

City of Minden

P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

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www.MindenNebraska.org



Minutes of Council Meeting City of Minden, Nebraska February 21, 2017

The City Council of the City of Minden, Nebraska, met on this day at 6:00 p.m. for the regular session in the Council Chambers, pursuant to advance notice of said meeting simultaneously transmitted to all members of the Council and to the public as shown by the copy thereof posted in the Minden City Hall, Outside the Minden City Hall, First Bank & Trust Co., Minden Exchange Bank & Trust Co., and the Post Office. A copy of the notice is on file in the office of the City Clerk.

Council President Evans called the meeting to order at 6:00 p.m. The following City Council members were present: Larry Evans, Teresa Sumstine, Bob Carlson, and Roger Jones. The following City Officials were present: City Administrator Matthew Cederburg and City Clerk Abbey Jordan. The following City Officials were absent: Mayor Ted Griess, City Attorney Tom Lieske.

All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public.

After roll was called, President Evans led those in attendance in the Pledge of Allegiance. Then Evans made the following statement:

"Pursuant to the Open Meetings Act and Public Records Law Requirements a current copy of the Open Meetings Act is posted for public inspection on the east wall of the Council Chambers. In addition, for public inspection, there is located on the table to the south of the chairs in the Council Chambers, a copy of the Council packet that was distributed to the members of the Council prior to this meeting. The City Council will take public comments on an agenda item, if it is deemed necessary. Please state your name and address prior to commenting."

Agenda item #3, Mayoral Announcements. The Council wished to thank the student athletes for representing Minden well at wrestling and basketball.

Agenda item #4, The following items were listed under the agenda item "**consent agenda**" for this meeting:

- a. Consider Approval of Minutes of Previous City Council Meetings
- b. Consider Approval of Bills & Claims for this Council Meeting
- c. Consider Acceptance of Excused Absence of Mayor or Council Member(s)
- d. Consider Reports that are Enclosed in the Council Packets for This Council Meeting

The following bills and claims were submitted for approval under the "consent agenda" and are on file in the office of the City Clerk:

A. Jordan 129.00, Amazon 396.18, Baker & Taylor 432.32, Bill's Plumbing & Htg. Inc 41.94, Black Hills Energy 361.19, J. Carter 1,035.00, Charter Communications 1,265.07, Computer Hardware 109.00, Consolidated Management Co 186.23, Construction Rental, Inc. 44.50, Cooperative Producers, Inc. 93.00, C. Melroy 200.00, Dutton Lanson Co 328.18, Ems Billing 1,114.09, Intellicom Computer Consulting 3,960.00, Island Supply Welding Co 38.08, The Library Store 59.54, Matheson Tri-Gas Inc 254.64, M. Cederburg 34.61, Menards Of Kearney 168.51, Microfilm Imaging Systems 7,515.00, Mid Nebraska Digging 300.00, Midwest Tapes 324.41, Miller & Associates 9,001.25, Miller Signs 60.00, Minden Chamber Of Commerce 50.00, Minden Hardware 72.92, Minden Lumber & Concrete Co. 81.06, Napa Auto Parts 320.08, Ne Dept Of Health/Human Svcs 40.00, Ne Municipal Clerk Institute 343.00, Ne Rural Living 500.00, Nebraska Truck Center 34.30, Nebraska Public Power District 158,267.78, Ne Public Power District 20,934.90, N T & T 81.19, One Call Concepts Inc 15.15, Oneill Heinrich Damkroger 709.50, Overhead Door Of Kearney 492.00, L. T. Pedley Drug 28.00, Pepsi Cola Of Hastings 82.24, Presto X Co. 60.00, R. Rhynalds 320.00, Southern Power District 32.12, Stadler Implement Inc. 34.10, T. Melroy 210.00, M. Raffaelli 112.84, Western Pathology Consult Inc 79.30, Xerox Capital Services Inc 163.70,

Carlson motioned to approve the consent agenda and Sumstine seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Motion carried.

Agenda item #5, Treasury Report, January 2017.

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No was action taken.

Agenda item #6, Budget Report, January 2017.

No was action taken.

Agenda Item #7, Public Hearing, One and Six year Street Plan.

The Public Hearing opened at 6:14 pm. Jeff Palik, appointed Street Superintendent from Olsson Associates, presented information about the One and Six year Street Plan. He described a few of the projects that are currently in the six year plan. The new projects included concrete and curb for Country Club Drive and Industrial Drive for the Six year plan. The drainage on Industrial Drive from Sears Ave to the existing Industrial Drive was added to the One year plan. The hearing was closed at 6:34.

Agenda Item #8, Consider Approval of a Resolution for the One and Six Year Street Plan.

