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*The City Council may vote to go into Closed Session on any agenda item as allowed by State Law.*

***ROUTINE BUSINESS***

1. Review Qualifications
2. Oath of Office
3. Roll Call
4. Agenda Approval

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***CONSENT AGENDA***

None

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***OLD BUSINESS***

None

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***REGULAR BUSINESS***

1. Discussion and Action – Election of President of the City Council
2. Discussion and Action – Election of Acting President of the City Council
3. Discussion and Action – Appointment of the Mayor, Council President and City Administrator to the Economic Development Growth Enterprise, Inc. Board of Directors.
4. Discussion and Action – Appointment of Anthony Nussbaum as City Administrator/Clerk/Treasurer
5. Discussion and Action – Appointment of Jameson Baker as Chief of Police as recommended by Mayor Harkendorff
6. Discussion and Action – Appointment of Blake Buckminster as Building Inspector as recommended by Mayor Harkendorff
7. Discussion and Action – Appointment of Michael Dunn as City Attorney from Halbert, Dunn & Halbert Law Firm as recommended by Mayor Harkendorff
8. Discussion and Action – Appointment of Matt Beer as Fire Chief, Jon McQueen as First Assistant Fire Chief and Tim Daniels as Second Assistant Fire Chief as recommended by the Falls City Volunteer Fire Department
9. Discussion and Action – Rescheduling of regular council meetings conflicting with Calendar Year 2025 Holidays
10. Discussion and Action – Review of the frequency of pay cycles for elected officials of the City Council and Board of Public Works | Sara Ruiz – Councilperson

11. Discussion and Action – Resolution adopting the 2025-2030 One & Six Year Street Improvement Plan as recommended by the Board of Public Works | Trevor Campbell – Public Works Director
12. Discussion and Action – Resolution for execution of the Year End Certification of City Street Superintendent for Calendar Year 2024 as recommended by the Board of Public Works | Trevor Campbell – Public Works Director
13. Discussion and Action - Appointment of Justin Stark, Class A Superintendents License S-1534 & Engineers License E-13167, as the City Street Superintendent for Calendar Year 2025 by municipal contract as recommended by the Board of Public Works | Trevor Campbell – Public Works Director
14. Appointment of Miller & Associates as Special Engineer for Water & Wastewater Projects for Calendar Years 2025, 2026 & 2027 as recommended by the Board of Public Works | Trevor Campbell – Public Works Director

***ADJOURNMENT***

Anthony Nussbaum, City Clerk



**REPORT TO MAYOR & COUNCIL PERSONS**

**FROM ANTHONY NUSSBAUM  
CITY CLERK**

**REGARDING** November 5, 2024 General Election  
Certification & Qualifications

**DATE** December 2, 2024

The attached 2024 General Election results were certified by Mary L. Eickhoff, Richardson County, and submitted to the City of Falls City. The following individuals have been elected for the 2024 General Election:

Council Ward 1 – Frank Killingsworth  
Council Ward 2 – Kenny Killingsworth  
Council Ward 3 – Sara Ruiz  
Council Ward 4 – Josh Kaster

All bonds for the newly elected officials were on file in the Office of the City Clerk as required by State statute and City Ordinance. All newly elected officials met the residency requirements for their individual ward as required by City Ordinance. The above listed individuals are declared qualified for the City Council and shall be administered the oath of office for their respective positions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony", followed by a stylized flourish.

Anthony Nussbaum  
City Administrator/Clerk/Treasurer

	Falls City Council Ward 1	Falls City Council Ward 2	Falls City Council Ward 3
	VOTE FOR 1	VOTE FOR 1	VOTE FOR 1
	<div> <div>Write-in Totals</div> <div>1</div> </div>	<div> <div>Write-in Totals</div> <div>1</div> </div>	<div> <div>Write-in Totals</div> <div>4</div> </div>
	<div> <div>Frank Killingsworth</div> <div>258</div> </div>	<div> <div>Kenny Killingsworth</div> <div>324</div> </div>	<div> <div>Sara Ruiz</div> <div>275</div> </div>
	<div> <div>Brian O. Poppe</div> <div>241</div> </div>	<div> <div>Brittany A. Campbell</div> <div>162</div> </div>	<div> <div>Sarah Bangert</div> <div>156</div> </div>
FC Ward 1	241	324	275
FC Ward 2		162	156
FC Ward 3			4
Totals	241	324	275
		1	4



	Falls City Council Ward 4		Falls City Airport Authority
	VOTE FOR 1	VOTE FOR 2	VOTE FOR 3
FC Ward 1			Write-in Totals
FC Ward 2			42
FC Ward 3			49
FC Ward 4			55
Totals			42
			188

