REGULAR MEETING

CITY COUNCIL

December 13, 2023

The Mayor and City Council of the City of Syracuse, Nebraska met at Syracuse City Hall Council Chambers at 495 Midland Street at 6:00 P.M. on December 13, 2023 for a regular meeting. The meeting was open to the public and notice of meeting was given by posting in five places: Syracuse City Hall lobby, First Bank of Nebraska lobby, Countryside Bank, U.S. Post Office lobby and Syracuse Market window. Proof of publication in Syracuse Journal Democrat was shown. Mayor Dettmer was present and requested roll call; present were Council members Wesley Halvorsen, Orv Gigstad, Jerry Werner, and Nate Patton. A copy of the publication notice and acknowledgement of notice to the Council is attached to these minutes. Dettmer noted the Open Meetings Act was posted. Availability of the agenda was communicated in advance notice. All proceedings hereafter shown were taken while the meeting was open to the public. Minutes for the November 8, 2023 meeting were approved as written.

Mayor Dettmer led the appointment of the following officials to the following positions: City Clerk – Kelly Farmer, Superintendent of Public Works – Jeff Vogt, Building and Zoning Inspector – Bruce Neemann, City Attorney – Brandt, Horan, Hallstrom & Stilmock consisting of Jerry Stilmock, Bob Hallstrom and Ryan McIntosh, City Treasurer – Kelly Farmer, City Street Superintendent – Justin Stark, City Engineer – Olsson, and the Finance Committee consisting of two City Council members, Jerry Werner and Nate Patton. The Mayor explained this will be for 2024 and the purpose of the Finance Committee will be to allow department heads and employees to meet with the two City Council members, City Administrator and City Clerk during the day in the form of a budget workshop to thoroughly work through each department’s budget. Council Member Wesley Halvorsen moved to approve the appointments, Orv Gigstad seconded. Roll Call: Yeas: Jerry Werner, Wesley Halvorsen, Orv Gigstad, Nate Patton. Nays: none.

Mayor Dettmer opened the discussion on election of City Council President. Orv Gigstad nominated Jerry Werner and moved to approve him as Council President for 2024, Nate Patton seconded. Roll Call: Yeas: Wesley Halvorsen, Nate Patton, Orv Gigstad, Jerry Werner. Nays: none.

Mayor Dettmer led the approval of claims and Treasurers Report; Todd Blome of BMG present with the report for November. Blome reported the City as of November 30th has 2.9 Million total cash and no bond/note payments were made in November. Blome incorporated Auditor Julie Bauman’s notes and journal entries for utility items. Noted on pages three, four and five in the YTD detail shows an increase in Ambulance income, water operation expense is higher due to the water project and a payment for water tower maintenance, and street expenses are up due to the two low water crossing repairs. Blome suggested doing a transfer from the Utilities Fund to the General Fund/main operating account to cover various projects and the slowly decreasing balance of the main operating account. Council Member Wesley Halvorsen moved to approve the Treasurers Reports and to pay the claims, Jerry Werner seconded. Roll Call: Yeas: Orv Gigstad, Nate Patton, Wesley Halvorsen, Jerry Werner. Nays: none.

