



CITY COUNCIL MEETING

Minutes

Tuesday, March 11, 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., March 11, 2025, at Lyons City Hall. Upon roll call, the following Council members were present: Tyler Vacha, Kyle Phillips, and Matthew Carr. Council member Brantley Vavra arrived at 5:36 PM. Also in attendance were City Clerk Whitney Anderson, Library Director Mike Heavrin, and Chief Svendsen.

Visitors included Matthew Smith, the Street Superintendent with Olssen & Associates; Alyson Pedro from Ortmeier and Associates; Jay Maddox, the City's Building Condemnation Consultant; Shelly Bacon; and Gerald Newill.

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

Mayor Brink opened the Public Hearing at 5:30 PM to gather support, opposition, criticism, suggestions, or observations regarding the adoption of the City of Lyons One & Six Year Plan. Matthew Smith, the Street Superintendent with Olsson Associates, presented the plan to those in attendance. Gerald Newill expressed his concerns about the condition of the roads in the H & K subdivision. He would like to explore options for repairing the road instead of establishing a paving district; he prefers laying blacktop over the existing blacktop. Council President Phillips informed Gerald that we are in the early preliminary stages of determining how to proceed after Brad Brink requested options and pricing at the last meeting. Shelly Bacon raised concerns that two houses are for sale in that subdivision, and a paving district may deter potential buyers from purchasing those homes. Newill also highlighted that there is no outlet on that street, and the culvert needs to be larger by his house. Mayor Brink thanked Gerald for his input. With no further comments from the public, Mayor Brink closed the public hearing at 5:46 PM.

III. CONSENT AGENDA

1. Approval of minutes of regular meeting on February 11, 2025, as on file in the City Clerk's Office.
2. Claims as presented except claims of KB's Mini Mart and Megan Vavra.
3. **Resolution 2025-02 – Directing Sale of Former Bowling Alley Lot was adopted and signed.**
4. **Resolution 2025-03 – Revised Police Personnel Manual was adopted and signed.**



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CLAIMS

ACCO UNLIMITED CORPORATIO	PLANT MTCE	\$ 1,557.05
AMERITAS LIFE CORP	RETIREMENT PLAN	\$ 4,529.55
BLUE CROSS BLUE SHIELD	HEALTH INS	\$ 10,144.80
BLUE TO GOLD	TRAINING	\$ 495.00
BOMGAARS	MTCE	\$ 27.99
BORDER STATES INDUSTRIES	SUPPL	\$ 594.07
BURT COUNTY PUBLIC POWER	ELECTRIC	\$ 7,003.50
BURT COUNTY SHERIFF	TELETYPE FEES MARCH/APRIL	\$ 48.00
CENTER POINT LARGE PRINT	BOOKS	\$ 391.32
CITY EMPLOYEES	HSA	\$ 1,400.00
CITY OF LYONS UTILITIES	UTILITIES	\$ 7,152.29
CLASSIC CLEAN CARWASH	MTCE FEB	\$ 27.78
COMFORT INN	LODGING - GAS CONF	\$ 440.00
DEPARTMENT OF ENERGY	ELECTRIC	\$ 7,067.30
DOLEZALS HUNTING DEPOT LL	AMMO	\$ 413.22
EFTPS	FED/FICA TAX	\$ 8,465.05
ELECTRONIC CONTRACTING CO	FIRE ALARM INSPECT	\$ 727.65
ENERGY WORLDNET, INC	TRAINING	\$ 212.75
FASTWYRE BROADBAND	SERV	\$ 736.12
GLOCK PROFESSIONAL, INC	TRAINING	\$ 300.00
HEATH CONSULTANTS	MTCE	\$ 234.17
IAMU	ANNUAL MEMBERSHIP	\$ 2,500.00
IMMENSE IMPACT, LLC	WEBSITE ANNUAL SUB	\$ 737.00
JACK'S UNIFORMS	CLOTHING	\$ 966.45
JOHNSON & MOCK	GARNISHMENT PAYABLE	\$ 250.31
JOHNSON & MOCK, PC, LLO	LEGAL FEES	\$ 2,471.50
JOHNSON-ERICKSON-O'BRIAN	DD#5 Park Project	\$ 10,450.00
LANE'S TREE SERVICE	TREE REMOVAL	\$ 1,650.00
LYONS MIRROR-SUN	LEGAL PRINTING	\$ 427.51
MIDWEST LABORATORIES INC	TESTING	\$ 22.00
MUTUAL OF OMAHA	INSURANCE	\$ 260.85
NE DEPT OF HHS	2025 POOL LICENSE RENEWAL	\$ 40.00
NEBR STATE FIRE MARSHALL	METER ASSESSMENT	\$ 184.80
NEBRASKA DEPT OF REVENUE	SALES AND USE TAX	\$ 12,706.48



