

Utica Nebraska

Village Board of Trustees

**June 3, 2024, Regular Meeting**

The Village Board of Trustees met in regular session on June 3, 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.

The 1- & 6-year street plan hearing was opened. Dave Ziska from Olsson presented that the 1-year street plan is general maintenance of streets, and the 6-year street plan is to pave F street from Colorado to Alvo. Motion Powell, seconded by Micek to approve 1- & 6-year street plan as presented. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried. Hearing closed at 7:03 pm.

**Public Comments:** None

**Fire Dept. Report:** The department will be training with the lifeguards on June 13. Motion Powell, seconded by Olson to accept the resignation of G. Luebbe. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried

**Sheriff Report:** Was examined by the board.

**Zoning Inspector Report:** Approved C. Castleberry, S Cunningham, E. Peeks, S. Knickerbocker, B. Schriener.

**Chair Report:** Discussed getting bids to update Strategic Plan, discussed having NRD advise us about drainage ditches, and it was reported that the county has 455 road ditches on their project list to do.

**Park Report:** Attached and made a part hereof. Discussion was had if the Park board can continue to solicit funds for the pool. The Clerk will discuss with the attorney to see how the Park board should continue. The Board will readdress a contract with a grant writer after the attorney responds.

**Senior Center:** Attached and made a part hereof.

**Maintenance Report:** Attached and made a part hereof.

**Clerk Report:** Attached and made a part hereof.

**Board of Adjustment:** Attached and made a part hereof.

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

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

**Unfinished Business:**

- 1) Motion Micek, seconded by Powell for the clerk to purchase 5 polo shirts with village logo. RCV: Ayes: Micek, Powell, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried
- 2) Discussed increase from Applied Connective's original bid presented last month. The 1 to 1 Technologies bid is now lowest and the most inclusive in services. Motion Powell, seconded by Olson to rescind motion to approve Applied Connective bid and to proceed with 1 to 1

Technologies contract. RCV: Ayes: Powell, Olson, Ramsey, Micek, & Swanson. Nays: None  
Abstain: None. Carried

- 3) Discussed quote from AED Authority for an additional AED for the ballfields. Motion Powell, seconded by Ramsey to purchase AED as quoted without sales tax. RCV: Ayes: Powell, Ramsey, Micek, Olson, & Swanson. Nays: None Abstain: None. Carried
- 4) Discussed accessory building height. The Board decided to have the Planning Commission proceed with this.
- 5) Discussed the draft of responsibility of the Village and other entities. These drafts to be passed on to the entities for their input.
- 6) Started discussion of updating zoning permits. Discussed that each zoning permit would allow up to 3 visits before approval. If it takes additional visits to the site, there would be an additional charge before approval was given.

**New Business:**

- 1) Motion Powell, seconded by Ramsey to approve resolution 2024-2 that the 1 & 6 annual hearing was held. RCV: Ayes: Powell, Ramsey, Olson, Micek, & Swanson. Nays: None Abstain: None. Carried
- 2) Motion Powell, seconded by Olson to approve resolution 2024-3 to finalize purchase of street sweeper. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None. Carried
- 3) Motion Powell, seconded by Olson to approve 50/50 raffle by the park committee during Heritage days. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried
- 4) Motion Powell, seconded by Micek to use up to \$9000 of Keno funds to help with the moving of the old picnic shelter. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried
- 5) Discussed complaints about 501 E Street property. Motion Powell, seconded by Micek to send a letter to the owner and start the process of getting it cleaned up. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried
- 6) Motion Olson, seconded by Powell to allow Utica Youth Football team to use ballfields June 28 1-7pm for a fundraiser to purchase new helmets. RCV: Ayes: Olson, Powell, Ramsey & Micek, Swanson. Nays: None Abstain: None. Carried

Sharon Powell asked the Board members if they know of any items that need to be budgeted for, to let her know, as Sharon and the clerk will be working on the budget in July. The library volunteer would like to have someone come in and clean a few times each month.

Motion Powell, seconded by Olson to adjourn at 8:48 pm. . RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried

Next meeting will be July 1, 2024, at 7:00 pm at the Utica Auditorium.

