Utica Nebraska

Village Board of Trustees

December 4, 2023 Regular Meeting

The Village Board of Trustees met in regular session on December 4, 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 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 6A. Carried.

Public Comments: None

Reorganization of Board: The clerk asked for nominations for chairperson. Motion Olson, seconded by Powell to nominate Jim Swanson. Having no other nominations roll was called. RCV: Ayes: Olson, Powell, Micek, & Ramsey. Nays: None Abstain: Swanson. Carried. The clerk asked for nominations for President. Motion Olson, seconded by Powell to nominate Sharon Powell. Having no other nominations roll was called. RCV: Ayes: Olson, Ramsey, Micek & Swanson. Nays: None Abstain: Powell. Carried. The Chairperson asked if Trustees were in favor of the boards they are assigned to. Motion Powell, seconded by Olson that boards assignments remain the same as 2023. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried. Appointments were read. Motion Powell, seconded by Olson to approve all appointments as stated. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried. The Board members for Park, Adjustment, LB 840 and Planning Commission were read. Motion Powell, seconded by Olson to approve board members. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried. Stacy Knickerbocker appeared before the board about a letter she received about her trash can fence. Motion Olson, seconded by Ramsey that the fence should be moved in compliance with regulations. RCV: Ayes: Olson, Ramsey, Powell, Micek, & Swanson. Nays: None Abstain: None Carried Brad Slaughter spoke about bonds with regards to a new swimming pool. Motion Powell, seconded by Micek to postpone the resolution until the January meeting. RCV: Ayes: Powell, Micek, Olson Ramsey & Swanson. Nays: None Abstain: None Carried

Fire Dept. Report: Will not have a December meeting, and their elections were held.

Sheriff Report: Was examined by the board.

Zoning Inspector Report: Approved for B Schmidt, A. Rathje and one pending for B. Rathje.

Chairperson Report: Upper Big Blue would like a village representative. Sharon Powell volunteered.

Park Report: Attached and made a part hereof.
Senior Center: Attached and made a part hereof.

Maintenance Report: Attached and made a part hereof. The Board said to go ahead and purchase some Drug Free signs for parks.

Clerk Report: Attached and made a part hereof. Motion Micek, seconded by Powell to approve performance incentive for 4 full time employees and Earl Slauter the same as last year. RCV: Ayes: Micek, Powell, Olson, Ramsey & Swanson. Nays: None Abstain: None Carried Leave TASC until a

formal resignation from Rick. Clerk should get advice about bad debt write off for an unpaid account because of the lien that has been placed on the property. Discussed tree grants. We'll wait until tree mapping is completed. The clerk passed out LB840 renewal paperwork for the board to look over. Motion Powell, seconded by Olson to approve the Clerk to go to Clerk's school in March. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None Carried

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

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

New Business:

#1 Motion Powell, seconded by Olson to allow Park Board to use up to \$1000 of their funds, for future fund-raising events. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None Carried

#2 Motion Powell, seconded by Micek to approve the Board of Adjustment's recommendation to allow a 12' 4" sidewall for the Rathje accessory building. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None Carried

#3 Motion Powell, seconded by Olson to approve changing the January meeting to 1/8/24. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried

#4 Discussed health insurance applications. Motion Micek, seconded by Powell to extend the \$1200 stipend for health insurance to April 1, 2024. RCV: Ayes: Micek, Powell, Olson, & Swanson. Nays: Ramsey Abstain: None Carried

#5 Discussed the need for hiring a building inspector. Olson & Swanson to get more information and possible candidates for such a position.

#6 Reviewed the estimate for security cameras from Prime Secured. The board decided to look at some other options.

#7 Motion Powell, seconded by Olson to sign the Olsson Work Order for SCADA on call services. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None Carried #8 Motion Olson, seconded by Ramsey to approve Swanson, Powell and the Clerk as signers at the bank. RCV: Ayes: Olson, Ramsey, Micek, Powell & Swanson. Nays: None Abstain: None Carried Motion Powell, seconded by Micek to adjourn at 9:17 RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None Carried Next meeting will be, January 8, 2024 at 7:00 pm at the Utica Auditorium.

