

Yutan City Council
Tuesday, October 17, 2023
7:00 p.m. Yutan City Hall

EXTRACT FROM MINUTES OF A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF YUTAN, IN THE COUNTY OF SAUNDERS, STATE OF NEBRASKA HELD AT THE CITY OFFICE IN SAID CITY ON THE 17th DAY OF OCTOBER 2023, AT 7:00 p.m.

Notice of the meeting was given in advance thereof by posting notice, a designated method for giving notice, as shown by the Affidavit of Publication and Certificate of Posting Notice attached to these minutes. Notice of this meeting was given to Mayor Kelly and all members of the Yutan City Council, and a copy of their acknowledgment of receipt of the notice and the agenda is attached to these minutes. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

The meeting was called to order at 7:00 p.m. by Mayor Kelly. Councilmembers Schimenti, Chittenden, Peterson, and Thompson were present. Mayor Kelly informed all the individuals present of the location of the Open Meetings Act and Code of Conduct. The meeting was opened with the Pledge of Allegiance.

1) Consent Agenda

- a. Approve Minutes of the September 19, Special Meeting
- b. Approve Minutes of the September 19, Regular Meeting
- c. Treasurer's Report
- d. Claims - **ARCS-LLC \$84.00; Canon \$160.00; Capital \$283.50; Cardmember Service \$1,486.87; Corporate Warehouse Supply \$1,559.65; Cubby's \$550.52; Culligan \$97.75; D&T Shirtfield, LLC \$396.44; Deluxe \$1,381.52; Drop In LLC \$1,264.38; Eakes \$1,098.40; ECS \$287.80; Engle, Vicki \$270.00; Filament Essential Services \$2,400.00; Frontier Cooperative \$1,560.48; Hannan, Alex \$1,851.67; Heaton, CJ \$323.57; Hodgman, Kathryn \$70.29; IBTS \$300.00; Industrial Sales \$117.15; Jeff Subbert Irrigation LLC \$500.15; JEO Consulting Group \$9,895.00; John Deere Financial \$15.09; Jumpers4you \$1,290.00; Lincoln Financial Group \$372.06; Lowes \$323.39; Metropolitan Utilites District \$92.00; Nau County \$471.00; NE County/City Lottery Tax Return \$ 3,445.56; Nebraska Law Enforcement Training Center \$525.00; NMC Cat \$225.00; Nebraska Municipal Clerks Association \$100.00; Nebraska Rural Water Association \$275.00; Ne Public Health Environmental Lab \$427.00; OPPD \$4,646.04, Power Manager \$7,088.55; Pitney Bowes Purchase Power \$298.01, Read Aloud Nebraska \$17.50; RoadRunner Transportation LLC \$322.50; Spectra Associates, INC. \$520.00; Three Rivers Clerks Association \$10.00; Time Management Systems \$137.50, U.S.Cellular \$91.40; Van Ackeren, Laurie \$380.08; Village of Mead \$287.56; Water Engineering Inc. \$45.55; Total w/o Payroll \$47,290.93; Payroll \$33,472.93; Total w/Payroll \$80,763.86.**

A motion to approve the Consent Agenda was made by Thompson and Seconded by Chittenden. Upon Roll call the vote was as follows YEAH: Thomspsons, Schimenti,

Chittenden, Peterson. NO: None, Motion Carried

2) Other Action Items

- a. Pay Application #9 Eriksen Construction in the amount of \$286,987.90.
 - i. A motion to approve Pay Application #9 to Eriksen Construction in the amount of \$286,987.90 was made by Chittenden and Seconded by Thompson. Upon Roll call the vote was as follows: YEAH: Schimenti, Chittenden, Peterson, Thompson. NO: None. Motion Carried

- b. Change Order #3 Eriksen Construction in the amount of \$7003.81.
 - i. A motion to approve Change Order #3 to Erikson Construction in the amount of \$7003.81 was made by Thompson and Seconded by Schimenti. Upon Roll call the vote was as follows: YEAH: Chittenden, Peterson, Thompson, Schimenti. NO: None. Motion Carried

