

Crete City Council Regular Meeting
Tuesday, January 7, 2025 6:00 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.
- Please stand for the Pledge of Allegiance.

2. Roll Call

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

3. Consent Agenda

- All items listed on the consent agenda will be approved by one motion and vote. No separate discussion of these items will occur unless the Mayor, a Councilmember, or a citizen so requests. If such a request is made, the item will be moved out of the consent agenda and considered separately.

3.A. Approve Meeting Minutes

- 3.A.1. December 17th, 2024 City Council Minutes
- 3.A.2. December 17th, 2024 Public Works Minutes
- 3.A.3. December 17th, 2024 Finance Minutes
- 3.A.4. December 17th, 2024 Public Safety Minutes

3.B. Accept the City Treasurer's Report

3.C. Approve the Payment of Claims Against the City

4. Items of Business

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.
- 4.A. Consider the Maintenance Agreement No. 57 between the Nebraska Department of Transportation and the Municipality of Crete.**
- 4.B. Consider the Special Conditions documents for Crete 24PWI004**
- 4.C. Consider the Special Conditions documents for Crete 24DTR001**
- 4.D. Consider Ordinance 2232 amending telecommunications occupation tax**
- 4.E. Consider Ordinance 2233 amending new deposit rate once deposit is returned**
- 4.F. Consider authorizing the Crete Police Department to apply for the Law Enforcement Hiring Bonus Grant**

4.G. Consider approving the claims from Crete Ace Hardware in the amount of \$1,102.91.

4.H. Consider the Airport Manager Contract

5. Petitions - Communications - Citizen Concerns

- Citizen testimony may be limited to 3 minutes per person.
- Please do not repeat testimony that has already be heard.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

6. Officers' Reports

- Reports may be given by Officers, Departments, Committees, 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.

7. 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.



CITY COUNCIL REGULAR MEETING

December 17th, 2024 at 6:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

2. Roll Call

Dale Strehle: Absent
Tom Crisman: Present
Anthony Fitzgerald: Present
Kyle Frans: Present
Ashley Newmyer: Present
Dan Papik: Present

Present: 5, Absent: 1.

3. Consent Agenda

Approved Consent Agenda Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye

Aye: 5, No: 0

3.A. Approve Meeting Minutes

3.A.1. December 3rd, 2024 City Council Minutes

3.A.2. December 3rd, 2024 Finance Committee Minutes

3.A.3. December 3rd, 2024 Public Safety Committee Minutes

3.A.4. December 3rd, 2024 Public Works Committee Minutes

3.B. Accept the City Treasurer's Report

3.C. Approve the Payment of Claims Against the City

3.D. Mayor's appointment of Jennifer Robison to the Historic Preservation Commission.

3.E. Mayor's appointment of Blaine Spanjer to the Airport Advisory Board

3.F. Mayor's appointment of Howard Nitzel to the Airport Advisory Board

3.G. Mayor's appointment of Greg Hier to the Airport Advisory Board

3.H. Mayor's appointment of Pam Wendelin to the Civil Service Commission

3.I. Mayor's appointment of Ken Marvin to the Economic Development Advisory Committee

3.J. Mayor's appointment of Tod Allen as the Fire Chief.

4. Items of Business

4.A. Consider authorizing the Crete Police Department to apply for the Nebraska Department of Transportation Highway Safety Office Improving Data Mini-Grant.

Police Captain Jon Pucket explained that this grant is through the Nebraska Department of Transportation Highway Safety Office. The purpose of this mini-grant contract is to provide funding assistance to law enforcement agencies to acquire equipment for eCitations and eCrash. The NDOT-HSO will provide funding assistance for either 75% of the equipment total.

Approved to authorize the Crete Police Department to apply for the Nebraska Department of Transportation Highway Safety Office Improving Data Mini-Grant. Carried with a motion by Dan Papik and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye

Aye: 5, No: 0

4.B. Consider approving the claims from Crete Ace Hardware in the amount of \$1,374.73.

Approved the claims from Crete Ace Hardware in the amount of \$1,374.73. Carried with a motion by Anthony Fitzgerald and a second by Tom Crisman.

Dan Papik: Abstain (With Conflict), Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye

Aye: 4, No: 0, Abstain (With Conflict): 1

4.C. Consider Ordinance 2227 amending the Historic Preservation Commission

City Administrator Tom Ourada explained that as part of the process to become a Certified Local Government. Kelli Bacon Certified Local Government Coordinator with the Nebraska State Historical Society, asked for some changes to our existing ordinance. Ourada and City Attorney Anna Burge worked with Bacon on the changes that were needed to be made to the ordinance.

Introduce Ordinance 2227 and move that the statutory rule requiring three separate readings be suspended. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan

Papik: Aye
Aye: 5, No: 0

Enact Ordinance 2227 amending the Historic Preservation Commission Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

4.D. City Engineer Appointment

City Administrator Tom Ourada explained that the city engineer appointment is for one year. Ourada stated that JEO has been doing a fair job.

Approved the Mayor's appointment of JEO as City Engineer for one year. Carried with a motion by Dan Papik and a second by Tom Crisman.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

4.E. Consider Ordinance 2228 amending parking fees

Introduce Ordinance 2228 and move that the statutory rule requiring three separate readings be suspended. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

Enact Ordinance 2228 amending parking fees Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

4.F. Consider Ordinance 2229 amending Utility Rates to be passed by ordinance

City Administrator Tom Ourada explained that would amend the utility rates being passed by ordinance.

Introduce Ordinance 2229 and move that the statutory rule requiring three separate readings be suspended. Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

Enact Ordinance 2229 amending Utility Rates to be passed by ordinance Carried with a motion by Dan Papik and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye
Aye: 5, No: 0

4.G. Consider the Master Fee Schedule amendments

Approved the Master Fee Schedule amendments Carried with a motion by Kyle Frans and a second by Anthony Fitzgerald.

Tom Crisman: Aye, Anthony Fitzgerald: Aye, Kyle Frans: Aye, Ashley Newmyer: Aye, Dan Papik: Aye

Aye: 5, No: 0

The amendment to the Master Fee Schedule was to add the \$20.00 Mobile Food Vendor Permit fee

5. Petitions - Communications - Citizen Concerns

6. Officers' Reports

Police Captain Jon Pucket stated the following:

- Chief of Police Gary Young is out due to surgery.
- Police Officer Jaden Acevedo has been working with his field training officer.
- The department continues to work with document share software and everything is on track.

Library Director Jessica Wilkinson stated the following:

- Provided the City Administrator, Mayor and City Council a spread sheet of programing numbers for the Crete Library and how it compares to other similar and larger communities.
- Wilkinson also provided the November's Director's Report and mentioned that \$36,983 is the total amount patrons saved by having materials in the library.
- There were 29 on site programs and 5551 people attended those programs.
- Monthly highlights included Erica Bauermeister visiting Crete and the musical instruments are up and ready to use.
- The winter book sale has made over \$1,000.
- Teen night library after dark will be on Monday, December 23rd from 7pm to 11pm.

Parks and Recreation Director Liz Cody stated that they have been working on inventory and the Food Bank of Lincoln food distribution is back to the fourth Thursday of the month at Tuxedo Park.

Councilmember Tom Crisman wished everyone a Merry Christmas.

City Administrator Tom Ourada stated the following:

- Received a proposal for park design in the mid \$30,000 range.
- Had a meeting on electric rate review.
- Provided details about the solar farm; years ago the City of Crete started looking at partnering with Sand Hills Energy and 13 other MEAN- Municipal Energy Agency of Nebraska communities. Some communities decided not to do it and some did. Crete is the second largest community participating with Sand Hills Energy with 1.6 megawatts.
- Ourada explained that there are 40,000 panels in the solar farm and about 50 kilowatts will run one block and that solar farm will serve about 32 blocks of people. The solar farm is on land that the City of Crete already own. The land was purchased for a water well.

- The location is really good at the depth we are doing the water wells. Water can be provided without a water treatment plant because it's right between a nitrate layer and an iron layer. This works really well with our transmission line system and you can have the long-term occupation of the solar farm.
- The solar farm will go live in 2024 and there will be a ribbon cutting with Sand Hills Energy and MEAN in January 2025 and elected officials will participate in that.
- We have a 25-year long term purchase power agreement less than 6 cents per kilowatt hour with a ½ % a year escalator in energy. It is one of the cheapest power supply contracts we have. There is no transmission associated with it.
- The solar farm has tile laminates and monitor the weather and go vertical to protect themselves.
- There will be some tours to see the solar farm.
- Councilmember Anthony Fitzgerald asked Ourada about the insurance on the solar farm. Ourada stated that Sand Hills owns and operates it.

Mayor Dave Bauer stated that he asked City Administrator Tom Ourada to provide some information on the solar farm since people were asking questions about it.

- Bauer wished everyone a Merry Christmas.

7. Adjournment

6:34 p.m.

Mayor

(SEAL)

City Clerk

I, Nancy Tellez, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and

available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

City Clerk

(S E A L)



CITY COUNCIL PUBLIC WORKS COMMITTEE MEETING

December 17th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

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1. Open Meeting

2. Roll Call

Anthony Fitzgerald: Present
Dan Papik: Present
Dale Strehle: Present
Present: 3.

3. Items of Business

3.A. Consider Ordinance 2229 amending Utility Rates to be passed by ordinance

City Administrator, Tom Ourada, explained that this requires water and sewer ordinances to be listed with the Public Works Director and City Clerk. When doing it by ordinance, it gives the opportunity to do it in three readings, as in doing it by Master Fee Schedule, it is all in one. City Attorney, Anna Burge, stated that this makes it easy for the back office when we are not certain what rates are being applied. This will help keep rates more consistent.

Recommendation was made to the City Council to adopt Ordinance 2229 amending Utility Rates to be passed by ordinance. Carried with a motion by Anthony Fitzgerald and a second by Dan Papik.

Anthony Fitzgerald: Aye, Dan Papik: Aye, Dale Strehle: Aye

Aye: 3, No: 0

3.B. Discuss garbage franchise

City Administrator, Tom Ourada, explained how he met with the Garbage Company and the weight of the trucks was discussed. Tom stated that, in fairness to the garbage company, someone else coming in would probably not be able to compete because the garbage company had already advertised the cost of their totes/containers. Tom feels that by negotiating with the garbage company, their rates would be lower. In order not to have a bid, Tom thinks they would be receptive to some other things from what was discussed. More negotiating will be done with the garbage company.

3.C. Discuss the 1 and 6-year plan

City Administrator, Tom Ourada, discussed how the one-year is a little different. The alley downtown will be a carryover and will be constructed, as well as 2 and 3. The largest change is that the 15th Street plan was moved from the one-year to the six-year. Further discussion was made on what is on the one-year plan and the six-year plan. The Planning Commission will take the 1-and-6 in their meeting in January, and in February the City Council will approve, change or amend it.

4. Officers' Reports

5. Adjournment



CITY COUNCIL FINANCE COMMITTEE MEETING

December 17th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

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1. Open Meeting

2. Roll Call

Dale Strehle: Absent
Kyle Frans: Present
Ashley Newmyer: Present
Present: 2, Absent: 1.

3. Items of Business

3.A. Consider the Master Fee Schedule amendments

City Administrator Tom Ourada and City Attorney Anna Burge explained that the Food Vendor Permit fee of \$20 is what is being added to the Master Fee Schedule.

Recommended to the City Council the Master Fee Schedule amendments Carried with a motion by Ashley Newmyer and a second by Kyle Frans.

Kyle Frans: Aye, Ashley Newmyer: Aye
Aye: 2, No: 0

4. Officers' Reports

5. Adjournment



CITY COUNCIL PUBLIC SAFETY COMMITTEE MEETING

December 17th, 2024 at 5:00 PM
Crete City Hall, 243 East 13th Street

MINUTES

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1. Open Meeting

2. Roll Call

Tom Crisman: Present
Kyle Frans: Present
Dan Papik: Present
Present: 3.

3. Items of Business

3.A. Consider the Crete Police Department applying for the Nebraska Department of Transportation Highway Safety Office Improving Data Mini-Grant.

Police Captain Jon Pucket explained that this grant is through the Nebraska Department of Transportation Highway Safety Office. The purpose of this mini-grant contract is to provide funding assistance to law enforcement agencies to acquire equipment for eCitations and eCrash. The NDOT-HSO will provide funding assistance for either 75% of the equipment total.

Recommend to the City Council the Crete Police Department applying for the Nebraska Department of Transportation Highway Safety Office Improving Data Mini-Grant. Carried with a motion by Tom Crisman and a second by Kyle Frans.

Tom Crisman: Aye, Kyle Frans: Aye, Dan Papik: Aye

Aye: 3, No: 0

3.B. Consider Ordinance 2228 amending parking fees

City Administrator Tom Ourada and City Attorney Anna Burge explained that the parking fine is going up from ten dollars to twenty-five dollars for each violation if paid within seventy-two hours from the date of issuance. After seventy-two hours the fine shall go up from twenty dollars to thirty-five dollars.

Recommend to the City Council Ordinance 2228 amending parking fees Carried with a motion by Kyle Frans and a second by Tom Crisman.

Tom Crisman: Aye, Kyle Frans: Aye, Dan Papik: Aye

Aye: 3, No: 0

3.C. Discuss Food Handler's Permit

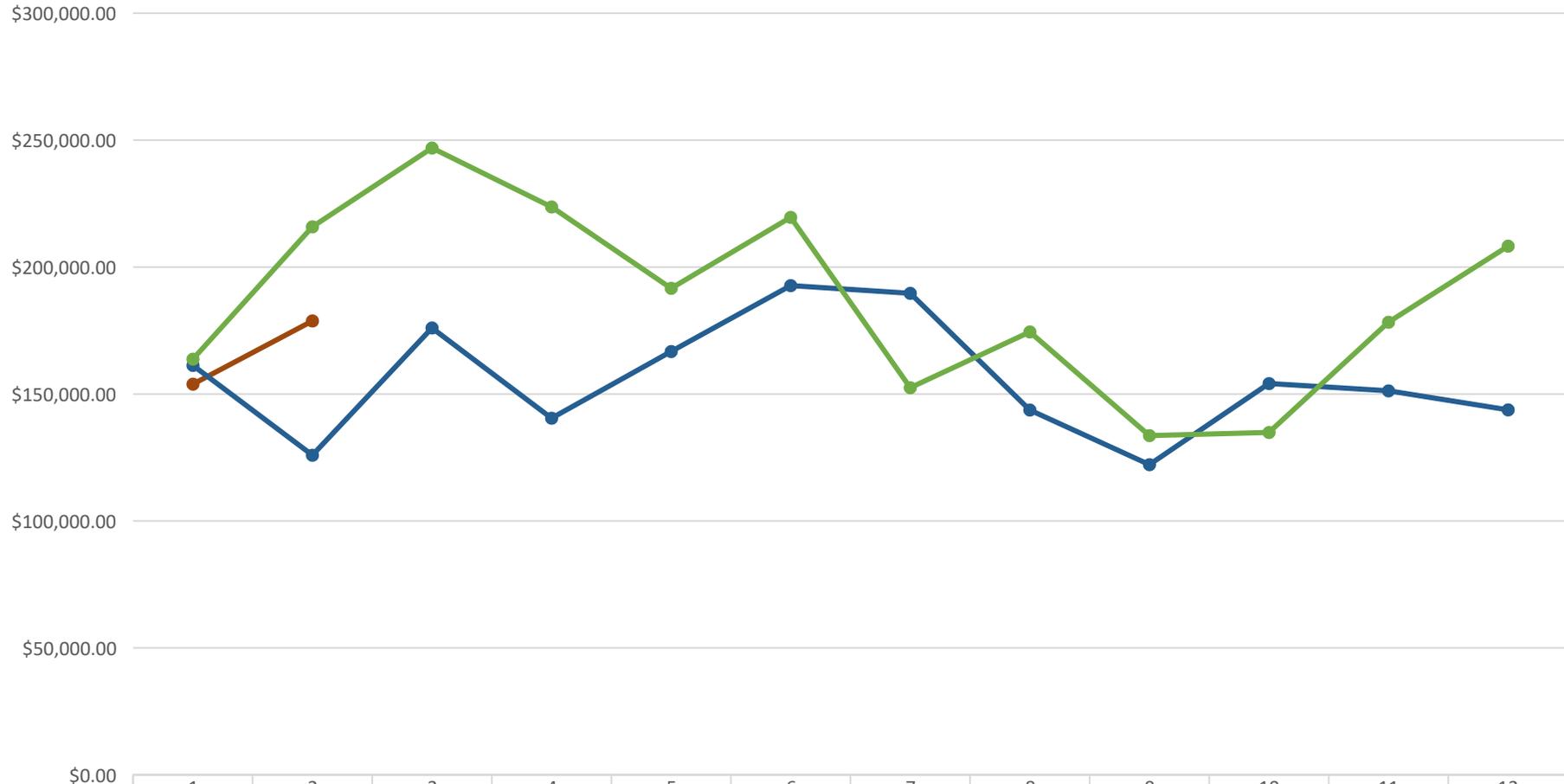
City Administrator Tom Ourada explained that there are many people that are selling food out of their homes. A Food Handler's Permit would be a reasonable attempt to help keep people safe. Ourada mentioned that they are going to look at best practices from other communities.

Council member Ashley Newmyer stated that she would reach out to Public Health Solutions.

