

**Legislative/Development Committee Meeting**  
**Tuesday, October 15, 2024 5:00 PM**  
**Crete City Hall**  
**243 E 13th Street**  
**Crete, NE 68333**

**1. Open Meeting**

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

**2. Roll Call**

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

**3. Items of Business**

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.

3.A. Consider the Crete Carrier Room Grant Application for the Nebraska Commission on Latino-Americans Quarterly Meeting

3.B. Consider the Crete Carrier Community Room Grant Application for an Author Talk on November 16th, 2024 at 7:00 p.m.

**4. Officers' Reports**

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

**5. Adjournment**

**Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



APPLICATION FOR THE
Crete Carrier Room Grant

SECTION ONE: APPLICANT INFORMATION

Name of Applicant/ Organization: Nebraska Commission on Latino-Americans

Contact: Maria Arriaga, Executive Director

Address: Sixth Floor, State Capitol, Lincoln, Nebraska 68509

Phone: 402-471-2791 E-mail: maria.arriaga@nebraska.gov

Description of Event: Nebraska Commission on Latino-Americans Quarterly Meeting
The meeting is open to the public.

Date and Time of Event: Saturday, November 16, 2024 | 8:30 am - 1:30 pm

City Sponsor/Advocate: Marilyn Schacht, Community Assistance Director

SECTION TWO: COMMUNITY PURPOSE

Mission of the Event/Organization: The mission of the Nebraska Commission on Latino-Americans is
to serve as a link between the Nebraska State Government and the Hispanic/Latino Community.

Community Served by the Organization: The residents of Crete, neighboring communities,
and the entire state of Nebraska.

Population Served by the Event: \_\_\_\_\_

**SECTION THREE: FINANCIAL NEED**

Please explain your need for assistance to rent the Crete Carrier Room: \_\_\_\_\_

The Nebraska Commission on Latino-Americans is requesting a scholarship to fund the expenses related to renting a venue for its quarterly meeting, as its financial resources are quite constrained.

The commission encounters difficulties due to other financial commitments, including travel costs for its commissioners, which exacerbate the budgetary limitations.

**SECTION FOUR: GENERAL TERMS AND CONDITIONS**

If awarded, the requested funds will be paid to cover the fee and security deposit for use of the Crete Carrier Room. Any costs to clean or repair damage to the event space shall be billed to the grant recipient and must be paid upon receipt of an invoice from the City. The recipient must remain in good standing with the City of Crete to maintain eligibility for the grant.

By obtaining funds from the City of Crete, the recipient acknowledges acceptance of the terms and conditions of the award. The City of Crete may withdraw this grant if the event or the nature of the event changes and is determined to no longer fulfil the grant's purpose.

**SECTION FIVE: APPLICANT CERTIFICATION**

**CERTIFICATION**

***I/WE CERTIFY THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT AS OF THE DATE SHOWN BELOW. IN THE EVENT THAT CIRCUMSTANCES CHANGE BEFORE THE EVENT, I WILL, WITHIN TEN DAYS, NOTIFY THE CITY OF CRETE AND RE-SUBMIT MY APPLICATION.***

Signature:  Date: 09-07-2024

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF CRETE, NEBRASKA  
EVENT CONTRACT – COMMUNITY ROOM**

This agreement is entered into between the City of Crete, Nebraska (“City”) and Nebraska Commission on Latino-Americans (“Lessee”) upon the date of signature by both parties.

**AGREEMENT:**

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

§1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms (“Premises”) located at 1515 Forest Avenue solely for the following event:

Event Description: Nebraska Commission on Latino-Americans Quarterly Meeting

Event Date & Time: November 16, 2024, 8:30am-1:30pm

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City’s facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City’s facilities.

§2 Lessee shall pay a rental fee of \$25.00 per hour for the use of the Premises and shall provide a \$350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.

§3 Lessee may use the audio visual equipment that already exists in the Premises. The City shall set up and, if needed, operate the equipment for an additional charge of \$50.00 per hour.

§4 Lessee may use the furniture that already exists in the Premises. The City shall make the requested number of tables and chairs available, and Lessee shall be responsible for setting up and arranging such furniture within the Premises.

§5 Lessee shall be responsible for inspecting any equipment or furniture before its use and accepts any equipment it uses on an as-is basis. Equipment shall be returned in the same condition, and Lessee shall be responsible for any damage or loss to the equipment or furniture beyond reasonable wear and tear.