RESOLUTION NO. 1662 One and Six Year Plan

WHEREAS, a One and Six Year Plan has been prepared by authority of the Mayor and City Council; and

WHEREAS, a Public Hearing was scheduled on said plans for February 21st, 2017; and

WHEREAS, notice of said public hearing has been published as required by law; and

WHEREAS, after a full hearing on said plan, no objections have been made thereto; and

WHEREAS, it is appearing that the proposed plan should be approved.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINDEN, NEBRASKA:

The One and Six Year Plan attached hereto is hereby approved and subject to modification, and the City Street Superintendent is directed to forward said plan to the Board of Public Roads Classifications and Standards.

Council Member Jones moved for the adoption of the foregoing Resolution. Council Member Carlson seconded the motion.

On roll call the following voted Aye: Evans, Sumstine, Carlson, Jones.

The passage of said Resolution having been consented to by a majority of the members of the City Council, the Mayor declared the Resolution passed and adopted, this 21st day of February 2017.

PASSED AND APPROVED this 21st day of February 2017.

/s/ Ted Griess
Ted Griess, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

Jones motioned to approve Resolution 1662 for the One and Six Year Street Plan and Carlson seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Motion carried.

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Agenda Item #9, Presentation of Fire Department Annual Report by Fire Chief, Tom Brown.

Brown discussed the number and types of incidents the department handled in 2016, as well as the number of calls from 2013-2016. Brown also discussed revenues the Fire Department received from EMS and the planned capital budget. Finally, Brown discussed the FEMA and NE Forest Service Grants which the fire department has applied for, and the grants and donations the department has received over the past few years. No action was taken.

Agenda Item #10, Presentation of Jensen Memorial Library Annual Report by Library Director, Janene Hill.

Hill discussed the use of the Libraries Crane Room, Heritage Room, and Microfilm reader, highlighting how often each was used. She also discussed the increase in total visitors, the events and classes held at the library, and the most popular events at library. Finally, Hill discussed the items the library has to offer, items added and removed, the digital library system and how often it is used, and fees/fines forgiven through "Food for Fines". No action was taken.

Agenda Item #11, Presentation of Office Duties by City Clerk/ Office Manager, Abbey Jordan.

Jordan discussed daily duties in the office including creating the agenda, claims report, creating resolutions and ordinances, the council's electronic packet, creating meeting minutes, utility account activity and billings, website maintenance and updates and other various tasks, including planning and zoning, variances and items carried out by the various City boards. She also discussed her current projects, including creation of detailed office procedures, electronic board packets, creation of a City Council Handbook along with serving on the Shop Local, Zoning and Downtown Revitalization Committees. Completed projects were also discussed. Jordan then discussed the routine activities for the administrative assistant including W-2 and 1099 preparation, processing payroll and creating quarterly payroll reports, utility billing, and disconnect notices and electronic disconnects. Finally, Jordan discussed the various jobs of the Office Intern including typing up City Council and other board minutes, recording various items for the budget and treasury reports, customer service, updating sales tax graphs and monthly police reports, website maintenance, and preparation of licenses. No action was taken.

Agenda Item #12, Consider Approval of Ordinance amending Sections 35-3 & 35-5, Fireworks, of the Municipal Code of Minden, Second Reading.

Cederburg recommended changing the setup date to June 15th in Section 35-5 (d) per conversation with one of the annual fireworks vendors.

ORDINANCE NO. 1217

AN ORDINANCE TO AMEND CHAPTER 35 OF THE MUNICIPAL CODE OF MINDEN, KEARNEY COUNTY, NEBRASKA, BY AMENDING SECTIONS 35-3 and 35-5, AS THE SAME RELATES TO FIREWORKS; AND PROVIDING FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

Sumstine motioned to approve the first reading of Ordinance amending Sections 35-3 & 35-5, Fireworks, of the Municipal Code of Minden and Carlson seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Motion carried.

Agenda Item #13, Consider Approval of payment to Miller & Associates in the amount of \$150 for DTR Phase I grant administration service for CDBG 15-ED-005.

Jones motioned to approve of the payment to Miller & Associates in the amount of \$150 for DTR Phase I grant administration service for CDBG 15-ED-005 and Carlson seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Motion carried.

Agenda Item #14, Consider Approval of draw #4 for \$150; this amount will be drawn on CDBG 15-ED-005 from NE Dept. of Economic Development.

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Carlson motioned to approve of draw #4 for \$150 and Sumstine seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Motion carried.

Agenda Item #15, Public Comments.

There were no Public Comments made.

Agenda Item #16, Adjournment.

Jones motioned to adjourn the meeting at 7:30 p.m. and Sumstine seconded. On roll call, the following voted Aye: Evans, Sumstine, Carlson, and Jones. Meeting adjourned.

Ted Griess, Mayor

ATTEST:

Abbey Jordan, City Clerk

(SEAL)