

Agenda  
Yutan City Council  
Tuesday, December 16th, 2024  
7:00 P.M. – Yutan City Hall

The mayor and city council reserve the right to enter into a closed session per Section 84-1410 of Nebraska State law. The sequencing of agenda items is provided as a courtesy; the mayor and city council reserve the right to address each item in any sequence they see fit.

7:00 Meeting to Order

Statement from the Mayor Regarding the Posted Location of Open Meetings Act

Statement from the Mayor Regarding the Meeting Code of Conduct

Roll Call

Pledge of Allegiance

**1) Reorganization**

a. Appointments of the following positions

i. City Administrator/TIF Administrator

ii. City Clerk/Treasurer

iii. Police Chief

iv. Water & Parks Supervisor

v. Sewer & Street Supervisor

vi. Community Planner, Building Inspector, and Zoning Administrator

vii. City Attorney

viii. City Engineer-may be done on a project by project basis

b. Appoint Council Members to Standing Committees

i. Parks & Recreation

ii. Building/Zoning

iii. Personnel & Finance

iv. Utilities/Streets/Police/Ordinance

c. Appoint a Nuisance Hearing Officer for the City of Yutan

d. Designate Physical Posting locations at the Yutan City Office, Post Office, and First State Bank Yutan as the Method of the Published Notice of the Time and Place of Each Meeting.

e. Designate First State Bank-Yutan as the Qualifying Financial Institution for the Deposit of All Funds of the City

f. Submittal of Conflict-of-Interest Forms

g. Authorize Mayor to Sign the Retainer Agreement for City Attorney

**2) Consent Agenda**

a. Approve Minutes of the November 18th, 2025, Regular Meeting

b. Treasurers report

c. Claims

**3) Open Discussion**

a. Those wishing to speak on agenda items or other items relating to city business, not on the agenda

may speak at this time only. Speakers must sign in with the Clerk or Administrator prior to the commencement of the meeting. Each speaker will be limited to three minutes. No action will be taken on these discussion items at this time.

**4) Presentation from guest**

- a. Rex Roberts with Kinetic Fiber

**5) Public Hearings**

- a. Ordinance 816-Zoning Code Revision (Third Reading)
  - i. Staff Reporting
  - ii. Public Hearing
  - iii. Ordinance 816
- b. Ordinance 817- Floodplain Management Code
  - i. Staff Reporting
  - ii. Public Hearing
  - iii. Ordinance 817

**6) Action Items**

- a. Planning Commission Appointments
  - i. Aaron Gay-Reappointment
  - ii. Ryan Chapman
- b. Library Board Appointments

**7) Discussion Items**

- a. Utility Rates
- b. Saint Peters Church

**8) Supervisor's Reports**

- a. Library
- b. Police Department
- c. Water & Parks
- d. Sewer & Street
- e. City Clerk/Treasurer - Occupation Tax Report
- f. Community Planner
- g. City Administrator

**9) Items for Next Meeting**

**Agenda Meeting Adjourned**

**NEXT MEETING DATES**

**Planning Commission- January 14th, 2024, 7:00 P.M.**

**City Council Meeting-January 21st, 2024, 7:00 P.M.**

Anyone desiring to speak before the mayor and city council should contact the city clerk by the Monday preceding the city council meeting by 4:00 p.m. Anyone desiring to speak on any item on the agenda is invited to do so but

should limit himself/herself to 3 minutes. After being recognized by the mayor, give your name and address for the record. Anyone desiring to speak for a longer period of time should make arrangements with the city clerk prior to the meeting. All speakers shall address the mayor and city council only. Anyone attending the meeting who may require auxiliary aid or service should contact the city clerk in advance.

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/25  
**Re:** Appointment of City Officials

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The following positions are up for reappointment

City Administrator/TIF Administrator – Bob Oliva  
City Clerk/Treasurer – Brandy Bolter  
Police Chief – Tim Hannan  
Water & Parks – Luke Woster  
Sewer & Street - Cody Cardin  
Community Planner, Building Inspector, and Zoning Administrator-Robert Costa  
City Attorney – Maureen Freeman-Caddy  
City Engineer – JEO Consulting Group

**Action Item**-Seeking one motion to approve all appointments of city officials

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Appointment of Standing Committees

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Each council member is assigned to a few departments to act as a liaison between that particular area and the council as a whole. Staff would like to utilize this a bit more going forward to work on council items as a small group before presenting an item for a full vote. The current committee assignments are below, if any of you would like to change this up we can do so in the motion to appoint.

Kyle Schimenti - Ordinances/Legal  
Wendy Mach - Personal & Finance/Building and Zoning  
Will Smith - Utilities/Street  
Brett Lawton - Parks & Recreation/Police

**Action Item** - Seeking a motion and a second to appoint the following standing committees.

Parks and Recreation -

Building/Zoning -

Personnel and Finance -

Utilities, Streets, Police, Ordinances/Legal -

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Nuisance Hearing Officer

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At this time we do not currently have a nuisance hearing officer. At last year's reappointment meeting it was voted to table the nuisance hearing officer, and it was never discussed. Staff is open for suggestions, this group only meets when someone appeals for a variance to a city ordinance.

**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Physical Posting Locations

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State law requires that all public notices, meeting times & agendas, resolutions & ordinances, and other public documents be posted at three locations in the community. In the past, we have used the following three locations.

Post Office  
City Hall  
First State Bank Yutan

**Action Item** - Seeking a motion and a second to approve the physical posting locations for the City of Yutan at the Yutan City Office, Yutan Post Office, and First State Bank Yutan as the method of the published notice of the time and place of each meeting.

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/25  
**Re:** Designate a financial institution

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Seeking a motion to designate First State Bank Yutan as the Qualifying Financial Institution for the deposit of all funds of the city.

**Action Item** - Seeking a motion and a second to designate First State Bank Yutan as the qualifying financial institution for the deposit of all funds of the city.

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Retainer Agreement for City Attorney

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Seeking approval to authorize the Mayor to sign the retainer agreement with Bromm, Lindahl, Freeman-Caddy & Lausterer for the term of the first regular meeting of the Mayor and Council in December 2025 and to end at the regular meeting of the Mayor and Council in December of 2026.

**Action Item** - Seeking a motion and a second to approve the Mayor to sign the retainer agreement with Bromm, Lindahl, Freeman-Caddy & Lausterer.