§6 Lessee or their agent shall be present at the Premises at all times throughout the event. Lessee shall provide adequate and appropriate supervision of and is solely responsible for all persons invited to, participating in, or associated with the event, and Lessee further understands and acknowledges that all city facilities are under video surveillance for the protection of city property.

§7 Lessee shall be responsible for fully cleaning the Premises after the event is over, which includes, but is not limited to, picking up and properly disposing of all garbage, wiping down all tables and chairs, removing any decorations, and vacuuming and mopping the floors.

§8 No smoking, tobacco products, paint, ink, explosive or flammable substances, or hazardous, toxic, or caustic chemicals are allowed in any of the City’s facilities.

§9 Lessee shall not dispense or allow the use or consumption of any alcoholic beverage in violation of any federal, state, or local law, rule, regulation, or policy. Alcoholic beverages of any kind are prohibited unless an Alcohol Use Rider has been executed by both parties and attached to this contract.

§10 All personal property, including equipment, furniture, and fixtures, placed, kept, or left in the Premises shall be so done at the sole risk of Lessee. The City shall not be liable for any damage or loss caused by theft, burglary, water, fire, or any other cause occurring on or about the Premises.

- §11 All uses of city facilities and services shall comply with any space usage or rental policies adopted by the City, which shall be incorporated herein by reference, and all federal, state, and local laws, rules, and regulations. Lessee shall be responsible for enforcing all such policies, laws, rules, and regulations on its agents, employees, and attendees.
- §12 Lessee shall provide adequate accident liability insurance for the event. An adequate insurance policy shall be, at a minimum, an occurrence general liability policy in the amount of \$1,000,000 that names the City as an additional insured. A Certificate of Insurance must be submitted to the City prior to the scheduled event date.
- §13 Lessee shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, or actions made by any person for any loss or damage sustained based upon or arising out of the negligent or willful acts or omissions of Lessee, its employees, agents, invitees, or guests. Lessee shall have no right to indemnification or contribution from the City for any judgments rendered against it.
- §14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.
- §15 The City's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights herein. No custom or practice of the parties which varies from a term of this contract shall be a waiver of any party's right to demand exact compliance, and no conditions or provisions of this contract can be waived unless approved by the City in writing.
- §16 This contract shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.
- §17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.
- §18 This contract shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives.
- §19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.
- §20 Each section, paragraph, clause, sentence, and word of this contract is intended to be severable. If any part of this contract or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other portions of this contract that can be given effect without the invalid part.

**ACCEPTANCE PROVISIONS.**

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	LESSEE
By: _____ (Signature of Authorized Official)	By: <u>Marilyn Schacht</u> (Signature)
_____ (Typed or Printed Name/Title)	<u>Marilyn Schacht</u> (Typed or Printed Name)
_____ (Date)	<u>10/07/2024</u> (Date)

# CRETE CARRIER COMMUNITY ROOM RENTAL (150 Capacity)

## REQUEST FORM

Date of Event: November 16, 2024 Times of Event: 8am - 3pm

Name: Nebraska Commission on Latino-Americans Phone #: 402-471-2791

Address: Sixth Floor, State Capitol City State Zip: Lincoln, Nebraska 68509

Type of Event: Quarterly Meeting - open to public

# of Round Banquet Tables: 0-12 \_\_\_\_\_ # of Rectangular Tables: 0-32 \_\_\_\_\_

# of Chairs: 0-150 \_\_\_\_\_

Check if using Kitchen

Check if Audio/Visual Equipment Needed

### Fees:

Weekends & Holidays \$150.00/day

Weekday \$25.00/hour  
\$150.00/day

Audio/Visual \$50.00

Emergency Number: 402-381-8396

### Deposit:

\$350.00 Cash deposit

\$50.00 Hold date fee only (non-refundable)  
with remaining \$300 due before using facility

### Checklist

- Signed Contract
- Certificate of Insurance
- Alcohol – requires additional contract 4 weeks in advance

All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.

# ABOUT THE COMMISSION

## OUR MISSION

Our Mission is to serve as a link between the Nebraska State Government and the Hispanic/Latino Community.

## OUR VISION

Our Vision is to empower the Hispanic/Latino Community through a proactive approach to issues that affect their access to education, social political, and economic opportunities in Nebraska.

