

City of Minden

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

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org



Minutes of Council Meeting City of Minden, Nebraska September 2, 2025

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: David Bunger, Teresa Sumstine, Jack Yant, and Alyssa Schneider. The following City Officials were present: Mayor Larry Mayor 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, Mayor Evans led those in attendance in the Pledge of Allegiance.

Then Mayor 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. Bunger thanked all that attended the Car Show despite the rain. Evans welcomed the high school government class.

Agenda Item #4, Public Forum. Quite a few spoke on various agenda topics.

Dan Schwartzkopf, Jones Group, represents the health care proposal. Dennis Amstuz, represents the proposal from Meritain Health.

Kevin Krull, Jones Group, stated this decision tonight for insurance should not be taken lightly regarding partnering with a risk transfer partner as well as an insurance professional. It is way more important than just price. It is aligning your risk tolerance and partnering with an agent of experience, compassion as well as integrity. It is important to understand the major differences between insurance carrier shopping and pool management shopping. LARM is a management pool organized pursuant to the Intergovernmental Risk Management Act (IRMA), Neb. Rev. Stat. Sections 44-4301 to 44-4339. LARM is an association formed by more than two Nebraska public agencies by agreement and must comply with IRMA and the rules and regulations of the Nebraska Department of Insurance. LARM is not Insurance.

As you all know, I am very passionate about protecting the community's financial future with the proper coverage at a competitive price. You have seen that with this bid process. This bid process has provided each of you, as council

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members the opportunity to look at several different options ranging from \$277,679 to \$319,304. I would like to challenge each council member to reflect on the differences made before you at the special meeting along with the following items:

- Limited spread of risk-LARM is playing in the Municipalities and Water Districts space.
- How about the rules of engagement, contracts, and cancellation? There are major differences. Has the contract been reviewed?
- What is the financial size of risk with your provider? Have you compared those huge differences?
- No risk transfer in LARM.
- Assessments vs non-assessments?
- Possibly no pollution coverage on the auto or how about possibly no coverage for Good Samaritan for employees?
- Limited sewer backup coverage of \$15,000 is ALL. A previous claim well exceeded this amount.
- The City does apply pesticides. Is City of Minden willing to accept the \$300,000 sub-limit that LARM provides?
- How does LARM address the "non-intentional" reporting of property?
- The City's community minded website recommends Shop IN Minden.
- Ethical situation of being independent and neutral as a member when placed on a subcommittee for LARM and then being asked to join?
- Are you getting the necessary forms/coverage/endorsements without requesting them?
- For just over 1% difference in price, would the City of Minden consider moving their Risk control provider out of Minden?

Nate Fox, Fox Insurance Services, stated the primary differences are in the property coverage. Travelers has a 3% wind and hail deductible. CWG is ACV coverage on 24 of 31 roofs and the substations. As far as the accusations about LARM and its risks. It has been around for 30 years as an insurance pool. North Platte just decided to reenroll with LARM for 3 years. Last year, 84% of the members signed a 3-year contract and 6% signed a 2-year contract with LARM. Therefore, from a coverage and financial standpoint, LARM is stable. LARM handles volunteer coverage under its workers' compensation policy.

Wayne Anderson, 206 N. Newell, had questions about the well for the MWE II pond as far as pond level, vegetation control around the pond, mark private property vs public property around the pond, how many gallons per minute, and priorities of the well during high water usage times? Will the pond be aerated?

Evans requested the health insurance representatives share more information about their proposals. Schwartzkopf did a complete evaluation of the market and stated the City has been successfully self-insuring the current plan. The choices provided include self-insured and market plans. The self-insured options mirror the current plan. The other plans ask the employees to accept more deductible.

Amstuz has been working with the City on their health insurance plan since the start of it. There have been a few slight changes to the plan over the years. The plan also covers dental and vision.

Agenda item #5, CONSENT AGENDA

- 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

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B&R Stores, Inc--Supplies \$19.40, Black Church Llc--Vegetation \$150.00, Black Hills Gas Holdings, Llc--Utilities \$116.17, Bound Tree Medical Llc--Supplies \$421.46, Brandon Reeh--Repairs \$1,400.00, Capital One--Supplies \$982.41, City Of Minden--Fees \$346.14, City Of Minden--Financing \$60,141.25, Core & Main Lp--Supplies \$4,780.56, Dier,Osborn & Cox, P.C., L.L.O--Legal \$1,000.00, Dier,Osborn & Cox, P.C., L.L.O--Legal \$2,074.00, Dier,Osborn & Cox, P.C., L.L.O--Legal \$2,385.50, Downey Drilling, Inc--Infrastructure Repair \$12,152.79, Dustin Schroeder--Training \$527.31, Eakes Inc--Supplies \$229.37, Fyr-Tek Inc.--Repairs \$1,590.20, Great Plains Communications--Phone/Internet \$1,076.59, Great Plains Communications--Phone/Internet \$100.78, Hawkins Water Treatment--Chemical \$3,676.44, J. Kevin Benson--Repairs \$750.00, Jeffrey D Barnes--Fees \$400.00, Jims Ok Tire Minden Llc--Repairs \$185.50, Kayla Keefe--Incentive \$64.79, Ke Co Treasurer--Fees \$5,858.33, Kearney County Clerk--Fees \$10.00, Kevin Benson--Incentive \$44.00, Landmark Implement Carquest--Supplies \$31.45, League Of Nebr. Municipalities--Training \$426.00, Menards Of Kearney--Supplies \$113.13, Minden Exchange Bank & Trust C--Financing \$6,050.40, Minden Lawn & Sprinkler--Repairs \$107.96, Minden Utility Dept.--Utilities \$3,956.12, Minden Volunteer Fire Dept--Membership \$6,000.00, Municipal Supply-Nebraska--Supplies \$308.07, Ndee--Membership \$115.00, Ne Law Enforcement Training Ct--Training \$142.00, Nebraska Dwee--Training \$280.00, Nphe--Fees \$18.00, Olsson Associates--Tech/Engineering \$260.00, Paul Jensen--Repairs \$165.78, Platte Valley Laboratories, Inc--Fees \$195.00, Pony Express Ford--Repairs \$82.95, Presto X Co.--Maintenance \$252.07, Revenue Bond Payment Account--Fees \$2,550.00, Revenue Bond Payment Account--Fees \$9,050.00, Revenue Bond Payment Account--Fees \$2,050.00, Ryan Hurst--Fees \$2,225.40, Stacy Plank--Training \$29.40, State Fire Marshal Training Di--Training \$100.00, Syndicate Publishing, L.L.C.--Fees \$91.95, Travelers--Insurance \$11,807.00, United Parcel Service, Inc--Fees \$14.60, United States Postal Service--Fees \$689.08, Verizon Wireless--Phone/Internet \$839.11, Village Cleaners Inc--Uniforms \$50.12, Ward Laboratories, Inc--Fees \$35.75, Wayne Anderson--Incentive \$156.40, Witmer Public Safety Group--Supplies \$554.85, 8-22-25 Payroll \$75,401.63.

