



CITY OF MINATARE
CITY COUNCIL MINUTES MAY 13, 2026

CALL TO ORDER

Mayor Nelson called the meeting to order at 6:01 p.m. and stated that a quorum of the Council was present, and City business could be conducted.

OPEN MEETINGS ACT - NEB.REV.STAT. CHAPTER 84, ARTICLE 14

As required by State Law, public bodies shall make available at least one current copy of the Open Meetings Act, posted in the meeting room. Agenda items may be moved up or down on the agenda at the discretion of the Mayor. Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless they are considered under this section of the agenda and Council determines that the matter requires emergency action”.

- 1. Recital of the Pledge of Allegiance**
- 2. Roll Call: Mayor and Council present. Also present were: Karen Lojka, Clerk/Treasurer and Jim Ellison, City Attorney.**
- 3. Excuses: None**
- 4. Public Announcements: None**

CONSENT AGENDA:

(Items under the Consent Agenda are proposed for adoption by one action for all items unless any member of Council requests that an item be considered separately.)

- 1. Approve minutes of the April 14, 2026 City Council Meeting.**
- 2. Approve Claims, attached**

Motion by Council Member Lally and seconded by Council Member Costa to approve the Claims and Minutes as submitted. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

CURRENT BUSINESS:

- 1. Karen Lojka/Brandi Ehler – Burn ban, fire pits and fireworks.** Brandi was not present, however the Clerk said she sent her a draft copy of the Ordinance to look over and let us know if she wants any changes or additions. Tonight was just for review, and final action will be taken until the June meeting.
- 2. Frank Costa – Maintenance Kudos** Discussion about the good work done by the maintenance team, including grading alleys and fixing potholes. Positive feedback received from citizens regarding the improvements. Maintenance team's efforts were appreciated and acknowledged.

3. Melissa Lally – Re-zoning and Conditional Use Permits (CPUs) Councilmember Lally pointed out there is a lack of a clear, step-by-step policy or procedure for rezoning or conditional use permits. There is concern that the current process is cumbersome and might deter new businesses. We have a need for an online application process. Discussed whether a church needs to rezone to operate as a school district. Jim and Karen to work on creating a clear, black-and-white policy for rezoning and CUPs to streamline the process.

4. Karen Lojka – Office Help/Phyllis’ Hours Part-time Clerk Hours for Phyllis The Clerk/Treasurer put in a request to increase Phyllis's hours to 9-noon and 1-3 daily, plus 9-noon on Fridays (approx. 23-24 hours/week). The current limited hours (36 hours/month) is detrimental to the treasurer's duties due to constant interruptions. The clerk & treasurer is also responsible for HR and IT and needs Phyllis's support to focus on core responsibilities and learn from the CPA. Concerns raised about Phyllis's frequent absences and the need for her to cover office hours when the primary person is away. Proposal for a 6-month trial period for the increased hours, subject to Phyllis's agreement. Discussion about the possibility of needing to find a new part-time person if Phyllis is unwilling to work the required hours.

Motion by Council Member Main and seconded by Council Member Ross for a 6-month trial period for Phyllis's increased hours, subject to her agreement. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

5. Jim Ellison – Viaero Master Communication Agreement Fiber Optic Master Agreement Discussion of a master agreement with fiber optic service provider, Viaero. The agreement requires the provider to coordinate with the city for right-of-way work and includes a 5% fee of gross revenue to the City. The agreement was reviewed by the city engineer and is similar to existing franchise agreements.

Motion by Council Member Main and seconded by Council Member Costa to allow the Mayor to sign the fiber optic master agreement. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

6. Jim Ellison – Utilities Ordinance A positive report from the Clerk & Treasurer on the mobile home park’s timely payments for current services as well as past due bills. Discussion of a proposed ordinance to address issues with mobile home parks where one meter serves multiple residents. The ordinance would require mobile home park owners to provide names, addresses, and contact information for all residents. This would allow the City to directly notify residents in case of service discontinuation, avoiding issues like those experienced in the past. The alternative of installing individual meters for each resident is deemed to be too expensive for the City.

Motion by Council Member Lally and seconded by Council Member Costa to pass Ordinance _____ addressing utility billing in mobile home parks. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

Motion by Council Member Costa and seconded by Council Member Ross to waive the three readings of Ordinance _____. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

7. **Jim Ellison – Proposed Fireworks Ordinance for Review** Discussion about a proposed fireworks ordinance. There is some concern that a strict ordinance might push fireworks use outside city limits, making enforcement more difficult. Brandi, who was absent, had concerns about the impact on rural areas and was reviewing the draft.

Motion by Council Member Lally and seconded by Council Member Ross to pass Ordinance _____ with the understanding that it can be modified later after Brandi has had a chance to review it. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

Motion by Council Member Ross and seconded by Council Member Lally to waive the three readings of Ordinance _____. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

8. **Jim Ellison – Ordinance for Designation of 2nd Class City** Discussion of an ordinance to maintain the city's status as a 'second class city' rather than converting to a 'village'. Maintaining second-class city status is recommended for grant eligibility and overall perception. The current mayor/council government structure is working well.

Motion by Council Member Costa and seconded by Council Member Lally to pass Ordinance _____ to continue the Second Class City designation. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

Motion by Council Member Ross and seconded by Council Member Main to waive the three readings of Ordinance _____. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

BIDS/PROPOSALS: None

REPORTS: None

OPEN COMMENT: Discussion or action by Council regarding unscheduled business will not take place. This section is for citizen comment only.

Motion by Council Member Lally and seconded by Council Member Main to adjourn the meeting. Mayor Nelson called for the vote. **“AYES”:** Lally, Ross, Main and Costa. **“NAYS”:** None. **Abstaining:** None. **Absent:** None. **Motion Carried.**

ADJOURN: 7:00 p.m.

Carolyn Nelson, Mayor

ATTEST:

Karen L. Lojka, City Clerk/Treasurer

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