City of Minden
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The Christmas City
Minden NEBRASKA

Minutes of Council Meeting
City of Minden, Nebraska
April 1, 2024

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: City Attorney Andrew Olson, Mayor Larry Evans, 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, Mayor 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, Public Forum. Tom Brown, Fire Chief, asked about the employee reimbursement agenda item and if it applied to the fire department. Kathi Carver stated she was in attendance to give a progress report on her property. Her attorney for the potential condemnation has spoken to the City Attorney.

Agenda item #4, Council Announcements. Yant commended the City on a job well done on the snow removal the prior week. He also mentioned the Two Rivers Public Health presentation at the Library on April 8th about opioids.

Agenda Item #5, 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
e. Consider Approval of Mayoral Appointment of Alyssa Schneider to the Tree Board for a term of 4-1-24 to 12-31-26.

A. Jordan--Fees $255.84, Beacon Athletics--Supplies $172.00, Bnsf Railway Co.--Fees $110.15, Business World Products--Supplies $59.98, Capital One--Supplies $69.00, Consolidated Management Co--Training $213.60, Core & Main Lp--Supplies $6,433.08, Dana F Cole & Company, Llp--Fees $30.00, Dier,Osborn & Cox, P.C., L.L.O--Legal $1,000.00, D. Schroeder--Training $84.69, Eakes Office

Plus--Supplies $237.57, E. Cline--Fees $53.71, Emergency Medical Products--Supplies $815.23, Great Plains Communications--Phone/Internet $159.44, Innovative Pharmacists, Inc.--Supplies $6.44, Integrated Security Solutions, Llc--Tech/Engineering $484.00, J. Huff--Supplies $16.13, Jims Ok Tire Minden Llc--Repairs $77.50, John Deere Financial--Supplies $115.15, Ke Co Treasurer--Fees $5,683.33, Kearney Co Historical--Incentive $600.00, Landmark Implement Carquest--Repairs $133.36, L. Mcgee--Chemical $5,296.05, M. Klabunde--Incentive $600.00, Mason's Market--Supplies $34.42, Minden Exchange Bank & Trust C--Financing $6,050.40, Minden Utility Dept.--Utilities $4,306.98, Napa Auto Parts--Repairs $99.79, Ndee--Operator Certification Program--Training $495.00, Nphe--Fees $18.00, Olsson Associates--Tech/Engineering $1,050.11, Philip Carkoski Construction--Maintenance $9,595.00, Pony Express Ford--Repairs $82.95, Powertech--Maintenance $525.00, Rek Enterprises Llc--Repairs $78.36, Revenue Bond Payment Account--Fees $13,850.00, S.A.L.C.O.M, Inc--Supplies $96.47, South Central Economic Dev Dis--Economic Development $2,000.00, Syndicate Publishing, Llc--Fees $23.21, Upright Monument Services Llc--Repairs $206.00, Usps--Fees $591.71, Village Cleaners Inc--Uniforms $158.66, 3-22-24 Payroll $58,229.49.

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

Agenda Item #6, 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 Schneider seconded. Schneider requested clarification on the School Resource Officer reimbursement. M. Krings will review and invoice if needed. On roll call, the following voted aye: Yant, Sumstine, and Schneider. Abstain: J. Kring. Motion carried.

Agenda Item #7, Consider the Renewal of Travelers Insurance for 2024-25.

Schneider motioned to approve the Renewal of Travelers Insurance for 2024-25. J. Kring seconded.

Kevin Krull, Jones Group, stated the final proposal minus the wind and hail buyback deductible is ready. An error was caught on Travelers calculations on property value and therefore, a new quote was being figured for the wind and hail buyback deductible by Lloyds of London. Lloyds of London is two weeks behind and therefore Krull anticipates having the cost of the wind and hail buyback deductible at the next council meeting. Travelers' $274,059 is the annual insurance premium. Without the buyback, the City's exposure is $150,000 per incident. Krull reviewed the risk of not having the wind and hail buyback deductible yet.

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

Agenda Item #8, Consider Approval of Resolution Amending Section 10.05, Employee Reimbursement, of the City of Minden Personnel Manual.

Yant motioned to approve Resolution No. 1793 Amending Section 10.05, Employee Reimbursement, of the City of Minden Personnel Manual. Sumstine seconded.

M. Krings stated the major change is the per-diem request for meals on an overnight stay. M. Krings stated the miles for lodging could be amended to 50. The mileage reimbursement was reviewed for city vehicle use versus personal vehicle use. Olson stated emergency services could be exempt from this policy.

Yant motioned to amend his motion changing 1.a. to 50 miles and at the end of 5.d. add "or Mayor". Sumstine seconded. On roll call, the following voted aye: Sumstine, Yant and Schneider. Abstain: J. Kring. Motion carried.

On roll call, the following voted aye for the amended Resolution No. 1793: Sumstine, Yant and Schneider. Abstain: J. Kring. Motion carried.

RESOLUTION NO. 1793

Whereas, the City of Minden recognizes the importance of offering benefits to employees; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to section 10 Insurance, Pension, and Other Benefits;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 10.05 Employee Reimbursement of the City of Minden Personnel Manual be amended to read as follow, to wit:

Section 10.05 Employee Reimbursement
All requests shall be submitted to the City Office no more than thirty (30) days prior to the event and will be approved for reimbursement at the next regular city council meeting if received by no later than the Wednesday prior to the meeting. All requests must be turned in no later than thirty (30) days after the event.