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

Agenda Item #6, Consider Approval of the FY 2025-2026 Employee Pay Plan.

Bunger motioned to approve the FY 2025-2026 Employee Pay Plan with an effective date of 9-28-25. Schneider seconded. Krings stated the cost-of-living increase in the plan is 2%. There is also a 3% increase between steps. If an employee gets a favorable review, then their increase is 5% total. Sumstine asked what the cost-of-living percentage is based on? Krings stated he has discussed it with other city managers and felt 2% is appropriate. Sumstine believes it should be at least 2.5% due to social security increasing by 2.5%-2.7%. Evans added the mayors' group has a cost of living range from 2%-2.7% for their cities.

Sumstine asked about the minimum wage? Krings stated the affected positions do include the minimum wage increase that will happen. A few of the seasonal positions are getting a larger than 5% raise to allow for this increase.

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

Agenda Item #7, Consider Selection of Employee Health Insurance Plan.

Bunger motioned to select the proposal that includes Midlands Choice for the Employee Health Insurance Plan. Sumstine seconded. Krings stated multiple options were received. The two choices presented are reflective of what the current health plan offers. The cost of both plans are the fixed costs to administer the plans. The City also puts funds into the self-fund each month which pays the individual health claims. When claims reach a certain point, then the reinsurance company takes over. The two options are renewal of the current plan or switching to a new provider. Both plans have the same deductibles, etc. for employees.

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The fixed costs for Meritain are \$290,726 and the fixed costs for Midlands Choice are \$195,000. Yant stated that Meritain is not accepted by a lot of medical facilities per employees. Jordan replied that Meritain is the plan administrator and the network is Aetna who has several out of network providers right now. Krings added that with plans there are always providers who are in and out of network. Employees can go online and figure out who is in network and who isn't.

Schwartzkopf stated Midlands Choice is one of the most comprehensive networks across NE. Aetna has currently not been able to reach an agreement with a network of providers for over a year and doesn't appear to be resolved. Most self-funded plans in NE will rent the Midlands Choice network. Aetna's issues are with CHI which significantly impacts Kearney and Grand Island.

Evans asked how the dental and vision part would work? Schwartzkopf replied these are included as the city self-insures those portions and there would be no changes. The changes would be a more comprehensive network and a NE based administrative firm.

Amstuz wanted to make sure the council saw the difference in the plans as far as the 24/12 contract versus a paid contract. The difference is the length of time for the claims to be paid. In the 24/12 contract, after the 12 months of the contract, there are only another 12 months to get any outstanding claim paid. The longer lasting claims are typically larger claims. If there was a large claim that didn't get paid, then it's not covered. The proposal provided by Amstuz had a paid contract.

Schwartzkopf stated that his proposals for self-insured are run in contracts. Claims that were included 12 months to the current contract year are considered a run-in claim. That is what the City currently has and what Jones Group proposed. The current contract has a run-in limit of \$94,500. The chances of a claim coming in that was incurred 36-48 months ago are slim. The proposed plan protects the City.

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

Agenda Item #8, Consider Selection of City Insurance Plan.

Bunger motioned to select Continental Western Group for \$284,173 and Sumstine seconded. Krings had no information to add. Yant requested to review the roof coverages offered by CWG. Their policy is not replacement cost. Both Bunger and Evans conferred it is actual cash value. Evans added it is also actual cash value for the City's substations.

Krings reminded the council of the procedural process. A motion has to be made in order to discuss the agenda item. If a council member isn't in favor of the current motion, then he/she can vote no and make a new motion if the current one fails. All insurance proposals can be discussed now.

Sumstine stated Travelers is very highly rated. They've paid the City very well over the few years. Kevin Krull has been a great asset to the City. On roll call, the following voted aye: Bunger. Voted nay: Sumstine, Yant, and Schneider. Motion failed.

Sumstine motioned to select Travelers \$319,587 for the City's insurance and Bunger seconded. Sumstine repeated again Travelers is the cream of the crop and they replaced a lot from the last hailstorm. Sumstine believes the LARM pool is a risk. Sumstine asked about how the reinsurance process works with LARM? Fox stated each year LARM negotiates a reinsurance company to cover LARM for the larger claims. Most insurance companies also contract with reinsurance companies. The City will not see the reinsurance part of the contract.

Sumstine asked about the coverage for street signs and streetlights as it states if scheduled on the LARM policy. Fox stated they could be added and would make the premium go up slightly. Fox stated Travelers now has a 3% wind and hail deductible that they didn't

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have 4 years ago during the large hailstorm. LARM's wind and hail deductible is \$5,000. Sumstine asked how Travelers handles coverage for the fire department? Cody Krull replied that Travelers does not have a separate policy for the fire department like CWG does.

Evans wanted to clarify the Firepak coverage vs the other policies. The fire department would have \$5 million coverage, and the city would also have a separate \$5 million coverage with the Firepak. The fire department could be split out of Travelers and have the Firepak.

Fox believes the City's best option is to have the CWG Firepak for the fire department and LARM for the rest. It will be the best coverage on both sides and the lowest cost. The best coverage for the city is LARM. On roll call, the following voted aye: none. Voted nay: Bungler, Sumstine, Yant, and Schneider. Motion failed.

