

Utica Nebraska

Village Board of Trustees

January 16, 2024 Regular Meeting

The regular meeting of the Board of Trustees scheduled for January 8, 2024, was cancelled due to bad weather.

The Village Board of Trustees then met in regular session on January 16, 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 email. 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: No report

Sheriff Report: Was examined by the board.

Zoning Inspector Report: Nothing to report

Park Report: Attached and made a part hereof. The Board discussed the possibility of hiring a pool employee without certification for some office work. Also discussed referral program for hiring guards.

Chair Report: He announced that because of the heavy snow and extreme cold that the village waived the 24-hour requirement to have sidewalks cleared. He also praised and thanked the Village crew for the time and labor they put in to get streets cleared.

Senior Center: Attached and made a part hereof. Motion Micek, seconded by Powell to approve the Aging Commission's officers and board members. RCV: Ayes: Micek, Powell, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried.

Maintenance Report: Attached and made a part hereof. Motion Powell, seconded by Micek to allow Dylan & Zach to attend NERWA Conference and cover expenses. RCV: Ayes: Powell, Micek, Ramsey, Olson & Swanson. Nays: None Abstain: None. Carried. Motion Micek, seconded by Olson to hire emergency part-time help at \$25.00/ hour as needed. RCV: Ayes: Micek, Olson, Powell, Ramsey & Swanson. Nays: None Abstain: None. Carried. Motion Powell, seconded Olson to purchase the necessary PLC board for the water plant from Kurita. RCV: Ayes: Powell, Olson, Micek, Ramsey & 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.

Unfinished Business:

- 1) Motion Powell, seconded by Olson to introduce resolution 2023-16 Proposition for Swimming Pool Bond Indebtedness. RCV: Ayes: Powell, Olson, Ramsey & Swanson. Nays: Micek Abstain: None. Carried.
- 2) Motion Micek, seconded Powell to proceed to get more information on establishing a building inspector position. RCV: Ayes: Micek, Powell, Olson, Ramsey & Swanson. Nays: None Abstain: None. Carried.

New Business:

- 1) A) Motion Powell, seconded Ramsey to introduce resolution 2024-1 Seward County Local Emergency Operation Plan. RCV: Ayes: Powell, Ramsey, Olson, Micek, & Swanson. Nays: None Abstain: None. Carried.
B) The clerk will go ahead and update the contact list for emergency operations.
- 2) Motion Powell, seconded by Olson to award the contract for the secondary sewer line to Elsbury Construction. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None. Carried.
- 3) Motion Powell, seconded by Olson to get a new postage meter at a lower contract fee. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.
- 4) Motion Powell, seconded Olson to approve 3 candidates for SCCDP board. RCV: Ayes: Powell, Olson, Ramsey, Micek & Swanson. Nays: None Abstain: None. Carried.

Motion Powell, seconded by Olson to adjourn at 8:30 pm. RCV: Ayes: Powell, Olson, Micek, Ramsey & Swanson. Nays: None Abstain: None. Carried.

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

Claims: Murphy Tractor, repair 17083.81; Fehlhafers Inc, services 43.36; Technical Services, equipment 1466.34; Olsson, services 15823; Lincoln Winwater Works, supplies 202.23; Hach Company, repairs 1157.74; Norris Public Power, services 8208.14; Seward County Clerk, fees 10; NE Dept. of Revenue, sales tax 751.65; First Bank of Utica, fees 9; Tractor Supply, supplies 278; Best Buy, equipment 239.99; Amazon, supplies 96.54; Walmart, supplies 457.75; UNO, educational 443; Hobby Lobby, supplies 3.21; Kopchos, services 182.50; John Deere Financial, loan payment 280.05; Quadiant Financial, postage 250; Black Hills Energy, services 1139.71; NE Rural Water Association, dues 300; D. Lurz, mileage 114.62; NE state Treasurer, fees 75.64; North Office Supply, printing 908.58; HF Group, printing 200; NE Public Health, services 49; Mid-American Research, supplies 1893; Windstream, services 1416.61; Centennial Public School, licenses 20; Great Plains Pest Management, services 220; Centennial Market, supplies 86.85; Seward County Independent, services 121.04; D. Wiemer, mileage 58.30; Beaver Hardware, supplies 210.31; Utica Parts & Service, parts 52.74; One-call Concepts, services 26.32; Mierau & Co., services 110; Advanced Office Automation, services 26.48; Viking Industrial Painting, services 20600; Verizon, services 255.48; Central Valley Ag, fuel 1383.48; Solheim Law Firm, services 247.50; Seward County Sheriff, services 504; Pac N Save, services 1608; AT&T Mobility, services 10.44; Culligan of Columbus, services 38.50; Cline Williams, services 1250; Junge Repair, services 2421.68; League of NE Municipalities, insurance 130.17; Old Dominion Brush, parts 654.80; Wages 31532.60; Benefits, 2644.57; employee taxes 8805.98.