4. Officers' Reports

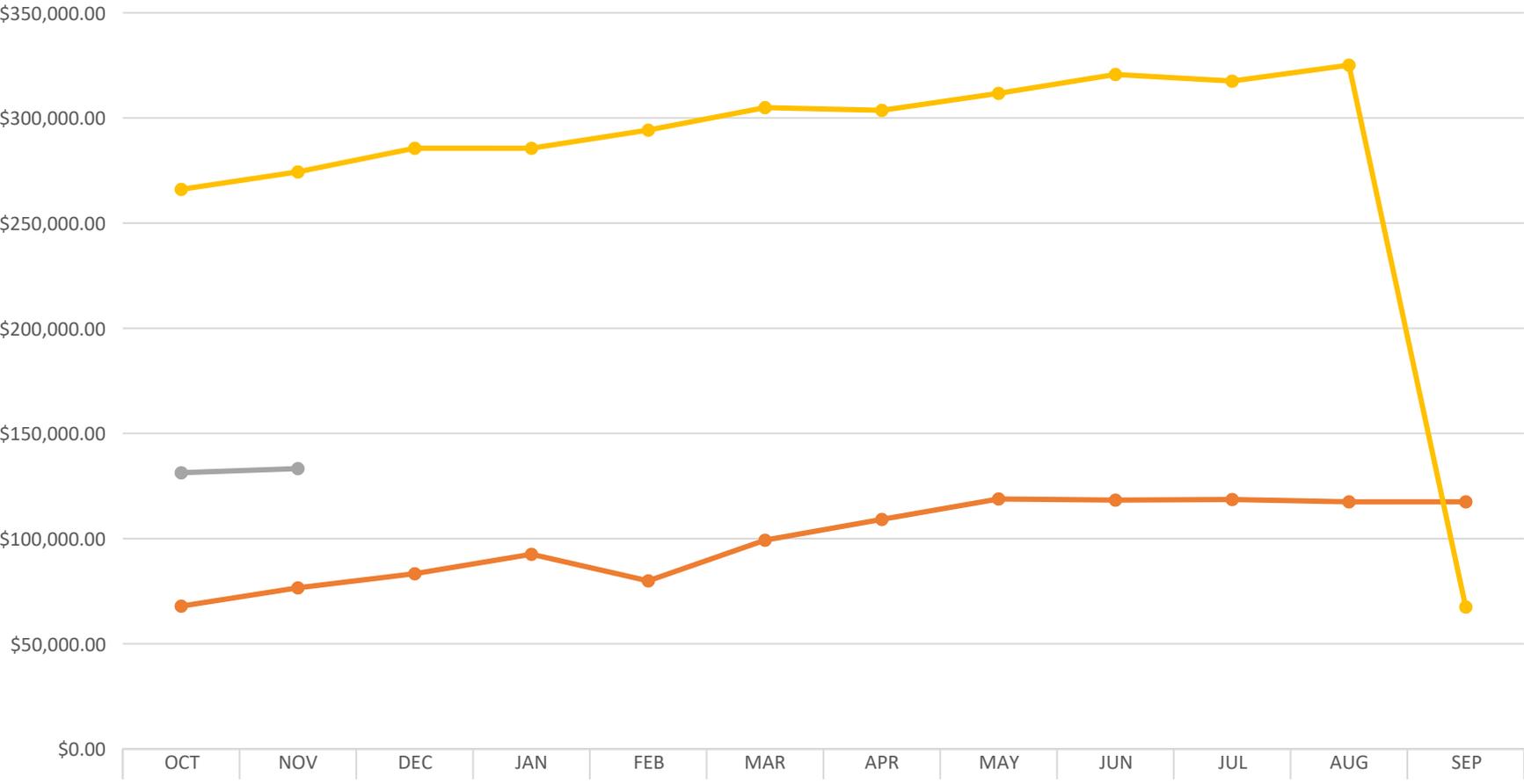
5. Adjournment

GROSS SALES

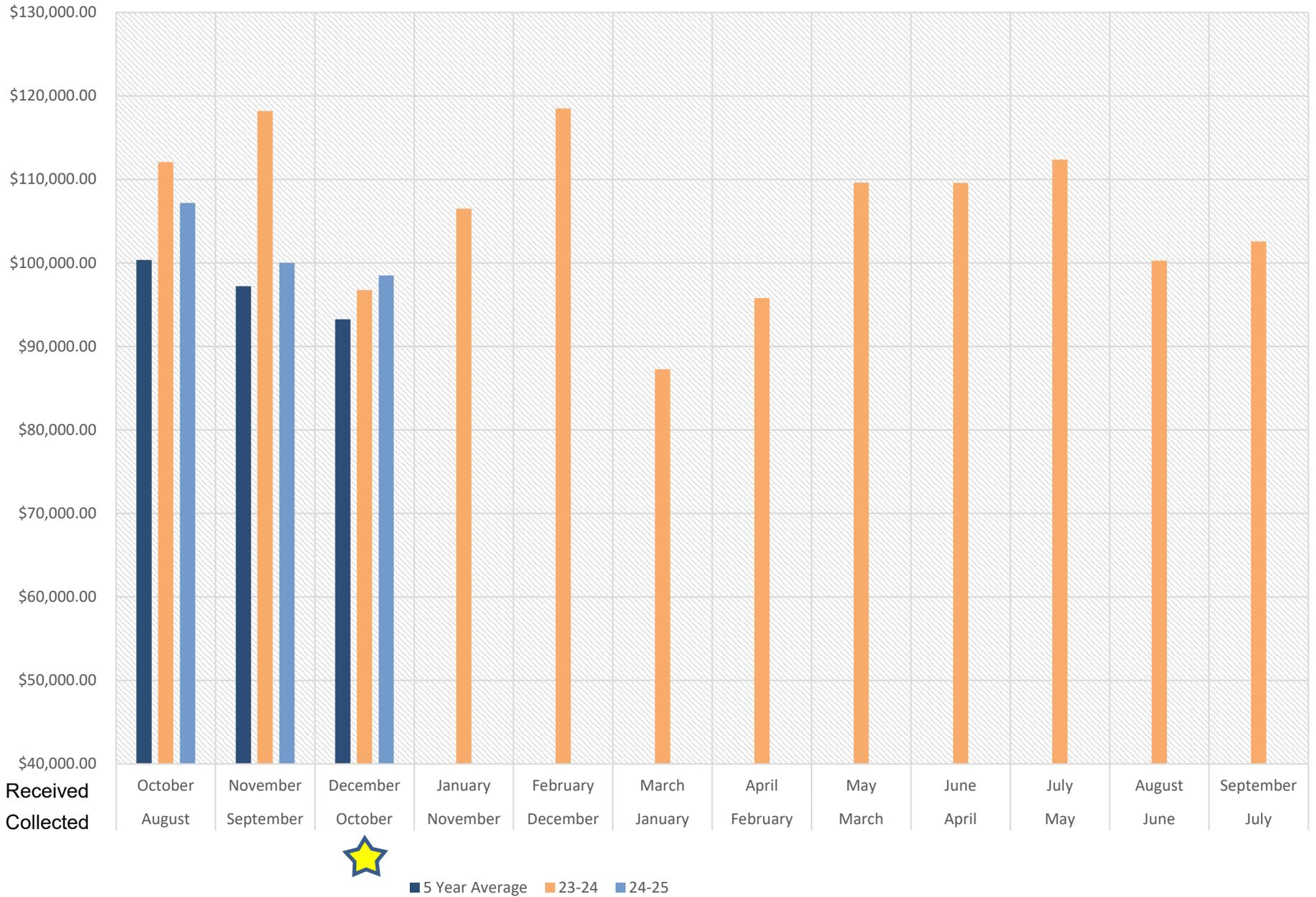


	1	2	3	4	5	6	7	8	9	10	11	12
Gross Sales 2025	\$153,877.47	\$178,765.80										
Gross Sales 2024	\$161,278.58	\$125,912.15	\$176,004.76	\$140,460.30	\$166,753.19	\$192,709.78	\$189,669.97	\$143,684.55	\$122,180.34	\$154,136.93	\$151,261.75	\$143,754.84
Gross Sales 2023	\$163,724.17	\$215,871.22	\$246,916.38	\$223,676.47	\$191,626.58	\$219,588.51	\$152,481.91	\$174,438.02	\$133,601.38	\$134,855.41	\$178,299.44	\$208,247.16

Community Betterment Funds



City of Crete Net 1% Sales Tax Receipts



Received
Collected

October August November September December October January November February December March January April February May March June April July May August June September July



■ 5 Year Average ■ 23-24 ■ 24-25

Report Criteria:

Vendor.Vendor number = 0-1059,1061-99999999

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
AKRS EQUIPMENT (80)								
AKRS EQUIPMENT	1	Invoice	OIL/GREASE FOR GATOR	12/19/2024	45.80		01/25	521-5801
Total AKRS EQUIPMENT (80):					45.80			
AMAZON BUSINESS (6116)								
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	12/17/2024	35.98		01/25	701-9900
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	12/17/2024	32.18		01/25	702-5692
AMAZON BUSINESS	1	Invoice	SLIP LEASHES/CEO NIE	12/18/2024	27.08		01/25	531-6477
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	12/19/2024	285.33		01/25	702-5692
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	12/19/2024	33.98		01/25	702-5692
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/19/2024	44.81		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/19/2024	85.57		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/19/2024	169.24		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/19/2024	20.98		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/19/2024	239.58		01/25	701-5691
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	12/20/2024	115.56		01/25	701-9900
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/23/2024	30.36		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/24/2024	182.36		01/25	701-5691
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	12/25/2024	166.47		01/25	701-6210
AMAZON BUSINESS	1	Invoice	OFFICE SUPPLIES	01/02/2025	15.97		01/25	701-9900
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	01/02/2025	96.80		01/25	701-6210
AMAZON BUSINESS	1	Invoice	FRIENDS DONATIONS	01/02/2025	13.98		01/25	702-5692
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	12/27/2024	28.74		01/25	701-6210
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/27/2024	13.66		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/28/2024	186.31		01/25	701-5691
AMAZON BUSINESS	1	Invoice	BOOKS/MAGAZINES	12/30/2024	14.00		01/25	701-5691
AMAZON BUSINESS	1	Invoice	PROGRAM EXPENSE	12/30/2024	57.94		01/25	701-6210
Total AMAZON BUSINESS (6116):					1,896.88			
AMERICAN FENCE CO OF LINCOLN INC (6220)								
AMERICAN FENCE CO OF LINCOLN INC	1	Invoice	3EA. 7/8"X6"X96" WHITE	01/02/2025	69.09	1688	01/25	401-6001
Total AMERICAN FENCE CO OF LINCOLN INC (6220):					69.09			
AMERICAN WATER WORKS ASSOCIATION (175)								
AMERICAN WATER WORKS ASSOCIATION	1	Invoice	#00030071 - 2025 MEMBE	10/25/2024	375.00		01/25	002-9780

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total AMERICAN WATER WORKS ASSOCIATION (175):					375.00			
AMGL (195)								
AMGL	1	Invoice	KENO AUDIT	01/03/2025	3,700.00		01/25	103-5251
Total AMGL (195):					3,700.00			
APWA (245)								
APWA	1	Invoice	7/1/24 THRU 6/30/25 MEM	12/23/2024	596.00		01/25	002-9780
Total APWA (245):					596.00			
ARTURO J CASTELLANOS CALVET (6777)								
ARTURO J CASTELLANOS CALVET	1	Invoice	CONSUMER DEPOSIT RE	01/07/2025	110.00		01/25	001-3500
Total ARTURO J CASTELLANOS CALVET (6777):					110.00			
BADGER BODY & TRUCK EQUIPMENT (5628)								
BADGER BODY & TRUCK EQUIPMENT	1	Invoice	JACK HANDLE & BEARIN	12/19/2024	97.00		01/25	401-5771
Total BADGER BODY & TRUCK EQUIPMENT (5628):					97.00			
BAKER & TAYLOR (370)								
BAKER & TAYLOR	1	Invoice	BOOKS/MAGAZINES	12/03/2024	816.72		01/25	701-5691
BAKER & TAYLOR	1	Invoice	BOOKS/MAGAZINES	12/06/2024	185.90		01/25	701-5691
BAKER & TAYLOR	1	Invoice	BOOKS/MAGAZINES	12/17/2024	95.65		01/25	701-5691
Total BAKER & TAYLOR (370):					1,098.27			
BEATRICE CONCRETE CO (440)								
BEATRICE CONCRETE CO	1	Invoice	CRUSHED CONCRETE	12/23/2024	27.01		01/25	401-5980
BEATRICE CONCRETE CO	1	Invoice	CONCRETE	12/17/2024	659.75		01/25	401-5980
Total BEATRICE CONCRETE CO (440):					686.76			
BLACK HILLS ENERGY (495)								
BLACK HILLS ENERGY	1	Invoice	4163-7774-56 1440 LINDE	12/20/2024	397.89		01/25	001-7040
BLACK HILLS ENERGY	1	Invoice	9755-6163-66 239 E 13TH	12/27/2024	95.53		01/25	501-7530
BLACK HILLS ENERGY	1	Invoice	7515-0723-40 210 E 14TH	12/27/2024	82.61		01/25	301-7530
BLACK HILLS ENERGY	1	Invoice	0865-5518-13 1515 FORE	12/27/2024	1,503.87		01/25	701-7530

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
BLACK HILLS ENERGY	1	Invoice	4432-1028-11 485 S MAIN	12/27/2024	233.50		01/25	003-7530
BLACK HILLS ENERGY	1	Invoice	2392-3387-65 1426 MAIN	12/27/2024	58.76		01/25	502-7530
Total BLACK HILLS ENERGY (495):					2,372.16			
BOK FINANCIAL (545)								
BOK FINANCIAL	1	Invoice	2000-0004596 COP LEAS	12/23/2024	1,250.00		01/25	001-9840
Total BOK FINANCIAL (545):					1,250.00			
BRIAN MIERZEJEWSKI (6776)								
BRIAN MIERZEJEWSKI	1	Invoice	CONSUMER DEPOSIT RE	01/07/2025	56.20		01/25	001-3500
Total BRIAN MIERZEJEWSKI (6776):					56.20			
B'S ENTERPRISES INC (660)								
B'S ENTERPRISES INC	1	Invoice	1/2" X 8" X 7' DBC GRADE	12/28/2024	2,205.00	1666	01/25	401-5771
Total B'S ENTERPRISES INC (660):					2,205.00			
CANON FINANCIAL SERVICES INC (5778)								
CANON FINANCIAL SERVICES INC	1	Invoice	COPIER CONTRACT 8604	01/01/2025	51.00		01/25	101-9740
CANON FINANCIAL SERVICES INC	2	Invoice	COPIER CONTRACT 8604	01/01/2025	51.00		01/25	201-9740
CANON FINANCIAL SERVICES INC	3	Invoice	COPIER CONTRACT 8604	01/01/2025	51.00		01/25	401-9740
CANON FINANCIAL SERVICES INC	5	Invoice	COPIER CONTRACT 8604	01/01/2025	51.00		01/25	701-9740
CANON FINANCIAL SERVICES INC	6	Invoice	COPIER CONTRACT 8604	01/01/2025	51.00		01/25	721-9740
Total CANON FINANCIAL SERVICES INC (5778):					255.00			
CASELLE, INC. (5609)								
CASELLE, INC.	1	Invoice	CONTRACT SUPPORT &	01/01/2025	1,093.92		01/25	001-9910
CASELLE, INC.	2	Invoice	CONTRACT SUPPORT &	01/01/2025	459.02		01/25	002-9910
CASELLE, INC.	3	Invoice	CONTRACT SUPPORT &	01/01/2025	358.01		01/25	003-9910
CASELLE, INC.	4	Invoice	CONTRACT SUPPORT &	01/01/2025	1,060.05		01/25	101-6050
Total CASELLE, INC. (5609):					2,971.00			
CENGAGE LEARNING INC/GALE (1890)								
CENGAGE LEARNING INC/GALE	1	Invoice	BOOKS/MAGAZINES	12/24/2024	362.27		01/25	701-5691

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total CENGAGE LEARNING INC/GALE (1890):					362.27			
CHARPEN PROPERTIES LLC (6355)								
CHARPEN PROPERTIES LLC	1	Invoice	LB840 CHARPEN PROPE	01/06/2025	7,473.00		01/25	801-5755
Total CHARPEN PROPERTIES LLC (6355):					7,473.00			
CITY HALL FUND (830)								
CITY HALL FUND	1	Invoice	DEPARTMENT OFFICE R	01/01/2025	548.00		01/25	001-9680
CITY HALL FUND	2	Invoice	DEPARTMENT OFFICE R	01/01/2025	412.00		01/25	002-9680
CITY HALL FUND	3	Invoice	DEPARTMENT OFFICE R	01/01/2025	265.00		01/25	003-9680
CITY HALL FUND	4	Invoice	DEPARTMENT OFFICE R	01/01/2025	187.50		01/25	101-9680
CITY HALL FUND	5	Invoice	DEPARTMENT OFFICE R	01/01/2025	150.00		01/25	401-9680
CITY HALL FUND	6	Invoice	DEPARTMENT OFFICE R	01/01/2025	37.50		01/25	721-9680
Total CITY HALL FUND (830):					1,600.00			
CITY HEALTH FUND (835)								
CITY HEALTH FUND	1	Invoice	HEALTH REIMBURSEME	01/01/2025	220.00		01/25	101-9620
CITY HEALTH FUND	2	Invoice	HEALTH REIMBURSEME	01/01/2025	260.00		01/25	201-9620
CITY HEALTH FUND	3	Invoice	HEALTH REIMBURSEME	01/01/2025	40.00		01/25	203-9620
CITY HEALTH FUND	4	Invoice	HEALTH REIMBURSEME	01/01/2025	220.00		01/25	401-9620
CITY HEALTH FUND	5	Invoice	HEALTH REIMBURSEME	01/01/2025	80.00		01/25	601-9620
CITY HEALTH FUND	6	Invoice	HEALTH REIMBURSEME	01/01/2025	320.00		01/25	701-9620
CITY HEALTH FUND	7	Invoice	HEALTH REIMBURSEME	01/01/2025	500.00		01/25	001-9620
CITY HEALTH FUND	8	Invoice	HEALTH REIMBURSEME	01/01/2025	220.00		01/25	002-9620
CITY HEALTH FUND	9	Invoice	HEALTH REIMBURSEME	01/01/2025	140.00		01/25	003-9620
Total CITY HEALTH FUND (835):					2,000.00			
CITY REVENUE FUND (860)								
CITY REVENUE FUND	1	Invoice	FUEL OIL RECOVERY	01/01/2025	61.65		01/25	001-7090
CITY REVENUE FUND	2	Invoice	GAS PUMPS	01/01/2025	58.88		01/25	001-9670
CITY REVENUE FUND	3	Invoice	WATER (4)	01/01/2025	5,837.78		01/25	002-7100
CITY REVENUE FUND	4	Invoice	SEWER	01/01/2025	1,648.55		01/25	003-7530
CITY REVENUE FUND	5	Invoice	CHARGING STATION	01/01/2025	.00		00/00	001-9890
CITY REVENUE FUND	6	Invoice	GENERAL (POLICE 1)	01/01/2025	890.11		01/25	201-5215
CITY REVENUE FUND	7	Invoice	GENERAL (POLICE 8)	01/01/2025	33.00		01/25	201-5610
CITY REVENUE FUND	8	Invoice	CITY HALL	01/01/2025	995.92		01/25	501-7530
CITY REVENUE FUND	9	Invoice	STREET & GRADE (6)	01/01/2025	3,389.68		01/25	401-7530

