

CITY OF TERRYTOWN
Regular Meeting of the City Council
February 12th, 2026

The City of Terrytown Council met on Thursday, February 12th, 2026, 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 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 6:33 p.m. Council Members present in person were Brandon Ettleman, Mike Minzey, Emily Norman, and Tyler Feil. City Clerk, Jeni Mattern 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.

Fire Chief, Carrissa Schank-Grubbs presented the report from the Scottsbluff Rural Fire District. Norman stated that the response time numbers were very good this year. Schank-Grubbs stated these were out the door time, stating that the Scottsbluff Rural Fire District is all volunteers so they are all coming from their homes, work, or out and about with family to the fire station, but generally the firefighters were still getting out the door to go to the fires in five minutes or less, then there was drive time to the scene. She stated that the longer times often came from calls from Bayard, Bridgeport, and the further out rural areas. Norman stated that there seemed to be more electrical fires in Scotts Bluff County this year. Schank-Grubbs stated that these sorts of things go in phases, and that the year before last there were a lot of car accidents, and last year there were a lot of electrical fires, and in previous years she has seen a lot of house fires. She stated the firefighters responded to around 25 falls which is average, and that over the last year the volunteers put in 3615 man hours.

Minzey asked about the signature lines missing on page two of the January Meeting Minutes. Mattern informed there was one copy to be signed, and that the council received copies without the signature lines due to printing them before they were added. Minzey asked about the line item under water of Returned Utility Deposit for \$100.00 in the December claims and if it was returned from the Water component of the General Bank Account. Mattern informed there is a separate bank for Utility Deposits but that checks cannot be written from that bank account so the amount is transferred to the general account so it can be written as a check. Feil made a motion to approve the minutes from the January 2026 meeting. Ettleman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Norman. Nay's: none. Motion carried.

Ettleman made a motion to approve the January 2026 Claims. Norman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Norman. Nay's: none. Motion carried. *Claims to follow minutes

Resolution 26-01 providing for three floating holidays for employees in addition to City-recognized holidays was presented. Minzey asked if the passed and approved date should be in January of 2026. Mattern informed that the date on the resolution was an oversight and that it should be January 2026. Stobel shared that between 2020 and 2022 there were several policies, including the proposed idea of floating holidays adopted without changing the Employee Handbook itself and the council did not incorporated all into the 2025 Employee Policy Manual update, despite having the opportunity to do so, so she did not understand why additional policies would be added back in now. Norman stated agreed. Perales asked about possibly adding Juneteenth as a holiday in the handbook as it is now a federally recognized holiday. Mattern

informed that it was Arbor Day that was added and not Juneteenth. Feil made a motion to approve Resolution 26-01. Minzey seconded the motion. Aye's: Feil, Minzey, and Perales. Nay's: Norman, and Ettleman. Motion carried.

Council received the Revenue & Expense Report for January 2026.

Mattern informed Wolfe was supposed to have an update on adding the meters to sprinkler systems on City Properties. Chairez informed the meters were in storage and needed installed still.

Mattern continued a conversation brought up in November about some Housing Authority meters that have never created a reading, and that it is an issue with the flow in the Housing Authority apartments. She stated there were some correspondences recently and a big question brought up was if the City needs to deal with the problem of fixing the meters or whether the responsibility should be on the Housing Authority. Chairez stated that the City has been waiting on Housing to do something about this issue for a long time. Mattern stated that originally Housing hired their own plumber to put in the water meters and that the issue with the meters reading usage could be an issue due to how they were installed. These meters are located inside the buildings, rather than outside like the majority of residents. Perales stated it may create issues if the city were to go into the Housing buildings to fix the meters. Norman asked if the City could reach out to Housing Authority and ask them about the hiring of a plumber to resolve this issue. Chairez stated that he has done so before and the response he got was that Housing would investigate things later. Housing pays these water bills and between the previous sprinkler issues and the zero consumption meters, Housing is being substantially undercharged. Perales stated dealings with the Housing Authority they should be documented clearly somewhere Stobel stated that all correspondence should also be sent to Annita Doggett as the head of the Housing Authority so she could stay informed. Perales recommended that the City staff reach out to Housing with an on the record method to start the conversation about the zero consumption meters being fixed. Stobel asked if the meters needed to be moved from inside. Chairez stated that if that occurred new meter pits would have to be installed. Feil made a motion that Chairez reach out to Jeff, Anita, and Jason for a meeting about taking what actions are necessary to fix the issue with the water meters. Norman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Norman. Nay's: none. Motion carried.

