



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

A regular meeting of the Mayor and Council of the City of Lyons was called to order by Mayor Brink at 5:30 P.M., December 12, 2023, at Lyons City Hall. Present were Council members Vacha, Phillips, Steinmeyer and Carr. Also in attendance were City Attorney Smith, City Clerk Anderson, Library Director Heavrin, and Utility Supervisor Ueding. Visitors were Terry Meier with JEO and Corbin Wheaton.

I. ROUTINE BUSINESS

The meeting was called to order upon motion by Vacha, seconded by Carr. On roll call, AYE: Phillips, Steinmeyer, Carr, Vacha. NAY: None. **MOTION CARRIED**

Mayor Brink publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held. Advance notice of said regular meeting was given to the Mayor and all members of the Council, and a copy of their receipt of such notice and the agenda is filed in the City Clerk’s office. Availability of the agenda was communicated by posting notices in three public places and in the notice to the Mayor and Council. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

II. PUBLIC HEARING

None

III. CONSENT AGENDA

1. Dispense with reading of minutes of meeting held November 28, 2023.
2. Claims as presented except claims of KB’s Mini Mart and Steiny’s General Store.

November Claims

| | | |
|---------------------------|------------------|-------------|
| CITY OF LYONS UTILITIES | UTILITIES | \$ 5,745.02 |
| ACCO UNLIMITED CORPORATIO | CHEM | \$ 191.28 |
| AMERITAS LIFE CORP | RETIREMENT PLAN | \$ 1,453.12 |
| APPEARA | CLOTHING | \$ 432.10 |
| BURT COUNTY SHERIFF | TELETYPE FEE NOV | \$ 48.00 |
| CNA AUTO SERVICE | MTCE | \$ 148.67 |
| DANIEL A SMITH | LEGAL SERVICES | \$ 1,000.00 |
| DEPARTMENT OF ENERGY | ELECTRIC | \$ 6,178.56 |
| DUTTON-LAINSON COMPANY | SUPPL | \$ 7,942.41 |
| FARM AND HOME INSURANCE | INSURANCE | \$ 564.00 |
| FASTWYRE BROADBAND | SERV | \$ 645.71 |
| FRANSYL EQUIPMENT CO | MTCE | \$ 3,073.53 |
| INTERSTATE INDUSTRIAL SER | MTCE | \$ 112.36 |
| LDNE POST PROM | ADDRESS PAINT | \$ 20.00 |



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

| | | |
|---------------------------|----------------------|-------------|
| LORENSEN GRAIN & READY MI | ROCK/GRAVEL | \$ 1,253.63 |
| LYONS MIRROR-SUN | LEGAL PRINTING | \$ 136.81 |
| LYONS POSTMASTER | 1 YR BOX FEE LIBRARY | \$ 152.00 |
| MAKENNA MCCULLOCK | NOV SERV | \$ 884.00 |
| NORTHEAST TRACTOR PARTS | MTCE | \$ 317.88 |
| NOVUS COMPUTERS | DESKTOP COMPUTERS | \$ 7,325.99 |
| ONE OFFICE SOLUTION | SUPPL/SHIPPING | \$ 139.17 |
| PORT-A-JOHNS | SERV NOV | \$ 70.00 |
| S & S LAWN CARE LLC | MOWING (ck reprint) | \$ 1,475.00 |
| SAVEMORE MARKET | SUPPL | \$ 280.68 |
| STEINY'S FARM REPAIR | MTCE TRACTOR | \$ 245.56 |
| STEINY'S GENERAL STORE | SUPPL | \$ 281.60 |
| T SQUARE SUPPLY | FIRE EXT LIBRARY | \$ 262.00 |
| US BANK | TOOLBOX | \$ 1,683.03 |
| VERIZON WIRELESS | SERV UTIL | \$ 101.84 |
| WASTE CONNECTIONS OF NE | GARBAGE FEE | \$ 8,267.05 |
| WESCO RECEIVABLES CORP | SUPPL | \$ 629.16 |

December Claims

| | | |
|---------------------------|----------------|-----------|
| LA MOTTE | MTCE | \$ 250.00 |
| LINCOLN FINANCIAL | INS | \$ 339.25 |
| LYONS MIRROR SUN | LEGAL PRINTING | \$ 62.26 |
| NE MUNI CLERK ASSOCIATION | 23/24 DUES | \$ 150.00 |
| NMPP | TRAINING | \$ 464.00 |
| ONE OFFICE SOLUTION | SUPPL | \$ 96.83 |
| VERIZON | SERV | \$ 130.27 |