FC Ward 1	James Wisdom	142	203	2	42
FC Ward 2					
FC Ward 3					
FC Ward 4					
Totals		142	203	2	188

CERTIFICATION

State of Nebraska )  
Richardson County) ss

I, Mary L. Eickhoff, being the County Clerk of Richardson County, Nebraska, do hereby certify the above listing is a true and complete extract of the abstract of the votes cast at the November 5, 2024, General Election held in Richardson County, Nebraska, as canvassed by the canvassing board of this county, with respect to the candidates, measures, propositions, and issues therein listed; and do further certify that to the best of my knowledge all such ballots, including early voting and provisional have been voted, counted and canvassed in the manner provided by law.

Dated this 7th day of November, 2024.

Mary L. Eickhoff  
Mary L. Eickhoff, Richardson County Clerk

Falls City Volunteer Fire Department  
2307 Barada St  
Falls City, Nebraska 68355

Date: November 14<sup>th</sup> 2024

To: *Mayor and City Council*

From: Ben Hullman, Secretary

Subject: Annual Appointments of Officers for F.C.V.F.D.

With our annual meeting for elections of Officers for the Falls City Volunteer Fire Department being held on Monday, November 11th, 2024 the following results for the City of Falls City Governing Body to take effect January 1<sup>st</sup>, 2025, upon appointment by the Mayor and approval by the City Council of Falls City, Ne. were as follows:

Falls City Fire Chief, Matt Beer

First Assistant Chief, Jon McQueen

Second Assistant Chief, Tim Daniels

The remaining offices need not be appointed, but for your information

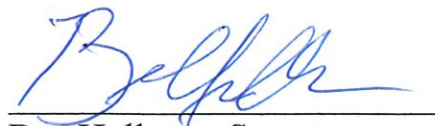
President, Brian Vice

Vice President, Jake Cochran

Secretary, Ben Hullman

Treasurer, Jon McQueen

Thank you,



Ben Hullman, Secretary  
store on red scandisk



REPORT TO MAYOR & COUNCIL PERSONS

FROM ANTHONY NUSSBAUM  
CITY ADMINISTRATOR

REGARDING CY 2025 Holidays

DATE December 2, 2024

Listed below are holidays that conflict with regularly scheduled City Council meetings for calendar year 2025.

Regular Scheduled Meeting	Conflicting Holiday	Proposed Meeting Date
Monday, January 20	Martin Luther King Day	Tuesday, January 21
Monday, February 17	Presidents Day	Tuesday, February 18
<del>Monday, March 17</del>	<del>St. Patrick's Day**</del>	<del>Tuesday, March 18</del>
Monday, September 1	Labor Day	<del>Tuesday, September 2</del> 3

NOTE: \*\*Not observed as a city holiday

Respectfully,

Anthony Nussbaum  
City Administrator/Clerk/Treasurer



November 21, 2024

**ONE AND SIX YEAR  
STREET IMPROVEMENT PLAN  
2025-2030**

**THE CITY OF FALLS CITY, NEBRASKA**

In 1970, the State of Nebraska initiated a program developed to provide an integrated system of public roads for the state, counties, and municipalities. The Department of Transportation and each county and municipality develops a long-range Six-Year plan of highway, road and street improvements.

The Six Year plan is required by law to be extended annually and kept on file with the City Clerk.

Along with the Six Year plan, a One Year plan shall be annually prepared and placed on file with the City Clerk for specific highway, road and street improvements for the current year.

These plans must first be approved and adopted by the Governing Body after a public hearing.

The 2025–2030 One and Six Year Street Improvement Plan includes the following and is described in more detail on the following pages.

- A. The One Year Street Improvement Plan for 2025 consists of five projects. These projects contain approximately twelve blocks of street paving. The City's share of the total estimate for these projects is \$707,000.
- B. The remaining twenty-two projects on the Six Year Street Improvement Plan for 2025-2030 consist of approximately eighty blocks of street paving. The City's share of the total estimate for these projects is \$13,191,000.

The City's share of the estimated cost of all the projects is \$13,898,000.

- C. A location map and a summary of the individual projects and their estimated costs are included in this report.

