

Utica Nebraska

Village Board of Trustees

September 9, 2024 Regular Meeting

The Village Board of Trustees met in regular session on September 9, 2024 at 7:16 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 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, Ramsey, Micek & Swanson. Nays: None Abstain: Micek 5A. Carried.

Public Comments: None

Fire Dept. Report: Reports 2 potential new members, September 21 will be the annual banquet, and the Pork BBQ will be October 6.

Sheriff Report: Was examined by the board.

Zoning Inspector Report: 4 permits were approved. Fences at 520 5th street & 185 Iowa, and decks at 625 5th & 1260 F street.

Chair Report: Don & Chairperson are going to meet with Seward's building inspector and get some information as to what they do. Has discussed with Planning Commission about out building.

Park Report: Attached and made a part hereof. Motion Olson, seconded by Micek to allow the Park Board to hold a Halloweenie Roast in conjunction with Trunk or Treat Sunday October 27 RCV: Ayes: Olson, Micek, Powell, Ramsey, & Swanson. Nays: None Abstain: None. Carried.

Senior Center: Attached and made a part hereof.

Maintenance Report: Attached and made a part hereof. Motion Powell, seconded by Micek to purchase a 2nd line locator for about \$1200. 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, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.

Jacob Jennings and Patrick Kelley with Seward County Chamber and Development Partnership (SCCDP) presented their program and asked for membership funding.

Unfinished Business:

- 1) Motion Olson, seconded by Micek to pay conference expenses for any board member that wants to attend the League of NE municipalities conference with either hotel or driving expenses paid. RCV: Ayes: Olson, Micek, Powell, Ramsey, & Swanson. Nays: None Abstain: None. Carried.

New Business:

- 1) Ryan Eschliman spoke about his concerns about a sidewalk that was recently poured on the utility easement space between his house and the Bronco Heights subdivision. He was concerned who would be responsible for the upkeep of this sidewalk.
- 2) Motion Micek, seconded by Olson to approve renewal of the liquor license for Utica Lanes. RCV: Ayes: Micek, Olson, Powell, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.
- 3) Motion Powell, seconded by Micek to sign the funding agreement with SCCDP. RCV: Ayes: Powell, Micek, Olson, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 4) Discussed employee Dylan Wiemer would have more than the allowable PTO roll over for October 1st. With Rick being off of work and training a new employee he was unable to take the days off that he wanted. It was decided to make a one-time exception. Motion Micek, seconded by Powell to pay 130 hours of PTO at full pay to Wiemer by October 1st, 2024. RCV: Ayes: Micek, Powell, Olson, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 5) A) Motion Powell, seconded by Olson to approve Resolution 2024-7 to set the final tax request. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.
B) Motion Powell, seconded by Ramsey to approve the 1% increase for funds subject to limitation. RCV: Ayes: Powell, Ramsey, Olson, Micek & Swanson. Nays: None Abstain: None. Carried.
C) Motion Powell, seconded by Olson to approve the 2024-25 budget. RCV: Ayes: Powell, Olson, Micek, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 6) The Chair opened the only bid received for the purchase of the 1998 Ford F150. The \$300 bid was considered too low. Motion Micek, seconded by Olson to not accept the bid RCV: Ayes: Micek, Olson, Ramsey, Powell & Swanson. Nays: None Abstain: None. Carried.
- 7) Motion Micek, seconded by Powell to cancel gWorks in April 2025 and to start with Subsurface Solutions October 1, 2024. RCV: Ayes: Micek, Powell, Olson, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 8) Motion Powell, seconded by Olson to pay the H & H Concrete claim for \$9000 and approximately \$3500 to Tieken when the claims come in before next meeting. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.
- 9) Discussed the complaint about 275 D Street. Will send a letter with exact issues that need to be corrected. Also discussed having our lawyer help word the letter.
- 10) Motion Powell, seconded by Micek to open a separate checking account for the Fire department for Rural Fire funds with 2 signers. RCV: Ayes: Powell, Micek, Olson, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 11) Motion Powell, seconded by Micek to spend up to \$2000 for basketball hoops and tennis nets for the courts. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried.
- 12) Motion Ramsey, seconded by Powell to approve the recommendation of the Economic Development Review committee to give a LB 840 grant and loan to Nick Bloebaum. RCV: Ayes: Ramsey, Powell, Micek, & Swanson. Nays: None Abstain: Olson. Carried.
- 13) Motion Powell, seconded by Ramsey to contract the Village Strategic Plan with Hanna-Keelan Associates and incorporate Mr. Rathman's ideas if possible. RCV: Ayes: Powell, Ramsey, Olson, Micek, & Swanson. Nays: None Abstain: None. Carried.

