

CITY OF TERRYTOWN
December 8th, 2022
Regular Meeting Minutes

The City of Terrytown Council met on Thursday, December 8th, 2022, at 6:30 P.M., for their regular monthly meeting at the Housing Partners of Western Nebraska Community Room, at 89A Woodley Park Road in the City of Terrytown. Notice of said meeting was published in the Scottsbluff Star-Herald according to law and council members were notified of said meeting. The meeting was called to order at 6:35 P.M. by Mayor Chris Perales.

The Pledge of Allegiance was recited by those in attendance.

Council Members present in person were: Bill Fedorchik, Tyler Feil, Michael Minzey, and Brandon Ettleman. Absent: None. City Clerk, Jeni Mattern, was present and took minutes.

Mayor Perales pointed out the location of the poster for the Open Meetings Act which is also available on the City of Terrytown website.

Minzey requested that #2 under the consent agenda "Approve minutes of the November 10th, 2022 Regular City Council meeting" be removed for discussion. The consent agenda item was moved to be 2A after Correspondence.

Minzey moved to approve consent agenda items 1) Approve minutes of the November 10th, 2022 Special City Council meeting and 3) Approve regular claims from November 10th, 2022 through December 7th, 2022. Ettleman seconded the motion. Aye's: Minzey, Ettleman, Fedorchik, and Feil. Nay's: none. Motion carried.

Payment of claims November 10th through December 7th, 2022

General: Anne Reker – Reimbursement, \$73.56; Principal Life Insurance – Employee Vision, \$44.88; Visa-Misc. Expenses, \$457.12; Staples – Office Supplies, \$255.50; Nebraska Child Support Payment – Garnishment, \$235.40; Blue Cross Blue Shield - Health Insurance, \$4,152.07; Nebraska Child Support – Garnishment, \$235.40; Essential Fuels - Gas & Oil, \$58.75; Cyclone Express - Gas & Oil, \$243.52; City of Gering - Water, \$4,143.14; Pitney Bowes - Postage, \$500.00; Scotts Bluff County - Dues & Memberships, \$465.40; Simmons Olsen - Contracted Services, \$2,010.00; Tim Schuldies DBA Tim's Electric - Repairs, \$151.78; Twin City Auto - Repairs & Labor, \$5,356.44; Verizon Wireless - Phone Services, \$205.36; Century Business – Supplies, \$15.20; Intralinks – Office Expenses, \$420.00; Panhandle Humane Society – Contracted Services, \$675.00; Allo Communications – Phone Services, \$247.90; A&A Porta-Potties – Rentals, \$2,330.00; Payroll - \$22629.03; **Water:** NPPD – Utilities, \$165.40; gWorks – Office Expense, \$10,008.00; Terry Carpenter Inc. - Water Lab Lease, \$438.00; Nebraska Department of Environment & Energy – loan payment, \$24,573.05; Enviro Services Inc. – Water Lab Fees, \$50.00; City of Gering – Water, \$2,929.34; **Sewer:** NPPD – Utilities, \$346.80; Print Express - Supplies, \$532.65; Terry Carpenter Inc. - Sewer Land Lease, \$150.00; Enviro Services Inc. – Sewer Lab Fees, \$430.00; Schaff & Associates – Lift Station,

\$10,217.34; City of Scottsbluff – Contracted Services, \$10,228.42; **Street:** NPPD – Utilities, \$295.34; Twin City Auto - Repairs & Labor, \$141.04; City of Scottsbluff – Contracted Services, \$ 724.50.

Feil moved to accept the County Clerk's Certification of Votes held on November 8th, 2022 Election in Scotts Bluff County. Fedorchik seconded the motion. Aye's: Feil, Ettleman, Fedorchik, and Minzey. Nay's: none. Motion Carried.

Council Adjourned Sine Die.

Newly elected Mayor Christopher Perales recited the Mayor's Oath of Office.

Newly elected Council Members Tyler Feil and Michael Minzey recited the Council member Oath of Office.

Minzey nominated Feil to be the City Council President for the 2023 Calendar Year. Fedorchik seconded the nomination. Minzey moved to cease nominations. Feil seconded the motion. Aye's: Fedorchik, Feil, Minzey, and Ettleman. Nay's: none. Motion carried. Fedorchik moved to elect Council Member Tyler Feil as the Council President for the 2023 Calendar Year. Ettleman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Fedorchik. Nay's: none. Motion Carried.

Feil moved to approved Mayor Perales' appointment of City Officers; City Clerk – Jennifer Mattern, City Attorney – Simmons Olsen Law Firm, City Engineer – MC Schaff & Associates, City Engineer – Jeff Wolfe, Utility Supervisor – Hugo Chairez, Financial Institution – Platte Valley Companies, Publication – Star-Herald, Law Enforcement – City of Scottsbluff Police Department. Fedorchik seconded the motion. Aye's: Ettleman, Minzey, Feil, Fedorchik. Nay's: none. Motion Carried.

There were no additional changes to the agenda.

There were no emergency agenda items.