Sumstine motioned to select Continental Western Group for \$284,173 and Bungler seconded. Yant stated a bad hailstorm will cost the City greatly due to the roof coverage. Sumstine asked K. Krull how the City can get better coverage? C. Krull replied with CWG the roofs 25 years and older are actual cash value. All metal roofs have a cosmetic exclusion. Roofs newer than 25 years are replacement cost. Fox stated that it is not correct. K. Krull stated this is the policy's coverage. On roll call, the following voted aye: Bungler and Sumstine. Voted nay: Yant and Schneider. Motion failed.

Bungler motioned to select LARM for one year excluding the fire department for \$258,398 and Sumstine seconded. Yant believes the 3-year commitment provides significant savings. Bungler stated he wanted to try it for one year to see what it was like before a longer commitment. On roll call, the following voted aye: Bungler and Schneider. Voted nay: Sumstine and Yant. Motion failed.

Yant motioned to select LARM in the amount of \$245,000 for 3 years excluding the fire department and Schneider seconded. On roll call, the following voted aye: Bungler, Yant, and Schneider. Voted nay: Sumstine. Motion carried.

Schneider motioned to approve the Continental Western Group FirePak plan for \$16,480. Yant seconded. On roll call, the following voted aye: Bungler, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #9, Consider Approval of LARM Interlocal Agreement.

Schneider motioned to approve the Interlocal Agreement between the City of Minden and the League Association of Risk Management. Yant seconded. On roll call, the following voted aye: Bungler, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #10, Consider Approval of Resolution Joining the League Association of Risk Management.

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League Association of Risk Management
2025-26 New Resolution
RESOLUTION NO. 1824

WHEREAS, The City of Minden is a member of the League Association of Risk Management (LARM);

WHEREAS, section 8.10 of the Interlocal Agreement for the Establishment and Operation of the League Association of Risk Management provides that a member may voluntarily terminate its participation in LARM by written notice of termination given to LARM and the Nebraska Director of Insurance at least 90 days prior to the desired termination given to and that members may agree to extend the required termination notice beyond 90 days in order to realize reduced excess coverage costs, stability of contribution rates and efficiency in operation of LARM; and

WHEREAS, the Board of Directors of LARM has adopted a plan to provide contribution credits in consideration of certain agreements by members of LARM as provided in the attached letter.

BE IT RESOLVED that the governing body of The City of Minden, Nebraska, in consideration of the contribution credits provided under the LARM Board's plan, agrees to:

- Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2028. (180 day and 3 year commitment; 5% discount)
- Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2027. (180 day and 2 year commitment; 4% discount)
- Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2026. (180 day notice only; 2% discount)
- Provide written notice of termination at least 90 days prior to the desired termination date, which date shall be no sooner than September 30, 2028. (90 day notice and 3 year commitment only; 2% discount)
- Provide written notice of termination at least 90 days prior to the desired termination date, which date shall be no sooner than September 30, 2027. (2 year commitment only; 1%)
- Provide written notice of termination at least 90 days prior to the desired termination date, which date shall be no sooner than September 30, 2026. (90 day Notice only)

Adopted this 2nd day of September, 2025

Signature: Larry Evans
Title: Mayor
ATTEST: Abbey Jordan
Title: City Clerk / Treasurer

Yant motioned to Resolution 1824 Joining the League Association of Risk Management. Schneider seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #11, Consider Approval of Resolution Authorizing the Mayor and Street Superintendent to Sign the 2025 Nebraska Board of Public Roads Classification and Standards, Annual Certification of Program Compliance.

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RESOLUTION
SIGNING OF THE
MUNICIPAL ANNUAL CERTIFICATION OF PROGRAM COMPLIANCE
2025

Resolution No. 1821

Whereas: State of Nebraska Statutes, sections 39-2115, 39-2119, 39-2120, 39-2121, and 39-2520(2), requires an annual certification of program compliance to the Nebraska Board of Public Roads Classifications and standards, and

Whereas: State of Nebraska Statute, section 39-2120 also requires that the annual certification of program compliance by each municipality shall be signed by the Mayor or Village Board Chairperson and shall include the resolution of the governing body of the municipality authorizing the signing of the certification.

Be it resolved that the Mayor Village Board Chairperson of Minden
(Check one box) (Print name of municipality)
is hereby authorized to sign the Municipal Annual Certification of Program Compliance.

Adopted this 2nd day of September, 2025 at Minden, Nebraska.

City Council/Village Board Members

<u>David Bunger</u>	<u>Jack Yant</u>
<u>Teresa Sumstine</u>	<u>Alyssa Schneider</u>
_____	_____
_____	_____

City Council/Village Board Member Schneider
Moved the adoption of said resolution
Member Bunger Seconded the Motion
Roll Call: 4 Yes 0 No 0 Abstained 0 Absent
Resolution adopted, signed, and billed as adopted.

Attest:
Abbey Jordan
(Signature of Clerk)

Schneider motioned to approve Resolution 1821 Authorizing the Mayor and Street Superintendent to Sign the 2025 Nebraska Board of Public Roads Classification and Standards, Annual Certification of Program Compliance. Bunger seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #12, Consider Approval of the Bid Specifications for the K Road Paving Project.

Schneider motioned to approve the Bid Specifications for the K Road Paving Project and Sumstine seconded. Krings stated the documents provided allows the City to go out for bid for the project which will be done immediately. The project timing is not set but anticipate the project to be completed in Spring of 2026. The bids received will be provided to the City Council for selection.

On roll call, the following voted aye: Bunger, Sumstine, and Schneider. Voted nay: Yant. Motion carried.

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Agenda Item #13, Public Hearing for the Community Development Block Grant (CDBG) Planning Grant Application for a Study of the City's Water System.

Olson opened the public hearing at 7:08 p.m. Lori Ferguson, SCEDD, stated this grant is to do a functional study of the City's existing water system. This grant is through the Nebraska Department of Economic Development. The hearing is to gain citizen comments and answer questions. The City is requesting \$53,000, \$3,000, which is for general administration. The City will match 20% for a contribution of \$10,000. The grant application is due September 15th and projects will be selected in November.