14) Motion Powell, seconded by Micek to purchase the better, corrosion proof, doors for the well house and to also apply for a grant. RCV: Ayes: Powell, Micek, Ramsey, Olson, & Swanson. Nays: None Abstain: None. Carried.

Motion Powell, seconded by Olson to adjourn at 9:09RCV: Ayes: Powell, Olson, Micek, Ramsey, & Swanson. Nays: None Abstain: None. Carried.

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

Claims: NE sales tax, 658.69; First Bank of Utica, fees 9; Pac N Save, meals 1596; AT&T Mobility, services 38.79; 1 to 1 Technologies, services 289.78; Lincoln Winwater Works, parts 185.16, Sysco Lincoln, equipment 2678; NE Dept of Revenue, fees 25; Iowa Pump Works, services 2227; Quadient Finance, postage 250; R. Micek, supplies 38.59; Black Hills Energy, services 386.70; Seward County Independent, services 64.54; Solheim Law Firm, services 375; York Ace Hardware, supplies 54.99; R. Maier, mileage 61.59; D. Lurz, mileage 147.37; Beaver Hardware, supplies 99.02; Centennial Market, supplies 212.66; Utica Parts and Service, repairs 1002.65; NE Dept of Environment, fees 150; Central Valley Ag, fuel 747.79; Zito, services 657.81; Southeast Nebraska Development, fees 1575; Front Porch Designs, services 160; Peeks Construction, repairs 480; Grant Administration & Co., services 2000; Blink, services 10.70; US Postal Service, postage 34.95; Sack Lumber, supplies 70.92; Dollar Tree, supplies 23.53; Amazon, supplies 649.48; Walmart, supplies 102.83; Norris Public Power, services 4692.83; Sargent Drilling, services 2170.07; Dinges Fire Company, equipment 410.33; League of Risk Management, insurance 92074.86; Aqua-chem, supplies 1691.04; Barco Municipal Products, equipment 258.04; HF Group, services 75; Olsson, services 472.18; NE Public Health Environment, services 484; Mid-American Research, supplies 948.75; Midwest Laboratories, services 709.50; Ward Laboratories, services 28.60; Advanced Office Automation, supplies 47.50; Kopchos, services 482.50; Verizon, services 249.42; John Deere Financial, loan payment 279.85; Seward County Sheriff, services 504; Great Plains Pest Management, services 295; Mierau & Co., services 130; Wages 22771.69; Benefits 2627.45; Taxes 5568.40.

Submitted by

Rita Maier

Clerk/Treasurer

Utica, Nebraska
Parks & Pool Board Meeting Minutes
For August 18,, 2024 @ 5:30pm 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, Desi Perry, and Diana Tomes.
Supervising Village Board member Sharon Powell

The monthly meeting of the Utica Parks & Pool Board was called to order at 5:30 pm on August 18, 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, and Desi Perry . All Ayes

II. Review of Previous Minutes

Motion by Kenna, second by Tori, to accept the minutes from the July 21, 2024 board meeting. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Danae Soliz, and Desi Perry. 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 resurfacing costs to resurface the tennis courts and possibly add in pickleball courts.
- Conversation was had about the basketball hoops within the tennis court.
- Motion by Kenna, second by Desi to purchase 2 hoops with cost up to \$1,500 upon maintenance approval. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Danae Soliz, and Desi Perry. All Ayes

V. Consideration of New Business

- Sharon Powell gave a report from the Village board. .
- Chair report was given.
- Discussion was had about Trunk or Treat.
- Motion by Tori, second by Megan to remove Lacey Naber with regrets from park and pool board due to change of address.
- Discussion regarding water loss from the pool this swim season. The pool lost 1,099,120 gallons of water over a span of 79 days this summer. That averages out to be 13,912.91 gallons per day of water loss. The pool holds 150,000 gallons of water. The village had to fill the pool 7.32 times over the summer. This means we had to replace the water in the pool every 10.8 days. The average number of times to fill a swimming pool over the summer is once.

