Notice of the meeting was given to advance by publication in the Sheridan County Journal Star, the designated method for giving notice as shown by the affidavit of publication on file in the City Clerk's office. Agendas of the meeting were simultaneously given to the Council President and all members of the Council. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

A meeting of the City Council of the City of Gordon was called to order at 6:00 p.m., November 13, 2025, in the Council Chambers of the city auditorium. The Council President noted the location of the Open Meetings Laws poster.

Present: Dehart, Petersen, Evans, Gates and Woodbeck.
Absent: No One.

Motion by Woodbeck, seconded by Petersen to approve the minutes of the October 30, 2025 meeting. Ayes: Petersen, Evans, Gates, Woodbeck and Dehart.

Motion by Woodbeck, seconded by Gates to approve the October 2025 Treasurer's Report. Ayes: Evans, Gates, Woodbeck, Dehart and Petersen.

Abbreviations for the legal: EX, Expense; FE, Fee; GR, Groceries; MI, Mileage; RE, Reimbursement; RPT, Report; SA, Salaries; SE, Services; SU, Supplies.

Motion by Gates, seconded by Woodbeck to approve the November 7, 2025 Payrolls. Ayes: Gates, Woodbeck, Dehart, Petersen and Evans.

PAYROLL LIABILITIES

EFTPS	**Federal Tax Payment System**	**RE**	**$9,535.14**
EFTPS	**NE Child Support Pymnt Center**	**RE**	**$260.77**
55934	**Credit Management Services**	**RE**	**$178.22**
55935	**NW Mutual**	**RE**	**$4,086.43**
EDEP	**Employee Paychecks 11/7**	**SA**	**$31,386.47**
	TOTAL PAYROLL WARRANTS		**$45,447.03**

Motion by Woodbeck, seconded by Petersen to approve the bills. Ayes: Woodbeck, Petersen, Evans, and Gates. Abstain: Dehart.

EXPENSE WARRANTS

BOK Financial	**EX**	**$130,908.13**
Security First Bank	**EX**	**$10,698.30**
Gworks	**SE**	**$23,250.00**
BC/BS	**EX**	**$16,581.28**
NE Dept of Revenue	**EX**	**$3,261.20**
NDEE	**FE**	**$115.00**
NDEE	**FE**	**$230.00**
NDEE	**FE**	**$115.00**

NDEE	FE	$115.00
NDEE	FE	$115.00
Verizon Connect	SE	$87.25
AT & T Mobility	SE	$307.73
The Business Connection	SU	$159.23
Bauerkempers	SE	$25.69
BMO Bank	SU	$3,977.44
Tony Bishop	RE	$50.00
Barco Municipal Products	SU	$230.19
Chadron Motor Co	SE	$9,063.74
Alyssa Dehart	RE	$354.06
DAS State Acct	SE	$143.00
DAS State Acct	SE	$268.80
Eakes	SE	$388.83
Curtis Elder	RE	$50.00
First National Bank of Omaha	SE	$175.84
JD Financial	SU	$1,238.05
Fyr-Tek	SE	$2,789.85
Scott Fisher	RE	$50.00
Scott Fleming	RE	$450.00
Grocery Mart	SU	$192.42
Cengage/Gale	SU	$112.61
Gordon Volunteer Fire Dept	RE	$930.00
General Fund Money Market	EX	$20,000.00
Hinn's Auto Supply	SU	$721.77
Homestead	SU	$53.98
Husker Auto	SU	$11.07
Jerry Hardin	RE	$50.00
Hometown Leasing	SE	$341.35
Insurance Fund Money Market	EX	$12,000.00
JLH Construction	SE	$1,800.00
Library Petty Cash	SU	$48.33
Max Meng	RE	$50.00
Mid-American Research Chemical	SU	$540.19
Quentin Macumber	RE	$50.00
Vincent May	RE	$50.00
Amy McGough	RE	$289.68
NPPD	SE	$5,526.36
NWRPPD	SE	$4,903.74
NW Pipe	SU	$100.00
NE Rural Water	SE	$150.00
One Call Concepts	SE	$71.92
Sam Piper	RE	$50.00
Perpetual Care Fund	RE	$400.00
Shane Pascale	RE	$50.00
Wyoming First Aid Supplies	SU	$383.39
RR Donnelley	SU	$404.71
Glen Spaugh	RE	$50.00
Stockmen's Drug	SU	$195.00
Sheridan County Clerk	FE	$16.00

