
Watch the meeting livestream at <https://www.youtube.com/@FallsCityNE/streams>

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

ROUTINE BUSINESS

1. Announcement of Open Meetings Act
2. Roll Call
3. Pledge of Allegiance
4. Mayors Report
5. City Administrators Report
6. Chief of Police Report

OLD BUSINESS

None

REGULAR BUSINESS

1. Discussion and Action – Agenda Approval
2. Discussion and Action – Minutes Approval for February 3, 2025
3. Discussion and Action – Claims Approval for February 19, 2025
4. Discussion and Action – Treasurers Report for January 2025
5. Discussion and Action – Annual commitment to Blue Rivers Area Agency on Aging
6. Discussion and Action – Addition of Swim Lessons to the Falls City Aquatic Center as recommended by the Board of Park Commissioners | Briar Burr - Parks and Recreation Director
7. Discussion and Action – Review of the revised Purchasing Policies and Procedures
8. Closed Session – Codes, Fiscal Management and Claims Processing | Shawn Fouraker - Councilperson

ADJOURNMENT

Anthony Nussbaum, City Clerk

FALLS CITY
ANIMAL CONTROL
MONTHLY REPORT

January, 2025

| ANIMAL CALLS | ANIMALS PICKED UP | ANIMALS CLAIMED | ANIMALS ADOPTED |
|--------------|-------------------|-----------------|-----------------|
| 19 | 3 | 1 | 2 |

CODE ENFORCEMENT

Lindzie Jones

INCIDENT CODE: * - All

USER: fcy.ljones
GROUP: * - All
PRIORITY: * - All
TYPE: * - All

DATES: 1/01/2025 THRU 1/31/2025

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| | NEW INCIDENTS | CLOSED | VOIDED | ACTIVE AT 1/31/2025 |
|----------------------|---------------|--------|--------|------------------------|
| INCIDENT CODE: 6-333 | 1 | 0 | 0 | 1 |
| INCIDENT CODE: 6-401 | 2 | 1 | 0 | 1 |
| INCIDENT CODE: 8-204 | 28 | 15 | 1 | 12 |
| TOTALS | 31 | 16 | 1 | 14 |

YEAR

Reported by Marci Ankrom

Falls City Police Department

Crimes and Clearance Rate

Part I Crimes

Date: JANUARY 2024

Number and Disposition of Offenses Known to the Police

| UNIFORM CLASSIFICATION OF OFFENSES | OFFENSES KNOWN TO THE POLICE | | | | | OFFENSES CLEARED | | |
|------------------------------------|------------------------------|-----------|--------------------------|------------------------|------------------------|------------------|-------------------|-------------------|
| PART I | REPORTED OR KNOWN THIS MO. | UNFOUNDED | ACTUAL OFFENSES THIS MO. | ACTUAL THIS YR TO-DATE | ACTUAL LAST YR TO-DATE | THIS MONTH | THIS YEAR TO-DATE | LAST YEAR TO-DATE |
| 1. Criminal Homicide | | | | | | | | |
| 2. Rape | | | | | | | | |
| 3. Robbery | | | | | | | | |
| Armed – any weapon | | | | | | | | |
| Strong arm – no weapon | | | | | | | | |
| 4. Assault | | | | | 1 | | | 1 |
| 5. Burglary | | | | | 4 | | | 4 |
| Forcible Entry | | | | | | | | |
| Unlawful entry – no force | | | | | | | | |
| Attempted forcible entry | | | | | | | | |
| 6. Thefts | | | | | | | | |
| Pocket picking | | | | | | | | |
| Purse snatching | | | | | | | | |
| Shoplifting | 37 | | 37 | 37 | 33 | 37 | 37 | 33 |
| Thefts from auto | | 1 | | | | | | |
| Thefts of auto parts & acc. | | | | | | | | |
| Thefts of bicycles | | | | | | | | |
| Thefts from buildings | | | | | | | | |
| Thefts from coin operated machine | | | | | | | | |
| All other thefts | | | | | 2 | | | 2 |
| 7. Motor vehicle theft | | | | | 1 | | | 1 |
| Autos | 1 | | 1 | 1 | | 1 | 1 | |
| Trucks and buses | | | | | | | | |
| Other vehicles | | | | | | | | |
| 8. Arson | | | | | | | | |
| Total | 38 | | 38 | 38 | 41 | 38 | 38 | 41 |

PART I % CLEARED 100% 100% 100%

Falls City Police Department

Crimes and Clearance Rate

Part II Crimes

Date: JANUARY 2024

Number and Disposition of Offenses Known to the Police

| UNIFORM CLASSIFICATION OF OFFENSES | OFFENSES KNOWN TO THE POLICE | | | | | OFFENSES CLEARED | | |
|------------------------------------|------------------------------|-----------|--------------------------|------------------------|------------------------|------------------|-------------------|-------------------|
| PART II | REPORTED OR KNOWN THIS MO. | UNFOUNDED | ACTUAL OFFENSES THIS MO. | ACTUAL THIS YR TO-DATE | ACTUAL LAST YR TO-DATE | THIS MONTH | THIS YEAR TO-DATE | LAST YEAR TO-DATE |
| 1. Other Assaults | 3 | | 3 | 3 | 4 | 3 | 3 | 4 |
| 2. Forgery & Counterfeiting | | | | | | | | |
| 3. Fraud | | | | | 1 | | | |
| 4. Embezzlement | | | | | | | | |
| 5. Stolen Property | | | | | | | | |
| 6. Vandalism | 13 | | 13 | 13 | | 13 | 13 | |
| 7. Weapons-Possession | | | | | | | | |
| 8. Prostitution | | | | | | | | |
| 9. Other Sex Offenses | 2 | | 2 | 2 | 2 | 2 | 2 | 2 |
| 10. Narcotics Laws | | | | | 7 | | | 7 |
| 11. Gambling Laws | | | | | | | | |
| 12. Offenses Against Family | 7 | | 7 | 7 | 3 | 7 | 7 | 3 |
| 13. Driving Under Influence | | | | | 2 | | | 2 |
| 14. Liquor Laws | | | | | 4 | | | 4 |
| 15. Disorderly Conduct | 13 | | 13 | 13 | 1 | 13 | 13 | 1 |
| 16. All Other Offenses | 5 | | 5 | 5 | 18 | 5 | 5 | 18 |
| TOTAL | 43 | | 43 | 43 | 42 | 43 | 43 | 41 |
| PART I&II TOTAL | 81 | | 81 | 81 | 83 | 81 | 81 | 82 |

| | | | | |
|-----------------------|----------------------------------|-------------|-------------|------------|
| | Part II % Cleared | 100% | 100% | 98% |
| Combined Total | Part I & II % Cleared | 100% | 100% | 98% |

February 3, 2025

A meeting of the City Council of the City of Falls City, Nebraska, was held in said City on the 3rd day of February 2025, at 6:00 o' clock P.M. Council met in regular session. Mayor Harkendorff called the meeting to order and Clerk Nussbaum recorded the minutes of the meeting. On roll call the following Council persons were present: Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. Absent: None. Notice of the meeting was given in advance thereof by posting in three public places, a designated method for giving notice as shown by the Certificate of Posting Notice attached to these minutes. Notice of this meeting was given to the mayor and all persons of the Council and a copy of their acknowledgment of receipt of notice and the agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Mayor Harkendorff publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held.

CONSENT AGENDA

It was noted by Mayor Harkendorff Item 3. Claims Approval is to be removed from the Agenda and added to the next regular meeting Agenda. A motion was made by Council person Leyden and seconded by Council person Buckminster to approve the Consent Agenda as follows: *WHEREAS*, certain business of the City Council (Council) of the City of Falls City (City) transpires on a regular and routine basis or is not of controversial nature; and *WHEREAS*, roll call votes on each individual issue greatly extend the meeting time. *NOW, THEREFORE, BE IT HEREBY RESOLVED* BY the City Council that in the interest of economizing time, yet complying with the Public Meeting Laws of the State of Nebraska, which require roll call voting, the following issues are hereby consolidated in this Consent Agenda: 1. *BE IT FURTHER RESOLVED* BY the Council that the minutes from the January 21, 2025, meeting is hereby approved. 2. *BE IT FURTHER RESOLVED* BY the Council that the agenda for February 3, 2025, is hereby approved. 3. *BE IT FURTHER RESOLVED* BY the Council that Claims Approval for Payable Date February 4, 2025 shall be postponed definitely to the next regular meeting. 4. *BE IT FURTHER RESOLVED* BY the Council that the monthly report for the Southeast Nebraska Land Bank is hereby approved. 5. *BE IT FURTHER RESOLVED* BY the Council that the Consent Agenda for February 3, 2025, is hereby approved. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

REVIEW AND APPROVAL OF THE 2025 RETAIL LIQUOR LICENSE RENEWALS AS PUBLISHED IN THE FALLS CITY JOURNAL

A motion was made by Council person Ferguson and seconded by Council person Buckminster to approve the liquor license renewals as presented. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

AUTHORIZATION TO EXECUTE THE CUSTODIAL AGREEMENT WITH F&M BANK FOR CDARS AND ICS DEPOSIT PLACEMENT AGREEMENTS

A motion was made by Council person Ferguson and seconded by Council person F. Killingsworth to execute the Custodial Agreement as presented. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

AUTHORIZATION TO EXECUTE A NON-DISCLOSURE AGREEMENT WITH CITRONIQ CHEMICALS LLC

A motion was made by Council person Buckminster and seconded by Council person Leyden to execute a Non-Disclosure Agreement with Citroniq Chemicals as presented. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, K. Killingsworth, Leyden, Ruiz. "NAY" Kaster, F. Killingsworth. "ABSENT" None. Motion carried.

AUTHORIZATION TO EXECUTE A CONFIDENTIALITY AGREEMENT WITH CORDIA DEVELOPMENT LLC

A motion was made by Council member K. Killingsworth to learn more information. Motion died for a lack of a second. A motion was then made by Council member Buckminster and seconded by Council member Ferguson to execute the agreement as presented. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Kaster, Leyden, Ruiz. "NAY" Fouraker, F. Killingsworth, K. Killingsworth. "ABSENT" None. Motion carried.

FALLS CITY EDGE QUARTERLY REPORT FOR THE 4TH QUARTER

Lucas Froeschl, EDGE Director, presented the EDGE Quarterly Report for the 4th Quarter of 2024.

AUTHORIZATION TO EXECUTE THE COMMITMENT LETTER AND SUBMIT AN APPLICATION TO THE 2025 CCCFF GRANT CYCLE FOR THE FALLS CITY AMPHITHEATER PARK DUE FEBRUARY 15, 2025, IN COLLABORATION WITH THE FALLS CITY CREATIVE DISTRICT

A motion was made by Council member Buckminster and seconded by Council member Ferguson to execute the Commitment Letter and submit an application. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

CONSIDER DONATION OF THE BUILDING AT 206 EAST 20TH STREET FOR CITY USE|FIRST PRESBYTERIAN CHURCH

A motion was made by Council member Ferguson and seconded by Council member Leyden to table the item and refer to the Rivoli Theatre Committee. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

DISCUSSION REGARDING FISCAL MANAGEMENT, CLAIMS AND PROCUREMENT

A motion was made by Council member Leyden and seconded by Council member Buckminster to move into closed session at 6:45pm to discuss fiscal management, claims and procurement and to protect sensitive information. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried. A motion was made by Council member Ferguson and seconded by Council member Buckminster to end the closed session at 7:25pm and return to public session. Roll was called on this motion and the Council persons voted as follows: "YEA" Buckminster, Ferguson, Fouraker, Kaster, F. Killingsworth, K. Killingsworth, Leyden, Ruiz. "NAY" None. "ABSENT" None. Motion carried.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:26pm

I, the undersigned, City Clerk for the City of Falls City, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by Mayor Harkendorff and Council on February 3, 2025; 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; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by persons of the public; that the

said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting; and that a current copy of the Nebraska Open Meetings Act was available and accessible to persons of the public, posted during such meeting in the room in which such meeting was held.

(SEAL)

CITY CLERK

CITY CLERK

MAYOR



Expense Approval Report

By Fund

Post Dates - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|-----------------------------------|----------------|------------|-----------------------------|-----------------|------------------|
| Fund: 100 - General | | | | | |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 100-01-11-52109 | 740.00 |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 100-06-11-52109 | 240.00 |
| Tyler Technologies Inc | 025-491023 | 02/04/2025 | service | 100-01-11-52195 | 0.60 |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 100-01-11-52109 | 1,460.00 |
| Quill Corportation | 42204655 | 02/04/2025 | dab n seal | 100-01-11-52372 | 12.59 |
| Quill Corportation | 42204655 | 02/04/2025 | note pad | 100-01-11-52372 | 12.99 |
| Quill Corportation | 42204655 | 02/04/2025 | wite out | 100-01-11-52372 | 4.79 |
| Quill Corportation | 42256107 | 02/04/2025 | brother dr730 drum | 100-01-11-52372 | 118.99 |
| Pest Control Services of SE NE | 14938 | 02/04/2025 | service | 100-01-11-52093 | 62.50 |
| Amazon Capital Services | 19gv-dx7h-kcf1 | 02/04/2025 | employee record file jacket | 100-01-11-52372 | 15.19 |
| TASC | in3338017 | 02/04/2025 | fees | 100-01-11-52199 | 62.50 |
| Amazon Capital Services | 17jp-kgqk-glvw | 02/04/2025 | paperclip holder | 100-01-11-52372 | 9.98 |
| Amazon Capital Services | 1ghh-lhkc-g7c6 | 02/04/2025 | gel pens | 100-01-11-52372 | 13.85 |
| Amazon Capital Services | 1MTY-7D66-9K4R | 02/04/2025 | supplies | 100-01-11-52429 | 9.98 |
| Falls City Mercantile | 235171 | 02/04/2025 | paper towels | 100-01-11-52429 | 53.14 |
| Pro Serv | 280500 | 02/04/2025 | c4500 | 100-01-11-52118 | 273.50 |
| Quill Corportation | 42415485 | 02/19/2025 | calc ribbon | 100-01-11-52372 | 17.98 |
| Utility Department | INV06242 | 02/19/2025 | city hall | 100-01-11-52018 | 33.00 |
| Utility Department | INV06242 | 02/19/2025 | city hall | 100-01-11-52019 | 39.90 |
| Utility Department | INV06243 | 02/19/2025 | city office | 100-01-11-52018 | 295.84 |
| Utility Department | INV06243 | 02/19/2025 | city office | 100-01-11-52019 | 102.97 |
| Utility Department | INV06243 | 02/19/2025 | city office | 100-01-11-52020 | 886.30 |
| Falls City Mercantile | 235460 | 02/04/2025 | toilet tissue | 100-01-11-52372 | 50.87 |
| TASC | in3352102 | 02/04/2025 | fees | 100-01-11-52199 | 125.00 |
| Jim Hill's | 98351 | 02/04/2025 | wax stripper | 100-01-11-52093 | 12.50 |
| Amazon Capital Services | 14rv-y3gm-9w3v | 02/19/2025 | headset | 100-01-11-52372 | 24.99 |
| Falls City Mercantile | 235470 | 02/19/2025 | folgers coffee packets | 100-01-11-52372 | 154.59 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 100-01-11-52195 | 81.00 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 100-01-11-52011 | 602.87 |
| Falls City Economic and Devel | INV06292 | 02/01/2025 | CY 2024 Monthly Contributio | 100-06-11-52172 | 10,825.25 |
| Falls City Main Street, Inc. | INV06293 | 02/01/2025 | Monthly Contribution (MOU 7 | 100-06-11-52172 | 2,500.00 |
| Fund 100 - General Total: | | | | | 18,843.66 |
| Fund: 110 - Police | | | | | |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 110-02-21-52109 | 1,480.00 |
| Hullman's Ford Lincoln, Inc. | 92452 | 02/19/2025 | 2022 Ford | 110-02-21-52015 | 786.86 |
| Sunset Law Enforcement | 0011141-in | 02/19/2025 | aguila 9mm 124gr fmj | 110-02-21-52429 | 774.00 |
| Sunset Law Enforcement | 0011141-in | 02/19/2025 | Horn 9mm luger 135 gr fl | 110-02-21-52429 | 1,690.80 |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 110-02-21-52109 | 2,400.00 |
| Quill Corportation | 42256107 | 02/04/2025 | desk calendar | 110-02-21-52372 | 23.96 |
| Mid-States Organized Crime I | 0251959-in | 02/04/2025 | membership 2025 | 110-02-21-51302 | 100.00 |
| Falls City Mercantile | 235171 | 02/04/2025 | paper towels | 110-02-21-52429 | 53.13 |
| Pro Serv | 280500 | 02/04/2025 | c3000 | 110-02-21-52118 | 273.50 |
| MEGAN STAMPER | 020 | 02/04/2025 | uniform repairs | 110-02-21-52333 | 62.00 |
| Das State Accounting - Center | 1464151 | 02/19/2025 | service jan 2025 | 110-02-21-52199 | 537.60 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 110-02-21-52195 | 112.50 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 110-02-21-52011 | 255.59 |
| Fund 110 - Police Total: | | | | | 8,549.94 |
| Fund: 115 - Animal Control | | | | | |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 115-02-23-52109 | 180.00 |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 115-02-23-52109 | 1,253.04 |
| Omaha Public Power District | INV06110 | 02/04/2025 | service | 115-02-23-52020 | 45.38 |
| Utility Department | INV06239 | 02/19/2025 | animal control | 115-02-23-52019 | 13.81 |

