

CITY OF TERRYTOWN
October 13th, 2022
Regular Meeting Minutes

The City of Terrytown Council met on Thursday, October 13th, 2022, at 6:30 PM, 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 6:34 p.m. by Mayor Chris Perales.

The Pledge of Allegiance was recited by those in attendance. Mayor Perales pointed out the location of the poster for the Open Meetings Act which is also available on the City of Terrytown website.

Council Members present in person were: Brandon Ettleman, Michael Minzey, and Tyler Feil. Absent: Bill Fedorchik. City Clerk, Jeni Mattern, was present and took minutes.

Mayor Perales pointed out the Open Meetings Act available on the wall of the conference room and online.

Ettleman moved to approve the Consent Agenda, consisting of the following: September 8th, 2022 Public Hearing and Regular Meeting Minutes; September 27th, 2022 Public Hearing and Special Meeting Minutes; Claims from September 8th, 2022 through October 12th, 2022. Minzey seconded the motion. Aye's: Feil, Minzey, and Ettleman. Nay's: none. Absent: Bill Fedorchik.

Payment of Claims September 8th through October 12th, 2022

KENO:

Ace Hardware, Supplies-\$32.35; Ace Hardware, Supplies-\$135.35; Carpenter Center, Community Betterment-\$250.00; SoGreen Irrigation, Repairs-\$504.00; NPPD, Utilities-\$238.14; **GENERAL:** NPPD, Utilities-\$31.68; Cyclone Express, Gas and oil-\$658.22; Wholesale Motive Service, Supplies-\$26.40; Ace Hardware, Supplies-\$348.82; Robert Blanco, Reimbursement-\$123.02; Whiting Signs, Vehicle Magnets-\$130.00; Verizon Wireless, Phone Service-\$205.52; Carpenter Center, Office Rent-\$1,211.83; CNA Security, Bonds-\$175.00; Hi Performance Car Wash, Car Washes-\$8.50; Essential Fuels, Gas and Oil-\$54.00; Sonny's Towing, Towing-\$450.00; Scottsbluff/Gering Chamber of Commerce, Luncheon-\$20.00; Bluffs Facility Solutions- Shop Supplies-\$98.36; Nebraska Municipal Clerk's Association, Membership-\$100.00; Pitney Bowes INC, Stamps-\$500.00; Pitney Bowes, Postage Machine Lease-\$159.63; Essential Fuels, Gas, Oil And Utilities-\$162.83; Intralinks, Repairs and Maintenance-\$292.40; Allo Communications, Phone and Internet Service-\$248.48; Pitney Bowes, Lease-\$159.63; Western Nebraska Papers, Publications-\$509.93; Intralinks, Office Expense/Short Payment-\$272.81; Schaff and Associates, M.C., Services-\$200.00; Verizon Wireless, Phone Service-\$205.84; Nebraska Child Support Payment, Child Support-\$235.40; Schaff and Associates M.C., Services-\$600.00; Scottsbluff Police Department, Police Labor-\$10,833.33; Wyoming First Aid and Safety, First Aid Supplies-\$237.01; Intralinks, Static IP & Wireless Access Point-\$1,191.68; Simmons, Olsen, Ediger & Selze, Legal and Accounting-\$2,800.00; Staples, Supplies-\$71.47; Nebraska Child Support Payment, Child Support-\$235.40; Blue Cross Blue Shield, Employee Insurance-\$4,152.07; Principal Life Insurance, Employee Benefits-\$44.88; Nebraska Child Support Payment, Child Support-\$235.40; Guardian Insurance, Employee Benefits-\$42.00; Visa, Supplies-\$1,394.04; Gering Bakery, Supplies for Meeting-\$48.99; International Institute of Municipal Clerks, Membership-\$290.00; Capital Bank & Trust, Simple IRA-\$2,510.64; NPPD, Utilities-\$522.16; Donna Hartman, Utility Reimbursement-\$2,413.76; Capital Bank & Trust, Simple IRA-\$2,425.00;