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CITY REVENUE FUND	10	Invoice	STREET & GRADE (7)	01/01/2025	154.01		01/25	401-5890
CITY REVENUE FUND	11	Invoice	FIRE MAINT.	01/01/2025	2,413.57		01/25	301-7530
CITY REVENUE FUND	12	Invoice	CEMETERY	01/01/2025	146.45		01/25	601-7530
CITY REVENUE FUND	13	Invoice	SAN. LANDFILL	01/01/2025	54.77		01/25	511-7530
CITY REVENUE FUND	14	Invoice	LIBRARY	01/01/2025	768.75		01/25	701-7530
CITY REVENUE FUND	15	Invoice	PARK & REC	01/01/2025	1,359.13		01/25	521-7530
CITY REVENUE FUND	16	Invoice	THEATRE	01/01/2025	.00		00/00	810-5210
CITY REVENUE FUND	17	Invoice	SWIMMING POOL	01/01/2025	.00		00/00	522-7530
CITY REVENUE FUND	18	Invoice	COMM. DEVELOP.	01/01/2025	175.19		01/25	101-6201
CITY REVENUE FUND	19	Invoice	COMMUNITY ROOM	01/01/2025	256.25		01/25	503-7530
CITY REVENUE FUND	1	Invoice	ELECTRIC	01/01/2025	40.29		01/25	001-7060
CITY REVENUE FUND	2	Invoice	POLICE	01/01/2025	42.04		01/25	201-5215
CITY REVENUE FUND	3	Invoice	CITY HALL	01/01/2025	74.48		01/25	501-7530
CITY REVENUE FUND	4	Invoice	STREET & GRADE	01/01/2025	41.17		01/25	401-7530
CITY REVENUE FUND	5	Invoice	FIRE MAINT.	01/01/2025	36.78		01/25	301-7530
CITY REVENUE FUND	6	Invoice	LIBRARY	01/01/2025	25.29		01/25	701-7530
CITY REVENUE FUND	10	Invoice	PARK & REC	01/01/2025	78.04		01/25	521-7530
CITY REVENUE FUND	11	Invoice	THEATRE	01/01/2025	.00		00/00	810-5210
CITY REVENUE FUND	12	Invoice	SWIMMING POOL	01/01/2025	.00		00/00	522-7530
CITY REVENUE FUND	13	Invoice	PARK BLDG	01/01/2025	.00		00/00	721-7530
CITY REVENUE FUND	14	Invoice	COMMUNITY ROOM	01/01/2025	8.43		01/25	503-7530
CITY REVENUE FUND	1	Invoice	ELECTRIC	01/01/2025	125.73		01/25	001-7060
CITY REVENUE FUND	2	Invoice	SEWER REV	01/01/2025	548.80		01/25	003-7530
CITY REVENUE FUND	3	Invoice	POLICE	01/01/2025	44.89		01/25	201-5215
CITY REVENUE FUND	4	Invoice	CITY HALL	01/01/2025	84.89		01/25	501-7530
CITY REVENUE FUND	5	Invoice	STREET & GRADE	01/01/2025	64.46		01/25	401-7530
CITY REVENUE FUND	6	Invoice	FIRE MAINT.	01/01/2025	75.73		01/25	301-7530
CITY REVENUE FUND	7	Invoice	CEMETERY	01/01/2025	22.57		01/25	601-7530
CITY REVENUE FUND	8	Invoice	LANDFILL	01/01/2025	.00		00/00	511-7530
CITY REVENUE FUND	9	Invoice	LIBRARY	01/01/2025	167.29		01/25	701-7530
CITY REVENUE FUND	10	Invoice	PARKS & REC	01/01/2025	48.84		01/25	521-7530
CITY REVENUE FUND	11	Invoice	THEATRE	01/01/2025	.00		00/00	810-5210
CITY REVENUE FUND	12	Invoice	SWIMMING POOL	01/01/2025	222.96		01/25	522-7530
CITY REVENUE FUND	13	Invoice	PARK BLDG	01/01/2025	473.07		01/25	721-7530
CITY REVENUE FUND	14	Invoice	AIRPORT	01/01/2025	28.57		01/25	050-7530
CITY REVENUE FUND	15	Invoice	COMMUNITY ROOM	01/01/2025	55.77		01/25	503-7530
CITY REVENUE FUND	16	Invoice	COMMUNITY GARDEN	01/01/2025	.00		00/00	520-7530
CITY REVENUE FUND	1	Invoice	PAPER TOWELS	12/20/2024	17.27		01/25	001-8230
CITY REVENUE FUND	2	Invoice	PAPER TOWELS	12/20/2024	17.26		01/25	002-8230
CITY REVENUE FUND	1	Invoice	PAPER TOWELS	12/20/2024	69.06		01/25	003-7230
CITY REVENUE FUND	1	Invoice	CONSUMER DEPOSIT AP	01/07/2025	1,657.90		01/25	001-3500

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total CITY REVENUE FUND (860):					22,315.27			
CITY TAX FUND (865)								
CITY TAX FUND	1	Invoice	ELECTRIC SURPLUS & F	01/01/2025	29,167.00		01/25	001-9960
CITY TAX FUND	2	Invoice	ELECTRIC SURPLUS & F	01/01/2025	10,000.00		01/25	001-9965
CITY TAX FUND	1	Invoice	LIBRARY BOND PAYMEN	01/01/2025	21,000.00		01/25	150-1015
Total CITY TAX FUND (865):					60,167.00			
COMMONWEALTH ELECTRIC COMPANY (925)								
COMMONWEALTH ELECTRIC COMPANY	1	Invoice	TERMINATE, TEST & LAB	12/13/2024	4,513.00	1681	01/25	001-8040
Total COMMONWEALTH ELECTRIC COMPANY (925):					4,513.00			
CRETE AREA MEDICAL CENTER (1070)								
CRETE AREA MEDICAL CENTER	1	Invoice	AMBULANCE LAUNDRY	01/01/2025	35.00		01/25	302-8500
CRETE AREA MEDICAL CENTER	1	Invoice	ALS PARAMEDIC FEE	12/14/2024	441.14		01/25	302-5343
CRETE AREA MEDICAL CENTER	2	Invoice	ALS SERVICE FEE	12/14/2024	600.00		01/25	302-5342
CRETE AREA MEDICAL CENTER	1	Invoice	ALS PARAMEDIC FEE	12/30/2024	397.44		01/25	302-5343
CRETE AREA MEDICAL CENTER	2	Invoice	ALS SERVICE FEE	12/30/2024	300.00		01/25	302-5342
Total CRETE AREA MEDICAL CENTER (1070):					1,773.58			
CRETE FOODMART (GEN) (1095)								
CRETE FOODMART (GEN)	1	Invoice	CREDIT ON ACCT 64312	12/11/2024	1.72-		01/25	003-7282
CRETE FOODMART (GEN)	1	Invoice	LAB SUPPLIES	12/11/2024	39.96		01/25	003-7282
CRETE FOODMART (GEN)	1	Invoice	PROGRAM EXPENSE	12/19/2024	22.84		01/25	702-6210
CRETE FOODMART (GEN)	1	Invoice	FRIEND DONATIONS	12/30/2024	30.94		01/25	702-5692
Total CRETE FOODMART (GEN) (1095):					92.02			
CRETE LODGING LLC (1107)								
CRETE LODGING LLC	1	Invoice	SEMI ANNUAL PMT	01/07/2025	50,290.16		01/25	802-9970
Total CRETE LODGING LLC (1107):					50,290.16			
CRETE LUMBER & FARM SUPPLY CO (1110)								
CRETE LUMBER & FARM SUPPLY CO	1	Invoice	1-1/4 COMP EMPT CONN	12/17/2024	3.85		01/25	001-8040

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total CRETE LUMBER & FARM SUPPLY CO (1110):					3.85			
CRETE POSTMASTER (1120)								
CRETE POSTMASTER	1	Invoice	UTILITY POSTAGE	12/31/2024	427.92		12/24	003-9650
CRETE POSTMASTER	2	Invoice	UTILITY POSTAGE	12/31/2024	427.93		12/24	002-9650
CRETE POSTMASTER	3	Invoice	UTILITY POSTAGE	12/31/2024	427.93		12/24	001-9650
Total CRETE POSTMASTER (1120):					1,283.78			
DANA POINT DEVELOPMENT CORPORATION (6286)								
DANA POINT DEVELOPMENT CORPORATION	1	Invoice	SEMI ANNUAL PAYMENT	01/07/2025	7,703.35		01/25	802-9970
Total DANA POINT DEVELOPMENT CORPORATION (6286):					7,703.35			
DEPT. OF ENERGY W.A.P.A. (1250)								
DEPT. OF ENERGY W.A.P.A.	1	Invoice	PURCHASED POWER WA	01/07/2024	26,345.74		01/25	001-7240
Total DEPT. OF ENERGY W.A.P.A. (1250):					26,345.74			
EAKES OFFICE SOLUTIONS (1475)								
EAKES OFFICE SOLUTIONS	1	Invoice	JANITORIAL SUPPLIES	12/13/2024	219.69		01/25	701-5541
EAKES OFFICE SOLUTIONS	1	Invoice	CONTRACT ADMIN FEE &	01/05/2025	153.41		01/25	701-9740
Total EAKES OFFICE SOLUTIONS (1475):					373.10			
ENGINEERED CONTROLS INC (5679)								
ENGINEERED CONTROLS INC	1	Invoice	BLDG & GRND MAINT	01/02/2025	758.00		01/25	701-5330
Total ENGINEERED CONTROLS INC (5679):					758.00			
ENVIRO-TECH PEST SERVICES (1640)								
ENVIRO-TECH PEST SERVICES	1	Invoice	PEST CONTROL-649 SO	12/13/2024	40.00		01/25	301-5330
ENVIRO-TECH PEST SERVICES	1	Invoice	PEST CONTROL-210 E 14	12/13/2024	55.00		01/25	301-5330
Total ENVIRO-TECH PEST SERVICES (1640):					95.00			
HEARTLAND NATURAL GAS (2175)								
HEARTLAND NATURAL GAS	1	Invoice	UTILITY-485 S MAIN AVE	12/27/2024	601.84		01/25	003-7530
HEARTLAND NATURAL GAS	1	Invoice	UTILITY-239 E 13TH ST	12/27/2024	130.72		01/25	501-7530
HEARTLAND NATURAL GAS	1	Invoice	UTILITY-210 E 14TH	12/27/2024	86.55		01/25	301-7530

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
HEARTLAND NATURAL GAS	1	Invoice	UTILITY-1426 MAIN AVE	12/29/2024	16.74		01/25	502-7530
Total HEARTLAND NATURAL GAS (2175):					835.85			
HEATH SPORTS (2180)								
HEATH SPORTS	1	Invoice	UNIFORMS	12/19/2024	94.48		01/25	101-9640
HEATH SPORTS	2	Invoice	UNIFORMS	12/19/2024	107.94		01/25	401-9640
HEATH SPORTS	3	Invoice	UNIFORMS	12/19/2024	36.98		01/25	701-8500
HEATH SPORTS	4	Invoice	UNIFORMS	12/19/2024	236.87		01/25	002-9640
Total HEATH SPORTS (2180):					476.27			
JAY'S OIL CO (2405)								
JAY'S OIL CO	1	Invoice	TIRE REPAIR	12/23/2024	15.00		01/25	003-7220
Total JAY'S OIL CO (2405):					15.00			
JUAN CARLOS ALVAREZ BARRIENTOS (6778)								
JUAN CARLOS ALVAREZ BARRIENTOS	1	Invoice	CONSUMER DEPOSIT RE	01/07/2025	37.76		01/25	001-3500
Total JUAN CARLOS ALVAREZ BARRIENTOS (6778):					37.76			
KAMAKE INC (2537)								
KAMAKE INC	1	Invoice	SEMI ANNUAL PMT	01/07/2025	1,525.74		01/25	802-9970
Total KAMAKE INC (2537):					1,525.74			
KIDWELL (2580)								
KIDWELL	1	Invoice	SERVICE AGREEMENT	12/01/2024	22.50		01/25	101-6050
KIDWELL	2	Invoice	SERVICE AGREEMENT	12/01/2024	55.00		01/25	201-6050
KIDWELL	3	Invoice	SERVICE AGREEMENT	12/01/2024	17.50		01/25	401-6050
KIDWELL	4	Invoice	SERVICE AGREEMENT	12/01/2024	5.00		01/25	601-6050
KIDWELL	5	Invoice	SERVICE AGREEMENT	12/01/2024	22.50		01/25	301-6050
KIDWELL	6	Invoice	SERVICE AGREEMENT	12/01/2024	55.00		01/25	701-6050
KIDWELL	7	Invoice	SERVICE AGREEMENT	12/01/2024	12.50		01/25	721-6050
KIDWELL	8	Invoice	SERVICE AGREEMENT	12/01/2024	35.00		01/25	001-9910
KIDWELL	9	Invoice	SERVICE AGREEMENT	12/01/2024	12.50		01/25	002-9910
KIDWELL	10	Invoice	SERVICE AGREEMENT	12/01/2024	12.50		01/25	003-9910
KIDWELL	1	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	101-6050
KIDWELL	2	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	201-6050
KIDWELL	3	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	401-6050

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
KIDWELL	4	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	6.57		01/25	601-6050
KIDWELL	5	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	6.57		01/25	301-6050
KIDWELL	6	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	701-6050
KIDWELL	7	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	13.14		01/25	721-6050
KIDWELL	8	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	6.57		01/25	521-6050
KIDWELL	9	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	6.57		01/25	501-6050
KIDWELL	10	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	6.57		01/25	050-6050
KIDWELL	11	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	28.47		01/25	001-9910
KIDWELL	12	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	002-9910
KIDWELL	13	Invoice	DUO ESSENTIAL SOFTW	12/01/2024	24.09		01/25	003-9910
Total KIDWELL (2580):					469.00			
LINCOLN WINWATER WORKS (2810)								
LINCOLN WINWATER WORKS	1	Invoice	1/4 TEST COCK FOR BAC	12/11/2024	193.50		01/25	002-8031
LINCOLN WINWATER WORKS	1	Invoice	PLUG, 3/4" BZ CAP	12/23/2024	23.37	1687	01/25	002-1500
LINCOLN WINWATER WORKS	2	Invoice	COUPLING, 3/4" CPLG CT	12/23/2024	145.13	1687	01/25	002-1500
LINCOLN WINWATER WORKS	4	Invoice	COUPLING, 3/4" CPLG PE	12/23/2024	188.13	1687	01/25	002-1500
LINCOLN WINWATER WORKS	3	Invoice	COUPLING, 1" X 3/4" CPL	12/23/2024	161.25	1687	01/25	002-1500
LINCOLN WINWATER WORKS	1	Invoice	74621 1X1 QTR MTR CPL	01/03/2025	574.48	1650	01/25	002-8090
Total LINCOLN WINWATER WORKS (2810):					1,285.86			
LYNN CARD COMPANY (6774)								
LYNN CARD COMPANY	1	Invoice	THANKYOU/APPRECIATI	12/16/2024	119.00		01/25	201-9900
Total LYNN CARD COMPANY (6774):					119.00			
MACQUEEN (2930)								
MACQUEEN	1	Invoice	REPAIR BREATHING APP	12/16/2024	26.14		01/25	303-5264
Total MACQUEEN (2930):					26.14			
MATHESON TRI-GAS INC (3020)								
MATHESON TRI-GAS INC	1	Invoice	OXYGEN	12/31/2024	204.60		01/25	302-5265
Total MATHESON TRI-GAS INC (3020):					204.60			
MAX I WALKER UNIFORM & APPAREL (3035)								
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	12/18/2024	82.67		01/25	003-9640
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	12/25/2024	91.92		01/25	003-9640

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
MAX I WALKER UNIFORM & APPAREL	1	Invoice	UNIFORMS	01/01/2025	82.67		01/25	003-9640
Total MAX I WALKER UNIFORM & APPAREL (3035):					257.26			
MCI VERIZON (3055)								
MCI VERIZON	2	Invoice	TOLL FREE LINE	12/07/2024	12.00		01/25	101-7530
MCI VERIZON	3	Invoice	TOLL FREE LINE	12/07/2024	12.00		01/25	201-5220
MCI VERIZON	4	Invoice	TOLL FREE LINE	12/07/2024	12.00		01/25	301-7530
MCI VERIZON	5	Invoice	TOLL FREE LINE	12/07/2024	12.00		01/25	721-7530
MCI VERIZON	6	Invoice	TOLL FREE LINE	12/07/2024	18.72		01/25	001-9660
Total MCI VERIZON (3055):					66.72			
MEDICAL ENTERPRISES INC (6733)								
MEDICAL ENTERPRISES INC	1	Invoice	DRUG TEST PANEL	12/19/2024	72.00		01/25	001-9623
MEDICAL ENTERPRISES INC	2	Invoice	DRUG TEST PANEL	12/19/2024	36.00		01/25	003-9623
Total MEDICAL ENTERPRISES INC (6733):					108.00			
MIDWEST LABORATORIES INC (3195)								
MIDWEST LABORATORIES INC	1	Invoice	LABS	01/03/2025	3,101.17		01/25	003-7282
Total MIDWEST LABORATORIES INC (3195):					3,101.17			
MUNICIPAL SUPPLY INC OF OMAHA (3315)								
MUNICIPAL SUPPLY INC OF OMAHA	1	Invoice	4" SMALL EPOXY KIT ONL	12/26/2024	253.54	1684	01/25	002-8031
MUNICIPAL SUPPLY INC OF OMAHA	1	Invoice	2X7-1/2 SS REPAIR CLAM	12/26/2024	109.95	1684	01/25	002-1500
MUNICIPAL SUPPLY INC OF OMAHA	2	Invoice	2X12-1/2 SS REPAIR CLA	12/26/2024	153.35	1684	01/25	002-1500
Total MUNICIPAL SUPPLY INC OF OMAHA (3315):					516.84			
NAPA AUTO PARTS (3345)								
NAPA AUTO PARTS	1	Invoice	VAC TRAILER REPAIR	12/16/2024	14.35		01/25	001-8460
NAPA AUTO PARTS	1	Invoice	VAC TRAILER REPAIR	12/17/2024	8.85		01/25	001-8460
NAPA AUTO PARTS	1	Invoice	GATOR BATTERY	12/18/2024	63.99		01/25	521-5791
NAPA AUTO PARTS	1	Invoice	OXYGEN	12/26/2024	50.00		01/25	401-7080
NAPA AUTO PARTS	1	Invoice	BATTERY TERMINAL/SOL	12/10/2024	45.30		01/25	003-7220
NAPA AUTO PARTS	1	Invoice	ANTIFREEZE	12/27/2024	86.94		01/25	003-6020
NAPA AUTO PARTS	1	Invoice	MISC SUPPLIES	10/08/2024	32.97		01/25	301-6020
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	01/06/2025	7.51		01/25	002-8460
NAPA AUTO PARTS	1	Invoice	VEHICLE EXPENSE	01/06/2025	8.03		01/25	002-8460