Expense Approval Report

Post Dates: - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|--------------------------------|--|-----------------|
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 115-02-23-52195 | 12.50 |
| | | | | Fund 115 - Animal Control Total: | 1,504.73 |
| Fund: 120 - Fire | | | | | |
| Utility Department | INV06235 | 02/19/2025 | fire station/hyd | 120-02-22-52019 | 50.35 |
| Utility Department | INV06235 | 02/19/2025 | fire station/hyd | 120-02-22-52020 | 40.56 |
| Utility Department | INV06236 | 02/19/2025 | fire station | 120-02-22-52018 | 88.00 |
| Utility Department | INV06236 | 02/19/2025 | fire station | 120-02-22-52020 | 554.61 |
| Utility Department | INV06237 | 02/19/2025 | fire station/hydrants | 120-02-22-52019 | 4,071.78 |
| Utility Department | INV06238 | 02/19/2025 | fc ambulance bldg | 120-02-22-52018 | 235.80 |
| Utility Department | INV06238 | 02/19/2025 | fc ambulance bldg | 120-02-22-52020 | 98.53 |
| O'Reilly Automotive Inc | 5895-223010 | 02/04/2025 | mini bulb | 120-02-22-52014 | 11.96 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 120-02-22-52195 | 12.50 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 120-02-22-52011 | 127.58 |
| | | | | Fund 120 - Fire Total: | 5,291.67 |
| Fund: 130 - Building Inspections & Code Enforcement | | | | | |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 130-02-23-52109 | 20.00 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 130-02-23-52195 | 12.50 |
| | | | | Fund 130 - Building Inspections & Code Enforcement Total: | 32.50 |
| Fund: 150 - Parks | | | | | |
| HD Supply Facilities Maintena | 9231102654 | 02/04/2025 | master 3/8" drive bit socket s | 150-05-51-52429 | 50.00 |
| Amazon Capital Services | 1gg7-jchr-71mh | 02/04/2025 | bodily fluid clean up pack | 150-05-51-52429 | -14.70 |
| Harmon's OK Tire | 62458 | 02/04/2025 | tire repair | 150-05-51-52198 | 20.00 |
| Falls City Mercantile | 235095 | 02/04/2025 | ice melt | 150-05-51-52429 | 81.00 |
| VersaTube | D766B445-0001 | 01/22/2025 | custom carport DESIGN ID 19 | 150-05-51-52093 | 2,572.00 |
| Utility Department | INV06251 | 02/19/2025 | legion park | 150-05-51-52020 | 94.68 |
| Utility Department | INV06252 | 02/19/2025 | grandview park | 150-05-51-52020 | 91.07 |
| Utility Department | INV06253 | 02/19/2025 | hartman field | 150-05-51-52020 | 40.56 |
| Utility Department | INV06254 | 02/19/2025 | f&m bank field | 150-05-51-52020 | 40.56 |
| Utility Department | INV06255 | 02/19/2025 | snc field | 150-05-51-52020 | 40.56 |
| Utility Department | INV06256 | 02/19/2025 | 4-h barn | 150-05-51-52020 | 40.56 |
| Utility Department | INV06257 | 02/19/2025 | riding club site/city usage | 150-05-51-52020 | 40.56 |
| Utility Department | INV06258 | 02/19/2025 | parks shop | 150-05-51-52019 | 41.70 |
| Utility Department | INV06258 | 02/19/2025 | parks shop | 150-05-51-52020 | 300.43 |
| Utility Department | INV06259 | 02/19/2025 | camper sites | 150-05-51-52019 | 39.90 |
| Utility Department | INV06259 | 02/19/2025 | camper sites | 150-05-51-52020 | 58.22 |
| Utility Department | INV06260 | 02/19/2025 | staton lake volleyball | 150-05-51-52020 | 41.06 |
| Utility Department | INV06261 | 02/19/2025 | north camper | 150-05-51-52020 | 140.96 |
| Utility Department | INV06262 | 02/19/2025 | tennis court | 150-05-51-52020 | 52.25 |
| Utility Department | INV06263 | 02/19/2025 | old snack shack | 150-05-51-52020 | 41.06 |
| Utility Department | INV06264 | 02/19/2025 | dallas jones irr | 150-05-51-52020 | 41.31 |
| Utility Department | INV06265 | 02/19/2025 | snack shack-new | 150-05-51-52020 | 49.76 |
| Utility Department | INV06267 | 02/19/2025 | cabin | 150-05-51-52020 | 43.92 |
| Utility Department | INV06268 | 02/19/2025 | south camper | 150-05-51-52020 | 40.56 |
| Farm & City Supply | 013975 | 02/04/2025 | tee black 3/4" | 150-05-51-52429 | 6.59 |
| Farm & City Supply | 013975 | 02/04/2025 | coupl brs 3/4fh-3/4fh ace | 150-05-51-52429 | 8.59 |
| Farm & City Supply | 013975 | 02/04/2025 | nipple galv 3/4"x10" | 150-05-51-52429 | 8.99 |
| Farm & City Supply | 013975 | 02/04/2025 | bolt u 1/4"x1-1/8"x2" | 150-05-51-52429 | 1.99 |
| THE LIFEGUARD STORE INC | INV001479247 | 01/29/2025 | Fox 40 Classic pealess whistle | 150-05-51-52429 | 135.00 |
| THE LIFEGUARD STORE INC | INV001479247 | 01/29/2025 | nylon neck lanyard (red) 180R | 150-05-51-52429 | 37.50 |
| THE LIFEGUARD STORE INC | INV001479247 | 01/29/2025 | adult/infant pocket maks kit | 150-05-51-52429 | 277.50 |
| THE LIFEGUARD STORE INC | INV001479247 | 01/29/2025 | 40"rescue tube - standard (re | 150-05-51-52429 | 445.00 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 150-05-51-52195 | 37.50 |
| Robert Brooke & Associates | 340887 | 02/10/2025 | P7001NB plastic bleacher end | 150-05-51-52093 | 234.00 |
| Robert Brooke & Associates | 340887 | 02/10/2025 | P7001NC plastic bleacher end | 150-05-51-52093 | 152.70 |
| Peter Eaton | 02-2025-000275 | 02/06/2025 | Rental AddOn Payment for Ca | 150-05-51-21600 | 50.00 |
| | | | | Fund 150 - Parks Total: | 5,383.34 |
| Fund: 151 - Auditorim | | | | | |
| Amazon Capital Services | 14jv-6wl3-9fj9 | 02/04/2025 | picklebal court marking kit | 151-05-51-52420 | 17.74 |
| Amazon Capital Services | 14jv-6wl3-9fj9 | 02/04/2025 | floor marking tape | 151-05-51-52420 | 27.96 |

Expense Approval Report

Post Dates: - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--------------------------------|----------------|------------|----------------------------------|-----------------|-----------|
| Amazon Capital Services | 14jv-6wl3-9fj9 | 02/04/2025 | wall clock | 151-05-51-52420 | 85.99 |
| Amazon Capital Services | 1tqf-mljn-9xmm | 02/04/2025 | 3 drawer file cabinet | 151-05-51-52420 | 163.34 |
| Amazon Capital Services | 1tqf-mljn-9xmm | 02/04/2025 | binder dividers | 151-05-51-52420 | 15.69 |
| Amazon Capital Services | 1pnp-yhff-f6pv | 02/04/2025 | display stand | 151-05-51-52420 | 26.39 |
| Amazon Capital Services | 1pnp-yhff-f6pv | 02/04/2025 | cash register drawer | 151-05-51-52420 | 56.38 |
| Amazon Capital Services | 1fxy-6wcn-wq7r | 02/04/2025 | 3 ring binders | 151-05-51-52420 | -15.69 |
| Amazon Capital Services | 1m17-td36-rhy9 | 02/04/2025 | clipboards | 151-05-51-52429 | 18.49 |
| Amazon Capital Services | 1dr1-qixg-jr61 | 02/04/2025 | janitorial 3 shelf cleaning cart | 151-05-51-52420 | 173.00 |
| Engineered Controls | 180197 | 02/04/2025 | install new actuator | 151-05-51-52093 | 600.95 |
| Amazon Capital Services | 1q9r-frwh-pqtt | 02/04/2025 | sign holder | 151-05-51-52429 | 16.98 |
| Amazon Capital Services | 1q9r-frwh-pqtt | 02/04/2025 | floor standing sign holder | 151-05-51-52429 | 30.25 |
| Amazon Capital Services | 1q9r-frwh-pqtt | 02/04/2025 | pickleball paddles | 151-05-51-52429 | 64.99 |
| Amazon Capital Services | 1y3w-1lfk-pypp | 02/04/2025 | floor standing sign holder | 151-05-51-52429 | -30.25 |
| Amazon Capital Services | 1y3w-1lfk-pypp | 02/04/2025 | sign holder | 151-05-51-52429 | -16.98 |
| Amazon Capital Services | 1y3w-1lfk-pypp | 02/04/2025 | pickleball paddles | 151-05-51-52429 | -64.99 |
| Farm & City Supply | 013327 | 02/04/2025 | electrial tape 34/"x66' | 151-05-51-52429 | 34.36 |
| Farm & City Supply | 013327 | 02/04/2025 | screws | 151-05-51-52429 | 0.40 |
| Farm & City Supply | 013507 | 02/04/2025 | screws | 151-05-51-52429 | 2.07 |
| Farm & City Supply | 013507 | 02/04/2025 | screws | 151-05-51-52429 | 1.00 |
| Pest Control Services of SE NE | 14938 | 02/04/2025 | service | 151-05-51-52093 | 62.50 |
| Farm & City Supply | 013589 | 02/04/2025 | snow pusher poly 21" bld | 151-05-51-52429 | 24.99 |
| Amazon Capital Services | 13c9-khx4-4qtf | 02/19/2025 | fishing talke tray box | 151-05-51-52429 | 9.68 |
| Amazon Capital Services | 13c9-khx4-4qtf | 02/19/2025 | sign holder | 151-05-51-52429 | 30.25 |
| Amazon Capital Services | 13c9-khx4-4qtf | 02/19/2025 | acrylic sign holder | 151-05-51-52429 | 16.98 |
| Amazon Capital Services | 13c9-khx4-4qtf | 02/19/2025 | pickleball paddles | 151-05-51-52429 | 79.99 |
| Amazon Capital Services | 13c9-khx4-4qtf | 02/19/2025 | 3 ring binders | 151-05-51-52429 | 47.07 |
| Utility Department | INV06241 | 02/19/2025 | auditorium | 151-05-51-52018 | 5,148.85 |
| Utility Department | INV06241 | 02/19/2025 | auditorium | 151-05-51-52019 | 346.72 |
| Utility Department | INV06241 | 02/19/2025 | auditorium | 151-05-51-52020 | 2,295.42 |
| Farm & City Supply | 014094 | 02/04/2025 | hose nozzle set metal 2pk | 151-05-51-52429 | 18.99 |
| Rachel Jean | 01-2025-000259 | 01/24/2025 | Rental AddOn Payment for Au | 151-05-51-21600 | 250.00 |
| Chessanie Blakley | 01-2025-000267 | 01/24/2025 | Rental AddOn Payment for Au | 151-05-51-21600 | 250.00 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 151-05-51-52195 | 37.50 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 151-05-51-52011 | 100.18 |
| Mitch Merz | 02-2025-000274 | 02/19/2025 | Rental AddOn Payment for Au | 151-05-51-21600 | 250.00 |
| Amazon Capital Services | 1jd3-4cff-vyg4 | 02/04/2025 | credit - display stand | 151-05-51-52429 | -26.39 |
| Fund 151 - Auditorim Total: | | | | | 10,150.80 |
| Fund: 170 - Library | | | | | |
| Library Petty Cash | INV05987 | 02/04/2025 | dec 2025 | 170-05-52-52387 | 278.73 |
| Amazon Capital Services | 1MTY-7D66-9K4R | 02/04/2025 | supplies | 170-05-52-52429 | 98.12 |
| Utility Department | INV06240 | 02/19/2025 | library | 170-05-52-52018 | 938.84 |
| Utility Department | INV06240 | 02/19/2025 | library | 170-05-52-52019 | 223.21 |
| Utility Department | INV06240 | 02/19/2025 | library | 170-05-52-52020 | 1,453.85 |
| Easy Squeegee Window Clean | 2025-15009 | 02/04/2025 | window cleaning-outside | 170-05-52-52198 | 220.00 |
| Library Petty Cash | INV05986 | 02/04/2025 | dec 2025 | 170-05-52-52387 | 232.68 |
| Library Petty Cash | INV05986 | 02/04/2025 | dec 2025 | 170-05-52-52429 | 18.75 |
| National Orphan Train Compl | INV06109 | 02/04/2025 | presentation | 170-05-52-51300 | 366.25 |
| Home Lumber Company | 346045 | 02/04/2025 | armstrong tile sahara | 170-05-52-52093 | 159.84 |
| Cherryroad Media | 7561 | 02/04/2025 | subscription | 170-05-52-51300 | 55.00 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 170-05-52-52195 | 37.50 |
| Richard Gilkerson | INV06111 | 02/04/2025 | jan 2025 | 170-05-52-52199 | 352.50 |
| Ingram | INV06108 | 02/04/2025 | books | 170-05-52-52400 | 2,245.06 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 170-05-52-52011 | 218.11 |
| Southeast Nebraska Communi | INV06113 | 02/04/2025 | service | 170-05-52-52011 | 6.63 |
| Fund 170 - Library Total: | | | | | 6,905.07 |
| Fund: 180 - Cemetery | | | | | |
| True Value Hardware | 0057683 | 02/04/2025 | carpet shampoo | 180-05-53-52093 | 25.99 |
| Quill Corportation | 42204655 | 02/04/2025 | desk calendar | 180-05-53-52372 | 7.99 |
| Utility Department | INV06244 | 02/19/2025 | cemetery | 180-05-53-52020 | 264.67 |
| Jones & Jones | 2907 | 02/04/2025 | (2) openings | 180-05-53-52199 | 950.00 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------------|----------------|------------|-------------------------------|-----------------------------------|-----------------|
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 180-05-53-52195 | 12.50 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 180-05-53-52011 | 99.13 |
| | | | | Fund 180 - Cemetery Total: | 1,360.28 |
| Fund: 190 - Streets | | | | | |
| Home Lumber Company | 345843 | 02/04/2025 | lumber | 190-03-31-52093 | 26.78 |
| Harmon's OK Tire | 62418 | 02/04/2025 | repairs | 190-03-31-52014 | 190.00 |
| Farm & City Supply | 013727 | 02/04/2025 | 2x20' deluxe tow strap w/ cas | 190-03-31-52429 | 53.98 |
| Farm & City Supply | 013727 | 02/04/2025 | recovery strap 30' 10k# | 190-03-31-52429 | 32.99 |
| Mr Automotive | 016528 | 02/04/2025 | def 2.5gal | 190-03-31-52429 | 75.96 |
| Falls City Auto Supply | 74470 | 02/04/2025 | sea foam | 190-03-31-52429 | 193.38 |
| Falls City Auto Supply | 74471 | 02/04/2025 | 911 | 190-03-31-52429 | 183.24 |
| Barco Municipal Products Inc | in-251038 | 02/04/2025 | no parking sign | 190-03-31-52417 | 58.85 |
| Farm & City Supply | 013785 | 02/04/2025 | lag screws | 190-03-31-52429 | 3.57 |
| Farm & City Supply | 013891 | 02/04/2025 | chain 61 ps3 50 | 190-03-31-52429 | 25.00 |
| Utility Department | INV06245 | 02/19/2025 | dist 56 ss stop sign | 190-03-31-52020 | 43.80 |
| Utility Department | INV06246 | 02/19/2025 | dist 56 stop sign | 190-03-31-52020 | 43.55 |
| Utility Department | INV06249 | 02/19/2025 | street dept | 190-03-31-52018 | 1,033.48 |
| Utility Department | INV06249 | 02/19/2025 | street dept | 190-03-31-52019 | 51.62 |
| Utility Department | INV06249 | 02/19/2025 | street dept | 190-03-31-52020 | 299.18 |
| Utility Department | INV06250 | 02/19/2025 | street lights | 190-03-31-52020 | 6,287.26 |
| RHOMAR INDUSTRIES INC | 107547 | 01/31/2025 | Snowflow - 5 gal bucket | 190-03-31-52935 | 256.14 |
| OneNeck It Solutions | pji000082373 | 02/19/2025 | microsoft 365 | 190-03-31-52195 | 25.00 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 190-03-31-52011 | 51.05 |
| Harmon's OK Tire | 62907 | 02/06/2025 | recondition rusty wheels | 190-03-31-52015 | 50.00 |
| Harmon's OK Tire | 62907 | 02/06/2025 | change 20.5-25 tires | 190-03-31-52015 | 200.00 |
| Harmon's OK Tire | 62907 | 02/06/2025 | o-rings | 190-03-31-52015 | 20.00 |
| | | | | Fund 190 - Streets Total: | 9,204.83 |
| Fund: 195 - Mechanic Shop | | | | | |
| Ronnebaum Salvage | 398293 | 02/04/2025 | fan - 2002 GMC | 195-03-66-52330 | 65.00 |
| Farm & City Supply | 013356 | 02/04/2025 | ignition module | 195-03-66-52330 | 60.00 |
| Falls City Auto Supply | 74371 | 02/04/2025 | long life | 195-03-66-52330 | 23.98 |
| Falls City Auto Supply | 74371 | 02/04/2025 | filters | 195-03-66-52330 | 3.58 |
| Falls City Auto Supply | 74373 | 02/04/2025 | carb clnr | 195-03-66-52429 | 14.30 |
| Falls City Auto Supply | 74381 | 02/04/2025 | remy | 195-03-66-52330 | 106.76 |
| Falls City Auto Supply | 74412 | 02/04/2025 | smp | 195-03-66-52330 | 99.99 |
| Hullman's Ford Lincoln, Inc. | 117058 | 02/04/2025 | filter-odour | 195-03-66-52330 | 23.34 |
| Falls City Auto Supply | 74484 | 02/04/2025 | solenoid | 195-03-66-52330 | 33.57 |
| Falls City Auto Supply | 74511 | 02/04/2025 | filter | 195-03-66-52330 | 15.34 |
| Hullman's Ford Lincoln, Inc. | 117063 | 02/04/2025 | kit-jet | 195-03-66-52330 | 18.00 |
| Tri-State Truck & Tractor Repai | 30924c | 02/04/2025 | 3/8' tube x 1/4" mpt 90 degre | 195-03-66-52330 | 17.53 |
| Tri-State Truck & Tractor Repai | 30924c | 02/04/2025 | 5/8" tube x 1/2' mpt brass pu | 195-03-66-52330 | 21.64 |
| Falls City Auto Supply | 74545 | 02/04/2025 | electric cleaner | 195-03-66-52429 | 10.89 |
| Falls City Auto Supply | 74545 | 02/04/2025 | connector | 195-03-66-52429 | 20.21 |
| Falls City Auto Supply | 74558 | 02/04/2025 | connector | 195-03-66-52330 | 8.62 |
| Falls City Auto Supply | 74674 | 02/04/2025 | 51316 primer | 195-03-66-52330 | 9.99 |
| Falls City Auto Supply | 74674 | 02/04/2025 | htr hose | 195-03-66-52330 | 16.90 |
| Mr Automotive | 016550 | 02/04/2025 | battery | 195-03-66-52330 | 159.99 |
| Mr Automotive | 016550 | 02/04/2025 | permatex | 195-03-66-52330 | 3.03 |
| Horsepower Genie LLC | 2590 | 02/19/2025 | 2 9/64 soft plugs | 195-03-66-52330 | 9.42 |
| Midwest Service & Sales Co. | 0036583 | 02/19/2025 | hiniker switch assy | 195-03-66-52330 | 57.30 |
| Midwest Service & Sales Co. | 0036583 | 02/19/2025 | hiniker red blade guide | 195-03-66-52330 | 75.00 |
| Mr Automotive | 016557 | 02/19/2025 | smp | 195-03-66-52330 | 18.15 |
| Mr Automotive | 016557 | 02/19/2025 | smp | 195-03-66-52330 | 11.32 |
| Mr Automotive | 016557 | 02/19/2025 | filter | 195-03-66-52330 | 14.30 |
| Mr Automotive | 016557 | 02/19/2025 | copper plus | 195-03-66-52330 | 10.28 |
| Falls City Auto Supply | 74723 | 02/04/2025 | baldwin | 195-03-66-52330 | 21.17 |
| Falls City Auto Supply | 74738 | 02/04/2025 | coupler | 195-03-66-52429 | 8.66 |
| Falls City Auto Supply | 74764 | 02/04/2025 | air filter | 195-03-66-52330 | 47.55 |
| Falls City Auto Supply | 74764 | 02/04/2025 | air filter | 195-03-66-52330 | 32.43 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|---|----------------|------------|--------------------------------|---|-----------------|
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 195-03-66-52011 | 1.61 |
| | | | | Fund 195 - Mechanic Shop Total: | 1,039.85 |
| Fund: 205 - Dispatching | | | | | |
| Miller Monroe | 24735 | 02/04/2025 | notar y bond - clary | 205-02-24-52160 | 40.00 |
| Lumen | 720621496 | 02/19/2025 | service | 205-02-24-52195 | 3,176.42 |
| Southeast Nebraska Communi | INV06112 | 02/04/2025 | service | 205-02-24-52011 | 709.64 |
| | | | | Fund 205 - Dispatching Total: | 3,926.06 |
| Fund: 230 - CDBG-OOR Reuse | | | | | |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 230-06-00-52109 | 180.00 |
| | | | | Fund 230 - CDBG-OOR Reuse Total: | 180.00 |
| Fund: 240 - CDBG - Owner-Occupier Rehabilitation Program | | | | | |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 240-06-00-52109 | 1,791.26 |
| Halbert, Dunn & Burns, LLC | 156 | 02/19/2025 | service dec 2024 | 240-06-00-52109 | 840.00 |
| | | | | Fund 240 - CDBG - Owner-Occupier Rehabilitation Program Total: | 2,631.26 |
| Fund: 280 - Housing Abatement/Demolition Program | | | | | |
| Halbert, Dunn & Burns, LLC | 155 | 02/04/2025 | Nov 2024 | 280-06-23-52109 | 160.00 |
| | | | | Fund 280 - Housing Abatement/Demolition Program Total: | 160.00 |
| Fund: 600 - Electric | | | | | |
| Wesco Distribution | 481709 | 01/27/2025 | restocking fee of returned por | 600-07-61-52094 | 654.68 |
| Halbert, Dunn & Burns, LLC | 0155 | 02/04/2025 | nov 2024 | 600-07-00-52109 | 240.00 |
| Wesco Distribution | 486286 | 12/09/2024 | 10' braceless deadend assem | 600-07-00-10500 | 2,203.75 |
| Brad Griffin Consulting | 202426 | 02/04/2025 | laptop, dock, monitor | 600-07-61-52195 | 1,363.99 |
| Halbert, Dunn & Burns, LLC | 0156 | 02/19/2025 | service dec 2024 | 600-07-00-52109 | 2,020.00 |
| Healy Law Offices, LLC | 22549 | 02/04/2025 | service | 600-07-00-52109 | 1,682.50 |
| Kansas Municipal Utilities | 19551 | 02/04/2025 | dues 2025 | 600-07-00-51302 | 112.50 |
| Missouri Association of Munic | 10029 | 02/19/2025 | dues - Keller, Farmer, Wittwer | 600-07-61-51310 | 9,750.00 |
| Quill Corporation | 042204655 | 02/04/2025 | office supplies | 600-07-61-52372 | 7.59 |
| NEBR. DEPT. OF ENVIR. QUALI | INV06115 | 02/04/2025 | chesnut; foster | 600-07-62-51310 | 200.00 |
| NEBR. DEPT. OF ENVIR. QUALI | INV06116 | 02/04/2025 | cepuran | 600-07-62-51310 | 80.00 |
| Jim Hill's | 98321 | 02/04/2025 | 1/8" glass circle | 600-07-62-52420 | 10.75 |
| Farm & City Supply | 013451 | 02/04/2025 | 1/2 dr 1-1/8 6pt deep socket | 600-07-62-52420 | 12.89 |
| Farm & City Supply | 013451 | 02/04/2025 | 3/8 dr 19mm deep socket | 600-07-62-52420 | 5.79 |
| Farm & City Supply | 013451 | 02/04/2025 | 3/8 dr 21mm deep socket | 600-07-62-52420 | 6.55 |
| Farm & City Supply | 013451 | 02/04/2025 | 1/2 dr 1-1/16 6pt deep socket | 600-07-62-52420 | 12.14 |
| TASC | in03338017 | 02/04/2025 | service | 600-07-00-52199 | 15.63 |
| Watts Electric Company | INV06119 | 02/04/2025 | app 1 | 600-07-61-53550 | 900,843.76 |
| Jeo Consulting Group Inc | 157715 | 02/19/2025 | service | 600-07-00-52199 | 597.50 |
| Farm & City Supply | 013796 | 02/04/2025 | nipple 1/2"xclose mpt | 600-07-62-52429 | 4.93 |
| Farm & City Supply | 013796 | 02/04/2025 | nipple 3/4"x2" mpt | 600-07-62-52429 | 8.59 |
| Farm & City Supply | 013796 | 02/04/2025 | nipple 3/4"xclose mpt | 600-07-62-52429 | 7.08 |
| Farm & City Supply | 013796 | 02/04/2025 | thread seal tpe 1/2x260" | 600-07-62-52429 | 1.50 |
| Farm & City Supply | 013804 | 02/04/2025 | 4pc screw extractor set | 600-07-62-52420 | 59.11 |
| Farm & City Supply | 013804 | 02/04/2025 | pipe wrench | 600-07-62-52420 | 21.49 |
| McMaster-Carr | 39082375 | 02/04/2025 | stainless steel pipe nipple | 600-07-62-52429 | 29.04 |
| Grainger | 9371630055 | 02/04/2025 | manometer gauge liquid red | 600-07-62-52429 | 73.95 |
| Farm & City Supply | 013881 | 02/04/2025 | pipe tee 1/4"x1/4"fpt | 600-07-62-52429 | 10.74 |
| Farm & City Supply | 013881 | 02/04/2025 | ball vlv 600ips flp 1/4" | 600-07-62-52429 | 11.81 |
| Farm & City Supply | 013881 | 02/04/2025 | nipple 1/4"x2" mpt | 600-07-62-52429 | 3.86 |
| Farm & City Supply | 013881 | 02/04/2025 | cored hex plug 1/4" mpt | 600-07-62-52429 | 3.00 |
| Farm & City Supply | 013882 | 02/04/2025 | gas can spout plst 9"l | 600-07-61-52429 | 55.86 |
| Farm & City Supply | 013884 | 02/04/2025 | nipple 1/4"x2-1/2" rbrs | 600-07-62-52429 | 4.29 |
| Farm & City Supply | 013906 | 02/04/2025 | external retaining rings kit | 600-07-62-52429 | 17.19 |
| Farm & City Supply | 013906 | 02/04/2025 | emery cloth asst 3pk ace | 600-07-62-52429 | 7.08 |
| Farm & City Supply | 013911 | 02/04/2025 | sandpaper carb 9x11ufn | 600-07-62-52429 | 7.08 |
| Farm & City Supply | 013911 | 02/04/2025 | sandpaper 2000g | 600-07-62-52429 | 7.08 |
| Farm & City Supply | 013911 | 02/04/2025 | sandpaper 1000g | 600-07-62-52429 | 7.09 |
| Quill Corporation | 042415485 | 02/19/2025 | calc ribbon | 600-07-61-52372 | 4.50 |
| Municipal Energy Agency of N | 307683 | 02/04/2025 | service | 600-07-00-52303 | 93,095.35 |
| Husker Electric Supply | 60944 | 01/16/2025 | Conduit Body LB200-A 2" (E10 | 600-07-00-10500 | 33.33 |