Claims: Solheim Law Firm, services 247.50; Core and Main, parts 328.68; NE Public Health, services 33; Mid-American Research, supplies 571.75; Kopchos, services 182.50; Quadient Finance, postage 360.37; Clouse Construction, services 86,600.48; Centennial Market, supplies 252.87; Beaver Hardware, supplies 252.87; Leba Doors Financial Lawrence 1820.27

Clouse Construction, services 86,600.48; Centennial Market, supplies 252.87; Beaver Hardware, supplies 28293; John Deere Financial, loan payment 280.05; Mierau & Co., services 110; Midwest Auto, parts 141.99; Advance Office Automation, services 29.44; Sandry Fire Supply, equipment 292.85; Norris Public Power, services 3162.57; NE Dept. of Revenue, sales tax 745.46; Krispy Kreme, fundraiser expense 546.75; Seward County Clerk, fees 16; NE Dept. of Environment, license 115; ProTech, equipment purchase 15059.36; First Bank of Utica, fees 9; Dollar Tree, supplies 40.13; Hobby Lobby, activities 8.90; Dollar General, supplies 4.30; Walmart, supplies 68.33; Tractor supply, uniforms 179.31, supplies 117.44; Amazon, supplies 91.19; Freddy's, education expense 24.70; La Concina, education expense 13.44; Great Plains Pest, services 220; Utica Parts & Service, parts 275.24; Central Valley Ag, fuel 284.93; Verizon, services 255.48; Black Hills Energy, services 681.84; Seward County Sheriff, services 504; R. Micek, supplies 38.59; Windstream, services 1215.84; Pac N Save, meals 1692; Z. Crouch, mileage 73.36; D.

Lurz, mileage 131; Seward County Independent, services 145.43; S. Wiemer, services 35; NE Generator Service, services 5483.90; American Legal Publishing, services 745; Hydraulic Equipment Service, services 185.36; Bell Bank Equipment Finance, loan payment 5836.18; Aqua-Chem, supplies 955.26; Fehlhafer's Inc, supplies 195.40; Olsson, services 3629.50; Wages 23188.15, Benefits, 2166.46; employee taxes 8241.53.

Submitted by Rita Maier Clerk/Treasurer

Utica, Nebraska Parks & Pool Board Meeting Minutes For November 12, 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, Danae Soliz, Desi Perry, Tori Gierhan, Supervising Village Board member Sharon Powell.

The monthly meeting of the Utica Parks & Pool Board was called to order at 6:30 pm on November 12, 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 Danae, second by Tori, to accept the agenda. RCV: Autumn Walford, Danae Soliz, Desi Perry, Tori Gierhan, All Ayes

II. Review of Previous Minutes

Motion by Desi, second by Danae to accept the minutes from the October 8th board meeting. RCV: Autumn Walford, Danae Soliz, Desi Perry, Tori Gierhan, All Ayes

III. Consideration of Public Comments

There were no public attendance or comments.

IV. Consideration of Old Business

Autumn reported that the doughnut sale was going much better than expected with 38 buyers over 50 dozen doughnuts were sold. Totals and funds earned will be reported at the next meeting in the December minutes.

Autumn, also discussed conversations she had with Lamp & Rynearson regarding promoting our pool project

V. Consideration of New Business

Sharon Powell reported on communications from the Village board.

Autumn presented a treasury report. In November the parks & pool board paid North Printing a sum of \$92.00 for their Utica parks and pool banner.

A deposit was made to our pool fund from concessions work by the park board at Centennial high school in the amount of \$406.63.

A brief discussion and explanation were given regarding possibly creating a creative district in the Village of Utica that would help us qualify for future CCCFF Grant. There is a possibility in 2025, that we would not need a creative district to qualify. We are waiting on confirmation of that fact.

Further discussion was had regarding fundraising and promotion of our Utica public pool project.

Next meeting will be held on December 10, 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 @ 9:10pm by Autumn Walford

Minutes submitted by: Autumn Walford in Kenna Kucera's absence.