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total NAPA AUTO PARTS (3345):					317.94			
NE PUBLIC HEALTH ENVIRONMENTAL LAB (3480)								
NE PUBLIC HEALTH ENVIRONMENTAL LAB	1	Invoice	LABS	12/17/2024	288.00		01/25	003-7282
Total NE PUBLIC HEALTH ENVIRONMENTAL LAB (3480):					288.00			
NEBRASKA.GOV (3575)								
NEBRASKA.GOV	1	Invoice	JUSTICE CASE LISTING (12/31/2024	5.00		01/25	101-5420
Total NEBRASKA.GOV (3575):					5.00			
NEBRASKALAND TIRE INC (5636)								
NEBRASKALAND TIRE INC	1	Invoice	TIRES-'06 FORD F250	12/11/2024	799.91		01/25	001-8460
NEBRASKALAND TIRE INC	1	Invoice	TIRES-TRENCHER TRAIL	12/11/2024	735.25		01/25	001-8460
NEBRASKALAND TIRE INC	1	Invoice	TIRES-JETTER TRAILER	12/11/2024	735.25		01/25	002-8460
Total NEBRASKALAND TIRE INC (5636):					2,270.41			
OLSSON (3775)								
OLSSON	1	Invoice	#023-04638 SCADA ON C	12/12/2024	5,906.11		01/25	001-9910
OLSSON	2	Invoice	#023-04638 SCADA ON C	12/12/2024	5,906.11		01/25	002-9910
OLSSON	3	Invoice	#023-04638 SCADA ON C	12/12/2024	5,906.10		01/25	003-9910
OLSSON	1	Invoice	#015-08260 CRETE CORE	01/06/2025	1,654.52		01/25	003-9840
Total OLSSON (3775):					19,372.84			
OMAHA WORLD HERALD (3805)								
OMAHA WORLD HERALD	1	Invoice	750-000000889587 26 WE	12/11/2024	370.99		01/25	701-5691
Total OMAHA WORLD HERALD (3805):					370.99			
ONE CALL CONCEPTS INC (3810)								
ONE CALL CONCEPTS INC	1	Invoice	LOCATING SERVICE FEE	12/31/2024	36.53		01/25	002-9730
ONE CALL CONCEPTS INC	2	Invoice	LOCATING SERVICE FEE	12/31/2024	36.53		01/25	001-9730
Total ONE CALL CONCEPTS INC (3810):					73.06			
OSNIER CARTAYA AVILA (6779)								
OSNIER CARTAYA AVILA	1	Invoice	CONSUMER DEPOSIT RE	01/07/2025	56.20		01/25	001-3500

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total OSNIER CARTAYA AVILA (6779):					56.20			
OVERDRIVE INC (6567)								
OVERDRIVE INC	1	Invoice	BOOKS	12/19/2024	500.00		01/25	701-5691
Total OVERDRIVE INC (6567):					500.00			
PAPER TIGER SHREDDING (3905)								
PAPER TIGER SHREDDING	1	Invoice	PAPER SHREDDING	10/31/2024	70.00		01/25	201-5329
PAPER TIGER SHREDDING	1	Invoice	PAPER SHREDDING	12/31/2024	70.00		01/25	201-5329
Total PAPER TIGER SHREDDING (3905):					140.00			
PAVERS INC (3925)								
PAVERS INC	1	Invoice	COLD MIX ASPHALT	12/23/2024	712.29		01/25	401-5980
Total PAVERS INC (3925):					712.29			
PINNACLE BANK (3985)								
PINNACLE BANK	1	Invoice	TOM CC, MENARDS 5754	12/31/2024	137.45		01/25	701-5330
PINNACLE BANK	2	Invoice	TOM CC, MENARDS 5754	12/31/2024	145.80		01/25	501-5330
PINNACLE BANK	3	Invoice	TOM CC, UPS29SPRBJO	12/31/2024	54.52		01/25	002-9650
PINNACLE BANK	4	Invoice	TOM CC, BLACKHAWK S	12/31/2024	521.93		01/25	003-7201
PINNACLE BANK	5	Invoice	TOM CC, NE ARBORIST 7	12/31/2024	75.00		01/25	722-5400
PINNACLE BANK	6	Invoice	WENDY CC, SUPPLYHOU	12/31/2024	202.74		01/25	701-5330
PINNACLE BANK	7	Invoice	WENDY CC, SUPPLYHOU	12/31/2024	202.74		01/25	701-5330
PINNACLE BANK	8	Invoice	WENDY CC, NE JUDICIAL	12/31/2024	98.00		01/25	101-5400
Total PINNACLE BANK (3985):					1,438.18			
PO'S REPAIR (4035)								
PO'S REPAIR	1	Invoice	WELDING & ALUMINUM N	12/10/2024	80.00		01/25	303-5260
Total PO'S REPAIR (4035):					80.00			
PRESTO-X (4050)								
PRESTO-X	1	Invoice	PEST CONTROL-1945 FO	12/06/2024	84.58		01/25	201-5329
Total PRESTO-X (4050):					84.58			

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
QUADIENT FINANCE USA INC (5591)								
QUADIENT FINANCE USA INC	1	Invoice	POSTAGE #7900 0440 80	12/09/2024	300.00		01/25	701-9650
Total QUADIENT FINANCE USA INC (5591):					300.00			
QUADIENT INC (4095)								
QUADIENT INC	1	Invoice	POSTAGE SUPPLIES	12/05/2024	19.99		01/25	701-9650
Total QUADIENT INC (4095):					19.99			
QUALITY SOUND & COMMUNICATIONS INC (4120)								
QUALITY SOUND & COMMUNICATIONS INC	1	Invoice	QTRLY WATER CONTRA	12/01/2024	147.00		01/25	501-5750
Total QUALITY SOUND & COMMUNICATIONS INC (4120):					147.00			
QUILL LLC (4130)								
QUILL LLC	1	Invoice	OFFICE SUPPLIES	12/12/2024	11.43		01/25	701-9900
QUILL LLC	1	Invoice	OFFICE SUPPLIES	12/12/2024	143.85		01/25	701-9900
Total QUILL LLC (4130):					155.28			
RAMOS, ZORAIDA (4175)								
RAMOS, ZORAIDA	1	Invoice	MILEAGE	12/31/2024	57.08		01/25	701-9760
Total RAMOS, ZORAIDA (4175):					57.08			
RESCO (4280)								
RESCO	1	Invoice	CREE RUL SERIES LED 3	12/12/2024	2,461.76	1640	01/25	001-8071
RESCO	2	Invoice	CREE RUL SERIES LED 9	12/12/2024	1,471.49	1640	01/25	001-8071
Total RESCO (4280):					3,933.25			
SALINE CO 4-H COUNCIL (4415)								
SALINE CO 4-H COUNCIL	1	Invoice	2025 SALINE COUNTY FA	01/06/2025	100.00		01/25	101-6201
Total SALINE CO 4-H COUNCIL (4415):					100.00			
SALINE COUNTY AGING SERVICES (4430)								
SALINE COUNTY AGING SERVICES	1	Invoice	PROGRAM EXPENSE	12/11/2024	126.00		01/25	701-6210

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total SALINE COUNTY AGING SERVICES (4430):					126.00			
SALINE COUNTY TREASURER (4450)								
SALINE COUNTY TREASURER	1	Invoice	SPECIAL ASSMNT HELEN	12/31/2024	1,968.41		12/24	150-4915
Total SALINE COUNTY TREASURER (4450):					1,968.41			
SAPP BROS PETROLEUM (4505)								
SAPP BROS PETROLEUM	1	Invoice	PROPANE	12/11/2024	625.50	1683	01/25	003-7530
SAPP BROS PETROLEUM	1	Invoice	PROPANE SALES	12/10/2024	388.80		01/25	050-4215
SAPP BROS PETROLEUM	2	Invoice	SALES TAX	12/10/2024	21.38		01/25	050-4904
SAPP BROS PETROLEUM	1	Invoice	PROPANE	12/10/2024	250.68		01/25	050-7530
SAPP BROS PETROLEUM	1	Invoice	PROPANE SALES	12/31/2024	309.61		01/25	050-4215
SAPP BROS PETROLEUM	2	Invoice	SALES TAX	12/31/2024	17.03		01/25	050-4904
Total SAPP BROS PETROLEUM (4505):					1,613.00			
SEWARD COUNTY INDEPENDENT (4590)								
SEWARD COUNTY INDEPENDENT	1	Invoice	NOTICE	12/18/2024	11.82		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	FLOODPLAIN PROPOSAL	12/25/2024	52.84		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	SPANISH FLOODPLAIN P	12/25/2024	59.32		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ORDINANCE 2229	12/25/2024	8.18		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ORDINANCE 2228	12/25/2024	9.09		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	ORDINANCE 2227	12/25/2024	12.73		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	PROCEEDINGS	12/25/2024	125.45		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	CITY COUNCIL	01/01/2025	11.82		01/25	101-5390
SEWARD COUNTY INDEPENDENT	1	Invoice	AIRPORT	01/01/2025	12.73		01/25	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):					303.98			
SID DILLON FORD (4635)								
SID DILLON FORD	1	Invoice	VEHICLE REPAIR - UNIT	12/12/2024	2,293.02		01/25	001-8460
Total SID DILLON FORD (4635):					2,293.02			
SONIA LEYVA SIGALA (6780)								
SONIA LEYVA SIGALA	1	Invoice	CONSUMER DEPOSIT RE	01/07/2025	11.94		01/25	001-3500
Total SONIA LEYVA SIGALA (6780):					11.94			

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
SPARQ DATA SOLUTIONS (4725)								
SPARQ DATA SOLUTIONS	1	Invoice	SUBSCRIPTION 4/1/25-3/	12/15/2024	4,100.00		01/25	101-5750
Total SPARQ DATA SOLUTIONS (4725):					4,100.00			
SUMMIT FIRE PROTECTION (6202)								
SUMMIT FIRE PROTECTION	1	Invoice	FIRE EXTINGUISHER AN	07/31/2024	118.78		01/25	001-7220
SUMMIT FIRE PROTECTION	2	Invoice	FIRE EXTINGUISHER AN	07/31/2024	47.51		01/25	002-7220
SUMMIT FIRE PROTECTION	3	Invoice	FIRE EXTINGUISHER AN	07/31/2024	71.28		01/25	003-7220
SUMMIT FIRE PROTECTION	4	Invoice	FIRE EXTINGUISHER AN	07/31/2024	71.27		01/25	501-5330
SUMMIT FIRE PROTECTION	5	Invoice	FIRE EXTINGUISHER AN	07/31/2024	216.21		01/25	401-5330
SUMMIT FIRE PROTECTION	6	Invoice	FIRE EXTINGUISHER AN	07/31/2024	1,089.43		01/25	201-5329
SUMMIT FIRE PROTECTION	7	Invoice	FIRE EXTINGUISHER AN	07/31/2024	39.59		01/25	522-5330
SUMMIT FIRE PROTECTION	8	Invoice	FIRE EXTINGUISHER AN	07/31/2024	23.76		01/25	701-5330
SUMMIT FIRE PROTECTION	9	Invoice	FIRE EXTINGUISHER AN	07/31/2024	15.83		01/25	502-5330
SUMMIT FIRE PROTECTION	10	Invoice	FIRE EXTINGUISHER AN	07/31/2024	15.84		01/25	601-5330
Total SUMMIT FIRE PROTECTION (6202):					1,709.50			
SW FIREFIGHTING FOAM & EQUIPMENT INC (5831)								
SW FIREFIGHTING FOAM & EQUIPMENT INC	1	Invoice	FIRE EQUIP FOAM	12/17/2024	1,986.24		01/25	303-5262
Total SW FIREFIGHTING FOAM & EQUIPMENT INC (5831):					1,986.24			
TOTAL BACKFLOW RESOURCE (6775)								
TOTAL BACKFLOW RESOURCE	1	Invoice	BACKFLOW DEVICE CALI	12/22/2024	120.00		01/25	002-8100
TOTAL BACKFLOW RESOURCE (6775):					120.00			
U.S. BANK (5170)								
U.S. BANK	1	Invoice	TOM CC, GALLERY COLL	12/23/2024	99.60		01/25	001-9900
U.S. BANK	2	Invoice	TOM CC, GALLERY COLL	12/23/2024	99.60		01/25	002-9900
U.S. BANK	3	Invoice	TOM CC, GALLERY COLL	12/23/2024	99.60		01/25	003-9900
U.S. BANK	4	Invoice	TOM CC, GALLERY COLL	12/23/2024	99.59		01/25	401-9900
U.S. BANK	5	Invoice	TOM CC, NE DEPT OF EN	12/23/2024	40.00		01/25	522-9760
U.S. BANK	6	Invoice	TOM CC, PACERS HEALT	12/23/2024	149.95		01/25	101-5163
U.S. BANK	7	Invoice	TOM CC, PACERS HEALT	12/23/2024	29.99		01/25	401-5163
U.S. BANK	8	Invoice	TOM CC, CANVA 04362-5	12/23/2024	14.99		01/25	101-6050
U.S. BANK	9	Invoice	TOM CC, UNL PESTICIDE	12/23/2024	190.00		01/25	401-9760

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
Total U.S. BANK (5170):					823.32			
UPS (5240)								
UPS	1	Invoice	POSTAGE	12/14/2024	10.83		01/25	003-9650
UPS	1	Invoice	POSTAGE	12/28/2024	11.59		01/25	003-9650
Total UPS (5240):					22.42			
UTILITY ASSOCIATES INC (6320)								
UTILITY ASSOCIATES INC	1	Invoice	ADD'L MEDIA CONTROLL	10/14/2024	184.28		01/25	531-6477
Total UTILITY ASSOCIATES INC (6320):					184.28			
VERIZON WIRELESS (5295)								
VERIZON WIRELESS	1	Invoice	TABLET	12/01/2024	20.74		01/25	001-9920
VERIZON WIRELESS	2	Invoice	TABLET	12/01/2024	20.74		01/25	002-9920
VERIZON WIRELESS	3	Invoice	TABLET	12/01/2024	20.74		01/25	003-9920
VERIZON WIRELESS	4	Invoice	TABLET	12/01/2024	20.73		01/25	401-9920
VERIZON WIRELESS	5	Invoice	CELL PHONE	12/01/2024	47.71		01/25	101-5452
VERIZON WIRELESS	6	Invoice	CELL PHONE	12/01/2024	42.94		01/25	101-6201
VERIZON WIRELESS	7	Invoice	CELL PHONE	12/01/2024	47.72		01/25	201-5220
VERIZON WIRELESS	8	Invoice	CELL PHONE	12/01/2024	142.33		01/25	001-9660
VERIZON WIRELESS	9	Invoice	CELL PHONE	12/01/2024	159.43		01/25	002-9660
VERIZON WIRELESS	10	Invoice	CELL PHONE	12/01/2024	90.65		01/25	003-9660
VERIZON WIRELESS	11	Invoice	CELL PHONE	12/01/2024	73.55		01/25	401-7530
VERIZON WIRELESS	12	Invoice	CELL PHONE	12/01/2024	124.80		01/25	301-7530
VERIZON WIRELESS	13	Invoice	CELL PHONE	12/01/2024	121.26		01/25	721-8500
VERIZON WIRELESS	14	Invoice	CELL PHONE	12/01/2024	171.76		01/25	101-7530
VERIZON WIRELESS	15	Invoice	CELL PHONE	12/01/2024	77.52		01/25	302-7530
VERIZON WIRELESS	16	Invoice	CELL PHONE	12/01/2024	42.94		01/25	050-5220
VERIZON WIRELESS	1	Invoice	WIRELESS MODEMS	01/01/2025	329.10		01/25	201-5220
Total VERIZON WIRELESS (5295):					1,554.66			
WASTE CONNECTIONS OF NEBRASKA (5360)								
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	1945 FOREST AVE	01/01/2025	60.14		01/25	201-5329
WASTE CONNECTIONS OF NEBRASKA	2	Invoice	243 E 13TH ST	01/01/2025	208.63		01/25	501-7530
WASTE CONNECTIONS OF NEBRASKA	3	Invoice	1420 MAIN AVE	01/01/2025	21.49		01/25	502-7530
WASTE CONNECTIONS OF NEBRASKA	4	Invoice	320 W 9TH ST	01/01/2025	30.07		01/25	001-8000
WASTE CONNECTIONS OF NEBRASKA	5	Invoice	320 W 9TH ST	01/01/2025	30.07		01/25	002-8000

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
WASTE CONNECTIONS OF NEBRASKA	6	Invoice	100 S MAIN AVE	01/01/2025	157.42		01/25	003-7530
WASTE CONNECTIONS OF NEBRASKA	7	Invoice	1440 LINDEN	01/01/2025	78.63		01/25	001-7220
WASTE CONNECTIONS OF NEBRASKA	8	Invoice	5TH FOREST AVE	01/01/2025	.00		00/00	522-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	2429 CO RD F	01/01/2025	96.71		01/25	050-7530
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	1515 FOREST	01/01/2025	94.83		01/25	701-5330
WASTE CONNECTIONS OF NEBRASKA	1	Invoice	TUXEDO PARK	01/01/2025	237.66		01/25	521-7530
Total WASTE CONNECTIONS OF NEBRASKA (5360):					1,015.65			
WINDSTREAM (5465)								
WINDSTREAM	1	Invoice	092221765 LIBRARY	12/23/2024	121.91		01/25	701-5790
Total WINDSTREAM (5465):					121.91			
XPRESS BILL PAY (ACH) (5606)								
XPRESS BILL PAY (ACH)	1	Invoice	ONLINE PMT FEE	12/31/2024	341.55		01/25	003-9926
XPRESS BILL PAY (ACH)	2	Invoice	ONLINE PMT FEE	12/31/2024	341.55		01/25	002-9926
XPRESS BILL PAY (ACH)	3	Invoice	ONLINE PMT FEE	12/31/2024	341.56		01/25	001-9926
Total XPRESS BILL PAY (ACH) (5606):					1,024.66			
Grand Totals:					263,379.57			

Report GL Period Summary

GL Period	Amount
12/24	3,252.19
01/25	260,127.38
00/00	.00
Grand Totals:	263,379.57

Vendor number hash: 613478
 Vendor number hash - split: 1076630
 Total number of invoices: 166
 Total number of transactions: 322

<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	263,379.57	.00	263,379.57
Grand Totals:	<u>263,379.57</u>	<u>.00</u>	<u>263,379.57</u>

Report Criteria:

Vendor.Vendor number = 0-1059,1061-99999999

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

November 18, 2024

City of Crete
243 E 13th St.
PO Box 86
Crete, NE 68333

RE: Maintenance Agreement Renewal

Dear City Clerk:

Please execute the enclosed Maintenance Agreement and Certificate of Compliance and return all original forms to our office asap.