## HISTORY

The Mexican American Commission was first established with the passage of LB1081 during the 1972 Legislature. On July 15, 2010, LB139 officially changed our name to the Nebraska Commission on Latino-Americans. The Commission is comprised of ten commissioners from across the State of Nebraska, one of which serves as the Governor's representative. Commissioners are selected by the Governor to represent the diversity of the Hispanic/Latino population in Nebraska. The Commission on Latino-Americans serves as a link between the Nebraska State Government and the Hispanic/Latino community. We assist our constituents through empowerment and referrals. Our office is located in the Nebraska State Capitol. This gives us the opportunity to be close to where the laws are being made. We are able to develop relationships with state lawmakers and can easily testify in favor of, or in opposition to, bills that would directly impact the Hispanic/Latino community. The Commission joins forces with other organizations to identify, and work to resolve, issues that affect Nebraska's Hispanic/Latino population. We support and promote annual events with many of these organizations to encourage education and inspire Hispanic/Latino youth.

## OUR COMMISSIONERS

**Maria Whitmore**  
-Shelby  
**Lali Sage**  
-Lincoln  
**Jaime Suarez**  
-Omaha

**Marilyn Schacht**  
-Crete  
**Aida Evans**  
-Hastings  
**Leticia Rodriguez**  
-madison  
**Sandra Lopez**  
-Omaha  
**Adi Nancy Dobbins**  
-North Platte

## OUR STAFF

**Maria Arriaga**  
-Executive Director  
-maria.arriaga@nebraska.gov  
**Lima Dora**  
-Office Specialist  
-dora.lima@nebraska.gov  
**Ricardo Alcala**  
-Marketing & Communications Specialist  
-ricardo.alcala@nebraska.gov

402.471.2791



## ADVOCACY IN ACTION

# Exploring Our Journey and Values

The Commission on Latino-Americans serves as a link between the Nebraska State Government and the Hispanic/Latino community. We assist our constituents through empowerment and referrals. Our office is located in the Nebraska State Capitol. This gives us the opportunity to be close to where the laws are being made. We are able to develop relationships with state lawmakers and can easily testify in favor of, or in opposition to, bills that would directly impact the Hispanic/Latino community.

The Commission joins forces with other organizations to identify, and work to resolve, issues that affect Nebraska's Hispanic/Latino population. We support and promote annual events with many of these organizations to encourage education and inspire Hispanic/Latino youth.



NEBRASKA  
COMMISSION  
ON LATINO-  
AMERICANS



## OUR LOCATION

### Nebraska Commission on Latino-Americans

Sixth Floor, State Capitol

P.O. Box 94965

Lincoln, NE 68509-4965

Phone: 402-471-2791

Toll Free: 877-220-1250

Fax: 402-471-4381

## CONNECT

[Facebook](#)

[Twitter](#)

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[Pinterest](#)

## NAVIGATION

[About](#)

[Resources](#)

[Youth Summit](#)

[Get Involved](#)

[Contact](#)

# QUARTERLY MEETING

NOVEMBER 16TH, CRETE, NE

CRETE PUBLIC LIBRARY. 1515 FOREST AVE, CRETE NE 68333

WE WILL BEGIN AT 9:00 AM AND ADJOURN NO LATER THAN 2:00 PM.



NEBRASKA  
COMMISSION  
ON LATINO-  
AMERICANS

# REUNIÓN TRIMESTRAL

16 DE NOVIEMBRE, CRETE, NE

CRETE PUBLIC LIBRARY. 1515 FOREST AVE, CRETE, NE 68333.

COMENZAREMOS A LAS 9:00 A. M. Y FINALIZAREMOS A MÁS TARDAR  
A LAS 2:00 P. M.



NEBRASKA  
COMMISSION  
ON LATINO-  
AMERICANS

## SUPPORTING DOCUMENTATION

Please attach copies of the following documents with your application (check all that apply). Failure to attach proper documentation may result in a delay in processing your application for assistance.