Next meeting will be held on Sunday September 15, 2024 @ 5:30, 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 @ 7:01 pm by Autumn Walford. Minutes submitted by: Kenna Kucera and Autumn Walford. Minutes to be approved by: The Village of Utica Board of Trustees

**UTICA AGING SERVICES COMMISSION
AUGUST 14, 2024**

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

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

GUESTS: Lyle Lurz and Randy Steinhausen

The minutes were amended to clarify the following: "the Aging Commission will continue to pay custodial wages and will begin to pay utilities and the recycling fee. The Village will continue to pay the Manager's wages." Another clarification was that a grant application was made to Norris for assistance with the purchase of the dishwasher. After the clarifications were made, Ron moved, and Pat seconded a motion to approve the minutes. M/C.

July Manager's Report presented by Diane Lurz:

- The Center was open for nine days in July for meals & activities.
- 236 meals that qualify as Home Delivered meals were served.
- 28 to-go meals were served that qualified as approved congregate meals.
- 4 meals were served to guests under age 60.
- A total of 283 meals were served.
- There were 186 units of exercise. This is 25 people doing the total 186 units. (Exercise room use, exercise bands, and chair yoga)
- There were 12 blood pressure checks taken.
- There were 190 social units (playing cards and participating in scheduled activities and programs).
- 120 or more newsletters with monthly menus and programs were distributed.
- 117 volunteer hours were provided during regular meal days (averaging 7 people volunteering per meal day).
- July activities were "Share Something Red, White, or Blue", Wheel of Fortune game, Bingo with Carla from Kinship Pointe.
- The nutrition lesson was "Kitchen Tips and Tricks".
- Exercise band classes were held every Thursday morning in July with only one week of participants.
- Chair yoga classes were held on July 3, 5, 12, 17, 19, 24, 26 & 31. Chair yoga classes will not be held on Thursday mornings any longer.
- Diane and Lyle attended the Village Board meeting on July 1st.
- There was one rental in July, and one scheduled rental for August.

- There have been issues with the telephone not allowing clients to leave a message for meals. This is being looked into.

FINANCIAL REPORT

<u>Income:</u>	Income from meal contributions	\$1,227.00
	Income from Fundraising	4,989.00
	Income from rentals	100.00
	CD/Savings interest earned	1.25
	Grant Payment (from Norris)	<u>2,500.00</u>
	Total July income	\$8,817.25
<u>Expenses:</u>	Pac-N-Save for meals	\$1,584.00
	Runza sandwiches for meal	122.34
	Raw Food	96.80
	Supplies-office/printer ink	25.99
	Supplies-kitchen	276.66
	Mileage (pickup/delivery of meals)	131.00
	Payroll wages (cleaning, maint.)	147.11
	Payroll taxes (custodial)	<u>69.32</u>
	Total July expenses	\$2,453.22

Resulting in a net income of **\$6,364.03.**

Rita reported the ending balance in the Village Account, as of 7-31-24:

\$52,753.13	Village's Revolving Fund
703.39	Debit Card fund
<u>1,617.38</u>	Gift Trust/Aging Services account
\$55,073.90	
<u>70,144.42</u>	CD's
\$125,218.32	

Sandi moved and Lyn seconded a motion to approve the Manager's report and to approve the revised rental agreement composed by Diane. M/C.

OLD BUSINESS

1. July records were all compiled with information from the kiosk. The one exception is the meal list that is still kept on paper, basically to reconcile with the kiosk records.

NEW BUSINESS

1. The CDs will be renewed in December. After discussion, Ron moved to let the CDs compound from interest earned. Don seconded the motion. M/C.
2. Diane requested handles for kitchen cupboards. Lyn moved and Ron seconded a motion to have Diane and Lyle check at Beaver Hardware for options on handles. Randy Steinhausen will install the handles. M/C.