When we have all signatures required, an original of the fully signed Maintenance Agreement will be returned to you.

Please return the signed forms to the address below:

Nebraska Department of Transportation
Attn: Katy Ambriz
302 Superior St
Lincoln, NE 68521

If you have any questions, please call Bob Rankin at (402) 471-0850, Ext. 1225.

Sincerely,

Katy Ambriz,
NDOT – 302 Superior St, Lincoln
kathryn.ambriz@nebraska.gov
402-471-0850 ext. 1488

Vicki Kramer, Director
Department of Transportation

District 1 Headquarters
302 Superior Street
Lincoln, NE 68521-2481

dot.nebraska.gov

OFFICE 402-471-0850 FAX 402-471-3401
NDOT.ContactUs@nebraska.gov

AGREEMENT RENEWAL

Maintenance Agreement No. 57
Maintenance Agreement between the Nebraska Department of Transportation and the
Municipality of Crete
Municipal Extensions in Crete

We hereby agree that Maintenance Agreement No. 57 described above be renewed for the period January 1, 2025 to December 31, 2025.

All terms and attachments to remain in effect as per the original agreement with revised rates per Attachment B attached hereto.

In witness whereof, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates indicated below.

Executed by the City this _____ day of _____, 202 .

ATTEST: City of _____ Crete _____

City Clerk/Witness

Mayor/Designee

Executed by the State this _____ day of _____, 202 .

ATTEST: State of Nebraska

District Engineer, Department of Transportation

MAINTENANCE OPERATION AND RESPONSIBILITY
Municipal extensions and connecting links
(Streets Designated Part of the State Highway System excluding Freeways)

Maintenance Responsibility
 Neb. Rev. Stat. § 39-2105

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities	2 nd Class Cities & Villages
Surface maintenance of the traveled way equivalent to the design of the rural highway leading into municipality.	Department	Department	Department	Department
Surface maintenance of the roadway exceeding the design of the rural highway leading into the municipality including shoulders and auxiliary lanes.	City	City	City	City
Surface maintenance on parking lanes.	City	City	City	Department
Maintenance of roadway appurtenances <i>(including, but not limited to, sidewalks, storm sewers, guardrails, handrails, steps, curb or grate inlets, driveways, fire plugs, or retaining walls)</i>	City	City	City	City or Village
Mowing of the right-of-way, right-of-way maintenance and snow removal.	City	City	City	City or Village
Bridges from abutment to abutment, except appurtenances.	Department	Department	Department	Department

Maintenance Responsibility
 Neb. Rev. Stat. § 60-6, 120 & § 60-6, 121

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities > 40,000	1 st Class Cities < 40,000	2 nd Class Cities
Pavement markings limited to lane lines, centerline, No passing lines, and edge lines on all connecting links except state maintained freeways	City	City	City	Department	Department
Miscellaneous pavement marking, including angle and parallel parking lanes, pedestrian crosswalks, school crossings, etc.	City	City	City	City	City
Maintenance and associated power costs of traffic signals and roadway lighting as referred to in original project agreement.					
Procurement, installation and maintenance of guide and route marker signs	City	City	City	Department	Department
Procurement, installation and maintenance of regulatory and warning signs.	City	City	City	Department	Department



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

City Maintenance Agreement

Attachment B

City of: Crete

Date: 11/18/24

Surface Maintenance

From Attachment "C", it is determined that the State's responsibility for surface maintenance within the City limits is 10.46 lane miles. Pursuant to Sections 1a, 8a, 8d of the Agreement and to Attachment "C" made part of this Agreement through reference, the State agrees to pay to the City the sum of \$2,030.00 per lane mile for performing the surface maintenance on those lanes listed on Attachment "C".

Amount due the City for surface maintenance:
 10.46 lane miles x \$2,030.00 per lane mile = \$21,233.80.

Snow Removal

From Attachment "A", it is determined that snow removal within City limits is the responsibility of the City. Pursuant to Section 8d of the Agreement and to Attachment "C" made a part of this Agreement through reference, the City agrees to pay to the State the sum of \$ _____ per lane mile for performing snow removal on those lanes listed on Attachment "C".

Amount due the State for snow removal:
 _____ lane miles x \$ _____ per lane mile = \$ _____

Other (Explain)

**STATE OF NEBRASKA
DEPARTMENT OF TRANSPORTATION**

**RESPONSIBILITY FOR SURFACE MAINTENANCE
OF MUNICIPAL EXTENSIONS**

**NEBRASKA REVISED STATUTE 39-1339
AND NEBRASKA REVISED STATUE 39-2105**

Description	Hwy No.	Beginning R.P.	End R.P.	Length (MI)	Driving Lanes Total	Lane Miles Total	State	City
West City Limits to Pine Ave	33	9.47	10.8	1.33	2	2.66	2.66	0
Pine Ave to East City Limits	33	10.8	13.29	2.49	3	7.47	4.98	2.49
South City Limits to Beginning of One-Way Cutoff	103	41.29	42.62	1.33	2	2.66	2.66	0
One-Way Cutoff to N-33 Jct	103	42.62	42.7	0.08	3	0.24	0.16	0.08
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
Total Lane Miles				5.23		13.03	10.46	2.57



AGREEMENT RENEWAL

Maintenance Agreement No. 57
Maintenance Agreement between the Nebraska Department of Transportation and the
Municipality of Crete
Municipal Extensions in Crete

We hereby agree that Maintenance Agreement No. 57 described above be renewed for the period January 1, 2025 to December 31, 2025.

All terms and attachments to remain in effect as per the original agreement with revised rates per Attachment B attached hereto.

In witness whereof, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates indicated below.

Executed by the City this _____ day of _____, 202 .

ATTEST: City of _____ Crete _____

City Clerk/Witness

Mayor/Designee

Executed by the State this _____ day of _____, 202 .

ATTEST: State of Nebraska

District Engineer, Department of Transportation

MAINTENANCE OPERATION AND RESPONSIBILITY
Municipal extensions and connecting links
(Streets Designated Part of the State Highway System excluding Freeways)

Maintenance Responsibility
 Neb. Rev. Stat. § 39-2105

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities	2 nd Class Cities & Villages
Surface maintenance of the traveled way equivalent to the design of the rural highway leading into municipality.	Department	Department	Department	Department
Surface maintenance of the roadway exceeding the design of the rural highway leading into the municipality including shoulders and auxiliary lanes.	City	City	City	City
Surface maintenance on parking lanes.	City	City	City	Department
Maintenance of roadway appurtenances <i>(including, but not limited to, sidewalks, storm sewers, guardrails, handrails, steps, curb or grate inlets, driveways, fire plugs, or retaining walls)</i>	City	City	City	City or Village
Mowing of the right-of-way, right-of-way maintenance and snow removal.	City	City	City	City or Village
Bridges from abutment to abutment, except appurtenances.	Department	Department	Department	Department

Maintenance Responsibility
 Neb. Rev. Stat. § 60-6, 120 & § 60-6, 121

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities > 40,000	1 st Class Cities < 40,000	2 nd Class Cities
Pavement markings limited to lane lines, centerline, No passing lines, and edge lines on all connecting links except state maintained freeways	City	City	City	Department	Department
Miscellaneous pavement marking, including angle and parallel parking lanes, pedestrian crosswalks, school crossings, etc.	City	City	City	City	City
Maintenance and associated power costs of traffic signals and roadway lighting as referred to in original project agreement.					
Procurement, installation and maintenance of guide and route marker signs	City	City	City	Department	Department
Procurement, installation and maintenance of regulatory and warning signs.	City	City	City	Department	Department



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

City Maintenance Agreement

Attachment B

City of: Crete

Date: 11/18/24

Surface Maintenance

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Amount due the City for surface maintenance:
 10.46 lane miles x \$2,030.00 per lane mile = \$21,233.80.

Snow Removal

From Attachment "A", it is determined that snow removal within City limits is the responsibility of the City. Pursuant to Section 8d of the Agreement and to Attachment "C" made a part of this Agreement through reference, the City agrees to pay to the State the sum of \$ _____ per lane mile for performing snow removal on those lanes listed on Attachment "C".

Amount due the State for snow removal:
 _____ lane miles x \$ _____ per lane mile = \$ _____

Other (Explain)

**STATE OF NEBRASKA
DEPARTMENT OF TRANSPORTATION**

**RESPONSIBILITY FOR SURFACE MAINTENANCE
OF MUNICIPAL EXTENSIONS**

**NEBRASKA REVISED STATUTE 39-1339
AND NEBRASKA REVISED STATUE 39-2105**

Description	Hwy No.	Beginning R.P.	End R.P.	Length (MI)	Driving Lanes Total	Lane Miles Total	State	City
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				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
				0		0		
Total Lane Miles				5.23		13.03	10.46	2.57

CERTIFICATE OF COMPLIANCE

Maintenance Agreement No. 57 QE 2207 Supp 2
Maintenance Agreement between the Nebraska Department of Transportation and the
Municipality of Crete
Municipal Extensions in Crete

We hereby certify that all roadway surface maintenance has been accomplished as per terms of the Maintenance Agreement specified above.

As per Section 8d of the Agreement, we are submitting this certificate to District Engineer Brandon Varilek, Department of Transportation, Lincoln, Nebraska.

ATTEST: _____ day of _____, 202 .

City Clerk *Mayor/Designee*

I hereby certify that all roadway surface maintenance was performed as per the above listed agreement and payment for the same should be made.

District Engineer, Department of Transportation

For Office Use Only	
Agreement No.:	_____
Pay/Bill Code:	_____
Contractor No.:	_____
Amount:	\$ _____

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Attachment "A"

MAINTENANCE OPERATION AND RESPONSIBILITY
Municipal extensions and connecting links
(Streets Designated Part of the State Highway System excluding Freeways)

Maintenance Responsibility
 Neb. Rev. Stat. § 39-2105

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities	2 nd Class Cities & Villages
Surface maintenance of the traveled way equivalent to the design of the rural highway leading into municipality.	Department	Department	Department	Department
Surface maintenance of the roadway exceeding the design of the rural highway leading into the municipality including shoulders and auxiliary lanes.	City	City	City	City
Surface maintenance on parking lanes.	City	City	City	Department
Maintenance of roadway appurtenances <i>(including, but not limited to, sidewalks, storm sewers, guardrails, handrails, steps, curb or grate inlets, driveways, fire plugs, or retaining walls)</i>	City	City	City	City or Village
Mowing of the right-of-way, right-of-way maintenance and snow removal.	City	City	City	City or Village
Bridges from abutment to abutment, except appurtenances.	Department	Department	Department	Department

Maintenance Responsibility
 Neb. Rev. Stat. § 60-6, 120 & § 60-6, 121

<u>Maintenance Operation</u> Neb. Rev. Stat. § 39-1339	Metropolitan Cities (Omaha)	Primary Cities (Lincoln)	1 st Class Cities > 40,000	1 st Class Cities < 40,000	2 nd Class Cities
Pavement markings limited to lane lines, centerline, No passing lines, and edge lines on all connecting links except state maintained freeways	City	City	City	Department	Department
Miscellaneous pavement marking, including angle and parallel parking lanes, pedestrian crosswalks, school crossings, etc.	City	City	City	City	City
Maintenance and associated power costs of traffic signals and roadway lighting as referred to in original project agreement.					
Procurement, installation and maintenance of guide and route marker signs	City	City	City	Department	Department
Procurement, installation and maintenance of regulatory and warning signs.	City	City	City	Department	Department

NEBRASKA

Good Life Great Journey

DEPARTMENT OF TRANSPORTATION

City Maintenance Agreement

Attachment B

City of: Crete

Date: 11/17/23

Surface Maintenance

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Amount due the City for surface maintenance:

10.46 lane miles x \$2,100.00 per lane mile = \$21,966.00.

Snow Removal

From Attachment "A", it is determined that snow removal within City limits is the responsibility of the City. Pursuant to Section 8d of the Agreement and to Attachment "C" made a part of this Agreement through reference, the City agrees to pay to the State the sum of \$ _____ per lane mile for performing snow removal on those lanes listed on Attachment "C".

Amount due the State for snow removal:

_____ lane miles x \$ _____ per lane mile = \$ _____

Other (Explain)

CITY OF CRETE, NEBRASKA PROCUREMENT PROCEDURES AND CODE OF CONDUCT

The City of Crete, Nebraska will in all cases of procurement for professional services, construction services and materials needed for Community Development Block Grant (CDBG) Programs adhere to Code of Federal Regulation 2 C.F.R. Section 200.320 or current state statutes; in all cases the stricter shall apply. The City is responsible for understanding and complying with federal or state requirements located within the original source. The following procedures summarize said laws and regulations.

A. Procurement shall be made by one of the following methods:

- 1) Micro Purchase Procedures [2 C.F.R. Section 200.320 (a)(1)] – This method will generally be used to obtain very small quantities of supplies. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see 2 C.F.R. Section 200.1), currently set at \$10,000 except as otherwise discussed in the regulation set at 48 C.F.R. part 2, subpart 2.1. To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.
- 2) Small Purchase Procedures [2 C.F.R. Section 200.320 (a)(2)] – This method will generally be used to obtain small quantities of supplies. Procurement by small purchase is the acquisition of property or services, the aggregate dollar amount of which is higher than the micropurchase threshold but does not exceed the simplified acquisition threshold (see 2 C.F.R. Section 200.1) currently set at \$250,000, except as otherwise discussed in the regulation set at 48 C.F.R. part 2, subpart 2.1. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.
- 3) Sealed Bids [2 C.F.R. Section 200.320 (b)(1)] - This method will generally be used to obtain contractors for construction projects and for large quantities of goods or materials. Procurement by sealed bids is a procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

- 4) **Proposals [2 C.F.R. Section 200.320 (b)(2)] - This method will generally be used to obtain professional services.** Procurement by proposal is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. This method has two subparts—the Request for Proposal and the Request for Qualifications. Page 2 of 4 CDBG Procurement Procedures & Code of Conduct Revised October 2021

Request for Proposals – Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered.

Request for Qualifications - The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering professional services whereby offeror’s qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of architectural/engineering professional services. It cannot be used to purchase other types of services though architectural/engineering firms that are a potential source to perform the proposed effort.

- 5) **Non-Competitive Procurement [2 C.F.R. Section 200.320 (c)] – This method will only be used after approval from the Department of Economic Development.** When requesting permission to use this method, the non-Federal entity will have to show that another method of procurement was not feasible because: it is the acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, the item or service is only available from a single source; a public exigency or emergency for the requirement will not permit a delay from publicizing a competitive solicitation; or after a solicitation of a number of sources, competition is determined to be inadequate.

- B. The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals **[2 C.F.R. Section 200.324(a)].**

The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used **[2 C.F.R. Section 200.324(d)]**.

- C. The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the cost or price **[2 C.F.R. Section 200.318(i)]**.
- D. The following contract provisions or conditions shall be included in all procurement contracts and subcontracts:

General Administrative Provisions

- Effective date of the contract.
- Names and addresses of the firm and the non-Federal entity.
- Citation of the authority of the non-Federal entity under which the contract is entered into and the source of the funds.
- Conditions and terms under which the contract may be terminated by either party for cause and for convenience and remedies for violation/breach of contract. Page 3 of 4 CDBG Procurement Procedures & Code of Conduct Revised October 2021
- Procedures for amending or revising the contract.
- Names of representatives of the non-Federal entity and contractor who will act as a liaison for administration of the contract.
- A clause prohibiting a transfer of any interest in the contract by the contractor.
- Provisions requiring the contractor to maintain records and furnish reports.

Scope of Services

- Detailed description of the extent and character of the work to be performed.
- Time for performance and completion of contract services, including project milestones, if any.
- Specification of materials or other services to be provided (i.e. maps, reports, etc.)

Method of Compensation

- Provisions for compensation for services including fee and or payment schedules and specification of maximum amount payable under the contract.

Federal Standard Provisions

- Compliance with Executive Order 11246, as amended (Required for service contractors only if the contractor has 50 or more employees and the contract is for more than \$50,000)
- Title VI of the Civil Rights Act of 1964 clause
- Section 109 of the Housing and Community Development Act of 1974 clause
- Section 3 of the Housing and Urban Development Act of 1968
- Access to Records/Maintenance of Records clause

- Age Discrimination Act of 1975, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- Conflict of Interest 2 CFR §200.318
- When required, all construction contracts exceeding \$2,000 shall include provisions for compliance with the Davis-Bacon Act (DBA), the Contract Work Hours and Safety Standards Act (CWHSSA), The Copeland Act (Anti-Kickback Act) clause, and the Fair Labor Standards Act (FLSA) clause.

This Code of Conduct shall govern the performance of the elected or appointed officials or members of any board or commission employees or agents of the City of Crete engaged in the award and administration of contracts supported by Federal funds under the Community Development Block Grant.