- c. Employee Manual Updates
 - i. Administrator Heaton explained the different changes which will be made to the employee manual, such as uniforms for utility workers and office staff. Heaton also stated which certificates will receive extra compensation. The last thing administrator Heaton touched on was the per diem for employees when they are on trips for the city and was looking for input from the Council on this topic. Council member Peterson stated that she would like to make sure that she is seeing receipts provided for these expenditures. Council member Thompson stated that he is the opposite and is fine with just doing cash and letting the employee be responsible for the spending. Council member Schimenti said that he is fine with paying employees the federal rate for per diem. Council members agreed that uniforms would be good for employees so that citizens know who is working for the City. Council member Schimenti is not for having set uniforms for all employees and does not think that they need to wear clothing labels with the City of Yutan on it.
 - ii. A motion to approve the Employee Manual Updates was made by Thompson and Seconded by Chittenden. Upon Roll call the vote was as follows: Yeah: Peterson, Thompson, Chittenden NO: Schimenti. Motion Carried

- d. Consideration of Dump Trailer bids
 - i. Administrator Heaton presented bids for the consideration of a new dump trailer. Council member Thompson asked why we need a dump trailer when we have a dump truck, when we could just get a utility trailer. Utility Superintendent Woster stated that they would be able to carry more with the dump trailer and dump truck together and not have to make multiple trips. Council member Thompson just wants to make sure that we are not putting our needs before our wants. Council member Peterson asked if we could go in with the school on the cost. Council member Thompson asked if the utility workers had their CDL due to the restrictions when it comes to weight. Council member Chittenden is concerned about loading the mower into the dump trailers due to the ramps being too steep.

A motion to table the purchase of dump trailers and look into utility trailers and the cost/research of a CDL was made by Chittenden and Seconded by Thompson. Upon Roll call the vote was as follows: YEAH: Thompson, Schimenti, Chittenden, Peterson. NO: None. Motion Carried

e. Consideration of Bids for Lift Station Roof

- i. Administrator Heaton presented the differences in the bids for the roofs of the Lift Station.
- ii. A motion to approve the bid from JustinCase for the Lift Station Roof in the amount of \$9977.00 was made by Thompson and Seconded by Chittenden.. Upon Roll call vote was as follows: YEAH: Schimenti, Chittenden, Peterson, Thompson No: None. Motion Carried

3) Discussion Items

a. Community Engagement Coordinator Job Description

- i. Administration Heaton just wanted to clarify with the Council about the new job that was just listed and what would be expected of the new employee. Heaton also stated that the new employee would work with our current building inspectors and be certified in building inspections before they were allowed to work on their own. Heaton also stated that the building inspection would just be a small part of this job, they would also be making sure that they are handling all the new monthly submissions to the county that need to be made. Administrator Heaton also clarified the code enforcement side of this job and making sure that they are followed through on and making sure that everything is being documented correctly. Heaton also stated that the new position would be doing a lot of administrative work throughout the office. Council member Peterson would prefer to keep the building inspector part contracted out with another company. Council member Thompson and Administrator Heaton stated that lately the inspections have been through facetime not in person. Council member Peterson wants to make sure that it is laid out that the first six months are training. Council member Schimenti asked how do you lay this job out to a future applicant.

4) Supervisor Reports

a. Library Director-submitted

b. Utility Superintendent-submitted

- i. Council member Thompson asked about the hoses on the hydrants and asked for clarification on the trading in and buying of a new mower. Utility Superintendent Woster stated that they are willing to do a trade in on a mower and that they will hold on to a new one until next mowing season. Council member Chittenden stated that he would like to stagger the purchasing of equipment and we are not constantly spending money every few years.

c. Police Chief-not submitted

d. City Administrator-submitted

e.

Meeting Adjourned

A motion to adjourn the meeting at 8:32pm was made by Schimenti and seconded by Chittenden. Upon Roll call vote was as follows: YEAH: Chittenden, Peterson, Thompson, Schimenti NO: None. Motion Carried

NEXT MEETING DATEs

Park Board - November 10th, 2023, 6:00 P.M.

Planning Commission - November 14, 2023, 6:00 P.M.

City Council Meeting - November 21st, 2023, 7:00 P.M.

Mike Kelly, Mayor

Brandy Gahan, City Clerk
