Tan	\$368.50	\$3,685.00
Total:			\$59,967.50

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The order that we placed last year from MWC consisted of the following:

Item	Qty	Price	Total
98 gal Rollout Container - Black	20	\$72.50	\$1,450.00
98 gal Rollout Container - Blue	16	\$72.50	\$1,160.00
3 Yd Steel Container - Tan	10	\$501.50	\$5,015.00
3 Yd Steel Container - Blue	21	\$501.50	\$10,531.50
1 1/2 Yd Steel Container - Tan	5	\$365.85	\$1,829.25
Total Containers			\$19,985.75

Below is the most recent count of refuse and yard waste containers:

Item	Qty	Total Refuse	Total Yard Waste
98 gal Rollout Container - Black	457	457	
98 gal Rollout Container - Blue	414		414
3 Yd Steel Container - Tan	435	435	
3 Yd Steel Container - Blue	334		334
1 1/2 Yd Steel Container - Tan	373	373	
1 1/2 Yd Steel Container - Blue	18		18
Total		1265	766]

Motion by Councilman Gonzalez, seconded by Councilman Benzel to approve Resolution No. 11-136 which follows in its entirety:

### **RESOLUTION NO. 11-136**

*WHEREAS*, The City of Alliance provides refuse collection and disposal to the residents of the City of Alliance; and

*WHEREAS*, The City of Alliance needs to supply additional refuse containers to replace containers that have deteriorated and to distribute additional refuse collection containers in the City; and

*WHEREAS*, The City requested quotes for refuse containers from five vendors and received quotes from four vendors; and

*WHEREAS*, The bid from MWC Enterprises, Inc., a Nebraska Corporation of Atkinson, Nebraska is the lowest responsive, responsible bidder and Staff is recommending the purchase of ninety-eight gallon roll out containers, three yard steel containers and one and one half yard steel containers from MWC Enterprises, Inc. at their bid price.

*NOW, THEREFORE, BE IT RESOLVED*, by the Mayor and City Council of Alliance, Nebraska, that the bid of MWC Enterprises, Inc., of Atkinson, Nebraska is accepted and the

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contract is awarded accordingly for the purchase of ninety-eight gallon roll out containers, three yard steel containers, and one and one half yard steel containers at the bid price.

*BE IT FURTHER RESOLVED* that the City Manager is authorized to enter into a contract with MWC Enterprises, Inc., of Atkinson, Nebraska to purchase up to Sixty Thousand and No/100ths Dollars (\$60,000.00) worth of refuse containers from the quote proposal.

*BE IT FURTHER RESOLVED* that the Public Facility Director is authorized to determine the exact quantity of each size and color of container to be purchased.

Roll call vote with the following results:

Voting Aye: Feldges, Yeager, Benzel, Gonzalez, Seiler.

Voting Nay: None.

Motion carried.

- The next item to be presented to Council was a report regarding the results of the Purple Wave Auction. City Manager Cox provided the following background information:

[Staff is very pleased to announce that the first PurpleWave auction conducted on surplus/obsolete City equipment has completed and was a booming success! A grand total of \$71,467.50 was sold and netted by the City from our online auction.

In total thirty-nine items, ranging from an International 186 tractor to old diving boards from the previous pool, to house chairs that came out of the Golf Clubhouse when the Ladies Association purchased new furniture earlier this year.

This auction, although successful well beyond expectations, did come at an expenditure of quite an amount of time and effort by staff for preparing the items for sale, interfacing with auctioneers and potential buyers. A big thank you is extended to Mike Hulquist for heading up the City's efforts and helping this to be so successful.

Additionally, I would like to point out that PurpleWave provided great customer satisfaction when they learned that they had been misadvised by the Department of Revenue. Apparently, when PurpleWave was setting up our account and checked with the Department of Revenue regarding the appropriate sales tax to charge. The Dept of Revenue advised PurpleWave to impose a 5.5% sales tax and was "unaware" of the City's 1.5% local sales tax option. Therefore, PurpleWave did not bill customers for the 1.5% local sales tax. This error was not discovered until after buyers were informed of the final price, and after many of the buyers had already paid for their auction purchase.

To the credit of the company, PurpleWave chose to absorb and pay the entire 1.5% local sales tax payment, which totals \$1,072.01 (which, of course, will all come to the City too).

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As I have mentioned during several of my City Manager reports, the intent from the beginning has been to utilize the proceeds of the sale to accomplish two things:

1. To purchase a “gently used” truck for the Parks Department; and
2. To purchase a City “schools” vehicle (such as a Ford Fusion) for administration to replace the Crown Victoria.

With the discussion at the Service Excellence meeting, it would appear that the proceeds can first be used toward the Service Excellence program cost (see Item “G” below), next toward the “gently used” Parks truck, and then whatever funds were left could go toward the City “schools” vehicle. Although no formal action at this point is required, Staff would like to invite any comments from Council prior to moving forward with obtaining bids/quotes for the vehicle(s) mentioned above.]

- Resolution No. 11-137 regarding the Service Excellence Program was the next item to be presented to Council. City Manager Cox provided the following background information:

[In your packet is detailed information in support of the Service Excellence initiative that was covered in at the workshops held last Tuesday and Wednesday (November 15 & 16).