Yutan City Council  
Tuesday, November 18th, 2025  
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 18TH DAY OF NOVEMBER 2025, 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 Thompson 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 Thompson. Councilmembers Lawton, Schimenti, and Smith were present. Councilmember Mach was absent. Mayor Thompson 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 October 21st, 2025 Regular Meeting
- b. Treasurer's Report
- c. Claims-**AKRS Equipment** \$500.56, **ARCS** \$1,171.12, **Astro Buildings** \$33,072.00, **Benefit Plans Inc.** \$176.25, **Berney, Shaulee** \$150.00, **Blue Cross Blue Shield** \$2,585.05, **Capital Business Systems** \$184.02, **Cardmember Services** \$3,895.69, **City of Wahoo** \$450.00, **Column Software PBC** \$120.03, **Cubby's** \$416.62, **Culligan** \$197.75, **CW Electrical Contracting** \$4,000.00, **DataShield** \$61.67, **DR Containers** \$2,450.00, **Drews Farms** \$1,144.00, **DropIns Portables** \$486.85, **Eakes** \$716.51, **EFTPS-Federal Payroll Taxes** \$15,021.09, **Engel, Vicki** \$270.00, **Frontier Cooperative** \$140.96, **Garage Door Services** \$150.00, **Grainger** \$118.16, **Guardian** \$42.50, **Holiday Inn Express & Suites** \$485.92, **Hometown Leasing** \$69.74, **Konecky Oil Company** \$799.54, **LARM** \$3,753.00, **Lowe's** \$302.16, **Menards** \$144.18, **Metropolitan Utilities District** \$57.22, **Midwest Laboratories** \$234.17, **NE Dept. of Revenue** \$933.73, **NE Public Health Environmental Lab** \$30.00, **One Call Concepts** \$6.56, **OPPD** \$4,825.89, **Osborne, Airelle** \$150.00, **Pitney Bowes** \$484.80, **Purchase Power** \$975.38, **RoadRunner Transportation** \$442.00, **Scholz Small Engine** \$375.96, **T Rowe Price** \$587.50, **The Blue Cell** \$7,000.00, **The Diamonds Groundskeeper** \$8,476.00, **The Lincoln Life Insurance Compnay** \$392.49, **U.S. Cellular** \$106.83, **Van Ackeren, Laurie** \$36.36, **Verizon Business** \$40.01, **Village of Mead** \$169.61, **Wahoo Newspaper** \$93.60, **Wahoo-Waverly-Ashland Newspaper** \$227.34, **Zone Coverage** \$720.00. **Total w/o Payroll** \$98, 940.26, **Payroll** \$29,824.32, **Total w/Payroll** \$128,764.58. **Various Purpose Bond Payment** \$45,000.00
- d. A motion to approve the consent agenda was made by Schimenti and seconded by Lawton. Upon roll call vote was as follows: YEAH: Lawton, Schimenti, Smith. NO:

None, Motion Carried.

## 2) **Open Discussion from the Public**

- a. Lindsay Nelson asked who was responsible for the grading on Fifth Street and the dirt road section on Hillside Avenue. He stated that there are several pot holes and that they need attention. Mr. Nelson also asked about the building and zoning codes for garages due to the one being built on Anderson Way that backs up onto Vine Street.

## 3) **Ordinances and Public Hearing**

- a. Ordinance 816-Zoning Code Revision
  - i. Staff Reporting-Community Planner Costa addressed the changes that were incorporated from the previous meeting. Costa stated that the definitions are still being refined and will be ready by the third hearing.
  - ii. Public Hearing-Mayor Thompson opened the public hearing at 7:08 pm.
    - 1. **Non-conforming structures repairs:**
      - a. Whether to prohibit repairs if more than 60% of the structure is damaged or altered. The current code allows rebuilding if the addition complies with zoning.
        - i. Council consensus leaned toward eliminating the 60% prohibition, allowing rebuilding within zoning standards.
    - 2. **Abandoned conditional use timeframe:**
      - a. Deciding between six months or one year for abandonment before revoking conditional use permits. Consensus favored one year.
    - 3. **Wireless communication towers:**
      - a. Discussion of increasing the surety bond from \$50,000 to \$100,000, with flexibility for more. The council has asked Mr. Costa to look into it further.
    - 4. **Screening of auto body repair shops:**
      - a. Clarification that vehicles awaiting repair should be screened from residential views but screening requirements were debated with some favoring removal of screening mandates.
    - 5. **Noise in industrial zones:**
      - a. Note that zoning technically prohibits noise producing tools, which is impractical. Council favored allowing noise within light and heavy industrial zones, reflecting their nature.
    - 6. **Prohibiting ethanol and poison manufacturers in industrial zones:**
      - a. Council agreed this was a good idea due to safety concerns and issues that other cities have encountered.
    - 7. **Exhaust fumes:**
      - a. Should not meet state and federal standards.
    - 8. Mayor Thompson closed the public hearing at 7:21 pm.
  - iii. A motion to approve the second reading of Ordinance 816-Zoning Code Revision was made by Smith and Seconded by Schimenti. Upon roll call vote was as follows: YEAH: Schimenti, Smith, Lawton. NO: None. Motion Carried.

- b. Ordinance 817-Designating City Council as the Zoning Board of Adjustment

- i. Staff Reporting-Mayor Thompson stated that Community Planner Costa helped get these changes pushed through legislation. Community Planner Costa stated that the purpose of the zoning board of adjustment was to make three decisions based on the complaint presented, which are questioning the zoning/planning administrator, a map, or not complying with the zoning code.
- ii. Public Hearing-Mayor Thompson opened the public hearing at 7:24; no comment was made. Mayor Thompson closed the public hearing at 7:27 pm.
- iii. Ordinance 817-A motion to approve the first reading of Ordinance 817-Designating City Council as the Zoning Board of Adjustments and to waive the three readings was made by Lawton and seconded by Schimenti. Upon roll call vote was as follows: YEAH:Smith, Lawton, Schimenti. NO: none, Motion Carried.

#### **4) Resolutions**

- a. Resolution 2025-8 Year-end Certification of City Street Superintendent
  - i. A motion to approve Resolution 2025-8 Year-End Certification of City Street Superintendent was made by Schimenti and seconded by Smith. Upon roll call vote was as follows: YEAH: Lawton, Schimenti, Smith NO: None, Motion Carried.
- b. An appointment of Robert L. Oliva as City Street Superintendent for 2026.
  - i. A motion to appoint Robert L. Oliva as Street Superintendent for 2026 was made by Schimenti and seconded by Lawton. Upon roll call vote was as follows: YEAH: Schimenti, Smith, Lawton. NO:None, Motion Carried.

#### **5) Other Action Items**

- a. Acceptance of Mary Kay Arps Resignation from the Library Board.
  - i. A motion to accept the resignation of Mary Kay Arp from the Library Board was made by Schimenti and seconded by Smith. Upon roll call vote was as follows: YEAH: Smith, Lawton, Schimenti. NO:None, Motion Carried.
- b. Maguire Iron-Power Washing Water Tower
  - i. Jake Duggar with Maguire Iron presented to the board the cost of repainting the water tower and a payment plan. Mr. Duggar also went over the inspection of the water tower and the benefits of repainting the water tower.
    - 1. A motion to enter into the maintenance agreement with Maguire Iron for the water tower was made by Schimenti and seconded by Lawton. Upon roll call vote was as follows: YEAH: Lawton, Schimenti, Smith. NO: None, Motion Carried.

#### **6) Discussion Items**

- a. Utility rates for Sewer and Water
  - i. Discussion was held over the raising of the utility rates and the rates survey that was done when the city applied for the state revolving funds.

#### **7) Supervisor Reports**

- a. Library Director
- b. Water & Park-Not Submitted
- c. Sewer & Street-Not Submitted

- d. Police Chief
- e. Community Planner
- f. Clerk
- g. City Administrator

## **8) Items for Next Meeting Agenda**

**Meeting Adjourned-**A motion to adjourn at 8:15 pm was made by Smith and seconded by Schimenti. Upon roll call vote was as follows: YEAH: Smith, Lawton, Schimenti, NO: None, Motion Carried.

### **NEXT MEETING DATEs**

**Planning Commission - December 9th, 2025, 7:00 P.M.**

**City Council Meeting - December 16th, 2025, 7:00 P.M.**

Anyone desiring to speak before the mayor and city council should contact the city clerk by the Monday preceding the city council meeting by 4:00 p.m. Anyone desiring to speak on any item on the agenda is invited to do so but should limit himself/herself to 3 minutes. After being recognized by the mayor, give your name and address for the record. Anyone desiring to speak for a longer period of time should make arrangements with the city clerk prior to the meeting. All speakers shall address the mayor and city council only. Anyone attending the meeting who may require auxiliary aid or service should contact the city clerk in advance.