F:\2020\3001-3500\020-3312\40-Design\Reports\GNCV\Falls City 2025 1&6 Yr Plan\24-11-19\_ONEandSIX.docx



# One and Six Year Plan Summary

City: Falls City  
Year: 2025

Plan Year	Project No.	Project Location	Project Description	Estimated Cost	City Portion	Private Portion	County Portion
One	M-282-64	Existing Private Road from Highway 73 east approx. 1,100 ft to Fulton Street	Mill and overlay existing street with 3" asphalt	\$ 264,000		\$ 264,000	
One	M-282-67	Fulton Street from Hwy 73 to the east and then north approx. 610'	Remove existing road surfacing and replace with 6" asphalt	\$ 194,000			\$ 194,000
One	M-282-71	Lane Street from 35th Street to 33rd Street	Build new 25' wide, 6" concrete street with curb and gutter	\$ 366,000	\$ 366,000		
One	M-282-72	Reavis Street from approx. 264' south of 7th Street to 6th Street	Replace existing gravel road with a 25' wide, 6" concrete street with curb and gutter	\$ 128,000	\$ 128,000		
One	M-282-73	6th Street from Reavis Street to east of Reavis Street 400'	Build new 25' wide, 6" concrete street with curb and gutter	\$ 213,000	\$ 213,000		
<b>Cost of One Year Projects</b>				<b>\$1,165,000</b>	<b>\$707,000</b>	<b>\$264,000</b>	<b>\$194,000</b>

Six	M-282-40	28th Street from Fulton Street to Road 3657 and Road 3657 from 28th Street north to airport	Replace existing gravel road (Road 3657) with 27' wide, 6" concrete street with curb and gutter and build a new 25' wide, 6" concrete street with curb and gutter (28th)	\$ 2,347,000	\$ 2,347,000		
Six	M-282-68	35th Street from Highway 73 to approximately 345' east of McLean	Replace existing gravel road with 24' wide, 6" concrete street	\$ 893,000	\$ 893,000		
Six	M-282-69	McLean Street from 35th Street to 28th Street	Replace existing gravel road with 24' wide, 6" concrete street	\$ 917,000	\$ 917,000		
Six	M-282-74	Lane Street from 33rd Street to Highway 73 Frontage Road	Build new 25' wide, 6" concrete street with curb and gutter	\$ 957,000	\$ 957,000		
Six	M-282-75	Cornhusker Court from 31st Street to the north 500'	Build new 25' wide, 6" concrete street with curb and gutter	\$ 312,000	\$ 312,000		
Six	M-282-76	31st Street from Abbot Street to the west city limits	Build new 25' wide, 6" concrete street with curb and gutter	\$ 261,000		\$ 261,000	
Six	M-282-43	Burton Street from existing pavement approx. 1300' to Hwy. 159	Build new 26' wide, 6" concrete street with curb and gutter	\$ 851,000	\$ 255,000	\$ 596,000	
Six	M-282-46	14th Street from existing pavement approx. 270' west to City Limits	Replace existing gravel road with 26' wide, 6" concrete street with curb and gutter	\$ 166,000	\$ 166,000		
Six	M-282-77	28th Street from Frontage Road to McLean Street	Build new 25' wide, 6" concrete street with curb and gutter	\$ 804,000	\$ 804,000		
Six	M-282-78	21st Street from Fair Avenue to Road 3657	Replace existing gravel road with 25' wide, 6" concrete street with curb and gutter	\$ 791,000	\$ 791,000		
Six	M-282-79	Chase Street from 7th Street to 9th Street	Replace existing brick road with 25' wide, 6" concrete street	\$ 260,000	\$ 260,000		
Six	M-282-80	Stone Street from 6th Street to 8th Street and 7th Street from Harlan Street to Stone Street	Replace existing brick road with 25'/30' wide, 6" concrete street	\$ 450,000	\$ 450,000		
Six	M-282-81	Stone Street from 8th Street to 11th Street	Replace existing brick road with 30' wide, 6" concrete street	\$ 453,000	\$ 453,000		
Six	M-282-82	Stone Street from 11th Street to 14th Street	Replace existing brick road with 30'/47' wide, 6" concrete street	\$ 557,000	\$ 557,000		
Six	M-282-83	15th Street from Crook Street to Chase Street	Replace existing brick road with 25' wide, 6" concrete street	\$ 341,000	\$ 341,000		
Six	M-282-84	Lane Street from 18th Street to 20th Street and 19th Street from Harlan Street to Lane Street	Replace existing brick road with 30'/31' wide, 6" concrete street	\$ 437,000	\$ 437,000		
Six	M-282-85	19th Street from Lane Street to Fulton Street	Replace existing brick road with 31' wide, 6" concrete street	\$ 540,000	\$ 540,000		
Six	M-282-86	25th Street from Harlan Street to Barada Street	Replace existing brick road with 30' wide, 6" concrete street	\$ 382,000	\$ 382,000		
Six	M-282-87	Stone Street from 19th Street to 21st Street, 20th Street from Harlan Street to Chase Street, and 19th Street from Stone Street to Chase Street	Replace existing brick road with 6" concrete street - width varies	\$ 818,000	\$ 818,000		

