

Utica Nebraska

Village Board of Trustees

July 1, 2024 Regular Meeting

The Village Board of Trustees met in regular session on July 1, 2024 at 7:00 pm at the Utica Auditorium. Notice of this meeting was given in advance by posting in three designated places and advance notification of the trustees by delivery. Roll call was answered by Trustees Swanson, Powell, Micek, Olson and Ramsey.

The Pledge of Allegiance was recited.

The Chairperson stated that the Open Meetings Act is located on the back wall for review.

Moved by Powell, seconded by Olson to approve consent agenda (includes agenda, minutes, Treasurer's report, Sheriff's log, and payment of claims). RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: Micek 6A. Carried.

Public Comments: None

Fire Dept. Report: Curtis reports that the Rescue Unit is in Lincoln for a new radio and unit 61 will go in next. Some members will be attending EMS conference. He is finishing the Hazard Mitigation plan. Rural fire will be distributing excess funds from air pack dollars. The department will be renaming their accounts at the bank with the word 'Trust'. Motion Powell, seconded by Micek to allow Fire Dept to use auditorium September 21 for annual awards banquet. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None Carried. Discussed budgeting for the next truck to be purchased.

Sheriff Report: Was examined by the board.

Zoning Inspector Report: Approved permit for M. Parr.

Chair Report: He spoke with NRD and they did a drainage survey previously. We'll look for this or receive another one from them. Updated us on nuisance property. More on this with item 4.

Park Report: Attached and made a part hereof.

Senior Center: Attached and made a part hereof.

Maintenance Report: Attached and made a part hereof. Motion Powell, seconded by Micek to approve Dylan & Zach to attend free locating workshop in Grand Island July 12. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None Carried

Clerk Report: Attached and made a part hereof.

Treasurer's Report: Attached and made a part hereof.

Motion Powell, seconded by Olson to accept all of the reports. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried

Diane and members of the Aging Commission were present to discuss Senior Center budget and responsibilities and ordinance 171.02. Motion Powell, seconded by Micek that the Senior Center will be responsible for paying their utilities. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None Carried. Motion Olson, seconded by Powell that the Village will be responsible for paying the Manager's salary. RCV: Ayes: Olson, Powell, Ramsey, Micek & Swanson. Nays: None Abstain: None Carried. Motion Micek, seconded by Powell that the Village will pay ½ of the new flooring. RCV: Ayes: Micek, Powell, Ramsey, Olson, & Swanson. Nays: None Abstain: None Carried

New Business:

- 1) Discussed grant possibilities for pool improvements. Motion Powell, seconded by Ramsey to enter into contract with Judith Stanton to write grant applications for Utica from 23-24 Park budget. RCV: Ayes: Powell, Ramsey, Olson, & Swanson. Nays: Micek Abstain: None Carried
- 2) Discussed insurance with LARM. Motion Powell, seconded by Olson to sign an agreement for 3 years with 5% discount and 180-day notice of termination with LARM. RCV: Ayes: Powell, Olson, Micek, Ramsey, & Swanson. Nays: None Abstain: None Carried. Motion Powell, seconded by Ramsey to introduce resolution 2024-4 League Association of Risk Management 2024-25 renewal resolution. RCV: Ayes: Powell, Ramsey, Olson, Micek, & Swanson. Nays: None Abstain: None Carried.
- 3) Discussed a janitor for the library. Our current janitors do not want additional hours. It would probably be hard to hire someone for only a few hours each month. It was suggested that we try a community group to volunteer. Possibly the boy scouts. Will discuss more in the future.
- 4) Discussed the small improvements made to the nuisance property at 501 E street. Moved Micek, seconded by Powell to have property 501 E street evaluated by the Board of Health with the idea of condemning the building. RCV: Ayes: Micek, Powell, Ramsey, Olson, & Swanson. Nays: None Abstain: None Carried
- 5) Discussed employee evaluations. Discussed cost-of-living pay raises for new budget year. Motion Micek, seconded by Powell to approve 3.2% raise for the 3 full-time employees. RCV: Ayes: Micek, Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried. Motion Micek, seconded by Powell to raise Senior Center manager to \$16.00 per hour. RCV: Ayes: Micek, Powell, Ramsey, Olson, & Swanson. Nays: None Abstain: None Carried
The Board will discuss part-time employee wages next meeting.