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| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|------------------------------|----------------|------------|---------------------------------|-----------------|-----------|
| Husker Electric Supply | 60945 | 01/16/2025 | Fuse, Screw 5 AMP-T-5 (E414) | 600-07-00-10500 | 445.05 |
| Husker Electric Supply | 60948 | 01/16/2025 | CH- switch DG323UGB | 600-07-62-52094 | 256.66 |
| Utility Department | INV06272 | 02/19/2025 | pp water dept | 600-07-62-52020 | 2,937.49 |
| Utility Department | INV06273 | 02/19/2025 | pp water dept | 600-07-62-52020 | 300.37 |
| Utility Department | INV06284 | 02/19/2025 | repair shop | 600-07-61-52020 | 43.60 |
| Utility Department | INV06285 | 02/19/2025 | inv bldg | 600-07-61-52018 | 79.08 |
| Utility Department | INV06285 | 02/19/2025 | inv bldg | 600-07-61-52019 | 82.45 |
| Utility Department | INV06285 | 02/19/2025 | inv bldg | 600-07-61-52020 | 575.16 |
| Utility Department | INV06286 | 02/19/2025 | power plant | 600-07-62-52018 | 8,742.38 |
| Utility Department | INV06286 | 02/19/2025 | station power | 600-07-62-52020 | 671.93 |
| Utility Department | INV06287 | 02/19/2025 | station power | 600-07-61-52020 | 2,525.13 |
| Utility Department | INV06288 | 02/19/2025 | station power | 600-07-62-52020 | 5,621.22 |
| Utility Department | INV06289 | 02/19/2025 | plant water hi/low | 600-07-62-52019 | 409.30 |
| Utility Department | INV06290 | 02/19/2025 | power plant | 600-07-62-52018 | 1,802.93 |
| Utility Department | INV06291 | 02/19/2025 | power plant #9 | 600-07-62-52018 | 505.01 |
| Utility Department | INV06291 | 02/19/2025 | power plant #9 | 600-07-62-52020 | 3,995.22 |
| Farm & City Supply | 013971 | 01/16/2025 | forced air kerosene heater | 600-07-61-52420 | 494.49 |
| Farm & City Supply | 014064 | 02/04/2025 | pipe wrench 8" sg | 600-07-62-52429 | 15.04 |
| Farm & City Supply | 014064 | 02/04/2025 | wrench pipe 14" ace red | 600-07-62-52429 | 31.16 |
| Wesco Distribution | 505680 | 02/04/2025 | credit | 600-07-00-10500 | -327.34 |
| H-O-H WATER TECHNOLOGY, I | 693690 | 01/27/2025 | CS-39P water treatment | 600-07-62-52429 | 1,382.23 |
| Dutton-Lainson Co | S39729-1 | 01/24/2025 | 2/0 AL EQV conductivity LHL | 600-07-00-10500 | 2,573.55 |
| Dutton-Lainson Co | S39729-1 | 01/24/2025 | 4/0 AWG Alum 15KV Hendrix | 600-07-00-10500 | 11,219.86 |
| JK Energy Consulting LLC | 2348 | 02/04/2025 | dec 2024 | 600-07-00-52199 | 580.00 |
| TASC | in03352102 | 02/04/2025 | service fees | 600-07-00-52199 | 31.25 |
| Quill Corporation | 42514285 | 02/19/2025 | ink | 600-07-62-52372 | 41.99 |
| Quill Corporation | 42514285 | 02/19/2025 | ink | 600-07-62-52372 | 27.99 |
| Hullman's Ford Lincoln, Inc. | 92906 | 02/12/2025 | labor | 600-07-61-52015 | 4,550.00 |
| Hullman's Ford Lincoln, Inc. | 92906 | 02/12/2025 | numerous parts for listed rep | 600-07-61-52015 | 2,026.70 |
| Hullman's Ford Lincoln, Inc. | 92906 | 02/12/2025 | shope supplies | 600-07-61-52015 | 21.50 |
| Falls City Mercantile | 235847 | 01/24/2025 | Center pull paper towels (X21 | 600-07-00-10500 | 106.27 |
| Falls City Mercantile | 235847 | 01/24/2025 | Individual Toilet Paper (X218) | 600-07-00-10500 | 74.59 |
| Dollar General Store | 484887 | 01/24/2025 | PAPER TOWELS-REG MERCH2 | 600-07-00-10500 | 6.40 |
| Dollar General Store | 484887 | 01/24/2025 | Toilet Bowl Cleaner (X212) | 600-07-00-10500 | 18.54 |
| Dollar General Store | 484887 | 01/24/2025 | 409 Cleaner (X209) | 600-07-00-10500 | 17.20 |
| Dollar General Store | 484887 | 01/24/2025 | Bathroom Cleaner (X219) | 600-07-00-10500 | 15.05 |
| Dollar General Store | 484887 | 01/24/2025 | Disinfectant Spray (X213) | 600-07-00-10500 | 13.71 |
| Dollar General Store | 484887 | 01/24/2025 | Dawn Dish Soap (X211) | 600-07-00-10500 | 25.16 |
| Dollar General Store | 484887 | 01/24/2025 | Pinesol (X208) | 600-07-00-10500 | 24.18 |
| Dollar General Store | 484887 | 01/24/2025 | Furniture Polish(X206) | 600-07-00-10500 | 12.90 |
| OneNeck It Solutions | pji0000082373 | 02/19/2025 | mircosoft 365 | 600-07-61-52195 | 106.00 |
| OneNeck It Solutions | pji0000082373 | 02/19/2025 | microsoft 365 | 600-07-62-52195 | 25.00 |
| FARABEE MECHANICAL | 01272025-03 | 02/12/2025 | Farabee - supply and assist ins | 600-07-62-52094 | 3,213.82 |
| FARABEE MECHANICAL | 01272025-04 | 02/12/2025 | oil pump & motor #8 - parts | 600-07-62-52094 | 5,267.88 |
| FARABEE MECHANICAL | 01272025-05 | 02/12/2025 | new valves on #7 | 600-07-62-52094 | 7,397.00 |
| Dollar Fresh | 377661 | 01/27/2025 | Bottled Water (E150) | 600-07-00-10500 | 252.00 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS split lock washer #921 | 600-07-62-52420 | 8.02 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS hex head screw #9224 | 600-07-62-52420 | 6.56 |
| McMaster-Carr | 39908024 | 01/30/2025 | corrosion-resistant fully thd r | 600-07-62-52420 | 128.84 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS nylon-insert locknut # | 600-07-62-52420 | 6.35 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS nylon-insert locknut | 600-07-62-52420 | 49.36 |
| McMaster-Carr | 39908024 | 01/30/2025 | 316 SS washer #91525A334 (1 | 600-07-62-52420 | 27.03 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS washer #92141A102 (| 600-07-62-52420 | 27.67 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS hex head screw #921 | 600-07-62-52420 | 56.36 |
| McMaster-Carr | 39908024 | 01/30/2025 | 18-8 SS split lock washer # 9 | 600-07-62-52420 | 17.09 |
| Farm & City Supply | 014973 | 01/30/2025 | 9 volt batteries (E1654) | 600-07-00-10500 | 27.93 |
| Farm & City Supply | 014973 | 01/30/2025 | Battery AA Alkaline (E1655) | 600-07-00-10500 | 23.71 |
| Farm & City Supply | 014973 | 01/30/2025 | C cell batteries (E1653) | 600-07-00-10500 | 20.49 |
| Farm & City Supply | 014973 | 01/30/2025 | D cell batteries (E1651) | 600-07-00-10500 | 20.49 |
| Border States | 929787461 | 01/31/2025 | Fuse Link, 80 AMP-S&C 64080 | 600-07-00-10500 | 309.60 |

