

Utica Nebraska

Village Board of Trustees

November 6, 2023 Regular Meeting

The Village Board of Trustees met in regular session on November 6, 2023 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 Micek to approve consent agenda (includes agenda, minutes, Treasurer's report, Keno report, Sheriff's log, and payment of claims). RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: Micek 6A. Carried.

Public Comments: None

Raegan Hain brought information about an informational meeting on various grants in Seward November 27.

Fire Dept. Report: Motion Powell, seconded by Olson to accept the resignations of Jay & Colette Stelling. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried. The dept. had 178 kids participate in the Fire Prevention Program. The dept. patrolled the Village on Halloween night.

Sheriff Report: Was examined by the board.

Zoning Inspector Report: Approved permits for L Height, T. Peterson, S. Fehlhafer. Pending B. Rathje.

Chair Report: Items have been removed from the sidewalk on D street, the garage is down on Iowa and the bushes are cut back on 1st.

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 Zach and Dylan to attend a water/sewer meeting in Duncan. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried. Motion Powell, seconded by Ramsy to approve Dylan working with Chairperson to purchase necessary tarring products. RCV: Ayes: Powell, Ramsey, Olson, Micek & Swanson. Nays: None Abstain: None. Carried. Motion Powell, seconded by Micek to give Zach a \$25 per month stipend for using his personal phone, until he gets Rick's phone to use. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried.

Clerk Report: Attached and made a part hereof. Motion Powell, seconded by Olson to approve putting a lien on property for non-payment of water/sewer bills. RCV: Ayes: Powell, Olson, Micek, Ramsey, & Swanson. Nays: None Abstain: None. Carried. Motion Powell, seconded Micek to move forward with updating our local code book. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried.

Discussed when to have January meeting as the 1st Monday in New Year's Day. Will finalize at December meeting.

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

Keno Report: Attached and made a part hereof.

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

Unfinished Business:

New Business:

- 1) Discuss the quality of homes that can be moved into the Village. Was discussed if we should hire a building inspector as needed to inspect homes being added to the Village and give an Occupancy Certificate.
- 2) Motion Micek seconded by Powell to approve Olsson Work Order #9 for General Engineering Consulting Services. RCV: Ayes: Micek, Powell, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried.
Motion Powell, seconded by Micek to approve Olsson Work Order #10 to Street Superintendent Services. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried.
Motion Powell, seconded by Micek to approve Resolution # 2023-16 signing year-end certification of Street Superintendent. RCV: Ayes: Powell, Micek, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried.
- 3) Motion Powell, seconded by Micek to approve closing the Keno Checking account. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried.
- 4) Motion Olson, seconded by Powell to approve purchase of new meter reader devices. RCV: Ayes: Olson, Powell, Micek, Ramsey & Swanson. Nays: None Abstain: None. Carried.
- 5) Motion Powell, seconded by Olson to approve to purchase new Credit Card reader when our upgrade turn comes up. RCV: Ayes: Powell, Olson, Micek, Ramsey, & Swanson. Nays: None Abstain: None. Carried.
- 6) Motion Powell, seconded by Micek for Dylan to work with the Chairperson on purchasing a new sand/salt spreader. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried.
- 7) Motion Powell, seconded Ramsey to approve purchase of Street Sweeper from MacQueen and Kinetic Leasing. RCV: Ayes: Powell, Ramsey, Olson, Micek & Swanson. Nays: None Abstain: None. Carried.
- 8) Will wait to change signers on bank accounts until after reorganizational meeting in December.

Motion Powell, seconded by Olson to adjourn at 8:37pm

Next meeting will be December 4, 2023, at 7:00 pm at the Utica Auditorium.