- I. The provisions and requirements of the Conflicts of Interest, at subpart (d) of the Nebraska Political Accountability and Disclosure Act [such subpart (d) encompassing Sections 49-1493 through 49-14,104 of the Nebraska Revised Statutes], are incorporated in this Code of Conduct by this reference. The provisions and requirements of 2 C.F.R. Section 200.112 are also incorporated in this Code of Conduct by this reference. The requirements of these Nebraska state statutes and federal regulations will be adhered to, and in the event of a conflict in the requirements of any of such state and federal requirements, the stricter of any conflicting provisions will be adhered to.
- II. No employee, officer, or agent of the municipality may participate in the selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract **[2 C.F.R Section 200.318(c)(1)]**.
- III. The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts **[2 C.F.R Section 200.318(c)(1)]**.
- IV. Violations of this Code of Conduct will invoke penalties and sanctions consistent with applicable Federal and State laws.

Signature of Chief Elected Official
David Bauer, Mayor

Date of Adoption



EXCESSIVE FORCE CERTIFICATION

On this 7th day of January, 2025, the Mayor, David Bauer, of the City of Crete does hereby certify to the Nebraska Department of Economic Development that the City of Crete has adopted a policy of enforcing applicable State and local laws against the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations.

(Chief Elected Official Signature)



AUTHORIZATION TO REQUEST FUNDS

This document certifies that the individuals listed below are authorized to request program funds from the Nebraska Department of Economic Development and that the signatures appearing below are the true signatures of the aforementioned individuals.

PROGRAM <small>SELECT EACH PROGRAM FOR WHICH ENTITY HAS FUNDING.</small>	PROJECT/GRANT NUMBER(S) <small>LIST ALL PROJECT/GRANT NUMBER(S) BELOW.</small>
<input checked="" type="checkbox"/> Community Development Block Grant	24DTR001, 24PW1004
<input type="checkbox"/> HOME Investment Partnerships Program
<input type="checkbox"/> HOME-ARP
<input type="checkbox"/> Middle Income Workforce Housing Fund
<input type="checkbox"/> National Housing Trust Fund
<input type="checkbox"/> Nebraska Affordable Housing Trust Fund
<input type="checkbox"/> Pandemic Relief Housing
<input type="checkbox"/> Rural Workforce Housing Fund
<input type="checkbox"/> Rural Workforce Housing Land Development

THIS FORM MUST APPEAR ON OFFICIAL LETTERHEAD OR BE NOTARIZED ON THE NEXT PAGE. ALL SIGNATURES MUST BE WRITTEN IN **BLUE** INK.

SIGNATURE OF AUTHORIZED INDIVIDUAL 1

PRINTED NAME

TITLE

EMAIL

DATE

SIGNATURE OF AUTHORIZED INDIVIDUAL 2

PRINTED NAME

TITLE

EMAIL

DATE



January 7, 2025

Lisa Heineman, CDBG Program Manager
Department of Economic Development
245 Fallbrook Blvd, Suite 002
Lincoln, Nebraska 68521

**Re: City of Crete, NE
CDBG Grant #24PWI004**

Dear Ms. Heineman:

I certify that the City of Crete is a member of the Southeast Nebraska Development District (SEND) and has contracted with them to be the grant administrator for the CDBG Grant #24PWI004 project. Initially, James Owens, Community Development Specialist, will be the SEND CDBG Certified Administrator assigned to this project, and will also serve as the recipient grant manager. Mr. Owens's certification is valid until December 31, 2026.

Any changes that are made in grant administrators will be reflected in the Subrecipient Information form within AmpliFund. Please contact myself, or Mr. Owens, should you have any questions regarding this matter.

Sincerely,

David Bauer
Mayor

NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT

City of Crete

24PW1004

CDBG Subrecipient

CDBG Number

243 East 13th Street

Address

Crete

NE 68333

City

State Zip Code

Nancy Tellez

402-826-4312

Contact Person

Telephone

FINANCIAL MANAGEMENT CERTIFICATION

Check "Yes" or "No" in the column to the left to indicate if your financial management system complies with these statements:

1. Does the financial management system provide for:

- YES NO (a) proper recording and accounting for all CDBG receipts? (b) control over and accountability for all funds, property, and other assets? (c) records that identify the source and use of funds? (d) the expenditure of CDBG funds within five days of the receipt of funds? (e) the application of program income to the CDBG fund? (f) the disbursing of program income prior to making additional drawdowns? (g) accounting records that are supported by source documents? (h) a comparison of actual expenditures with amounts budgeted for activities within the grant? (i) audits to be conducted in accordance with 2 CFR Part 200, Subpart F? (j) audits of non-profit subrecipients to be conducted in accordance with 2 CFR Part 200, Subpart F?

2. Are the individuals who are responsible for the financial management of the CDBG:

- YES NO a) familiar with 2 CFR Part 200, Subpart E Treasury Circular 1075 (31 CFR Part 205)? (b) aware that failure to comply these regulations will result in audit findings and the repayment of ineligible costs to the Department of Economic Development?

I certify that the above responses are an accurate indication of the status of the financial management system which will be used for the Community Development Block Grant Funds.

SIGNATURE OF MAYOR/CHAIRPERSON

David Bauer

TYPED NAME

January 7, 2025

DATE

Exhibit Q: Local Cost Share



LOCAL COST SHARE

On September 3, 2024 during the regular meeting of the City Council, the City of Crete approved committing a minimum of \$208,450 of City funds as a match to the \$450,000 proposed CDBG funded activities as part of the Public Works Infrastructure: North Crete Street Improvements project. The total cost of the project is estimated to be \$658,450. Funding will also include \$25,000 in CDBG funds for General Administration activities, and \$5,000 in CDBG funds for Construction Management activities, the resulting project budget is \$688,450.

The non-CDBG match will come from the City's general fund, and are unobligated and readily available. These funds will provide the necessary local cost share for the project.

The city may pursue or use other funding sources to offset the burden to city funds, but will contribute no less than \$208,450 as a pro-rata match to CDBG funds drawn for Street Improvement (03K) expenses up to the full award amount.

Chief Elected Official: Dave Bauer, Mayor

Date

STATE OF NEBRASKA W-9 & ACH ENROLLMENT FORM

PLEASE SUBMIT FORM TO INVOICED AGENCY

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following boxes:

- Individual Sole proprietor C Corporation S Corporation Partnership Trust/Estate
 Non-Profit Entity Government (Local, State or Federal)
 Limited Liability Company. Enter the tax classification (C = C Corporation, S = S Corporation, P = Partnership) ____
 Other (see instructions) _____

Note: Enter the owner's name on line 1 and mark the appropriate federal tax classification box for disregarded entities.

4 Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____

5 Address: _____ Remit Address (if different): _____

6 City, state, and ZIP code _____ City, state, and ZIP code _____

Taxpayer Identification Number (TIN):

Social Security Number (SSN): _____ OR Employer Identification Number (EIN): _____

Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding due to failure to report interest and dividend income, and
3. I am a U.S. citizen or other U.S. person (defined in the instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

For additional instructions please refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf> to obtain a copy of the IRS Form W-9 General Instructions.

Signature of US Person: _____ Date: _____

Printed Name: _____ Contact Phone: _____

Comments or Business/Entity Notes: _____

ACH Enrollment: (Rev. December 2014) Initial Setup Change Close Account

This information is REQUIRED to process ACH payments. Without this information, your payment may be delayed.

Financial Institution Name:	Nine Digit Routing Number:	Prior Routing Number: *	<input type="checkbox"/> Check here if the bank is outside of the United States.
Address:	Depositor Account Number:	Prior Account Number: *	<input type="checkbox"/> Check here if our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country
City, state and ZIP code:	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	* Prior ACH instructions are required to be completed if changing/updating your ACH instructions with the State of Nebraska.	

This account will be used for all payments by the State of Nebraska unless specified here: _____

E-mail: _____

(Used for ACH payment notifications.)

Authorized Individual or Entity Signature:	Attachment Required! (Select and attach one of the following items for verification):
Printed Name:	<input type="checkbox"/> Blank check (voided) or <input type="checkbox"/> Photocopy of a cleared check
Title:	<input type="checkbox"/> Letter or statement from your financial institution
Date	<input type="checkbox"/> Vendor invoice or letter which contains printed ACH instructions

Internal Use Only:

CDBG INTERNAL CONTROL AND FINANCIAL MANAGEMENT FORM - NEW PROJECT

This form should be completed as part of the Special Conditions process, prior to any funds being drawn for the grant. Please answer the following questions to the best of your knowledge; should the internal control or financial management processes change throughout the course of the grant, please reach out to SENDD to have this form updated.

1. Internal Controls

- a) Identify the procedures and processes that will be used to review and approve invoices or billings for payment:

- b) Identify all individuals who will be responsible for processing payments. Include full name and title:

2. Financial Management

- a) Will funds from the State of Nebraska be wired electronically ACH to the local government's designated account? If yes, please complete the attached W-9 & ACH Enrollment Form.
 Yes No
- b) Will accounts used to hold CDBG funds be interest-bearing? Please note that funds deposited into an interest-bearing account must be transferred immediately (1-3 business days) to a non-interest-bearing account in order to be in accordance with CDBG regulations.
 Yes No
- c) Advancement or Reimbursement: which of the following procedures does the Local Unit of Government plan to follow regarding paying invoices?
 The Local Unit of Government has enough funds on hand and plans to pay all invoices immediately, prior to requesting funds from DED (reimbursement).
 The Local Unit of Government plans to request funds from DED prior to paying invoices (advancement). Only Public Works and Public Planning projects are eligible for advancement. Please note that advanced funds (funds received from DED prior to paying invoices) must be disbursed to the vendor and cleared of the Local Unit of Government's account within 5 business days of receipt in order to be in accordance with CDBG regulations.
- d) Will financial records be reconciled?
 Yes No
i. Who will perform the reconciliation? Include full name and title:

ii. How often will the reconciliation occur?

- e) Does the Local Unit of Government track expenses on an accrual-basis or cash-basis?
 Accrual-basis: the Local Unit of Government accounts for revenue and expenses when they are earned/accrued.
 Cash-basis: the Local Unit of Governments accounts for revenue and expenses when they are received/expended.
- f) Prior to implementing the project, does the Local Unit of Government have Program Income on hand?
 Yes No
i. If the answer is yes, please provide a copy of the Re-use Plan and Program Guidelines from the project generating Program Income.



ii. Will the Program Income be invested/applied to this project? _____

g) Will this specific grant generate Program Income?

Yes No

i. If yes, how will Program Income be generated? _____

3. Acknowledgment of Compliance with Federal Internal Control Standards

I, as the Chief Elected Official of _____ (the recipient or subrecipient of Federal funds), acknowledge compliance with the following Federal Internal Control Standards, as established in 2 CFR 200.303 (eff. October 1, 2024):

The recipient and subrecipient must:

- (a) Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should align with the guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control-Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.
- (c) Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified.
- (e) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Signed:

Chief Elected Official Signature

Chief Elected Official Printed Name, Title

Date



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ECONOMIC DEVELOPMENT

301 Centennial Mall South
P.O. Box 94666
Lincoln, Nebraska 68509-4666 USA

Phone (402) 471-3111
Toll Free (800) 426-6505
Fax (402) 471-3778
Statewide Relay (800) 833-0920 (voice)
www.neded.org

MEMORANDUM

DATE: September 28, 2010
TO: All CDBG, HOME and NAHTF Grantees and Administrators
FROM: Lara Huskey, Director, Community and Rural Development Division
RE: **Contract Special Condition: Affirmatively Further Fair Housing Action**

As recipient of funds in the Nebraska Department of Economic Development (DED) Community Development Block Grant, Nebraska Affordable Housing Trust Fund or HOME Program, grantees must fulfill affirmative action requirements of federal fair housing laws. (P.L 90-284, as amended by L. 1988 P.L 100-430; and E.O. 11063). The contract between the grantee and DED, as well as the Administrative Requirements provides for compliance with these laws. The response to this memo is also a Special Condition for Release of Funds in the contract.

Although DED imposes a specific Fair Housing action requirement, it is important for grantees to be aware that the certification to affirmatively further fair housing formalizes a commitment to understand every individual's fair housing rights and ensure all of the grantee's policies and practices do not hinder fair housing and when appropriate actively further fair housing.

The intent of this memorandum is to request **a written response including**

- (1) the name and contact information for the local Fair Housing representative and**
- (2) the specific action the grantee will undertake during the grant period to meet the Special Conditions requirement.** Documentation of the Fair Housing Action can include newspaper articles, meeting and board minutes, contracts and agreements with workshop presenters, sign-in sheets, web-sites, and video files.

Standard, minimal actions that may be undertaken without additional actions only by a grantee village that it is a first-time recipient of CDBG funds and with permission from the DED program representative:

- Add the Equal Opportunity Fair Housing logo to official letterhead .
- Prominently display posters, logo, and informational material on fair housing in the village office and community meeting places.
- Pass a Fair Housing Resolution with a commitment to fair housing and measurable action steps to promote fair housing.

Acceptable Fair Housing Actions for purposes of meeting the Special Conditions requirement that Affirmatively Further Fair Housing:

- Undertake a review of existing ordinances, zoning, and land use practices for discriminatory policies and practices. Document the review and make it available to the public. Develop a Fair Housing Plan with corresponding action steps to address discriminatory policies and practices.
- Take an action step identified in your Fair Housing Plan that has not been previously taken.
- Develop a community Fair Housing web-page which prominently displays the community's commitment to Further Fair Housing on the community web-site including links to fair housing enforcement and education agencies such as the Nebraska Equal Opportunity Commission, the Fair Housing Center of Nebraska-Iowa, and HUD.
- Enhance the community's Fair Housing Web-page with additional resource and education materials.
- Print a notice or advertisement that appears in a prominent location of the local newspaper that states that the grantee is an active supporter of fair housing laws. The notice or advertisement must include the contact information for the community Fair Housing representative.
- Support and participate in an educational program coordinated with local realtors, home builders, and/or mortgage lenders designed to provide information on fair housing rights.
- Provide a housing referral and counseling services session with fair housing advocates to assist minorities, women, and persons with disabilities seeking housing within the grantee's jurisdiction.
- Host an informational fair housing session for local employers to encourage cooperation in efforts to find housing for their employees and to promote equal housing choices within the community.
- Speak to an elementary school class about the Fair Housing rights of the children and their families.
- Request assistance from the Nebraska Equal Opportunity Commission or other advocacy groups to host a fair housing informational or technical assistance seminar in your community or region.
- Sponsor a billboard that informs citizens of their basic fair housing rights and contacts if they feel they have experienced discrimination.
- Invite the Nebraska Equal Opportunity Commission (NEOC) or other Fair Housing advocacy organization to have a discussion with a group of lenders or rental property owners and managers about their fair housing responsibilities.
- Host a Fair Housing Month (April) event such as a Fair Housing poster contest or Housing information event that includes Fair Housing advocates.
- Other actions approved in advance by DED on a per grant basis.

When promoting fair housing it is sometimes more effective to refer to the injustice of "housing discrimination" in materials for the public as most people are familiar with the concept of discrimination.

November 4, 2014

Bob Jones, SE Housing Representative
NDED
P.O. Box 94666
Lincoln, Nebraska 68509 4666

Re: City of Crete - CDBG #14-HO-3S067
City-wide Owner Occupied Housing Rehabilitation Program
Fair Housing Response

Dear Mr. Jones:

This letter is our written response to the Fair Housing Memorandum from NDED, as part of the CDBG Program. The following are actions that the City will undertake to affirmatively further fair housing actions:

1. The City will use the Equal Housing Opportunity Logo on all project correspondence and the City will also display posters and informational material concerning fair housing opportunities.
2. The City has adopted a Resolution opposing discrimination in housing activities in the City of Crete. Attached is a copy of that Resolution.
3. The City will print a notice or advertisement that appears in a prominent location of the local newspaper that states that the City is an active supporter of fair housing laws. The notice or advertisement will include the contact information for the community Fair Housing representative.

If you need further information, please contact our CDBG Project Administrator, Jen Olds, Southeast Nebraska Development District (SEND D), 2631 "O" St., Lincoln, Ne, 68510, (402) 475 2560, jolds@sendd.org.

Respectfully,

Shane Day, Mayor

Cc: Jerry Wilcox, Clerk
Jen Olds, Grant Administrator

July 10, 2017

Abigail Anderson, Program Representative
NDED
PO Box 94666
Lincoln, Nebraska 68509-4666

**Re: Crete, NE
CDBG #16-PP-006 / Planning Project
Fair Housing**

Dear Ms. Anderson:

This letter is our written response concerning actions to affirmatively further fair housing, as part of the CDBG Program in Crete, Nebraska. The following are actions that the City has undertaken, or will undertake, to meet requirements of the federal fair housing laws:

1. The City will contact realty agencies and distribute information on **Equal Housing Opportunity** for realtors to have access to as well as inform community members. The City and a SENDD staff member will retrieve business cards of realtors in offices and scan for filing.

If you have any questions, or need further information, please feel free to contact our City Clerk, or Mr. Tom Bliss, our CDBG Project Administrator at SENDD, 2100 Fletcher Ave, Suite 100, Lincoln, NE, 68510, 402.475.2560, tbliss@sendd.org.

Respectfully,

Roger Foster
Mayor

Enc.

Brian Gaskill, CDBG Program Manager
Department of Economic Development
P.O. Box 94666
Lincoln, Nebraska 685094666

**Re: Crete, Ne
CDBG #15-DTR-102**

Dear Mr. Gaskill:

The City's Fair Housing Representative will be Tom Ourada, tourada@crete-ne.gov, (402) 826-4312.

The following are actions that the City will undertake to affirmatively further fair housing actions:

1. The City will host a Fair Housing event in partnership with Blue Valley Community Action (Blue River) for low-to-moderate income clients and residents of Crete. Handouts and brochures about Fair Housing will be available at a booth/table, and a SENDD staff person will be available to respond to questions. The City will document this action through use and retention of a sign-in sheet and retaining copies of publications/posters/etc. marketing the event and packet/materials distributed during the event.

If you need further information, please contact our CDBG Project Administrator, Judi Meyer, Southeast Nebraska Development District (SENDSD), 2100 Fletcher Ave., Lincoln, Ne, 68521, (402) 4752560, jmeyer@sensdd.org.