Expense Approval Report

Post Dates: - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|----------------------------|----------------|------------|---------------------------------|-----------------|--------------|
| General Fund | INV06120 | 02/04/2025 | dec 2024 | 600-07-00-52187 | 37,733.22 |
| Southeast Nebraska Communi | INV06114 | 02/04/2025 | service | 600-07-61-52011 | 417.14 |
| Southeast Nebraska Communi | INV06114 | 02/04/2025 | service | 600-07-62-52011 | 112.11 |
| BERWICK CO-OP OIL COMPAN | 036768 | 02/04/2025 | uper Lube 518 | 600-07-62-52094 | 1,828.20 |
| Border States | 929824276 | 02/10/2025 | Connector Compression, WR- | 600-07-00-10500 | 18.55 |
| Border States | 929824276 | 02/10/2025 | Strap, 2"-2 Hole Rigid (E107) | 600-07-00-10500 | 22.58 |
| Industrial safety.com | 1000183833 | 02/10/2025 | small safety glasses Reclus (E1 | 600-07-00-10500 | 406.99 |
| Wesco Distribution | 516667 | 02/10/2025 | #6 6/2 aluminum duplex wire | 600-07-00-10500 | 1,383.53 |
| Husker Electric Supply | 62147 | 02/10/2025 | Fusetron-T10 10AMP Screw (E | 600-07-00-10500 | 182.02 |
| Engineering Unlimited Inc | INV067584 | 02/04/2025 | red shrink tube to lock #002 | 600-07-62-52429 | 31.68 |
| Engineering Unlimited Inc | INV067584 | 02/04/2025 | #002 jr-kalk junior padlock | 600-07-62-52429 | 65.10 |
| Engineering Unlimited Inc | INV067584 | 02/04/2025 | #010jr-kalk junior padlock | 600-07-62-52429 | 65.10 |
| Fund 600 - Electric Total: | | | | | 1,124,526.79 |

Fund: 610 - Water

| | | | | | |
|-------------------------------|----------------|------------|-------------------------------|-----------------|-----------|
| Farm & City Supply | 002762 | 02/04/2025 | wheel grind | 610-07-65-52099 | 21.49 |
| Brad Griffin Consulting | 202426 | 02/04/2025 | laptop, dock, monitor | 610-07-65-52195 | 1,363.99 |
| Concrete Industries, Inc | ij721854 | 02/04/2025 | concrete | 610-07-65-52094 | 4,420.50 |
| Kansas Municipal Utilities | 19551 | 02/04/2025 | dues 2025 | 610-07-65-51302 | 112.50 |
| Quill Corportation | 042204655 | 02/04/2025 | office supplies | 610-07-65-52372 | 7.59 |
| NEBR. DEPT. OF ENVIR. QUALI | INV06115 | 02/04/2025 | chesnut; foster | 610-07-65-51310 | 200.00 |
| Farm & City Supply | 013368 | 02/04/2025 | dw mfit drvr bit set 30p | 610-07-65-52429 | 12.19 |
| Farm & City Supply | 013368 | 02/04/2025 | dw mag nut drvr set 4pc | 610-07-65-52429 | 11.81 |
| TASC | in03338017 | 02/04/2025 | service | 610-07-65-52199 | 15.63 |
| Bavco Backflow Apparatus & | 311134 | 02/04/2025 | test kit | 610-07-65-52094 | 129.00 |
| McMaster-Carr | 39086268 | 02/04/2025 | supplies | 610-07-65-52093 | 184.43 |
| Nebraska Public Health Enviro | 586784 | 02/04/2025 | service | 610-07-65-52198 | 88.00 |
| Farm & City Supply | 013902 | 02/04/2025 | dsp glove nit xl blk pf | 610-07-65-52333 | 21.49 |
| Farm & City Supply | 013902 | 02/04/2025 | dsp glove nit lg blk pf | 610-07-65-52333 | 42.98 |
| Quill Corportation | 042415485 | 02/19/2025 | calc ribbon | 610-07-65-52372 | 4.50 |
| Amazon Capital Services | 1cv7-cftw-1cdq | 02/04/2025 | reusable respirator | 610-07-65-52429 | 123.00 |
| Mississippi Lime Co | cd56384 | 02/19/2025 | quicklime | 610-07-65-52300 | 10,396.61 |
| Utility Department | INV06274 | 02/19/2025 | water tower | 610-07-65-52020 | 89.33 |
| Utility Department | INV06275 | 02/19/2025 | collector well | 610-07-65-52020 | 10,651.56 |
| Utility Department | INV06276 | 02/19/2025 | service | 610-07-65-52020 | 884.90 |
| Trevor Campbell | INV06117 | 02/04/2025 | travel | 610-07-65-53550 | 147.40 |
| Farm & City Supply | 014057 | 02/04/2025 | nipple galv 1/2x5" | 610-07-65-52429 | 4.94 |
| Farm & City Supply | 014057 | 02/04/2025 | nipple galv 1/2"x5.5" | 610-07-65-52429 | 5.36 |
| LINDE GAS & EQUIPMENT INC | 47452406 | 02/19/2025 | carbon dioxide | 610-07-65-52300 | 7,743.32 |
| Edwards Chemicals | in180665 | 02/19/2025 | chemicals | 610-07-65-52300 | 729.15 |
| TASC | in03352102 | 02/04/2025 | service fees | 610-07-65-52199 | 31.25 |
| Kawres | 22143 | 02/19/2025 | surge protector | 610-07-65-52090 | 37.63 |
| Kawres | 22143 | 02/19/2025 | apc surge arrest outlet | 610-07-65-52090 | 37.62 |
| OneNeck It Solutions | pji0000082373 | 02/19/2025 | microsoft 365 | 610-07-65-52195 | 12.50 |
| Core & Main LP | W229748 | 01/28/2025 | 1" x 6" brass nipple (W966) | 610-07-00-10500 | 16.34 |
| Core & Main LP | W229748 | 01/28/2025 | 1" IPS poly pipe (W1616.5) | 610-07-00-10500 | 150.50 |
| Core & Main LP | V999398 | 01/31/2025 | 3/4" water meter IPERL 10 CF | 610-07-00-10500 | 86.87 |
| General Fund | INV06120 | 02/04/2025 | dec 2024 | 610-07-65-52187 | 4,038.00 |
| Southeast Nebraska Communi | INV06114 | 02/04/2025 | service | 610-07-65-52011 | 158.20 |
| Nebraska DEE | INV06269 | 02/19/2025 | grade 2 course-zimmerman | 610-07-65-51310 | 400.00 |
| N & N | 86-775 | 02/12/2025 | 14 yd rolloff | 610-07-67-53200 | 285.00 |
| N & N | 86-775 | 02/12/2025 | dump fee | 610-07-67-53200 | 97.96 |
| Amazon Capital Services | 17PQ-F14Y-CCPV | 02/11/2025 | Ridgid 41295 454-W flaring to | 610-07-65-52420 | 407.11 |
| Mr Automotive | 016637 | 02/12/2025 | Group 31P Battery | 610-07-65-52096 | 322.48 |
| Fund 610 - Water Total: | | | | | 43,493.13 |

Fund: 620 - Gas

| | | | | | |
|----------------------------|-----------|------------|------------------------------|-----------------|-----------|
| Concrete Industries, Inc | ij721745 | 02/04/2025 | concrete | 620-07-63-52094 | 2,210.25 |
| Concrete Industries, Inc | ij721746 | 02/04/2025 | concrete | 620-07-63-52094 | 1,684.00 |
| Kansas Municipal Utilities | 19551 | 02/04/2025 | dues 2025 | 620-07-63-51302 | 112.50 |
| Quill Corportation | 042204655 | 02/04/2025 | office supplies | 620-07-63-52372 | 7.60 |
| KOONS GAS MEASUREMENT (| 75787 | 01/16/2025 | American regulator 1"x1" 3/1 | 620-07-63-10500 | 10,445.47 |

Expense Approval Report

Post Dates: - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|------------------------------|----------------|------------|---------------------------------|-----------------|-----------|
| Border States | 929670852 | 01/16/2025 | gasket 1 1/4" 30LT swivel (G4 | 620-07-63-10500 | 6.71 |
| Border States | 929670852 | 01/16/2025 | Nipple 1 1/4" x 2" Blk (G4046) | 620-07-63-10500 | 12.90 |
| Border States | 929670852 | 01/16/2025 | Nipple 1 1/4" x 2 1/2" Blk (G4 | 620-07-63-10500 | 13.76 |
| Border States | 929670852 | 01/16/2025 | Nipple 1 1/4" x 4" Blk (G4050) | 620-07-63-10500 | 16.34 |
| Border States | 929670852 | 01/16/2025 | Nipple 1" x 7" Blk (G4038) | 620-07-63-10500 | 29.56 |
| Border States | 929670852 | 01/16/2025 | Nipple 1" x 4 1/2" Blk (G4034) | 620-07-63-10500 | 30.64 |
| Border States | 929670852 | 01/16/2025 | swivel 1" 20LT Blk Insul #481 | 620-07-63-10500 | 21.72 |
| Farm & City Supply | 013523 | 02/04/2025 | knob 1.25"rnd ceramic wh | 620-07-63-52429 | 10.73 |
| Farm & City Supply | 013523 | 02/04/2025 | krazy glue all purp 2gm | 620-07-63-52429 | 3.86 |
| Home Lumber Company | 345889 | 02/04/2025 | 2x4x8' com select structure | 620-07-63-52429 | 21.03 |
| TASC | in03338017 | 02/04/2025 | service | 620-07-63-52199 | 15.62 |
| Farm & City Supply | 013563 | 02/04/2025 | 1lb bx pp interior 9x3 | 620-07-63-52429 | 8.37 |
| Farm & City Supply | 013593 | 02/04/2025 | trash can | 620-07-63-52429 | 25.01 |
| Dutton-Lainson Co | 906721-2 | 01/17/2025 | Nipple 1" x 4" Blk (G4033) | 620-07-63-10500 | 265.99 |
| Dutton-Lainson Co | 906721-2 | 01/17/2025 | Nipple 1" x 6" Blk (G4037) | 620-07-63-10500 | 233.81 |
| Farm & City Supply | 013903 | 02/04/2025 | caddy bucket 5gl 48pkt | 620-07-63-52429 | 21.49 |
| Quill Corporation | 042415485 | 02/19/2025 | calc ribbon | 620-07-63-52372 | 4.49 |
| Border States | 929706707 | 01/23/2025 | swivel nut 1" 20LT Blk (G4301 | 620-07-63-10500 | 237.36 |
| Utility Department | INV06277 | 02/19/2025 | gas n mclean | 620-07-63-52020 | 72.49 |
| Utility Department | INV06278 | 02/19/2025 | gas s fulton | 620-07-63-52020 | 55.35 |
| Utility Department | INV06279 | 02/19/2025 | gas dept office | 620-07-63-52018 | 355.22 |
| Utility Department | INV06279 | 02/19/2025 | gas dept office | 620-07-63-52019 | 52.43 |
| Utility Department | INV06279 | 02/19/2025 | gas dept office | 620-07-63-52020 | 212.50 |
| Utility Department | INV06280 | 02/19/2025 | gas pipe bldg | 620-07-63-52020 | 75.16 |
| Utility Department | INV06281 | 02/19/2025 | gas w 21st | 620-07-63-52020 | 72.28 |
| Utility Department | INV06282 | 02/19/2025 | gas s fulton | 620-07-63-52020 | 86.45 |
| Utility Department | INV06283 | 02/19/2025 | gas w 14th st | 620-07-63-52020 | 67.68 |
| TDW US INC | J100207477 | 01/22/2025 | 2" ShortStopp Weld TD #26-0 | 620-07-63-10500 | 473.27 |
| Industrial Sales Company Inc | 1188414-000 | 01/22/2025 | #12 wire CU-clad HDD-CCS-PE | 620-07-63-10500 | 1,480.51 |
| Industrial Sales Company Inc | 1188414-000 | 01/22/2025 | #12 wire CU-clad HF-CCS-PE3 | 620-07-63-10500 | 646.18 |
| TASC | in03352102 | 02/04/2025 | service fees | 620-07-63-52199 | 31.25 |
| KELLY SUPPLY CO. | S1423252-0 | 01/24/2025 | PIPS 2" X 1 1/4" IPS (G4727) | 620-07-63-10500 | 212.48 |
| Marc Ramsey | INV06295 | 02/19/2025 | travel | 620-07-63-51310 | 352.60 |
| Jonathan McAndrew | INV06296 | 02/19/2025 | travel | 620-07-63-51310 | 200.00 |
| Industrial Sales Company Inc | 1188107-000 | 01/29/2025 | Gas Valve 1" Jomar 175-LWN | 620-07-63-10500 | 4,030.62 |
| OneNeck It Solutions | pji0000082373 | 02/19/2025 | microsoft 365 | 620-07-63-52195 | 62.50 |
| Industrial Sales Company Inc | 1188109-000 | 01/28/2025 | 2" IPS x 1/2" CTS tap tee BUTT | 620-07-63-10500 | 120.64 |
| Industrial Sales Company Inc | 1188109-000 | 01/28/2025 | 1 1/4"IPS x 1" CTS tap tee BU | 620-07-63-10500 | 1,136.38 |
| Industrial Sales Company Inc | 1188109-000 | 01/28/2025 | 2" IPS x 1" CTS tap tee BUTT P | 620-07-63-10500 | 482.51 |
| Groebner | 140335-00 | 01/30/2025 | riser bracket wall mount 9" st | 620-07-63-10500 | 325.43 |
| General Fund | INV06120 | 02/04/2025 | dec 2024 | 620-07-63-52187 | 26,654.67 |
| Southeast Nebraska Communi | INV06114 | 02/04/2025 | service | 620-07-63-52011 | 60.59 |
| Wesco Distribution | 514021 | 02/06/2025 | sawzall blades Lennox 614 (G | 620-07-63-10500 | 246.18 |
| Border States | 929800587 | 02/06/2025 | Tee 1" x 1/4" X 1" Blk (G4021) | 620-07-63-10500 | 83.96 |
| Border States | 929800587 | 02/06/2025 | swivel nut 1 1/4" 30LT Blk (G4 | 620-07-63-10500 | 14.41 |
| Border States | 929800587 | 02/06/2025 | Nipple 1 1/4" X 3" Blk (G4048) | 620-07-63-10500 | 27.52 |
| SENSIT TECHNOLOGIES LLC | SMPI-0003733 | 02/06/2025 | Labor for repair of Sensit G2 E | 620-07-63-52420 | 129.00 |
| SENSIT TECHNOLOGIES LLC | SMPI-0003733 | 02/06/2025 | sensor | 620-07-63-52420 | 94.19 |
| SENSIT TECHNOLOGIES LLC | SMPI-0003733 | 02/06/2025 | gasket battery sleeve | 620-07-63-52420 | 3.16 |
| SENSIT TECHNOLOGIES LLC | SMPI-0003733 | 02/06/2025 | gasket tongue | 620-07-63-52420 | 2.96 |
| Power Monitors, Inc | 10044693 | 02/05/2025 | deposit | 620-07-63-52420 | 350.00 |
| Comfort Inn | 966630932 | 02/11/2025 | single room - 2 nights | 620-07-63-51310 | 253.80 |
| Comfort Inn | 966630985 | 02/11/2025 | single room - 2 nights | 620-07-63-51310 | 253.80 |
| Harmon's OK Tire | 63008 | 02/12/2025 | used tires 265/70R17 | 620-07-63-52015 | 172.00 |
| Harmon's OK Tire | 63008 | 02/12/2025 | labor to balance tires | 620-07-63-52015 | 20.00 |
| Harmon's OK Tire | 63008 | 02/12/2025 | tire disposal | 620-07-63-52015 | 17.20 |
| Harmon's OK Tire | 63008 | 02/12/2025 | stems | 620-07-63-52015 | 5.38 |
| Harmon's OK Tire | 63008 | 02/12/2025 | labor to change tires | 620-07-63-52015 | 40.00 |
| Fund 620 - Gas Total: | | | | | 54,471.96 |