Claims: Old Dominion Brush, supplies 546.93; North Office Supply, printing 252; Solheim Law Firm, services 60; John Deere Financial, mower payment 280.05; Quadiant Finance, postage 250; Black Hills Energy, services 395.78; Windstream, services 1215.70; Z. Crouch, uniform 162.59; Centennial Public School, fees 340; M. Mueller, services 45; JR's Bobcat Service, labor 2298.75; Iowa Pump Works, services 1789; Sargent Drilling, services 401.26; Olsson, services 5389.94; Nebraska Humanities, services 75; Dollar General, supplies 19.81; Natural Grocers, supplies 9.38; Grainger, parts 81.37; Walmart, supplies 356.58; Amazon, parts 49.99, supplies 255.92; Norris Public Power, services 3490.57; Mid-American Research, supplies 3315; Seward County Chamber & Development, dues 6556; Power Manager,

software 2596.77; Nebraska Dept. of Environment, license 150; K. Hanneman, refund 36.75; NE Dept. of Revenue, taxes 705.65; First Bank of Utica, fee 9; Municipal Supply, supplies 1698.68; Bel-Con Refuse, services 45; Advance Office Automation, services 10.56; Kopchos, services 182.50; Central Valley Ag, fuel 573.09; BOKF NA, bond payment 140897.50; Centennial Market, supplies 543.55; Beaver Hardware, supplies 84.18; Utica Parts & Service, supplies & services 687.59; Seward County Sheriff, services 504; Great Plain Pest, services 295; Seward County Independent, services 37.84; Michael Forsberg Photography, services 80; D. Lurz, mileage 131; Pack N Save, meals 1830; Verizon, services 231.04; Mierau & Co, services 110; Nebraska Equipment, supplies 55.39; League of Risk Management, insurance 1857.12; York Ace Hardware, supplies 9.99; NMC, supplies 632.80; Wages 17181.81; Benefits 2264.71; Employee taxes 4182.93.

Submitted by
Rita Maier
Clerk/Treasurer

Utica, Nebraska
Parks & Pool Board Meeting Minutes
For October 8, 2023 @ 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, 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 6:30 pm on October 8, 2023 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, and Desi Perry. All Ayes

II. Review of Previous Minutes

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

III. Consideration of Public Comments

\There were no public comments made at the October board meeting.

IV. Consideration of Old Business

- Showcased and discussed the available options for the toddler play feature in the shallow end of the pool.
- Motion by Tori, second by Megan to go with West Point NB aquatic feature for the shallow area of the pool design. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, and Desi Perry. All Ayes

V. Consideration of New Business

- Discussion was had in regards to the Village Board Report.
- Discussion was held about where our board is sitting financially, moving forward this next year.
- Discussion was had about funding for future pool project.
- Motion made by Kenna, second by Tori to send a mailer to businesses and residents in the surrounding area after our November meeting announcing pool project, as well as offering both digital and physical giving options. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, and Desi Perry . All Ayes
- Total made from Football concession on September 22nd- \$406.63.
- The Park and Pool Board will be hosting a spot at Trunk or Treat on October 27th, with the possibility of doing some fundraising as well.

Next meeting will be held on November 12, 2023 @ 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 @ PM 8:05 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

Oct. 11, 2023 @ 12:30 p.m. at the Utica Senior Center

PRESENT: Karon Rodgers, (Chairperson), Sandi Swanson, Jim Swanson, Jody Wiemer, Becky Sandman, Linda Springer, Don Rut, Pat Koch, & Diane Lurz (manager)

ABSENT: Ron Erks. Ken Baack

GUEST: Lyle Lurz

Karon called the meeting to order at 12:42 p.m.

Minutes of the September meeting were e-mailed to members prior to the meeting.

A motion to approve the minutes was made by Don and seconded by Sandi.

September Manager's Report presented by Diane Lurz (manager):

- Open 9 days in September
- 296 congregate approved meals
- 29 "to go" meals that qualify as HDM congregate meals
- 6 "to go" meal non-approved as HDM
- 3 Senior Center meal non-approved (eat-in guest under 60)
- 334 total meals
- 138 Exercise hours (16 people...includes exercise band class)
- 280 Social hours (54 people)
- 100+ newsletters were distributed
- 8 Blood pressure checks
- 1 Rental in September (0 for October, 2 for November, 3 for December)
- 75 Volunteer hours provided (averaging 8 per meal day)
- Diane presented a nutrition lesson Sept. 1st about food pull dates
- September programs included an interview with Karon Rodgers, Bring a souvenir, Wheel of Fortune, Benefits of Hugs presentation by Barb from Four Corners Health Dept., Rock Painting and other art by Carla from Kinship Pointe, Corn Hole Bean Bag Toss, and BINGO with Carla from Kinship Pointe.
- Diane reported that the exercise band classes were held on Thursdays Sept. 14th 7 28th. Sandy Shaw is leading the classes. They will be held every Thursday in October from 10:00-10:30. Bands are kept at the Sr. Center.
- 12 Seniors attended the final reunion session #8 of the Stepping On Class.