ADKINS SIGNS - 22.50, BARNES & NOBLE, INC. - 3728.80, BEACON ATHLETICS - 2301.00, BMG

CPA'S - 5600.00, BOHL PLUMBING & HEATING - 129.00, BOOKPAGE - 180.00, BOUND TREE

MEDICAL, LLC - 1087.02, BRANDT, HORAN, HALLSTROM & STILMOCK - 1663.66, 3225.66, CANON

FINANCIAL - 127.66, CAPITAL BUSINESS SYSTEMS, INC. - 157.42, CAPITAL BUSINESS SYSTEMS,

INC. - 80.48, CAPITAL CITY LOCK & KEY - 308.00, CIVIC PLUS LLC - 8963.00, CLEANING

AUTHORITY - 383.40, 436.65, COLUMN SOFTWARE PBC - 128.16, CREIGHTON UNIV. - 31.50,

CULLIGAN WATER - 63.39, CURTIS STANBERRY - 100.00, CURZON PROMOTIONAL GRAPHICS -

1875.65, D3 INTERIORS - 362.10, DAN'S TIRE & REPAIR - 50.50, DELWIN ANTHOLZ - 1500.00, DTS

TECHNOLOGY - 21.28, DUTTON LAINSON CO. - 987.85, ECHO GROUP INC. - 1478.31, ERIN BETH

DESIGNS - 60.00, FIREGUARD, INC. - 283.50, FIRST WIRELESS, INC. - 116.64, FIVE NINES

TECHNOLOGY GROUP - 3060.56, FORTRES GRAND CORP. - 925.54, GLOBAL RENTAL - 7253.41,

GOTTULA PROPANE SERVICE, INC. - 943.80, HAWKINS, INC. - 356.72, HEMJE PLBG., HTG. AND

AIR COND - 93.00, INVOICE CLOUD INC - 464.95, JEO CONSULTING GROUP, INC. - 34002.50,

565.50, JESSICA MEYER - 171.52, JOHN CHESNEY - 35.00, JOHNSON SERVICE COMPANY -

47260.00, JUDSON IRRIGATION INC. - 2698.00, JULIE D. BAUMAN, CPA, P.C. - 18800.00, LEAGUE

ASSOCIATION OF RISK MANAGEMENT - 945.00, 192.30, MARTIN MARIETTA AGGREGATES -

370.37, MELISSA JUILFS - 202.50, MICHAEL BOUSQUET - 35.00, MICHAEL TODD & CO., INC. -

266.28, MID AMERICA BOOKS - 972.30, MID-AMERICAN BENEFITS, INC. - 112.00, MIDWEST

LABORATORIES, INC. - 108.65, MUNICIPAL SUPPLY OF OMAHA - 27509.70, NEBRASKA CURB &

FENCE - 35.00, NEBRASKA DEPT. OF ENVIRONMENTAL QUALITY - 77306.01, 17152.75, NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB - 126.00, NEXT-GEN CLEANING - 400.00, OLSSON

ASSOCIATES - 2818.02, 4879.24, 2858.70, 728.82, OPPD - 123913.09, PHILLIPS HEATHCARE -

305.76, PORT-A-JOHNS - 50.00, SOUTHEAST DISTRICT HEALTH DEPT - 75.00, SOUTHEAST

SEAMLESS GUTTERS & HOME IMPROV - 35.00, JH SPORHASE LLC - 3.50, ST. PAULINUS

CATHOLIC CHURCH-R. SWEAT - 200.00, STEPHENSON TRUCK REPAIR - 6130.00, SYRACUSE

LUMBER CO. - 309.27, SYRACUSE MARKET LLC - 117.39, SYRACUSE RESCUE SQUAD - 525.45,

SYRACUSE VOL. FIRE DEPT. - 72.65, UNITE PRIVATE NETWORKS - 2332.78, VERIZON - 246.97,

779.37, WESTERN AREA POWER ADMINISTRATION - 4773.48, WESTERN SAND & GRAVEL CO. -

171.01, WINDSTREAM - 54.54, YONG CONSTRUCTION - 26125.00.

Claims paid out prior to the December 13th meeting date included: TODD AKSAMIT – 916.91, ADAM BADBERG -4730.88, JARED BICKFORD – 4107.30, MAX BRAMMIER – 709.34, TYLER COLLIN – 4239.29, TERA EDEN – 4491.28, KELLY FARMER – 7121.42, LEAH GANZEL – 1134.82, SONNI GRAVES – 5916.38, TOM

Page 2 – December 13, 2023

JONES – 426.65, MELISSA JUILFS – 4983.52, JESSICA MEYER – 8162.29, IAN MITCHELL – 4549.43, JULIE SLAFTER – 3547.51, CURTIS STANBERRY – 5468.50, BRENT TETEN – 5550.25, SHARON VANHOUSEN – 711.32, BRIAN VODICKA – 4910.80, JEFF VOGT – 6178.39, GREGG WIEBUSCH – 24.24, OPPD – 126,397.00, MEDICA – 15744.90, MID-AMERICAN BENEFITS – 3870.52, PRINCIPAL – 127.68, DEB DETTMER – 620.63, KRISTINE GERKING – 156.99, ORV GIGSTAD – 207.79, WESLEY HALVORSEN – 207.79, BRUCE NEEMANN – 1185.24, NATE PATTON – 207.79, JERRY WERNER – 207.79, AFLAC – 206.40, ELAN CARDMEMBER SERVICES – 7609.27.

Mayor Dettmer led the discussion and approval of 2023 City Financial Audit, Julie Bauman present.