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NEBRASKA STATE PATROL	MACH/TRACH LICENSE	\$ 332.50
NENEDD	GEN ADMIN	\$ 990.00
NOVUS COMPUTERS	MICROSOFT OFFICE	\$ 224.50
NPGA	NATURAL GAS PURCHASE	\$ 61,494.97
NPPD COLUMBUS	ELECTRIC PURCHASES	\$ 37,499.53
ONE OFFICE SOLUTION	SUPPL	\$ 574.81
PAYROLL CHECKS	PAYROLL 02/21/2025 and 03/04/2025	\$ 34,679.98
POWERPLAN	REPAIRS SKID STEER	\$ 1,450.01
SAM'S CLUB	MEMBERSHIP DUES	\$ 50.00
SAVEMORE MARKET	SUPPL	\$ 75.17
STEINY'S GENERAL STORE	SUPPL	\$ 330.65
T&R ELECTRIC	TRANSFORMER - EVERETT PROJECT	\$ 20,879.96
TOOLS PLUS INDUSTRIES LLC	FIRST AID KITS	\$ 263.62
TT TECHNOLOGIES INC	GRUNDOMAT	\$ 6,275.00
US BANK	SUPPL/POSTAGE	\$ 1,332.36
VERIZON WIRELESS	SERV	\$ 358.91
WASTE CONNECTIONS OF NE	GARBAGE FEE	\$ 8,590.81
WEST POINT IMPLEMENT	MTCE YELLOW TRUCK	\$ 1,580.38

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

IV. 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 adopt **Resolution No. 2025-04 – One & Six Year Street Program**. On roll call, AYE: Vavra, Carr, Vacha, Phillips. NAY: None. **MOTION CARRIED.** Street Superintendent Matthew Carr informed the council that he will be leaving Olssen & Associates for a position with the Village of Pender. Olssen's will be in contact with Clerk Anderson to appoint a new Street Superintendent. Smith thanked the council for trusting him as their street superintendent, and Mayor Brink expressed gratitude to Smith and wished him the best of luck in his new endeavor.