Matt Thompson, Mayor

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Brandy Bolter, City Clerk/Treasurer

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### Banking

Account #	Account Name	Balance
3377	General Checking	\$ 72,789.93
7727	General Money Market	\$ -
7948	Water Bill	\$ 74,168.74
7970	Sewer Account	\$ -
Total Operating Funds(Liquid)		\$ 146,958.67
6578	Bond Fund	\$ 57,188.13
7725	Reserve Account	\$ 5,401.48
7959	Keno Checking	\$ 161,062.33
Total Reserve Funds (Liquid)		\$ 223,651.94
3101	City of Yutan CD	\$ 206,904.25
*3103	City of Yutan CD	\$ 382,244.80
**5415	City of Yutan CD	\$ 109,509.35
Total of CD Accounts		\$ 698,658.40
Total Liquid Funds		\$ 370,610.61
Total of all Funds		\$ 1,069,269.01

5469	Community Redevelopment	\$416,670.97
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Total Funds In all Accounts	\$ 1,485,939.98
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#### NOTE

\* Used as colateral on 1st & Poplar Loan

\*\* Used as colateral on Cedar Drive Loan

Date	12/11/25
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Bonds & Loans					
Account #	Account Name	Origin Date	Balance	Yearly Obligation	Paid From
8179	Cedar Drive Asph. Overlay	7/15/2020	\$ -	\$ -	3377 Gen
8435	Cruiser Purchase & BLDG	3/20/2023	\$ -	\$ -	3377 Gen
8407	2023 GMC Sierra & Access	10/31/2022	\$ -	\$ -	3377 Gen
8053	Skid Loader & UTV	5/1/2019	\$ -	\$ -	3377 Gen
2012	G.O. Bonds	3/27/2012	\$ 51,007.50	\$ 49,770.00	6578 Bond
2014	2014 Water Bonds	3/18/2014	\$ -	\$ -	6578 Bond
8325	Street Improvements	12/21/2021	\$ 581,164.55	\$ 106,405.48	CRA
7609	Splash Pad TIF	7/20/2016	\$ 143,647.08	\$ 12,022.00	CRA
7345	Thompson	5/26/2015	\$ 46,618.81	\$ 9,237.60	CRA
C318035	CWSRF	12/21/2021	\$ 858,402.48	\$ 53,139.75	7948 Water
D311662	DW311662	7/9/2023	\$ 655,382.21	\$ 22,995.86	7948 Water
	Sudbeck 1 TIF (Frontier 5897)	2015	\$ 567,989.40	\$ 73,464.84	CRA
	Sudbeck 2 TIF (Frontier 5898)	2017	\$ 495,105.70	\$ 64,283.56	CRA
	Sudbeck 3 TIF (Frontier 5899)	2020	\$ 415,316.22	\$ 54,054.36	CRA
	Mason Creek Apts. II	2024	\$ 182,000.00	\$ 18,570.00	CRA
8579	1st & Poplar Street 2019	2024	\$ 524,649.86	\$ 100,021.46	Gen/CRA

50/50 split

	Balance	Yearly Obligation
Bond Obligation	\$ 51,007.50	\$ 49,770.00
Gen Fund Obligation	\$ 262,324.93	\$ 50,010.73
CRA Obligation	\$ 2,656,785.48	\$ 388,048.57
Water/Sewer Funds	\$ 1,513,784.69	\$ 76,135.61
Total Obligation	\$ 4,483,902.60	\$ 563,964.91

Vendor	Amount	Discription	Account	
AKRS Equipment	\$455.34	Sickle bar mower	14260	
ARCS	\$405.00	Google workspace	10310, 11260	
Big Rig Repair	\$444.50	Repairs on Red City Truck lights and tool box	20650	
BlackStrap Inc.	\$3,519.45	Sand and Gravel	20850	
Blizzards Boys	\$680.00	Parts for snow plow	20650	
Blue Cross Blue Shield	\$2,585.05	Health insurance for employees	2100H, 2100D	
Bomgaars	\$578.65	Supplies for streets, water, sewer, and park	20260, 80260, 90260, 14390, 14260	
Bromm, Lindahl, Freeman-Caddy & Laustere	\$850.00	2026 Annual Retainer Fee	10200	
Capital Business Systems		Office Phones	11080, 10080, 90080, 10680	
Cardmember Services	\$1,247.77	Credit card	Multiple	
Column Software PBC	\$86.67	Local Publishing	10330	
Corner Stone Surveying, LLC	\$2,780.00	Topographic survey of Hayes ballfield	10830	
Cubby's	\$598.15	Monthly Gas Expense	11240, 20240, 80240, 90240	
Culligan	\$74.25	Water and coolers	10260, 80260, 90260, 20260, 13260	
Drop Ins Portables	\$107.00	Toilet Rentals	14260	
Eakes	\$1,212.78	Doc. Mgt. and office supplies	10310, 10260, 10680	
EFTPS-Federal Payroll Taxes	\$10,255.92	941 Employers Federal Tax	Multiple	
Elite Vehicle Outfitters	\$431.79	Repairs on salt/sand spreader on UTV	20650	
Engel, Vicki	\$270.00	Office Cleaning	10260	
Graham	\$378.00	New Tires for Police Cruiser	11260	
Guardian	\$42.50	Life and Disability insurance	10240	
Hometown Leasing	\$69.74	Copier Lease	10680	
JEO Consulting Group	\$2,257.50	GIS Map Updates and Fiber Optic Plan Review	10290, 80630	
Konecky Oil Company	\$391.83	Flushing Cooling System	10670	
Limitless Branding	\$180.00	Hoodies for police officers	11260	
Love Signs	\$470.90	Repairs on Marquee	10720	
Lowes	\$31.54	No Parking Signs	20660	
Menards	\$184.33	supploes	20260, 80260, 90260	
Metropolitan Utilities District	\$133.36	Shop gas utilities	20820	
Midwest Labratories	\$204.57	Lagoon Testing	90790	
NE Dept. of Revenue	\$930.48	Local Sales and Use Tax Form 10	80810	
Nebraska Public Health Environmental Lab	\$30.00	Water Testing	80640	
Nebraska Rural Water Association	\$350.00	Annual Membership Dues	80170, 90170	
NMC	\$139.76	Skid repairs	20650	
One Call Concepts, Inc.	\$11.44	Locate Fee	80270	
OPPD	\$5,271.55	Electrical Bill	Multiple	
Pitney Bowes		Lease for postal equipment	10680	
Pitney Bowes Purchase Power		Postage	10260, 80260, 90260	
Power Manager	\$8,490.18	PowerManager Software	80260, 90260, 10310	
Road Runner Transportation LLC	\$415.00	Monthly Garbage and an extra pickup for Yutan Days	20810	
Seiler Instrument & Manufacturing	\$135.00	GIS Maping Hours	80690	
The Lincoln National Life Insurance Compan	\$392.49	Life and Disability insurance	10240	
Tys Outdoor Power & Service	\$147.00	Hustler Hydro Oil	14260	
US Cellular	\$106.83	Police Cellphone and Tablet for public works	10080, 10090, 11080	
Verizon Business	\$40.01	Police Hotspot	11080	
			Loan/Bond Payments	
Total w/o Payroll	\$46,930.99		D311662 DWSRF	\$11,497.93
Payroll	\$29,203.87		C318035 CWSRF	\$26,486.84
Total w/ Payroll	\$76,134.86		Various Purpose Bond-G.O. Bond	\$1,192.50
			<b>Total</b>	<b>\$39,177.27</b>

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Presentation from guest

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Rex Roberts from Kinetic Fiber is here to speak about the possibility of installing fiber throughout the City.