Minutes to be approved by: The Village of Utica Board of Trustees

UTICA AGING SERVICES COMMISSION Nov. 8, 2023 @12:30 p.m. at the Utica Senior Center

PRESENT: Karon Rodgers (Chairperson), Pat Koch, Becky Sandman, Sandi Swanson, Jim Swanson, Don Rut, Ron Erks, Linda Springer, Jody Wiemer, and Diane Lurz (Manager).

ABSENT: Ken Baack

GUESTS: Randy Jones and Kay Wenzel (Lincoln Aging Partners), Sandy Shaw (interim Seward County director for Aging Services), Reagan Hain (County Commissioner), Lyle Lurz.

Karon called the meeting to order at 12:30 p.m.

Minutes of the October meeting were emailed to members prior to the meeting. A motion to approve the minutes was made by Pat and seconded by Sandi. Motion carried.

Reagan Hain introduced the other guests, and shared benefits and programs the Aging Partners offers. A question was asked "why does a person have to sign their name for all the things they do at the center?" Kay Wenzel explained that the signatures provide data for the reports required by the state and federal level. Funding is disbursed based on these statistics. The Utica Aging Services committee could turn down the state and federal funds, but that would eliminate a substantial bulk of the annual funds. Randy Jones mentioned using a kiosk that many other centers are utilizing. This kiosk would take the place of signing one's name and would be more efficient in collecting data. This method is accepted by auditors. Diane questioned if the kiosk would be safe from security breaches, and Randy replied the Aging Partners have a secure contract with the kiosk company and the data is as secure as possible. Sandy encouraged Diane and any other interested committee members to visit the Seward or Milford centers and observe how the kiosk works. Diane also had concerns about printing daily reports. Kay and Sandy will visit with Colby (their computer tech) about finding a way to print the reports Diane needs. The group was thanked for their information and visiting the center.

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

- The center was open for 8 days in October
- 251 congregate approved meals were served
- 35 "to go" meals that qualified as HDM congregate meals
- 1 "to go" meal that was non-approved as HDM
- 5 meals non-approved as congregate meals (eat-in guests under 60)
- 292 Total Senior meals were served

- 158 exercise hours & blood pressure checks (16 people, including 22 hrs of exercise bands)
- 188 social hours (represents 49 people playing cards or participating in scheduled programs and activities)
- 100 or more newsletters with monthly menus & programs were distributed
- 106 volunteer hours provided at the center during regular meal days (averaging 7 people per meal day)
- October activities included Craft with Autumn, Left-Center-Right game, Horse Racing, Commission Reagan Hain visit, BINGO with Carla from Kinship Pointe, and share a spooky story or item.
- The nutrition lesson this month was "Table for One" which included reducing recipes and planning meals.
- The exercise band class is held every Thursday in October from 10-10:30 a.m.
- No meetings were attended in October.
- There were 0 rentals in October, 3 are scheduled for November, and 3 are scheduled for December so far.
- The Potato Bake held Oct. 22nd brought in \$2,931.00 and after expenses of \$329.59 the net proceeds were \$2,601.41.

FINANCIAL REPORT:

PacNSave for meals Raw Food Supplies-office/printer ink Postage Supplies/Kitchen Activities Mileage Utilities Repairs/Maintenance Payroll wages (cleaning) Payroll taxes Total October expenses October Receipts: Meal contributions Fundraiser donations Income from rentals USDA reimbursement CD interest \$2,040.00 108.63 108.	Raw Food Supplies-office/printer ink Postage Supplies/Kitchen Activities Mileage Utilities Repairs/Maintenance Payroll wages (cleaning) Payroll taxes Total October expenses October Receipts: Meal contributions Fundraiser donations Income from rentals USDA reimbursement 108.63 93.10 93.10 93.10 1000 87.31 147.34 (includes \$75 for humanities program) 147.38 (for meal pickup & delivery) 0.00 29.97 0.00 29.97 20.00 20.	Expenses paid in October:	
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		Total October income	

Resulting in a Net income of \$1,685.77.

 Rita reported the ending balance in the Village Account on Oct. 31, 2023 \$24,773.51 in the Village Revolving Fund

647.46 Debit Card

869.33 Gift Trust/Savings Account (Memorials)

\$26,290.30

\$83,079.68 Gift Trust (CD) account \$109,369.98

Becky moved and Sandi seconded a motion to accept the Manager's report and Financial Report. Motion carried.