Panhandle Area Development, Dues and Memberships-\$930.16; Waste Connections, Garbage Collections-\$6,633.54; Nebraska Department of Revenue, Sales and Use Tax-\$1,826.15; EFTPS-\$5,172.93; Judy Hoatson, Bookkeeping-\$2,275.00; Nebraska Department of Revenue, Income Tax Withholding-\$1,662.19; Twin City Auto, Vehicle Repairs-\$418.98; Payroll - \$20794.31; **WATER:** Terry Carpenter INC, Water Lease-\$438.00; Henning's Construction, Valve Replacement-\$3,140.00; Print Express, Post Card Statements-\$1,004.75; City of Gering, Water Usage and Lab Samples-\$10,434.44; gWorks, First Half On-Boarding-\$20,140.00; Staples, Supplies-\$37.97; City of Gering, Utilities-\$37.84; Enviro Service INC., Lab Fees-\$50.00; City of Gering, Wholesale Water-\$4,623.44; City of Gering, Joint Agreement-\$531.30; NPPD, Utilities-\$368.52; Nebraska Public Health Environmental, Lab Testing-\$485.00; Northwest Pipe Fittings Inc., Supplies-\$31.49; **STREETS:** Henning's Construction, Labor and Repairs-\$510.72; NPPD, Lights-\$280.34; Schaff and Associates, M.C., Professional Services-\$2,852.75; Allen's Tree & Landscaping LLC, Removal of Branches-\$80.00; City of Scottsbluff, Street Striping-\$2,078.63; NPPD, Utilities-\$3,463.37; Twin City Auto, Vehicle Repairs-\$1,482.12; **SEWER:** One Call Concepts, Locates-\$48.98; Waste Connections, Garbage Collection-\$7,402.64; Terry Carpenter INC, Sewer Lease-\$150.00; Henning's Construction, Labor and Repairs-\$13,382.80; Budge-it Drain Service, Hydro Jetter-\$900.00; Imperial Pump Solutions LLC, Parts and Service of Equipment-\$2,949.30; One Call Concepts, Locates-\$74.52; Print Express, Utility Postcards-\$275.85; Farm Plan, Sewer Generator-\$404.46; City of Scottsbluff, Waste Water-\$ 8,683.85; Enviro Service LLC., Lab Fees-\$430.00; NPPD, Utilities-\$242.26

There was no discussion on the June, July, and August Financial Statements.

There were no changes to the agenda or emergency items.

Fedorchik and Perales will participate in the Veterans of Foreign Wars Parade on November 11th, 2022.

No other discussion on Correspondence.

Feil moved to open the Public Hearing regarding the 2023 Terrytown 1-6 Yr. Street Program. Ettleman seconded the motion. Aye's: Minzey, Ettleman, and Feil. Nay's: none. Absent: Fedorchik.

City Engineer, Jeff Wolfe, presented the 1-6 Yr. Street Program to the City Council. There was no discussion.

Feil moved to close the Public Hearing regarding the 2023 Terrytown 1-6 Yr. Street Program. Minzey seconded the motion. Aye's: Feil, Minzey, and Ettleman. Nay's: none. Absent: Fedorchik.

Mayor Perales, read Proclamations proclaiming October to be Domestic Violence Awareness Month and Breast Cancer Awareness Month. Representatives from DOVES were present to receive a copy of the Domestic Violence Awareness proclamation and provided a brief overview of services DOVES provides for victims of domestic violence. Pamphlets were provided to those present.

Mayor Perales, recommended to the City Council that it may be necessary to hire a part-time utility assistant. He stated that he would like to have two able bodies on shift at all times. Given a recent instance where only one utility worker he feels that if something major would have arose that one person may not be able to handle the situation. Feil recommended moving forward on the part-time utility assistant with an interview committee consisting of Hugo Chairez, Utility Supervisor, Minzey, and Perales. Ettleman seconded the motion. Aye's: Ettleman, Feil, and Minzey. Nay's: none. Absent: Fedorchik.

Feil moved to advertise for a part-time utility assistant with wages to be determined, but with an approximate to be discussed later in the meeting with Ordinance No: 477. Ettleman seconded the motion. Aye's: Minzey, Ettleman, and Feil. Nay's: none. Absent: Fedorchik.

Vince Ryan, from Gardner, Loutzenhizer & Ryan, P.C. presented the City Council with the 2020-2021 Audit. He explained to the City Council the deficiencies of the audit. He explained that the State would like to see a separation of duties where different people perform different functions, however, the State understands that it is just not possible in small towns. He would like, however, to see in meeting minutes dollar amounts that the council approves for large items, such as, the lawn mower with the corresponding price tag of over \$30,000. He reported to the council that, for the most part, the City of Terrytown Audit went well and has been turned into the State. Feil moved to accept the 2020-2021 Audit as presented by Gardner, Loutzenhizer, & Ryan, P.C. Minzey seconded the motion. Aye's: Minzey, Feil, and Ettleman. Nay's: none. Absent: Fedorchik.