Motion by Phillips, seconded by Vacha to approve the consent agenda. On roll call, AYE: Carr, Steinmeyer Vacha,. NAY: None. **MOTION CARRIED.**

IV. REGULAR AGENDA / NEW BUSINESS

1. Motion by Phillips, seconded by Vacha to nominate Allen Steinmeyer as Council President. On roll call, AYE: Carr, Vacha, Phillips. NAY: Steinmeyer. **MOTION CARRIED.**
2. Mayor recommends the following appointments for January 1 through December 31, 2024:



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

Commissioner for Utilities Distribution & Maintenance: Al Steinmeyer

Commissioner for Sanitation, Recycling, & Landfill: Matthew Carr

Commissioner for Parks, Pools, Recreation, & Community Center: Kyle Phillips

Commissioner for City Streets: Tyler Vacha

Audit Committee: Al Steinmeyer, Matthew Carr

City Physician: Saint Francis Memorial Hospital

Board of Health: Saint Francis Memorial Hospital, Chief of Police, Kyle Brink, Al Steinmeyer

Council Representative to Library: Tyler Vacha

City Clerk/Treasurer: Whitney Anderson

City Attorney: Matthew Munderloh

Legal Paper: Lyons-Mirror Sun

Burt County Economic Development: Tyler Vacha & Shawn Vetick

Northeast Nebraska Economic Development District Council of Officials: Matthew Carr

Engineering Company: JEO

City Street Superintendent: Matthew Smith of Olsson Associates

Tree Board: Terry Ueding, Rocky Lane, Steve Schlichting, David Armstrong

Hearing Officer: Chief of Police

Building Inspector: Terry Ueding

Utility Superintendent: Terry Ueding

Motion by Phillips, second by Carr to approve appointments. On roll call, AYE: Steinmeyer, Vacha, Carr, Phillips. NAY: none. **MOTION CARRIED.**

3. Motion by Vacha, seconded by Phillips to appoint Leah Miller and Brittney Moody to the Library Board. On roll call, AYE: Steinmeyer, Carr, Phillips Vacha. NAY: none. **MOTION CARRIED.**
4. Motion by Steinmeyer, seconded by Phillips to appoint Dan Westerhold and Roger Svendsen as Planning Commission Members. On roll call, AYE: Vacha, Carr, Phillips, Steinmeyer. NAY: none. **MOTION CARRIED.**
5. Motion by Steinmeyer, seconded by Carr to appoint John Hegge as a Housing Authority Commissioner. On roll call, AYE: Vacha, Phillips, Carr, Steinmeyer. NAY: none. **MOTION CARRIED.**
6. Motion by Phillips, seconded by Vacha to appoint Erin Mockler and Brantley Vavra as a Board of Adjustments Member. On roll call, AYE: Steinmeyer, Carr, Vacha, Phillips. NAY: none. **MOTION CARRIED.**
7. Terry Meier with JEO discussed updating the Downtown Revitalization study that was done in 2018 to move forward with the project and seek grant funds. There will need to be a committee to review the previous study and make sure the needs have not changed. For JEO to do an addendum to the plan, it would cost no more than \$3,500, and significantly cheaper if we could use the recent community surveys.