**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

FROM: Robert Costa, Community Planner  
TO: City Council & Mayor of Yutan, Nebraska  
DATE: December 11, 2025  
SUBJECT: Ordinance #816: Zoning Code Revision (*THIRD READING*)

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## INTRODUCTION

After years of discussion, numerous meetings, and serious consideration, the long-awaited revision of the City's zoning – titled "Yutan's Community Zoning Code" – is hereby submitted for final review and consideration at the City Council's third reading of Ordinance #816. If approved, the code would become effective on December 31st.

## ATTACHMENTS

1. Yutan Community's Zoning Code (12/5/2025 draft) - SENT BY SEPARATE E-MAIL
2. Official Zoning Map
3. Written Public Comment (*none received*)

## STAFF DISCUSSION

- Zoning Map: Mapping data was created by JEO showing the revised boundaries.
- Second Reading: Changes agreed-upon during the second reading were made to the additions/alterations standards, conditional use abandonment timeframe, auto body repair requirements, allowance of noise-producing tools and requirements for exhaust fumes in industrial zones, and prohibition of ethanol and poison manufacturing. As requested, staff simplified the projection exemption language (pg. 13) and strengthened the wireless communication facilities provisions, including the performance bond amounts (pgs. 24-27).
- Definitions: Based on provided guidance, the definitions have been refined and improved. Thank you again to the Council members who reviewed and offered suggested edits to that section.

## NOTICE PROCEDURE

- Legal notice of the proposed zoning code and the initial hearings was published in the October 3, 2025, edition of the Wahoo Newspaper.
- Notice of the proposed code and public hearings was physically posted at Yutan City Hall, the Post Office, and First State Bank.
- Notice was provided to the Schools Board and Saunders County Board of Supervisors.

*(As of the date of this memo, no written public comment was submitted to the City Office.)*

## APPLICABLE LAW & PROCEDURE

- Nebraska Revised Statutes, Section 19-903: Zoning regulations, including the associated map, are required to meet the statutory purpose of zoning, in addition to requirements for reasonable consideration of the land's suitability for particular uses and encouraging the most appropriate use of land.
  - In order to make a final decision on this matter, the City Council must make findings to support their action. The Planning Commission's recommended findings of fact – pursuant to the standards for review described by statute – have been adapted into Ordinance #816. **If the Council chooses to utilize and/or modify these findings or any other aspect of the draft ordinance, its members shall direct staff as to what sections shall specifically be adopted and/or modified.**

**DRAFT ORDINANCE – THIRD READING  
YUTAN COMMUNITY’S ZONING CODE**

**ORDINANCE #816**

AN ORDINANCE OF THE CITY OF YUTAN, IN SAUNDERS COUNTY, NEBRASKA, TO FORMALLY ADOPT NEW ZONING REGULATIONS TO REPLACE EXISTING REGULATIONS; TO PROPERLY AMEND THE RELEVANT SECTIONS OF MUNICIPAL CODE; TO DOCUMENT THE NEW REGULATIONS IN THE RECORDS OF THE CITY; TO PROVIDE THAT THIS ORDINANCE SHALL BE PUBLISHED WITHIN THE FIRST FIFTEEN DAYS AFTER ITS PASSAGE AND APPROVAL IN PAMPHLET FORM, AND SHALL BE IN FULL FORCE AND TAKE EFFECT AFTER ITS PASSAGE AND APPROVAL, AS PROVIDED BY LAW AND AS PROVIDED HEREIN; AND IT IS HEREBY DECLARED TO THE PUBLIC BY THE MAYOR AND COUNCIL OF THE CITY OF YUTAN THAT THE YUTAN COMMUNITY’S ZONING CODE IS ADOPTED.

WHEREAS, state law and local ordinance allow for and dictate the procedure to amend the zoning ordinance adopted by a municipality;

WHEREAS, the City of Yutan - including its Mayor, City Staff, the City Planning Commission, the City Council, and community stakeholders - has comprehensively examined the existing development patterns, trends, and conditions within the community and determined that revised zoning regulations are appropriate in consideration of the City’s adopted Comprehensive Plan and observed local conditions;

WHEREAS, City Staff and the Planning Commission have drafted new regulations, titled “Yutan Community’s Zoning Code,” to replace the existing ordinance;

WHEREAS, the Planning Commission held a public hearing on October 14, 2025, to review the proposed regulations, consider public comment, and make findings according to state and local law, ultimately voting to recommend approval of the proposed regulations;

WHEREAS, the City Council of Yutan, Nebraska, held a public hearing on October 21, November 18, & December 16, 2025, to consider the Planning Commission’s recommendation and all public comment, and then review the proposed code according to the purpose and requirements for zoning pursuant to Section 19-903 of the Nebraska Revised Statutes and hereby makes the following findings:

**1. The proposed code reasonably considers the character of the district and its suitability for particular uses.**

*The proposed revision has been specifically and carefully designed to recognize the character of our community's existing neighborhoods to create appropriate rules and requirements for each of the zoning districts created by these regulations. The permitted and conditional uses have been thoughtfully considered to ensure that they are suitable, compatible, and harmonious with the uses currently occurring within each district and those that could potentially occur in the future.*

**2. The proposed code conserves the value of buildings and encourages the most appropriate use of land.**

*The proposed revision was created to conserve the value of buildings and crafted to encourage the most-appropriate uses of land within our community's jurisdiction. Each provision was designed to reflect our community's unique development patterns: past, present, and future.*

**3. The proposed code conforms with the purpose of zoning established under Section 19-903: to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; prevent overcrowding of the land; to secure safety from flood; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; to protect property against blight and depreciation; to protect the tax base; secure economy in governmental expenditures; and to preserve, protect, and enhance historic buildings, places, and districts;**

*If the proposed revision is adopted by the governing body and properly implemented by the City, then development within the City's jurisdiction will be in harmony with the statutory purpose of zoning and ensure protection of the public's health, safety, and general welfare.*

WHEREAS, upon making these findings, the City Council voted to adopt the proposed zoning regulations;

THEREFORE, be it ordained by the Mayor and City Council of Yutan, Nebraska:

- 1) That the findings herein made above should be and are hereby made a part of this ordinance as fully as if set out at length herein.
- 2) That the City of Yutan shall adopt as zoning regulations the "Yutan Community's Zoning Code" and the "Yutan Community's Official Zoning Map" as follows:

[SEE ATTACHED TEXT AND MAP]

- 3) That Section 10-201 of Municipal Code be amended to state:

For the purpose of setting minimum standards to promote the public's health, safety, morals, convenience, order, prosperity, and general welfare of the community, and to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, the Yutan Community's Zoning Code and Official Zoning Map was adopted by Ordinance #816 on December 16, 2025. One copy of the adopted zoning code shall be kept on file and available for inspection at the City Offices.