Wayne Anderson, 206 N. Newell, was amazed at the cost of doing a study and inquired about a timeline. Ferguson stated the grant award is for 30 months, November 2025 through May of 2028, but doesn't mean it will take 30 months. Krings replied the City will be making a request for quotes prior to the Notice of Award so the City can immediately engage with an engineering firm upon receiving Notice of Award. It is estimated the study will be completed during the first 6 months of 2026. Ferguson added that the selected engineer cannot begin until a release of funds has been granted which could be in Jan, Feb, or March of 2026.

No other public comments were made. The hearing was closed at 7:13 p.m.

Agenda Item #14, Public Hearing for the Community Development Block Grant (CDBG) Application for a Plant Expansion at Royal Engineered Composites.

Olson opened the public hearing at 7:13 p.m. Dave Arnold, president of Royal, stated they are looking to expand the facility, install new equipment, and create 23 new jobs. Royal has done several other CDBG grants and likes that the funds come back to the community.

Ferguson, SCEDD, stated this is an \$800,000 request with Royal providing a \$800,000 investment. The funds will be used to purchase equipment. 23 new jobs will be created and at least 50% will be held by or made available to low-to-moderate income individuals. SCEDD will make two loan agreements for this project for \$400,000 being deferred and \$400,000 being paid back to SCEDD to be made available to area communities. An Environmental Clearance letter has been received which allows Royal to submit a purchase order for the equipment. Krings further added the State has worked with Royal before, has much respect for Royal, and is confident that this project will be done the right way.

No public comments were made. The hearing was closed at 7:18 p.m.

Agenda Item #15, Consider Approval of a Resolution Authorizing the Mayor to Sign an Application for CDBG funds for a Planning Grant.

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The Christmas City
Minden
NEBRASKA

**RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL
TO SIGN AN APPLICATION FOR CDBG FUNDS
RESOLUTION 1822**

Whereas, the City of Minden, Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as amended for Small Cities Community Development Block Grant Program, and,

Whereas, the City of Minden, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of \$53,000.00, for a planning grant study of the city's existing water system to aid in the development of a long-range water system plan for the City of Minden and,

NOW, THEREFORE, BE IT RESOLVED BY

The City Council of the City of Minden, that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between the City of Minden, Nebraska and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

Larry Evans, Mayor
Chief Elected Official Signature

Larry Evans, Mayor
Chief Elected Official Printed Name, Title

9.2.25
Date

Schneider motioned to approve Resolution 1822 Authorizing the Mayor to Sign an Application for CDBG funds for a Planning Grant. Yant seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #16, Consider Approval of a Resolution Authorizing the Mayor to Sign an Application for CDBG funds for the Royal Engineered Composites Economic Development Grant.

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RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR CDBG FUNDS

RESOLUTION 1823

Whereas, the City of Minden, Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as amended for Small Cities Community Development Block Grant Program, and,

Whereas, the City of Minden, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of \$810,000 for direct assistance to a for-profit business, Royal Engineered Composites, Inc. for working capital related to its planned expansion at the Minden location (the "Project"); and,

NOW, THEREFORE, BE IT RESOLVED BY

The City Council of the City of Minden, that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between the City of Minden, Nebraska and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.



Chief Elected Official Signature

Larry Evans, Mayor

Chief Elected Official Printed Name, Title

9.2.25

Date

Bunger motioned to approve Resolution 1823 Authorizing the Mayor to Sign an Application for CDBG funds for an Economic Development Grant for Royal Engineered Composites. Sumstine seconded. On roll call, the following voted aye: Bungler, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #17, Consider Adoption of items as part of both Applications for CDBG Funds: Statement of Assurances and Certifications, Citizen Participation Plan, and the Residential Anti-Displacement & Relocation Assistance Plan.

Ferguson stated the Statement of Assurances and Certifications is a requirement for CDBG grants and have approved in the past. The Citizen Participation Plan is to ensure that citizens have every opportunity to make any comments on the projects. The Residential Anti-Displacement & Relocation Assistance Plan that must be in place for any CDBG grants and gives any citizen rights in the event of a relocation process.

Schneider motioned to adopt the following items as part of the applications for CDBG funds: the Statement of Assurances and Certifications, the Citizen Participation Plan, and the Residential Anti-Displacement & Relocation Assistance Plan. Sumstine seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #18, Consider Approval of the Purchase and Installation of a Well and Pump for the Minden West Estate II Pond in the Amount of \$37,320.24.

Bunger motioned to approve the Purchase and Installation of a Well and Pump for the Minden West Estate II Pond in the Amount of \$37,320.24. Sumstine seconded. Evans clarified this is just for the well installation and does not include the electrical for the well. Krings stated the entire project to cost almost \$100,000. This is a 350 gallons per minute pump and anticipates a three-phase electrical service. This would maintain a water level just below the spillway. Down the road there will be a plan to control the algae and aeration. It will be a fully stocked pond. It will be a great recreational spot for the community. Bunger added the electric will be single phase. Krings stated the well will be on the northwest corner.

Sumstine added that the City initially dug the pond deeper and installed the rocks to make the neighborhood nicer, control the stormwater, and keep the weeds down. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #19, Review Status of the Order of Condemnation for the Property known as 1348 N. Colorado Avenue and Take Action.

Krings stated discussion could happen first as this is a review status agenda item. The Order of Condemnation expired last week and reviewed the possible actions that can be taken. Sumstine contacted the property owner and let her know she was on the agenda. Hickman has a container to put her items in. She stated the buildings are going down this week and has to work on cars.

Yant motioned to Proceed with the Enforcement of Order of Condemnation dated June 2, 2025 and authorize the City or proceed with the demolition of buildings and removal of debris for the property at 1348 N. Colorado and access the costs to the property owner. Schneider seconded. On roll call, the following voted aye: Yant. Voted nay: Bunger, Sumstine, and Schneider. Motion failed.

Bunger motioned to Rescind the Order of Condemnation dated June 2, 2025. Sumstine seconded. On roll call, the following voted aye: Bunger, Sumstine, and Schneider. Voted nay: Yant. Motion carried.

Bunger motioned to Condemn the property known as 1348 N. Colorado requiring all buildings to be demolished and debris removed by October 6, 2025, or the city will proceed to demolish the buildings and remove the debris at the expiration of the October 6, 2025, deadline. Sumstine seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Motion carried.