#### Interviews Held:

On November 15, Brian Lee of Custom Learning Systems conducted a multitude of group and individual interviews. Mr. Lee met with four of five Council members; he met with all department heads; he met with a City staff focus group of front line employees; he met with Community leaders focus group; and he met repeatedly with the City Manager.

#### Workshops Held:

Following the interviews on Nov 15, Mr. Lee then conducted two different workshops on Nov 16. In the morning, a “Building the Best Hometown in America” Seminar was held with thirty-five members of our City organization: department heads, council members, directors, foremen, managers, and other staff leaders.

In the afternoon, an Executive Briefing was held with Council members and Department Heads.

#### Employee/Council Evaluations:

As Mr. Lee pointed out, we received excellent positive responses from the survey taken of our staff and Council members.

#### Workshop Conclusion:

At the end of those workshops four members of Council and ten department heads, remained to discuss the proposed initiative. After considerable discussion, it was the unanimous consensus that the City should move forward with Service Excellence. I would like to also reiterate my feeling that having all department heads and members of City Council around the same table discussing the future and direction of organization

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was very healthy, very positive, and something which I strongly believe would be very good for us to continue to do occasionally.

Cost:

Base Cost:	\$49,450.00
BBGH Discount	(\$4,945.00)
3-Year Incentive Disc	(\$5,000.00)
Travel per Diem	<u>\$ 9,250.00</u>
Total Annual Investment:	\$48,755.00

Note – As was discussed in the previous item, the City did net over \$70,000 with the recent PurpleWave auction. Those proceeds can be used, with designation from Council, toward the Service Excellence Initiative.

Vision:

“To Build the Best Hometown in America”

Goals:

- To Create enthusiastic, empowered, frontline leadership
- To Execute Excellence
- To Improve Customer/Citizen and employee Satisfaction
- To Create Total management Engagement and Accountability

Supporting Reasons:

- Seven Pillars:
  1. Staff Retention & Recruitment
  2. Performance Review / Eliminating the “Slugs” from the organization and giving opportunities for growth to “whiners,” “grinners,” and others.
  3. Development of an orientation and onboarding process
  4. Upgrading Awards & Recognition program (to tie-in with Service Excellence)
  5. Establishing Service Standards
  6. Creating a Service Recovery program
  7. Having Moments of Truth
- Team Work

Services Provided:

- Leadership Training (Service Empowerment, OASIS Team leadership)
- Frontline leader Training (Service Excellence Advisor)
- Leadership/Frontline Combined Training (Workshop Pilot, Winning with Difficult People, Service Excellence Workshops)
- Department Focus & Celebration (DO IT Facilitator training; Service Summit #1, SEA celebration)
- Evaluation of the Journey (Year 1 Progress Audit)

At the time of the writing of this Narrative, City Attorney Larry Miller, is in the process of confirming our procedure for the selection of Custom Learning.]

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Motion by Mayor Feldges, seconded by Councilman Gonzalez to approve Resolution No. 11-137 which follows in its entirety:

RESOLUTION NO. 11-137

WHEREAS, The City Council has adopted a Community Vision, Community Mission and Nineteen Community Goals for the City of Alliance; and

WHEREAS, The City Manager arranged for a consultant to come to Alliance and review the City's Vision, Mission and Goals as they relate to customer service and employee morale; and

WHEREAS, The Consultant Custom Learning Center gave a presentation of their program entitled Service Excellence Initiative to representatives of the City of Alliance including City Council and members of City Staff; and

WHEREAS, The City Manager is recommending that the City of Alliance retain Custom Learning Systems to develop, train and implement the Service Excellence Initiative in the City of Alliance for a period of two years with an option for a third year at the total fee of Ninety-seven Thousand Five Hundred Ten and No/100ths Dollars (\$97,510.00) which shall be divided into three annual payments of Forty-eight Thousand Seven Hundred Fifty-five and No/100ths Dollars (\$48,755.00); and

WHEREAS, City Council believes that the Service Excellence Initiative will be in the best interest of the citizens and employees of Alliance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Alliance, Nebraska, that the Mayor is authorized to execute a two year contract with an option for a third year with Custom Learning Center to develop, train and implement the Service Excellence Initiative in the City of Alliance according to the letter dated November 16, 2011 and the attachments thereto.

BE IT FURTHER RESOLVED that staff is authorized to make one payment for the first annual payment in the amount of Forty-seven Thousand Five Hundred Sixty-nine and 85/100ths Dollars (\$47,569.85.)

A motion was made by Mayor Feldges, which was seconded by Councilman Seiler to postpone action on Resolution No. 11-137 until the December 1, 2011 City Council Meeting.

Roll call vote with the following results:

Voting Aye: Feldges, Yeager, Benzal, Gonzalez, Seiler.

Voting Nay: None.

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Motion carried.

- Prior to adjourning Council requested staff to look at alley development needs behind the new Moody Dental Office in the 2300 block of Box Butte Avenue; and a possible water leak issue at 5<sup>th</sup> Street and Box Butte Avenue.
- Mayor Feldges stated, “there being no further business to come before the Alliance City Council, the meeting is adjourned at 1:10 p.m.”

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Fred Feldges, Mayor

(SEAL)

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Linda S. Jines, City Clerk