Kalon Sauer	**RE**	**$50.00**
Sheridan County Journal Star	**SE**	**$377.76**
Smith, King and Simmons	**SE**	**$335.00**
Travis K Lawn	**SE**	**$371.84**
True Value	**SU**	**$78.02**
Triangle Electric	**SE**	**$272.50**
USPS	**SE**	**$234.00**
Rocky Mountain Air Solutions	**SE**	**$256.80**
Uline	**SU**	**$88.50**
Cynthia Vinton	**RE**	**$101.17**
Westco	**SU**	**$2,756.89**
Water Reserve Fund	**EX**	**$3,000.00**
Water/Sewer Bond Fund	**EX**	**$24,500.00**
Kevin Wolkins	**RE**	**$50.00**
Keith Wolkins, Sr	**RE**	**$50.00**
Keith Wolkins	**RE**	**$50.00**
TOTAL EXPENSE WARRANTS		**$287,313.61**

Council President Alyssa Dehart opened the bids received for the City of Gordon's land leases.

1. Cemetery Farm Lease: One bid received from Chris Hilliker. Mr. Hilliker's bid was $420/year for 3 years for a total of $1,260. Motion by Woodbeck, seconded by Evans to accept this bid and award this lease to Chris Hilliker for three years. Ayes: Dehart, Petersen, Evans, Gates, and Woodbeck.
2. Magowan Pasture Lease: One bid received from Weldon Calkins. Mr. Calkins bid $3236/year for 3 years for a total of $9,708. Motion by Petersen, second by Evans to accept this bid and award this lease to Weldon Calkins for three years. Ayes: Petersen, Evans, Gates, Woodbeck and Dehart.
3. Pivot Farm Land Lease: Two bids were received for this lease. The first opened was from Jake Elwood for a total of $57,000 for a 38-month lease. The second opened was from Chris Heiting for a total of $51,000 for a 38-month lease. Motion by Woodbeck, seconded by Gates to accept the bid from Jake Elwood and to award him the 38-month lease. Ayes: Evans, Gates, Woodbeck, Dehart and Petersen.

During the agenda item Discussion of Annexation Project, several affected property owners spoke in opposition to being annexed. The main concern voiced by all, was the increase in property tax that they would have to absorb. No action was taken on this item.

The Perpetual Care report was not available for the meeting.

The Highway 20 Interlocal Law Enforcement agreement was not available for the meeting.

Motion by Woodbeck, seconded by Gates to pass the final reading of Ordinance 1246: Establishing Water and Wastewater Rates. Ayes: Gates, Woodbeck, Dehart, Petersen and Evans.

CITY OF GORDON, NEBRASKA
ORDINANCE 1246

AN ORDINANCE ESTABLISHING WATER AND WASTEWATER RATES FOR THE CITY OF GORDON.

WHEREAS, Article 30101 of the Municipal Code requires the governing body to set water and wastewater rates and,

WHEREAS, the operating costs associated with the Gordon Municipal Water System have increased since the last water/sewer rate increase in 2021, and

WHEREAS, the City of Gordon expects numerous utility infrastructure projects within six years, and

WHEREAS, the only revenue source available to and used by the City of Gordon to pay for the operating costs and the necessary infrastructure projects associated with the Gordon Municipal Water System are fees charged for water and sewer services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gordon that the following fee schedule be implemented November 13, 2025, with the following rates.

Water Rates	
Base Service Fee	$32.00
Per 1,000 Gallons up to 15,000 Gallons	$3.25
Per Gallon over 15,000 Gallons	$4.25

Sewer Rates	
Service Fee	$20.00
Per 1,000 Gallons up to 15,000 Gallons	$2.25
Per Gallon over 15,000 Gallons	$3.25

FLAT RATE SEWER
$38.00

Passed and approved this 13th day of November, 2025.