Agenda Item #20, Consider Approval of a Resolution Amending the Following Sections of the City of Minden Personnel Manual: Section 6.06 Overtime Policies, Section 7 Vacation Leave, Section 8 Holidays, Section 9 Leave, Section 10.05 Employee Reimbursement, Section 15.04 Nepotism, Section 15.07 Political Activity.

RESOLUTION NO. 1825

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 the City of Minden Personnel Manual;



Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.06 Overtime Policies of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 6.06: Overtime Policies

It is the policy of the City to minimize overtime work except when required to safeguard public health, safety, and property. The following overtime guidelines were adopted to assure full compliance with the Fair Labor Standards Act by the City:

1. All non-exempt City Employees are to be paid in a standard 7-day work cycle of 7 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 40 hours in a standard 7-day work cycle.
2. Police Officers are to be paid in a standard 14-day work cycle of 14 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 84 hours in a standard 14-day work cycle.
3. Certain employees according to the Fair Labor Standards Act are exempt and thus do not receive overtime compensation.
4. Computation of overtime hours shall only include those hours actually worked and holidays listed in Section 8.01 Holidays. Vacation, and leave per Section 9 absences are not to be counted towards computation of overtime hours.
5. Employees working in the Water and Sanitary Sewer Departments shall receive 1 hour of regular pay for each day they are on call.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 7 Vacation Leave of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 7: Vacation Leave

The City knows how hard employees work and recognizes the importance of providing time for rest and relaxation from the demands of working. The City encourages employees to take care of personal matters and rejuvenate by taking available paid vacation leave.

Eligible employees earn and accrue vacation leave based upon the provisions in this policy. Vacation leave is accrued based upon an anniversary year (based upon each employee's date of hire). The amount of leave an employee is eligible to earn increases with the length of employment as outlined below.

Vacation leave is paid at an employee's base rate of pay at the time of absence and does not include overtime or any other form of compensation such as bonus pay.

Paid holidays falling in a vacation period will not count against vacation time.

7.01 Accrual

All regular full-time employees regularly scheduled to work and working at least thirty-two (32) hours, are eligible to receive paid annual vacation based on the number of years of employment as set forth in the table below:



<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Total Annual Vacation Leave</u>
Hire Date – Year 3	4 Hours	104 Hours
4 through 10 Years	5 Hours	130 Hours
11 or more Years	6 Hours	156 Hours

Vacation leave accrues only when and employee is actually working. Vacation leave does not accrue while an employee is on any unpaid leave of absence.

An employee who has already requested and been approved for vacation leave hours will not be credited back for hours that the City Administrator closes the City offices due to weather conditions.

Section 7.02 Vacation Leave Requests and Approval

All requests for vacation leave must be submitted to and approved by a department head and/or City Administrator prior to the leave being taken.

Section 7.03 Vacation Leave Annual Rollover

Employees are encouraged to take their available vacation leave each anniversary year. Accrued but unused vacation leave at the end of an anniversary year will roll over into the next year.

Section 7.04 Vacation Leave Cap

Vacation leave may accrue up to an amount not to exceed a maximum cap of 240 hours (“Vacation Leave Cap”). When an employee has reached the Vacation Leave Cap limit of 240 total hours, the employee will stop earning or accruing any additional vacation leave until the employee uses sufficient accrued vacation leave to go below the cap. Once accrued vacation leave is so reduced, the employee will begin to accrue vacation leave again on the City’s next regularly-scheduled payday following the reduction below the Vacation Leave Cap. An employee will not accrue more vacation leave in any anniversary year than the amount to which the employee is entitled pursuant to the table in section 7.01.

Section 7.05 Terminal Pay

In the event of the death of an employee, the employee's beneficiaries will be entitled to compensation for accrued vacation hours.

Section 7.06 Separation Pay

Upon separation of employment, any earned but unused vacation hours will be paid to a separating employee within two (2) weeks or at the next regularly-scheduled pay period, whichever occurs first, with their final paycheck.

Employees who give notice of intent to terminate employment must work out the notice period and cannot utilize remaining vacation leave to extend the separation date, unless otherwise agreed to by the City. The City reserves the right to immediately accept a resignation and pay out the notice period utilizing available accrued but unused vacation at its sole discretion.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 8 Holidays and Personal Days of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:



Section 8: Holidays
Section 8.01: Holidays

The following named days shall be official holidays for City Employees:

- | | |
|-----------------------------|----------------------------|
| New Years Day | Veterans Day |
| Martin Luther King, Jr. Day | Thanksgiving Day |
| Presidents' Day | Day After Thanksgiving Day |
| Arbor Day | Christmas Eve Day |
| Memorial Day | Christmas Day |
| Independence Day | *1/2 Day New Years Eve Day |
| Labor Day | |

Holidays shall be observed on the day they are observed by the courts of the State of Nebraska. When a holiday falls on Sunday, the following Monday shall be observed as a holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If Christmas Eve Day falls on a Friday and Christmas Day falls on a Saturday, Thursday and Friday will be observed as the holidays. If Christmas Eve Day falls on Sunday and Christmas Day falls on Monday, Monday and Tuesday will be observed as the holidays.

*If New Year's Eve Day, December 31, falls on a Monday, Tuesday, Wednesday, or Thursday, the City Offices shall close at 12:00 noon on such day. The City Administrator has the discretion to close the City offices on December 31 of any year of which New Years Day falls on a Tuesday or Friday.

Regular, full-time employees who are not required to be on duty will be allowed to be absent from work without loss of pay on an official holiday. Seasonal and part-time employees shall not be paid for the holiday. In order to qualify for holiday pay, employees shall not be absent, without authorized leave, on either the day prior to or the day after such holiday. Holidays which occur during a vacation, personal time, and or leave per Section 9.01, 9.02, 9.04, 9.05, 9.07 (1), (2), (3), (4), and (5); shall not be charged against that leave. If a holiday occurs while an employee is on Workers' Compensation or other disability compensation, no credit for the holiday shall be allowed.