Consent Agenda item number 2) Approve minutes of the November 10th, 2022 Regular City Council meeting was discussed. Minzey had a question regarding a purchase at Home Depot. Mattern explained this was purchase of wood, paint, and other supplies for the Ribbons that were placed on Stable Club Road in recognition of Domestic Violence Awareness and Breast Cancer Awareness month. Minzey moved to approve the minutes of the November 10th, 2022 Regular City Council meeting minutes. Ettleman seconded the motion. Aye's: Ettleman, Feil, Fedorchik, and Minzey. Nay's: none. Motion Carried.

September Financials were reviewed, Minzey would like to have further discussion regarding the financials. Mattern recommended a time be set with the current bookkeeper.

Ettleman moved to approve the excusal of absence for Council Member Fedorchik from the October 13th 2022 regular meeting. Minzey Seconded the motion. Aye's: Ettleman, Minzey, Fedorchik. Nay's: none. Absent: Feil. Motion Carried.

Minzey moved to approve the maintenance agreement with SoGreen. Ettleman seconded the motion. Aye's: Feil, Fedorchik, Ettleman and Minzey. Nay's: None. Motion Carried

Resident Brenda Jacobsen was present to address the Council regarding potential waiving late fees, reconnect fees, and usage fees due to a water leak located at 29 Ridge Drive. Ettleman moved to approve waiving the \$25.00 late fee, the \$50.00 re-connect fee and an addition \$10.00 off the usage totaling in \$85.00 off her utility bill. Fedorchik seconded the motion. Aye's: Feil, Minzey, Fedorchik and Ettleman. Nay's: None. Motion Carried.

Carissa Schank, the Scottsbluff Rural Fire Chief was present and gave an introduction and an update on year-to-date Terrytown calls.

The Council discussed the resignation letter received from Mike Scow of Dana Cole as City Treasurer. The position will be vacant as of December 31, 2022. City Attorney, Libby Stobel, enforced the fact it's very important this position be filled as quickly as possible. Stobel has reached out to a few individuals inquiring of interest in assisting Terrytown, but has not received responses. Stobel and Mattern will continue to do a candidate search to fulfill the need quickly.

First reading was conducted of Ordinance No. 476: 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. Proposed Ordinance No. 476 is available for review at the City of Terrytown office and at Terrytown.org.

During the review of the updated Application for Utilities, Minzey inquired as to how the deposits are held. Mattern informed him they are kept in main account. He recommended we open a new account that holds only the customer deposits. Mattern will have it on the next agenda for account approval. Feil moved to approve the updated application for utilities. Minzey seconded the motion. Aye's: Minzey, Ettleman, Feil and Fedorchik. Nay's: None. Motion Carried.

Feil moved to approve Resolution 22-09 RE: Approval of Claims/Pay Roll. Ettleman seconded the motion. Aye's: Fedorchik, Minzey, Feil, and Ettleman. Nay's: none. Motion Carried. Resolution 22-09 is available for review at the City of Terrytown Office, and at Terrytown.org

No action was taken on approval of the updated Employee Manual. Given that recent changes approved by the council move employee's vacation accumulations from the anniversary of their employment date to the calendar year, employees have requested that they be given an extension to use any vacation accrued in 2022. Ettleman moved to allow employees carry over up to two weeks of their accumulated vacation, to be used by the end of March 2023 or it

will be forfeited. Fedorchik seconded the motion. Aye's: Feil, Minzey, Fedorchik, and Ettleman. Nay's: none. Motion Carried.

Feil moved to approve the BluePride GHA23 Gold HAS Network BLUE Health Insurance Option benefit for all full-time employees totaling in the amount of \$5,625.13 monthly premium. No Contributions will be made to employee Health Savings Accounts going forward. Ettleman seconded the motion. Aye's: Feil, Fedorchik, Ettleman, and Minzey. Nay's: none. Motion Carried.

The Council reviewed the updated floor plans for the new office building from Hewgley and Associates. It is unclear if all the revisions were made according to the Council's request at the November 10th, 2022 Special Meeting. It was requested Mattern reach out to retrieve a copy of the floor plans from the Special Meeting.

Fedorchik moved to approve Mattern to continue to be President of the Board for Panhandle Area Development District. Ettleman seconded the motion. Aye's: Feil, Fedorchik, Ettleman. Nay's: none. Abstain: Minzey. Motion Carried.

Minzey moved to approve Mattern to continue to be Vice-Chair for the Keep Scottsbluff and Gering Beautiful Board. Fedorchik seconded the motion. Aye's: Minzey, Feil, Fedorchik, and Ettleman. Nay's: none. Motion Carried.

No action was taken on Mattern attending the 2023 Certified Public Management Classes through UNO.

Police Chief Kevin Spencer reported to the Council updates on ongoings with the Scottsbluff Police Department, vehicle purchases, K9 training, and receiving of grants.

There was no closed session.

There was no Public Comment.

Mayor Perales adjourned the meeting at 8:28 p.m. and will reconvene January 12th, 2023 at 6:30 p.m. for the next Regular Council Meeting, unless a Special Meeting is called.