Direction was given to Mattern to be prepared at the November meeting with a list of all the Commercial properties with their water usage from December 2021, January 2022, and February 2022 along with the average residential usage from that time frame. Feil moved to take no action on the update of the sewer sanitation rates at this time. Ettleman seconded the motion. Aye's: Minzey, Feil, and Ettleman. Nay's: none. Absent: Fedorchik.

The Second reading was had regarding ORDINANCE NO: 473 AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA TO PROVIDE FOR VACANT PROPERTY REGISTRATION WITHIN THE CITY LIMITS PURSUANT TO THE VACANT PROPERTY REGISTRATION NE §19-5405 (2021) with Registration Form.

Feil moved to waive the 3 readings on ORDINANCE NO: 477 AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, ESTABLISHED SALARIES AND COMPENSATION FOR CITY OFFICIALS AND EMPLOYEES REPEALING ORDINANCE NO. 471 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE. Ettleman seconded the motion. Aye's: Ettleman, Feil, and Minzey. Nay's: none. Absent: Fedorchik.

Upon review of Ordinance No. 477, Feil recommended the Council put into place a Policy where all wages and salaries be reviewed on a more regular basis. Feil moved to approve ORDINANCE NO: 477 AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, ESTABLISHED SALARIES AND COMPENSATION FOR CITY OFFICIALS AND EMPLOYEES REPEALING ORDINANCE NO. 471 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE, which is available for review at the City Office. Ettleman seconded the motion. Aye's: Minzey, Ettleman, and Feil. Nay's: none. Absent: Fedorchik.

The City Council discussed delinquent accounts. 41 Chinoe Road had a past due balance of \$782.92, but the property has since sold, the other outstanding unpaid invoices were for various items from removal of mattresses to mowing. The invoices have been outstanding for over a year. Additional properties had small outstanding balances. Feil moved to write off the invoices presented in the amount of \$1594.45. Minzey seconded the motion. Aye's: Ettleman, Feil, and Minzey. Nay's: none. Absent: Fedorchik.

The Council reviewed the bid received for a Street Sweeper. Discussion was had in regards to year, size, and cost. Utility Supervisor, Hugo Chairez and Utility Assistant, Robert Blanco were directed to look further for a Street Sweeper with a maximum price of \$120,000.00 and no older than 10 years.

Minzey moved to approve Resolution 22-07 approving the 1-6 Yr. Street Program, which is available for review at the City Office. Feil seconded the motion. Aye's: Ettleman, Feil, and Minzey. Nay's: none. Absent: Fedorchik.

Wolfe gave an update from the architect regarding the new City Office Buildings. The Architect would like an hour of the Council's time to discuss particulars with the structure. Wolfe recommended a Special Meeting prior to the November 10th, 2022 Regular Council Meeting.

Minzey moved to approve Payment for Contractor’s Application for Payment No. 1 (Final) to Topkote for 2022 Chip Seal Project in the amount of \$40,543.58. Ettleman seconded the motion. Aye’s: Feil, Ettleman, and Minzey. Nay’s: none. Absent: Fedorchik.

Feil moved to approve plans and specs for the lift station: Terrytown 2022-0189 Mobile Ave. Replacement Lift Station – Construction Permit prepared for publication. Ettleman seconded the motion. Aye’s: Ettleman, Feil, and Minzey. Nay’s: none. Absent: Fedorchik.

Mayor Perales nominated himself as the Representative for the Region 22 Emergency Management Board of Directors and Fedorchik as the alternate. Feil moved to accept the nomination of Mayor Perales as the Representative of the Region 22 Emergency Management Board of Directors and Fedorchik as the alternate. Minzey seconded the motion. Aye’s: Ettleman, Minzey, and Feil. Nay’s: none. Absent: Fedorchik.

There was no update from Police Chief Kevin Spencer.

City Attorney, Libby Stobel, discussed the updated agreement with Panhandle Humane Society. The agreement was presented to the City Council with recommended edits. Feil moved to accept the Agreement with Panhandle Humane Society with the recommended edits. Ettleman seconded the motion. Aye’s: Minzey, Feil, Ettleman. Nay’s: none. Absent: Fedorchik.

Ettleman moved to adjourn the Regular Council Meeting at 8:39 p.m. Minzey seconded the motion. Aye’s: Feil, Ettleman, and Minzey. Nay’s: none. Absent: Fedorchik.

Mayor, City of Terrytown

ATTEST:

City Clerk