The holidays listed in this section will count as hours worked and will be compensated for a full shift at regular pay for their normal work shift. An employee may be required to work on a holiday if it is necessary to maintain essential services to the public. If an employee works on a holiday as listed in this section, they will be compensated in accordance with Section 6.06 Overtime Policies.

Employees must be on the active payroll in order to be paid for the holiday.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 9 Leave of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

9.01 Medical Leave

Medical leave with pay shall be provided to regular full-time employees for the purpose of providing an economic cushion. The accumulation of medical leave shall be allowed for the purpose of enabling

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employees to be protected economically in the event of a major illness or lengthy absence from employment for a medical reason.

All regular, full-time employees shall four (4) hours of medical leave with pay for each two (2) week pay-period, with unlimited accumulation.

An employee who leaves his position because of a reduction force may, if reappointed within 12 months shall have available for his necessary use any unused medical leave existing at the time of his termination.

An employee eligible for medical leave with pay shall be granted such earned medical leave for sickness or injury, for medical, dental, or optical examination or treatment, when an employee is exposed to a contagious disease, or when attendance at duty may jeopardize the health of others.

Additionally, an employee may use medical leave when the illness or condition, including death, of an immediate family member requires the employee's presence. Immediate family member for the purposes of medical leave is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter).

Medical leave with pay may be granted for reasons of personal illness or physical incapacity upon approval of your request by the City Administrator. An employee shall present a written statement by a physician certifying that the employee's condition prevented him/her from performing the duties of his/her position, if said employee is absent for more than five (5) days, or more frequently, if so requested by the City Administrator.

All long-term medical leave requests must be accompanied by appropriate medical certification from a physician, indicating the condition necessitating the leave request and the projected date of return to work. Upon granting a long-term leave request, the employee may be required to provide the City Administrator with additional physician statements at least once every thirty (30) days or more frequently if requested attesting to continued disability and inability to work. The employee may also be required to provide the City access to all medical records or to submit to an examination at any time by a physician designated by the City Administrator.

Before being permitted to return from long-term medical leave, the employee may be required to provide the City Administrator or his designee with a note from a physician indicating that he is capable of returning to work with or without restrictions.

The employee shall notify his/her department head of his/her sickness which will prevent his/her reporting for work, as quickly as possible after it is known that he/she will be unable to report for work. Such notices will be given either directly by the employee or by any other means at his/her disposal. Failure to make such a report will be considered absence without leave without pay.

In the event that the City Administrator closes City offices due to weather conditions, an employee will not have medical leave hours that otherwise would have been utilized added back to their medical leave account. Employees shall not be paid for accrued sick leave upon termination of employment.



Section 9.02 Special Medical Leave

An employee who needs medical leave for purposes as described previously and who does not have any accrued medical leave credits may request leave without pay or request a medical leave donation per Section 9.03. The City Administrator may grant leave without pay if it is in the best interest of the City to do so.

Section 9.03 Medical Leave Donation

The City of Minden recognizes that employees may face a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation time. To address this need all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need in accordance with the policy outlined below. Participation in donating and receiving medical leave is strictly voluntary.

Immediate family members in this section are defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)

1. Eligibility
 - a. Employees requesting to receive donated medical leave must meet the following conditions to receive donated medical leave:
 - i. Employed for a minimum of six (6) months
 - ii. Must be a regular full time employee
 - iii. Serious medical conditions to employee or immediate family member such as, but not limited to:
 1. Birth of a child or placement of a child through foster care or adoption
 2. The care for a child, spouse, or parent who has a serious health condition
 3. A serious health condition that makes the employee unable to work
 - iv. Must have exhausted all vacation and medical leave
 - v. Must not be receiving disability benefits or workers' compensation for the same condition.
 - vi. Must submit a written request and provide medical documentation if applicable.
 - b. Employees may donate medical leave if they:
 - i. Employed for a minimum of six (6) months
 - ii. Employee is a regular full-time employee with a minimum balance of eighty (80) hours after donation
 - iii. Voluntarily choose to donate
 - iv. Have not given notice of termination
 - v. Donations must be made in a minimum of four (4) hours and in whole-hour increments
2. Donation Guidelines
 - a. Donations are irrevocable once processed.
 - b. Donors must maintain a minimum balance of eighty (80) hours after donation.
 - c. Recipients may receive up to four hundred and eighty (480) hours in a rolling 12-month period.
 - d. Leave may only be used for the approved period and may not be paid out. Any unused donated leave will be placed in a pool for future requests by any employee.
3. Application Process
 - a. Recipients requesting leave must:
 - i. Submit a Medical leave Donation Request Form
 - ii. Attach medical certification (e.g., physician statement), if applicable
 - b. If an employee would like to donate leave, they must:
 - i. Submit a "Donation of Medical Leave Agreement" form.



4. Administration
 - a. All requests from recipients and donors will be reviewed and approved by the City Administrator and/or Human Resources
 - b. All approved requests will be communicated to the workforce
 - c. The HR Department will track all donations and usage.
 - d. All requests, donations, and medical information will be kept confidential
 - e. The employer reserves the right to deny or limit donations based on staffing needs, policy violations, or abuse
5. Abuse and Violations
 - a. Any misuse of this policy, including fraudulent use of donated leave or coercion of employees to donate, may result in disciplinary action.

Section 9.04 Workers' Compensation

The Workers' Compensation rules included in Chapter 48, Article 1, §48-101 of the Revised Statutes of Nebraska State:

"When personal injury is caused to an employee by accident or occupational disease, arising out of and in the course of his or her employment, such employee shall receive compensation therefor from his or her employer if the employee was not willfully negligent at the time of receiving such injury."

Therefore, all employees of the City of Minden are covered by Workers' Compensation Insurance. This includes full-time, part-time, and seasonal employees. Workers' Compensation Insurance coverage includes medical and hospital services, prosthetic devices, total and partial disability, injury to specific members, and injuries causing death.

Per Chapter 48, Article 1, §48-119 of the Revised Statutes of Nebraska State:

"No compensation shall be allowed for the first seven (7) calendar days of disability, except as provided in section 48-120, but if disability extends beyond the period of seven calendar days, compensation shall begin on the eighth (8) calendar day of disability, except that if such disability continues for six (6) weeks or longer, compensation shall be computed from the date disability began. For purposes of this section, a partial day of disability shall be deemed a calendar day of disability."

