



**CITY COUNCIL MEETING**

**Minutes**

**Tuesday, January 14, 2025 – 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., January 14, 2025, at Lyons City Hall. Upon roll call, the following Council members were present: Tyler Vacha, Brantley Vavra, Kyle Phillips, and Matthew Carr. Also in attendance were City Clerk Whitney Anderson, Utility Supervisor Terry Ueding, Library Director Mike Heavrin, and Chief Svendsen.

**I. ROUTINE BUSINESS**

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**

1. None.

**III. CONSENT AGENDA**

1. Approval of minutes of regular meeting on December 10, 2024, as on file in the City Clerk’s Office.
2. Claims as presented except claims of KB’s Mini Mart and Megan Vavra.

<b>Dec 11, 2024-Jan 14, 2025</b>		
AMERITAS LIFE CORP	RETIREMENT	\$ 7,262.50
APPEARA	CLOTHING	\$ 414.45
ARMOR EQUIPMENT	STREET SWEEPER RENTAL	\$ 2,953.00
AUTO VALUE	MTCE	\$ 262.30
BLANC’S BODY & GLASS	WINDSHIELD REPLACEMENT	\$ 465.00
BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	\$ 10,144.80
BODEN CONSTRUCTION LLC	LIB 'REFRESH' PROJECT	\$ 3,295.00
BOK FINANCIAL	SEMI ANNUAL AGENT FEE	\$ 200.00
BOMGAARS	SUPPL	\$ 349.97
BURT COUNTY PUBLIC POWER	ELECTRIC	\$ 2,915.50
BURT COUNTY SHERIFF	FEB TELETYPE FEES	\$ 24.00
CENGAGE LEARNING	BOOKS	\$ 109.46
CENTER POINT LARGE PRINT	BOOKS	\$ 194.16
CITY EMPLOYEES	HSA	\$ 2,100.00
CITY OF LYONS UTILITIES	UTILITIES	\$ 6,026.15
CNA AUTO SERVICE	MTCE- PLOW TRUCK	\$ 50.08
DALE YARGES	ENERGY EFFICIENCY CREDIT	\$ 1,200.00



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DEPARTMENT OF ENERGY	ELECTRIC	\$ 6,678.11
DULTMEIER SALES	MTCE YELLOW TRUCK	\$ 1,683.00
DUTTON-LAINSON COMPANY	SUPPL	\$ 1,279.80
EAKES OFFICE SOLUTIONS	20T290 FLOOR SCRUBBER	\$ 3,500.00
EFTPS	FED/FICA TAX	\$ 12,795.56
FASTWYRE BROADBAND	SERV	\$ 691.84
FP MAILING SOLUTIONS	POSTAGE	\$ 600.00
FP MAILING SOLUTIONS LEAS	METER LEASE	\$ 503.70
GPM	ANNUAL CALIBRATION	\$ 604.00
HOA	REMOVE SERV	\$ 267.50
INGERSOLL RAND COMPANY	MTCE	\$ 967.54
INTERSTATE INDUSTRIAL SER	MTCE & CALIBRATE GMI	\$ 593.15
INTERSTATE POWER SYSTEMS	MTCE GENERATOR	\$ 2,208.17
JENSEN PLG & HTG INC	MTCE/REPAIRS	\$ 683.73
JOHNSON & MOCK	LEGAL FEES	\$ 3,047.58
KOONS GAS MEASUREMENT	SUPPL	\$ 1,736.20
LINCOLN FINANCIAL	INSURANCE	\$ 280.97
LYONS MIRROR-SUN	LEGAL PRINTING	\$ 368.35
MAIN STREET SERVICES LLC	MTCE RED CHEVY	\$ 26.50
MIDWEST LABORATORIES INC	TESTING	\$ 196.57
MUTUAL OF OMAHA	INSURANCE	\$ 260.85
NE LAW ENF TRAINING CTR	TABE TEST FEE	\$ 15.00
NE MUNICIPAL CLERKS ASSOC	24/25 DUES	\$ 150.00
NE PUBLIC HEALTH ENVIRONM	TESTING	\$ 16.00
NEBRASKA DEPT OF REVENUE	SALES AND USE TAX	\$ 10,852.63
NEBRASKA RURAL WATER ASSO	ANNUAL DUES	\$ 300.00
NENEDD	DD#3 PARK PROJECT	\$ 1,350.00
NOVUS COMPUTERS	365 EXCHANGE/BUSINESS/MTCE	\$ 629.33
NPGA	NATURAL GAS PURCHASES	\$ 29,984.73
NPPD COLUMBUS	ELECTRIC PURCHASE	\$ 33,603.49
ONE CALL CONCEPTS, INC.	LOCATE FEE	\$ 44.48
ONE OFFICE SOLUTION	POSTAGE/SUPPL	\$ 504.30
PAYROLL CHECKS	PAYROLL CHECKS ON 12/13/2024	\$ 18,718.23
PAYROLL CHECKS	PAYROLL CHECKS ON 12/27/2024	\$ 16,380.51
PAYROLL CHECKS	PAYROLL CHECKS ON 01/10/2025	\$ 16,478.33