/s/ Alyssa Dehart
Alyssa Dehart
Council President

ATTEST:

/s/ Kim Buchan
Kim Buchan
City Clerk

Motion by Woodbeck, seconded by Gates to waive 2nd and 3rd readings of Ordinance 1247: Establishing Future Water and Wastewater Rates. Ayes: Woodbeck, Dehart, Petersen, Evans and Gates.

Motion by Woodbeck, seconded by Petersen to pass the final reading of Ordinance 1247: Establishing Future Water and Wastewater Rates. Ayes: Dehart, Petersen, Evans, Gates and Woodbeck.

CITY OF GORDON, NEBRASKA
ORDINANCE 1247

AN ORDINANCE ESTABLISHING WATER AND WASTEWATER RATES FOR THE CITY OF GORDON.

WHEREAS, Article 30101 of the Municipal Code requires the governing body to set water and wastewater rates and,

WHEREAS, the operating costs associated with the Gordon Municipal Water System have increased annually,

WHEREAS, the City of Gordon expects numerous utility infrastructure projects within six years, and

WHEREAS, the only revenue source available to and used by the City of Gordon to pay for the operating costs and the necessary infrastructure projects associated with the Gordon Municipal Water System are fees charged for water and sewer services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gordon that the following fee schedule be implemented January 1 of the corresponding year.

	2027	2028	2029	2030	2031
Water base rate	$32.64	$33.29	$33.96	$34.64	$35.33
Water 0-15 K gallons	$3.32	$3.38	$3.45	$3.52	$3.59
Water over 15K gallons	$4.34	$4.42	$4.51	$4.60	$4.69
Sewer base rate	$20.40	$20.81	$21.22	$21.65	$22.08
Sewer 0-15 K gallons	$2.30	$2.34	$2.39	$2.44	$2.48
Sewer 15 K and over	$3.25	$3.32	$3.38	$3.45	$3.52
Flat Rate Sewer	$38.00	$38.76	$39.54	$40.33	$41.13

Passed and approved this 13th day of November, 2025.

/s/ Alyssa Dehart
Alyssa Dehart
Council President

ATTEST:

/s/ Kim Buchan
Kim Buchan
City Clerk

Motion by Gates, seconded by Woodbeck to pass Resolution 2025-17: Amending the Employee Handbook Section 5.05 Holidays, 5.13 Bereavement Leave, and 6.03 Family Leave. Ayes: Petersen, Evans, Gates, Woodbeck and Dehart.

CITY OF GORDON, NEBRASKA
RESOLUTION NO. 2025-17

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK OF THE CITY OF GORDON TO INCLUDE PROVISIONS FOR HOLIDAY PAY, BEREAVEMENT LEAVE, AND FAMILY LEAVE.

WHEREAS, the City of Gordon recognizes the importance of establishing clear and supportive policies regarding holidays, bereavement leave, and family leave for its employees;

WHEREAS, the Employee Handbook requires amendments to incorporate updated guidelines that reflect the city's commitment to employee welfare and work-life balance;

NOW, THEREFORE, BE IT RESOLVED by the city Council of the City of Gordon that the Employee Handbook, previously adopted and approved by the City of Gordon, is recognized as the official Employee Handbook of the city, and describes all necessary employment policies and procedures of the City. That **5.05 HOLIDAYS, 5.13: BEREAVEMENT LEAVE, and 6.03 FAMILY LEAVE** of the Employee Handbook is hereby revised and amended.

5.05 HOLIDAYS
The City will grant time off to all employees for the eleven (12) holidays listed below:

1) New Year's Day (January 1)
2) Martin Luther King Day (Third Monday of January)
3) Washington's Birthday/Presidents Day (Third Monday of February)
4) Memorial Day (Last Monday of May)
5) Independence Day (July 4)
6) Labor Day (First Monday of September)
7) Columbus Day (Second Monday of October)
8) Veterans' Day (November 11)
9) Thanksgiving (Fourth Thursday of November)
10) Thanksgiving (Fourth Friday of November)
11) Christmas Eve (December 24)
12) Christmas Day (December 25)

The City will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

Regular Full-Time Employees and Regular Part-Time Employees who are scheduled to work on the day that is designated as a holiday, will be paid their scheduled hours.