Submitted by

Rita Maier

Clerk/Treasurer

Utica, Nebraska
Parks & Pool Board Meeting Minutes
For December 10, 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.

The monthly meeting of the Utica Parks & Pool Board was called to order at 6:55 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.

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

I. Approval of Agenda

Motion by Tori, second by Kenna, to accept the December 10, 2023, agenda. RCV: Autumn Walford, Kenna Kucera, Tori Gierhan, All Ayes

II. Review of Previous Minutes

Motion by Kenna, second by Tori to accept the minutes from the November 12, 2023, board meeting. RCV: Autumn Walford, Kenna Kucera, Tori Gierhan, All Ayes

III. Consideration of Public Comments

There were no public attendance or comments.

IV. Consideration of Old Business

- ❖ Total Krispy Kreme, doughnut, sales \$1083
- ❖ Total funds collected (including donations) \$1125.50
- ❖ Total paid to Krispy Kreme \$546.75
- ❖ Profit \$578.75
- ❖ Discuss concession stand work January 19 will contact fundraising committee to help and Kenna will reach out to Linda Rafert regarding ice cream machine.
- ❖ Discussed promotion timeline.
- ❖ Tori motioned Kenna second to spend \$1000 to have Monster Media create our media content for pool project promotion. RCV: Autumn Walford, Kenna Kucera, Tori Gierhan, All Ayes

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. Utica parks and pool board also deposited \$1125.50 and paid Krispy Kreme expense of \$546.75.

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

Motion by Kenna second by Tori to approve the invites to go out for promotional event.

RCV: Autumn Walford, Kenna Kucera, Tori Gierhan, All Ayes

Motion by Kenna second by Tori to accept Lacey Naber as a new Utica Parks & Pool Board member upon approval of our Village board of trustees. RCV: Autumn Walford, Kenna Kucera, Tori Gierhan, All Ayes

Next meeting will be held on January 14, 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 @8.55 pm 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, Nebraska
Parks & Pool Board Meeting Minutes
For January 14, 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, Desi Perry, Danae Soliz, Diana Tomes, and by phone Lacey Naber 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 January 14, 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, Lacey Naber, Danae Soliz, Diana Tomes, Stephanie Cradick and Desi Perry. All Ayes

II. Review of Previous Minutes

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

III. Consideration of Public Comments

\There were no public comments made at the meeting.

IV. Consideration of New Business

- Treasury/Financial Report was given.
- Discussion was had about upcoming Village Board Meeting
- Motion made by Kenna, second by Tori to keep the pool prices and hours the same for the upcoming 2024 swim season. RCV: Autumn Walford, Megan Outhet, Tori Gierhan,

Kenna Kucera, Lacey Naber, Danae Soliz, Diana Tomes, Stephanie Cradick and Desi Perry. All Ayes

- Motion made by Tori, second by Danae to offer an office position with no certification required to handle all scheduling of guards and lessons, and to be the main person of contact. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Lacey Naber, Danae Soliz, Diana Tomes, Stephanie Cradick and Desi Perry. All Ayes
- Motion made by Danae, second by Desi to ask for a referral bonus of \$50 per hire paid upon completion of orientation by both employees through their paycheck. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Lacey Naber, Danae Soliz, Diana Tomes, Stephanie Cradick and Desi Perry. All Ayes
- Discussed Concessions for Friday, January 19th.
- Motion made by Tori, second by Kenna to buy 20 dozen Eileen's Cookies to sell at concessions Friday. RCV: Autumn Walford, Megan Outhet, Tori Gierhan, Kenna Kucera, Lacey Naber, Danae Soliz, Diana Tomes, Stephanie Cradick and Desi Perry. All Ayes
- Discussion was had about upcoming presentation and review of PowerPoint slides for the event.