- 4) That Section 10-202 of Municipal Code [“ZONING MAP; ADOPTED BY REFERENCE”] be deleted in its entirety.
- 5) That record of this ordinance's passage shall be kept by the City of Yutan.
- 6) That should any section, paragraph, sentence, or word of this ordinance hereby adopted be declared for any reason to be invalid, it is the intent of the Mayor and City Council of Yutan, Nebraska, that it would have passed all other portions of this ordinance independent of the elimination herefrom of any such portion as may be declared invalid.
- 7) That all ordinances or parts of ordinances related to zoning regulations passed and approved prior to the passage, approval, and publication of this ordinance and in conflict herewith, are hereby repealed.
- 8) That this ordinance shall be published within the first fifteen days after its passage and approval, in pamphlet form, and shall be in full force and take effect on that date.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

CITY OF YUTAN, NEBRASKA

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

# MEMORANDUM

FROM: Robert Costa, Community Planner  
TO: City Council & Mayor of Yutan, Nebraska  
DATE: December 10, 2025  
SUBJECT: Floodplain Management Code of 2025 (Ord. #818)

---

## INTRODUCTION

In association with the City's zoning revision - which removed floodplain requirements from its provisions - and updates to the State of Nebraska's model floodplain ordinance, the Floodplain Management Code of 2025 is hereby submitted for public review. The Planning Commission reviewed the code during a public hearing on December 9<sup>th</sup>, ultimately voting to adopt findings of fact and recommend approval of the code.

## ATTACHMENTS:

1. VIA E-MAIL: Ordinance 818: Floodplain Management Code of 2025 (*dated 12/3/2025*)
2. Written Public Comment (*none received*)

## STAFF NOTES:

The proposed code conforms, as much as possible, with current federal and state standards for floodplain management. The code's provisions clarify the procedure for floodplain administration and closely mirror Yutan's existing requirements for floodplain development (with exception to the required elevation for structures in floodzones without a base flood elevation: *current requirements are for two feet above the highest grade; the update requires three feet above the highest grade*).

The proposed code was reviewed and approved by the Nebraska Department of Water, Environment, & Energy (DWEE), and then submitted to FEMA.

## FINDINGS OF FACT & RECOMMENDATION PROCEDURE:

If electing to approve the ordinance, the City Council will make findings to support their decision, which have been included as Section 1.0 of the ordinance.

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Planning Commission Appointments

---

Aaron Gay term is up on the Planning Commission Board and he has resubmitted his interest in renewing his term. Ryan Chapman has submitted his application as well for an opening on the Planning Commission Board.

**Action Item** - Seeking a motion and a second to appoint the following applicants to the Planning Commission

CITY OF YUTAN PLANNING COMMISSION INTEREST FORM

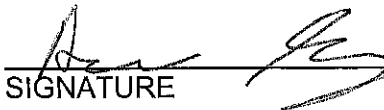
☒ I wish to be re-appointed to the Planning Commission for a three-year term ending in December 2028, and my contact information is as follows:

MAILING ADDRESS: 408 Vine St.

PHONE NUMBER: 402 677 6197

E-MAIL ADDRESS: garoncay@gmail.com

☐ I no longer wish to serve and hereby resign.

  
SIGNATURE

11-13-25  
DATE

RECEIVED  
NOV 13 2025  
CITY OF YUTAN



# City of Yutan Board and Commission Expression of Interest Form

## Instructions:

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Please note that all information provided by you on this form is subject to Nebraska Open Public Record Statutes, meaning it can be requested by members of the public and can be discussed in public meetings.

Please indicate which of the following boards and commissions meet your interest:

☐ Board of Adjustment

☐ Planning Commission

☐ Library Board

☐ Community Redevelopment Authority

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Total Number of Years You Have Lived in Yutan: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Highest Level of Education Completed: \_\_\_\_\_

Prior Appointed or Elected Offices Held (if any): \_\_\_\_\_

Present/Past Community Volunteer Activities: \_\_\_\_\_

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): \_\_\_\_\_

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

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/2025  
**Re:** Library Board Appointments

---

There is an opening on the Library Board along with three members terms coming to an end. I have received several applications to fill these positions.

**Action Item** - Seeking a motion and a second to appoint the following applicants to the Planning Commission



# City of Yutan Board and Commission Expression of Interest Form

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- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment               | <input type="checkbox"/> Board of Health          |
| <input type="checkbox"/> Parks and Recreation Committee    | <input checked="" type="checkbox"/> Library Board |
| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: JANE SCOTT

Home Address: 210 ROSE AVE YUTAN

Email Address: jhscoth48@gmail.com

Phone Number: 402-660-9121

Total Number of Years You Have Lived in Yutan: 9 1/2 YRS

Occupation: RETIRED Employer: \_\_\_\_\_

Highest Level of Education Completed: 1 YR BUSINESS SCHOOL

Prior Appointed or Elected Offices Held (if any): \_\_\_\_\_

Present/Past Community Volunteer Activities: YUTAN OARS, AM LEGION

AUXILIARY

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): \_\_\_\_\_

THE LIBRARY IS AN IMPORTANT ASSET, I VISIT

THE LIBRARY OFTEN

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Yutan Board and Commission Expression of Interest Form

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| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: Mary Jo Robinson

Home Address: 20 Cedar Dr

Email Address: ejrobinson@windstream.net

Phone Number: 402-669-7512

Total Number of Years You Have Lived in Yutan: 50+

Occupation: accounting Employer: Watkins Concrete Block

Highest Level of Education Completed: graduated HS & EMT training

Prior Appointed or Elected Offices Held (if any): secretary Library Board

Present/Past Community Volunteer Activities: Fire Dept, Mrs. Jaycees, PTO,

Library Board

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member):

enjoy being on the board and making a difference in the community

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



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☐ Board of Adjustment

☐ Board of Health

☐ Parks and Recreation Committee

☒ Library Board

☐ Community Redevelopment Authority

☐ Planning Commission

Name: Alicia Archer

Home Address: 37 Cedar Drive

Email Address: aliciaaarcher@gmail.com

Phone Number: (402) 658-7686

Total Number of Years You Have Lived in Yutan: 12

Occupation: Teacher Employer: Elkhorn Public Schools

Highest Level of Education Completed: Master's Degree (total of 2)

Prior Appointed or Elected Offices Held (if any): Library Board

Present/Past Community Volunteer Activities: Library events

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): \_\_\_\_\_

I would like to continue my service on the Yutan Library Board to continue to serve the community. As an

English teacher, I have a passion for books and understand the important role a library plays in the community.

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Yutan Board and Commission Expression of Interest Form

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| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: Kelsey Chittenden

Home Address: 702 5th Street, Yutan NE

Email Address: jkchitt@gmail.com

Phone Number: 308-379-3437

Total Number of Years You Have Lived in Yutan: 9

Occupation: Chittenden Family M Employer: \_\_\_\_\_

Highest Level of Education Completed: Master's Degree

Prior Appointed or Elected Offices Held (if any): N/A

Present/Past Community Volunteer Activities: Yutan PTO, volunteer at Yutan Elementary, and teach religious formation classes.

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): \_\_\_\_\_

**Please see page 2.**

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Along with our growing family, I have been a regular visitor to the Yutan Library and my children are regular attendees of the library's youth programs. My specific interests regarding the library are focused on the Yutan youth and families. I would like to see the hours better suited for school-aged youth and working families, while still remaining open and accessible for all community members. In addition, I am a big proponent of the youth programs our library provides helping to build reading enjoyment and to help support strong literacy skills. Another area of interest is community access to technology and providing STEM opportunities for our youth.

