CITY OF TERRYTOWN
Regular Meeting of the City Council
November 13th, 2025

The City of Terrytown Council met on Thursday, November 13th, 2025, at 6:30 PM, for a regular meeting of the City Council at the Community Room in the Carpenter Center, 116 Terry Blvd in the City of Terrytown, Nebraska. Notice of said meeting was published in the Star-Herald according to Nebraska State Law and posted in in the following three prominent places 89A Woodley Park Road, 116 Terry Blvd, and 120 Terry Blvd as outlined by ordinance. In the absence of Mayor, Chris Perales, Council President, Emily Norman called the meeting to order at 6:30 p.m. Council Members present were Brandon Ettleman, Tyler Feil, and Mike Minzey. City Clerk, Jeni Matten was present and took minutes. Also present: Attorney, Libby Stobel, Engineer, Jeff Wolfe and Utility Supervisor, Hugo Chairez

The Pledge of Allegiance was recited by those in attendance. Mayor Perales pointed out the location of the poster for the Open Meetings Act..

There were no changes to the agenda and no emergency items.

There was no discussion on the Regular claims for October 2025. Feil moved to approve the Regular Claims for October 2025. Ettleman seconded the motion. Aye's: Ettleman, Feil, Minzey, and Norman. Nay's: none. Motion carried. *Claims to follow minutes

Feil noted the misspelling of his name in the October 30th, 2025 Special Meeting Minutes. Feil moved to approve the minutes from the Special Meeting held on October 30th, 2025 with corrections to his name. Minzey seconded the motion. Aye': Feil, Minzey, Norman, and Ettleman. Nay's: none. Motion carried.

Council received the Revenue and Expense Reports for October 2025.

Council received the Communications report from October 2025. Chief Brass, Scottsbluff Police Department was present and reported on statistics. Year-to-date there has been 590 calls in Terrytown. 106 in the last 60 days. 911 hang-ups have been highs. Motor Vehicle accidents are up, but injury accidents are down. She spoke about the Department participation in the Trunk-or-Treat was great community engagement. The Department has step grant funds which allows for community engagement and education. Ideas are being looked at with Terrytown for additional community engagement. Potentially, with nicer weather can put together a "Bike Safety" event in Terrytown. She noted that she and Mattern have talked about a spring event "Cops and bobbers", this is a new event for the department. Game and Parks holds this event across the state and may also be a good resource. Brass noted that the Speed Trailer has been fixed and that Terrytown is first on the list to use it.

Regarding the Pay Application for Infinity Construction for the 2025 Terry Boulevard Pavement Rehabilitation Project. Minzey questioned page 2-line item 7, due to the difference between the quoted liner foot for curb and gutter and the work done. Wolfe stated that more was done, but it was at the same price and for needed replacements. Minzey moved to approve paying the Contractors Pay Application #2 – Final to Infinity Construction for the 2025 Terrytown Terry Boulevard Pavement Rehabilitation Project in

the amount of $49,211.00. Ettleman seconded the motion. Aye's: Minzey, Norman, Ettleman, and Feil. Nay's: none. Motion carried.

Mattern stated that if there were any questions regarding the 2023-2024 Audit. Minzey pointed out that the City uses a cash basis and the auditors recommended accrual basis. Mattern stated that it is difficult to use all accrual basis with how the City accepts Utility Billing payments, but the goal is to move towards accrual. Minzey asked about on page 23 and in italic not all paragraphs reflect the same i.e. interest rates. Minzey and Mattern agreed that it may have just been missed. Feil moved to approve the 2023-2024 Audit as submitted to the State. Minzey seconded the motion. Aye's: Norman, Ettleman, Feil, and Minzey. Nay's: none. Motion carried.

Mayor Perales asked prior to the meeting that the council consider waiving late fees and disconnect fees for November and December; 2025 due to the Government Shut-down and the potential hardship to the Terrytown community. Norman broke down the line items regarding waiving late fees and shut-off fees. Minzey asked how much the City earns in late fees per month, Mattern stated it averages around $300/month. Minzey projected a loss of about $600/month for both late fees and disconnect fees are waived. Staff's concern is that it is frequently the same residents each month, and postponing the shut-offs, will make it difficult for them to catch back up. Staff reminded council of the statutorily requirement process for a conference prior to disconnection as well as a possible payment plan. Norman recommended that it be emphasized to residents that they can ask for a waiver of late fees. Council agreed that residents could present a written request to council instead of appearing at the council meeting.