Mattern Stated that things were going very well with using TimeTracker so far, she stated that Reeker, Woyak, and herself have used the system to request time off. She also stated that at this point the next step would be for employes to put in their cost centers at the end of each day. Chairez stated that the shop people were having troubles in emergency situations keeping track of time. Mattern stated that the on call had not been clocked in and out using TimeTracker so far, but that she has thus far been able to independently enter the hours of on call and call back. Norman asked if TimeTracker would be used for on call time eventually. Mattern stated that it was possible to do so, and the system was set up for an automatic two-hour base, and it would be required to clock in and clock out for on call to be tracked best, though at the moment it was best for her to be manually put in those numbers. She also stated on her side she could see who made adjustments and when they were made.

Chairez presented an updated job description for the Utility Assistant or Seasonal Shop position and stated they were hoping to have someone hired around the beginning of May.

Mattern stated Wolfe attended a conference on Flood Plain Management and sent correspondence the mapping presentation by FEMA.


Mayor, Chris Perales

Attest:


City Clerk, Jeri Mattern



*January 2026 Payment of Claims

General: IRA - \$541.35; Garnishment - \$65.26; Benefits - \$969.26; Humane Society - \$491.73; Carpenter Center – Rent: \$1,260.30; NE Clerks Institute & Academy – Clerk Training, \$2,601.00; Framework IT – Phones, \$67.59; Star-Herald – Publications, \$32.72; NPPD - \$349.39 Street: IRA - \$206.08; Garnishment - \$117.12; NPPD - \$1855.67 Water: IRA - \$226.80; Garnishment - \$155.94; Terry Carpenter Inc – Land Lease, \$576.11; Pitney Bowes – Postage, \$500.00; Sewer: Terry Carpenter Inc – Land Lease, \$422.00; Waste Connections - \$7,917.56; Electric: City of Gering – 2120 Country Club, \$56.46; NPPD - \$97.89; NPPD - \$32.63 KENO: NPPD - \$116.82

Mattern stated part of the reason the update from the Safety Committee was on the agenda was to speak on Safety 4 Streets Crosswalks, and the possibility of reaching out to Michael Marquez about some crosswalk projects. She stated that Scottsbluff and Gering have put a lot of effort into their safety plan projects and they have a safety plan that was approved and have reached out to Terrytown to join in on it. She stated there may need to be a special meeting as the funds and designs of the crosswalks need to be approved by April. She stated there was also a grant the city might apply for to help cover costs of the upcoming safety projects.

Mattern stated there was no update on the Board and Committee delegates and descriptions as she had no time to do this over the last month. Perales requested it be done for the next Regular Council Meeting.

Minzey stated he would like to be the representative for PADD but that this would be his last year. Mattern stated that she would continue being the alternate representative for PADD. Norman made a motion to approve Minzey as Representative and Mattern as Alternate Representative for Panhandle Area Development District. Ettleman seconded the motion.

Norman stated she would like to be the Representative for Region 22 Emergency Management as opposed to the Alternate Representative. Mattern asked Perales if he would like to be on the board. Perales said he would. Feil made a motion to approve Norman as Representative and Perales as Alternate Representative for Region 22 Emergency Management. Ettleman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Norman. Nay's: none. Motion carried.

Chairez stated the amount was for the sewer plant fixes as they needed done and he requested forgiveness for not getting prior approval, but urgency necessitated the action. Feil moved to approve the Estimate from Imperial Pump Solutions for the West and Main Lift Station Rehab in the amount of \$9,527.00. Norman seconded the motion. Aye's: Ettleman, Minzey, Feil, and Norman. Nay's: none. Motion carried.

Mattern presented Positive Pay to the Council, which approves auto withdrawals from the account prior to them going through. This is an additional safeguard to the general checking account due to previous unauthorized withdrawals. Feil reiterated that this would make it be a requirement for approval for ACH transactions to withdrawal from the account if not set up with prior approval. Norman noted that there would be a monthly fee of \$15.00 to utilize the Positive Pay feature through our appointed bank, Platte Valley Bank. Norman moved to approve utilizing Positive Pay through Platte Valley Bank with a monthly fee of \$15.00. Ettleman seconded the motion. Aye's: Feil, Minzey, Norman, and Ettleman. Nay's: none. Motion carried.

At 7:26 p.m. Ettleman moved to adjourn. Feil seconded the motion. Aye's: Minzey, Norman, Ettleman, and Feil. Nay's: none. Motion carried.