Motion Micek, seconded by Powell to adjourn at 8:40pm. RCV: Ayes: Micek, Powell, Olson, Ramsey, & Swanson. Nays: None Abstain: None Carried+

Next meeting will be August 5, 2024, at 7:00 pm at the Utica Auditorium.

Claims: NE Dept of Revenue, sales tax 890.51; Advanced Office Automation, supplies 95.20; Norris Public Power, services 4198.57; Pieper's Pottys, services 270; Solheim Law, services 45; York Farm Supply, supplies 110; First Bank, TIF payment 1779.35, fees 9; Runza, meals 116.22; Pac N Save, meals 1584, repairs 4.71; Blink, services 10; USPS, postage 17.95; Walmart, supplies 269.03; Amazon, supplies 78.08; AT&T mobility, services 40.04; Kopchos, services 472; Great Plains Pest Management, services 295; Mierau & Co., services 110; Seward County Sheriff, services 504; NE Fire Chiefs Association, dues 50; Quadiant Financial, postage 250; Beaver Hardware, supplies 145.22; Central Valley Ag, fuel 780.25; Lincoln Winwater Works, supplies 1718.42; Seward County Clerk, services 808.62; John Deere Financial, loan payment 280.05, repairs 316.68; Verizon, services 251.76; Windstream, services 622.55; Zito, services 698.85; Centennial Market, supplies 76.68; D. Lurz, mileage 131; Black Hills Energy, services 392.07; M. Fehlhafer, services 80; 1 to 1 Technologies, computers 1399.98; Emergency Services Marketing, services 305; NE State Volunteer Firefighters, dues 650; GPM Enterprises, parts 1664; NE Generator Service, services 1200; Johnson Service Company, services 14995.85; Dinges Fire Company, repair 760.14; Aqua-Chem, supplies 1448.07; Utica Parts & Service, parts 140.62; Olsson, services 4654.50; NE Public Health, services 15; Mid-American Research, supplies 1692.75; Bound Tree, supplies 676.65; Wages 27830.02, benefits 2376.55, taxes 4116.48.

Submitted by
Rita Maier
Clerk/Treasurer

UTICA AGING SERVICES COMMISSION
JUNE 12, 2024, at 12:30pm at the Senior Center

Notice of this meeting was given in advance by the Village Clerk posting in three designated places, and advance notification of the committee members by email. The Open Meetings Act is located on the bulletin board by the back door.

PRESENT: Karon Rodgers (President), Diane Lurz (Manager), Diane Steinhausen, Ron Erks, Sandi and Jim Swanson, Don Rut, Lyn Hemphill, Ken Baack, Pat Koch, and Becky Sandman.

GUESTS: Lyle Lurz, Randy Steinhausen, and Ann Gardels.

The minutes of the May meeting were emailed to all committee members. They were amended to read "April minutes instead of March minutes". Ron moved and Diane S seconded a motion to approve the amended minutes. Motion carried.

May Manager's report presented by Diane Lurz:

- The Center was open for 10 days in May for meals and activities.
- 280 congregate approved meals were served (meals eaten at the Center).
- 13 home-delivered meals that qualify as congregate meals were served.
- 13 to-go meals approved as congregate meals were served.
- 5 meals that were non-approved as congregate (eat-in guests under age 60).
- 311 total senior meals were served.
(Note: Congregate & congregate Home Delivered Meals (HDM) are reimbursed by the State at \$.70 per meal.)
- 109 exercise units (9 people doing the total 109 units of exercise)
- 9 blood pressure checks were taken.
- 247 social units that represent 43 people participating in activities.
- 110 or more newsletters with monthly menus and programs were distributed.
- 134 volunteer hours were provided at the Senior Center during regular meal days (averaging 7 people volunteering per meal day).
- May activities were: Motorist Assist Van Stories by Iva Lou Wellman; Intro to Chair Yoga by Lyn Hemphill; Just for Fun-What's Your Bend? by Darlene Link; Wheel of Fortune game; Recognize veterans on the memorial tree; Horse Racing game; Bingo with Carla from Kinship Pointe; Share something about your mother.
- The nutrition lesson was Vitamin D rich foods
- The exercise band classes are held on Thurs (May 2, 9, 16, & 30) Exercise bands equaled 9 exercise units.
- No meetings were attended in May.
- There were four rentals scheduled for May. There is one rental scheduled for June.