- Event Program or Invitation
- Documentation supporting the Mission of the Organization or Event.
- Copy(ies) of driver's license or other legal photo identification for individuals responsible for the event.
- Proof of Insurance
- Crete Carrier Room Rental Agreement

**Please mail or bring this signed application and required documents to:**

City of Crete  
243 E. 13<sup>th</sup> Street, PO Box 86  
Crete, NE 68333

**APPLICATION FOR THE  
Crete Carrier Room Grant**

**SECTION ONE: APPLICANT INFORMATION**

Name of Applicant/ Organization: Friends of the Crete Public Library

Contact: Jessica Wilkinson

Address: 1515 Forest Ave.

Phone: ~~888~~ 402-826-3809 E-mail: Jessica.Wilkinson@crete.ne.gov

Description of Event: Author visiting to discuss her book +  
the Friends are hosting this event

Date and Time of Event: 11-16-24 Time: 6-8pm

City Sponsor/Advocate: Jessica Wilkinson

**SECTION TWO: COMMUNITY PURPOSE**

Mission of the Event/Organization: The author of our community

Crete Reads book is coming to visit the library +  
talk about her book.

Community Served by the Organization: City of Crete, NE

## SUPPORTING DOCUMENTATION

Please attach copies of the following documents with your application (check all that apply). Failure to attach proper documentation may result in a delay in processing your application for assistance.

- Event Program or Invitation
- Documentation supporting the Mission of the Organization or Event.
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243 E. 13<sup>th</sup> Street, PO Box 86  
Crete, NE 68333

**CRETE CARRIER COMMUNITY ROOM RENTAL**  
**(150 Capacity)**

**REQUEST FORM**

Date of Event: 11-16-24 Times of Event: 3pm - 8pm  
Name: Jessica Wilkinson Phone #: 308 940 2986  
Address: 1515 Forest Ave. City State Zip: Crete NE 68333  
Type of Event: Author Talk + Friends Reception  
# of Round Banquet Tables: 0-12 12 # of Rectangular Tables: 0-32 4  
# of Chairs: 0-150 100

Check if using Kitchen

Check if Audio/Visual Equipment Needed

**Fees:**

Weekends & Holidays \$150.00/day

Weekday \$25.00/hour  
\$150.00/day

Audio/Visual \$50.00

Emergency Number: 402-381-8396

**Deposit:**

\$350.00 Cash deposit

\$50.00 Hold date fee only (non-refundable)  
with remaining \$300 due before using facility

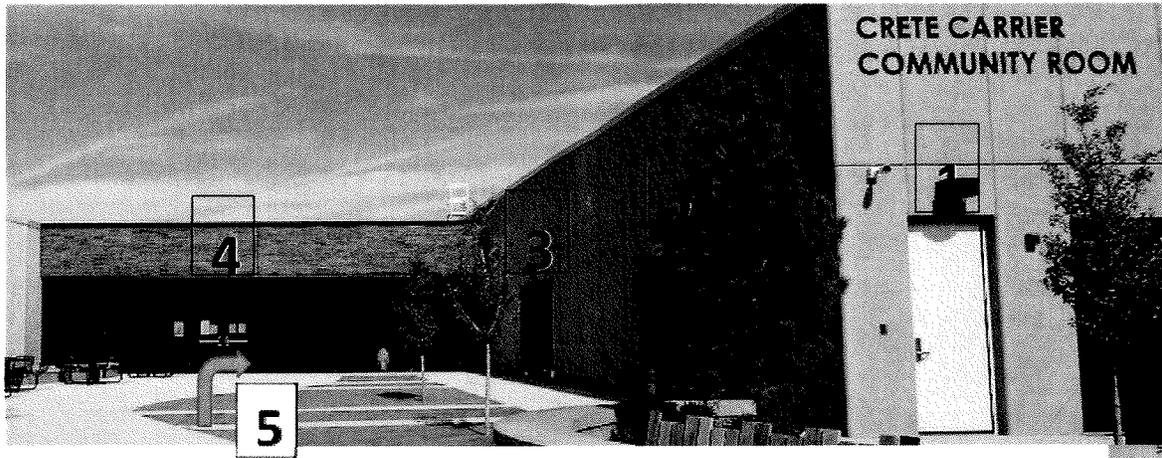
**Checklist**

- Signed Contract
- Certificate of Insurance
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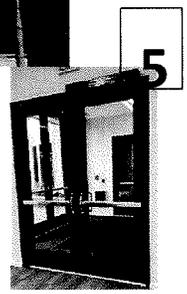
All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.