3. Diane reported the vacuum's edger isn't working. After the new flooring is in place, there won't be much carpet to vacuum but she would like to be able to clean corners and cracks. Lyn moved to allow Diane to purchase a vacuum as long as the price is under \$500. Pat seconded the motion. M/C.
4. The July Potato Bake brought in \$3,035.22 after expenses. 234 people were served. Pat Koch's Thrivent card was used, thank you Pat and Neal. For the next potato bake, 35 pounds of ground beef should be purchased, and more stroganoff and chili toppings should be prepared.
5. Heritage Days activities brought in \$1,358.68 after expenses. All of the bottled water was donated by Bomgaar's. Napkins were donated by First Bank of Utica. Cups were donated by CVA. 195 pork burgers were purchased, and all were sold. Jim Bulgrin's Thrivent card was used, thank you Jim and Pauline. Thank you to all who helped with the morning coffee/rolls and later with lunch.
6. Diane has not been able to get a firm date on when the flooring will be installed or when the dishwasher will arrive. It is crucial to get these dates narrowed down so notice can be given for the Center being closed.
7. Diane will be gone Sept 13th, but Lyle will be here.
8. The date for the next Potato Bake was set for October 20th. Sign-up sheets will be available soon.

MARK YOUR CALENDARS

August 15	Food truck, 2-3pm
August 22	Aging Partners Area-Wide Meeting at the Utica Senior Center, 1-3pm

The meeting was adjourned at 1:34pm on a motion moved by Don and seconded by Ron. M/C

The next meeting will be **SEPTEMBER 11, 2024, at 12:30pm, at the Senior Center.**

Respectfully submitted,
Becky Sandman, Secretary

September 9, 2024 Board Meeting Maintenance Report

- The tree at the tennis courts was removed to make way for the concrete to be poured and park shelter to be moved over. Concrete was poured 9/4. Shelter to be moved ??
- Pool has been shut down for the season, draining it is still in progress.
- John Deere zero turn mower was taken to AKRS Equipment for repairs, one of the hydro drives was leaking badly. Repairs should be done soon
- Tower Park wooden play structure was removed and is being disposed of.
- Zach completed his wastewater certification training and has successfully passed the exam.
- Lead line surveys are being finished up, we have just over 50 that need to be completed yet. We will be calling and going door to door to complete those not returned.
- New Maintenance truck was put into service.
- Back-up alarms were installed on all maintenance trucks for safety.
- New "Utica" logos were installed on maintenance vehicles.
- New tennis net that was installed last month was broken again; net was removed for the season. We will have to order another new one for next season.
- Pot holes are being patched as time allows.

Action Items:

- Discuss 2nd Metal detector locator purchase.

CLERK'S REPORT

September 9, 2024

26 disconnect letters sent. 17 Owners & 9 renters.
9 Door hangers, 0 Disconnects

- 1) Thank you note received.

Village of Utica
 Profit & Loss
 August 2024

DRAFT

	Aug 24
Ordinary Income/Expense	
Income	
General Income	
Compost Sales	415.25
Bank Interest	2,093.46
County Treasurer	3,523.86
County Treasurer-Bond	973.55
Franchise payments	10.11
Licenses- other, dog	15.00
Sales Tax Collection Fee	19.67
Sales Tax revenue	8,726.10
Zoning Permits	55.00
Total General Income	15,832.00
Park Income-City	
RV camp fee	370.00
Total Park Income-City	370.00
Pool Income-City	
Admissions	137.38
Total Pool Income-City	137.38
Pool Income-Board	
Donation	420.00
Total Pool Income-Board	420.00
Senior Center Income	
Fundraising - donations	25.00
Meal Contributions	1,799.50
Miscellaneous	472.00
Rental fees	200.00
Total Senior Center Income	2,496.50
Sewer Income	
Late Fee	220.00
Tap Fee-S	100.00
Sewer Sales	8,769.00
Total Sewer Income	9,089.00
Water Income	
Late Fee	220.00
Start up	60.00
Water-Commercial	1,366.65
Water Sales	23,230.84
Total Water Income	24,877.49
Streets Income	
County Motor Vehicle tax	1,964.32
Sales Tax revenue	3,079.76
State Highway Allocation	10,663.37
Total Streets Income	15,707.45
Total Income	68,929.82
Gross Profit	68,929.82
Expense	
Special Expense	
ARPA Funds	73,966.35
Total Special Expense	73,966.35
General	