Although I currently manage our home and family full time, I have education and eleven years experience as a high school teacher and school counselor. My experience in education included analyzing data, bridging gaps, creating programs and lessons, as well as connecting individuals to resources. I am able to effectively and professionally communicate, analyze a budget, develop ideas for programming based upon community needs, and have an eagerness for innovation. These are all skills which lend well to community leadership. I appreciate consideration to lead our library as a member of the Yutan Library Board.



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| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: Elizabeth Casey

Home Address: 114 Broken Arrow Dr.

Email Address: ejcaseyb@gmail.com

Phone Number: 402-709-0585

Total Number of Years You Have Lived in Yutan: 16 years

Occupation: Paraprofessional Employer: Yutan Public Schools

Highest Level of Education Completed: Masters Degree

Prior Appointed or Elected Offices Held (if any): \_\_\_\_\_

Present/Past Community Volunteer Activities: \_\_\_\_\_

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): \_\_\_\_\_

I am an avid reader and I would like to serve my community. I would like to see more youth in the library.

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



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| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: **Dawn Ford**

Home Address: **22 Redwood Lane, Yutan**

Email Address: **dawnf619@gmail.com**

Phone Number: **402.253.9493**

Total Number of Years You Have Lived in Yutan: **37**

Occupation: **Banking** Employer: **FNBO**

Highest Level of Education Completed: **Bachelors of Social Work**

Prior Appointed or Elected Offices Held (if any): **NA**

Present/Past Community Volunteer Activities: **Sleep in Heavenly Peace; Gretna Parade & Chamber; Yutan Softball**

**Coach 3 yrs; Financial Ed at Creighton University, Bryan High, All Saints, Belevedere, Catlin Magnet; Salvation Army food delivery**

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member): **Education is high**

**in my household value ranking and the library is an important resource that compliments our schools. Providing**

**this resource to our community is key to continued development for the youth and lifelong learners.**

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



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| <input type="checkbox"/> Community Redevelopment Authority | <input type="checkbox"/> Planning Commission      |

Name: Michelle Smith-Dahlhauser

Home Address: 509 5<sup>th</sup> Street PO Box 154

Email Address: michellems@windstream.net

Phone Number: 402-679-6226

Total Number of Years You Have Lived in Yutan: 32

Occupation: office helper Employer: Yutan City

Highest Level of Education Completed: High School (12)

Prior Appointed or Elected Offices Held (if any): Parks / Rec Board

Present/Past Community Volunteer Activities: Yutan Day Community

Reasons for Your Desire to Serve on this Board/Commission (specific interests, experience, and/or qualifications that would make you an effective board/commission member):

To ensure the smooth running of the library and use of resources

*For City Use Only:*

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

# Memorandum

**To:** Mayor and City Council  
**From:** Brandy Bolter, City Clerk/Treasurer  
**Date:** 12/11/25  
**Re:** Utility Rates

---

Last month City Administrator Bob Oliva brought to the council's attention that we may have to change our sewer rates. Over the past month Oliva has been working on putting together a plan to help with the utility rates.

**Recommended Action Item** - At this time no action is needed this is a discussion only.

# Utility Department Financial Sustainability Report

This report summarizes the current financial shortfalls in the Water and Sewer Departments and presents proposed rate adjustments and other measures to eliminate deficits and fund essential infrastructure projects. The goal is to ensure both departments operate at a small profit, targeting a budget near each.

## 1. Current Financial Deficit Overview

Both utility departments are currently operating at a significant annual deficit, making them unsustainable without intervention.

Department	Annual Revenue (A)	Annual Expenditures (B)	Current Operating Deficit (A - B)
Water	\$283,000	\$366,160	-\$83,160
Sewer	\$294,000	\$355,615	-\$61,615
Combined	\$577,000	\$721,775	-\$144,775

## 2. Rate Adjustments to Fund Debt Service

To finance necessary infrastructure projects, rate adjustments are required to cover the annual debt service for the loans obtained through the Nebraska Department of Environment and Energy (NDEE).

### Water Department (DWSRF Loan)

- **Loan Term:** 20 Years (2045 note paid off)
- **Annual Debt Service (w/ 10% Coverage):** **\$22,999.86**
- **Active Services:** 577
- **Required Monthly Rate Increase:** \$3.65

### Sewer Department (CWSRF Loan)

- **Loan Term:** 30 Years (2053 note paid off)
  - **Annual Debt Service (w/ 10% Coverage):** **\$53,139.75**
  - **Active Services:** 570
  - **Required Monthly Rate Increase:** \$8.55
-

### 3. Combined Revenue Impact & Financial Relief

#### A. New Revenue Generated

The combined monthly rate increase is  $\$3.65 + \$8.55 = \$12.20$ .

- **Total Annual Revenue Generated from Increases:** approximately \$83,500

#### B. Senior Citizen Relief Program

To mitigate the impact of the rate hike, the council suggested a discount program for senior citizens (age 65+).

- **Estimated Households:** 100
- **Proposed Discount:** 20%
- **Annual Cost of Discount to City:** approximately \$15,800
- **Net New Revenue after Discount:**  $\$83,500 - \$15,800 = \$67,700$

The discount effectively wipes out the rate hike for participating senior citizens.

### 4. Budget Adjustments & Path to Profitability

Several internal adjustments will significantly reduce the operating deficit, moving the departments toward the goal of a small profit ( budget).

Adjustment Measure	Impact on Combined Budget	Notes
<b>Salary Reallocation</b>	(Decrease in expenditures)	Adjustments to the salaries of the Community Planner and City Administrator to better reflect duty allocation.
<b>Generator Project</b>	(Decrease in expenditures)	The current budget reflects costs for the Water Department generator project. These costs will be removed after completion.

#### Summary of Deficit Reduction

Item	Financial Impact
Current Combined Deficit	-\$144,775
Net Revenue from Rate Increases	+\$67,700
Salary Reallocation Savings	+\$50,000
Remaining Combined Deficit (Generator Project)	-\$27,075

## Options for Remaining Shortfall

To fully eliminate the remaining deficit and ensure the departments run at a small profit, the following methods are available (and can be used in combination):

- **Raise Consumption Rates:** Increase the per 1,000-gallon charges for water (\$.50) or sewer (\$.50).
- **Offset with General Funds:** Use city general funds to cover the remaining gap. Would be done with increase of property tax levy.
- **Use Reserve Funds:** Utilize departmental reserve funds.

Additionally, the rate increases can be implemented **in stages** over a designated time period to ease the transition for residents.

Department	1. Base Rate (Current)	2. Debt Service (New Increase)	Subtotal Rate	3. Infrastructure Fee (\$5.00)	Total Monthly Minimum
Water	\$21.00	+\$3.65	\$24.65	+\$2.50	\$27.15
Sewer	\$27.00	+\$8.55	\$35.55	+\$2.50	\$38.05
Total Bill	<b>\$48.00</b>	<b>+\$12.20</b>	<b>\$60.20</b>	+\$5.00	<b>\$65.20</b>

## Proposed Combined Budget Analysis

Category	Water (A)	Sewer (B)	Combined (A+B)
Current Annual Receipts	\$283,000	\$294,000	\$577,000
New Revenue from Debt Service Charges (Net)	\$20,239	\$46,761	\$67,000
Total Projected Revenue	\$303,239	\$340,761	\$644,000
Proposed Combined Budget Goal			\$650,000
Surplus / (Shortfall) Against Budget Goal			-\$6,000

The **Total Projected Revenue** (\$644,000) falls **\$6,000 short** of the **Proposed Combined Budget Goal** (\$650,000). This remaining shortfall will need to be addressed by one of the previously suggested methods (e.g., general funds, raising consumption rates, or reserve funds).