First reading of Ordinance No 499 AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA CONCERNING RATES CHARGED FOR CITY-OWNED WATER AND SEWER UTILITIES, REPEALING PRIOR ORDINANCES AND PROVIDING FOR AN EFFECTIVE DATE of January 1, 2026.

The Annual Holiday Lights and Cookies & Hot Chocolate with Santa event is tentatively scheduled for December 12th, 2025 from 6 p.m. – 8 p.m. Twin City Development is assisting in making a map. Staff requested the council provide a budget for the event. Feil was appreciative that the Trunk or Treat and Chilli Cook-off stayed far under the budgeted $1,000 and proposed the $1,000 maximum for this event as well. Feil moved to set a budget for the Annual Holiday Lights and Cookies & Hot Chocolate with Santa, not to exceed $1,000. Ettleman seconded the motion. Aye's: Ettleman, Feil, Minzey, and Norman. Nay's: none. Motion carried.

Discussion regarding boards and committees. Mattern requested we note all boards and committees each member sits on, list as follows:
Minzey – Tri City ACLE, PADD, Valley Visions
Ettleman – Personal Committee, Heartland Expressway
Feil – Land Purchase Committee, ACE/NMPP
Norman – Personal Committee, Safety Committee, Scotts Bluff County Communications, Region 22 Emergency Management, Board of Health
Perales – Scotts Bluff County Communications, Region 22 Emergency Management, Land Purchase Committee, Board of Health
Mattern – PADD, KSGB, WNED, Regional Governance, Alternate – Scotts Bluff County Communications, Region 22 Emergency Management, Secretary for all City Boards, Tri-City Stormwater

Norman requested developing a procedure in which City representatives report back to council on the meeting attended on behalf of the City. Mattern pointed out that other communities designate a time on their agendas for "liaison reports". Mattern will bring a list of all paid organizations, including meeting places and times, with a synopsis idea for reporting.

Scotts Bluff County Communications Interlocal Agreement is being reviewed by the advisory committee. Norman stated that most recent conversation was regarding billing, that it was to be based off of census data which was updated in 2020, and it wasn't updated to reflect population at that time. Outside of that, Norman didn't recall any other stand out points. She let the council know that there were some issues with billing, some entities overpaid and received refunds and then Terrytown may have underpaid and will be billed additional amounts in the future. Mattern has not yet received the billing for Q3 2025.

Utility Assistant II position was reviewed. Chairez said that they do not have interested, and it hasn't worked to make this a full-time year-round position, so requested that revert to a seasonal position for now. Norman and Chairez discussed a hiring timeline and it were decided to table the hiring discussion until our February meeting.

The Personnel committee was made aware that there were two versions of the employee manual/handbook with significant differences. Big differences were Part-time benefits. Chairez pointed out the one they signed was the one presented from June 23, 2025. Another difference, was pay period, and on-call pay. Stobel glanced at both versions and believes there could have been a mistake. She will review both versions along with prior meeting minutes discussion and bring back to the Council for the December 2025 meeting.

Norman stated that the policy regarding vacation buy-back is noted on page 13 of both the employee manuals/handbooks which are presently presenting confusion. She states it clearly says that if you are on vacation and get called back in, then is the time an employee would put in a special request to be reimbursed the vacation hours. Chairez stated he loses his vacation because he gets called in while off on vacation. Norman asked if this was Chairez's agenda items, he stated no but that Feil has said in the past that he is willing to pay for two weeks unused vacation time. Norman asked Chairez if there was someone in his department that is requesting the buy-back. Utility Assistant, Robert Blanco said that he would like to have it, Chairez stated that at the first of the year vacation time is lost. Stobel reminded the council that staff does not "loose" vacation time, it's that they cannot accrue more than the outlined number of hours from the handbook/manual. Norman stated that if this is an actual request it will need to come individually to council, however, noting that this should not be common practice as the manual outlines what is recommended. Chairez stated he loses his vacation every year because he doesn't have time to take it and that Blanco is always at work as well. Norman reminded him that this scenario is addressed in the handbook/manual as well.