OLD BUSINESS:

- 1. Potato Bake was on Oct. 22nd, 241 were served. \$2,931.00 was collected, and after expenses of \$329.59, a net profit of \$2,601.41 was realized. Diane charted the attendance at potato bakes from Mar 2020 through Oct 2023. Attendance ranged from 185 to 325. Karon thanked all who helped with the Potato Bake.
- 2. Joan Wells will present a "Cowboy History of Christmas" on Nov. 19, 2023, at 4:00 p.m. Soup and snacks will be served at 5:00 p.m. Sandi will make a roaster of chicken noodle soup, Karon, Linda & Diane will make a roaster of gluten-free chili soup, Diane will get oyster and saltine crackers and ice cream, and Pat will provide hot fudge.
- 3. A reminder was given that the center will be closed on Nov. 24th, the day after Thanksgiving.
- 4. Replacements for term limited board members were discussed. Linda and Jody will be leaving. Lyn Hemphill and Diane Steinhuesen agreed to serve on the Aging Services Committee. They will be invited to the December meeting. Linda moved and Ron seconded a motion to approve Lyn Hemphill and Diane Steinhuesen as new Aging Services committee members. Motion carried.
- 5. A reminder was given that Lyle & Diane will be gone on Dec. 27 and 29th. A motion was made by Ron and seconded by Sandi to keep the center open on those days. Motion carried. Details of who will cover for them will be made at the December meeting.
- 6. Diane hasn't had time to search for additional chairs with armrests. Becky volunteered to help find suitable chairs.

NEW BUSINESS:

- 1. On Dec. 20th, Carla from Kinship Pointe will be here to lead Bingo. Gift exchanges will be made, and the limit is \$8.00.
- 2. The December 13th meeting will be held at Jim & Sandi Swanson's home (1400 E Street) at 1:00 p.m. Committee members are asked to bring snacks. A regular meeting will be held.

3. It has been noticed that some floor tiles are buckling in the kitchen and doorways. Todd Schriner happened to be in town and stopped by to look at the flooring. He advised pulling up the tiles and trimming them before gluing them back down. The committee decided to contact Tyler Brandt to have him inspect and look into repairing the tiles. Diane will contact Tyler.

MARK YOUR CALENDARS

November 16th

Food Bank-last time

November 19th

Joan Wells Cowboy Christmas program 4:00 p.m.

Pat moved and Linda seconded a motion to adjourn the meeting at 2:15 p.m. Motion carried.

The next meeting will be **December 13, 2023, at 1:00 p.m. at the home of Jim and Sandi Swanson (1400 E Street).**

Respectfully submitted, Becky Sandman (subbing for Jody)

December 4, 2023 Board Meeting Maintenance Report

- Fall fire hydrant flushing was completed.
- All necessary repairs were made to the JD 544H loader.
- Sand/salt spreader was ordered, we are hopeful it will be in soon.
- All equipment was serviced and repairs were made as needed.
- We attended water/wastewater class, we gained useful knowledge on upcoming rules and regs.
- We have ordered in more street patch.
- I have been working with Olsson's on the secondary force main project details. (Discuss)
- Hail damage claims have been submitted for payment from contractor, all except Sr.
 Center.
- We will continue to work on hauling out the street sweepings and ash pile. Street sweeping is ongoing.
- Holiday décor was put up, and is now working.
- We are working with Neptune to upgrade the water meter equipment.

Action Items:

- Ordering new "Drug free zone" signage for parks.

CLERK'S REPORT

December 4, 2023

22 disconnect letters sent. 19 Owners & 3 renters. 6 Door hangers 0 disconnects

- 1) December performance incentives:
 - A) New full time—same as other full time or any changes.
 - B) Part time-Earl
- 2) TASC for Rick? Per Shane it can be pro-rated.
- 3) Write off bad debt as the lien has been filed.
- 4) Possible tree grants.
- 5) Update on LB 840 renewal
- 6) Allow clerk to attend Clerk's school March 17-22