Expense Approval Report

Post Dates: - 2/19/2025

| Vendor Name | Payable Number | Post Date | Description (Item) | Account Number | Amount |
|--|----------------|------------|------------------------------|-----------------|---------------------|
| Fund: 630 - Wastewater | | | | | |
| Kansas Municipal Utilities | 19551 | 02/04/2025 | dues 2025 | 630-07-64-51302 | 112.50 |
| Quill Corportation | 042204655 | 02/04/2025 | office supplies | 630-07-64-52372 | 7.60 |
| USA Bluebook | inv00583011 | 02/04/2025 | replacement cap for ldo101xx | 630-07-64-52300 | 228.36 |
| Farm & City Supply | 013320 | 02/04/2025 | pipe insulation 1/2"x3' | 630-07-64-52429 | 5.99 |
| Farm & City Supply | 013320 | 02/04/2025 | lined welders gloves | 630-07-64-52429 | 12.99 |
| TASC | in03338017 | 02/04/2025 | service | 630-07-64-52199 | 15.62 |
| Falls City Auto Supply | 74468 | 02/04/2025 | antifreeze | 630-07-64-52096 | 26.67 |
| Miller & Associates | 0014 | 02/04/2025 | sewer rehab task 1 services | 630-07-64-52197 | 6,500.00 |
| Farm & City Supply | 013893 | 02/04/2025 | screws | 630-07-64-52372 | 3.44 |
| Farm & City Supply | 013893 | 02/04/2025 | red grnt hmr bit 3/16x6" | 630-07-64-52372 | 7.99 |
| Farm & City Supply | 013893 | 02/04/2025 | hooks storag 6" stl cd2 | 630-07-64-52372 | 13.98 |
| Farm & City Supply | 013910 | 02/04/2025 | hooks storage 6" stl cd2 | 630-07-64-52372 | 6.99 |
| Farm & City Supply | 013910 | 02/04/2025 | screws | 630-07-64-52372 | 1.72 |
| Quill Corportation | 042415485 | 02/19/2025 | calc ribbon | 630-07-64-52372 | 4.49 |
| Utility Department | INV06270 | 02/19/2025 | lift station | 630-07-64-52019 | 12.70 |
| Utility Department | INV06270 | 02/19/2025 | lift station | 630-07-64-52020 | 53.99 |
| Utility Department | INV06271 | 02/19/2025 | ww plant | 630-07-64-52018 | 12,145.92 |
| Utility Department | INV06271 | 02/19/2025 | ww plant | 630-07-64-52018 | 1,208.44 |
| Utility Department | INV06271 | 02/19/2025 | ww plant | 630-07-64-52019 | 1,314.44 |
| Farm & City Supply | 013993 | 02/04/2025 | dw wire wheel fine 2" | 630-07-64-52420 | 11.98 |
| Farm & City Supply | 013993 | 02/04/2025 | cm air ang die grnd | 630-07-64-52420 | 69.99 |
| Farm & City Supply | 013993 | 02/04/2025 | air plug l/m 1/4"mnpt | 630-07-64-52420 | 3.59 |
| D.J. GONGOL & ASSOCIATES I | 14666 | 02/19/2025 | Stem Cover Tube (82" long) | 630-07-64-52096 | 1,000.00 |
| D.J. GONGOL & ASSOCIATES I | 14666 | 02/19/2025 | GH-1 Lift Nuts | 630-07-64-52096 | 1,086.44 |
| TASC | in03352102 | 02/04/2025 | service fees | 630-07-64-52199 | 31.25 |
| Brown County Transfer | 151975 | 02/04/2025 | service | 630-07-64-52085 | 225.00 |
| HOLIDAY INN-KEARNEY | 106322 | 02/19/2025 | room - wheeler | 630-07-64-52931 | 249.90 |
| DOUGLAS WHEELER | INV06294 | 02/19/2025 | travel | 630-07-64-52931 | 499.00 |
| OneNeck It Solutions | pji0000082373 | 02/19/2025 | microsoft 365 | 630-07-64-52195 | 50.00 |
| Southeast Nebraska Communi | INV06114 | 02/04/2025 | service | 630-07-64-52011 | 113.25 |
| Fund 630 - Wastewater Total: | | | | | 25,024.23 |
| Fund: 800 - Airport | | | | | |
| Utility Department | INV06309 | 02/19/2025 | service | 800-07-00-52020 | 542.07 |
| Fund 800 - Airport Total: | | | | | 542.07 |
| Fund: 820 - Mutual Finance Organization | | | | | |
| Falls City Rural Fire Dept | INV06297 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 617.00 |
| Humboldt Rural Fire | INV06298 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 1,958.00 |
| Dawson Rural Fire District | INV06299 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 671.00 |
| Verdon Rural Fire District | INV06300 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 696.00 |
| Stella Rural Fire District | INV06301 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 2,082.00 |
| Falls City Volunteer Fire Dept | INV06302 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 18,205.00 |
| City of Humboldt | INV06303 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 9,182.00 |
| Village of Dawson | INV06304 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 880.00 |
| Village of Rulo | INV06305 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 711.00 |
| Village of Shubert | INV06306 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 896.00 |
| Village of Salem | INV06307 | 02/19/2025 | Jan 2025 | 820-02-22-52172 | 932.00 |
| Robert W. Aitken, CPA, PC | INV06308 | 02/19/2025 | Jan 2025 | 820-02-22-52198 | 840.00 |
| Fund 820 - Mutual Finance Organization Total: | | | | | 37,670.00 |
| Grand Total: | | | | | 1,360,892.17 |

Report Summary

Fund Summary

| Fund | Expense Amount |
|--|---------------------|
| 100 - General | 18,843.66 |
| 110 - Police | 8,549.94 |
| 115 - Animal Control | 1,504.73 |
| 120 - Fire | 5,291.67 |
| 130 - Building Inspections & Code Enforcement | 32.50 |
| 150 - Parks | 5,383.34 |
| 151 - Auditorim | 10,150.80 |
| 170 - Library | 6,905.07 |
| 180 - Cemetery | 1,360.28 |
| 190 - Streets | 9,204.83 |
| 195 - Mechanic Shop | 1,039.85 |
| 205 - Dispatching | 3,926.06 |
| 230 - CDBG-OOR Reuse | 180.00 |
| 240 - CDBG - Owner-Occupier Rehabilitation Program | 2,631.26 |
| 280 - Housing Abatement/Demolition Program | 160.00 |
| 600 - Electric | 1,124,526.79 |
| 610 - Water | 43,493.13 |
| 620 - Gas | 54,471.96 |
| 630 - Wastewater | 25,024.23 |
| 800 - Airport | 542.07 |
| 820 - Mutual Finance Organization | 37,670.00 |
| Grand Total: | 1,360,892.17 |

Account Summary

| Account Number | Account Name | Expense Amount |
|-----------------|--------------------------|----------------|
| 100-01-11-52011 | Telephone | 602.87 |
| 100-01-11-52018 | Heat/Gas Expense | 328.84 |
| 100-01-11-52019 | Water/Sewer Expense | 142.87 |
| 100-01-11-52020 | Electric Expense | 886.30 |
| 100-01-11-52093 | Building/Grounds Maint | 75.00 |
| 100-01-11-52109 | Legal Expense | 2,200.00 |
| 100-01-11-52118 | Printing & Publishing | 273.50 |
| 100-01-11-52195 | Technology Services | 81.60 |
| 100-01-11-52199 | Other Contractual Servic | 187.50 |
| 100-01-11-52372 | Office Supplies | 436.81 |
| 100-01-11-52429 | Supplies & Materials | 63.12 |
| 100-06-11-52109 | Legal | 240.00 |
| 100-06-11-52172 | Payments to Other Agen | 13,325.25 |
| 110-02-21-51302 | Association Dues | 100.00 |
| 110-02-21-52011 | Telephone | 255.59 |
| 110-02-21-52015 | Vehicle/Equipment Repa | 786.86 |
| 110-02-21-52109 | Legal Expense | 3,880.00 |
| 110-02-21-52118 | Printing Expense | 273.50 |
| 110-02-21-52195 | Technology Services | 112.50 |
| 110-02-21-52199 | Other Contractual Servic | 537.60 |
| 110-02-21-52333 | Uniforms/Safety Supplie | 62.00 |
| 110-02-21-52372 | Office Supplies | 23.96 |
| 110-02-21-52429 | Supplies & Materials | 2,517.93 |
| 115-02-23-52019 | Water/Sewer Expense | 13.81 |
| 115-02-23-52020 | Electric Expense | 45.38 |
| 115-02-23-52109 | Legal Expense | 1,433.04 |
| 115-02-23-52195 | Technology Services | 12.50 |
| 120-02-22-52011 | Telephone | 127.58 |
| 120-02-22-52014 | Vehicle/Equipment Main | 11.96 |
| 120-02-22-52018 | Heat/Gas Expense | 323.80 |
| 120-02-22-52019 | Water/Sewer Expense | 4,122.13 |
| 120-02-22-52020 | Electric Expense | 693.70 |

Account Summary

| Account Number | Account Name | Expense Amount |
|-----------------|--------------------------|----------------|
| 120-02-22-52195 | Technology Services | 12.50 |
| 130-02-23-52109 | Legal Expense | 20.00 |
| 130-02-23-52195 | Technology Services | 12.50 |
| 150-05-51-21600 | Deposits Payable | 50.00 |
| 150-05-51-52019 | Water/Sewer Expense | 81.60 |
| 150-05-51-52020 | Electric Expense | 1,198.08 |
| 150-05-51-52093 | Building/Grounds Maint | 2,958.70 |
| 150-05-51-52195 | Technology Services | 37.50 |
| 150-05-51-52198 | Other Professional Servi | 20.00 |
| 150-05-51-52429 | Supplies & Materials | 1,037.46 |
| 151-05-51-21600 | Deposits Payable | 750.00 |
| 151-05-51-52011 | Telephone | 100.18 |
| 151-05-51-52018 | Heat/Gas Expense | 5,148.85 |
| 151-05-51-52019 | Water/Sewer Expense | 346.72 |
| 151-05-51-52020 | Electric Expense | 2,295.42 |
| 151-05-51-52093 | Building/Grounds Maint | 663.45 |
| 151-05-51-52195 | Technology Services | 37.50 |
| 151-05-51-52420 | Small Equipment | 550.80 |
| 151-05-51-52429 | Supplies & Materials | 257.88 |
| 170-05-52-51300 | Subscriptions & Educatio | 421.25 |
| 170-05-52-52011 | Telephone | 224.74 |
| 170-05-52-52018 | Heat/Gas Expense | 938.84 |
| 170-05-52-52019 | Water/Sewer Expense | 223.21 |
| 170-05-52-52020 | Electric Expense | 1,453.85 |
| 170-05-52-52093 | Building/Grounds Maint | 159.84 |
| 170-05-52-52195 | Technology Services | 37.50 |
| 170-05-52-52198 | Other Professional Servi | 220.00 |
| 170-05-52-52199 | Other Contractual Servic | 352.50 |
| 170-05-52-52387 | Postage/Shipping | 511.41 |
| 170-05-52-52400 | Books & Periodicals | 2,245.06 |
| 170-05-52-52429 | Supplies & Materials | 116.87 |
| 180-05-53-52011 | Telephone | 99.13 |
| 180-05-53-52020 | Electric Expense | 264.67 |
| 180-05-53-52093 | Building/Grounds Maint | 25.99 |
| 180-05-53-52195 | Technology Services | 12.50 |
| 180-05-53-52199 | Other Contractual Servic | 950.00 |
| 180-05-53-52372 | Office Supplies | 7.99 |
| 190-03-31-52011 | Telephone | 51.05 |
| 190-03-31-52014 | Vehicle/Equipment Main | 190.00 |
| 190-03-31-52015 | Vehicle/Equipment Repa | 270.00 |
| 190-03-31-52018 | Heat/Gas Expense | 1,033.48 |
| 190-03-31-52019 | Water/Sewer Expense | 51.62 |
| 190-03-31-52020 | Electricity Expense | 6,673.79 |
| 190-03-31-52093 | Building/Grounds Maint | 26.78 |
| 190-03-31-52195 | Technology Services | 25.00 |
| 190-03-31-52417 | Signs & Posts | 58.85 |
| 190-03-31-52429 | Supplies & Materials | 568.12 |
| 190-03-31-52935 | Other Supplies | 256.14 |
| 195-03-66-52011 | Telephone | 1.61 |
| 195-03-66-52330 | Merchandise for Resale | 984.18 |
| 195-03-66-52429 | Supplies & Materials | 54.06 |
| 205-02-24-52011 | Telephone | 709.64 |
| 205-02-24-52160 | Insurance Expense | 40.00 |
| 205-02-24-52195 | Technology Services | 3,176.42 |
| 230-06-00-52109 | Legal Expense | 180.00 |
| 240-06-00-52109 | Legal Expense | 2,631.26 |
| 280-06-23-52109 | Legal Expense | 160.00 |
| 600-07-00-10500 | Inventory-Electric Gener | 19,130.09 |

Account Summary

| Account Number | Account Name | Expense Amount |
|-----------------|---------------------------|----------------|
| 600-07-00-51302 | Association Dues | 112.50 |
| 600-07-00-52109 | Legal Expense | 3,942.50 |
| 600-07-00-52187 | PILOT Expense | 37,733.22 |
| 600-07-00-52199 | Other Contractual Servic | 1,224.38 |
| 600-07-00-52303 | Commodity Purchase for | 93,095.35 |
| 600-07-61-51310 | Training, Meetings & Co | 9,750.00 |
| 600-07-61-52011 | Telephone | 417.14 |
| 600-07-61-52015 | Vehicle/Equipment Repa | 6,598.20 |
| 600-07-61-52018 | Heat/Gas Expense | 79.08 |
| 600-07-61-52019 | Water/Sewer Expense | 82.45 |
| 600-07-61-52020 | Electric Expense | 3,143.89 |
| 600-07-61-52094 | Infrastructure Maintena | 654.68 |
| 600-07-61-52195 | Technology Expense | 1,469.99 |
| 600-07-61-52372 | Office Supplies | 12.09 |
| 600-07-61-52420 | Small Equipment | 494.49 |
| 600-07-61-52429 | Supplies & Materials | 55.86 |
| 600-07-61-53550 | Utility Systems & Structu | 900,843.76 |
| 600-07-62-51310 | Training, Meetings & Co | 280.00 |
| 600-07-62-52011 | Telephone | 112.11 |
| 600-07-62-52018 | Heat/Gas Expense | 11,050.32 |
| 600-07-62-52019 | Water/Sewer Expense | 409.30 |
| 600-07-62-52020 | Electric Expense | 13,526.23 |
| 600-07-62-52094 | Infrastructure Maintena | 17,963.56 |
| 600-07-62-52195 | Technology Expense | 25.00 |
| 600-07-62-52372 | Office Supplies | 69.98 |
| 600-07-62-52420 | Small Equipment | 456.00 |
| 600-07-62-52429 | Supplies & Materials | 1,794.62 |
| 610-07-00-10500 | Inventory-Water | 253.71 |
| 610-07-65-51302 | Association Dues | 112.50 |
| 610-07-65-51310 | Training, Meetings & Co | 600.00 |
| 610-07-65-52011 | Telephone | 158.20 |
| 610-07-65-52020 | Electric Expense | 11,625.79 |
| 610-07-65-52090 | Office Equipment Repair | 75.25 |
| 610-07-65-52093 | Building/Grounds Maint | 184.43 |
| 610-07-65-52094 | Infrastructure Maintena | 4,549.50 |
| 610-07-65-52096 | Operational Equipment | 322.48 |
| 610-07-65-52099 | Other Maintenance & R | 21.49 |
| 610-07-65-52187 | Excise Tax Expense | 4,038.00 |
| 610-07-65-52195 | Technology Expense | 1,376.49 |
| 610-07-65-52198 | Other Professional Servi | 88.00 |
| 610-07-65-52199 | Other Contractual Servic | 46.88 |
| 610-07-65-52300 | Chemicals | 18,869.08 |
| 610-07-65-52333 | Uniforms/Safety Supplie | 64.47 |
| 610-07-65-52372 | Office Supplies | 12.09 |
| 610-07-65-52420 | Small Equipment | 407.11 |
| 610-07-65-52429 | Supplies & Materials | 157.30 |
| 610-07-65-53550 | Utility Systems & Structu | 147.40 |
| 610-07-67-53200 | Buildings | 382.96 |
| 620-07-63-10500 | Inventory-Gas | 20,594.35 |
| 620-07-63-51302 | Association Dues | 112.50 |
| 620-07-63-51310 | Training, Meetings & Co | 1,060.20 |
| 620-07-63-52011 | Telephone | 60.59 |
| 620-07-63-52015 | Vehicle/Equipment Repa | 254.58 |
| 620-07-63-52018 | Heat/Gas Expense | 355.22 |
| 620-07-63-52019 | Water/Sewer Expense | 52.43 |
| 620-07-63-52020 | Electric Expense | 641.91 |
| 620-07-63-52094 | Infrastructure Maintena | 3,894.25 |
| 620-07-63-52187 | PILOT Expense | 26,654.67 |

Account Summary

| Account Number | Account Name | Expense Amount |
|---------------------|--------------------------|---------------------|
| 620-07-63-52195 | Technology Expense | 62.50 |
| 620-07-63-52199 | Other Contractual Servic | 46.87 |
| 620-07-63-52372 | Office Supplies | 12.09 |
| 620-07-63-52420 | Small Equipment | 579.31 |
| 620-07-63-52429 | Supplies & Materials | 90.49 |
| 630-07-64-51302 | Association Dues | 112.50 |
| 630-07-64-52011 | Telephone | 113.25 |
| 630-07-64-52018 | Heat/Gas Expense | 13,354.36 |
| 630-07-64-52019 | Water/Sewer Expense | 1,327.14 |
| 630-07-64-52020 | Electric Expense | 53.99 |
| 630-07-64-52085 | Refuse/Recycling | 225.00 |
| 630-07-64-52096 | Operational Equipment | 2,113.11 |
| 630-07-64-52195 | Technology Expense | 50.00 |
| 630-07-64-52197 | Engineering Expense | 6,500.00 |
| 630-07-64-52199 | Other Contractual Servic | 46.87 |
| 630-07-64-52300 | Chemicals | 228.36 |
| 630-07-64-52372 | Office Supplies | 46.21 |
| 630-07-64-52420 | Small Equipment | 85.56 |
| 630-07-64-52429 | Supplies & Materials | 18.98 |
| 630-07-64-52931 | Training, Meetings & Co | 748.90 |
| 800-07-00-52020 | Electric Expense | 542.07 |
| 820-02-22-52172 | Disbursements - Other G | 36,830.00 |
| 820-02-22-52198 | Other Professional Servi | 840.00 |
| Grand Total: | | 1,360,892.17 |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|---------------------|
| **None** | 452,778.05 |
| 21100153550 | 900,843.76 |
| 24101352109 | 240.00 |
| 24101652197 | 6,500.00 |
| 24-1017-53200 | 382.96 |
| 24101853550 | 147.40 |
| Grand Total: | 1,360,892.17 |