Feil moved to open the Public Hearing RE: One (1) and Six (6) year Tentative Street Improvement Program for the City of Terrytown, Nebraska in compliance with Section 39-2115 and 39-2119 of Chapter 39 of the Cumulative Supplement of the Revised Statutes of Nebraska, 1943. Ettleman seconded the motion. Aye's: Feil, Minzey, Norman, and Ettleman. Nay's: none. Motion carried .

Wolfe opened comments by letting the Council know this is the same plan that was reviewed and discussed at the budget workshop and at the last regular city council meeting. Wolfe did say that he made the revisions requested by Minzey during the prior discussion. There were no comments from the public.

Ettleman moved to close the Public Hearing RE: One (1) and Six (6) year Tentative Street Improvement Program for the City of Terrytown. Feil seconded the motion. Aye's: Minzey, Norman, Ettleman, and Feil. Nay's: none. Motion carried.

Feil moved to approve Resolution 25-07 1-6 Year Street Program for Terrytown 2026. Minzey seconded the motion. Aye's: Norman, Ettleman, Feil, and Minzey. Nay's: none. Motion carried.

Wolfe recommended the next two agenda items be voted on together. He noted this is a plan that has to be completed every year, per state guidelines in order to receive Highway Allocation and Incentive funds. Feil moved to approve Resolution 25-08 SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT 2025 and the Year-End Certification of City Street Superintendent. Ettleman seconded the motion. Aye's: Ettleman, Feil, Minzey, and Norman. Nay's: none. Motion carried.

Council reviewed receipts from Ben's Construction for roadwork on Spring Valley Lane. Wolfe noted that Chairez hired Ben's Construction to fix some of the street deterioration. Following the initial repairs Wolfe and Chairez analyzed additional sections on Spring Valley Lane that were just as bad if not worse than the beginning project. They determined that with the additional traffic from the Terry Blvd project that the road needed fixed in a prompt manner. Minzey asked if bids were required to be received on this project. Wolfe said that due it was under the threshold it wasn't necessary. Minzey asked if Wolfe or somebody from M.C. Schaff inspected the project before and after, Wolfe stated he met with Chairez regarding the on-site inspections. Minzey expressed he wasn't aware of this project until that point. Ettleman moved to approve payment to Ben's Construction in the amount of $6,500 for the 92 Spring Valley Lane Street Project. Feil seconded the motion. Aye's: Feil, Minzey, Norman, and Ettleman. Nay's: none. Motion carried.

Feil moved to approve payment of $28,300 for street repairs at 89 – 92 Spring Valley Lane. Ettleman seconded the motion. Aye's: Minzey, Norman, Ettleman, and Feil. Nay's: none. Motion carried.

Wolfe pointed out that the new Sewer Services Agreement with the City of Scottsbluff is for the Sewer Jet, sewer cleaning machine. Feil moved to approve the Sewer Services Agreement with the City of Scottsbluff. Minzey seconded the motion. Aye's: Norman, Ettleman, Feil, and Minzey. Nay's: none. Motion carried.

Chairez told the council that currently at the city shop there is only one bay that has a drain and there are two needed. When the pick-ups come in from plowing snow there needs to be a drain for the water melt-off. Ettleman moved to approve Proposal from Hennings Construction for the Terrytown shop floor drain in the amount $8,732.80. Feil seconded the motion. Aye's: Ettleman, Feil, Minzey, and Norman. Nay's: none. Motion carried.

Chairez reminded the council that the new carports were put in to house the backhoe and in order for the backhoe to be used in the winter there would need to be power ran to the carport in order to plug in the engine heater. Feil asked if there should be quotes from anyone else, Ettleman stated that if Hennings is already doing work for us, may as well have them do it. Ettleman moved to approve Proposal

from Hennings Construction for Terrytown Lift Station Electrical Upgrade in the amount of $6,630. Minzey seconded the motion. Aye's: Feil, Minzey, Norman, and Ettleman. Nay's: none. Motion carried.

