City of Minden
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Minden, Nebraska 68959

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The Christmas City
Minden NEBRASKA

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

The City Council of the City of Minden, Nebraska, met on this day at 6:00 p.m. in special 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, and Jack Yant. Absent: Alyssa Schneider. The following City Officials were present: Mayor, Larry Evans, City Attorney Andrew Olson, City Administrator Michael Krings 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 council will take comments on an agenda item, not related to a public hearing, during the public forum only. Please state your name and address prior to commenting."

Agenda Item #3, Council Announcements. Yant mentioned the Christmas lights have been put up. M. Krings stated some of the lights on 5th Street can't be put up yet. Yant congratulated the high school volleyball team and thought it was a tremendous welcome home celebration for them! Evans thanked Chris Klahn for turning the lights on for the welcome home and the police and fire departments for their escort! Evans commended the entire student body that participate in activities, the coaches, staff, and administration. Evans stated a parade will be held on Wednesday for the volleyball team.

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

911 Custom--Supplies 77.24, All Roads Barricades, Inc--Rental 1,280.00, Amazon Capital Services--Supplies 487.58, American Fence Company--Repairs 1,721.74, Atlas Automation Llc--Repairs 372.00, Beehive Industries Llc--Fees 11,964.00, B. Norgaard--Repairs 87.96, Black Hills Energy--Utilities 51.04, Budget Heating & A/C--Repairs 2,219.00, Business World Products--Supplies 17.58, City Of Hastings--Fees 261.44, Comcate--Tech/Engineering 3,102.66, Core & Main Lp--Repairs 1,416.74, Dier,Osborn & Cox, P.C., L.L.O--Legal 750.00, Donkey Towing & Transfer Llc--Fees 220.00, D. Schroeder--Training 215.00, Eakes Office Plus--Supplies 60.87, Essential Resource Group Inc--Fees 103.93, Five Rule Llc--Training 100.00, Fyr-Tek, Inc.--Repairs 2,276.80, Gene Steffy's Chrysler

Center Inc--Vehicle 48,615.78, Great Plains Communications--Phone/Internet 146.84, Hawkins Water Treatment--Chemical 4,180.89, Isw--Supplies 45.55, J. Carter--Supplies 6,140.00, Jims Ok Tire Minden Llc--Repairs 40.00, John Deere Financial--Supplies 60.33, K&D Motor & Electric Inc--Supplies 3,066.95, Ke Co Health Payment Cntr--Medical 504.00, Ke Co Treasurer--Tech/Engineering 5,683.33, Kearney Co. Clrk Myra Johnson--Supplies 10.00, Kearney Crete & Block Co.--Supplies 676.00, Kully Pipe & Steel Supply--Supplies 494.22, Landmark Implement Carquest--Supplies 217.77, Macqueen Emergency Group--Repairs 383.06, Menards Of Kearney--Supplies 214.35, Midlands Contracting Inc--Repairs 73,622.10, Midwest Laboratories--Supplies 294.00, Minden Exchange Bank & Trust C--Financing 6,050.40, Minden Hardware--Supplies 418.78, Minden Property Brothers--Financing 21,999.00, Minden Utility Dept.--Utilities 3,029.43, Municipal Supply-Nebraska--Supplies 3,082.46, Napa Auto Parts--Supplies 310.36, Nphe--Fees 141.00, Olsson Associates--Tech/Engineering 15,873.59, Philip Carkoski Construction--Repairs 9,815.00, Pony Express Ford--Repairs 146.35, Presto X Co.--Repairs 70.06, Rdo Truck Center--Repairs 4,065.11, Rek Enterprises Llc--Repairs 309.66, Revenue Bond Payment Account--Fees 13,850.00, R. Marshall--Training 215.00, S.A.L.C.O.M, Inc--Supplies 780.33, Sandhill Plastics Inc--Refunds 931.00, Share Corp.--Supplies 795.00, Southern Power District--Utilities 66.46, Stryker Sales Corp--Supplies 636.51, Syndicate Publishing, Llc--Fees 194.40, The Lockmobile Inc.--Repairs 300.00, United States Postal Service--Fees 586.44, Usa Blue Book--Chemical 1,404.22, Verizon Wireless--Phone/Internet 703.46, Village Cleaners Inc--Uniforms 90.52, Wex Bank--Gas 6,165.81, Witmer Public Safety Group--Uniforms 214.95, 11-03-23 Payroll $64,261.78.