City of Falls City, NE

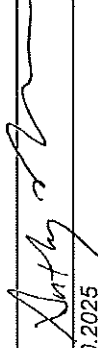
Treasurers Report

Summary

Date Range: 01/01/2025 - 01/31/2025

| Fund | Beginning Cash Balance | Revenues | Expenses | Net Change Assets | Net Change Liabilities | Calculated Ending Balance | Actual Ending Balance | Calculated - Actual Ending |
|--|---------------------------|--------------|--------------|----------------------|---------------------------|------------------------------|--------------------------|-------------------------------|
| 100 - General | 2,634,727.10 | 125,965.95 | 67,339.63 | 59,176.46 | 59,176.46 | 2,575,000.50 | 2,693,903.56 | -118,903.06 |
| 110 - Police | -1,368,344.63 | 179.60 | 115,328.98 | -115,149.38 | -115,149.38 | -1,253,195.25 | -1,483,494.01 | 230,298.76 |
| 115 - Animal Control | -37,940.29 | 95.00 | 3,149.19 | -3,054.19 | -3,054.19 | -34,886.10 | -40,994.48 | 6,108.38 |
| 120 - Fire | -149,888.35 | 42.00 | 9,378.39 | -9,336.39 | -9,336.39 | -140,551.96 | -159,224.74 | 18,672.78 |
| 130 - Building Inspections & Code Enforcement | -57,597.28 | 5,994.34 | 14,015.37 | -8,021.03 | -8,021.03 | -49,576.25 | -65,618.31 | 16,042.06 |
| 140 - Senior Center | -275.49 | 0.00 | 0.00 | 0.00 | 0.00 | -275.49 | -275.49 | 0.00 |
| 150 - Parks | -716,317.06 | 1,850.50 | 33,486.91 | -31,336.41 | -31,336.41 | -685,280.65 | -747,653.47 | 62,372.82 |
| 151 - Auditorium | -180,350.61 | 1,657.00 | 15,150.81 | -13,743.81 | -13,743.81 | -166,356.80 | -194,094.42 | 27,737.62 |
| 160 - Tree Board | -511.79 | 0.00 | 0.00 | 0.00 | 0.00 | -511.79 | -511.79 | 0.00 |
| 170 - Library | -334,725.59 | 0.00 | 33,786.34 | -33,786.34 | -33,786.34 | -300,939.25 | -368,511.93 | 67,572.68 |
| 180 - Cemetery | -155,972.16 | 2,150.00 | 10,775.37 | -8,625.37 | -8,625.37 | -147,346.79 | -164,597.53 | 17,250.74 |
| 190 - Streets | -1,570,658.03 | 64,934.97 | 80,512.34 | -15,829.37 | -15,829.37 | -1,554,576.66 | -1,586,487.40 | 31,910.74 |
| 195 - Mechanic Shop | -355,168.55 | 0.00 | 11,136.27 | -11,136.27 | -11,136.27 | -344,032.28 | -366,304.82 | 22,272.54 |
| 205 - Dispatching | -368,977.32 | 2,341.57 | 65,554.19 | -63,212.62 | -63,212.62 | -305,764.70 | -432,189.94 | 126,425.24 |
| 206 - NG911-PSAP | 23,842.99 | 3,893.94 | 0.00 | 3,893.94 | 3,893.94 | 19,949.05 | 27,736.93 | -7,787.88 |
| 210 - Solid Waste | 455,753.31 | 0.00 | 0.00 | 0.00 | 0.00 | 455,753.31 | 455,753.31 | 0.00 |
| 220 - CDBG - Downtown Revitalization Program | 13,360.62 | 0.00 | 0.00 | 0.00 | 0.00 | 13,360.62 | 13,360.62 | 0.00 |
| 230 - CDBG-OOR Reuse | 5,265.13 | 0.00 | 0.00 | 0.00 | 0.00 | 5,265.13 | 5,265.13 | 0.00 |
| 240 - CDBG - Owner-Occupier Rehabilitation Program | 12,587.27 | 0.00 | 0.00 | 0.00 | 0.00 | 12,587.27 | 12,587.27 | 0.00 |
| 245 - Rural Workforce Housing Fund | 201,141.07 | 0.00 | 0.00 | 0.00 | 0.00 | 201,141.07 | 201,141.07 | 0.00 |
| 250 - LB840 | 152,816.95 | 0.00 | 0.00 | 0.00 | 0.00 | 152,816.95 | 152,816.95 | 0.00 |
| 255 - Revitalize Rural Nebraska | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 260 - Capital Improvement Sinking | 3,441,055.23 | 148,659.70 | 0.00 | 148,659.70 | 148,659.70 | 3,292,395.53 | 3,589,714.93 | -297,319.40 |
| 270 - Library Project Sinking | 44,974.91 | 0.00 | 0.00 | 0.00 | 0.00 | 44,974.91 | 44,974.91 | 0.00 |
| 280 - Housing Abatement/Demolition Program | -8,591.46 | 1,250.00 | 0.00 | 2,447.14 | 2,447.14 | -12,235.74 | -6,144.32 | -6,091.42 |
| 281 - Sidewalk Improvement Program | -24,520.00 | 0.00 | 1,500.00 | -1,500.00 | -1,500.00 | -23,020.00 | -26,020.00 | 3,000.00 |
| 500 - Cemetery Trust | 374,036.48 | 0.00 | 0.00 | 0.00 | 0.00 | 374,036.48 | 374,036.48 | 0.00 |
| 600 - Electric | 7,412,749.59 | 612,702.73 | 510,861.48 | 1,284.77 | 1,284.77 | 7,512,021.30 | 7,414,034.36 | 97,986.94 |
| 610 - Water | 809,604.78 | 129,055.38 | 95,030.83 | 4,051.37 | 4,051.37 | 835,526.59 | 813,656.15 | 21,870.44 |
| 620 - Gas | 5,662,063.67 | 564,830.21 | 203,217.85 | 131,152.14 | 131,152.14 | 5,761,371.75 | 5,793,215.81 | -31,844.06 |
| 630 - Wastewater | 1,258,495.91 | 111,998.45 | 75,853.62 | 15,969.41 | 15,969.41 | 1,262,701.92 | 1,274,465.32 | -11,763.40 |
| 700 - Unemployment | 120,874.65 | 0.00 | 0.00 | 0.00 | 0.00 | 120,874.65 | 120,874.65 | 0.00 |
| 800 - Airport | 0.00 | 36,621.08 | 12,813.33 | 0.00 | 0.00 | 23,807.75 | 0.00 | 23,807.75 |
| 810 - Community Redevelopment Authority | 0.00 | 61,955.98 | 16,833.25 | 0.00 | 0.00 | 45,122.73 | 0.00 | 45,122.73 |
| 820 - Mutual Finance Organization | 0.00 | 37,673.02 | 0.00 | 0.00 | 0.00 | 37,673.02 | 0.00 | 37,673.02 |
| Report Total: | 17,293,511.05 | 1,913,851.42 | 1,375,724.15 | 51,903.75 | 51,903.75 | 17,727,830.82 | 17,345,414.80 | 382,416.02 |

I, Anthony Nussbaum, City Clerk-Treasurer of the City of Falls City, Richardson County Nebraska, hereby certify that the above is a true and correct report on the financial condition for General, Sewer and Utility Funds of the City of Falls City, Nebraska

Signature: 
Date: 01.10.2025



2.18.2025

Blue Rivers Area Agency on Aging
Attn: Carla Frase
103 Eastside Dr.
Beatrice, NE 68310

Re: Commitment to Blue Rivers Area Agency on Aging

Dear Ms. Frase,

We are pleased to offer our commitment to the aging services, including transportation services, offered by Blue Rivers Area Agency on Aging. As a member of the interlocal agreement to offer these services, we are very supportive of all the services provided to the older population of our county.

Specifically, we commit the City of Falls City to support the services up to the amount of \$1,336.50. Please invoice the commitment amount annually. If you have any questions please contact our City Administrator, Anthony Nussbaum, at 402.245.2851 or at a.nussbaum@fallscityne.us.

Sincerely,

Mark Harkendorff
Mayor

Anthony Nussbaum

From: Amy Mason <amy.mason@blueriversaaa.org>
Sent: Friday, January 31, 2025 10:07 AM
To: Anthony Nussbaum
Cc: Carla Frase; Beth Williams
Subject: Letter of Commitment
Attachments: 4716_001.pdf

Good morning,

As in the past Blue Rivers Area Agency on Aging will be completing our Transportation Application to the Nebraska Department of Roads prior to March 31, 2025. As part of this application and our grant awards on other services, we are required to obtain matching support documentation from the counties, cities and villages we serve. This is the case for all of the programs Blue Rivers offers as we provide services through Federal and State Grants with the local funding as a match to prove interest and commitment from the areas we serve. It is our hope to make all the communities in our service area aware of the programs available to their eligible citizens and to create partnerships to expand services as needed throughout the 8 counties we serve.

Blue Rivers is asking for a commitment of continued partnership and I have attached the last commitment letter for your information as to what was previously sent. We are hopeful that you can provide a confirmation of support again this year via email or letter as soon as possible. Please do not hesitate to reach out to Blue Rivers with any questions you may have.

Thanks,

Amy Mason

Fiscal Assistant
Blue Rivers Area Agency on Aging
103 Eastside Blvd
Beatrice, NE 68310
Phone: [402-223-1376](tel:402-223-1376) | [888-989-9417](tel:888-989-9417)
Fax: [402-223-2143](tel:402-223-2143)
www.blueriversaaa.org
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Blue Rivers

Area Agency on Aging

**103 Eastside Boulevard
Beatrice, Nebraska 68310**

**(402) 223-1376 toll free (888) 989-9417
FAX (402) 223-2143**

www.BlueRiversAAA.org



Follow us on Facebook: BlueRivers AAA

Serving Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson and Thayer Counties

SERVICES TO ASSIST WITH INDEPENDENT LIVING

PUBLIC TRANSPORTATION — Leave the driving to us! Whether you need transportation for medical appointments, shopping, visiting friends and relatives, hair appointments or just to go for a ride, call us to arrange your trip. In-town and out-of-town schedules available.

MEALS — Delicious hot noon meals are served in Senior Centers plus we provide social, recreational, wellness and educational programming. Home-delivered meals are available for those unable to come to a center.

HANDYMAN/HOUSEKEEPER — Lawn mowing, minor in-home repairs, assistance with cleaning, laundry and shopping, are just some of the services we can provide.

LEGAL SERVICES — Coordinated referral and information when you need it.

INFORMATION & ASSISTANCE — Information and connection to services available in your area.

OUTREACH — Providing awareness of services available through public interaction and our speakers bureau.

CARE MANAGEMENT — Promoting independent living through a coordinated balance of family and community care resources.

HEALTH PROMOTION AND EDUCATION — Providing information on health and nutrition related topics. Presentations at Senior Centers and evidence-based falls prevention and caregiving support programs available.

ADRC NEBRASKA — The Aging and Disability Resource Center provides information, assistance and education on community services and long-term care options for Seniors (age 60+), people of all ages with a disability, as well as family members, caregivers and advocates.

FOR MORE INFORMATION:

CONTACT US AT THE ADDRESS AND PHONE ABOVE,

VISIT OR CALL ANY SENIOR CENTER OR PUBLIC TRANSPORTATION OFFICE LISTED ON THE REVERSE SIDE, OR CHECK OUT OUR WEBSITE OR FACEBOOK PAGE!



BLUE RIVERS AREA AGENCY ON AGING
BLUE RIVERS PUBLIC TRANSPORTATION and ADRC NEBRASKA

GAGE COUNTY

Beatrice Senior
Center 101 N 25th St
Beatrice, NE 68310
(402) 223-3055

Blue Rivers Public Transportation - Beatrice
103 Eastside Blvd
Beatrice, NE 68310
(402) 223-1357

Cortland Senior Center
W 5th St (Community Building)
Cortland, NE 68331
(402) 223-1376

Plymouth Community Center
317 Main St.
Plymouth, NE 68424
(269) 358-2998

Wymore Senior Center & Blue Rivers Public
Transportation 118 E. D St
Wymore, NE 68466
(402) 645-3525

JEFFERSON COUNTY

Fairbury Senior Center 601 City Park Rd
Fairbury, NE 68352
(402) 729-5258

Blue Rivers Public Transportation
(402) 729-6475

JOHNSON COUNTY

SENCA Senior Center 172 S 4th St
Tecumseh, NE 68450
(402) 335-2134

Sterling Senior Center
130 Broadway
Sterling, NE 68443
(402) 866-2050

NEMAHA COUNTY

Auburn Senior Center
1101 J St
Auburn, NE 68305
(402) 274-4677

Blue Rivers Public Transportation
(402) 274-5365

OTOE COUNTY

Douglas Senior
Center 200 Main St
Douglas, NE 68344
(402) 799-2300

Palmyra Senior
Center 425 C St
Palmyra, NE 68418
(402) 780-5606

OTOE COUNTY (continued)

Syracuse Senior Center

303 Railroad Ave
Syracuse, NE 68446
(402) 269-2957

Blue Rivers Public Transportation - Syracuse
(402) 269-5129

Nebraska City Senior
Center 200 N 3rd St
Nebraska City, NE 68410
(402) 873-1525

Blue Rivers Public Transportation - Nebraska City
713 Central Ave. Ste. B
Nebraska City, NE 68410
(402) 873-3055

PAWNEE COUNTY

Table Rock Senior Center
402 Luzerne St
Table Rock, NE 68447
(402) 839-2060

RICHARDSON COUNTY

Falls City Senior Center
221 W 16th St
Falls City, NE 68355
(402) 245-3871

THAYER COUNTY

Davenport Senior
Center 110 S Linden
Ave Davenport, NE
68335
(402) 364-2449

Deshler Senior
Center 4th & Hebron
St Deshler, NE
68340
(402) 365-7698

Hebron Senior Center & Blue Rivers Public Transportation
425 Lincoln Avenue
Hebron, NE 68370
(402) 768-6052

***Home delivered meals may be
available in communities not served
by a Senior Center. Call 402-223-1376
for more information.***

***We're only a phone call
away!***

**Blue Rivers Area Agency on Aging
Falls City Services
7/1/2024:12/31/2024**

| Service | Units | Value/Unit | Total | Unduplicated Clients |
|---------------------------------|--------|------------|--------------|-------------------------|
| ADRC: Information & Referral | 21 | \$ 24.00 | \$ 504.00 | 14.00 |
| ADRC: Options Counseling | 29 | \$ 24.00 | \$ 696.00 | 3.00 |
| CG: Information & Assistance | 5 | \$ 15.00 | \$ 75.00 | 5.00 |
| CG: SDC In-Home Respite | 0 | \$ 15.00 | \$ - | 0.00 |
| Care Management | 249.25 | \$ 53.90 | \$ 13,434.58 | 91.00 |
| Chore: Lawn & Snow Care | 69.75 | \$ 20.00 | \$ 1,395.00 | 17.00 |
| Chore: Enhancement Projects | 0 | \$ 100.00 | \$ - | 0.00 |
| Homemaker | 527.48 | \$ 14.00 | \$ 7,384.72 | 24.00 |
| Durable Medical Equipment | 0 | \$ 25.00 | \$ - | 0.00 |
| PERS Lifelines | 73 | \$ 25.00 | \$ 1,825.00 | 13.00 |
| Congregate Meals | 791 | \$ 9.62 | \$ 7,609.42 | 13.00 |
| To-Go Meals | 108 | \$ 9.62 | \$ 1,038.96 | 1.00 |
| Home Delivered Meals | 3,100 | \$ 9.62 | \$ 29,822.00 | 36.00 |
| Health Clinics | 0 | \$ 100.00 | \$ - | 0.00 |
| Information & Assistance | 27 | \$ 19.00 | \$ 513.00 | 24.00 |
| Information Services | 28 | \$ 15.00 | \$ 420.00 | approx. 8,831 |
| Senior Center Hours | 570 | \$ 14.00 | \$ 7,980.00 | |
| Social Activities, persons/hour | 812 | \$ 14.00 | \$ 11,368.00 | No names to get a count |
| Volunteer Hours | 95.5 | \$ 12.00 | \$ 1,146.00 | |

Blue Rivers Area Agency on Aging Value of Services \$ 85,211.68

**Blue Rivers Area Agency on Aging
Falls City Services
07/01/2023 through 06/30/2024**

| Service | Units | Value/Unit | Total | Unduplicated Clients |
|---------------------------------|--------|------------|--------------|-------------------------|
| ADRC: Information & Referral | 44 | 24 | \$ 1,056.00 | 31.00 |
| ADRC: Options Counseling | 2.5 | 24 | \$ 60.00 | 1.00 |
| CG: Information & Assistance | 64.5 | 15 | \$ 967.50 | 5.00 |
| CG: SDC In-Home Respite | 134.25 | 15 | \$ 2,013.75 | 3.00 |
| Care Management | 467.25 | 53.9 | \$ 25,184.78 | 0.00 |
| Chore: Lawn & Snow Care | 196 | 20 | \$ 3,920.00 | 15.00 |
| Chore: Enhancement Projects | 186 | 100 | \$ 18,600.00 | 15.00 |
| Homemaker | 902.63 | 14 | \$ 12,636.82 | 20.00 |
| Durable Medical Equipment | 17 | 25 | \$ 425.00 | 10.00 |
| PERS Lifelines | 101 | 25 | \$ 2,525.00 | 12.00 |
| Congregate Meals | 1,355 | 10 | \$ 13,035.10 | 25.00 |
| To-Go Meals | 577 | 9.62 | \$ 5,550.74 | 15.00 |
| Home Delivered Meals | 7,586 | 10 | \$ 72,977.32 | 72.00 |
| Health Clinics | 0 | 100 | \$ - | 0.00 |
| Information & Assistance | 52 | 19 | \$ 988.00 | No names to get a count |
| Information Services | 54 | 15 | \$ 810.00 | approx. 8,902 |
| Senior Center Hours | 1,170 | 14 | \$ 16,380.00 | |
| Social Activities, persons/hour | 1,422 | 14 | \$ 19,908.00 | No names to get a count |
| Volunteer Hours | 796.5 | 12 | \$ 9,558.00 | |

Blue Rivers Area Agency/Aging Value of Services \$ 206,596.01



Group Lessons: 2 weeks long and run M-Th. Parent/Child-Level 2 is 35 min long while Level 3-6 is 45 min. Fridays are reserved for makeup due to poor weather. A free one-time admission pass to the Aquatic Center will be awarded for all participants upon completion.