Six	M-282-88	Stone Street from 21st Street to 25th Street	Replace existing brick road with 30' wide, 6" concrete street	\$ 622,000	\$ 622,000		
Six	M-282-89	Chase Street from 21st Street to 25th Street	Replace existing brick road with 28' wide, 6" concrete street	\$ 562,000	\$ 562,000		
Six	M-282-90	22nd, 23rd and 24th Streets from Stone Street to Harlan Street	Replace existing brick road with 25'/26' wide, 6" concrete street	\$ 327,000	\$ 327,000		

	Estimated Cost	City Portion	Private Portion	County Portion
<b>Cost of Six Year Projects</b>	<b>\$14,048,000</b>	<b>\$13,191,000</b>	<b>\$ 857,000</b>	<b>\$ -</b>

	Estimated Cost	City Portion	Private Portion	County Portion
<b>Total Cost of All One Year &amp; Six Year Projects</b>	<b>\$15,213,000</b>	<b>\$13,898,000</b>	<b>\$1,121,000</b>	<b>\$194,000</b>

**Projects Completed in 2024:**

The City completed general maintenance in 2024 and One Year Projects M-282-62, M-282-65, M-282-66 and M-282-70 were completed

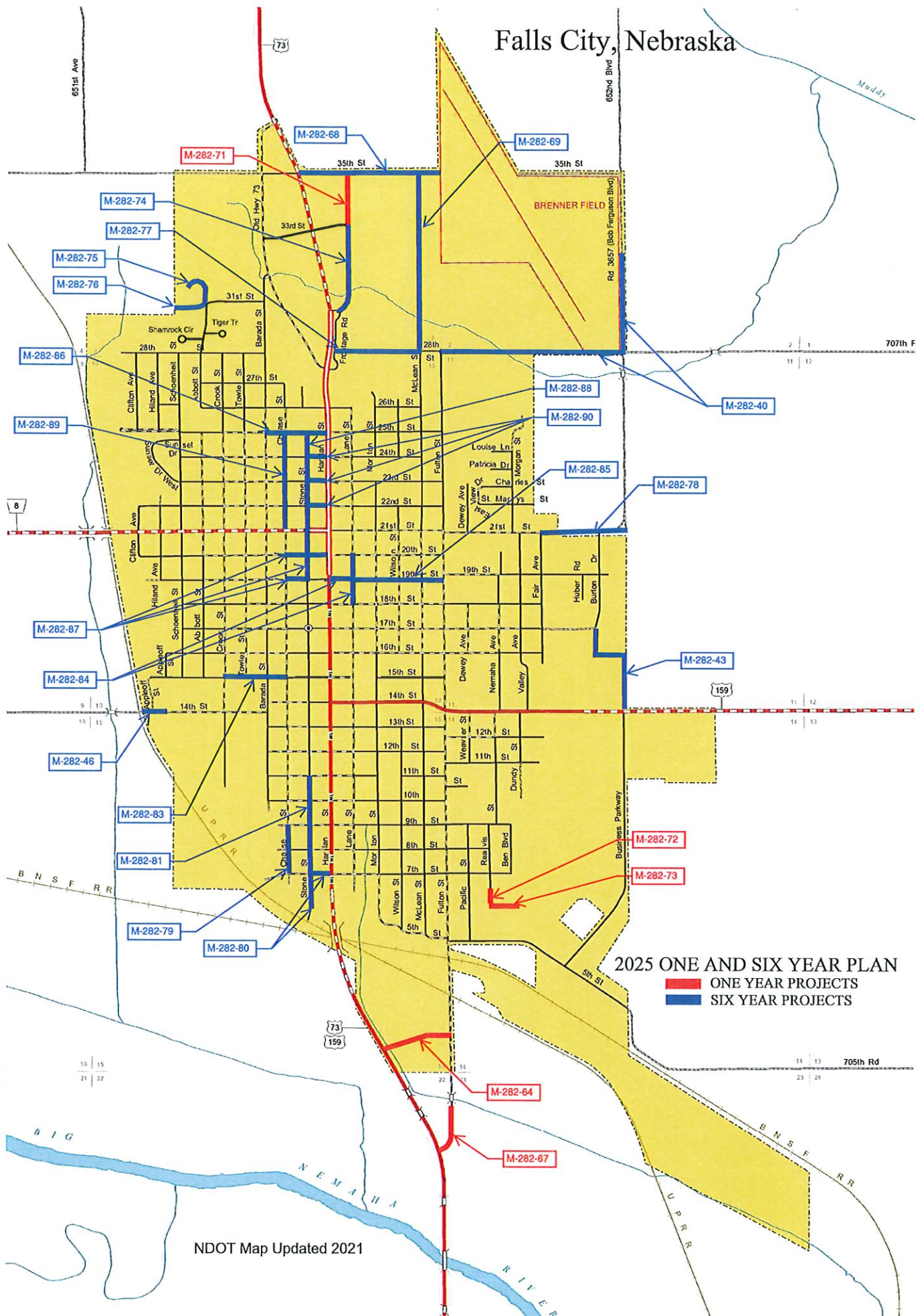
The City received \$622,138.40 in Highway Allocation from 10/1/23 to 9/30/24 and a \$4,000 incentive payment for hiring a Class A Street Superintendent.