1. Lodging
    a. The City will only pay for lodging that is more than fifty (50) miles from the workplace. Exceptions can be made for weather or medical reasons. These reasons must clearly be stated on the reimbursement request form.
    b. When possible, reservations must be made through the City Office.
    c. If lodging costs are paid by the employee, then the actual lodging costs will be reimbursed with City Administrator approval.
2. Meals
    a. For an Overnight Stay, meals will be paid as follows at the GSA Per Diem Rate for the location of the event (https://www.gsa.gov/travel/plan-book/per-diem-rates):
        i. First and last day of travel will be 75% of the GSA Per Diem Rate.
        ii. Full days at event will be 100% of the GSA Per Diem Rate.
    b. For Single Day Travel, meals will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    c. Meals for a work-related event within the City of Minden will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    d. Reimbursement to an employee for more than his/her meal(s) is not allowed.

3. Mileage
    a. Employee will be asked to use a City vehicle when one is available or is more economical for travel to and from events.

i. If employee is asked to use City vehicle and chooses not to, employee will forfeit mileage reimbursement.

b. Mileage will be reimbursed at the IRS Rate (https://www.irs.gov/tax-professionals/standard-mileage-rates) for approved personal vehicle use only.

4. Other Expenses
   a. The City will reimburse employees for other expenses as approved by the employee's supervisor and the City Administrator including, but not limited to:
      i. Parking/Toll Booths
      ii. Expenses for City purposes paid by employee
5. Reimbursement Request Form
   a. If requesting reimbursement for lodging, meals, and/or mileage prior to an event, a reimbursement form must be submitted with all reimbursement requests including proof of the event.
   b. If requesting reimbursement after an event for lodging, meals, and/or mileage; then itemized receipts with date and time and proof of event attendance must be turned in for all non-Per Diem reimbursements. The City will not reimburse any receipt that includes alcohol.
   c. If requested, employee must be able to provide proof of attendance for events on the Reimbursement Request Form.
   d. All requests for reimbursement are subject to approval by the City Administrator or Mayor.
6. Cancelations
   a. If an employee is reimbursed lodging, meals, or mileage prior to event and the event is cancelled or the employee does not attend, then the employee is to refund the City for the amount on the Reimbursement Request Form.

Dated this 1st day of April, 2024.

/s/ Larry Evans
Larry Evans, Mayor

ATTEST:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

Agenda Item #9, Consider Approval of Payment for the Albers Building project for NAHTF 23-TFRH-34009 to South Central Economic Development District, Inc. in the Amount of $2,000 for Grant General Administration Services.

Schneider motioned to approve the payment for the Albers Building project for NAHTF 23-TFRH-34009 to South Central Economic Development District, Inc. in the Amount of $2,000 for Grant General Administration Services. Sumstine seconded. M. Krings stated DED prefers to have a draw quickly after the Release of Funds to test the process and bank setup. This process will be done several times throughout the project.

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

Agenda Item #10, Consider Approval of Draw #1 for $2,000; this Amount will be Drawn on NAHTF 23-TFRH-34009 from NE Dept. of Economic Development.

Yant motioned to approve Draw #1 for $2,000; this Amount will be Drawn on NAHTF 23-TFRH-34009 from NE Dept. of Economic Development. Schneider seconded. On roll call, the following voted aye: J. Kring, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #11, Status Update on the Property located at 525 N. Minden Ave or more Particularly Described as the South ½ of Lot 3, Block 21, Original Town, Minden, Kearney County, Nebraska.

M. Krings stated this agenda item is only to discuss this property and get an update. The following agenda item is where any action can be taken.

Kathi Carver has hired Sorensen Group to make the repairs. They have replaced the front door and closed the back opening that was previously open to the elements. They have removed the trash and trimmed the trees. They did some grading to hopefully solve the water drainage problems. The structure if watertight and no animals are on the property. Carver believes all items have been addressed. She needs now to make decisions on other repairs and improvements for the future. Carver asked that the building not be condemned.

Evans confirmed the repairs Carver stated have been made. Evans asked Carver her future plans? Carver is hopeful that herself or her family will use this property in the future.

No action taken.

Agenda Item #12, Consider Issuance of Order of Condemnation for the Property located at 525 N. Minden Ave or more Particularly Described as the South ½ of Lot 3, Block 21, Original Town, Minden, Kearney County, Nebraska.

Olson stated Carver has an attorney from the Jacobsen Orr firm. Her attorney has assured Olson they will take any steps asked by the council. No action taken.

Agenda Item #13, Consider Approval of a New Well for Village Real Estate, LLC at 624 N. Minden Avenue.

Sumstine motioned to approve a New Well for Village Real Estate, LLC at 624 N. Minden Avenue. Schneider seconded. M. Krings stated Village Cleaners was previously allowed to have two wells inside city limits. Their water use is metered to be able to charge them for their sewer use. Their current wells are 6 feet apart and it's difficult to maximize the amount of water they need. After drilling a new well, one of the existing ones would be capped.

Hayden Meyer provided the location of the proposed well. Pete Marshall, Utilities Worker, worked with Village Real Estate to place the well in the best location possible. Sumstine asked about the sanitary sewer manhole requirement that isn't being met. Marshall mentioned the new well will be fully grouted to prevent this.

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

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Agenda Item #14, Consider Adjournment

Schneider motioned to adjourn at 6:50 pm and Sumstine seconded. On roll call, the following voted aye: J. Kring, Sumstine, and Schneider. Voting nay: Yant. Motion carried.

/s/ Larry Evans
Larry Evans, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk
(SEAL)