**Claims:** First Bank of Utica, fee 9, TIF payment 1769.25; Advanced Office Automation, supplies 65.80; Pac N Save, meals 1686; Quadient, postage 454.97350; Central Valley Ag, fuel 1432.04; Centennial Market, supplies 235.32; D. Lurz, mileage 163.75; Volzke Corp., supplies 28; Mid-American Research, supplies 2486.50; NMC, supplies 451.06; Sargent Drilling, labor 1278; Kinetic Leasing, loan payment 63169; Norris Public Power, services 3971.57; NE Dept of Revenue, sales tax 679.58; Blink, services 10.70; US Post Office, postage 107.29; The Lifeguard Store, supplies 672.63; Pizza Kitchen, meal 10.96; Hobart, services 316; Belnick Retail, chairs 445.52; Walmart, supplies 307.81; Amazon, supplies 697.96;

Lincoln Winwater Work, supplies 126.13; AT & T Mobility, services 40.04; R. Maier, mileage 33.50; Windstream, services 618.36; Centennial FFA, planters 225; M. Mueller, services 76; Seward County Clerk, services 10; Faller Landscape, planters 97.46; Zito, services 875.80; Seward Appliance Repair, services 165; Greckel Construction, supplies 1234.16; NE Generator, services 2067.20; Dinges Fire Co., repairs 1979.31; North Office Supplies, mailers 427; League Association of Risk Management, insurance 1642.63; Aqua-Chem, supplies 1262.40; Barco Municipal, signs 4961.17; Olsson, services 8207.58; NE Public Health, services 33; Summit Fire, repair 483; Kopchos, services 303; Seward County Independent, services 53.18; Black Hills Energy, services 519.48; The Music Bingo People, activities 100; Advanced Office Automation, services 15.50; John Deere Financial, loan payment 280.05; Great Plains Pest, services 295; Mierau & Co, services 110; Beaver Hardware, supplies 27.02; Utica Parts & Service, repairs 1453.44; York Ace Hardware, supplies 101.92; BOKF, NA, Interest 10655; Verizon, services 245.30; Seward County Sheriff, services 504; Wages 22519.67; Benefits 2376.95. taxes 6988.38.

Submitted by

Rita Maier

Clerk/Treasurer

**UTICA AGING SERVICES COMMISSION**  
**MAY 8, 2024, at 12:30pm at the Senior Center**

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

**GUESTS:** Randy Steinhausen and Lyle Lurz

Karon called the meeting to order at 12:35pm.

Minutes of the April meeting were emailed to all members prior to the meeting. The minutes were corrected to amend the motion regarding Diane Lurz's increase in pay by deleting the "effective April 11" phrase. The Board of Trustees is the entity who will consider the pay increase at their meeting after the end of the fiscal year. Don motioned and Ron seconded to approve the minutes as amended. Motion carried.

March Manager's Report presented by Diane Lurz:

- The Center was open for 8 days in April for meals and activities.
- 224 congregate approved meals were served.
- 9 to-go meals that qualified as HDM meals were served.
- 16 to-go meals that qualified as approved congregate meals were served.
- 2 meals that were non-approved as congregate meals (guests under 60).
- A total of 251 senior meals were served.
- 103 exercise units (11 people doing the total 103 units.)
- 11 blood pressure checks were done.
- 154 social units which represent 42 people participating in cards and scheduled programs/activities.
- 110 or more newsletters with monthly menus & programs were distributed.
- 112 volunteer hours were provided during regular meal days (averaging 7 people per meal day).
- April activities were horse racing; bring something you collect to display; corn hole-bean bag game; and Bingo. The AARP smart driver course was cancelled due to low interest. It will be rescheduled for another date in the fall.
- The nutrition lesson was "Springtime Fruits and Vegetables."
- Exercise band classes were held on Thursday the 4<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>. Exercise bands equaled 9 exercise units. Chair yoga will be added at 9:30am, with exercise band exercises following.
- Diane and Lyle attended the Village Board meeting and gave an oral Senior Center report.
- There were two rentals in April. Four are scheduled for May as well as the Senior Center being reserved for voting on May 14<sup>th</sup>.

The center will be busy with a Friday meal, rentals on Saturday and Sunday, a funeral dinner for Joyce Schriener on Monday, voting on Tuesday, and the Wednesday meal. If anyone is able to help set-up, please be at the center at 7pm.

A motion to accept the Senior Manager report was moved by Sandi and seconded by Lyn. Motion carried.