Employees may return to restricted duty following a work-related injury if the City is provided a release from a physician and the City has a light-duty position available for which the employee is qualified. Leave under this provision may not exceed 90 days for any one injury.

Anyone injured on the job must report it immediately to his Department Head and complete any necessary reports. The Department head will then forward all pertinent information to the City Administrator, so that the proper report is filed within five (5) days after the injury. (Resolution 1792 3-18-24)

Section 9.05 Military Leave

Every regular full-time employee who is a member of the Armed Forces is entitled to military leave in



accordance with section 55-161 Reissue, Revised Statutes of Nebraska, 1943, Cumulative Supplement 1972.

Section 9.06 Family Military Leave

Family Military Leave Act of 2005

Regular employees employed for at least 12 months and have worked 1250 hours and who are the spouse or parent of an individual that has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than 179 days, are eligible for up to 15 days of unpaid Family Military Leave. Such leave and return to municipal service and retention of benefits shall be in accordance with federal and/or state law.

Nebraska Family Military Leave Act - April 4, 2007

Employees who are spouses and parents of military service members and who have been employed by the City for twelve (12) months and have worked 1,250 hours in the previous twelve (12) months are eligible for leave in accordance with the Family Military Leave Act.

Eligible employees can use family military leave when a spouse or child has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than one hundred seventy-nine (179) calendar days. Employees are eligible for up to fifteen (15) days (work days) of unpaid Family Military Leave during the time the deployment orders are in effect.

The City will require certification from the proper military authority to verify the request for leave. If the leave will be longer than five (5) days, employees should provide fourteen (14) days notice. If the leave is less than five (5) days, then the employee should provide notice as soon as practicable.

Any employee, who exercises the right to leave under the Act, is entitled to restoration of the position or to a position with equivalent seniority status, benefits, pay, and other conditions of employment when leave commenced.

The City will continue to pay the employer's portion of health insurance during family military leave. The employee is responsible for payment of his/her share of health insurance to the City during the absence. If the employee fails to return to work at the end of the fifteen (15) day period, he/she will be required to reimburse the City for the employer's portion of the health insurance premium that was paid during the absence. Vacation and medical leave accruals are not earned during unpaid family military leave.

All accumulated personal leave days, vacation, and earned comp time leaves must be utilized before unpaid leave is used. Paid leave is included as part of the fifteen (15) days of family military leave.

An employee may take family military leave intermittently or on a leave schedule that reduces hours per workweek or workday. The City may transfer an employee requesting intermittent leave to an available alternate position if he/she is qualified.

To request family military leave, an employee must make such request in writing to his/her supervisor. The supervisor will forward this request to the City Administrator for approval and to be placed in the employee's

Medical File. The employee must provide a copy of the orders. When the Leave is actually taken the employee is to complete a leave request form and mark, "other", with the description of Family Military Leave.

The City may not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee who exercises any right provided under the Act. City Administration is the official administrator of this policy.

Nebraska Family Military Leave Act - Questions and Answers

- Q. What is the purpose of the Nebraska Family Military Leave?
- A. To create a method by which employers save on the cost of hiring and training new employees by giving certain employees extended periods of time off for family military deployment emergencies. It provides a means for some employees to deal with situations created by deployment orders when they have no leave available.
- Q. What does the Act do?
- A. The Act requires the City of Minden to provide up to a total of fifteen (15) days of unpaid leave during a twelve- (12) month period for employees at the time deployment orders are in effect for a spouse or children.
- Q. Are all employees eligible to use this type of leave?
- A. Employees must have worked at least twelve (12) months for the City and at least one thousand two hundred fifty (1,250) hours during the past 12 months.
- Q. What are the reasons an employee can take leave?
- A. Eligible employees may take this type of leave for a spouse or child that has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than one hundred seventy-nine (179) calendar days. Employees are eligible for up to fifteen (15) days (workdays) of unpaid Family Military Leave during the time the deployment orders are in effect.
- Q. What does military deployment orders mean?
- A. Leave can only be taken during the time the deployment orders are in effect, not before or after. For example, if the service person is given notice on Monday that he/she must leave on Friday, the employee is not to take leave until actually deployed or until Friday.
- Q. How do I request family military leave?
- A. To request family military leave, an employee must make such request in writing to his/her supervisor. The employee must provide a copy of the orders to HR to verify the request. The supervisor will forward this request to HR to be placed in their Medical File. When the leave is taken the employee will complete a leave request form and mark, "other", with the description of Family Military Leave.
- Q. Do I have to provide the City notice prior to requesting family military leave?
- A. Yes. You must provide the City reasonable notice, preferably fourteen (14) days if the leave will be longer than five (5) days. If the leave is less than five (5) days, then notice as practicable.
- Q. Do I have to use personal days or accrued vacation leave first?
- A. Yes. However, for every day of personal, vacation, or comp time an employee uses for family military leave purposes, the maximum leave time of thirty (30) days is reduced by one day.
- Q. While I am using family military leave, what is the status of my benefits?
- A. If, as part of your family military leave you are using medical, vacation, or comp time earned, you will continue to accumulate and receive full benefits just as if you are working. During unpaid family

military leave, the City will continue your health insurance coverage, provided you pay your share. However, vacation and medical leave accruals are not earned during unpaid family military leave.

- Q. Do I get my old job back after I return from family military leave?
A. On return from family military leave an employee is entitled to be returned to the same position an employee held when leave started, or to an equivalent position, with equivalent benefits, pay, and other terms and conditions of employment.