- Diane and Lyle attended the Village Trustees Board Meeting on September 11th. Diane gave an oral report for the Utica Senior Center to the board.
- The Seward County Aging Services completed their office move from Milford to Seward on September 13th. Sandy Shaw is the Interim Director due to the retirement of Kathy Ruzicka. The new office is located at 320 S. 14th Street (north of Pac N Save)
- Pac N Save meals have continued to be good. A few were not pleased with the Dogs & Kraut meal. Otherwise meals have been very good.
- Pat has resumed cleaning of the Senior Center on September 27th.
- A big thank you was expressed to Lyle and Diane for handling the cleaning duties while Pat was absent.
- Kathy Ruzicka will still do Medicare Part D planning as needed.

FINANCIAL REPORT

Expenses Paid in September:

| | |
|-----------------------------|--|
| -Meals Purchased Pac N Save | \$474.00 |
| -Postage | 2.31 |
| -Activities | 3.94 |
| -Mileage | 32.75 (2 trips in August meal delivery) |
| -Raw Food | 183.01 |
| -Supplies/Kitchen | 787.17 (includes 2 hot boxes & 2 carts) |
| -Supplies/printing | 95.86 |
| -Utilities | 44.00 (Eco water softener salt) |
| Expense Total | \$ 1,623.04 |

Income deposited in September:

| | |
|-----------------------|------------|
| -Meal Contributions | 2,548.00 |
| -Fundraiser Donations | 30.00 |
| -Rentals | 100.00 |
| -USDA | 368.20 |
| -CD Interest | 692.53 |
| - Income total | \$3,738.73 |

*\$15,000 from the Gift Trust/Aging Services savings account was used to purchase a 9 month CD #226 at 5% rate at First Bank of Utica on September 13th. Jim Swanson and Rita Maier signed the documents.

- Rita reported the ending balance in the Village Account on Sept. 30, 2023
 \$ 23,071.15 in the Village Revolving Fund
 714.05 Debit Card
 + 819.33 Gift Trust/Savings Account (Memorials)
 \$ 24,604.53

\$ 83,079.68 in the Gift Trust (CD) account
 \$107,684.21

Becky made a motion to accept the Manager's Report and Financial Report.
 Don seconded the motion. Motion passed.

OLD BUSINESS:

1. Chairs with Armrests

It was decided that we need to purchase 2 of these chairs.
 Diane will find time to get these ordered.

2. Potato Bake

This will take place October 22, 2023. Orders are completed.
 Sandi and Jim will provide broccoli and chopped onions.
 Sandi, Karon, Becky & Diane will bake potatoes at their homes with
 100 potatoes being baked at the Senior Center.
 We still need helpers to serve coffee, water, and tea.
 Jody will contact Sandy Schlechte to help.
 Sandi will ask Colleen Classen to help people through the line.
 All other helpers are scheduled and willing. Salads & Desserts are
 almost all taken care of.

NEW BUSINESS:

1. Joan Wells – Nov. 19, 2023 at 4:00 pm. Cowboy History of Christmas

We will plan to serve soups and chili, ice cream sundaes, and desserts that
 arrive that afternoon. Pat will bring hot fudge.
 We will do further planning of the meal at our next meeting.

2. Senior Center closed Nov. 24th (Day after Thanksgiving)

Following discussion, Linda made a motion to close the Senior Center on the
 day after Thanksgiving. Pat seconded the motion. Motion passed.

3. Replacements for Term Limited Board Members

Karon informed the board that Jody Wiemer and Linda Springer will need to be replaced as board members due to term limits.

It was decided to contact Sheri Winkelman and Lyn Hemphill about joining the Aging Commission Board. Sandi will contact Lyn and Don will contact Sheri. Diane and Randy Steinhuesen were also suggested as possible candidates if Sheri or Lyn did not agree to these positions.

4. Sandy Shaw/Reagan Hain Visitation

Sandy Shaw and Reagan Hain would like to attend our next board meeting. We will be honored to have them attend.

