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The Christmas City
Minden NEBRASKA

Minutes of Council Meeting
City of Minden, Nebraska
March 6, 2023

The City Council of the City of Minden, Nebraska, met on this day at 6:00 p.m. in 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.

Mayor Evans called the meeting to order at 6:00 p.m. The following City Council members were present: Jarvis Kring, Teresa Sumstine, Jack Yant and Alyssa Schneider. The following City Officials were present: Mayor Larry Evans, City Attorney Andrew Olson, and City Clerk Abbey Jordan.

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

After roll was called, 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, Council Announcements. Evans thanked the office staff for being open over the lunch hour. Evans also stated that there may be discolored water around the MWE II construction area. Run your faucets until clear to flush the discoloration through the system.

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 excluding the Police Department
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

Amazon Capital Services--Supplies 43.97, Anderson Bros Ele Inc--Fees 430.70, Black Hills Energy--Utilities 1,759.14, Central Nebraska Equip Inc--Supplies 5,306.35, Chemsearch--Chemical 393.29, Dier,Osborn & Cox, P.C., L.L.O--Legal 750.00, Electric Pump--Supplies 1,947.34, Emergency Medical Products--Supplies 621.56, Fraser Stryker Pc Llo--Legal 2,540.50, Fyr-Tek, Inc.--Supplies 2,501.35, Great Plains Communications--Utilities 146.23, Hawkins Water Treatment--Chemical 1,267.12, Holland Supply, Inc.--Supplies 4,936.88, J. Sinsel--Training 300.00, Jims Ok Tire Minden Llc--Repairs 40.00, Ke Co Treasurer--Fees 5,516.66, Kearney County Sheriffs Office--Fees 10.00, L. Evans--Training 797.20, Landmark Implement Carquest--Repairs 1,209.71, Lawson Products, Inc.--Supplies 163.70, M. Shelton--Training 55.00, Mason's Market--Supplies 453.09, Minden Exchange Bank & Trust C--Financing 6,050.40, Minden Hardware--Supplies 526.03, Minden Office Supply, Inc--Supplies 2,284.76, Minden Utility Dept.--Utilities 4,726.04, Ndee Swimming Pools--Fees 40.00, Nebraska Rural Water Assoc.--Training 570.00, Nphe--Fees 18.00, Penguin Management--Supplies 786.00, Presto X Co.--Fees 137.86, R. Marshall--Supplies 38.46, Revenue Bond Payment Account--Fees 13,850.00, Share Corp.--Supplies 1,310.00, Southern Power District--Utilities 72.70, Syndicate Publishing, Llc--Printing 714.91, T. Holsten--Training

55.00, T. Oltman--Training 55.00, Travelers--Insurance 34.00, United States Postal Service--Fees 290.00, Village Cleaners Inc--Cleaning 178.61, 2-24-23 Payroll $51,286.11.

Evans reviewed the claim for Fraser Stryker as they assisted with the sale of Compute North to Foundry in the bankruptcy proceedings. The invoice for the new Cemetery Tent and Chair covers is included on the report. The street department purchased a new power washer.

Yant motioned to approve the consent agenda and Kring seconded. On roll call, the following voted aye: Kring, Sumstine, Yant and Schneider. Motion carried.

Agenda Item #5, Consider Approval of Police Department's Bills & Claims for this Council Meeting.

Yant motioned to approve the Police Department's Bills & Claims for this Council Meeting and Sumstine seconded. On roll call, the following voted aye: Sumstine, Yant and Schneider. Abstain: Kring. Motion carried.

Agenda Item #6, Public Forum

No Public Comments were made.

Agenda Item #7, Consider Approval to Submit a Pre-Application for the NE Affordable Housing Trust Fund Grant for the buildings located at the SE Corner of 4th Street and Colorado Avenue.

Sharon Hueftle with South Central Economic Development District (SCEDD) stated the City can submit multiple applications for this grant. Hueftle gave an overview and explained the developer is looking to purchase the property and put housing in the upstairs. There was previously apartments up there, but everything would have to be torn down and completely redone. Hueftle will be submitting the application as a conversion which allows for greater funding amounts versus a rental rehab application. The developer would pay the contractor and submit a request to the City. The City would pay the developer. SCEDD would then send a reimbursement request through Amplifund (online grant program) for reimbursement.

Hueftle stated the projects can be up to 3 years in length. Evans clarified that it's highly unlikely any funds would be spent in the current fiscal year. Jordan further stated our auditors have said the City can amend it's budget until the end of September for total revenues and total expenditures.

Yant motioned to approve to Submit a Pre-Application for the NE Affordable Housing Trust Fund Grant for the buildings located at the SE Corner of 4th Street and Colorado Avenue and Sumstine seconded. On roll call, the following voted aye: Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #8, Recognition of Employees with 15 years+ of service.

Evans recognized the following employees for their years of service with the City of Minden.

- Paul Mosley, 15 years
- Tony Dorn, 16 years
- John Hlavinka, 18 years
- Chris Klahn, 20 years
- Alan Eschliman, 25 years

Agenda Item #9, Consider Approval of Liquor License Manager Application for Christopher C. Sieck, in connection with Casey's Retail Company.

Evans stated that this is just a formality with the Liquor Commission.

Schneider motioned to approve the Liquor License Manager Application for Christopher C. Sieck, in connection with Casey's and Kring seconded. On roll call, the following voted aye: Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #10, Consider Approval of the Agreement to Hire Joe Patterson to assist in the Recruitment and Selection of the next City Administrator.