The City received \$185,962.44 in Vehicle Sales Tax from the City's Local Sales Tax Option from 10/1/23 to 9/30/24. This does not include admin costs.

The Highway Allocation and Vehicle Sales Tax income must be used by the Street Department.



# Falls City, Nebraska



NDOT Map Updated 2021

**RESOLUTION**

WHEREAS, The City of Falls City, Nebraska, has conducted a public hearing on the 21st day of November 2024, in accordance with the requirements of the Board of Public Roads Classification and Standards, NOW, THEREFORE, be it resolved by the Mayor and City Council that the One and Six Year Plan for streets as presented at said public hearing has been accepted and approved on this 2nd day of December 2024.

\_\_\_\_\_  
Mayor

**CERTIFICATE OF RECORDING OFFICER**

The undersigned, duly qualified and acting City Clerk of the City of Falls City, Nebraska, does hereby certify that the above resolution was adopted at a legally convened meeting of the City held on the 2nd day of December 2024 and further, that such a resolution has been fully recorded in the proceedings and records in the office of the City Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand this 2nd day of December 2024.

\_\_\_\_\_  
City Clerk

The undersigned, duly qualified and acting City Clerk of the City of Falls City, Nebraska, does hereby certify that the notice of public hearing was posted in the City at the public places listed below at least ten (10) days prior to the public hearing.

\_\_\_\_\_  
City Clerk

Locations where the Public Hearing Notice was posted:

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

The notices were posted on \_\_\_\_\_



October 16, 2024

**Notice to file the Year-End Certification of City Street Superintendent, Signing Resolution, and Documentation of the Appointment(s) of City Street Superintendent(s) for Calendar Year 2024 with the Nebraska Department of Transportation (NDOT) by December 31, 2024.**

**Please make this an agenda item for your next City Council / Village Board meeting and return to the NDOT by December 31, 2024.** **RECORD KEEPING:** NDOT recommends that the municipality keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

The attached YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT and SIGNING RESOLUTION, together with a copy of the DOCUMENTATION OF THE CITY STREET SUPERINTENDENT(S) APPOINTMENT(S) for CALENDAR YEAR 2024, is the basis for determining the calendar year 2024 Incentive Payment. **Please complete and return the following to the NDOT by December 31, 2024:**


- **Signing Resolution (Page 1):** The original Signing Resolution, authorizing the signing of the Year-End Certification(s) by the Mayor or the Village Board Chairperson.
- **Year-End Certification of City Street Superintendent (Page 2):** If more than one individual provided street superintending services during Calendar Year 2024, or if the municipality did not have an appointed street superintendent, document each successive appointed city street superintendent and/or period without an appointed city street superintendent using a separate Year-End Certification form. **Copy the form as needed.**
- **Documentation of the City Street Superintendent(s) Appointment(s) (Page 3):** Attach to page 3 a copy of the City Council or Village Board meeting minutes showing the appointment(s) of the City Street Superintendent(s) for Calendar Year 2024 by their name as it appears on their License (*if applicable*), their License Number (*if applicable*), and Class of License (*if applicable*), and the type of appointment, i.e., employed, contract (consultant or interlocal agreement with another county and/or incorporated municipality), and the beginning date of the appointment. **For most municipalities this information may be found in the November or December 2023 or the January 2024 meetings minutes.**

**Failure to complete and return:** If a municipality had an appointed and Licensed City Street Superintendent for all or part of Calendar Year 2024 and the municipality does not complete and return the above documentation to the NDOT **by December 31, 2024, the municipality will not receive an Incentive Payment for Calendar Year 2024.**

**Payment:** If your municipality qualifies, payment will be scheduled for February 2025. Reference Neb. Rev. Stat. §39-2515. **Additional information** on Incentive Payments is available on the NDOT Boards - Liaison Service Website: <https://dot.nebraska.gov/business-center/lpa/boards-liaison/>