**FINANCIAL REPORT:**

<u>Income:</u>	Income from meal contributions	\$1,996.05	
	Income from rentals	200.00	
	USDA reimbursement payment	168.70	
	Memorials (L. Bjerrum & D. Naber)	<u>380.00</u>	
	<b>Total income</b>	<b>\$2,744.75</b>	<b>R</b>
<u>Expenses:</u>	PacNSave-March meals	\$2,004.00	
	Bronco Spur (pizza for 4-17-24)	90.93	
	Runza (sandwiches for 4-5-24)	113.15	
	Raw Food	161.88	
	Supplies-office/printer ink	297.22(antivirus program)	
	Supplies-kitchen	87.33	
	Mileage for meal p/u & delivery	147.37	
	Repairs/maintenance	408.47(d/w service & repairs)	
	Payroll wages (cleaning)	103.89	
	Payroll taxes	<u>17.22</u>	
	<b>Total expenses</b>	<b>\$3,431.46</b>	

Resulting in a net loss of **-\$686.71**

- Rita reported the ending balance in the Village Account as of April 30, 2024:
  - \$29,542.40 in the Village's revolving fund
  - 999.85 in the Debit Card account
  - 1,046.13 in the Gift Trust/Aging Services (Gift Trust)
  - \$31,588.38
  - 84,820.60
  - \$116,408.98

Sandi moved and Lyn seconded a motion to accept the Manager's Report. Motion carried. Diane informed the committee that the next week would be very busy with Friday's meal day, rentals on Sat & Sun, a funeral dinner for Joyce Schriener on Mon, voting on Tues, and the Wednesday meal day. If anyone is able to come and help with set-up, please plan to meet at the center at 7pm.

## OLD BUSINESS

1. There was no progress to report on the kiosk. Diane will contact Colby in Lincoln.  
NOTE: Following the meeting, Diane was notified the kiosk is ready to be picked up and installed.
2. Tyler Brandt said the proposed flooring would work well in the center. Don moved to replace the entire room and nurse's room with vinyl plan flooring, seconded by Ron. Motion carried. Ron moved and Lyn seconded a motion to choose the lighter gray flooring. Motion carried. Diane will ask about warranty, cost of possible repair to the underflooring, and any additional cost to include the nurse's room.
3. Diane reported the proposal for the new dishwasher was signed and scanned/ emailed to the salesman. In the meantime, Diane and Lyle saved \$300 in repair to the current dishwasher by watching You-tube tutorials. Diane ordered three hoses, and Lyle installed them. It is working very well now.
4. The water heater has also been repaired. Again, you-tube tutorials were consulted, and a dip tube on the heater was replumbed. There wasn't enough clearance at the top of the tank. Problem solved. Thank you, Diane & Lyle!
5. A letter was sent to Volzke Funeral Home regarding the issue of a rental deposit for funeral dinners held at the center. Jeff accepted the proposal and contributed a generous \$200 toward future rental agreements.
6. Heritage Days plans were reviewed. Byron has agreed to grill pork burgers and hot dogs for lunch on Saturday. The meal will include chips and a dessert. Coffee and rolls will be available in the morning.

## NEW BUSINESS

1. Diane prepared the annual budget for the Aging Partners. It did not include the \$600 kiosk rental and annual \$100 antivirus program. All accompanying facts and breakdowns were presented to the committee. Lyn moved and Pat seconded a motion to approve the proposed budget as presented. Motion carried.
2. The next Potato Bake has been scheduled for Sunday, July 14<sup>th</sup>. Diane will get the food lined up for the Potato Bake and the Heritage Days lunch. Diane has requested that she be allowed to take the weekend off for Heritage Days activities since she will have family in town. (Permission was granted.)
3. Additional chairs with arms have been requested by seniors. Sandi moved and Don seconded a motion to purchase eight additional chairs with arms. Motion carried. When they arrive, Don will pick them up and deliver them to the Senior Center.

## MARK YOUR CALENDARS

May 16      Food Truck will be in town from 2-3pm.  
July 27      Lunch during Heritage Days at the Senior Center

The meeting was adjourned at 2pm, on a motion by Pat that was seconded by Don and Ron. Motion carried.

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

Respectfully submitted,  
Becky Sandman, Secretary

**Utica, Nebraska**  
**Parks & Pool Board Meeting Minutes**  
**For May 19, 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, Danae Soliz, Diana Tomes, and Stephanie Cradick.  
Supervising Village Board member Sharon Powell

The monthly meeting of the Utica Parks & Pool Board was called to order at 6:30 pm on May 19, 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, Danae Soliz, Diana Tomes, and Stephanie Cradick. All Ayes

***II. Review of Previous Minutes***

Motion by Kenna, second by Tori, to accept the minutes from the April 21 board meeting. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Danae Soliz, Diana Tomes, and Stephanie Cradick. All Ayes

***III. Consideration of Public Comments***

\There were no public comments made at the meeting.