Next meeting will be held on MONDAY February 12, 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 @ **9:20pm** 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
Dec. 13, 2023 @ 1:00pm at the Swanson residence

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

ABSENT: Jody Wiemer

GUESTS: Diane Steinhuesen

Karon called the meeting to order at 1:05pm.

Minutes of the November meeting were emailed to members prior to the meeting. A motion to approve the minutes was made by Don and seconded by Sandi. M/C.

November Manager's Report presented by Diane Lurz (Manager):

- The center was open for 8 days in November.
- 232 congregate approved meals were served.
- 32 to-go meals that qualified as HDM congregate meals were served.
- 0 non-approved as HDM congregate meals.
- 8 meals non-approved as congregate meals (eat-in guests under age 60).
- 272 total senior meals were served.
- 133 exercise hours (11 people doing the total 133 hrs of exercise)
- 6 blood pressure checks
- 192 social hours: 43 people participating (playing cards or participating in scheduled programs or activities).
- 100 or more newsletters with monthly menus and programs were distributed.
- 108 Volunteer hours provided at the center during regular meal days (averaging 8 people volunteering per meal day).
- November activities: pitch tournament, Veteran's Day celebration, Wheel of Fortune game, Denny Cradick on NE Bluebirds, Joan Wells & Kris Simon-Humanities program and soup supper, share "what am I thankful for", and BINGO with Carla from Kinship Pointe.
- The nutrition lesson was on sweet potatoes.
- The exercise band class is held every Thursday in November from 10-10:30am except for Thanksgiving. County Commissions asked Sandy Shaw to use her time on other tasks, so Diane has been leading the exercise class.

- Diane and Lyle attended the Village Board meeting on Nov. 6th. Diane met with Colby from Lincoln's Aging Partners and Sandy Shaw at the Seward Senior Center on Nov. 14th to observe how the KIOS system worked while the seniors had their meal and program. Diane's questions about the system were explained and settled. If Utica agrees to the KIOS system, Diane's extra hours after meal days on Wed. & Fri. will not be necessary because the system will compile all of the reports. Sandy Shaw will print and send daily reports Diane needs. She estimated a savings of 40 minutes per meal day, and about 2 hours for end of the month reports. The Aging Partners in Lincoln will fund the KIOS system if funds are available, and they recommended a decision be made by the Utica center by January.
- There were 2 rentals in November. 5 rentals are scheduled for December and 1 in January.
- The Humanities Program "Up the Nebraska Cattle Trail & Songs of the West" and the soup supper following the program was held on Nov. 19. \$302 was brought in for the meal, and after expenses of \$195.09, the net profit was \$106.91. The program and meal were attended by 35 people.

FINANCIAL REPORT:

<u>Income:</u>	Income from meal contributions	\$1,899.00	
	Income from fundraising donations	302.00	
	Income from rentals	200.00	
	USDA reimbursement payment	205.80	
	CD interest	0.00	
	State/Federal payment	1,500.00	
	Memorials	0.00	
	Total income	\$4106.80	
<u>Expenses:</u>	PAC-N-SAVE for meals	\$1,830.00	(Oct meals)
	Raw Food	562.99	
	Supplies-office/printer ink	235.19	
	Postage	0.00	
	Supplies-kitchen	82.11	
	Activities	108.28	
	Mileage (for meal pickup & delivery)	131.00	
	Utilities	0.00	
	Repairs/Maint. (sprinkler system)	45.00	
	Payroll wages (cleaning)	101.01	
	Payroll taxes	16.74	
	Total expenses	\$3,112.32	