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2. Alyson Pedro reviewed the 2023-2024 Audited Financial Report. Pedro was saddened to inform the Council that Ric Ortmeier had passed away. Nothing will change in the operation of business by doing the City's audit reports. The council gave their condolences.
3. Motion by Phillips, seconded by Vavra to accept the 2023/2024 Audited Financial Report. On roll call, AYE: Vacha, Carr, Vavra, Phillips. NAY: None. **MOTION CARRIED.**
4. Mayor Brink introduced **ORDINANCE NO. 778 - AN ORDINANCE OF THE CITY OF LYONS, NEBRASKA, DESIGNATING THE CITY'S ZONING ADMINISTRATOR AS THE CITY EMPLOYEE TO APPROVE, WITHOUT PLANNING COMMISSION OR CITY COUNCIL APPROVAL, THE ADMINISTRATIVE SUBDIVISIONS OF EXISTING LOTS, BLOCKS, AND LANDS WITHIN THE SUBDIVISION JURISDICTION OF THE CITY IN THE CIRCUMSTANCES AS MORE PARTICULARLY DESCRIBED HEREIN; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE; TO PROVIDE FOR PUBLICATION IN PAMPHLET FORM.** Motion by Vavra, seconded by Carr for the suspension of the statutory rule requiring reading on three separate days. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED. ORDINANCE NO. 778** was read by title, and Carr moved for passage of the ordinance, seconded by Phillips. On roll call, AYE: Vacha, Vavra, Phillips, Vacha. NAY: None. **MOTION CARRIED. ORDINANCE NO. 778 has been passed, approved, and available in pamphlet form.**
5. Mayor Brink introduced **ORDINANCE NO. 779 - AN ORDINANCE OF THE CITY OF LYONS, NEBRASKA, TO AMEND MUNICIPAL CODE SECTION 93.01 TO PROHIBIT CERTAIN ANIMALS WITHIN THE CORPORATE LIMITS OF THE CITY; TO PERMIT THE KEEPING OF CHICKENS UNDER CERTAIN CONDITIONS; TO PROVIDE A PENALTY FOR VIOLATIONS; TO REPEAL ANY AND ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE; TO PROVIDE FOR PUBLICATION IN PAMPHLET FORM.** Motion by Phillips, seconded by Vacha for the suspension of the statutory rule requiring reading on three separate days. On roll call, AYE: Vavra, Carr, Vacha, Phillips. NAY: None. **MOTION CARRIED. ORDINANCE NO. 779** was read by title, and Phillips moved for passage of the ordinance, seconded by Carr. On roll call, AYE: Vacha, Vavra, Carr, Phillips. NAY: None. **MOTION CARRIED. ORDINANCE NO. 779 has been passed, approved, and available in pamphlet form.**
6. Mayor Brink opened the individual bid received for the sale of the former bowling alley lot (Parcel ID No. 311611900). The bid received was from Erin Greve, owner of Erin Nicole Photography in the sum of \$1,100 with the intention of constructing a photography studio. Motion by Carr, seconded by Vacha to accept Erin Greve's bid for the sale of Parcel ID No. 311611900 in the amount of \$1,100 to construct a photography studio. On roll call, AYE: Vavra, Phillips, Vacha, Carr. NAY: None. **MOTION CARRIED.**
7. Motion by Vacha, seconded by Phillips to approve DD#5 of CDBG funds 23PWF003 in the amount of \$16,310 for 80% match of invoice 158490 and 159312 from JEO Consulting for construction documents/design service and Construction Management and General Admin from NENEDD. On roll call, AYE: Vavra, Carr, Phillips, Vacha. NAY: None. **MOTION CARRIED.**



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8. Jay Maddox, City's Building Condemnation Consultant, provided the council with photos of structures that are in disrepair. After conversation regarding these structures, the council agreed that they need to move forward with inspections in a strategic manner and to start with the five outbuildings. Motion by Carr, seconded by Phillips to inspect and process five outbuildings with a notice to repair those located at Parcel ID 111900400, 111900500, 111904600, 111810300, and 111808600. On roll call, AYE: Vacha, Vavra, Phillips, Carr. NAY: None. **MOTION CARRIED.** Maddox also let the council know that the structure previously inspected at Parcel ID 111804000 has since fallen and will be cleaned up by a new buyer of the property. In order for the property to be sold, the notice of repair will need to be released. The council agreed to release the notice and order to repair unsafe or dangerous buildings.
9. Motion by Vacha, seconded by Vavra to approve the update Contract No. 13-UGPR-1081 between the City of Lyons and WAPA. On roll call, AYE: Phillips, Carr, Vavra, Vacha. NAY: None. **MOTION CARRIED.**
10. Motion by Vacha, seconded by Carr to approve an open contract for services/purchases with KB's Mini Mart with a daily expendable amount of \$500. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
11. Police Report – Chief Svendsen
Chief Svendsen presented the police report for February, which included 18 calls for service, 5 ordinance violations, and 5 traffic citations/warnings. Chief Svendsen will be taking a Background Investigations Course March 17th and 18th of March as well as an Online Legal Course/Management training the 10th – 28th, which is a requirement of NLETC. All LYPD/NLETC requirements have been met for Olsen, and a full-time employment offer is pending acceptance to NLETC Academy. Officer Brensel will be returning as a part-time officer at \$28/hr. Chief Svendsen also wrote and was awarded a grant from the Lean on LARM Safety Grant of up to \$500 to purchase cameras for the Community Center and a body camera.
12. Library Director Mike Heavrin Library and Grant Report:
Expenses for January came to \$9,681.01, which was \$2,845.01 above the monthly budget. Fiscal year expenses total \$32,500.78, and that is \$5,130.76 above the approved budget for FY 2024-2025.