Please let me know if you have any questions. Email: [ndot.blshelp@Nebraska.gov](mailto:ndot.blshelp@Nebraska.gov)  
Phone: (402) 479-4436

Sincerely,

  
LeMoyné D. Schulz  
Highway Local Liaison Coordinator  
Boards-Liaison Services Section  
Local Assistance Division  
Nebraska Department of Transportation  
LDS/2024  
Attachments (3)

Vicki Kramer, Director  
Department of Transportation

<b>MAILING ADDRESS</b>	<b>PHYSICAL ADDRESS</b>
PO Box 94759	1500 Nebraska Parkway
Lincoln, NE 68509-4759	Lincoln, NE 68502

[dot.nebraska.gov](https://dot.nebraska.gov)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2024. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2024. RECORD KEEPING: NDOT recommends that the municipality keep a copy of everything you send to NDOT (the forms and meeting minutes) in a separate file for future reference.

RESOLUTION  
SIGNING OF THE  
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT  
2024

Resolution No. \_\_\_\_\_

**Whereas:** State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

**Whereas:** The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31<sup>st</sup> of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

**Whereas:** The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

**Whereas:** The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor ☒ Village Board Chairperson ☐ of Falls City  
(Check one box) (Print Name of Municipality)  
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 2nd day of December, 2024 at Falls City, Nebraska.  
(Date) (Month)

City Council/Village Board Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City Council/Village Board Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed, and billed as adopted.

Attest:

\_\_\_\_\_  
(Signature of Clerk)



Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2024. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2024. RECORD KEEPING: NDOT recommends that the municipality keep a copy of everything you send to NDOT (the forms and meeting minutes) in a separate file for future reference.

## Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2024

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: January, 2024 to December, 2024  
(Month) (Day) (Month) (Day)

\*(1)(a) The municipality of Falls City certifies that: Justin Stark  
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)  
was the appointed City Street Superintendent during the above period. IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.

(b) the superintending services of the above listed individual were provided by: (Check one box)

- ☐ Employment with this Municipality
- ☒ Contract (consultant) with this Municipality
- ☐ Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

(c) and the above listed individual assisted in the following: Reference Neb. Rev. Stat. §39-2512

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as (Check all boxes that apply) city engineer ☐ village engineer ☐  
public works director ☐ city manager ☐ city administrator ☐ street commissioner ☐

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- 1534  
and Class of License A, and/or  
(A, C, E)

(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- 13167

(2) \_\_\_\_\_

Signature of Mayor ☒ Village Board Chairperson ☐  
(Check one box)

\*(3) If during the calendar year your municipality (a) did not have an appointed City Street Superintendent for any portion(s) of the year; or (b) had one or more appointed City Street Superintendent(s) that were not licensed for any portion(s) of the year; or (c) had one or more appointed licensed City Street Superintendent(s) for any portion(s) of the year, please complete a separate Year-End Certification form for each period. Copy this form as needed to account for these separate periods.

(4) The payment amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) the number of full calendar months served by the appointed City Street Superintendent who is licensed or exempted from licensure under the Superintendents Act; (c) class of license, A or B if applicable; and (d) if the appointed City Street Superintendent assisted with the required duties in (1)(c) above. Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.

(5) Failure to return by December 31, 2024, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2024 to:

Highway Local Liaison Coordinator  
Boards-Liaison Services Section  
Local Assistance Division  
Nebraska Department of Transportation  
PO Box 94759  
Lincoln NE 68509-4759

## SUPERINTENDENT(S) APPOINTMENT DOCUMENTATION

**Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2024 to the back of this Page:** For most municipalities this information may be found in the **November or December 2023 or the January 2024 meetings minutes**. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds).

Call (402) 479-4436 or email [NDOT.BLSHelp@Nebraska.gov](mailto:NDOT.BLSHelp@Nebraska.gov) if you have any questions about what to attach for documentation.

**RECORD KEEPING:** NDOT recommends that the municipality keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.





October 23, 2024

Mayor and City Council  
City of Falls City  
2307 Barada St.  
Falls City, NE 68355

Re: Renewal of Agreement  
for Street Superintendent and Engineering Services

Dear Mayor and City Council:

Thank you for allowing Olsson to be your Street Superintendent and Engineer-on-Call for your community. We have enjoyed working with you and would like to continue providing our experience and expertise to you.

The signed contract in-place expires on December 31, 2024; therefore, we have enclosed Work Orders 12 and 13 which will extend our services to your community through December 31, 2025. You can choose to discontinue our services anytime during the course of the Agreement.