An eligible employee absence without authorized leave on the day preceding and/or the day following a holiday shall not receive compensation for the holiday.

With the exception of those employees working in departments that must be manned on a continuous basis, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would have otherwise been applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay calculated on the employee's straight-time pay rate (as of the date of the holiday), plus pay at the straight-time rate for the hours actually worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

5.13: BEREAVEMENT LEAVE
The employee shall be paid for five (5) days of bereavement leave to attend to the duties and services for immediate family members. The definition of immediate family is as follows: mother, father, wife, husband, domestic partner, sister, brother, daughter, son, grandmother, grandfather, step-mother, step-father, step-sister, step-brother, step-daughter, or step-son.

If more time is needed the employee may use an additional five (5) days of accrued sick time. If there are extenuating circumstances, and the employee needs more than ten (10) days of leave, they will need to consult with their Department Head and the City Manager.

For those not qualifying as an immediate family member, vacation or personal time may be used or up to three (3) days of unpaid leave.

6.03 FAMILY LEAVE
The employee shall be paid for five (5) days, under the Family Medical Leave Act, to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

To be "eligible", an employee must have worked for the City: (1) For at least 12 months and (2) for at least 1,250 hours during the year preceding the start of leave.

Eligible employees should make requests for family leave, a.k.a. FMLA, to their Department Head and the City Manager at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

For complete details on this program, please contact the Deputy City Clerk.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GORDON. NEBRASKA this 13th day of November, 2025.

/s/ Alyssa Dehart
Alyssa Dehart
Council President

ATTEST:

/s/ Kim Buchan
Kim Buchan
City Clerk

JEO Consulting Group, Inc requested that the Gordon City Council appoint their firm as the city's engineer. This appointment currently needs to be made annually. After some discussion, motion by Woodbeck, seconded by Petersen to publish a bid request for the City Engineer for a 3-year contract. Ayes: Evans, Gates, Woodbeck, Dehart and Petersen.

Motion by Woodbeck, seconded by Gates to pass Resolution 2025-18: Appointment of Kevin Wolkins as Street Superintendent. Ayes: Gates, Woodbeck, Dehart, Petersen and Evans.

RESOLUTION 2025-18

APPOINTMENT OF KEVIN WOLKINS AS STREET SUPERINTENDENT FOR THE CITY OF GORDON, NEBRASKA.

WHEREAS, the governing body of the City of Gordon determined the need to appoint a Street Superintendent to have general charge, direction, and control of all work on streets, sidewalks, culverts, and bridges of the City of Gordon, and

WHEREAS, the City of Gordon, Sheridan County, Nebraska established by ordinance the position of Street Superintendent, codified in Chapter I Civil Administration, Article V, Section 1-517 of the Municipal Code Book, and

WHEREAS, the duties of the Street Superintendent are set forth by City of Gordon Ordinance and Laws pursuant to the State of Nebraska.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Gordon, Nebraska, that Kevin Wolkins, Class B Street Superintendent License S-1811, be appointed as City of Gordon Street Superintendent for the City of Gordon, Sheridan County, Nebraska, for the year January 1, 2026 to December 31, 2026.

PASSED AND APPROVED this 13th day of November, 2025.

/s/ Alyssa Dehart
Council President

Attest:

/s/ Kim Buchan
City Clerk

Motion by Gates, seconded by Woodbeck to pass Resolution 2025-19: Establishing the Parade Route for the Parade of Lights December 13. Ayes: Woodbeck, Dehart, Petersen, Evans and Gates.

RESOLUTION NO. 2025-19

WHEREAS, the City of Gordon intends to create a parade route from Orin Street and Main Street to 4th Street and Main Street, for the Gordon "Parade of Lights" on Saturday, December 13, 2025 from 6:00 pm to 9:00 pm.