The first step for the Refresh Project was the first major weeding event and it led to the elimination of our "Small Mass Printing" paperback books, most of our VHS cassettes, and audio books recorded on small cassettes. This led to the elimination of 761 VHS cassettes; 783 mass printed small paperbacks and 192 audio books on small cassettes that made up the bulk of the items removed from the collection. They are putting the next phase of the weeding process on pause until the completion of the current staff is complete. Between the elimination of 2,485 items during phase I and all of the new bookshelves, there is no urgent need to continue the weeding process. As of January 1, 2025, the library had a total of 18,031 items in its collection.



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The Board has been advertising for the next Library Director and a Librarian to replace Mary Strohmyer. The Board will select applicants that merit an interview and will hopefully get two people hired. Mike is willing to stay until the new Director is comfortable taking over, and once that transition has been made, he will continue to work the evening hours. Lacy has taken over the duties of ordering books and picking up the mail. Mike catalogs until other staff is trained.

FY25-26 E-Rate process is underway. Form 470 has been submitted – Form 471 will follow.

Grant Update: Heavrin is looking into grants for the police department surveillance project and will hopefully have more information before the next council meeting for a T-Mobile grant. Heavrin is also watching the Nebraska Game and Parks website for potential funding. The RTP grant opens May 5th and closes at noon on August 22nd. The LWCF grant is on the same schedule.

A discussion was held regarding the costs associated with the Refresh Project. The 6,000 budgeted with the city has been expended, and the Library Endowment Board paid approximately \$23,000 for the project. Heavrin advised the council that the Novus Computers bill will be paid by donations and the Library Board Bank account if the city will cover it for now.

Motion by Phillips, seconded by Carr to approve payment of \$4,555.50 to Novus Computers for the "Refresh Project". On roll call, AYE: Vacha, Vavra, Carr, Phillips. NAY: None. **MOTION CARRIED.**

13. Utilities Report – Terry Ueding was unable to attend due to Water Conference in Kearney. Clerk Anderson shared Ueding's Report.
 - a. The Yellow Truck had to go back to the shop again for the same electrical issues. Ueding would like the council to be aware that we may need to look into other options for next year's budget.
 - b. Spring Cleanup is scheduled for May 2-3, 2025.
 - c. Fire Marshal Inspect is scheduled for April 7, 2025 and all other projects at the time will need to be put on hold until that is complete.
 - d. Park Sewer Material has been ordered.
 - e. Discussion was previously had regarding hiring part-time help to paint gas meters and to discuss in the spring. Further discussion will be had at the April Meeting.
 - f. Motion by Phillips, second by Vacha to table gas license raises. On roll call, AYE: Vavra, Carr, Vacha, Phillips. NAY: None. **MOTION CARRIED.**
 - g. Motion by Vacha, seconded by Vavra to approve payment of \$6,275 for Grundomat 75P from TT Technologies. On roll call, AYE: Phillips, Carr, Vavra, Vacha. NAY: None. **MOTION CARRIED.**

14. Clerk's Report – Whitney Anderson
 - a. Clerk Anderson presented the February Treasurer Report. Motion by Phillips, seconded by Carr to accept Clerk Anderson's Treasurer Report. On roll call, AYE: Vacha, Vavra, Carr, Phillips. NAY: None. **MOTION CARRIED.**
 - b. General, Utility, and Debt Service Income Statements for the month ending February 28, 2025.



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The General Fund had a month-to-date net gain of \$5,452.24 and a year-to-date net loss of \$66,328.08. The Utility Fund had a month-to-date net gain of \$7,024.48 and a year-to-date net loss of \$89,138.31. Debt Service had a month-to-date net gain of \$7,524.85 and a year-to-date net loss of \$101,409.66.