Resulting in a Net Income of **\$994.48**

- Rita reported the ending balance in the Village Account on Nov. 30, 2023
 - \$25,572.45 in the Village Revolving Fund
 - 843.00 Debit card
 - 869.33 Gift Trust/Savings Account (Memorials)
 - \$27,284.78
 - \$83,079.68 Gift Trust (CD) Account
 - \$110,364.48

Ron moved and Linda seconded a motion to accept the Manager's Report. M/C

OLD BUSINESS:

1. Lyle and Diane will be gone on Dec. 27th and 29th. Pat and Barb have offered to help with opening. Don and Neal will go after the meals. There are rentals each weekend. Don will help Pat with rentals and clean-up.
2. Diane researched chairs with arms and distributed a copy of one she felt was as close to the chairs on hand. This particular chair was \$50 and has a weight limit of 500 pounds. Diane was advised to order one and try it, and then order 3 or 4 more. (Permission to purchase the chairs was given last month).

NEW BUSINESS:

1. The new members are Diane Steinhuesen and Lyn Hemphill. Their names will be submitted to the Village Office for approval.
2. Linda Springer and Jody Wiemer were thanked for their years of service to the Utica Aging Commission. They will be missed.
3. Rita has proposed the Debit Card fund should be increased to \$1,000. A minimum balance must be left in the fund, and that doesn't leave adequate funds for miscellaneous purchases. Don moved and Ron seconded a motion to increase the Debit card fund to \$1,000. M/C
4. Pat moved and Sandi seconded a motion to approve the purchase of the KIOS system for the Senior Center. M/C.
5. Diane reported that Tyler Brandt inspected the flooring and advised replacement of the tiles. Discussion was held on what kind of flooring and whether to keep the carpeted areas. The base concrete is cracked and flaking and will need to be repaired or sealed before new flooring is installed. A special meeting will be called to meet with Mr. Brandt to discuss the flooring issue.
6. The Parks and Pool committee is renting the Senior Center on Jan. 22. They requested permission to use the projector. Linda moved and Don seconded a motion to waive the rental fee for this rental and to allow use of the projector with instructions on use. M/C.
7. Karon reminded the members that an election of officers will be held at the January meeting. Be thinking of who to nominate as Secretary.

8. Diane stated she has tried many times to reset the answering machine message but has been unsuccessful. She has also searched the internet and you-tube for tutorials on changing the message. She could find no information. Sandi moved and Pat seconded a motion to purchase a new phone that can be programmed for a new phone message. M/C.

The group was reminded to be very careful about scams that are going around. Some are related to Amazon, the Postal Service, and drug companies.

Don moved and Sandi seconded a motion to adjourn the meeting at 2:10pm. M/C.

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

Respectfully submitted,
Becky Sandman (subbing for Jody)

January 8, 2024 Board Meeting Maintenance Report

- Sand Spreader was delivered, we have it installed and are working out a few small issues with damage that occurred in transit. (Discuss)
- Holiday décor was taken down and stored for next season.
- First snow removal went pretty well.
- Zach has an upcoming water certification class in February, once dates are finalized with the state department, we will need to make room reservations for him.
- Discuss cameras purchased for shop/WTP.
- Training for the new Neptune 360-meter reading software set for January 22-23.
-

Action Items:

Attending NERWA annual Conference March 11-13.

CLERK'S REPORT

January 8, 2024

21 disconnect letters sent. 16 Owners & 5 renters.
11 Door hangers, 0 Disconnects

- 1) Utica Commercial Club membership
- 2) Board members please RSVP for Pool kick off event
- 3) Planning Commission to meet 1/31/24
- 4) Sharon & I are planning to attend Hazard Mitigation Planning session in York 1/31/24 2:00pm.