# **Yutan Public Library Board Minutes**

**Monday December 1, 2025 at 6:30 PM    Location: Yutan Public Library**

**Notice of meeting was posted at the Post Office, City Office, and the library by Director Laurie Van Ackeren**

**1. Call to Order:**

**a. The meeting was called to order by President Lynn Hapke at 6:38 PM. She advised the Open Meeting Act is posted on the east wall. The front door was left unlocked for visitors to enter.**

**2. Roll Call:**

**Lynn Hapke, Alicia Archer, Jane Scott, and Mary Jo Robinson**

**Absent: none**

**Also present: Director Laurie Van Ackeren**

**3. Visitors: none**

**4. Approval of November Minutes ( Minutes were available for inspection)**

**a. Motion to approve November Minutes was made by Archer, seconded by Scott Yeas – Hapke, Archer, Scott, and Robinson Motion carried 4-0**

**5. Open Discussion from the public: None**

**6. Presentation from Guests: None**

**7. Approval of November Financial Claims**

**a. Motion to approve November Financial Claims  
(tabled due to lack of information)**

**8. Directors Report:**

**a. Stats for November**

**Fines \$ .50 Country Cards \$ 60.00**

**b. Circulation Statistics**

**Check outs – 350 (483)**

**Member amount saved - \$ 4,596.54 (\$ 6,475.76)**

**Over Drive / Libby checkouts - 252 (242)**

**Patron visits – Adults 209 (269) Juv 101 (191) Total 310 (460)**

**Checked out: Story Time Bage 5 and Experience Kits 4**

**Home Deliveries: 3**

**Adult Craft Night – 3 average (1)**

**Coffee Time – 14 average (21)**

**Adult Book Club – 6 (6)**

**After School Program – average 0 (0)**

**Toddlers – average 13 (188)**

**Saturday Story Time – average 0 (1)**

**Kids Craft - 2**

**Adult DIY Craft Time – Average 2 (2)**

**9. Discussion Items:**

- a. Robinson contacted Brett Lawton regarding the bench in front of the Library. It has not been painted and needs to be fixed. It was suggested one of the benches the City Board has agreed to purchase can be used to replace the broken one. Nothing was decided at the City Board meeting. It was tabled.
- b. Dawn Ford has submitted her application for Library Board member to the City Board for consideration. Applications have been opened up to the public.
- c. Food for Fines was discussed. It was decided to go ahead with it. Laurie will handle.

**10. Adjournment:**

- a. Motion to Adjourn at 8:00 PM by Archer, seconded by Scott Yeas - Hapke, Archer, Scott, and Robinson Motion carried 4-0

**The next regular Library Board Meeting will be January 5, 2025 at 6:30 PM**

**Respectfully submitted  
Mary Jo Robinson, Secretary**

# **Yutan Public Library Board Minutes**

## **Special Board Meeting Minutes**

**Monday December 9, 2025 at 6:12 PM    Location: Yutan Public Library**

**1. Call to Order:**

**a. The meeting was called to order by President Lynn Hapke at 6:12 PM. She advised the Open Meeting Act is posted on the west wall. The front door was left unlocked for visitors to enter.**

**2. Roll Call:**

**Lynn Hapke, Jane Scott, and Mary Jo Robinson**

**Absent: Alicia Archer**

**3. Approval of November Financial Claims:**

**a. Motion to approve November Financial Claims made by Scott  
seconded by Robinson Motion carried:3-0**

**Motion to adjourn by Robinson, seconded by Scott**

**Meeting adjourned at 6:20 PM**

**Respectfully submitted**

**Mary Jo Robinson, Secretary**

## November 2025 Claims

11/13	Dollar Tree	Programs 1311	59.34
11/7	Konecky's	Gas for city car	20.22
11/19	Post Office	Programs 1311	12.80
11/7	Amazon	Collection 1310	25.33
11/7	Amazon	Supplies 1326	6.49
11/6	Amazon	Programs 1311	40.41
11/5	Amazon	Supplies 1326	5.99
11/5	Amazon	Collection 1310	43.08
11/3	Amazon	Collection 1310	13.53
11/10	Amazon	Collection 1310	20.58
11/10	Amazon	Collection 1310	121.24
11/10	Amazon	Collection 1310	99.86
11/13	Amazon	Programs 1311	24.12
11/14	Amazon	Collection 1310	5.00
11/14	Amazon	Programs 1311	8.32
11/14	Amazon	Collection 1310	19.30
11/14	Amazon	Collection 1310	20.58
11/14	Amazon	Collection 1310	19.57
11/29	Amazon	Collection 1310	32.24
11/11	Culligan	Supplies #1326	\$18.75

President: *Dynn Haste* Date: *12-4-25*

Secretary: *Maree Holman* Date: *12-9-25*

Director: *Janice Van Ackeren* Date: *12-3-25*

**CITY OF YUTAN MAINTENANCE DEPARTMENT  
MONTHLY REPORT FOR SEPTEMBER 2025**

**WATER DEPARTMENT**

1. Monthly water test performed; negative results
2. Passed Sanitary Drinking Water Survey with state, will have results in January meeting.
3. Starting backflow testing next week.

**PARKS**

1. Mulch piles will be cleaned up once the ground is frozen.
2. For spring, we need to put meters on ballfield sprinklers and meter the splash pad, this will help in our water-loss ratio per state requirements.
3. Remove trees from Hayes.

**NEXT MONTH**

1. Take down Christmas decorations.
2. Snow removal.
3. Equipment and shop repairs.

11-December-2025

L. Woster

# **CITY OF YUTAN MAINTENANCE DEPARTMENT**

## **MONTHLY REPORT**

### **SEWER DEPARTMENT**

1. Discharged at the lagoons
2. DMR submitted for lagoon discharge
3. filled holes at lagoons
4. cut down trees growing on lagoon # 3
5. Pushed up tree pile

### **STREETS**

1. Pot holes throughout town being filled with asphalt patch.
2. Trimmed tree hanging over street on oak street in between 2nd and 3rd street
3. Replaced 3rd street sign on maple
4. Replaced 2 broken axles on skid steer. One axle was worn out and the other one had broken bearing
5. Ordered more ice melt to fill bay.
6. Replaced broken guards and teeth on sickle bar.
7. Hung Christmas decorations.

### **NEXT MONTH**

1. Help Luke with backflow testing
2. Replace street name signs
3. Inspect and maintain snow plow equipment
4. Continue filling holes at lagoons
5. Clean shop
6. Take down Christmas decorations

11-Dec-2025

C.Cardin

# Monthly Clerk's Report

- For: City Council of Yutan
- Reporting Period: December 2025
- Prepared By: Brandy Bolter, City Clerk/Treasurer
- Date of Submission: December 11, 2025

## 2. Executive Summary

This month, the focus was heavily split between financial oversight, including extensive collaboration with external auditors, and critical emergency recovery work following the August 9th wind storm. Significant progress was made on both the city audit preparation and the initial reporting requirements for the FEMA/NEMA disaster relief grants. Key financial operations, including utility billing and month-end reconciliation, were completed on schedule.