***IV. Consideration of Old Business***

- Seward County gives report- raised \$3,264 before matching

***V. Consideration of New Business***

- Sharon Powell gave report from Village board- notification of switching phone lines.
- Chair report was given.
- Discussion was had about pool project moving forward.
  - o Motion made by Kenna, second by Tori to move forward with the pool project after public vote. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Danae Soliz, Diana Tomes, and Stephanie Cradick. All Ayes

- Discussion was had about Johnnys request to use park for a football fundraiser.
  - Motion was made by Kenna, second by Tori to recommend to village board to allow Johnny to use the fields for fundraiser. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Danae Soliz, Diana Tomes, and Stephanie Cradick. All Ayes

Next meeting will be held on Sunday June 23, 2024 @ 6:30, in the village auditorium.

The agenda will be emailed to board by Autumn Walford and posted with public announcement of 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



Minutes from April 25, 2024 Board of Adjustment Comm.

Meeting called to order @ 7:30 by Chairman Rut

Board Members Present: Jim Bulgrin, Dave Donahue, Stan Erks  
Rick Hemphill & Don Rut

Visitors: Mary Luebbe, James Swanson, Dylan Wiener, Neal + Pat  
Koch, & Cindy Nuttlemen

m/Bulgrin and Hemphill to approving minutes m/Carried

1st Item: Moving frontage of ~~the~~ Utica Zima  
Sub-Division Lots 5, 6 + 7

Fence may come into play, Wanting to move frontage to only 15'  
instead of 25', give more yardage for neighbors distance

Drainage would be taken care of owner of lots

m/Hemphill and Erks to Allow Dylan Grantski to move 10'  
closer to street from 25ft to 15ft

m/Carried

Bulgrin Yes, Rut Yes, Hemphill Yes Erks Yes

2nd item Cindy Nuttlemen would move building size from 48x48 to  
45' x 45' for new garage. The location of roof  
would be same height as house

Discussion on how building would be used.

m/Bulgrin and Hemphill to approve the recommendations

m/Carried

Bulgrin Yes Rut Yes Hemphill Yes Erks Yes

M/Ests 2nd Balgrin to Wdjan m/Curr.

Bulgrin Yes

Rut Yes

Hemphill Yes

Erks Yes

Meeting Ended @ 8:15 p.m.

Stan Erks  
Secretary

## **June 3, 2024 Board Meeting Maintenance Report**

- Work on the secondary force main is complete, roadside ditch seeding needs done yet.
- Pool has opened as scheduled; we are installing a flow meter with a totalizer on the fill pipe to track gallons added every day.
- Work at "Bronco Heights" is ongoing, nothing new to report.
- Street name signs were all installed.
- New sweeper has arrived and is working well.
- Johnson service completed their annual budgeted sewer cleaning service. We are very close to having ½ of the whole system videoed and cleaned. Will continue work the next few years to complete the whole sanitary sewer system.
- We are working on vacuuming/cleaning out storm sewer inlets.
- New tires for the skid steer were ordered, the old set was getting down to very little tread and we were having multiple flats.
- Maintenance vest were ordered as discussed.
- Maintenance department computers were ordered.
- We have several light bulbs burnt out at the ball fields, I have ordered the bulbs and Norris PPD will change them for us.

### **Action Items:**

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## CLERK'S REPORT

June 3, 2024

23 disconnect letters sent. 18 Owners & 5 renters.  
5 Door hangers, 0 Disconnects (2 Promise to pay this week)

- 1) Register to run for office: Incumbent's July 15, non-incumbent Aug 1
- 2) Limited office hours June 5-14.

Village of Utica  
 Profit & Loss  
 May 2024

**DRAFT**

	May 24
Ordinary Income/Expense	
Income	
General Income	
Compost Sales	404.20
Bank Interest	2,185.38
County Treasurer	87,544.94
County Treasurer-Bond	23,950.57
Franchise payments	25,658.69
Sales Tax Collection Fee	21.14
Sales Tax revenue	12,342.72
TIF pass through	1,769.25
Zoning Permits	76.00
Total General Income	153,952.89
Park Income-City	
RV camp fee	108.00
Total Park Income-City	108.00
Pool Income-City	
Admissions	3,392.52
Lessons	500.00
Total Pool Income-City	3,892.52
Pool Income-Board	
Concessions	2.00
Donation	500.00
Reimbursement	13.00
Total Pool Income-Board	515.00
Senior Center Income	
Fundraising - donations	200.00
Meal Contributions	1,999.00
Memorials	340.00
Rental fees	400.00
State/Federal	1,500.00
Total Senior Center Income	4,439.00
Sewer Income	
Late Fee	230.00
Sewer Sales	8,548.00
Total Sewer Income	8,778.00
Water Income	
Late Fee	230.00
Start up	60.00
Water-Commercial	1,284.14
Water Sales	17,818.67
Total Water Income	19,392.81
Streets Income	
Miscellaneous	8,000.00
State Highway Allocation	10,024.52
Total Streets Income	18,024.52
Total Income	209,102.74
Gross Profit	209,102.74
Expense	
Special Expense	
ARPA Funds	1,701.49