Wolfe talked to the council about putting meters on the City's parks, sewer plant etc. The meters would make it is easier to identify if there is a leak in any of those areas. This would, also, show offset in reporting to the USDA. Council directed Wolfe to bring cost breakdowns to the council meeting in February.

Wolfe stated that Mattern pointed out four meters that have never read at Housing Authority. Mattern stated that if her recollection is that Housing wanted their plumbers to install the meters, inside the building, below the boiler system, which causes a sediment problem in the meters. Wolfe would like to see those meters replaced sooner rather than later. Chairez stated he would want a shut off both above and below the meters for better maintenance of the meters. Wolfe asked about a backflow, Chairez said they have one. Wolfe said that because the meters are inside, it requires a licensed plumber. Mattern asked if once the shut-offs are installed, if the meters are still usable. Chairez and Blanco stated that some of them, maybe, they won't know until they take them apart. Ettleman asked if Housing is being charge for those meters, Mattern said they are currently getting the minimum meter charged but not for consumption.

Ettleman asked if there are community betterment funds that can be used for park upgrades and/or a bus canopy. Mattern said yes. He stated that we are putting murals up to attract people and it would be nice to have nicer equipment as attraction as well. He said there is a bus stop where several children congregate waiting for the school bus, in the winter there isn't protection for them while they wait. Mattern said there are grant opportunities for both and that this may be a good business partnership. She stated she has learned that there is (at times) the availability to use a secondary grant for the "matching funds". Council directed Mattern to research all options and add to the agenda when information has been gathered.

At 7:58 Ettleman moved to adjourn the Public Hearing and Regular City Council Meeting. Feil seconded the motion. Aye's: Minzey, Norman, Ettleman, and Feil. Nay's: none. Motion carried.

Council President, Emily Norman

Attest:

CITY CLERK Seal TERRYTOWN, NEBRASKA

City Clerk, Jeni Mattern

October Claims

General: FICA – $5,431.51; Dept of Rev - $678.47; IRA - $1,142.21; Garnishment - $125.53; Beam – Dental, $153.15; Medica – Health, $6,312.58; Principal – Vision, $44.88; UI Tax - $93.15; Chamber – Luncheon, $80.00; Monument Prevention Coalition – Membership, $782.25; NPPD - $211.56; Intralinks – Phone, $143.13; CNA Surety – Bonds, $175.00; NE Courts - $17.00; Simmons Olsen – Legal Services, $4647.50; Column – Publications, $348.63; Carpenter Center – Rent, $1260.30; A&A – Potties, $1,820.00; Pomp's Tire - $19.56; Humane Society - $491.73; Police - $11,461.67; AST – Cameras, $125.00; Century Business – Copier/Copies, $162.09; Intralinks – IT Service, $1,364.00; Pitney Bowes – lease, $169.29; Ace Hardware – Shop Repairs, $35.78 **STREETS:** FICA - $1,750.53; Dept of Rev - $225.11; IRA - $350.95; Garnishment - $177.16; Cyclone – Gas/oil, $633.44; Ace Hardware – Anchor, $3.59; Scb – Striping, $966.00; Hi Performance - $20.25; Infinity – Terry Blvd, $176,215.50; Pomps – Kubota, $32.43; Murphy – Road Grader, $1,022.74; NPPD - $2,503.57; M.C. Schaff – Engineer, $9,738.00; Gering – Mosquito Spray, $1,537.58; Intralinks – IT, $179.00 **KENO:** NPPD - $116.82; **WATER:** FICA - $2,119.05; Dept of Rev – $281.22; IRA - $369.98; Garnishment - $251.40; Gering – Storage Tanks, $58,384.38; Municipal Supply – Meters, $5,664.00; NPPD - $404.91; Terry Carpenter Inc – Lease, $576.11; Enviro Services – Labs, $60.00; Allo - $119.26; Pitney Bowes - $500.00 **ELECTRIC:** Gering - $50.58; NPPD - $32.63; **SEWER:** FICA - $1,247.15; Dept of Rev - $169.04; IRA - $214.35; Garnishment - $52.50