Village of Utica Profit & Loss November 2023



	Nov 23
Ordinary Income/Expense	
Income	
General Income Compost Sales	204.75
Bank Interest	394.75 2,425.69
County Treasurer	1,430.71
County Treasurer-Bond	395.26
Donation Franchise payments	0.01
Sales Tax Collection Fee	9.92
Sales Tax revenue	19.50 12,180.64
Zoning Permits	124.00
Auditorium Income	
Rent	225.00
Total Auditorium Income	225.00
Total General Income	17,205.48
Park Income-City	
RV camp fee	30.00
Total Park Income-City	30.00
Park Income-Board	
Fund raiser	1,125.50
Total Park Income-Board	1,125.50
Senior Center Income	
Fundraising - donations	302.00
Meal Contributions Rental fees	1,899.00
State/Federal	200.00
USDA reimbursement	1,500.00 205.80
Total Senior Center Income	4,106.80
Sewer Income	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Late Fee	280.00
Sewer Sales	8,419.00
Total Sewer Income	8,699.00
Water Income	
Late Fee	280.00
Start up	60.00
Water Bulk Water-Commercial	20.00
Water Sales	1,511.27 22,235.80
Total Water Income	24,107.07
Streets Income	
County Motor Vehicle tax	1,905.50
Sales Tax revenue	5,137.70
State Highway Allocation	11,160.10
Total Streets Income	18,203.30
Total Income	73,477.15
Gross Profit	73,477.15
Expense	
General	
Dues & Fees	16.00
Law Enforcement	504.00
Bank & CC fees	9.00
Centennial Public Pass-through	340.00

Village of Utica Profit & Loss

November 2023

	Nov 23
Education Insurance Expense Office Supplies Postage Professional Services Publishing / Printing Utilities Auditorium Supplies Utilities	13.44 1,857.12 170.56 50.00 218.00 37.84 353.88
Total Auditorium	138.88
Library Utilities	87.40
Total Library	87.40
Senior Center-City paid Payroll Payroll taxes Profession Services Repairs & Maint. Utilities	1,031.09 1,193.11 111.00 0.00 391.70
Total Senior Center-City paid	2,726.90
Total General	6,523.02
Payroll Employee Benefits Payroll Taxes Payroll Wages	2,123.67 10,511.57 15,321.03
Total Payroll	27,956.27
City Fire Dept Professional Services Utilities	48.00 663.52
Total City Fire Dept	711.52
Rural Fire District Equipment Purchase Fuel	292.85 388.02
Total Rural Fire District	680.87
Park-City Mower Loan Payment Professional Services Utilities	280.05 48.00 201.00
Total Park-City	529.05
Park-Board Fundraiser expenses Supplies	546.75 92.00
Total Park-Board	638.75
Pool-City paid Utilities	77.67
Total Pool-City paid	77.67
Senior Center Activities General Supplies/Printing Meals purchased Mileage	108.28 235.19 1,830.00 131.00

Village of Utica Profit & Loss

November 2023

	Nov 23
Payroll Wages	101.01
Payroll Tax	16.74
Supplies/Kitchen	82.11
Raw Food	562.99
Repairs and maintanance	45.00
Total Senior Center	3,112.32
Sewer Dept	
Education & Licenses	24.70
Chemicals	2,875.00
Postage	100.00
Professional Services	7,178.94
Repairs and Maintenance	6.99
Utilities	223.83
Total Sewer Dept	10,409.46
Street Dept	
Automobile Expense	182.49
Equipment Purchase	15,059.36
Equipment Rental	7.69
Equipment repair	1.090.21
Fuel	
Maintenance wage	185.07
Office Supplies	3,955.28
Professional Services	0.00
Repairs and Maintenance	48.00
Small Tools	55.39
	78.27
Supplies & Parts Uniform-Dylan	720.88
Uniform-Zach	0.00
Utilities	162.59
Othitles	1,619.01
Total Street Dept	23,164.24
Water Dept	
Education & Licenses	115.00
Loan Payment	0.00
Interest paid on loan	0.00
Admin Fee on Ioan	0.00
Postage	100.00
Professional Services	289.00
Supplies & parts	1,817.59
Utilities	1,503.20
Work done by others	2,700.01
Total Water Dept	6,524.80
Total Expense	80,327.97
Net Ordinary Income	-6,850.82
Net Income	-6,850.82