Village of Utica
Profit & Loss
 August 2024

	<u>Aug 24</u>
Bank & CC fees	9.00
Computer software & fees	324.11
Dues & Fees	3,340.00
Equipment	3,533.98
Law Enforcement	504.00
Office Supplies	175.33
Postage	70.99
Professional Services	328.00
Publishing / Printing	60.45
Uniform	120.80
Utilities	141.04
Auditorium	
Supplies	15.10
Utilities	217.61
Total Auditorium	<u>232.71</u>
Library	
Utilities	106.99
Total Library	<u>106.99</u>
Senior Center-City paid	
Payroll	995.29
Payroll taxes	834.32
Profession Services	55.00
Repairs & Maint.	0.00
Utilities	585.58
Total Senior Center-City paid	<u>2,470.19</u>
Total General	11,417.59
Payroll	
Employee Benefits	2,893.97
Payroll Taxes	8,578.89
Payroll Wages	11,140.34
Total Payroll	<u>22,613.20</u>
City Fire Dept	
Insurance-Life	1,950.00
Professional Services	48.00
Utilities	485.13
Total City Fire Dept	<u>2,483.13</u>
Rural Fire District	
Equipment Purchase	9,848.12
Fuel	55.96
Repair and Maintenance	213.03
Total Rural Fire District	<u>10,117.11</u>
Rural Rescue	
Hotspot	38.79
Total Rural Rescue	<u>38.79</u>
Park-City	
Equipment	2,634.00
Chemicals	0.00
Fuel	304.48
Mower Loan Payment	280.05
Professional Services	48.00
Repairs and Maintenance	0.00
Signage	558.45
Supplies	-100.00
Utilities	920.00
	<u>920.00</u>

Village of Utica
Profit & Loss
 August 2024

	<u>Aug 24</u>
Total Park-City	4,644.98
Park-Board	
Supplies	0.00
Total Park-Board	0.00
Pool-City paid	
Chemicals	1,351.45
Payroll Wages	6,048.21
Supplies	373.30
Repairs & Maintenance	813.50
Utilities	1,187.92
Total Pool-City paid	9,774.38
Pool-Board paid	
Professional services	2,000.00
Supplies	9.50
Total Pool-Board paid	2,009.50
Senior Center	
Activities	15.47
General Supplies/Printing	145.67
Meals purchased	1,530.00
Mileage	147.37
Miscellaneous	540.00
Payroll Wages	131.06
Payroll Tax	67.36
Supplies/Kitchen	84.28
Raw Food	739.81
Repairs and maintainance	245.00
Total Senior Center	3,646.02
Sewer Dept	
Chemicals	1,195.00
Postage	141.99
Repairs and Maintenance	337.99
Supplies & Parts	70.92
Travel-mileage	42.88
Utilities	175.15
Work by others	1,115.09
Total Sewer Dept	3,079.02
Street Dept	
Automobile Expense	237.32
Equipment Purchase	29,995.00
Equipment Rental	0.00
Fuel	321.16
Maintenance wage	4,456.79
Milage	60.97
Office Supplies	40.36
Professional Services	58.70
Repairs and Maintenance	0.00
Small Tools	0.00
Supplies & Parts	1,492.45
Uniform	155.60
Utilities	1,780.17
Total Street Dept	38,598.52
Water Dept	
Chemicals	1,432.63
Postage	141.99
Professional Services	340.00
Repairs - Maint.	26.24

8:25 AM
09/06/24
Cash Basis

Village of Utica
Profit & Loss
August 2024

	<u>Aug 24</u>
Supplies & parts	4,678.72
Travel-Mileage	42.88
Utilities	<u>1,706.80</u>
Total Water Dept	<u>8,369.26</u>
Total Expense	<u>190,757.85</u>
Net Ordinary Income	<u>-121,828.03</u>
Net Income	<u><u>-121,828.03</u></u>