- On May 20th, the new Kiosk was installed at the Senior Center. May was considered a trial run with seniors trying out the Kiosk after completing updated intake forms & getting cards issued for signing into the Kiosk for meals and activities. Starting in June our Kiosk will be connected live with SeniorStat for Aging Partners, and we will continue to work through small issues. At the suggestion of Aging Partners Tech support and the Seward County Aging Director, the Utica Senior Center will continue to have paper sign-in sheets to make sure all participants are getting recorded in the Kiosk. Hopefully by July 1, all paper daily roster sheets and monthly detailed reports will not be needed since this information will be available through the Kiosk SeniorStat seniors' log-ins. The only paper sign-in sheet that will be retained and used in the "Meal" sign-in sheet.

FINANCIAL REPORT:

<u>Income:</u>	Income from meal contributions	\$1,999.00
	Income from fundraising-donations	200.00
	Income from rentals	400.00
	State/federal payment	1,500.00
	Memorials (Joyce \$300, Bette T. \$40)	<u>340.00</u>
	Total income	\$4,439.00

<u>Expenses:</u>	Pac-N-Save for meals	\$1,152.00
	Runza sandwiches for 5-31-24 meal	116.22
	Raw Food	183.21
	Supplies-office/printer ink	184.31
	Supplies-kitchen	59.82
	Mileage (for meal pick-up & delivery)	131.00
	Repairs/maintenance (6 new armchairs)	445.52
	Payroll wages (cleaning-maint.)	185.11
	Payroll taxes (cleaning-maint.)	<u>66.08</u>
	Total expenses	\$2,523.27

Resulting in a net income of **\$1,915.73**

- Rita reported the ending balance in the Village Account as of May 31, 2024:
 - \$31,304.92 in the Village's Revolving Fund
 - 813.06 in the Debit Card fund
 - 1,386.13 in the Gift Trust/Aging Services account
 - \$33,504.11
 - 84,820.60 CD's
 - \$118,324.71

A motion to accept the Manager's report was made by Diane S and seconded by Sandi. Motion carried.

OLD BUSINESS

1. There were a few glitches getting started with the Kiosk. Some of the client cards are not working, and others still need cards. Training is on-going.
2. Diane L. reported that she has called the Brandt Flooring office several times, but her calls are not returned. The flooring must be installed prior to the dishwasher's installation (Aug 1). Diane is to call again and remind him of our deadlines and ask how backlogged he is or if he could recommend someone else who could do the work.
3. Diane has been working on an application through Norris Public Power District for funds for the dishwasher purchase. The application is due by June 28th, and the Norris meeting to consider the request is 7-9-24.
4. The next Potato Bake is scheduled for July 14th. Sandi volunteered to provide broccoli and chopped onions. The same number of salads and desserts will be requested. Sign-up sheets will be available soon.
5. Heritage Days lunch will be provided on Saturday, July 27th. Cards, coffee, and rolls will be available from 8:30-11am, and lunch will be served from 11am-1pm. Lunches will be \$8 each: burger or hot dog, chips, brownie or cookies & bottled water. An extra pork burger will be \$6, an extra hot dog \$5, extra chips \$1, extra dessert \$1, and extra water \$1. Diane will order 180 pork burgers and a case of chips from Centennial Market. Karon will contact CVA for cups and Diane will contact FBU for napkins. Other committee members signed up to provide rolls, brownies, or cookies.

