CITY OF TERRYTOWN
Regular Meeting of the City Council
December 11th, 2025

The City of Terrytown Council met on Thursday, December 11th, 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. Mayor Chris Perales called the meeting to order at 6:30 p.m. Council Members present in person were Brandon Ettleman, Mike Minzey, and Emily Norman. Absent Tyler Feil. City Clerk, Jeni Matten was present and took minutes. Also present: Attorney, Libby Stobel, 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.

Perales opened the nominations for appointment of the position of the City Council President. Ettleman nominated Norman. Motion died for lack of a second. Minzey nominated Feil. Norman seconded the nomination of Feil. Aye': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Perales appointed the City's Officials Clerk/Treasurer – Jennifer Mattern; City Attorney – Libby Stobel, representing Simmons, Olsen Law Firm; City Engineer/Street Superintendent – Jeff Wolfe, representing M.C. Schaff; Utility Supervisor – Hugo Chairez; Scottsbluff Police Department; Platte Valley Bank as Depository and Scottsbluff Star-Herald as official publication, and requested a motion to approve. Ettleman moved to approve the Mayors' appointments of city officials. Norman seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Mattern stated that the format for the Regular claims for November 2025 was different than previous Claims have been. Norman stated that she liked the new format and how detailed it was. Perales requested a motion to accept. Norman moved to approve the Regular Claims for November 2025. Minzey seconded the motion. Aye's: Ettleman, Minzey, and Norman. Nay's: none. Absent: Feil. Motion carried. *Claims to follow minutes

Minzey stated on page two in the final paragraph the Tri-City ACLE should be ALAC, and that Personal Committee should be spelled Personnel. Norman moved to approve November 13th, 2025, Public Hearing and Regular Meeting Minutes with the corrections. Minzey seconded the motion. Aye's: Ettleman, Minzey, and Norman. Absent: Feil. Nay's: none. Motion carried.

Council received the Communications Report for October 2025. Norman pointed out not as many people have been speeding on Stable Club Rd. Anne Rekker, Code Enforcement Officer, stated she saw a lot more presence from animal control, and asked if it was something being done again by Scottsbluff Police Department for the City of Terrytown. Chief Brass stated that it was not a service being done for Terrytown, but that the Animal Control Officer does sometimes come through Terrytown of his own prerogative.

Mattern explained the Medica plan is the exact same plan as the previous year with an 11.7% increase in pricing. Norman pointed out there wasn't much choice but to accept the change. Mattern stated that she did try to reach out to someone about having more people on the insurance plan for discounted rates but never got a reply so she was unable to suggest any changes. Norman moved to approve Medica Health Insurance increase for same plan from $6,312.58 to $7,050.84. Ettleman seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Mattern stated the Tri-City Stormwater Agreement is essentially the same agreement that has been adopted in the past, and that there is some automatic renewal built into the agreement, but it should still be reviewed on a semi-annual basis. Minzey asked if the price remained the same as the previous year. Mattern affirmed that yes, the price has not changed. Norman moved to approve Tri-City Stormwater Agreement. Minzey seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Norman motioned to waive the third 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 A PROVIDING FOR AN EFFECTIVE DATE. Ettleman seconded the motion. Aye's': Norman, Ettleman, and Perales. Absent: Feil. Nay's: Minzey. Motion carried.

Norman moved to approve Ordinance No 499: AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, CONCERNING RATES CHARGED FOR CITY-OWNED WATER AND SEWER UTILITIES, REPEALING PRIOR ORDINANCES A PROVIDING FOR AN EFFECTIVE DATE. Ettleman seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Perales asked the clarifying question as to why the maintenance employees didn't want to open the seasonal position until February of 2026. Chairez stated they only want a seasonal position, because every time they got a full-time person that person quits. Perales asked if they wanted a summer seasonal, or part-time year-round position. Chairez said they wanted a summer seasonal worker. Perales pointed out that around summertime each year there are requests for vacation buyback, and the only way to make sure that everyone could get vacation would be to make sure there was someone in the part-time position to cover for the full-time employees. Chairez stated that if a person were kept year-round, they no longer want to continue doing their job after the summer season. Perales stated that would be something addressed in the hiring process, what jobs would be done in the summer and in the winter. Perales pointed out that it would be safer for employees to have at least two people in each of the city vehicles in the winter months. Minzey added that it would also be safer to have two people in case something happened to one person. Minzey motioned to have the personnel committee meet with Chairez and Robert Blanco to discuss the details of the job listing. Norman seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Perales asked what the revisions to the employee handbook were made. Stobel stated that the handbook that was thought to be passed previously by the city council was the handbook presented now, and that due to a mix up a previous version of the handbook was presented in June 2025 for approval and had been signed by the employees, but what was currently before the council was the version that contained all the changes the council proposed and intended the pass last summer. Norman moved to approve the employee handbook as written at the meeting. Ettleman seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Norman moved to approve Resolution No 25-09 – A RESOLUTION TO ADOPT AN EMPLOYEE POLICY MANUAL. Minzey seconded the motion. Aye's': Minzey, Norman, and Ettleman. Nay's: none. Absent: Feil. Motion carried.