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

8. Motion by Vacha, seconded by Phillips to adopt **Resolution No 2023-24: Appointment of Alternate representative to NMPP Members' Council and National Public Gas Agency Board of Directors**. On roll call, AYE: Carr, Steinmeyer, Phillips, Vacha. NAY: none. **MOTION CARRIED.**
9. Corbin Wheaton presented a proposal and street closure for the 2024 Classic Car & Motorcycle Show held July 4th in Lyons. Wheaton also suggested City Council get more involved or a group of community members to make sure this event continues. The council made no decision.
10. Council reviewed Police Chief Dunn's police report as he was not present. Mayor Brink reminded council that Josh Svendsen will be graduating from the Academy on Friday, December 15th, if anyone would like to attend.
11. Motion by Carr, seconded by Phillips to approve Josh Svendsen's Employee Promotion Package. On roll call, AYE: Vacha, Steinmeyer, Phillips, Carr. NAY: none. **MOTION CARRIED.**
12. Library Director Mike Heavrin Library and Grant Report: Income in October was \$235 and this is \$37.87 above the monthly budgetary goal. Expenses for October came to \$3,336.16, which was \$1,520.59 below the monthly budget. The library hosted its annual Christmas Concert December 9th. The NE-Brass-Ka Brass Quintet and the Bancroft Melody Bell Choir provided residents with a program to celebrate the season of Christmas. Members of the Library Board; the Friends of the Library and staff provided drinks and treats following the program.
Grant: DED awarded the City of Lyons CDBG Public Works Facilities Grant in the amount of \$415,321 for park improvements. Donald E. Nielsen Foundation Board of Directors is planning to meet in December to review their latest grant requests. Our proposal is requesting \$110,000 that can be used as matching funds for the CDBG grant and improvements to the ball fields. There are also \$30,250 in cash donations for matching funds for the CDBG grant. Work continues on a grant proposal to purchase AEDs, trauma kits, and stop-the-bleed kits. This particular foundation provides financial assistance to enhance emergency healthcare in our area.
13. Utility Report – Terry Ueding
 - a. The Yellow Truck went to Midwest Diesel and West Point Implement to check out electrical issues. We have it back and it is working properly again.
 - b. The Utility Department fixed a buried electrical line on Main Street that was causing the lights not to work.
 - c. The Utility Department would like council to consider hiring a 5th Maintenance worker.
 - d. Working on an estimate for the School to change electric poles on the east side of their building.
 - e. Northern Natural Gas is getting rid of old gas meter in their reg station and using ultrasonic. A computer will now send a pulse instead of the meter.
 - f. Waiting for one more test result before submitting the Wastewater permit due at the end of the year.



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

14. Clerk's Report – Whitney Anderson
 - a. Motion by Steinmeyer, seconded by Vacha to accept Clerk Anderson's Treasurer Report. On roll call, AYE: Phillips, Carr, Vacha, Steinmeyer. NAY: None. **MOTION CARRIED.**
 - b. General, Utility, and Debt Service Income Statements for the month ending November 30th, 2023. The General Fund had a month-to-date net loss of \$11,102.85 and a year-to-date net loss of \$37,876.40. The Utility Fund had a month-to-date net gain of \$36,414.48 and a year-to-date net gain of \$58,939.69. Debt Service had a month-to-date net gain of \$1,536.75 and a year-to-date net loss of \$120,859.89.
 - c. Budget reports for the second month (16.6%) on the General, Utility, and Debt Service Funds were as follows: General Receipts were 5.55%. General Expenses were 8.35%. Utility Receipts were 17.69%. Utility Expenses were 13.70%. Debt Service Receipts were 4.79% and Debt Service Expenses were 88.51%.
 - d. Clerk Anderson will be attending the NE Municipal Clerk Institute & Academy in Columbus from Sunday, March 17 through Friday, March 22, 2024. Early Bird Registration is \$443.
15. A discussion was held regarding blight studies and annexation. Mayor Brink would like to have someone come to our next council meeting to further explain TIFF and blight to the Council.
16. Motion by Vacha, seconded Carr to go into executive session at 6:37 PM to discuss employee personnel annual review. On roll call, AYE: Phillips, Steinmeyer, Carr, Vacha. NAY: None. **MOTION CARRIED.** Motion by Carr seconded by Phillips to return to regular session at 6:41 PM. On roll call, AYE: Steinmeyer, Vacha, Phillips, Carr. NAY: None. **MOTION CARRIED.**
17. Motion by Phillips, seconded by Carr to approve a 3% raise for Mary Strohmeyer. On roll call, AYE: Vacha, Steinmeyer, Carr, Phillips. NAY: None. **MOTION CARRIED.**
18. Motion by Vacha, seconded by Phillips to approve payment of \$1,059.95 to KB's Mini Mart. On roll call, AYE: Carr, Steinmeyer, Phillips, Vacha. NAY: none. **MOTION CARRIED.**
19. Motion by Phillips, seconded by Carr to approve payment of \$281.60 to Steiny's General Store. On roll call, AYE: Vacha, Carr, Phillips NAY: None. ABSTAIN: Steinmeyer. **MOTION CARRIED.**
20. Mayor Brink adjourned the meeting at 6:55 PM.

Kyle Brink
Mayor



CITY COUNCIL MEETING

Minutes

Tuesday, December 12, 2023 – 5:30 P.M.

Whitney Anderson
City Clerk

I, the undersigned, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting kept continually current and available for public inspection at the office of the Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available for examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification of the time and place of said meeting and subjects to be covered at said meeting.

Whitney Anderson
City Clerk
(SEAL)