NEW BUSINESS

1. Diane reported more glasses are needed since some have broken or cracked. She was advised to contact Lance with Sysco to see about purchasing glass or plastic glasses. She will use her discretion for the purchase.
2. Joyce Schriener's appreciation clock was returned to the Center. It will be placed in the Museum.
3. Pat will be gone for three weeks. Lyle will cover the cleaning in her absence.
4. Jim distributed a list of responsibilities regarding the Senior Center building and contents. The members were encouraged to look it over. Diane will go over the budget and include the Manager's wages. A special meeting will be called for the Commission to consider the reworked budget.

MARK YOUR CALENDARS

June 20, 2024	Food truck, 2-3pm
July 14, 2024	Potato Bake
July 27, 2024	Heritage Days at the Senior Center

Diane S moved and Pat seconded a motion to adjourn at 2pm. Motion carried.

The next meeting will be **July 10, 2024, at 12:30pm at the Senior Center.**

Respectfully submitted,
Becky Sandman, Secretary

UTICA AGING SERVICES COMMISSION
JUNE 25, 2024, at 12:30pm at the Senior Center

Notice of this meeting was given in advance by posting in three designated places by the Village Clerk, and advance notification of the committee members by text message. The Open Meetings Act is posted on the bulletin board by the back door.

PRESENT: Karon Rodgers (President), Diane Lurz (Manager), Don Rut, Pat Koch, Diane Steinhausen, Becky Sandman, Lyn Hemphill, Sandi & Jim Swanson, and Ron Erks.

ABSENT: Ken Baack

GUESTS: Lyle Lurz, Randy Steinhausen, Don Sandman, and Seward County Aging Services program manager Alison Rook.

The purpose of the special meeting was to consider a request from the Village Board of Trustees to take over additional expenses that are currently being paid by the Village Board. Diane L presented several budget documents from the past fiscal year (22-23) and the current fiscal year (Oct 23-May 24). Some of the additional expenses would include defibrillator maintenance (\$245), annual recycling service (\$180), new dishwasher (\$5900), and Manager's wages & tax (approx. \$24,183). Diane learned the new flooring will be installed in September due to the contractor's backlog of work. The water softener is showing deterioration due to corrosion and possible leakage. Discussion was held on how to increase income to offset the additional expense. Items considered included increasing the rental fee, considering an endowment fund with the CD interest, and attracting more attendees every week. Seward County Aging Service program manager, Alison Rook, informed the committee that the reports submitted to the county and state show that 24% of the population 60+ years of age are actively engaged in Senior Center activities. This number is excellent! Sandi moved and Ron seconded a motion to increase the rental fee for the Senior Center to \$150 as of September 1st. Motion carried. Pat moved and Sandi seconded a motion to instruct Diane L. to present the Aging Services proposal, on July 1st to the Village Board, that 50% of the Manager's wages & FICA tax and 50% of the flooring costs will be absorbed by the Aging Services Commission. Motion carried. This arrangement will be reviewed again in the near future.

Diane S. moved and Lyn seconded a motion to adjourn the meeting at 2:03pm. Motion carried.

Respectfully submitted,
Becky Sandman, Secretary

Handed out at meeting

Utica, Nebraska
AMENED Parks & Pool Board Meeting Minutes
For June 23, 2024 @ 6:30pm in the Village of Utica Auditorium

Public notice of this meeting was given in advance and posted by the village clerk and advance notice was given to the park and pool board via email.

Roll call was answered by: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, and Diana Tomes.
Supervising Village Board member Sharon Powell

The monthly meeting of the Utica Parks & Pool Board was called to order at 6:30 pm on June 23, 2024 in the Village Auditorium by Autumn Walford. The chair stated that the open meetings act is located on the back wall for review.

I. Approval of Agenda

Motion by Tori, second by Megan to accept the agenda. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera. All Ayes

II. Review of Previous Minutes

Motion by Kenna, second by Tori, to accept the minutes from the May 19 board meeting. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, All Ayes

III. Consideration of Public Comments

\There were no public comments made at the meeting.