Sumstine motioned to approve the consent agenda and J. Kring seconded. On roll call, the following voted aye: J. Kring, Sumstine, and Yant. Motion carried. Absent and not voting: Schneider.

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 and Yant. Abstain: J. Kring. Absent and not voting: Schneider. Motion carried.

Agenda Item #6, Public Forum

No comments were made.

Agenda Item #7, Consider Approval of Resolution for the Year-End Certification of the City Street Superintendent.

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Do not recreate or revise this document. Revisions and recreations will not be accepted. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2023.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT **by December 31, 2023.**

RESOLUTION

SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2023

Resolution No. 1788

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor ☒ Village Board Chairperson ☐ of City of Minden (Check one box) (Print Name of Municipality) is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 6th (Date) day of November (Month), 2023 at Minden, Nebraska.

City Council/Village Board Members

Teresa Sumstine	Jack Yant
Jarvis Kring	Alyssa Schneider

City Council/Village Board Member Yant
Moved the adoption of said resolution
Member Sumstine Seconded the Motion
Roll Call 3 Yes ____ No ____ Abstained 1 Absent
Resolution adopted, signed, and billed as adopted.

Attest: Abbey Jordan
(Signature of Clerk)

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Yant motioned to approve Resolution No. 1788 for the Year-End Certification of the City Street Superintendent. Sumstine seconded. Jeff Palik, Olsson Associates reminded the council this is an annual resolution. On roll call, the following voted aye: J. Kring, Sumstine, and Yant. Motion carried. Absent and not voting: Schneider.

Agenda Item #8, Consider Approval of Olsson Associates Agreement for Street Superintendent & Consulting Services.

J. Kring motioned to approve the Olsson Associates Agreement for Street Superintendent & Consulting Services and Sumstine seconded. Palik stated this is the agreement approved in years past for Street Superintendent services and the state reimburses the

City for this amount. The Consulting Services is $5,000 for minimal projects. Any projects exceeding this amount would be a contract amendment. Schneider arrived during the discussion. On roll call, the following voted aye: J. Kring, Sumstine, and Yant. Motion carried. Abstain: Schneider.

Agenda Item #9, Appoint Jeff R. Palik, Class A License number S-1269 A, as the City Street Superintendent for Calendar Year 2024, January 1 thru December 31, 2024, for the Purpose of the 2024 Calendar Year Highway Incentive Payment, to be issued to the City, by the Nebraska Department of Transportation, in February 2025.

Yant motioned to Appoint Jeff R. Palik, Class A License number S-1269 A, as the City Street Superintendent for Calendar Year 2024, January 1 thru December 31, 2024, for the Purpose of the 2024 Calendar Year Highway Incentive Payment, to be issued to the City, by the Nebraska Department of Transportation, in February 2025. Schnieder seconded. On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #10, Update on Minden West Estates II Streets and Stormwater Bonds by Brad Slaughter, First National Bank of Omaha.

Slaughter stated he cannot attend the meeting with the approval of the bonds. Slaughter provided a handout with proposed principal and interest payments. Current interest rate is 5.75% at approximately $260,000 a year for 20 years with $3.1 million. If the City decides to only bond $2.8 million the annual cost is $240,000. M. Krings clarified that the city could finance the entire project or use cash for the project remainder above $2.8 million.

Sumstine requested clarification on any opportunity for refinancing. Slaughter confirmed that after 5 years it could be refinanced. No action taken.

Agenda Item #11, Consider Approval of the Addition of a Development Services Director to City Staff and the Pay Scale for the Position.

Schneider motioned to approve the Addition of a Development Services Director to City Staff and the Pay Scale for the Position. Sumstine seconded. M. Krings reminded the council this position would combine several positions including cemetery superintendent and permits officer. This would be an opportunity to gain efficiencies in development services for permitting, planning, code enforcement, and nuisance abatement along with the maintenance and operation of the cemetery. J. Kring asked about certifications required. M. Krings stated the hire would eventually need to obtain certifications for building inspections. J. Kring asked for increased communication from this position concerning building permits.