Bauman went through the audit process and commended the City to be proactive with the Ambulance income and moving to a new billing service. The City also had a single audit due to the State Revolving Fund and the water improvement projects. Bauman explained the City’s cash is strong and steady and that she sees many times with cities a deficit is there due to the all of the things a City does. She recommended looking into this during the budget workshops to crunch numbers and really prioritize. The City received an Unmodified Opinion which is the best opinion available meaning all controls and compliance and having a very good set of books. Bauman discussed the Municipal Facilities Corporation and its purpose to pay for the Sports Complex; this has a current balance of $840,000.00. The next discussion was on the Enterprise Funds and the balance sheet or Statement of Net Position. She explained this really is only good for one day but the City has a large number of assets at over 15 Million Dollars, total equity is over Six Million Dollars, and liabilities are at over Nine Million Dollars. Governmental Funds were discussed and did incur a net loss of just over $200,000.00 which is not uncommon for a City. There are not a lot of avenues to generate revenue therefore Bauman suggested as Todd Blome did to transfer over funds from the utilities and to evaluate this on maybe an annual basis. Proprietary Funds include the Electric, Water and Sewer funds. The net cash position for the Proprietary Funds increased by just over $550,000.00. Bauman discussed the single audit next and explained it is based on expenditures, not receipts. Total expenditures were over 3 Million Dollars. ARPA funds were also included in the single audit discussion along with the water improvement projects grant. Bauman explained she did not find any material internal control deficiencies; various compliance testing is done on the City’s procedures. Bauman reported no compliance findings. Bauman explained if a transfer is done, how it is more of an administrative action and equity transfer and just from one City fund to another City fund. She suggests this amount be discussed more toward the July timeframe to identify what that number may be and then towards the end of the budget year or closer to the audit approval timeframe to make the transfer. Council Member Jerry Werner moved to approve the 2023 City Audit, Wesley Halvorsen seconded. Roll Call: Yeas: Orv Gigstad, Nate Patton, Wesley Halvorsen, Jerry Werner. Nays: none.

Mayor Dettmer led the authorization for Mayor to sign Management Representation Letter for 2023 Audit. Council Member Nate Patton moved to authorize the letter signing, Jerry Werner seconded. Roll Call: Yeas: Wesley Halvorsen, Orv Gigstad, Jerry Werner, Nate Patton. Nays: none.

Mayor Dettmer led the discussion and Resolution No. 23-49 to approve reoccurring monthly expenses, authorizing Mayor’s signature. City Administrator, Jessica Meyer explained this authorizes the payments that come out electronically prior to a City Council meeting such as payroll, insurance, retirement payments be authorized. Auditor Bauman spoke with the Nebraska State Auditor’s Office about this subject. The office recommends working with the City’s Attorney and what’s in agreement with state statutes; the resolution was provided by the League of Nebraska Municipalities. The Auditor’s Office makes sure the City knows it’s ultimately responsible for how the claims are paid and that the board needs to have the structure in place for these types of payments to be allowed. These payments will be itemized out separately on the claim tracker included with meeting minutes. Todd Blome of BMG likes the resolution as well. Council Member Orv Gigstad moved to adopt Resolution No. 23-49, Nate Patton seconded. Roll Call: Yeas: Jerry Werner, Wesley Halvorsen, Nate Patton, Orv Gigstad. Nays: none.

Mayor Dettmer led the discussion and approval for transfer of Cemetery Certificate of Deposit funds to Money Market account or new Certificate of Deposit Account; Jessica Meyer explained the current CD’s are maturing and can be merged into one CD at a much higher interest rate. She distributed a chart to be included with these minutes. The Mayor recommended merging the smaller cd’s into one larger cd to allow greater interest to be earned and using one of the Cemetery Funds cd to reimburse the main operating account for the recent tree removal, fence and fertilizer spreader for the Park Hill Cemetery expenses. This cd is not perpetual care funds therefore the spending restrictions are not present as they are with “perpetual care” designated funds. Discussion was had on why transfer cemetery funds over to the main operating account if a transfer may be done in the near future from the Utility Fund as was discussed during the audit approval. The amount that would be transferred to reimburse the main operating account would be for the dollar amount of the fence, tree removal and fertilizer spreader for Park Hill Cemetery therefore it will be a wash and allow for the sustainability of the main operating account cash flow. Future anticipated expenses for the cemetery include typical operations and maintenance expenses and also one section marker for each section as previously discussed; these are budgeted items and will be covered with the main operating account funds. Additional section markers for each section will be discussed over a few budget years just as the columbarium project will be. Council Member Orv Gigstad moved to approve to cash into the cd

Page 3 – December 13, 2023

funds from cd’s one, two and three replacing the Park Hill Cemetery Perpetual Care money market account and open a new 12-month Perpetual Care cd at 5% annual with $90,000.00 as well as cash in cd five and use $19,624.00 for cemetery fence, $7,680.00 for tree removal at cemetery and $11,200 for fertilizer spreader to reimburse main operating account with remaining funds to be used to open a new cd, Wesley Halvorsen seconded. Note cd four is the Perpetual Care money market account. Roll Call: Yeas: Wesley Halvorsen, Orv Gigstad. Nays: Jerry Werner, Nate Patton. Tie vote calls for Mayor vote; Mayor Dettmer voted yea. Motion carried.