WHEREAS, closure of roadways along the parade route is necessary to relieve the through traffic from the area in the City of Gordon, Nebraska on or near the parade route, and to provide a safe event for participation and spectators, and;

WHEREAS, the Main Street (Nebraska Highway 27) roadway from 1st Street to 4th Street is part of the state highway system and is located within the official corporate limits or zoning jurisdiction of the City of Gordon, and;

WHEREAS, the City of Gordon, while making use of the state highway system for a special event, shall have the legal duty to protect the highway property from any damage that may occur arising out of the special event and the state shall not have any such duty during the time the City of Gordon is in control of the property as specified in the notice provided pursuant to LB 589/N.R.S §39-1359, and;

WHEREAS, any existing statutory or common law duty of the state to protect the public from damage, injury, or death shall become the duty of the City of Gordon while making use of the state highway system for a special event and the state shall not have any such statutory or common law duty during the time the City of Gordon is in control of the property as specified in the notice provided pursuant to LB 589/N.R.S §39-1359, and;

WHEREAS, pursuant to LB 589/N.R.S §39-1359, thirty (30) days advance written notice of the special event must be provided to the Nebraska Department of Roads which specifies the date and time City of Gordon will assume control of the identified state highway property, as well as the date and time the City of Gordon will relinquish control of such state highway property to the State of Nebraska. In addition, the City of Gordon shall provide beginning and ending locations for the highway closure including sufficient area for the placement of advance warning and/or detour signing, and include sufficient time for the City of Gordon to prepare and later clean the property prior to returning possession back to the State of Nebraska, and;

WHEREAS, LB 589/N.R.S §39-1359 dictates that if a special event includes any portion of the State of Nebraska Highway System, the City of Gordon shall, if a claim is made against the State of Nebraska, indemnify, defend, and hold harmless the State of Nebraska from all claims, demands, actions, damages, and liability, including reasonable attorney's fess, that may arise as a result of the special event; and

NOW, THEREFORE, BE IT RESOLVED, that said Parade Route and road Closure referred to hereinabove is hereby adopted. That the governing body of the City of Gordon acknowledges and accepts all duties set out in LB 589/N.R.S §39-1359, subsection (2) and accepts that the City of Gordon shall indemnify, defend, and hold harmless the State of Nebraska from all claims, demands, actions, damages, and liability including reasonable attorney's fees, that may arise as a result of the event and such Parade Route and Road Closure is accepted by the City of Gordon and the Mayor and City Clerk are hereby authorized and directed to execute same on behalf of the municipality.

/s/ Alyssa Dehart
ALYSSA DEHART, COUNCIL PRESIDENT

ATTEST:

/s/ Kim Buchan
KIM BUCHAN, CITY CLERK

The city council wishes to recognize and congratulate Vice-President Doug Woodbeck for receiving the American Water Works Association (AWWA) Fuller Award at AWWA's Fall Conference. The George Warren Fuller Award is the highest national honor given by AWWA to recognize individuals with outstanding service to the water industry.

The city council wishes to recognize and congratulate Tree Board Member Jerry Harding for receiving the Nebraska Arboretum Johnny Appleseed Award. This award is given to recognize individuals for their dedication to tree planting in the state.

Council was given the October Department reports.

Council was given the October Manager's report.

During the Public Comments agenda item, Owen Hauge addressed council regarding water service to his property. City staff will work to address the issue.

With no further business, motion by Woodbeck, seconded by Petersen to adjourn the city council meeting at 7:27 pm. Ayes: Dehart, Petersen, Evans, Gates and Woodbeck.

City Clerk

Council President

I, the undersigned, City Clerk for the City of Gordon, Nebraska hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the President and Council on November 13, 2025; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continuously current and available for inspection at the office of the City Clerk; that such subjects were contained in said minutes of the Mayor and Council of the City of Gordon from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification of the time and place of said meeting and the subjects to be discussed at said meeting.

City Clerk