Yant stated the more he read the job description the more he understood these are essential functions. M. Krings stated he wants a cleaner process when new projects come to the community to ensure the city makes the process as efficient as possible and ensures the developer follows our guidelines.

Evans requested this position be able to take on inspections once licensed and handle nuisances consistently. Sumstine asked about the process of hiring for the new position especially within the current staff. J. Kring mentioned he believes the pay scale should be a little lower during the probationary period until certification is achieved. M. Krings stated the pay for position experience would be substantially higher than the current pay scale. Sumstine is concerned the job duties are too extensive.

On roll call, the following voted aye: Sumstine, Yant, and Schneider. Nay: J. Kring. Motion carried.

Agenda Item #12, Consider Approval of the Purchase of a 2023 Charger Police Cruiser and Equipment for $48,615.78.

Yant motioned to approve the Purchase of a 2023 Charger Police Cruiser and Equipment for $48,615.78. Sumstine seconded. M. Krings stated Police Chief Butler has requested to purchase a new cruiser. Butler stated the current purchase contract with the state ends soon. Chargers will not be available next year and it is unknown what will be available. For now, the Charger and Equipment costs equals the vehicle only cost of an Explorer. This vehicle would be assigned to the school officer and will look different than the current cruisers. The school emblem will be on the hood.

Sumstine requested clarification on the vehicle use. Butler stated it will be used by the school officer when at the school and will be equipped to respond to any situation within the jurisdiction. Yant requested the vehicle stays in town and only utilized for police business.

On roll call, the following voted aye: Sumstine, Yant, and Schneider. Abstain: J. Kring. Motion carried.

Agenda Item #13, Consider Approval of $21,999 Revolving Fund Loan to Shon Lieske and Jeff Ensz for HVAC at 435 N. Colorado Ave, Minden.

J. Kring motioned to approve a $21,999 Revolving Fund Loan to Shon Lieske and Jeff Ensz for HVAC at 435 N. Colorado Ave, Minden. Yant seconded. M. Krings stated Lieske and Ensz are present to answer any questions. Their costs for HVAC were higher than anticipated. If approved, the loan would be merged with their prior loan for one payment each month. Ensz stated the removal of the drop ceiling increased the square footage for the HVAC and the current system cannot accommodate the increased square footage. The low interest loan would allow them to do nicer finishes inside as well as on the façade to maintain the integrity of the building's original features.

On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #14, Consider Approval of Moving Permit Application by Shane Schmidt to Move a Structure 26 feet in width by 46 feet in length from the 400 block of North Park Ave to the 600 block of North Nebraska Ave.

Yant motioned to approve the Moving Permit Application by Shane Schmidt to Move a Structure 26 feet in width by 46 feet in length from the 400 block of North Park Ave to the 600 block of North Nebraska Ave. Schneider seconded. M. Krings stated city code requires building moves to go before the Planning and Zoning Commission and City Council. The city works with NPPD to ensure electric lines are moved when needed. Jordan added the movers are responsible for coordination of telecommunications and knows they have been in touch with Charter and Great Plains.

On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #15, Consider Approval of Moving Permit Application by Cole Dornhoff to Move a Structure 28 feet in width by 34 feet in length from the 400 block of North Park Ave to the 200 block of West Hawthorne St.

Schneider motioned to approve the Moving Permit Application by Cole Dornhoff to Move a Structure 28 feet in width by 34 feet in length from the 400 block of North Park Ave to the 200 block of West Hawthorne St. Yant seconded. M. Krings had no additional information to add.

On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #16, Consider Approval of Employee Appreciation Turkey/Ham Gift Certificates and Chamber Bucks in the Amount of $100 for full-time and $50 for part-time.

Sumstine motioned to approve Employee Appreciation Turkey/Ham Gift Certificates and Chamber Bucks in the Amount of $100 for full-time and $50 for part-time. Yant seconded. On roll call, the following voted aye: Sumstine, Yant, and Schneider. Abstain: J. Kring. Motion carried.

Agenda Item #17, Adjournment

Sumstine motioned to adjourn at 7:04 pm and Schnieder seconded. On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

/s/ Larry Evans
Larry Evans, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

(SEAL)