Section 9.07 Special Leave

The City of Minden may also grant special leave hours as follows:

1. Juror – Leave with pay shall be granted to an employee to serve when called for jury duty.
2. Witness – Special leave may be granted by the City Administrator, with pay, to an employee when summoned to serve as a witness by any court of proper jurisdiction.
3. An employee involved in court as an expert witness (not because of his/her official capacity) or in a personal case, either as a plaintiff or as a defendant, shall be granted either vacation leave or leave of absence without pay.
4. Bereavement Leave
 - a. Immediate Family:
 - i. Immediate family member for the purposes of bereavement leave is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)).
 - ii. Three (3) days of bereavement leave with pay may be granted for funerals of the immediate family of an employee. Any additional days may be charged to vacation leave, or taken without pay.
 - b. Non-Immediate Family:
 - i. For bereavement leave not in the immediate family, leave with pay may be granted not to exceed eight (8) hours per year, and may be taken in not less than one half hour increments.
 - c. Other:
 - i. If travel is necessary to attend a funeral, a reasonable time may be allowed by the City Administrator and charged as vacation leave or taken as leave without pay.
 - ii. In situations where several employees wish to have time off to attend a funeral, discretion must be used by the City Administrator so that City services can be maintained.
 - iii. In the event of the death of a current elected official or City employee, the City Administrator may authorize the absence of employees to attend the memorial service without using funeral leave.
 - iv. In the event that the City Administrator closes City offices due to weather conditions, an employee will not have funeral leave hours that otherwise would have been utilized added back to their funeral leave account.
5. A pregnant employee may request maternity leave at such time as she feels she is unable to perform her normal duties or when her physician advises her to do so. Such leave shall be for a period of ninety (90) days and shall be without pay after vacation and medical leave have been expended. An employee on maternity leave is expected to return to work after childbirth, miscarriage, or abortion at the end of the 90 day leave of absence or as soon thereafter as she can be reasonably expected to perform her normal duties. Failure to report at the end of the 90-day leave shall be considered as a resignation unless a time extension has been approved by the City Administrator.



6. Short-Term Disability – An employee may apply for short-term disability benefits through the City of Minden's Group Insurance Program after all sick leave and vacation has been used. During the time an employee is on short-term disability the employee shall not accrue sick leave time or vacation time.
7. Long-Term Disability – An employee may apply for long-term disability benefits through the City of Minden's Group Insurance Program if all requirements have been met as set forth in the plan document.

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 changed **as of 9th day of November, 2025** 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 tips paid. The City will not reimburse for any items if the receipt 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. Cancellations
- 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.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 15.04 Nepotism of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 15.04 Nepotism

Two or more members of the same immediate family shall not be employed to supervise each other or to work under the same immediate Supervisor, unless in Seasonal Employment status. Employees may work in different divisions of the same department or in different departments. Council approval will be sought for necessary situations, as required by the Nebraska Accountability and Disclosure Commission on NADC Form C-4. Immediate family is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)). Should two present employees become immediate family through marriage, both employees may retain employment, however, the City Administrator retains the right and responsibility to transfer either one of the related employees for the purpose of maintaining the best interest of the City of Minden.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 15.07 Political Activity of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 15.07 Political Activity

Unless specifically restricted by federal or state law, employees of the City of Minden shall not be prohibited from participating in political activities except during office hours or when otherwise engaged in the performance of their official duties (this includes wearing political buttons while on duty). In addition, employees may not use their City job to distribute or receive political favors of any type or nature. Employees shall not engage in any political activity while wearing uniforms required by the City.

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must use vacation leave, or leave without pay to cover this period of absence. An employee may be elected to office, but if such election presents a conflict with the employee's job or interferes with the employee's scheduled work hours, the City has the authority to change terms and conditions of employment, up to and including termination.

City of Minden

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Council Member Yant moved for the adoption of the foregoing Resolution. Council Member Schneider seconded the motion.

On roll call the following voted Aye: Bunger, Sumstine, Yant, and Schneider.

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 2nd day of September, 2025.

PASSED AND APPROVED this 2nd day of September, 2025.

/s/ Larry Evans
Larry Evans, Mayor

Attest:

/s/ Abbey Jordan
Abbey Jordan, City Clerk

Yant motioned to approve Resolution 1825 approving the changes of the City of Minden Personnel Manual: Sections 7, 8, 9; Section 6.06, Section 10.05, Sections 15.04 & 15.07 with an effective date of November 9, 2025. Schneider seconded. Krings stated a majority of the volume of changes are to amend policies to how they are currently utilized. The most notable changes are the accrual rate of vacation, the vacation cap, and the payout of hours above the vacation cap.

Bunger stated the police department are on 24-hour shifts and may not be able to cover the extra shifts and the hours will be paid out? Krings stated any hours above an employee's current maximum are able to be paid out. The employee can determine the amount they want to be paid out above their current max. There are a couple of employees that are over 300 hours of vacation. It would be in their best interest to get it substantially below the 240-vacation cap.

Jordan added this would be a one-time payout option for employees before the policy goes into effect. Employees can select the amount they want paid out. There will be a form to be completed for this request. Krings clarified that any employee that reaches a balance of 240 hours will no longer be accruing hours.

Evans asked if short-staffed departments have any exemptions? His business could declare an exigency of public business when they were short staffed. Krings stated if there is a method to suspend the vacation cap, it would be brought to the council. It was further added that no officers are currently at or above the new cap so they will all continue to accrue. Bunger added that in a year or two, they could get to the cap? Krings replied potentially. The City will visit with the City's HR attorney and get options.

Sumstine asked about the medical leave donation program? Jordan replied this is a new process. Krings added an employee can request medical leave hours and staff will be notified of the request. They can decide if they want to donate or not. Bunger clarified if it was dollar for dollar? Krings stated the donations are hours. Evans stated donations are irrevocable. Schneider clarified it is optional. Krings added the process is all anonymous.

City of Minden

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Krings stated the November 9th date is to provide employees time to decide if they want paid out for vacation hours and how many hours.

Evans asked about the vacation extension of the employee's termination date? He wanted to confirm the difference. Krings stated the policy doesn't allow an employee to be paid for vacation days past their final working day. That could allow an employee to stay on the health insurance plan. Jordan confirmed the extension of health insurance coverage for the employee and potentially their family is the biggest reason for this policy. This creates a liability for the City.

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

Agenda Item #21, Adjournment

Bunger motioned to adjourn at 7:40 p.m. and Schneider seconded. On roll call, the following voted aye: Bunger, Sumstine, Yant, and Schneider. Meeting adjourned.

/s/ Larry Evans
Larry Mayor Evans, Mayor

ATTEST:

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