Village of Utica  
 Profit & Loss  
 May 2024

	May 24
Total Special Expense	1,701.49
General	
Law Enforcement	504.00
Bank & CC fees	9.00
Centennial Public Pass-through	40.00
Education	10.96
Hail damage repairs	29,001.50
Office Supplies	95.65
Postage	80.84
Professional Services	248.00
Publishing / Printing	40.00
Rent	1,350.00
Repairs & Maintenance	275.45
TIF pass-through	1,769.25
Utilities	403.95
Auditorium	
Supplies	15.87
Utilities	148.06
Total Auditorium	163.93
Library	
Utilities	141.42
Total Library	141.42
Senior Center-City paid	
Payroll	871.61
Payroll taxes	1,109.74
Profession Services	111.00
Repairs & Maint.	385.00
Utilities	588.36
Total Senior Center-City paid	3,065.71
General - Other	0.00
Total General	37,199.66
Payroll	
Employee Benefits	2,376.95
Payroll Taxes	8,697.76
Payroll Wages	12,328.02
Total Payroll	23,402.73
City Fire Dept	
Professional Services	48.00
Utilities	866.95
Total City Fire Dept	914.95
Rural Fire District	
Equipment Purchase	5,827.98
Repair and Maintenance	2,227.34
Total Rural Fire District	8,055.32
Rural Rescue	
Hotspot	37.54
Total Rural Rescue	37.54
Park-City	
Equipment	37.68
Chemicals	0.00
Mower Loan Payment	280.05
Payroll wages	1,044.55
Professional Services	48.00

Village of Utica  
**Profit & Loss**  
 May 2024

	<u>May 24</u>
Repairs and Maintenance	508.56
Supplies	100.00
Utilities	502.25
<b>Total Park-City</b>	<b>2,521.09</b>
Park-Board	
Supplies	97.44
<b>Total Park-Board</b>	<b>97.44</b>
Pool-City paid	
Supplies	594.49
Repairs & Maintenance	708.18
Utilities	85.12
<b>Total Pool-City paid</b>	<b>1,387.79</b>
Pool-Board paid	
Guard uniforms	400.68
<b>Total Pool-Board paid</b>	<b>400.68</b>
Senior Center	
Activities	0.00
General Supplies/Printing	184.31
Meals purchased	1,268.22
Mileage	131.00
Payroll Wages	185.11
Payroll Tax	66.08
Supplies/Kitchen	59.82
Raw Food	183.21
Repairs and maintenance	445.52
<b>Total Senior Center</b>	<b>2,523.27</b>
Sewer Dept	
Chemicals	5,451.50
Postage	141.99
Repairs and Maintenance	0.00
Utilities	253.28
Vac-con truck loan	0.00
<b>Total Sewer Dept</b>	<b>5,846.77</b>
Street Dept	
Automobile Expense	175.92
Equipment Purchase	63,169.00
Equipment Rental	0.00
Equipment repair	51.69
Fuel	161.12
Maintenance wage	4,571.84
Office Supplies	146.31
Professional Services	58.70
Repairs and Maintenance	860.28
Sand/gravel	14.00
Small Tools	7.18
Street signs/markings	228.83
Supplies & Parts	770.53
Uniform-Dylan	0.00
Uniform-Rick	0.00
Utilities	1,761.41
<b>Total Street Dept</b>	<b>71,976.81</b>
Water Dept	
Chemicals	322.50
Postage	141.99
Professional Services	81.00

Village of Utica  
**Profit & Loss**  
May 2024

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	<u>May 24</u>
Repairs - Maint.	9,046.39
Supplies & parts	0.00
Utilities	2,089.12
Work done by others	1,278.00
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Total Water Dept	12,959.00
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Total Expense	169,024.54
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Net Ordinary Income	40,078.20
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Net Income	<u>40,078.20</u>