IV. Consideration of Old Business

- Conversation was had about games, fundraising, and organization of Friday Fun Night at the pool.
- Conversation in regards to grants applied for and future grants we will be applying for. Motion by Tori, second by Kenna, to ask the Village Board to allow us to hire Judith Stanton for grant writing purposes. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, and Diana Tomes. All Ayes

V. Consideration of New Business

- Sharon Powell gave a report from the Village board. .
- Chair report was given.
- Discussion was had about budget requests for the upcoming year.
- Discussion was had about using park funds to replace old park equipment. Motion was made by Kenna, second by Tori to move forward with requesting permission from the Village Board to use UP TO \$25,000 of funds raised and (FUNDS FROM FY 24-25 BUDGET REQUEST IF GRANTED) for park purposes to purchase and install new playground equipment for the north park. Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera. All Ayes

Next meeting will be held on Sunday July 21, 2024 @ 6:30, in the village auditorium.

The agenda will be emailed to the Park and Pool board by Autumn Walford and posted with a public announcement of the meeting by Village Clerk.

Meeting was adjourned @ 9:10pm by Autumn Walford. Minutes submitted by: Kenna Kucera and Autumn Walford. Minutes to be approved by: The Village of Utica Board of Trustees

July 1, 2024 Board Meeting Maintenance Report

- Bronco Heights subdivision is progressing, the street was scheduled to be poured the week of June 24th. Weather has delayed this.
- Mosquito fogging has been taking place and is ongoing.
- Weed spraying is ongoing.
- Street sweeping is taking place and ongoing.
- The maintenance shop internet/phone service has been installed and is active. This is the last of the switch in providers.
- Several repairs made at the pool over the last few weeks including a new filtration flow meter, and new chemical pumps. Pool fill flow meter shows refill amount of 350,000 gallons as of June 26, 2024.
- New "Drug Free Zone" signs were installed to replace the old signs that were not visible any longer.
- We would like to attend a free locating workshop in Grand Island on July 12, I have registered us for this event.
- Zach is on vacation July 3-6
-

Action Items:

-

CLERK'S REPORT

July 1, 2024

23 disconnect letters sent. 15 Owners & 8 renters.

8 Door hangers, 0 Disconnects (Have some promises for payments in July)

- 1) AFLAC July 11 @ 9:30 am at auditorium for interest Board members
- 2) Candidate registration incumbent before July 15 and non-incumbent Aug 1
- 3) Office closed July 4 & 5
- 4) Strategic plan update
- 5) Saltdogs community day?

Village of Utica
 Profit & Loss
 June 2024

DRAFT

	Jun 24
Ordinary Income/Expense	
Income	
General Income	
Compost Sales	375.50
County Treasurer	12,056.24
County Treasurer-Bond	3,330.35
Insurrance Claim	15,776.50
Licenses- other, dog	10.00
Sales Tax Collection Fee	27.48
State Equalization	21,205.27
TIF pass through	1,779.35
Zoning Permits	79.72
Auditorium Income	
Rent	-75.00
Total Auditorium Income	-75.00
Total General Income	54,565.41
Park Income-City	
RV camp fee	36.00
Total Park Income-City	36.00
Pool Income-City	
Admisssions	1,678.49
Lessons	650.00
Lessons-Private	640.00
Private Parties	150.00
Total Pool Income-City	3,118.49
Pool Income-Board	
Concessions	3.00
Donation	5,050.00
Total Pool Income-Board	5,053.00
Senior Center Income	
Interest Earned-CD	893.91
Meal Contributions	1,620.00
Memorials	230.00
Rental fees	100.00
USDA reimbursement	378.00
Total Senior Center Income	3,221.91
Sewer Income	
Late Fee	160.00
Sewer Sales	7,954.00
Total Sewer Income	8,114.00
Water Income	
Late Fee	160.00
Start up	20.00
Water-Commercial	1,294.64
Water Sales	17,030.70
Total Water Income	18,505.34
Streets Income	
County Motor Vehicle tax	2,381.51
State Highway Allocation	10,438.90
Total Streets Income	12,820.41
Total Income	105,434.56
Gross Profit	105,434.56