Respectfully,

Roger Foster
Mayor



Dave Honz, DTR Program Manager
Department of Economic Development
P.O. Box 94666
Lincoln, Nebraska 68509-4666

Re: Crete, Ne CDBG #20-DTR-002

Dear Mr. Honz:

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Respectfully,

David Bauer
Mayor



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ECONOMIC DEVELOPMENT

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FROM: Lara Huskey, Director, Community and Rural Development Division
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November 4, 2014

Bob Jones, SE Housing Representative
NDED
P.O. Box 94666
Lincoln, Nebraska 68509 4666

Re: City of Crete - CDBG #14-HO-3S067
City-wide Owner Occupied Housing Rehabilitation Program
Fair Housing Response

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Respectfully,

Shane Day, Mayor

Cc: Jerry Wilcox, Clerk
Jen Olds, Grant Administrator

July 10, 2017

Abigail Anderson, Program Representative
NDED
PO Box 94666
Lincoln, Nebraska 68509-4666

**Re: Crete, NE
CDBG #16-PP-006 / Planning Project
Fair Housing**

Dear Ms. Anderson:

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If you have any questions, or need further information, please feel free to contact our City Clerk, or Mr. Tom Bliss, our CDBG Project Administrator at SENDD, 2100 Fletcher Ave, Suite 100, Lincoln, NE, 68510, 402.475.2560, tbliss@sendd.org.

Respectfully,

Roger Foster
Mayor

Enc.

Brian Gaskill, CDBG Program Manager
Department of Economic Development
P.O. Box 94666
Lincoln, Nebraska 685094666

**Re: Crete, Ne
CDBG #15-DTR-102**

Dear Mr. Gaskill:

The City's Fair Housing Representative will be Tom Ourada, tourada@crete-ne.gov, (402) 826-4312.

The following are actions that the City will undertake to affirmatively further fair housing actions:

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Respectfully,

Roger Foster
Mayor



Dave Honz, DTR Program Manager
Department of Economic Development
P.O. Box 94666
Lincoln, Nebraska 68509-4666

Re: Crete, Ne CDBG #20-DTR-002

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If you need further information, please contact our CDBG Project Administrator, Liz Cody, Southeast Nebraska Development District (SEND), 2100 Fletcher Ave., Lincoln, Ne, 68521, (402) 475-2560, lcody@sendd.org.

Respectfully,

David Bauer
Mayor

STATE OF NEBRASKA W-9 & ACH ENROLLMENT FORM

PLEASE SUBMIT FORM TO INVOICED AGENCY

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following boxes:

- Individual
 Sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/Estate
 Non-Profit Entity
 Government (Local, State or Federal)
 Limited Liability Company. Enter the tax classification (C = C Corporation, S = S Corporation, P = Partnership) ____
 Other (see instructions) _____

Note: Enter the owner's name on line 1 and mark the appropriate federal tax classification box for disregarded entities.

4 Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____

5 Address: Remit Address (if different):

6 City, state, and ZIP code City, state, and ZIP code

Taxpayer Identification Number (TIN):

Social Security Number (SSN): _____ **OR** Employer Identification Number (EIN): _____

Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding due to failure to report interest and dividend income, and
3. I am a U.S. citizen or other U.S. person (defined in the instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

For additional instructions please refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf> to obtain a copy of the IRS Form W-9 General Instructions.

Signature of US Person: _____ Date: _____

Printed Name: _____ Contact Phone: _____

Comments or Business/Entity Notes:

ACH Enrollment: (Rev. December 2014) Initial Setup Change Close Account

This information is REQUIRED to process ACH payments. Without this information, your payment may be delayed.

Financial Institution Name:	Nine Digit Routing Number:	Prior Routing Number: *	<input type="checkbox"/> Check here if the bank is outside of the United States.
Address:	Depositor Account Number:	Prior Account Number: *	<input type="checkbox"/> Check here if our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country
City, state and ZIP code:	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	* Prior ACH instructions are required to be completed if changing/updating your ACH instructions with the State of Nebraska.	

This account will be used for all payments by the State of Nebraska unless specified here: _____

E-mail: _____
(Used for ACH payment notifications.)

Authorized Individual or Entity Signature:	Attachment Required! (Select and attach one of the following items for verification):
Printed Name:	<input type="checkbox"/> Blank check (voided) or <input type="checkbox"/> Photocopy of a cleared check
Title:	<input type="checkbox"/> Letter or statement from your financial institution
Date	<input type="checkbox"/> Vendor invoice or letter which contains printed ACH instructions

Internal Use Only:



AUTHORIZATION TO REQUEST FUNDS

This document certifies that the individuals listed below are authorized to request program funds from the Nebraska Department of Economic Development and that the signatures appearing below are the true signatures of the aforementioned individuals.

PROGRAM <small>SELECT EACH PROGRAM FOR WHICH ENTITY HAS FUNDING.</small>	PROJECT/GRANT NUMBER(S) <small>LIST ALL PROJECT/GRANT NUMBER(S) BELOW.</small>
<input checked="" type="checkbox"/> Community Development Block Grant	24DTR001, 24PW1004
<input type="checkbox"/> HOME Investment Partnerships Program
<input type="checkbox"/> HOME-ARP
<input type="checkbox"/> Middle Income Workforce Housing Fund
<input type="checkbox"/> National Housing Trust Fund
<input type="checkbox"/> Nebraska Affordable Housing Trust Fund
<input type="checkbox"/> Pandemic Relief Housing
<input type="checkbox"/> Rural Workforce Housing Fund
<input type="checkbox"/> Rural Workforce Housing Land Development

THIS FORM MUST APPEAR ON OFFICIAL LETTERHEAD OR BE NOTARIZED ON THE NEXT PAGE. ALL SIGNATURES MUST BE WRITTEN IN **BLUE** INK.

SIGNATURE OF AUTHORIZED INDIVIDUAL 1

PRINTED NAME

TITLE

EMAIL

DATE

SIGNATURE OF AUTHORIZED INDIVIDUAL 2

PRINTED NAME

TITLE

EMAIL

DATE



January 7, 2025

Gina Doose, CDBG Program Manager
Department of Economic Development
245 Fallbrook Blvd, Suite 002
Lincoln, Nebraska 68521

**Re: City of Crete, NE
CDBG Grant #24DTR001**

Dear Ms. Doose:

I certify that the City of Crete is a member of the Southeast Nebraska Development District (SENDDD) and has contracted with them to be the grant administrator for the CDBG Grant #24DTR001 project. Initially, James Owens, Community Development Specialist, will be the SENDDD CDBG Certified Administrator assigned to this project, and will also serve as the recipient grant manager. Mr. Owens's certification is valid until December 31, 2026.

Any changes that are made in grant administrators will be reflected in the Subrecipient Information form within AmpliFund. Please contact myself, or Mr. Owens, should you have any questions regarding this matter.

Sincerely,

David Bauer
Mayor

**CITY OF CRETE, NEBRASKA
PROCUREMENT PROCEDURES AND CODE OF CONDUCT**

The City of Crete, Nebraska will in all cases of procurement for professional services, construction services and materials needed for Community Development Block Grant (CDBG) Programs adhere to Code of Federal Regulation 2 C.F.R. Section 200.320 or current state statutes; in all cases the stricter shall apply. The City is responsible for understanding and complying with federal or state requirements located within the original source. The following procedures summarize said laws and regulations.

A. Procurement shall be made by one of the following methods:

- 1) Micro Purchase Procedures [2 C.F.R. Section 200.320 (a)(1)] – This method will generally be used to obtain very small quantities of supplies. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see 2 C.F.R. Section 200.1), currently set at \$10,000 except as otherwise discussed in the regulation set at 48 C.F.R. part 2, subpart 2.1. To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.
- 2) Small Purchase Procedures [2 C.F.R. Section 200.320 (a)(2)] – This method will generally be used to obtain small quantities of supplies. Procurement by small purchase is the acquisition of property or services, the aggregate dollar amount of which is higher than the micropurchase threshold but does not exceed the simplified acquisition threshold (see 2 C.F.R. Section 200.1) currently set at \$250,000, except as otherwise discussed in the regulation set at 48 C.F.R. part 2, subpart 2.1. If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.
- 3) Sealed Bids [2 C.F.R. Section 200.320 (b)(1)] - This method will generally be used to obtain contractors for construction projects and for large quantities of goods or materials. Procurement by sealed bids is a procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

- 4) **Proposals [2 C.F.R. Section 200.320 (b)(2)] - This method will generally be used to obtain professional services.** Procurement by proposal is a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. This method has two subparts—the Request for Proposal and the Request for Qualifications. Page 2 of 4 CDBG Procurement Procedures & Code of Conduct Revised October 2021

Request for Proposals – Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered.

Request for Qualifications - The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of architectural/engineering professional services. It cannot be used to purchase other types of services though architectural/engineering firms that are a potential source to perform the proposed effort.

- 5) **Non-Competitive Procurement [2 C.F.R. Section 200.320 (c)]** – This method will only be used after approval from the Department of Economic Development. When requesting permission to use this method, the non-Federal entity will have to show that another method of procurement was not feasible because: it is the acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, the item or service is only available from a single source; a public exigency or emergency for the requirement will not permit a delay from publicizing a competitive solicitation; or after a solicitation of a number of sources, competition is determined to be inadequate.

- B. The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals **[2 C.F.R. Section 200.324(a)]**.

The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used **[2 C.F.R. Section 200.324(d)]**.

- C. The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the cost or price **[2 C.F.R. Section 200.318(i)]**.
- D. The following contract provisions or conditions shall be included in all procurement contracts and subcontracts:

General Administrative Provisions

- Effective date of the contract.
- Names and addresses of the firm and the non-Federal entity.
- Citation of the authority of the non-Federal entity under which the contract is entered into and the source of the funds.
- Conditions and terms under which the contract may be terminated by either party for cause and for convenience and remedies for violation/breach of contract. Page 3 of 4 CDBG Procurement Procedures & Code of Conduct Revised October 2021
- Procedures for amending or revising the contract.
- Names of representatives of the non-Federal entity and contractor who will act as a liaison for administration of the contract.
- A clause prohibiting a transfer of any interest in the contract by the contractor.
- Provisions requiring the contractor to maintain records and furnish reports.

Scope of Services

- Detailed description of the extent and character of the work to be performed.
- Time for performance and completion of contract services, including project milestones, if any.
- Specification of materials or other services to be provided (i.e. maps, reports, etc.)

Method of Compensation

- Provisions for compensation for services including fee and or payment schedules and specification of maximum amount payable under the contract.

Federal Standard Provisions

- Compliance with Executive Order 11246, as amended (Required for service contractors only if the contractor has 50 or more employees and the contract is for more than \$50,000)
- Title VI of the Civil Rights Act of 1964 clause
- Section 109 of the Housing and Community Development Act of 1974 clause
- Section 3 of the Housing and Urban Development Act of 1968
- Access to Records/Maintenance of Records clause

- Age Discrimination Act of 1975, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- Conflict of Interest 2 CFR §200.318
- When required, all construction contracts exceeding \$2,000 shall include provisions for compliance with the Davis-Bacon Act (DBA), the Contract Work Hours and Safety Standards Act (CWHSSA), The Copeland Act (Anti-Kickback Act) clause, and the Fair Labor Standards Act (FLSA) clause.

This Code of Conduct shall govern the performance of the elected or appointed officials or members of any board or commission employees or agents of the City of Crete engaged in the award and administration of contracts supported by Federal funds under the Community Development Block Grant.

- I. The provisions and requirements of the Conflicts of Interest, at subpart (d) of the Nebraska Political Accountability and Disclosure Act [such subpart (d) encompassing Sections 49-1493 through 49-14,104 of the Nebraska Revised Statutes], are incorporated in this Code of Conduct by this reference. The provisions and requirements of 2 C.F.R. Section 200.112 are also incorporated in this Code of Conduct by this reference. The requirements of these Nebraska state statutes and federal regulations will be adhered to, and in the event of a conflict in the requirements of any of such state and federal requirements, the stricter of any conflicting provisions will be adhered to.
- II. No employee, officer, or agent of the municipality may participate in the selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract **[2 C.F.R Section 200.318(c)(1)]**.
- III. The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts **[2 C.F.R Section 200.318(c)(1)]**.
- IV. Violations of this Code of Conduct will invoke penalties and sanctions consistent with applicable Federal and State laws.

Signature of Chief Elected Official
David Bauer, Mayor

Date of Adoption

NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT

City of Crete

24DTR001

CDBG Subrecipient

CDBG Number

243 East 13th Street

Address

Crete

NE 68333

City

State Zip Code

Nancy Tellez

402-826-4312

Contact Person

Telephone

FINANCIAL MANAGEMENT CERTIFICATION

Check "Yes" or "No" in the column to the left to indicate if your financial management system complies with these statements:

1. Does the financial management system provide for:

- YES NO (a) proper recording and accounting for all CDBG receipts? (b) control over and accountability for all funds, property, and other assets? (c) records that identify the source and use of funds? (d) the expenditure of CDBG funds within five days of the receipt of funds? (e) the application of program income to the CDBG fund? (f) the disbursing of program income prior to making additional drawdowns? (g) accounting records that are supported by source documents? (h) a comparison of actual expenditures with amounts budgeted for activities within the grant? (i) audits to be conducted in accordance with 2 CFR Part 200, Subpart F? (j) audits of non-profit subrecipients to be conducted in accordance with 2 CFR Part 200, Subpart F?

2. Are the individuals who are responsible for the financial management of the CDBG:

- YES NO a) familiar with 2 CFR Part 200, Subpart E Treasury Circular 1075 (31 CFR Part 205)? (b) aware that failure to comply these regulations will result in audit findings and the repayment of ineligible costs to the Department of Economic Development?

I certify that the above responses are an accurate indication of the status of the financial management system which will be used for the Community Development Block Grant Funds.

SIGNATURE OF MAYOR/CHAIRPERSON

David Bauer

TYPED NAME

January 7, 2025

DATE



EXCESSIVE FORCE CERTIFICATION

On this 7th day of January, 2025, the Mayor, David Bauer, of the City of Crete does hereby certify to the Nebraska Department of Economic Development that the City of Crete has adopted a policy of enforcing applicable State and local laws against the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations.

(Chief Elected Official Signature)

CDBG INTERNAL CONTROL AND FINANCIAL MANAGEMENT FORM - NEW PROJECT

This form should be completed as part of the Special Conditions process, prior to any funds being drawn for the grant. Please answer the following questions to the best of your knowledge; should the internal control or financial management processes change throughout the course of the grant, please reach out to SENDD to have this form updated.

1. Internal Controls

- a) Identify the procedures and processes that will be used to review and approve invoices or billings for payment:

- b) Identify all individuals who will be responsible for processing payments. Include full name and title:

2. Financial Management

- a) Will funds from the State of Nebraska be wired electronically ACH to the local government's designated account? If yes, please complete the attached W-9 & ACH Enrollment Form.
 Yes No
- b) Will accounts used to hold CDBG funds be interest-bearing? Please note that funds deposited into an interest-bearing account must be transferred immediately (1-3 business days) to a non-interest-bearing account in order to be in accordance with CDBG regulations.
 Yes No
- c) Advancement or Reimbursement: which of the following procedures does the Local Unit of Government plan to follow regarding paying invoices?
 The Local Unit of Government has enough funds on hand and plans to pay all invoices immediately, prior to requesting funds from DED (reimbursement).
 The Local Unit of Government plans to request funds from DED prior to paying invoices (advancement). Only Public Works and Public Planning projects are eligible for advancement. Please note that advanced funds (funds received from DED prior to paying invoices) must be disbursed to the vendor and cleared of the Local Unit of Government's account within 5 business days of receipt in order to be in accordance with CDBG regulations.
- d) Will financial records be reconciled?
 Yes No
i. Who will perform the reconciliation? Include full name and title:

ii. How often will the reconciliation occur?

- e) Does the Local Unit of Government track expenses on an accrual-basis or cash-basis?
 Accrual-basis: the Local Unit of Government accounts for revenue and expenses when they are earned/accrued.
 Cash-basis: the Local Unit of Governments accounts for revenue and expenses when they are received/expended.
- f) Prior to implementing the project, does the Local Unit of Government have Program Income on hand?
 Yes No
i. If the answer is yes, please provide a copy of the Re-use Plan and Program Guidelines from the project generating Program Income.



ii. Will the Program Income be invested/applied to this project? _____

g) Will this specific grant generate Program Income?

Yes No

i. If yes, how will Program Income be generated? _____

3. Acknowledgment of Compliance with Federal Internal Control Standards

I, as the Chief Elected Official of _____ (the recipient or subrecipient of Federal funds), acknowledge compliance with the following Federal Internal Control Standards, as established in 2 CFR 200.303 (eff. October 1, 2024):

The recipient and subrecipient must:

- (a) Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should align with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.
- (c) Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified.
- (e) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Signed:

Chief Elected Official Signature

Chief Elected Official Printed Name, Title

Date

ORDINANCE NO. 2232

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO BUSINESS REGULATIONS; TO AMEND SECTIONS 10-910 OF THE CRETE MUNICIPAL CODE; TO AMEND THE TAX RATE FROM FIVE PERCENT TO FOUR PERCENT IN COMPLIANCE WITH NEBRASKA LAW

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 10, Article 9, Section 10-910 of the Crete Municipal Code be amended as follows:

10-910 Occupation Tax; Telephone and Telecommunications

- (1) Any person, partnership, limited liability company, corporation, association, or other business entity that provides telephone, telecommunications, wireless, or advanced telecommunications capability services shall pay an occupation tax in the amount of ~~five~~ four percent (~~5~~4%) of all gross receipts derived from business to, from, and within the City, except as otherwise provided for by law.
 - a. Advanced telecommunications capability service means high-speed, broadband telecommunications capability that enables users to originate and receive high-quality voice, data, graphics, and video communications using any technology.
 - b. Telecommunications service means the transmission, between or among points specified by the user, of information of the user's choosing without a change in the form or content of the information as sent or received.
 - c. Wireless service means any mobile service as defined in 47 U.S.C. 153 and 47 C.F.R. 27.4, any commercial mobile service as defined in 47 U.S.C. 332, or any commercial mobile radio service as defined in 47 C.F.R. 20.
- (2) The tax imposed by this section shall be due and payable semiannually, on or before March 31 of each year for the preceding six month period and on or before September 30 of each year for the preceding six month period.

Section 2. That the above section shall be codified as part of the Crete City Code as stated herein.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the 7th day of January 2025.