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PORT-A-JOHNS	SERV	\$ 70.00
POWERMANAGER	SOFTWARE	\$ 800.00
POWERPLAN	MTCE - SNOW BLADE	\$ 466.81
SAVEMORE MARKET	SUPPL	\$ 24.19
SMOKE IT UP WELDING	1/2 AERATOR MODEL 6024	\$ 4,150.00
STAN HOUSTON EQUIPMENT CO	MTCE	\$ 367.00
STANEK FIRE PROTECTION	FIRE INSPECT	\$ 299.00
STEINY'S GENERAL STORE	PAINT - LIB 'REFRESH'	\$ 4,068.41
	PROJECT/SUPPL	
T & H ELECTRIC	PLANT MTCE	\$ 662.76
US BANK	POLICE TRAINING/SUPPL	\$ 588.46
VERIZON WIRELESS	SERV	\$ 524.81
WASTE CONNECTIONS OF NE	GARBAGE FEE	\$ 9,428.98
WESCO RECEIVABLES CORP	SUPPL	\$ 290.25
WEST POINT IMPLEMENT	MTCE YELLOW TRUCK	\$ 1,006.70

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

### III. REGULAR AGENDA / NEW BUSINESS

Mayor Brink stated that during this time, comments from members of the public are permitted only on the agenda items listed below. Comments are limited to 2 minutes per individual and 20 minutes total per meeting. If speaking tonight, please state your name, address, and the name of the organization you represent. There was no public comment.

1. Motion by Phillips, seconded by Vacha to approve Karen Vlach as a Housing Authority Member for a 5-year term expiring January 1, 2030, replacing RonDa Armagost. On roll call, AYE: Carr, Vavra, Vacha, Phillips. NAY: None. **MOTION CARRIED.**
  
2. Mayor Brink introduced **ORDINANCE NO. 777 - AN ORDINANCE OF THE CITY OF LYONS, NEBRASKA, ESTABLISHING A FEE AND TAX SCHEDULE TO INCLUDE THE VARIOUS AND CERTAIN FEES AND TAXES CHARGED BY THE CITY FOR VARIOUS PERMITS, SERVICES, LICENSES, AND OTHER MATTERS; REPEALING CONFLICTING ORDINANCES AND SECTIONS THEREOF; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.** Motion by Phillips, seconded by Carr for the suspension of the statutory rule requiring reading on three separate days. On roll call, AYE: Vacha, Vavra, Carr, Phillips. NAY: None. **MOTION CARRIED. ORDINANCE NO. 777** was read by title, and Carr moved for passage of the ordinance, seconded by Vacha. On roll call, AYE: Phillips, Vavra, Vacha, Carr. NAY: None. **MOTION CARRIED. ORDINANCE NO. 777 has been passed, approved, and available in pamphlet form.**



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3. Motion by Phillips, seconded by Vacha to authorize Drawdown #3 of CDBG funds 23PWF003 in the amount of \$1,350 to NENEDD for General Administration fees. On roll call, AYE: Vavra, Carr, Vacha, Phillips. NAY: None. **MOTION CARRIED.**
  
4. Police Report – Chief Svendsen  
Chief Svendsen presented the police report for December, which included 20 calls for service, 2 arrests, and 6 traffic citations/warnings.  
2024 Annual Report included 221 calls for service, 86, traffic citations/warnings, and 254 ordinance violations. Chief Svendsen attended Sexual Assault Investigations training in Blair, CEO passed TABE, DataMaster is being serviced by Intoximeter, and the windshield is being replaced in second patrol vehicle.  
Motion by Vacha, seconded by Carr to adopt **RESOLUTION NO. 2025-01 – A RESOLUTION OF THE CITY OF LYONS, NEBRASKA, ADOPTING POLICE POLICY 010 – OFFICER INVOLVED DEATH OR INCIDENT INVESTIGATION, POLICY 011 -POST SHOOTING, POLICY 012 – VEHICLE INVENTORIES, POLICY 013 – RIDE-ALONG.** On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
  
5. Library Director Mike Heavrin Library and Grant Report: Income in November was \$265 and this is \$67.08 below the monthly budgetary goal. Income for the fiscal year totals is \$265 which is \$128.62 above our FY 2024-2025 goal. Expenses for November came to \$6,078.98, which was \$756.68 below the monthly budget. Fiscal year expenses total \$18,749.24, and that is \$5,232.69 above the approved budget for FY 2024-2025. Weeding of books for the refresh project will begin soon with certain criteria to decide which ones will be culled. The CCCFF Grant opened on January 2nd and can be used to build or improve community facilities with a 1:1 cost share requirement. The Letter of Intent and Pre-Application are due by January 15, while the full application is due by February 15. There was a discussion regarding potential future projects for which we could apply for this grant next year.
  