Village of Utica
 Profit & Loss
 December 2023

DRAFT

	Dec 23
Ordinary Income/Expense	
Income	
General Income	
Compost Sales	394.00
Bank Interest	2,698.10
County Treasurer	717.50
County Treasurer-Bond	198.22
Franchise payments	28,600.64
Keno Proceeds	206.47
Licenses- Occupation, dog, cigs	135.00
Licenses for Centennial	20.00
Miscellaneous Income	30.37
Sales Tax Collection Fee	20.46
Sales Tax revenue	10,762.20
State Equalization	7,588.98
Zoning Permits	145.00
Auditorium Income	
Rent	75.00
Total Auditorium Income	75.00
Total General Income	51,591.94
Senior Center Income	
Interest Earned-CD	866.76
Meal Contributions	1,456.50
Miscellaneous	4,768.78
Rental fees	200.00
USDA reimbursement	402.50
Total Senior Center Income	7,694.54
Sewer Income	
Late Fee	130.00
Sewer Sales	8,389.00
Total Sewer Income	8,519.00
Water Income	
Late Fee	130.00
Shut off	40.00
Start up	20.00
Water Bulk	100.00
Water-Commercial	1,231.98
Water Sales	16,183.61
Total Water Income	17,705.59
Streets Income	
County Motor Vehicle tax	1,987.37
Sales Tax revenue	1,780.61
State Highway Allocation	10,699.80
Total Streets Income	14,467.78
Total Income	99,978.85
Gross Profit	99,978.85
Expense	
Special Expense	
ARPA Funds	19,442.50
Total Special Expense	19,442.50
General	
Dues & Fees	10.00
Law Enforcement	504.00
Bank & CC fees	24.00
Education	443.00

Village of Utica
Profit & Loss
 December 2023

	Dec 23
Hail damage repairs	86,600.48
Office Supplies	64.44
Postage	38.68
Professional Services	390.50
Publishing / Printing	890.43
Repairs & Maintenance	0.00
Utilities	362.31
Auditorium	
Supplies	0.00
Utilities	110.03
Total Auditorium	110.03
Library	
Utilities	131.68
Total Library	131.68
Senior Center-City paid	
Payroll	820.52
Payroll taxes	773.58
Profession Services	111.00
Repairs & Maint.	0.00
Utilities	406.39
Total Senior Center-City paid	2,111.49
Total General	91,681.04
Payroll	
Employee Benefits	2,054.66
Payroll Taxes	8,019.98
Payroll Wages	19,099.59
Total Payroll	29,174.23
City Fire Dept	
Professional Services	33.00
Repairs & Maintenance	1,838.10
Utilities	788.20
Total City Fire Dept	2,659.30
Rural Fire District	
Equipment Purchase	1,466.34
Total Rural Fire District	1,466.34
Park-City	
Mower Loan Payment	280.05
Professional Services	33.00
Utilities	223.00
Total Park-City	536.05
Park-Board	
Supplies	264.25
Total Park-Board	264.25
Pool-City paid	
Supplies	0.00
Utilities	74.46
Total Pool-City paid	74.46
Senior Center	
Activities	3.21
General Supplies/Printing	98.18
Meals purchased	1,692.00
Mileage	131.00

Village of Utica
Profit & Loss
 December 2023

	Dec 23
Miscellaneous	4,768.78
Payroll Wages	75.04
Payroll Tax	12.42
Supplies/Kitchen	52.84
Raw Food	185.44
Repairs and maintenance	0.00
Total Senior Center	7,018.91
Sewer Dept	
Chemicals	338.75
OMR Contribution	360.00
Postage	144.15
Repairs and Maintenance	563.19
Utilities	227.59
Total Sewer Dept	1,633.68
Street Dept	
Automobile Expense	326.33
Education & Licenses	73.36
Equipment Purchase	5,836.18
Equipment Rental	0.00
Equipment repair	17,315.39
Fuel	284.93
Maintenance wage	4,140.70
Office Supplies	73.64
Professional Services	33.00
Repairs and Maintenance	1,286.50
Small Tools	665.73
Supplies & Parts	1,084.69
Uniform-Dylan	0.00
Uniform-Rick	0.00
Uniform-Zach	0.00
Utilities	1,692.09
Total Street Dept	32,812.54
Water Dept	
Chemicals	955.26
Bond Payment-Water	130,000.00
Interest payment on Bond	10,682.50
Admin Fee on loan	200.00
Postage	169.25
Professional Services	66.00
Repairs - Maint.	2,992.44
Supplies & parts	298.09
Utilities	2,243.48
Total Water Dept	147,607.02
Total Expense	334,370.32
Net Ordinary Income	-234,391.47
Net Income	-234,391.47