Mayor

ATTEST:

City Clerk

Seal

ORDINANCE NO. 2233

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO CITY DEPARTMENTS; TO AMEND SECTIONS 3-120 AND 3-121 OF THE CRETE MUNICIPAL CODE; TO AMEND DEPOSIT RATES FOR ELECTRICAL CUSTOMERS WHO DEplete THEIR DEPOSIT OR PREVIOUSLY RECEIVED A DEPOSIT REFUND

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 3, Article 1, Section 3-120 of the Crete Municipal Code be amended as follows:

3-120 Electric Department; Billing; Collecting

- (1) Customer accounts shall be kept under such bookkeeping system as determined by the City. A ledger shall be kept current with a separate account for each customer. All electric meters shall be read monthly by the Electric Department, and the amount of usage shall be billed according to the rates, fees, and other costs set forth in the City's Master Fee Schedule.
- (2) All bills for electric service shall be due and become delinquent after the due date specified on the bill. If a customer neglects, refuses, or otherwise fails to pay their bill in full on or before five o'clock p.m. on the due date, the amount due will be increased by the late payment charge. If the bill becomes delinquent, a notice will be mailed to inform the customer that electric service will be discontinued no earlier than ten nor later than sixteen days after the due date, with no further notice, and that service will not be restored until the bill is paid in full, together with any collection and reconnection fees and costs and deposit repayment. ~~Deposit repayment will be based on eighty percent (80%) of two months average billing for the customer.~~

Section 2. That Chapter 3, Article 1, Section 3-121 of the Crete Municipal Code be amended as follows:

3-121 Electric Department; Service Deposit; Refund

- (1) Applicants for electric service shall be required to include a service deposit with their application to ensure the payment of electric bills and other charges. The amount of the service deposit shall be set forth in the City's Master Fee Schedule.
- (2) Service deposits shall remain in the custody of the Electric Department for up to ten years but may be refunded to a customer when (i) service has not been disconnected, payment delinquent, or payment waived past a disconnection date on more than one occasion over two consecutive years for residential service or over three consecutive years for other service classifications or (ii) service is no longer desired or otherwise permanently terminated. In the event of disconnection after a service deposit has been refunded, the customer will be required to pay reconnection fees in addition to a new service deposit, which will be the current deposit amount for their specific rate class. ~~same amount which was refunded on their prior account~~. Any service deposit may be transferred by a customer between service locations in the city but may not be transferred by a customer to any other customer.

Section 2. That the above section shall be codified as part of the Crete City Code as stated herein.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the 7th day of January 2025.

Mayor

ATTEST:

City Clerk





APPLICATION FOR LAW ENFORCEMENT HIRING BONUS GRANT



APPLICABLE TO Neb. Rev. §81-1462 to 81-1463

The direction of the Council is, after January 1, 2024, an Agency may make application for a hiring bonus grant for a hired, uncertified individual, who has since been certified through Certification Training (Basic or Reciprocity), or who holds Nebraska Certification and has been out of law enforcement (inactive) for two (2) years prior to the application. The funds will be sent directly to the officer upon approval of the Council or their designee. Funds will be available until the grant is exhausted.

1. Officer Information

New Hire Name: _____ Last 4 of SSN: _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____

Email Address: _____

D.O.B _____ Date of LE Certification _____

Basic Training Certified

Reciprocity Certified

Reactivation

Previous NE Agency _____

Date of separation: _____

Reason for separation: _____

2. Agency Information

Agency Name: _____

Agency Phone: _____

Agency Address: _____
Street or PO Box City State Zip

Agency Email Address: _____

INTERNAL USE	NLETC Verification:		
	Officer is Eligible for Bonus:	_____	Dates Verified: _____
	PSAC Approved:	_____	Approval Date: _____
	NOTES:	_____	

STATE OF NEBRASKA W-9 & ACH ENROLLMENT FORM

PLEASE SUBMIT FORM TO INVOICED AGENCY

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following boxes:

- Individual Sole proprietor C Corporation S Corporation Partnership Trust/Estate
- Non-Profit Entity Government (Local, State or Federal)
- Limited Liability Company. Enter the tax classification (C = C Corporation, S = S Corporation, P = Partnership) _____
- Other (see instructions) _____

Note: Enter the owner's name on line 1 and mark the appropriate federal tax classification box for disregarded entities.

4 Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____

5 Address: _____ Remit Address (if different): _____

6 City, state, and ZIP code _____ City, state, and ZIP code _____

Taxpayer Identification Number (TIN):

Social Security Number (SSN): _____ **OR** Employer Identification Number (EIN): _____

Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
 2. I am not subject to backup withholding due to failure to report interest and dividend income, and
 3. I am a U.S. citizen or other U.S. person (defined in the instructions), and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
- For additional instructions please refer to <http://www.irs.gov/pub/irs-pdf/fw9.pdf> to obtain a copy of the IRS Form W-9 General Instructions.

Signature of US Person: _____ Date: _____

Printed Name: _____ Contact Phone: _____

Comments or Business/Entity Notes: _____

ACH Enrollment:

Initial Setup Change Close Account

This information is REQUIRED to process ACH payments. Without this information, your payment may be delayed.

Financial Institution Name:	Nine Digit Routing Number:	Prior Routing Number: *	<input type="checkbox"/> Check here if the bank is outside of the United States.
Address:	Depositor Account Number:	Prior Account Number: *	<input type="checkbox"/> Check here if our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country
City, state and ZIP code:	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	* Prior ACH instructions are required to be completed if changing/updating your ACH instructions with the State of Nebraska.	

This account will be used for all payments by the State of Nebraska unless specified here: _____

E-mail: _____
(Used for ACH payment notifications.)

Authorized Individual or Entity Signature:	Attachment Required! (Select and attach one of the following items for verification):
Printed Name:	<input type="checkbox"/> Blank check (voided) or <input type="checkbox"/> Photocopy of a cleared check
Date:	<input type="checkbox"/> Letter from your financial institution
	<input type="checkbox"/> Vendor invoice or letter which contains printed ACH instructions

Internal Use Only:

Report Criteria:
 Vendor: Vendor number = 1060

Name	Seq	Type	Description	Invoice Date	Total Cost	PO Number	Period	GL Account
CRETE ACE HARDWARE (1060)								
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	11/05/2024	8.63		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	11/19/2024	10.99		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	11/25/2024	12.59		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	11/25/2024	28.04		00/00	301-5330
CRETE ACE HARDWARE	1	Invoice	MISC EQUIP	11/25/2024	1,036.36		00/00	303-5260
CRETE ACE HARDWARE	1	Invoice	BLDG & GRNDS MAINT	11/25/2024	6.30		00/00	301-5330
Total CRETE ACE HARDWARE (1060):					1,102.91			
Grand Totals:					1,102.91			

Report GL Period Summary

GL Period	Amount
00/00	1,102.91
Grand Totals:	1,102.91

Vendor number hash: 6360
 Vendor number hash - split: 6360
 Total number of invoices: 6
 Total number of transactions: 6

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,102.91	.00	1,102.91
Grand Totals:	1,102.91	.00	1,102.91

AIRPORT MANAGER/FIXED-BASE OPERATOR CONTRACT

This Agreement is made and entered into the _____ of December, 2024, by and between the City of Crete, Nebraska, a municipal corporation (City) and Justin Haack as President of The Avionics Place, LLC (the "Manager").

WHEREAS, the City owns and operates an airport known as Crete Municipal Airport (the "Airport"); and

WHEREAS, the Manager is desirous to enter into a contractual arrangement for the Management and responsibilities as Fixed Based Operator of the Airport.

NOW THEREFORE, in consideration of the agreements contained herein, the Manager does hereby agree to assume responsibility for management of the Airport, upon the following terms and conditions:

1. **Term.** The term of this Agreement shall be for a period of 1 year starting January 6, 2025 to December 31, 2025, unless sooner terminated as provided in paragraph's 19 and 20.
2. **Duties of Manager.** Under policy established by Owner, Manager is in charge of, and is responsible for, the administration, operation, and maintenance of the Airport. Manager, as a part of their duties and responsibilities, shall:
 - a. Conduct or provide for daily inspections of all airport physical properties, including the runway, lighting systems, buildings, navigational equipment, automobile parking areas and access roads; personally make or direct others to make routine maintenance, repairs, replacements or improvements in a timely and efficient manner if not requiring the special attention of contractors or other specialists; clearing all roads, parking lots, runways, and ramps of ice and snow; mowing the grass on the sod runway and along the sides and overrun areas at the end of both runways to a distance of fifteen feet (15') outside of lights and markers; reporting any needs for major repairs to City Administrator.
 - b. Assist in developing and submitting yearly airport budgets for approval and efficiently manage the allocated funds; submitting receipts to the Business Office within reasonable time after purchase.
 - c. Plan, direct, and coordinate operations and maintenance of airport facilities in accordance with all government rules, regulations, and policies under the oversight of the City Administrator.
 - d. Prepare written reports for, and attend, meetings of City Council and attend all regular and special meetings of the Airport Advisory Board.
 - e. Provide supervision and assume responsibility for all activities of the Airport.
 - f. Oversee and manage the leasing of the hangars, including, but not limited to, taking applications, maintaining current contact information for tenants, maintaining current contact information for tenants, maintaining current insurance information for tenants, maintaining current aircraft information (make, model, year, serial number, tail number), inspecting contents of hangars for compliance with regulations and policies, and reporting any vacation of hangars by tenants.
 - g. Create records of complaints received and handle them in an efficient and timely manner.

- h. Maintain such airport records as may be required by the City Administrator and by any other authorized governmental agency or agencies including an accurate and complete records of all airport activities.
 - i. Enforce the City of Crete Airport rules and regulations, ordinances of the City of Crete, Nebraska, and state and federal regulations relative to the Airport.
 - j. Ensure the lobby, restrooms, and public areas open and available to the general public during normal hours of operation: Monday through Friday from 8:00 a.m. to 5:00 p.m.
 - k. Maintain and make available a mobile telephone number for 24-hour emergency service notification and response.
 - l. Maintain facilities and equipment in a clean, safe, and secure condition.
 - m. Manage, inspect, and oversee fire and life safety procedures, operations, equipment, etc., including: completing and documenting regular, periodic, and annual inspections using the Fire and Life Safety Airport inspection Checklist or equivalent; inspecting all areas of the airport for compliance with hazardous materials storage and handling requirements; maintaining and utilizing an emergency and hazard preparedness, operations, mitigation, and recovery handbook; inspecting all areas of the airport for emergency evacuation information including fire escape route maps, tornado shelter location maps, etc.; inspecting all areas of the airport for emergency and safety equipment identification markings; and ensuring all required emergency and safety procedures, operations, equipment, etc. that are required by the Crete Municipal Airport Rules and Regulations and all local, state, and federal regulations are in place and implemented.
 - n. Keep the grass around the building mowed and noxious weeds under control.
 - o. Develop and implement long range plans for the City's Airport (analyzing current and future needs, assessing current and future system capabilities, advising the City Administrator of impending system upgrades, gaining consensus, implementing, and evaluating long range plans, etc.).
 - p. Effectively manage the Airport's distribution of services (procuring, allocating, controlling needed financial and material resources, assessing the quality of and progress on Airport projects, communicating with the City Administrator).
 - q. Maintain accurate and complete records of all airport activities
 - r. Maintain open communication with State and Federal agencies to ensure compliance with State and Federal laws and regulations (FAA, NFPA, etc.)
 - s. Develop and maintain professional contacts with various suppliers and contractors in an effort to procure timely, competitive, and quality resources and services.
 - t. Maintain professional growth strategies for self and the Airport.
 - u. Read current literature to stay abreast of practices, regulations, and procedures that can impact the operations of the Airport.
3. **Consideration.** In consideration for the Manager undertaking the responsibilities set forth in this agreement, Owner shall provide the Manager the following:
- a. A stipend Sixty-Five Thousand Dollars (\$65,000.00), payable in equal bi-weekly installments.

- b. Control of the Operator Hangar for no charge. Manager shall only be responsible for payment for use of utilities in the Hangar.
 - c. Any use of additional hangars will be leased to the Manager at the standard Crete Municipal Airport rates
 - d. The parties understand and agree that Manager is an independent contractor and not an employee of Owner.
 - e. Annual Performance Review. Each year, Manager shall undergo a performance review of Manager's performance during the preceding calendar year. The performance review shall be conducted by the City Administrator.
4. **Operation of Business at Airport.** Manager, in their position as Fixed- base Operator, may engage in the business of selling oil and other lubricants, maintaining and operating full aircraft servicing facilities, selling aircraft accessories and parts, provide storage space for aircraft, a repair shop for the repairing and servicing of aircraft engines, instruments, propellers and accessories in connection with said business, giving flying instructions, and providing pilots for operating planes for others.
5. **Reporting Responsibilities.** Manager shall report to and take direction from the City Administrator. All inquiries or suggestions by the Airport Advisory Board shall not be taken as direction without review and agreement with that direction from the City Administrator.
6. **Rights of Manager.** Manager, as Fixed-Based Operator shall hold the following rights:
- a. The right in common with others so authorized, to use common areas of the airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the take-off, flying and landing of aircraft.
 - b. To install, operate, maintain, repair, and store subject to approval of City in the interest of safety and convenience of all concerned, all equipment necessary for the conduct of Manager's business.
 - c. Of access to and from the premises, limited to streets, driveways or sidewalks designated for such purposes by the City, and which right shall extend to Lessee's employees, passengers, guests, invitees, and patrons.
 - d. In and on the premises, to sell oil and other lubricants, maintain and operate full aircraft servicing facilities, sell aircraft, engines, accessories and parts, and provide storage space for instruments, propellers, and accessories in connection with the business. The right to conduct these activities shall apply to aircraft of other persons as well as aircraft belonging to Manager.
 - e. To give flying instructions, to provide pilots for operating planes for others, and to carry passengers and freight for hire, subject to all appropriate laws of the Federal Government, the State of Nebraska, the ordinances of the City, and the requirements of the FAA, the Nebraska Department of Transportation or any other duly authorized governmental agency.
7. **Maintenance of Buildings.** Manager will maintain the leased structures occupied by them and the surrounding land premises in good order and make repairs as necessary.
8. **Hangar Lease.** Manager shall sign a lease for the use and control of the Operator hangar and any other hangars they lease. Manager agrees to abide by the lease agreement. In the event this Agreement is terminated, Manager's hangar lease may continue at a rate based on the market rate for hangars at Crete Airport.

9. **Insurance.**
- a. The Manager agrees to deposit with the City a policy of comprehensive liability insurance. The policy shall be issued by a company licensed to do business in Nebraska and shall insure the manger against loss from liability in the amount of \$500,000.00 for the injury or death of one person in any one accident, in the amount of \$ 1,000,000.00 for the injury or death of more than one person in any one accident, and in the amount \$1,000,000.00 for damage to property of others for any one accident.
 - b. The policy of insurance shall be approved by the City Administrator before it is file, and shall contain a provision that the same may not be canceled before the expiration of its term except upon 30 days' written notice to the City Administrator.
 - c. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the lease, unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.
10. **Hold Harmless.** Manager shall hold the City harmless from all claims of liability for any loss, damage, or expense resulting from injury to person or damage to or loss of property proximately caused through the negligence of the Manager or its employees upon the premises operating in the business of The Avionics Place, LLC.
11. **Right to Inspect.** City reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.
12. **Quiet Enjoyment.** So long as Manager conducts his business in a fair, reasonable, safe, and workmanlike manner, Manager shall peaceably have and enjoy the leased premises, and all the rights and privileges granted,
13. **Transfer.** Manager may not, at any time during the terms of this lease, assign or transfer the benefits of this agreement to any person or corporation or their responsibility to communicate with the City Administrator or attend airport advisory board meetings. Manager may assign or delegate the remaining duties under this agreement, but maintains responsibility for ensuring all duties are fulfilled.
14. **Signs.** Manager agrees that no signs or advertising matter may be erected without the consent of the City and only as long as the signs follow zoning requirements.
15. **Nonexclusive Rights.** Lessee shall have the right and privilege of engaging in and conducting a business on the premises of the airport under the terms and conditions as set forth, provided, however, that this agreement shall not be construed in any manner to grant Lessee or those claiming under it the exclusive right to the use of the premises and facilities of the airport other than those premises leased exclusively to Manager.
16. **Fair and Nondiscriminatory Services.** Manager in the conduct of any aeronautical activity for furnishing services to the public at the Airport, shall furnish services on a fair, equal, and not unjustly discriminatory basis to all users, and shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided that the Manager may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

17. **Title VI, Civil Rights Assurances.** Manager, for himself, his personal representatives, successors in interest, and assigns, agrees that (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, (3) that the Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination, in Federally Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964, and as the Regulations may be amended.
18. **Taxes.** Manager shall pay all taxes or assessments that may be levied against the personal property of the Manager.
19. **Default of this agreement.** In the event that Manager fails to comply with the terms and conditions of this Agreement, City shall notify Manager, in writing, of the alleged violation of this Agreement and, if the violation has not been corrected within 30 days from the date of notification of the alleged violation or if City has other reasonable and just cause, this Agreement may be terminated upon thirty days' written notice. Manager may terminate this Agreement at any time upon giving not less than thirty days' written notice to City. The Agreement shall also be terminated if Manager is unable to perform his duties.
20. **Rights After Termination.** In the event of termination of this agreement, the City shall have the right at once to enter and take possession of the premises occupied by the Manager. The City shall provide the Manager a reasonable amount of time to move his personal property from the Airport property. Any personal property left behind at the end of that period shall become the property of the City to use and dispose of at its discretion.
21. **Subordination.** This Agreement shall be subordinate to the provisions of any existing or future agreement between city and the United States or the State of Nebraska, relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this Agreement may be amended to include provisions required by those agreements with the United States or the State of Nebraska.
22. **Severability; Counterparts; Entire Agreement.** If any provisions of this agreement or its application to any person or circumstances is held invalid by any court of competent jurisdiction, such invalidity will not affect other provisions of this agreement. This agreement and the lease for any hangars the Manager occupies shall constitute the full extent of this agreement.

ACCEPTANCE PROVISIONS.

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

CITY OF CRETE, NEBRASKA	GRANTEE → AVIONICS PLACE, LLC
By: _____ (Signature of Authorized Official)	By: _____ Justin Haack, President
_____ (Typed or Printed Name/Title)	_____ (Typed or Printed Name/Title)
_____ (Date)	_____ (Date)