Folling up to the prior month's discussion about the possibility of a covered bus stop on Lake Road. Mattern provided some research on the pricing and sized and add-ons for bus canopies, she stated she found grants for bus canopies that would assist in the purchase of a bus canopy. She stated she reached out to a couple different agencies asking about how they went about buying their canopies, if they used grants or just footed the entire cost of the canopy. She also stated that it may be possible to get business sponsors to help with building costs. Chairez stated that a bus canopy might end up being used as a spot homeless individuals may stay overnight if put in place. Mattern said there wouldn't be much more of an update until she was able to sit down with Curt Richter from Tri-City Roadrunner. Perales stated that there wouldn't be bus canopies at all the bust stops, but it would help to know where all the bus stops were in Terrytown.

Mattern stated there were no new updates on the park, but she was researching possible funding on inclusive equipment.

Chairez requested the council approve an end-of-the-year safety incentive for all employees. Norman asked if the employee manual had anything in it about incentives. Stobel stated the employee manual did not, but that the Constitution of the State of Nebraska states that public employees are not allowed to be compensated for work already performed, but there have been times in the past that communities have given out incentives to encourage employees to continue with certain outstanding behaviors. Norman stated that this conversation had been had before, and that it was a risk that may be going against state statute. Per ales stated that bonuses were against state statute, not incentives. Stobel stated that as the funds belong to the city, and the taxpayer's, there should be caution in what is done with them, as there are clear rules as to what can and cannot be done, and that she advised against this incentive without clear parameters as to when and why they would be awarded. Norman stated that the city did not budget for this incentive this year. Stobel stated that going forward, a matrix for calculation of a safety incentive be set to be able to firmly say what needs to be done in order to receive it. Perales asked if there were any accidents during the year. Minzey asked how this incentive has been given in years past. Perales answered it was given as a safety incentive for no accidents happening on the job. Ettleman stated that he would like to discuss what a good reason to provide the incentive in future years. Ettleman moved to grant a $200.00 safety incentive for the outstanding safety shown by employees over the 2025 year. Minzey seconded the motion. Aye's': Minzey, and Ettleman. Nay's: Norman. Absent: Feil. Motion carried.

Blanco stated the was sure the council was tired of hearing about money, but would like them to consider buying out his vacation to assist paying his tax bill, his insurance, medical expenses and child support. Stating he doesn't take vacation as there may be a chance he could get a half an hour or an hour overtime. Mattern stated that Blanco provided additional documentation, but a summary was created for easier review. Norman asked if it is 218 hours total in his vacation bank, Mattern affirmed this. Norman asked what the vacation cap was, Mattern replied 320 hours. Blanco stated that prior to the City changing to SimpleCity Software he never had to pay into the IRS. Stobel recommended the council considering buying an employee's vacation based not on whether the employee has financial need, but rather, whether the City's need inhibited the employee to take vacation. Stobel cited the years of the City's water project which made vacation for Chairez incredibly difficult, and therefore, the City opted to buy-back a portion of Chairez's vacation time. Norman asked when the other full-time maintenance employee left, Chairez said September the 12th was his last day. Norman suggested that since September 12th, through the end of the year, the shop being short staffed Blanco wasn't able to take vacation. Norman recommended paying out

80 hours due to being down a person. Norman moved to pay Blanco for 80 hours vacation that he was not able to use due to being short staffed. Ettleman seconded the motion. Perales reminded the council that this needs to be taken into consideration while discussing the hiring of a full-time or part-time Utility Assistant II. Aye's: Minzey, Ettleman, and Norman. Nay's: none. Absent Feil. Motion carried.

At 7:46 Norman moved to adjourn the meeting. Minzey seconded. Aye's: Ettleman, Norman, and Minzey. Nay's: none. Absent: Feil. Motion carried.

Mayor, Chris Perales, City of Terrytown

Attest:

City Clerk, Jeni Mattern

November Claims

General: Employee Benefits - $657.12; Marquez – Mural, $2,000.00; Scb Police - $11,461.67; Column – Publications, $21.27; NPPD - $166.45; Visa – Supplies, $152.01; IRA - $567.22; Garnishment - $63.22 **STREETS:** Ben's Construction – SVL - $34,800.00; M.C. Schaff, Engineering - $5,487.50; Pitney Bowes, Postage - $500.00; NPPD - $1855.67; IRA - $185.33; Garnishment - $120.97 **KENO**: NPPD - $166.82**WATER**: M.C.Schaff, Water Review - $466.00; Gering – Water/Labs, $10,817.68; NPPD - $68.85; Hennings Construction – Repairs, $2,600.00; DWEE – License ~~#3257~~; Terry Carpenter Inc – Land Lease, $576.11; IRA - $255.29; Garnishment - $162.79 **SEWER**: M.C. Schaff – Sewer Review, $466.00; Scottsbluff – Stormwater, $2,000; Waste Connections – Trash Pickup, $7,778.66; Scottsbluff – Sewer, $8,371.72; Terry Carpenter Inc – Land Lease, $422.00; IRA - $148.64; Garnishment - $123.82 **ELECTRIC:** NPPD - $32.63

$150.00