Evans explained the agreement provided to the Council. He also stated that Mr. Patterson would receive all applications and review the candidates. Evans stated that he would like a panel to complete the interview process. Schneider clarified that Patterson would help with the recruitment process. She also clarified that he is out of Hastings, NE.

Yant motioned to approve the Agreement to Hire Joe Patterson to assist in the Recruitment and Selection of the next City Administrator and Schneider seconded. On roll call, the following voted aye: Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #11, Consider Approval of Certificate of Payment #3 in the Amount of $103,157.52 to Werner Construction for Minden West Estates Phase II.

Evans clarified this is a payment for work that is already completed. Evans also informed the Council that there was an issue with the bond fund requirements, so the bond short-term financing will be at a future meeting.

Sumstine motioned to approve the Certificate of Payment #3 to Werner Construction for Minden West Estates Phase II and Schneider seconded. On roll call, the following voted aye: Kring, Sumstine, Yant and Schneider. Motion carried.

Agenda Item #12, Consider Approval of Letter Agreement with Olsson Associates for On-Call SCADA Engineering Services for the Water Treatment Plant and Wastewater Treatment Plant not to exceed $25,000 for Jan 1, 2023 through Dec 31, 2023.

Evans asked the Cemetery Superintendent, Pete Marshall for clarification of the notification system. Marshall stated that if there is an issue with the systems it will go through a notification process and can notify the appropriate people or departments of the issue. Evans asked Jordan if there has ever been a time where we have exceeded the amount. She stated that she is not sure of that right now but she did not think so.

Susmtine motioned to approve the Letter Agreement with Olsson Associates for On-Call SCADA Engineering Services for the Water Treatment Plant and Wastewater Treatment Plant and Kring seconded. On roll call, the following voted aye: Kring, Sumstine, Yant and Schneider. Motion carried.

Agenda Item #13, Consider Approval of Resolution amending Section 6.01, Classification Pay Plan, of the City of Minden Personnel Manual.

Evans stated that the handbook currently states there is a five-step plan and this is to change it to a nine-step plan.

RESOLUTION NO. 1755

Whereas, Section 6.01 of the City of Minden Personnel Manual details Classification pay plan; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to said section;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.01 of the City of Minden Personnel Manual be amended to read as follow, to wit:

Regular employees of the City of Minden are assigned to positions whose titles and rates of pay have been established by the classification and pay plan adopted by the City Council. The basic principle of this plan is that employees should receive equal pay for equal work. Thus employees performing work of the same degree of complexity and responsibility should be within the same pay grade though not necessarily at the same pay step.

There are written definitions setting out the duties and responsibilities for each job classification. Each classification is in turn assigned to a pay grade. The grades are numbered from the lowest to the highest. The body of classifications and grades constitutes the City's classification plan.

Each position within the classification plan has been evaluated according to the type of work performed and the degree of responsibility. Periodic wage surveys are made to ensure that the City of Minden's pay policies are fair and competitive with similar positions in comparable cities and in private industry.

The pay plan as adopted consists of a given number of pay grades, each of which has a range of pay. The range of pay for full-time employees consists of nine (9) steps.

Employees can normally expect to advance through the steps on a regular schedule of pay increases. This is not guaranteed and is contingent on a satisfactory or better performance of duty, the approval of the Department Head and City Administrator, and the availability of funds.

Employees are usually hired at Step 1 of the pay grade and will be reviewed annually and will be eligible for a merit increase. Employees, after reaching Step 2, remain in each succeeding step one (1) year until they reach the top of the pay grade.

Dated this 6th day of March, 2023.

/s/ Larry Evans
Larry Evans, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

Yant motioned to approve Resolution 1755, to amend Section 6.01, Classification Pay Plan, of the City of Minden Personnel Manual and Sumstine seconded. On roll call, the following voted aye: Sumstine, Yant, and Schneider. Abstain: Kring. Motion carried.

Agenda Item #14, Consider Approval to pursue hiring Andrew Hollingsead with Liakos & Matukewicz LLC to represent the City along with the hiring the services of ESI Engineering to perform the onsite inspection for the fire station roof.

Evans and Jordan gave a history of the project stating that this stems from the May 2021 hailstorm. Jordan stated that Premier Claims was hired to do an assessment of several roofs that were denied coverage and work with Travelers on the City's behalf.

They were unable to reach an agreement on the Fire Station roof. It was discovered that the Amstuz building used ESI Engineering to dispute the claim for the roof. The City could use the attorney Andrew Hollingsead along with ESI Engineering to seek coverage. ESI was able to provide a report stating Amstuz had damage which got him insurance coverage. However, the fire station roof is a different type than Amstuz's roof. Evans got notice today that the inspection for ESI would be considerably more as the price is per square foot and the City has a much larger roof. Evans reviewed Hollingsead's rates which are hourly rates or contingent fees. Premier Claims would also get their 15% of anything insurance coverage received.

Kelly Riley called Ziemba Roofing who overlaid the current roof. Ziemba Roofing stated that the warranty was 10 years with a maximum lifespan of 30 years. Fire Chief, Thomas Brown, stated that there are currently two leaks, one in the truck room and one in the office. Ziemba roofing stated that they would be able to come and do a free inspection to assess the roof for hail damage. Kring stated that he would feel better with the free inspection with Ziemba first and to go from there. Evans stated that if the Council decides to terminate the agreement with Premier there is a fee of $350 per hour that they have put towards the coverages.

This was tabled until Ziemba completes an inspection.

Agenda Item #15, Adjournment

Sumstine motioned to adjourn at 6:52 pm and Yant seconded. On roll call, the following voted aye: Kring, Sumstine, Yant and Schneider. Motion carried.

/s/ Larry Evans
Larry Evans, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

(SEAL)