5. Diane Absent December 27th and 29th

Diane and Lyle have family plans the week of Christmas.

We will discuss who will handle their duties at the November meeting.

6. Village Board Approval

Jim announced that the Utica Village Board has approved paying Diane's wages and also the utilities for the Senior Center for the upcoming year.

Many thanks were expressed.

MARK YOUR CALENDARS

October 19th...Food Bank 3-4 p.m.

October 22nd....Potato Bake

November 19th...Joan Wells Sunday afternoon/evening Cowboy Christmas

Sandi made a motion to adjourn the meeting. Linda seconded the motion.

Motion passed. The meeting was adjourned at 1:37 pm.

The next meeting is scheduled for **Wednesday, November 8, 2023 at 12:30 at the Utica Senior Center.**

Respectfully Submitted,

Jody Wiemer, Secretary

November 6, 2023 Board Meeting Maintenance Report

- We are working on patching and taring as time and weather allow this fall. We have used up most of the street patch we had on hand, and are working on the new concrete areas first when taring.
- WTP computer/SCADA issue seems to be resolved (again).
- JD 544H brakes are being worked on, (Murphy Equip.) will have repairs done soon.
- We have had several Internet modems through Windstream go down this month, new modems were installed and internet is back up.
- Snow blades were serviced and new cutting edges were installed.
- Winterization of parks and restrooms were done prior to freeze.
- New maintenance person signed up, and is on the waiting list for water op. certification class in February. This is the soonest date available.
- The Olsson crew got the topo shot for the lift station secondary sewer force main. Will meet with engineer this week.
- Most hail damage repairs have been made, still working with insurance and contractor to resolve a few items.
- Compost pile was hauled out and spread. We will work on hauling out the street sweepings and ash pile, along with burning the brush pile.
- We had a water main leak; necessary repairs were made. Discuss
- Discuss sand/salt spreader.
- Discuss security cameras.
-

Action Items:

CLERK'S REPORT

November 6, 2023

32 disconnect letters sent. 22 Owners & 10 renters.

8 Door hangers 0 Disconnects

- 1) Next step on citations 275 D Street & 570 5th street.
- 2) Next step on not receiving a zoning permit for 155 Ohio St.
- 3) Getting price for printing new ordinances for code book.
- 4) Sent ordinances to Hanna-Keelan for zoning regulations.
- 5) Veteran acknowledgement through green lights Nov 6-11.
- 6) Employees are working on health applications to get health insurance quotes.
- 7) LB 840 renewal
- 8) FYI emails to let board members know what is happening.

Village of Utica
Profit & Loss
 October 2023

DRAFT

| | <u>Oct 23</u> |
|---------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| General Income | |
| Compost Sales | 384.75 |
| Bank Interest | 2,504.32 |
| County Treasurer | 2,837.77 |
| County Treasurer-Bond | 783.95 |
| Labor income | 197.24 |
| Licenses- Occupation, dog, cigs | 320.00 |
| Licenses for Centennial | 300.00 |
| Traffic Tickets-Centennial | 40.00 |
| Miscellaneous Income | 67.00 |
| Rent-Zito | 150.00 |
| Sales Tax Collection Fee | 19.68 |
| Sales Tax revenue | 10,649.79 |
| State Equalization | 7,971.01 |
| Zoning Permits | 77.00 |
| Total General Income | <u>26,302.51</u> |
| Park Income-City | |
| RV camp fee | 50.00 |
| Total Park Income-City | <u>50.00</u> |
| Pool Income-Board | |
| Donation | 406.63 |
| Total Pool Income-Board | <u>406.63</u> |
| Senior Center Income | |
| Fundraising - donations | 2,931.00 |
| Meal Contributions | 1,358.50 |
| Memorials | 50.00 |
| Total Senior Center Income | <u>4,339.50</u> |
| Sewer Income | |
| Late Fee | 200.00 |
| Sewer Sales | 8,199.00 |
| Total Sewer Income | <u>8,399.00</u> |
| Water Income | |
| Late Fee | 200.00 |
| Shut off | 8.79 |
| Start up | 40.00 |
| Water-Commercial | 1,276.92 |
| Water Sales | 23,220.32 |
| Total Water Income | <u>24,746.03</u> |
| Streets Income | |
| County Motor Vehicle tax | 2,204.46 |
| Sales Tax revenue | 4,007.73 |
| State Highway Allocation | 12,866.05 |
| Total Streets Income | <u>19,078.24</u> |
| Total Income | <u>83,321.91</u> |
| Gross Profit | 83,321.91 |
| Expense | |
| General | |
| Dues & Fees | 6,656.00 |
| Law Enforcement | 504.00 |
| Bank & CC fees | 9.00 |
| Insurance Expense | 71,848.00 |
| Keno Tax | 73.00 |