## 3. Financial Management & Oversight (Treasurer Duties)

- City Audit Coordination:
  - Worked extensively with the external accounting firm to facilitate the annual city audit. This involved preparing numerous financial schedules, pulling documentation (e.g., invoices, bank statements, grant documentation), and responding to auditor queries.
  - Currently awaiting the final drafts of the audit reports from the accountants, with anticipated receipt and review within the next reporting period.
- Routine Operations & Utility Billing:
  - Processed and successfully distributed monthly utility bills with assistance from Michelle, which were sent out on Monday, December 1st.
  - Currently maintaining 420 paper bills sent via postal mail and 157 electronic bills sent via email.
  - Efficiency Goal: Due to the high cost of postage, a primary goal moving forward is to work actively on converting more customers to the electronic billing option.
- Financial Reporting:
  - Completed required financial and budget reports for the library.
  - Executed the monthly bank reconciliation reports for all active city accounts.

## 4. Emergency Management & Disaster Recovery

- FEMA/NEMA Coordination (August 9th Wind Storm):
  - Participated in a key initial meeting on December 10th with representatives from FEMA and NEMA to discuss city damages and the preliminary requirements for the disaster declaration grant process.
- Grant Preparation and Follow-up:
  - Successfully scheduled a follow-up phone meeting with FEMA/NEMA for December 16th to finalize preliminary documentation.

- Action Items: Actively working to upload all necessary forms requested by the agencies into the official grant management site and compiling a comprehensive timeline and checklist for required documentation from city departments (e.g., Public Works, Utilities) to support timely grant reimbursement claims.

## 5. Council Support & Administration (Clerk Duties)

- Meeting Administration:
  - [Placeholder: Insert details on December Council/Board meetings, e.g., Prepared the agenda packet for the December 2025 Regular Council Meeting; Finalized and distributed minutes for the November 2025 meetings.]
- Record Management:
  - [Placeholder: Insert a standard Clerk task, e.g., Processed and filed all resolutions and ordinances passed at the previous meeting; Handled routine public records inquiries.]

## 6. Looking Ahead / Next Steps

The primary focus for the first half of January will be driven by the commitments made in December:

- FEMA/NEMA: Executing the follow-up meeting on December 16th and continuing to coordinate documentation collection from city departments to ensure timely submission of disaster recovery claims.
- City Audit: Reviewing and finalizing the audit reports upon receipt from the accountants and preparing for their presentation to the City Council.
- Financial Efficiency: Developing and launching a public outreach effort to encourage utility customers to switch to electronic billing.



December 11th, 2025

**City of Yutan  
Annual Occupation Tax Report  
Fiscal Year 24-25**

**In accordance with LB445**

<b>OCCUPATION TAX GENERATED ANNUALLY:</b>	<b>AMOUNT</b>	<b>FUND LOCATION</b>	<b>TERM DATE</b>
TELECOMMUNICATIONS- NE Technology & Telecom, Inc.	\$100	GENERAL	NONE
Telecommunications Windstream	\$100	GENERAL	NONE
<b>FRANCHISE FEES:</b>			
OPPD	\$100	GENERAL	NONE
M.U.D	\$4,053.51	GENERAL	NONE
<b><u>TOTAL:</u></b>	<b>\$4,353.51</b>		

The general fund is the principal fund of the City of Yutan that finances the day-to-day operations of the basic governmental activities. The general fund collected \$4,353.51 from occupational tax in the fiscal year of October 1, 2024-September 30, 2025.

# MEMORANDUM

FROM: Robert Costa, Community Planner  
TO: City Council & Mayor of Yutan, Nebraska  
DATE: December 11, 2025  
SUBJECT: **Community Planner's December 2025 Report**

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PERMITS/INSPECTIONS: Building Permit applications have been minimal since October, likely due to a combo of weather and the public's anticipation of a zoning update. I expect we'll see more permit applications once the new zoning is in effect. A handful of inspections have been conducted the past month, all passing or with minimal corrections needed to satisfy code compliance.

WEBSITE UPDATES: I will begin revising the information we have online for permits so that there's clear communication of our requirements and also a direct point of contact for people to ask questions and submit applications directly to me. The webpage update will also have a section showing a list of issued permits.

NEXT PROJECTS (BUILDING CODE, SUBDIVISION REGS, & COMP PLAN): You should expect to see an ordinance updating our commercial/industrial building codes, and I will be working on certification as a commercial/industrial building inspector. The subdivision regulations could use minor revision and I will be working with our Planning Commission to get that done. Finally, the City's comprehensive plan needs substance, and I will be looking for our leadership's help to do so. I would encourage you to consider the currently undeveloped areas around city limits and whether we want to be involved in directing future development so that Yutan's growth makes sense to our community dynamics and values.

LEGISLATIVE SESSION UPDATES: At least some of my time during the first few months of 2026 will be spent observing the legislative session and advocating for Yutan's identified statutory priorities. Primarily, we are likely to see legislation introduced allowing second class cities to have a mixture of by-ward and at-large council elections. I'll know more about what to expect once the session begins in January.

PLANNING COMMISSION CHANGES: Finally, after many years of service on the Planning Commission, Carrie Duffy opted against another term. If you see her out and about, please be sure to thank her for her long tenure, both as a regular member and as the Commission's Chairperson.

# Supervisor Report

**To:** The Mayor and City Council

**From:** Bob Oliva, City Administrator

**Date:** December 11, 2025

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## Current Project Updates and Financial Items

This report provides an update on several key projects, ongoing issues, and necessary financial adjustments for the City.

### 1. Kinetic Fiber Project Update

- The proposed plans submitted by Kinetic for the fiber project have been **reviewed and preliminarily approved by JEO**.
- **Discussion Item:** If the Council has any questions or concerns regarding the plans, a representative from Kinetic will be available at this meeting. Please come prepared with your inquiries.

### 2. Disaster Relief Approval and FEMA Coordination

- The City has been formally **approved for disaster relief funding** stemming from the damages incurred during the severe storms that took place from August 8-10.
- **City Clerk Brandy Bolter is currently working with FEMA** to manage the necessary documentation and coordination related to the disaster declaration and relief process.

### 3. Concession Stand/Floodplain Development

- The project to construct the new concession stand is currently at a **standstill** due to required site and drainage plans.
- **Constraint:** Nothing can be built within the designated floodplain area until these final plans are completed and approved.
- **Timeline:** JEO is actively working on finalizing these plans and anticipates their completion within the **next week**.

### 4. Generator Installation Project

- The commencement of the new generator project is expected in the near future.
- The generator unit is anticipated to arrive in the month of December.

- **Weather Dependency:** The installation will be **weather permitting**, as a concrete pad must be constructed on-site to serve as the foundation for the generator.

## 5. Financial Planning and Reserves

- To successfully complete several ongoing city projects, we will need to **tap into the City's financial reserves this year**.
- This action necessitates cashing in existing Certificates of Deposit (CDs) and reorganizing new ones.
- **Current Status:** Our current two-year term CDs are set to expire this month and in February.
- **Reorganization Strategy:** The new structure will feature **shorter terms** to provide the City with greater financial flexibility.

## 6. Utilities Budget Review

- I have been working on the utilities budget to ensure it achieves a balance between receipts and expenditures.
- The budget is currently operating in a **deficit situation**.
- **Council Discussion:** The necessary adjustments and the full status of the utilities budget will be presented as a **discussion item** on this month's agenda.