- c. Budget reports for the fifth month (41.6%) on the General, Utility, and Debt Service Funds were as follows: General Receipts were 16.70%. General Expenses were 18.74%. Utility Receipts were 40.60%. Utility Expenses were 41.34%. Debt Service Receipts were 17.66% and Debt Service Expenses were 89.21%.
- d. Park Campground Update: Warner Construction, who is resurfacing Hwy 77 this Spring, is asking if they can utilize our campground before our April 15th opening date. Due to removing spots and Warner Construction needing 9+ spaces, Anderson is wondering if we can allow them to squeeze 8 campers in on the South side at a discounted rate so they do not eliminate all camping spots for other regular visitors. The council agreed that they would accommodate Warner Construction. We will revise the Campground Rules for the next council meeting. Vavra informed council that a church group wants to tent camp at our park in June for a weekend. There will be approximately 10 tents, and wondering where they should be located. Vavra will work with the group to find a location. Council reviewed the Design review for the park project and campground. Mayor Brink would like to know if we provide ADA spots if anyone can use those spots or are they only for handicap? Updated designs will be discussed at the next meeting.
- e. Motion by Vacha, seconded by Carr for Cat/Dog Licenses to remain the same. On roll call, AYE: Phillips, Vavra, Carr, Vacha. NAY: None. **MOTION CARRIED.**
- f. Motion by Vacha, seconded by Carr for UTV/ATV Rates to remain the same. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
- g. Anderson advised council that the Lyons Community Club and Lyons Community Foundation will be splitting the increase cost of \$5,969 for the Playground Equipment. Mayor Brink advised Anderson to go ahead and put the Wooden Playground Equipment out for Bid.
- h. Anderson was wondering if the council would be interested in donating a pool pass to the Lyons Property Development Committee to raffle off to raise funds to go towards repairs to the island fountain. Mayor Brink advised that others have asked for the donation of a pool pass and we denied them so we shouldn't start now. Vacha said he would like to look into the legality before making that decision. Anderson then asked how much funds would need to be raised before the council would be willing to move forward with the approximate \$16,000 quote. The council agreed they would move forward if 80% of the funds were raised.
- i. Motion by Vacha, seconded by Carr to approve quote with Time Management System for timecard software and monthly subscription. On roll call, AYE: Vavra, Phillips, Carr, Vacha. NAY: None. **MOTION CARRIED.**
- j. A new company specializing in pool chairs and lounges has been found, offering a 10-year warranty on their base and ensuring that all components are replaceable to address the ongoing issues with breakage and tearing of our current furniture. The council approved Anderson to collaborate with Vavra to purchase \$3,500 worth of chairs and lounges.



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15. Motion by Vacha, seconded by Phillips to hire Ashlynn Whitley, JaeLeigh Tuttle, and Kennedy Blevins as Pool Assistant Managers and Kenley Brink, Brylee Hayes, Jaylynn Simonsen, Aiden Fisher, Carter Cooper, Hunter Jensen, Lexus Petersen, and Layla Fisher as Lifeguards for the 2025 Pool Season. On roll call, AYE: Vavra, Carr, Phillips, Vacha. NAY: None. **MOTION CARRIED.**
16. Motion by Vacha, seconded Vavra to adopt **Resolution No. 2025-05 – Update Pool Rules and Lifeguard Handbook.** On roll call, AYE: Phillips, Carr, Vavra, Vacha. NAY: None. **MOTION CARRIED.**
17. Motion by Carr, seconded by Phillips to approve payment of \$1,554.87 to KB's Mini Mart. On roll call, AYE: Vacha, Vavra, Phillips, Carr. NAY: None. **MOTION CARRIED.**
18. Motion by Vacha, seconded by Carr to approve payment of \$292.00 to Megan Vavra for Janitor Services. On roll call, AYE: Phillips, Carr, Vacha. NAY: None. ABSTAIN: Vavra. **MOTION CARRIED.**
19. Mayor Brink adjourned the meeting at 7:59 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
(SEAL)