HEARING OF THOSE PRESENT – No one present.

LIBRARY REPORT – Director Melissa Juilfs not present; no report distributed.

PARKS & REC REPORT – Director Sonni Graves present. Mayor Dettmer led the discussion and approval of updated bid for fence at Park Hill Cemetery. Graves explained after the initial approval of the fence Superior were not going to be able to obtain the arched panels the City approved in their bid; this was a bid for aluminum material. Superior came back with two new bids, another for aluminum and the other for steel with options that include arched posts. The steel will need to be re-painted eventually and included a 10-year manufacturer’s warranty where the aluminum will not require re-painting and includes a lifetime warranty. The fence will be six feet and transition down to 4 feet to meet the end caps on the east and west entrances. Council Member Jerry Werner moved to approve the aluminum bid not to exceed 20,569.76, Wesley Halvorsen seconded. Roll Call: Yeas: Nate Patton, Wesley Halvorsen, Jerry Werner, Orv Gigstad. Nays: none.

PUBLIC WORKS – Superintendent Jeff Vogt not present due to a water main break emergency. Mayor Dettmer opened the sealed bids, discussion and award of bid for Farm Lease Agreement. Four bids were turned in by the deadline, one came in after the deadline and therefore cannot be considered. The high bid came from Barry Janssen of Syracuse at $40,453.40, which is $260.00 per cropland acre. The other bids were submitted by Jesse Docter of Firth, Andrew Pietzyk of Cook and Andrew Vogt of Syracuse. Council Member Nate Patton moved to approve the bid from Barry Janssen, Wesley Halvorsen seconded. Roll Call: Yeas: Orv Gigstad, Wesley Halvorsen, Jerry Werner, Nate Patton. Nays: none. The new agreement will be presented and approved at the January City Council meeting.

Mayor Dettmer led the discussion and Resolution No. 23-50 to approve the 2023 Maintenance Agreement No. 45 between NDOT and City of Syracuse, authorizing Mayor’s signature. Jerry Stilmock explained this agreement is renewed annually and is for snow removal services on Nebraska Highway 50 running through town. Council Member Jerry Werner moved to approve Resolution No. 23-50 for the NDOT Agreement No. 45, Nate Patton seconded. Roll call: Yeas: Orv Gigstad, Wesley Halvorsen, Nate Patton, Jerry Werner. Nays: none.

Mayor Dettmer led the discussion and approval of bid for bucket truck purchase. Dettmer explained the City received notification towards the end of November that a new bucket truck became available and Altec was able to switch out the old rental for the new truck to allow the Utility Department a chance to test out the size and features. Jeff and she discussed the feasibility of purchasing the truck following the City Council’s direction and approval to purchase the backhoe at the November meeting. Based upon a review of Jeff’s budget options and utility account, Dettmer directed Jeff to proceed with the backhoe purchase since it was already approved by the City Council. At this meeting, a spreadsheet was presented in the Dropbox file indicating the potential budget categories to be used to purchase the new bucket truck and the cash is available through Jeff’s utility account. The Utility Department has used the bucket truck and recommends purchasing the truck. The Mayor also recommended the Council approve the purchase of the new bucket truck. Council Member Nate Patton moved to approve the purchase at $176,935.00 and to come out of the electrical budget, Jerry Werner seconded. Roll Call: Yeas: Wesley Halvorsen, Orv Gigstad, Jerry Werner, Nate Patton. Nays: none.

Mayor Dettmer led the discussion and approval to auction old bucket truck through JJ Kane. Jessica Meyer explained JJ Kane is tied to Altec therefore they auction these types of trucks. Council Member Orv Gigstad moved to approve utilizing JJ Kane to auction the old truck, Nate Patton seconded. Roll Call: Yeas: Jerry Werner, Wesley Halvorsen, Orv Gigstad, Nate Patton. Nays: none.

Mayor Dettmer led the discussion and Resolution No. 23-51 approving Change Order No. 1 for the 11th Street Low Water Crossing project, authorizing Mayor’s signature. Justin Stark of Olsson explained the change order indicates a $18,000.00 increase due to additional materials along the soft side at a total amount of $393,151.30. Council Member Nate Patton moved to adopt Resolution No. 23-51, Jerry Werner seconded. Roll Call: Yeas: Wesley Halvorsen, Orv Gigstad, Nate Patton, Jerry Werner. Nays: none.