We are requesting you have the attached Work Orders reviewed for approval at your next council meeting. The Work Orders appoint Justin Stark as your Street Superintendent and Olsson as your City Engineer. If questions or concerns arise from that meeting, please let us know and we can attend your next meeting. If approved, please sign both copies of the Work Orders, return one to us and keep a copy for your records.

Olsson takes great pride in our superior reputation for client service and quality work, and we offer the most comprehensive list of professional engineering, testing, and survey services in the state.

Sincerely,

A handwritten signature in blue ink that reads "Justin R. Stark".

Justin Stark, PE  
Olsson

Attachments



## **MASTER AGREEMENT WORK ORDER NO. 12**

This exhibit dated January 1, 2025 is hereby attached to and made a part of the Master Agreement for Professional Services dated August 31, 2020 between City of Falls City ("Client") and Olsson, Inc. ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is as indicated below.

### **GENERAL**

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

### **PROJECT DESCRIPTION AND LOCATION**

Project will be located at: Falls City, Nebraska

Project Description: General Engineering Consulting Services

### **SCOPE OF SERVICES**

Olsson shall provide the following services (Scope of Services) to Client for the Project:

#### **General Engineering Consulting Services**

Olsson will provide engineering consulting services as requested by the City Council Board or its authorized representatives. These general consulting services include the following:

- City Council/Planning Commission meeting attendance
- Site visits to collect data for miscellaneous engineering issues
- Professional opinions and recommendations for miscellaneous engineering issues
- Agency correspondence on behalf of the Client

#### **Exclusions**

- Surveying – legal, topographic and construction staking
- Geotechnical
- Environmental Reviews and Permitting
- Modeling Services
- Project Design beyond miscellaneous engineering issues
- Bidding Services
- Construction Administration and Observation
- Materials Testing
- Street Superintendent Services

All the exclusions listed can be completed upon request and would be defined in a separate work order.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

#### **SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: January 1, 2025  
Anticipated Completion Date: December 31, 2025

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

#### **COMPENSATION**

Client shall pay to Olsson for the performance of the Scope of Services, the actual hourly labor rates of personnel performing such services on the Project times a factor of 3.085 and all actual reimbursable expenses in accordance with Reimbursable Expense Schedule attached to this Agreement. Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time and expense basis not to exceed \$5,000.

#### **TERMS AND CONDITIONS OF SERVICE**

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be the City Clerk.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 1707 Dakota Ave., South Sioux City, Nebraska 68776. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By   
Shayne Huxoll, PM

By   
Justin Stark, PE

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

CITY OF FALLS CITY

By \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_

Attachments

Billing Rate Schedule

Reimbursable Expense Schedule





## **MASTER AGREEMENT WORK ORDER NO. 13**

This exhibit dated January 1, 2025 is hereby attached to and made a part of the Master Agreement for Professional Services dated August 31, 2020 between City of Falls City ("Client") and Olsson, Inc. ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is as indicated below.

### **GENERAL**

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

### **PROJECT DESCRIPTION AND LOCATION**

Project will be located at: Falls City, Nebraska

Project Description: Street Superintendent Services

### **SCOPE OF SERVICES**

Olsson shall provide the following services (Scope of Services) to Client for the Project:

#### **Street Superintendent Services**

Olsson will provide Street Superintendent services following the guidance and requirements of the Nebraska Board of Public Roads Classifications and Standards (NBCS). Street Superintendent services include the following:

- Guidance and consultation for development and updates to the one and six-year street plans
- Review and updates to the street lane mile report
- Guidance and consultation for completion of the street system revenue, expenditure and budget report
- Attendance at one public hearing related to the one and six-year street plan

#### **Exclusions**

- Surveying – legal, topographic and construction staking
- Geotechnical
- Environmental Reviews and Permitting
- Project Design
- Bidding Services
- Construction Administration and Observation
- Materials Testing

All the exclusions listed can be completed upon request and would be defined in a separate work order.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

#### **SCHEDULE FOR OLSSON'S SERVICES**

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: January 1, 2025  
Anticipated Completion Date: December 31, 2025

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

#### **COMPENSATION**

Client shall pay to Olsson for the performance of the Scope of Services, the actual hourly labor rates of personnel performing such services on the Project times a factor of 3.085 and all actual reimbursable expenses in accordance with Reimbursable Expense Schedule attached to this Agreement. Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time and expense basis not to exceed \$4,000.