6. Utilities Report – Terry Ueding
  - a. Ueding is working on a bid with the contractor responsible for resurfacing Highway 77 to resurface the spur that leads into town. The Department of Transportation (DOT) has indicated that they will only be resurfacing a 58-foot radius at the intersection. However, Ueding estimates that approximately 300 feet of resurfacing is needed to extend to the end of the existing blacktop.
  - b. Ueding and Anderson have been collaborating with the Midwest Assistance Program (MAP) to create GIS maps of the north side of town. For the mapping of the south side, a grant covered most of the \$14,500 cost for services, software, and equipment. MAP will provide GIS mapping for the north side at no cost to the city. The annual expenses will include \$100 for consulting services and \$400 for the software. We currently pay \$500 annually for the software. Additionally, they will migrate all data from our previous software system. The first year of service may also be free if approved by their program. The agreement allows Ueding and Anderson to purchase up to \$1,000 worth of dashboard-building capabilities within the software without the need for a separate agreement. Overall, this project aims to enhance infrastructure asset management by



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consolidating old maps and the utility department's knowledge into a single location for future generations.

Motion by Vacha, seconded by Vavra to approve an agreement for Professional Services for GIS Consulting Services from Midwest Assistance Program. On roll call, AYE: Phillips, Carr, Vavra, Vacha. NAY: None. **MOTION CARRIED.**

- c. Street Sweeper was rented and looking to rent again in the spring.
  - d. The utility department has been busy getting the department all gas certified. Ron and Gerald will be attending the Pipeline conference in February and Terry and Jesse will attend the Water conference in March.
  - e. We are having issues with Large Gas Meters, for now, we are manually reading the meters and have a gentleman from Kansas coming up to troubleshoot.
7. Clerk's Report – Whitney Anderson
- a. Clerk Anderson presented the December Treasurer Report. Motion by Phillips, seconded by Vacha to accept Clerk Anderson's Treasurer Report. On roll call, AYE: Vacha, Carr, Vavra, Phillips. NAY: None. **MOTION CARRIED.**
  - b. In December for fiscal years 2022-2023 and 2023-2024, a total of \$90,388.31 was recorded as Write-offs for City Utilities, alongside \$379.99 classified as Bad Debt Write-Offs. General, Utility, and Debt Service Income Statements for the month ending December 31, 2024. The General Fund had a month-to-date net gain of \$17,353.28 and a year-to-date net loss of \$73,323.49. The Utility Fund had a month-to-date net loss of \$30,285.21 and a year-to-date net loss of \$116,010.60. Debt Service had a month-to-date net gain of \$890.31 and a year-to-date net loss of \$118,372.58.
  - c. Budget reports for the first month (25%) on the General, Utility, and Debt Service Funds were as follows: General Receipts were 8.95%. General Expenses were 12.37%. Utility Receipts were 20.44%. Utility Expenses were 24.20%. Debt Service Receipts were 6.21% and Debt Service Expenses were 89.21%
  - d. There has been interest in purchasing the old Bowling Alley Lot, it will need to be put out for bid.
  - e. Motion by Carr, seconded by Vacha to approve Frahm and Anderson to attend Clerk School March 17-21, 2025. On roll call, AYE: Phillips, Vavra, Vacha, Carr. NAY: None. **MOTION CARRIED.**
  - f. A lengthy discussion took place regarding the proposed Blight Studies by JEO and Hanna Keelan. Two separate maps were presented to the council. The council agree that they want to conduct a study on the downtown area to pursue future revitalization grants, but they are uncertain about which additional areas of the remaining map should be included in the Blight Study. JEO suggested conducting a Blight Study for the entire east side of the railroad tracks, as he believed that area had the most potential for development and utilization of TIF. Motion by Vacha, seconded by Carr to table the approval of the proposed Blight Study from either Hanna Keelan or JEO. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
8. Motion by Vacha, seconded by Carr to approve JEO Consulting Group's Agreement for Master Planning Services of Campground in the amount of \$5,000. On roll call, AYE: Phillips, Vavra, Carr, Vacha. NAY: None. **MOTION CARRIED.**



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9. Motion by Vacha, seconded by Phillips to enter into executive session at 6:56 PM to discuss 6-month review for Nicole Frahm. On roll call, AYE: Vavra, Carr, Phillips, Vacha. NAY: None. **MOTION CARRIED.**
10. Motion by Vacha, seconded by Vavra to return to regular session at 7:04 PM PM. On roll call, AYE: Phillips, Carr, Vavra, Vacha. NAY: None. **MOTION CARRIED.**
11. Motion by Vavra, seconded by Carr to approve Nicole Frahm’s probation period to end. On roll call, AYE: Vacha, Phillips, Carr, Vavra. NAY: None. **MOTION CARRIED.**
12. Motion by Vacha, seconded by Carr to approve a \$2.00 raise for Nicole Frahm. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
13. Motion by Carr, seconded by Vavra to approve payment of \$1,597.23 to KB’s Mini Mart. On roll call, AYE: Phillips, Vacha, Vavra, Carr. NAY: None. **MOTION CARRIED.**
14. Motion by Phillips, seconded by Carr to approve payment of \$571.00 to Megan Vavra for Janitor Services. On roll call, AYE: Vacha, Carr, Phillips. NAY: None. ABSTAIN: Vavra. **MOTION CARRIED.**
15. Mayor Brink adjourned the meeting at 7:06 PM.

Kyle Brink  
Mayor

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



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(SEAL)