Justin Stark mentioned he will be returning at the January City Council meeting regarding the downtown infrastructure improvements, finalizing the Williams Park Courts project and advertising for bids, and an update on the detention cell project.

Page 4 – December 13, 2023

NEW BUSINESS – Mayor Dettmer led the discussion and Resolution No. 23-52 to approve the iWorQ Code Enforcement and Permit Management Software, authorizing Mayor’s signature. Building and Zoning Inspector, Bruce Neemann explained this will make issuing, documentation and filing of permits and notes more streamlined. Currently, Neemann utilizes three separate programs to enter his permits and notes. The software will also manage nuisance and code enforcement documents and notes. Templates are available for letters and forms. With the software being web-based, anyone with login will be able to access the documents. Training is also included with the agreement. Council Member Wesley Halvorsen moved to approve Resolution No. 23-52 for the iWorQ Software, Orv Gigstad seconded. Roll Call: Yeas: Nate Patton, Jerry Werner, Orv Gigstad, Wesley Halvorsen. Nays: none.

Mayor Dettmer opened the public hearing and first reading on the proposed annexation of the portion of Parcel
ID 999555842 that is not currently within corporate limits of the City of Syracuse, legally described as: All of the SE¼ of Section 9, Township 8 North, Range 11 East of the 6th P.M., Otoe County, Nebraska, except for Lot 1, Walnut Grove Subdivision of NW¼ SE¼ of Section 9, Township 8 North, Range 11 East of the 6th P.M., Otoe
County, Nebraska, and to extend the Extraterritorial Jurisdiction (ETJ) upon approval of the annexation of said property, and to amend the Official Zoning Map of the City of Syracuse to reflect said changes. Jerry Stilmock explained the amending of the Future Land Use is not included in this discussion and will be done at a later time if the annexation should go through. The interested developer wishing to buy the property is wanting to use TIF funds but the property needs to be within the corporate limits in order for TIF to be utilized. The current owner of the property is Lois Hansen. Cline Williams has been hired by the Council and the Mayor to assist with the TIF process. If the annexation occurs then the TIF process starts. The proposed written agreement would read if the developer does not move forward or the TIF does not go forward then the City would rescind the annexation. The Planning Commission recommended approval of the annexation by the City Council. Mayor Dettmer closed the public hearing.

Mayor Dettmer led the first reading, recommendation and Ordinance No. 1149 to the City Council for the
annexation of the portion of Parcel ID 999555842 that is not currently within corporate limits of the City of Syracuse, legally described as: All of the SE¼ of Section 9, Township 8 North, Range 11 East of the 6th P.M., Otoe County, Nebraska, except for Lot 1, Walnut Grove Subdivision of NW¼ SE¼ of Section 9, Township 8
North, Range 11 East of the 6th P.M., Otoe County, Nebraska. Council Member Orv Gigstad moved to introduce Ordinance No. 1149 for the first reading, Wesley Halvorsen seconded. Roll Call: Yeas: Jerry Werner, Nate Patton, Wesley Halvorsen, Orv Gigstad. Nays: none. Mayor Dettmer asked Jerry Stilmock to proceed with the first reading of Ordinance No. 1149 by title. Council Member Jerry Werner moved for approval of Ordinance No. 1149 upon the first reading, Nate Patton seconded. Roll Call: Yeas: Orv Gigstad, Wesley Halvorsen, Nate Patton, Jerry Werner. Nays: none. Ordinance No. 1149 is approved on its first reading and its title agreed to.

Mayor Dettmer led the discussion and approval of Electrician License. Council Member Nate Patton moved to approve the license, Orv Gigstad seconded. Roll Call: Yeas: Wesley Halvorsen, Jerry Werner, Nate Patton, Orv Gigstad. Nays: none.

Council Member Nate Patton moved to adjourn the meeting at 8:15 P.M., Wesley Halvorsen seconded. Roll Call: Yeas: Orv Gigstad, Nate Patton, Wesley Halvorsen, Jerry Werner. Nays: none.

I the undersigned Clerk hereby certify that the foregoing is a true and correct copy of the 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 and available for inspection at the office of the City Clerk; that such subjects were contained in the said agenda for at least twenty-four hours prior to the said meeting; that at least one copy of the reproducible material discussed at the meeting was available at the meeting for the 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 or prior to the next convened meeting of the body; that all news media requesting notification concerning time and place of said body were provided advance notification of time and place of said meeting and subjects to be discussed at said meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk Mayor