# NO PINS OR NAILS IN WALLS DO NOT DRIVE ON SIDEWALKS

## Community Room Door Access



- ✓ Key card entry points are Door 2, Door 4, and Door 5 (Vestibule door to the right)
- ✓ Door 4 is open during library hours.
  - Mon. & Fri. 9:00 – 5:00, Tue., Wed. & Thu. 9:00 – 7:00, and Sat. 9:00 – 4:00.
  - Closed on Sunday.



- ✓ After entry with the key card the doors will relock automatically.



- ✓ Do not operate locks on Door 2
- ✓ Door 3 may be unlocked to allow guests in and out of the Community Room ✓



Door 3 must be locked before leaving. As seen:

- If the lock will not click fully inward, push door open slightly holding the lock until it latches. Listen for the "click." Repeat if needed on both sides.

- ✓ Ensure Door 1 is fully closed.
- ✓ After the final person has left please check each door by pulling on the outside handles.



**Things to do before leaving the Community Room**  
***(You are responsible for all equipment & cleaning supplies)***

Bathrooms      Mop floors  
                      Clean toilets and sinks with sanitary cleaner  
                      Empty trash

Kitchen            Mop floors  
                      Clean sinks and counter tops with sanitary cleaner  
                      Empty trash

- Sweep and mop all floors and entry way
- Clean finger prints off entry doors and windows
- Pick up all trash and throw into outside dumpster
- New garbage bags need to be put in trash cans
- Return tables and chairs to where they were
- Vacuum carpet
- Lights need to be turned off
- No decorations are to be hung
- Thermostats may ONLY be regulated by City personnel
- Contact emergency number if you have questions or concerns.

**CITY OF CRETE, NEBRASKA**  
**EVENT CONTRACT – COMMUNITY ROOM**

This agreement is entered into between the City of Crete, Nebraska (“City”) and Crete Public Library (“Lessee”) upon the date of signature by both parties.

**AGREEMENT:**

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

§1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms (“Premises”) located at 1515 Forest Avenue solely for the following event:

Event Description: Author Talk

Event Date & Time: 11-16-24

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City’s facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City’s facilities.

- §2 Lessee shall pay a rental fee of \$25.00 per hour for the use of the Premises and shall provide a \$350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.
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- §14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.
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- §17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.
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- §19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.
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**ACCEPTANCE PROVISIONS.**

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	LESSEE
By: _____ (Signature of Authorized Official)	By: <u>Jessica W. Wilkinson</u> (Signature)
_____ (Typed or Printed Name/Title)	<u>Jessica W. Wilkinson</u> (Typed or Printed Name)
_____ (Date)	<u>10-3-24</u> (Date)

Sponsored by



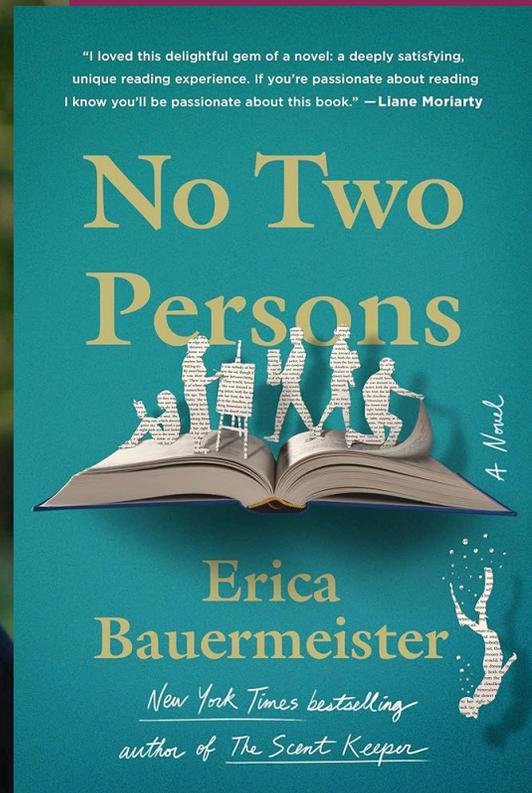
Crete Public Library presents

# No Two Persons

## November 16 at 7pm

an evening with

# Erica Bauermeister



Author chat & book signing.

Program is free and open to all.

Food and drink will also be served during our 6pm reception.

Location: 1515 Forest Ave. Crete, NE 68333  
Library Community Room