Village of Utica
Profit & Loss
 October 2023

| | <u>Oct 23</u> |
|--------------------------------------|------------------|
| Office Supplies | 43.88 |
| Postage | 50.00 |
| Professional Services | 4,158.00 |
| Publishing / Printing | 212.09 |
| Utilities | 258.66 |
| Auditorium | |
| Supplies | 26.56 |
| Utilities | 215.47 |
| Total Auditorium | 242.03 |
| Library | |
| Utilities | 117.30 |
| Total Library | 117.30 |
| Senior Center-City paid | |
| Payroll | 920.79 |
| Payroll taxes | 771.73 |
| Profession Services | 98.00 |
| Repairs & Maint. | 0.00 |
| Utilities | 365.45 |
| Total Senior Center-City paid | 2,155.97 |
| Total General | 86,327.93 |
| Payroll | |
| Employee Benefits | 2,612.43 |
| Payroll Taxes | 6,340.44 |
| Payroll Wages | 15,170.94 |
| Total Payroll | 24,123.81 |
| City Fire Dept | |
| Professional Services | 48.00 |
| Utilities | 611.98 |
| Total City Fire Dept | 659.98 |
| Rural Fire District | |
| Fuel | 114.48 |
| Training | 50.00 |
| Total Rural Fire District | 164.48 |
| Park-City | |
| Mower Loan Payment | 560.10 |
| Payroll wages | 40.44 |
| Professional Services | 48.00 |
| Repairs and Maintenance | 8.72 |
| Utilities | 395.00 |
| Total Park-City | 1,052.26 |
| Pool-City paid | |
| Supplies | 0.00 |
| Repairs & Maintenance | 21.00 |
| Utilities | 76.30 |
| Total Pool-City paid | 97.30 |
| Senior Center | |
| Activities | 147.34 |
| General Supplies/Printing | 93.10 |
| Meals purchased | 2,040.00 |
| Mileage | 147.38 |
| Payroll Tax | 0.00 |
| Supplies/Kitchen | 87.31 |
| Raw Food | 108.63 |

Village of Utica
Profit & Loss
 October 2023

| | <u>Oct 23</u> |
|----------------------------|-------------------|
| Repairs and maintenance | 29.97 |
| Total Senior Center | 2,653.73 |
| Sewer Dept | |
| Education & Licenses | 150.00 |
| Postage | 100.00 |
| Professional Services | 1,298.39 |
| Repairs and Maintenance | 0.00 |
| Supplies & Parts | 240.00 |
| Utilities | 244.53 |
| Vac-con truck loan | 23,839.66 |
| Total Sewer Dept | 25,872.58 |
| Street Dept | |
| Fuel | 86.33 |
| Maintenance wage | 3,039.64 |
| Office Supplies | 395.33 |
| Professional Services | 48.00 |
| Repairs and Maintenance | 49.99 |
| Small Tools | 474.53 |
| Supplies & Parts | -21.39 |
| Uniform-Dylan | 89.66 |
| Uniform-Rick | 0.00 |
| Uniform-Zach | 89.65 |
| Utilities | 1,567.84 |
| Work by others | 18,080.00 |
| Total Street Dept | 23,899.58 |
| Water Dept | |
| Loan Payment | 0.00 |
| Interest paid on loan | 0.00 |
| Admin Fee on loan | 0.00 |
| Postage | 100.00 |
| Professional Services | 2,037.38 |
| Supplies & parts | 19.67 |
| Utilities | 1,707.77 |
| Total Water Dept | 3,864.82 |
| Total Expense | 168,716.47 |
| Net Ordinary Income | -85,394.56 |
| Net Income | -85,394.56 |