- Final additional for Sr- Ct

Village of Utica

Profit & Loss

June 2024

	Jun 24
Expense	
Special Expense	
ARPA Funds	8,068.53
Total Special Expense	8,068.53
General	
Dues & Fees	10.00
Law Enforcement	504.00
Bank & CC fees	9.00
Education	33.50
Insurance Expense	1,642.63
Office Supplies	65.80
Postage	70.00
Professional Services	203.00
Publishing / Printing	53.18
Repairs & Maintenance	366.69
TIF pass-through	1,779.35
Utilities	323.44
Work by Others	225.00
Auditorium	
Supplies	0.00
Utilities	226.33
Total Auditorium	226.33
Library	
Utilities	114.01
Total Library	114.01
Senior Center-City paid	
Payroll	1,205.86
Payroll taxes	832.80
Profession Services	111.00
Repairs & Maint.	19.98
Utilities	439.00
Total Senior Center-City paid	2,608.64
Total General	8,234.57
Payroll	
Employee Benefits	2,376.55
Payroll Taxes	8,135.41
Payroll Wages	15,339.93
Total Payroll	25,851.89
City Fire Dept	
Professional Services	48.00
Repairs & Maintenance	336.75
Utilities	518.77
Total City Fire Dept	903.52
Rural Fire District	
Equipment Purchase	1,979.31
Repair and Maintenance	483.00
Total Rural Fire District	2,462.31
Rural Rescue	
Hotspot	38.79
Total Rural Rescue	38.79
Park-City	
Chemicals	0.00
Improvements & Equipment	1,234.16

Village of Utica
 Profit & Loss
 June 2024

	<u>Jun 24</u>
Mower Loan Payment	280.05
Payroll wages	699.57
Professional Services	318.00
Repairs and Maintenance	97.46
Utilities	765.00
Total Park-City	3,394.24
Park-Board	
Fundraiser expenses	7.28
Supplies	177.00
Total Park-Board	184.28
Pool-City paid	
Chemicals	781.35
Payroll Wages	8,830.47
Supplies	1,002.25
Repairs & Maintenance	615.07
Utilities	534.67
Total Pool-City paid	11,763.81
Pool-Board paid	
Concession supplies	14.67
Supplies	63.58
Total Pool-Board paid	78.25
Senior Center	
Activities	100.00
General Supplies/Printing	16.95
Meals purchased	1,686.00
Mileage	163.75
Payroll Wages	209.11
Payroll Tax	101.28
Supplies/Kitchen	29.41
Raw Food	140.12
Repairs and maintenance	245.71
Total Senior Center	2,692.33
Sewer Dept	
Chemicals	896.25
OMR Contribution	360.00
Postage	140.00
Professional Services	139.05
Repairs and Maintenance	336.75
Utilities	270.73
Total Sewer Dept	2,142.78
Street Dept	
Equipment Rental	0.00
Equipment repair	1,563.44
Fuel	1,432.04
Maintenance wage	4,509.52
Office Supplies	317.70
Professional Services	58.70
Repairs and Maintenance	570.20
Small Tools	0.00
Street signs/markings	4,961.17
Supplies & Parts	1,039.06
Uniform-Dylan	0.00
Uniform-Rick	0.00
Utilities	1,645.50
Total Street Dept	16,097.33

Village of Utica
Profit & Loss
June 2024

	<u>Jun 24</u>
Water Dept	
Interest payment on Bond	10,655.00
Postage	157.95
Professional Services	81.00
Repairs - Maint.	612.88
Supplies & parts	7.83
Utilities	1,695.97
Work done by others	971.67
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Total Water Dept	14,182.30
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Total Expense	96,094.93
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Net Ordinary Income	9,339.63
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Net Income	<u>9,339.63</u>