Private Lessons: 1 week long and runs M-F. All classes are 45 min in duration. No makeup days will be provided for cancellations due to inclement weather. A free one-time admission pass to the Aquatic Center will be given only if a class is cancelled due to inclement weather.

| 2025 Private & Group Swim Lesson Schedule | Private Lessons | Group Lessons | Private Lessons | Group Lessons | Private Lessons |
|---|---|--|--|--|---|
| | Session 1 | Session 1 | Session 2 | Session 2 | Session 3 |
| | <u>June 9-June 13</u> Deadline: June 5 | <u>June 16-June 26</u> Deadline: June 12 | <u>June 30-July 4</u> Deadline: June 26 | <u>July 7-July 17</u> Deadline: July 3 | <u>July 21-July 25</u> Deadline: July 17 |
| Parent Child | | 10:35-11:10am | | 10:35-11:10am | |
| Preschool | | 11:15-11:50am | | 11:15-11:50am | |
| Level 1 | | 9:15-9:50am 9:55-10:30am 10:35-11:10am | | 9:15-9:50am 9:55-10:30am 10:35-11:10am | |
| Level 2 | | 9:15-9:50am 9:55-10:30am 10:35-11:10am | | 9:15-9:50am 9:55-10:30am 10:35-11:10am | |
| Level 3 | | 9:15-10:00am 10:05-10:50am 10:55-11:40am | | 9:15-10:00am 10:05-10:50am 10:55-11:40am | |
| Level 4 | | 10:05-10:50am 10:55-11:40am | | 10:05-10:50am 10:55-11:40am | |
| Level 5 | | 10:05-10:50am | | 10:05-10:50am | |
| Level 6 | | 10:55-11:40am | | 10:55-11:40am | |

2025 Aquatic Center Swimming Lesson Instructor Sign-Up

| Private Lessons Session 1 <u>June 9-June 13</u> | Group Lessons Session 1 <u>June 16-June 26</u> | Private Lessons Session 2 <u>June 30-July 4</u> | Group Lessons Session 2 <u>July 7-July 17</u> | Private Lessons Session 3 <u>July 21-July 25</u> |
|---|--|---|---|--|
| 9:15-10:00am | | 9:15-10:00am | | 9:15-10:00am |
| Swimmer's Name | PC/Pre-K Instructor | Swimmer's Name | PC/Pre-K Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | PC/Pre-K Aid | Swimmer's Name | PC/Pre-K Aid | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 1 Instructor | Swimmer's Name | Level 1 Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 1 Aid | Swimmer's Name | Level 1 Aid | Swimmer's Name |
| 10:05-10:50am | | 10:05-10:50am | | 10:05-10:50am |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 2 Instructor | Swimmer's Name | Level 2 Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 2 Aid | Swimmer's Name | Level 2 Aid | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 3 Instructor | Swimmer's Name | Level 3 Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 3 Aid | Swimmer's Name | Level 3 Aid | Swimmer's Name |
| 10:55-11:40am | | 10:55-11:40am | | 10:55-11:40am |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 4 Instructor | Swimmer's Name | Level 4 Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |
| Swimmer's Name | Level 5&6 Instructor | Swimmer's Name | Level 5&6 Instructor | Swimmer's Name |
| Swimmer's Name | | Swimmer's Name | | Swimmer's Name |



First Aid &
Guard Room



Zero Depth

Log Area
(NE)
Log Area
(SW)

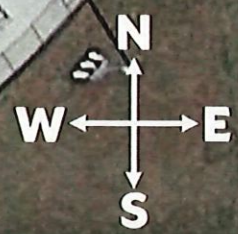
4-Foot

Lap Pool
(NW)

Lap Pool
(SE)

Swimming Lessons Zone Map

- Parent Child** - Zero Depth
- Preschool** - Log Area (SW)
- Level 1** - Log Area (SW)
- Level 2** - Log Area (NE)
- Level 3** - 4-Foot
- Level 4** - Lap Pool (NW)
- Level 5** - Lap Pool (SE)
- Level 6** - Lap Pool (SE)



Falls City Aquatic Center Staff Manual



Revised on 02/03/2025

Congratulations! You have been selected to work for the Falls City Parks & Recreation Department at the Falls City Aquatic Center. When you work at the Aquatic Center you become a part of an Aquatic Team that prides itself on a great safety record, excellent customer service, and facility care. Each employee’s enthusiasm, knowledge, skills, dedication, cooperation, and smiling face are vital elements to a successful swimming season. This manual along with in-service training and management guidance will equip you with the tools you’ll need to be successful at fulfilling your duties on our Aquatic Team!

-Briar Burr, Parks & Recreation Director

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AQUATIC JOB DESCRIPTIONS

Assistant Manager (3 positions)

Responsible for day-to-day operations of the Aquatic Center along with supervision of Lifeguards and Support Staff. Other assigned tasks include but are not limited to:

- Provide leadership in aquatic operations such as first aid, lifeguard rotations, limited pool maintenance and chemistry, in-service trainings, pool parties, and swim lessons.
- Provide leadership to support staff in concessions, admissions, and season pass sales.
- Schedule staff personnel to both Lifeguard and Support staff positions.
- Interact with customers and patrons of various ages, ethnicities, and backgrounds.
- Enforce pool policies and rules with patrons to create a safe and enjoyable environment for all.
- Ensure that the aquatic facility maintains the required criteria to meet state and local codes throughout the summer season.
- Ensure that the staff is upholding their daily duties to maintain a clean and functional facility.
- Communicate directly with maintenance personnel on equipment that needs fixed.
- Address customer complaints and conflicts in a professional manner.
- Address staff and internal complaints and conflict in a professional manner.
- Evaluate staff performance and provide positive and corrective feedback.
- Monitor the facility's inventory to maintain sufficient supplies.

Required Certifications: Pool Operator's License (Nebraska Department of Environment & Energy)

Immediate Supervisor: Parks & Recreation Director

Lifeguard (20-25 positions)

Responsible for maintaining order in pools by preventing accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons. Lifeguards are also responsible for monitoring the facilities for potential hazards or unsafe conditions, providing first aid to patrons, and custodial duties in maintaining the facilities. When necessary, vacuums and cleans pool and deck. Prepares reports on incidents and accidents.

Required Certifications: CPR/AED for Professional Rescuers and First Aid; Nebraska Department of Energy Pool Operator's License

Immediate Supervisor: Assistant Manager

Support Staff (15-20 positions)

Responsibilities include but not limited to cash register operation, customer admittance, season pass sales, slide attendance, equipment rental, and general custodial work. Support staff shall be capable of interacting with people of all ages.

Immediate Supervisor: Assistant Manager

STAFF WAGE INFO AND AGE REQUIREMENTS

Hourly Wages by Position (2025 Season)

Assistant Manager

| Step | A | B | C | D | E | F | G | H |
|--------|---------|---------|---------|---------|---------|---------|---------|---------|
| Hourly | \$18.75 | \$19.00 | \$19.25 | \$19.50 | \$19.75 | \$20.00 | \$20.25 | \$20.50 |

Lifeguards

| Step | A | B | C | D |
|--------|---------|---------|---------|---------|
| Hourly | \$15.00 | \$15.25 | \$15.50 | \$15.75 |

Support Staff

| Step | A | B | C | D |
|--------|---------|---------|---------|---------|
| Hourly | \$13.50 | \$13.75 | \$14.00 | \$14.25 |

Age Requirements

Lifeguards – Minimum age requirement of 15

Support Staff – Minimum age requirement of 14 (16 years of age to attend elevated slide structures).

Management Staff – Minimum age requirement of 18.

Overtime Exemption

Section 13(a)(3) under the United States Department of Labor states that “Section 13(a)(3) provides an exemption from the minimum wage and overtime provisions of the FLSA for ‘any employee employed by an establishment which is an amusement or recreational establishment, if **(A) it does not operate for more than seven months in any calendar year**, or (B) during the preceding calendar year, its average receipts for any six months of such year were not more than 33-1/3 per centum of its average receipts for the other six month of such year’.”

The Falls City Aquatic Center falls into option A for exemption of this section. However, The Aquatic Center does not put a cap on the number of hours available to be worked by its staff so as long as it does not violate any child labor laws.

Child Labor Laws

Laws for 15 Year Olds

- 15 Year Olds will not be allowed to teach swimming lessons at our facility unless they carry a WSI Certification through the American Red Cross
- 15 year olds must not exceed working 8 hours/day or 40 hours/week.
- 15 year olds are prohibited from entering any chemical storage areas, including any areas where the filtration and chlorinating systems are housed.
- 15 year olds are prohibited from being stationed “at the top of elevated water slides”.

STAFF POLICIES

General Information

All staff shall accept responsibility for all assignments as assigned or directed by their supervisor.

1. Attend and be held accountable for information presented at all in-service trainings and meetings.
2. No employee shall be under the influence of alcohol or drugs while on duty.
3. If you are running late or can't make a shift, you must call and notify management ahead of time.
4. Staff shall not exceed the privileges of employment to friends or relatives (no free admissions, concessions or other such practices).
5. Staff members must use careful discretion regarding physical contact with guests.
6. Only staff with permission of a manager on duty may use the Public Address System or megaphone.
7. All employees shall wear the specified uniform. See pages 6 and 7 for more information.
8. Off duty staff shall not wear staff clothing when in the facility or off city property.
9. Always present a pleasant and professional appearance.
10. Pick up any litter you find in the facility and around your station.
11. Jewelry that may potentially threaten safety or distracting to staff or patrons is not allowed.
12. The facility phone is reserved for business purposes only and must not be used for personal use. Cell phones are only permitted for use on break.
13. Smoking is not permitted at the facility. If employees need to smoke, they must do so outside the facility in a designated area as well. Other tobacco products are forbidden.
14. Staff must approve their time on the time clock after each shift. Failure to do so will result in inaccurate representation of the hours you worked or no payment at all. It is your responsibility to accurately report your hours.
15. Reporting false statements regarding hours worked will result in immediate dismissal.
16. Avoid passing rumors or confidential information to guests, as well as to other staff.
17. Staff swimming outside of normal operating hours is not permitted unless approved by the Director.
18. It is imperative that staff arrive on time. Failure to do so will result in lost points and/or termination.
19. Discrimination, sexual harassment, or any other forms of harassment is prohibited and will not be tolerated. You must notify your manager immediately if you are harassed in any way.
20. An employee who has a grievance must follow the proper lines of authority. If there is a conflict with a fellow employee or supervisor, try to work it out rationally among yourselves. If you cannot resolve the problem, bring your concerns to the Recreation Director. Please leave your personal problems at home if possible. If they begin to affect your job performance, we will take action in order to remedy the situation.

****Staff found in non-compliance with their job description or in violation of any of these or other rules governing their responsibilities or conduct shall be subject to termination or other disciplinary action.*

Uniform Reimbursement Plan

All staff will pay for their uniform set in full initially upon being hired by Falls City Parks and Recreation. Any staff member who reaches a total of at least 200 hours and ends the season on good standing with the City of Falls City will receive a uniform reimbursement amount equivalent to up to 1 set of your full uniform that was purchased at the beginning of the season. This reimbursement amount will go on the employees' last paycheck of the season.

UNIFORM REQUIREMENTS - LIFEGUARDS

Visor or bucket hat, whistle, pool suit, rescue pack with resuscitation masks, sunglasses, and optional guard t-shirt or tank top, and shorts. Shorts must be a solid and neutral color. Below are required items that can be purchased from Falls City Parks & Rec. NOTE: One piece suits and bucket hats are not kept in inventory and will be ordered for you separately.

Guard Visor



Bucket Hat



Hat



T-Shirt or Tank Top



Board Shorts (boys)



Top (girls)



Bottom (girls)



One Piece (girls)



Hip Pack



Pocket Mask Kit



Fox 40 Whistle



UNIFORM REQUIREMENTS

SUPPORT STAFF

Required uniform includes an FCAC hat (if in concessions or attending slides), FCAC t-shirt or tank top, and black, navy, gray, or khaki shorts. All staff attending slides must wear a hat and sunscreen. Below are the required items that can be purchased from Falls City Parks & Rec.

*FCAC Embroidered Mesh Back Cap (navy front with white mesh and white emblem)



*FCAC t-shirt or tank top (white shirt with navy and yellow print)



STAFF PROCEDURES

Scheduling

Assistant managers will prepare weekly schedules. A request for time off must be done through the “When I Work” mobile app. The scheduling manager’s decision is based on a first come – first served basis, with position and staff availability also being considered. If you need a schedule change, you will be required to find a replacement. Schedule changes are not final until they have been approved by your manager or fulfilled through the “When I Work” app. If you have other commitments you would like to be scheduled around, you need to submit them ahead of time prior to the manager’s deadline. You cannot be guaranteed that you will be able to get off for all requests, but your manager will try to accommodate as much as possible.

Calling In Sick

If you are ill and are unable to work, you are responsible for finding a replacement. After finding a replacement, the change is not made final until it is displayed and changed on the When I Work app. If you are unable to find a replacement, notify your manager. If you become ill during a shift, notify your manager on duty. Do not leave your workstation until another staff member has relieved you.

Rain Days

Do not stay home from work because of poor weather unless you have been contacted by a manager. A decision will be made prior to your shift. A manager will send out a message on the When I Work app to notify staff of closure due to weather.

Guest Assistance Form – Guards

After any assist or rescue by a lifeguard, a guest assistance form must be filled out and signed by the victim and parent or guardian if the victim is under 18 years of age. This report is to be filled out by the manager but it is your responsibility as a lifeguard to keep the victim around long enough for the manager to arrive with the form to be filled out.

In-Service Training – Guards

In order for lifeguards to maintain a constant degree of mental alertness and physical conditioning, the following in-service training shall occur:

- Lifeguards will complete bi-weekly in-service trainings throughout the summer. A schedule of in-service training times and activities will be distributed by the manager coordinating the training.

First Aid – Guards

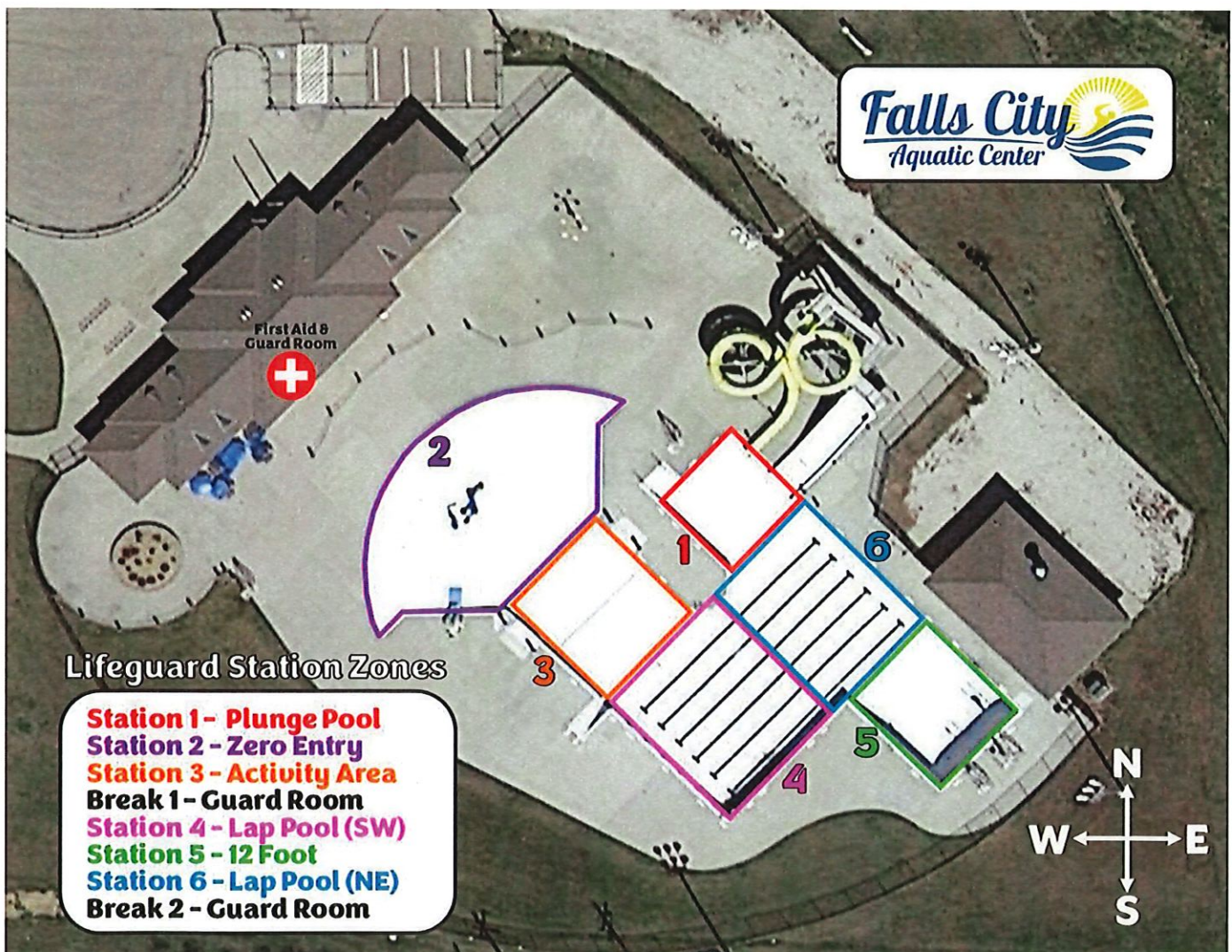
First aid should be handled by the guards on break in the guardroom. A first aid log must be filled out for any patron who receives basic first aid care. Anything more serious should be recorded on an incident report. All first aid care should be handled professionally and according to Red Cross standards.

Breaks & Rotations – Guards

When staff availability allows, we will schedule 8 guards per shift. We will operate on a thirty-minute rotational schedule with 6 working stations and 2 break stations. This means that you will be lifeguarding the facility for no longer than an hour and a half followed by a half hour break. Lifeguards are responsible for checking and cleaning bathrooms before going to break.

This rotation is strategically thought out to give guards sufficient breaks, adequate backup for emergency situations, better focus by keeping guards dry and out of the water, and optimal placement for quick response timing.