#### **TERMS AND CONDITIONS OF SERVICE**

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be the City Clerk.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 1707 Dakota Ave., South Sioux City, Nebraska 68776. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By   
Shayne Huxoll, PM

By   
Justin Stark, PE

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

CITY OF FALLS CITY

By \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Dated: \_\_\_\_\_

Attachments

Billing Rate Schedule

Reimbursable Expense Schedule

## Olsson 2024 Billing Rate Schedule

<u>Description</u>	<u>Range</u>
Principal	\$140.00 - \$463.00
Project Manager	\$129.00 - \$274.00
Project Professional	\$95.00 - \$242.00
Assistant Professional	\$71.00 - \$178.00
Designer	\$90.00 - \$216.00
CAD Operator	\$59.00 - \$137.00
Administrative/Clerical	\$47.00 - \$206.00
Survey	\$56.00 - \$210.00 *
Construction Services	\$49.00 - \$279.00 *

**Note:**

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule
2. Rates subject to change based upon updates to Billing Rates for upcoming year.





## REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Cost</u>
Automobiles (Personal Vehicle)	\$0.67/mile*
Suburban's and Pick-Ups	\$0.75/mile*
Automobiles (Olsson Vehicle)	\$95.00/day
Other Travel or Lodging Cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including Mylars and Linens	
In-House	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including Express Mail and Special Delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of Deeds, Easements or other Project Related Documents	Actual Cost+10%
Fees for Applications or Permits	Actual Cost+10%
Sub-Consultants	Actual Cost+10%
Taxes Levied on Services and Reimbursable Expenses	Actual Cost

\*Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).

## Anthony Nussbaum

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**From:** David Holl - M&A <dhol@miller-engineers.com>  
**Sent:** Thursday, November 14, 2024 4:12 PM  
**To:** Anthony Nussbaum  
**Cc:** Lewis Hyatt - M&A  
**Subject:** Appointments

Anthony,

Subject: Appointment of Miller & Associates as City Engineer

As you begin preparing the agenda for your December reorganization meeting, I wanted to reach out about the option of appointing **Miller & Associates as your City Engineer** at no cost to you.

The Nebraska Department of Economic Development (NDED) recently updated its guidelines on Community Development Block Grants (CDBG) to allow waivers for engineering procurement if the local government has a documented, consecutive three-year annual appointment of the same firm. This streamlined process can help avoid delays and additional costs for your community when new projects arise, as you won't need to backtrack and procure an engineer each time. Of course, you are still free to procure a different engineer if needed, but this approach may offer a more efficient alternative.

For your agenda, the language could simply read: "**The City of Falls City moves to appoint Miller & Associates as the City Engineer.**" Please note that appointing a City Engineer is distinct from appointing a Street Superintendent. While a Street Superintendent is an individual, a City Engineer refers to an entire firm. Please forward a copy of the minutes to our office when available.

If you have any questions about this process or the appointments, please feel free to reach out. We're here to help!

Thank you,

**David L. Holl**



**Miller & Associates**  
**CONSULTING ENGINEERS, P.C.**

1111 Central Avenue | 308-234-6456 (p)  
Kearney, NE 68847 | 308-234-1146 (f)

[www.miller-engineers.com](http://www.miller-engineers.com)

[dhol@miller-engineers.com](mailto:dhol@miller-engineers.com)





## FEE SCHEDULE

Engineering fees at Miller & Associates are typically based on a lump sum or maximum fee basis. There are occasions when a percentage of cost is desired by the City; however, establishing the study, design and construction phase service fees at the onset of the project is desirable, for the City's limited budgetary purposes. Once a fee has been established, Miller & Associates does not request to increase the fee for changes that may occur unless the scope significantly changes. If services are performed on an hourly or maximum fee basis, the following classifications and rates would be utilized for the hourly services for 2025:

Employee Classification	Rate
Professional Engineer	\$125.00/hour
Architectural Manager	\$95.00/hour
Project Manager	\$90.00/hour
Registered Land Surveyor	\$90.00/hour
Senior Design Technician	\$80.00/hour
Survey Crew (1-man)	\$95.00/hour
Technician/Resident Project Representative	\$75.00/hour
Funding Specialist	\$65.00/hour
CAD Draftsperson	\$70.00/hour
Clerical	\$45.00/hour
Mileage	IRS Rate
Reproduction and Shipping Services	@ Cost
Subconsultant Services	@ Cost + 5%

Since Miller & Associates began, our firm has worked hard to provide quality service at affordable rates. We believe in assisting each community in every capacity, including concept development, preparation of opinions of probable construction costs, funding source research, design, conducting bid letting, attendance at City Council and Committee meetings, telephone consultations, construction and observation management, etc. Miller & Associate project fees are determined on a case-by-case basis, prior to commencement of services.