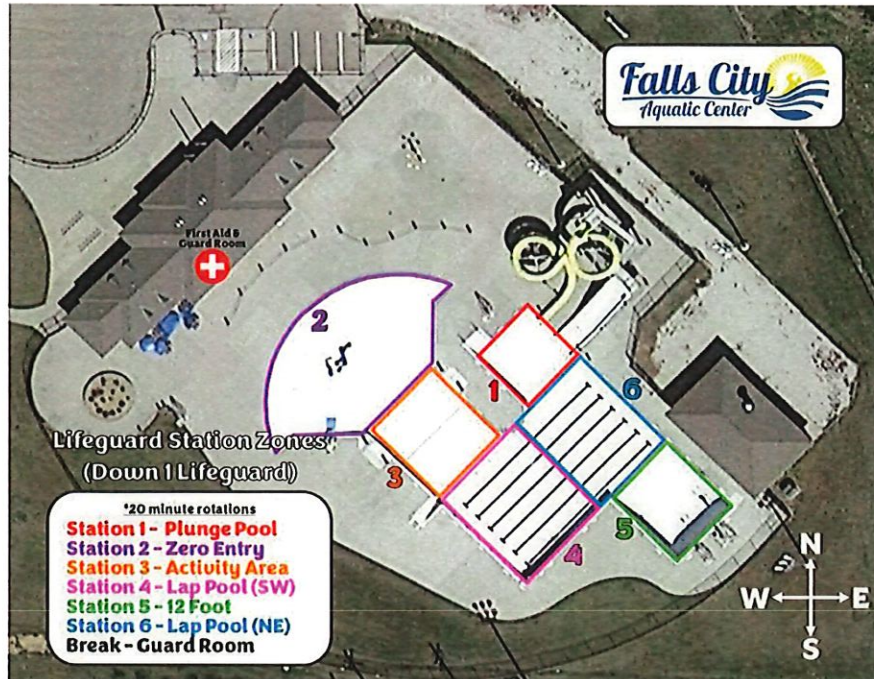
IMPORTANT: Each lifeguard is responsible for reviewing and understanding their role in the EAP



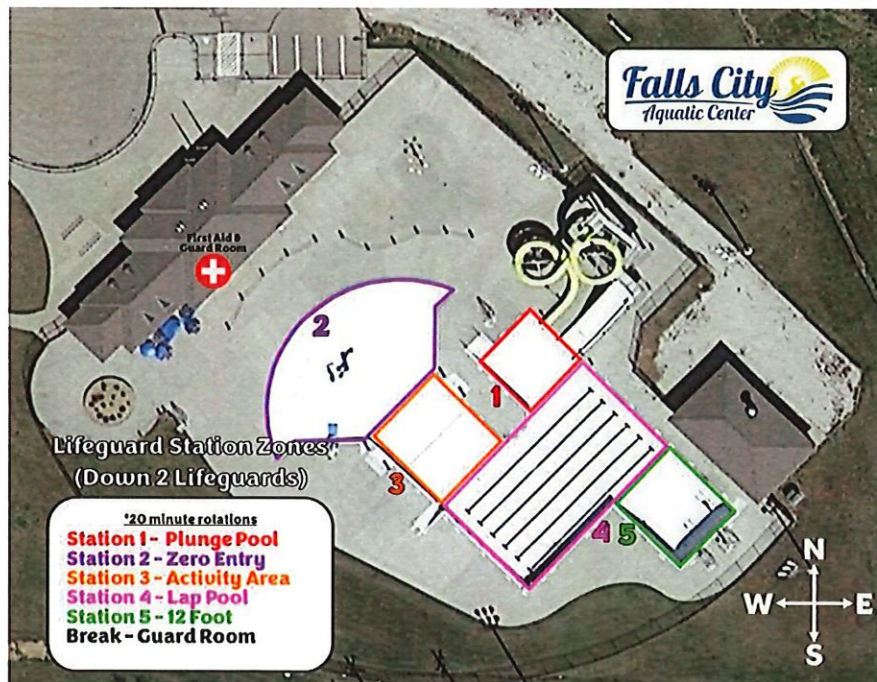
Lifeguard Shortage

In a situation where we are short-staffed on guards, we will make the following changes to our rotation.

Down 1 Guard – 20-minute rotations with 6 working stations, 1 break, and 7 total guards



Down 2 Guards – 20-minute rotations with 5 working stations, 1 break, and 6 total guards



Down 3 Guards – Station 1 will be removed and slides will be closed leaving 3 working stations, 1 break, and 5 total guards and rotating every 20 minutes. Managers will use their discretion and decide if it is safe to open for the day.

FACILITY RULES

All staff are responsible for a good working knowledge of the facility rules at all times. Staff shall abide by and enforce all State, County and Local health and safety rules, both on and off duty. All rules will be enforced consistently (the same rule applies to everyone). Always remain courteous and diplomatic, remember that our guests are here to have a good time.

General Rules

1. The following items may not be admitted: Rafts or inner tubes, coolers, food, drinks, pets, and glass containers.
2. Children 9 years of age and under must be accompanied by a paid chaperon, (14 years of age or older) at all times.
3. Children in diapers must wear diaper covers. (Available for purchase at the admissions counter)
4. No smoking or other tobacco products allowed in the park.
5. Jugs or plastic bottles containing water are allowed.
6. No eating or drinking allowed in the pool or near the pool edge.
7. No skateboards, roller skates or bikes are allowed inside the premises. Bicycles can be secured on the bike rack.
8. Radios without headphones are not permitted in the facility.
9. Animals of any kind are not permitted in the park, except those trained to assist the handicapped.
10. Absolutely no running, horseplay, pushing, or shoving is permitted.
11. Patrons are not allowed to hang on ropes or lane makers in the pool or along sidewalks.
12. Swimmers are not allowed to hang on the basketball rim or net.
13. Only Coast Guard approved personal flotation devices are permitted. No "water wings". Lifejackets can be rented at the front admissions desk.
14. Patrons are permitted to use soft balls, such as Nerf Balls. However, hard objects such as tennis balls and frisbees are not permitted.
15. No diving is allowed in shallow water areas.
16. No alcoholic beverages permitted.
17. All persons entering the pool must wear proper swim attire. No thongs or cutoff jeans.
 - a. Clothing must allow free movement of arms and legs and be free from hardware such as belts, buckles, and rivets.
 - b. The clothing material must be lightweight as to not inhibit a patron's movement or weigh them down in the pool.
 - c. Clothing must also not be so loose that it could cause entanglement, entrapment or strangulation in the pool equipment.
 - d. If it looks and functions as a suit, we will consider it a suit.
18. No person having an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, and nose or throat infection shall be permitted into the swimming pool.
19. Spitting water, blowing nose, or any other similar activities in the swimming pool is not permitted.
20. Extensive breath holding is not permitted.

Slide Rules

1. Riders must enter the slide in a sitting position and wait for instructions from the slide attendant.
2. All riders must be at least 48" tall.
3. Maximum rider weight is 300 lbs.
4. Riders must always lie flat on their backs and go down feet first.
5. Do not pull or propel yourself into the ride.
6. No buckles, rivets, or any metal objects are permitted while riding slide.
7. Only one rider at a time.
8. No tubes, mats, or lifejackets are permitted on the slide.
9. No diving from the slide.
10. Leave the plunge pool promptly after entering.
11. Non-swimmers are not permitted.
12. Riders assume all risk of injury due to misuse.

Diving Board Rules

1. Only one person is allowed on the diving board at a time.
2. Divers may only bounce once.
3. Patrons must be to poolside or clearly out of the way before the next diver may go.
4. Diving must be done straight off the board and not towards the pool sides.
5. Handstands, cartwheels, or sitting on the board is not permitted.
6. Patrons are not allowed to swim under the boards.
7. Inward dives or "gainers" are not permitted.
8. Staff shall not adjust diving boards for any reason unless permitted to do so by a manager.

FACILITY PROCEDURES

Emergency Action Plan (EAP)

Our aquatic facility has a plan that defines the actions taken by our staff during various emergency situations. It is the responsibility of each staff member to review and understand the EAPs that our facility has in place for each type of emergency. EAPs are in a separate document and will be provided to you. It is your responsibility as an employee of Falls City Parks and Rec to review and understand each EAP.

Lost and Found

1. All lost and found items should be taken to the appropriate bin unless there is a way to identify the owner in which case he/she should be contacted.
2. Items should be kept for at least two weeks before being donated.
3. Patrons wishing to retrieve a lost and found item must describe it first.

Lightning/Thunder

Swimmers should be instructed to clear the pool immediately when lightning is seen, or thunder is heard. Swimmers are not to re-enter the pool until 30 minutes after the last lightning bolt was seen or last thunder heard and is determined safe for swimming by the manager.

Low Temperatures

The Falls City Aquatic Center will remain closed if the projected high temperature is below 70 degrees. Ultimately, the Parks & Rec Director will make the final decision regarding whether or not it is feasible to open.

Rain Check Policy

Rain checks will be given out to a patron if they arrive and pay admission within 30 minutes of a closure as a result of inclement weather. Rain checks are only valid for the season in which it was issued.

Telephones

1. Phones are for business use only. Staff may only make personal phone calls with supervisor approval.
2. Staff answering the phone should do so with a courteous voice and begin by saying: "Hello, Falls City Aquatic Center, this is (staff first name), may I help you?".
3. All personal messages for staff should be taken down on pen and paper with the caller being told the staff will return their call as soon as possible. Staff should not be called from their duties for a phone call.

Parking

1. Staff shall only park in the designated staff parking lot (north of the pool).
2. When getting off work especially at dark, staff should walk out to their cars in groups of two or more for safety. Always lock vehicles and put valuables out of sight.

Incident Reports

Incident reports must be filled out after every accident/incident that occurs at the facility. Minor scrapes, cuts, and bruises can be reported in the First Aid Log, but any injury that requires more than basic first aid practices should be recorded on an incident report.

Unusual Situations

1. Intoxicated Person: It is not advisable to have intoxicated persons in or around a swimming area. Entry should be posted prohibiting the admittance of such persons. By the same token, intoxicated persons should be asked to leave the swimming area. The Falls City Police Department should be called if the staff member or manager cannot handle the situation.
2. Thievery: Be alert to any thievery. Do not accuse a person of theft unless you have positive proof and witnesses present. There is a danger of liability if you cannot substantiate your accusation. Refer this situation to the Falls City Police Department for further action.
3. Indecent Exposure: It is advisable to diplomatically suggest covering up or leaving swimming area to those persons that have swimming suits too revealing. Again, refer the matter to the police if the aquatic staff cannot resolve the situation.
4. Sexual Assault: Notify your manager. Call the police immediately and remove victim from situation if possible. Keep the victim in the guard room away from the alleged perpetrator.
5. Media Contact: Refer all inquiries from reporters to the manager as they will contact the Parks & Recreation Director to handle such inquiries. Front line staff are not in the position to answer media questions of any kind and may inadvertently give out information that might in some way be detrimental or contrary to department policy.

Guest Relations Policy

Golden Rule: Treat people like you would like to be treated.

1. Employees shall conduct themselves in a courteous, mature and responsible way, presenting a favorable image to the public.
2. Never insult, argue, or be discourteous to any of our guests.
3. Avoid unnecessary conversation with other employees or guests while on duty.

Complaints

1. All complaints should be handled by a manager on duty.
2. All complaints should be taken seriously and followed up.

Disciplinary Actions for Guests

1. Verbal warning
2. Disciplinary action: Time-out (5-10 minutes)
3. Patron will be asked to leave for the day or longer depending on situation. Staff needs to let a supervisor know about the problem before the ejection occurs.

Disciplinary Actions for Guests Exhibiting Disruptive or Abusive Behavior

1. Customer will be asked to stop exhibiting behavior or be subject to ejection from facility.
2. Further disruption or abuse will result in denial of service and ejection from facility.
3. Any behavior deemed illegal by local, state, or national statutes shall constitute grounds for immediate contact with the Falls City Police Department.
4. Repeated ejection from facility may permanently lead to individual being denied access to facility.

GENERAL INFORMATION FOR LIFEGUARDS

Whistles

All guards must have a whistle in their possession, and it must be visible at all times. Use your whistles only when necessary. The following signals shall be used:

- One short whistle – Gain the attention of a swimmer/patron.
- Two short whistles – Gain the attention of another guard or staff member.
- One long whistle – Activate the EAP / Active drowning victim
- Two long whistles – Activate the EAP / Passive drowning victim or other serious emergency / Call EMS.

Rescue Tubes/Backboards

All guards must have a rescue tube with them while on duty to aid in rescues and be easier to identify as a trained lifeguard on duty. Backboards will be positioned each morning as part of opening procedures and placed inside at closing.

Radios

Radios will be used for emergencies and official use only. The radio codes are as follows:

- Code 1 – Single guard simple rescue; no support or EMS needed
- Code 2 – Water emergency rescue; passive drowning
- Code 3 – Spinal injury
- Code 4 – Cardiac arrest

SWIMMING LESSON INFO

Swimming Lesson Instructors (SLI)

Lifeguards who wish to instruct swimming lessons are able to sign up to be an instructor at the All-Staff Meeting prior to the start of the summer season. The SLI course is designed through Falls City Parks and Recreation to meet the swimming lesson needs of our community. The Falls City Parks and Recreation SLI course is similar to the American Red Cross in structure and curriculum with some differences. This 2-day course is a paid training. Upon completion, Lifeguards will be certified through FCPR to instruct both group and private swimming lessons. *Note: The age requirement to become an SLI is 16 and up.*

Group Swim Lessons

Group lessons will run for two weeks at a time Monday-Thursday. Fridays are reserved for makeup in the event that we run into poor weather conditions during the session. We have the ability to make up only 1 day per week per session as a result of poor weather. Each class in a session will last 35 minutes for Parent/Child-Level 2. A free one-time admission pass to the Aquatic Center will be awarded for all participants upon completion of their course regardless of pass or fail. Class descriptions are as follows:

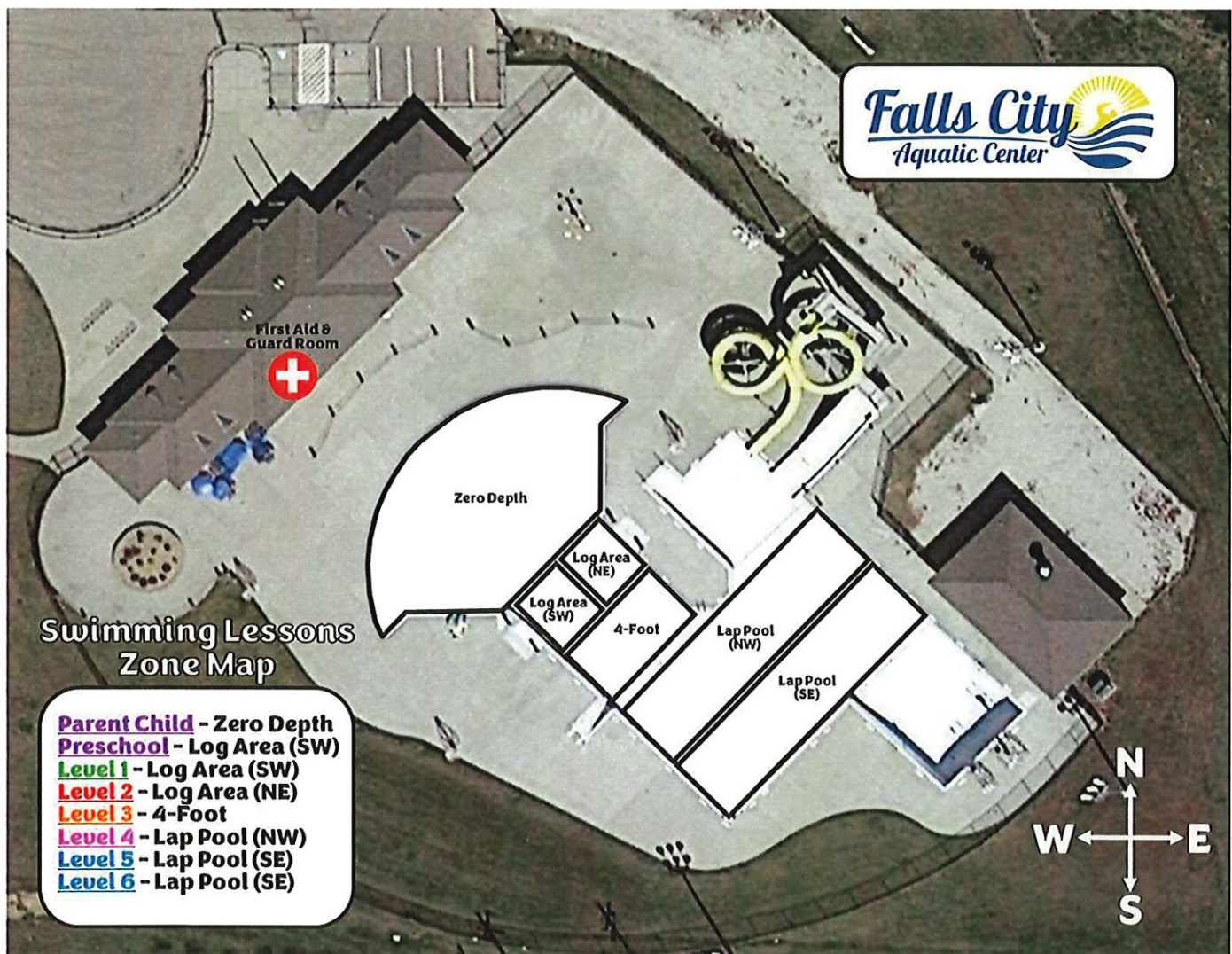
- Parent/Child (recommended age: 6 months – 2 years): Focuses on water acclimation, water safety, floating, and breathing skills. Parent participation in the water is mandatory.
- Preschool (recommended age: estimated 2-5 years): Develops water acclimation, submerging, gliding with assistance, floating, and breathing progressions, along with water safety education.
- Level 1 (recommended age: 6-8 years) - Introduction to Basic Water Skills: Helps participants become familiar with the water environment and begin to acquire essential aquatic skills while developing a positive attitude and safety practices around water. Skills include safe entry and exit, breath control, floating, gliding, combined arm and leg strokes, and returning to standing.
- Level 2 (recommended age: 7-9 years) – Building on Fundamental Water Skills: Expands on the basic skills and water safety concepts learned in Level 1. Focus on entering and exiting shoulder-deep water, submerging and holding breath safely, floating progressions, treading with arm and leg movements, and changing swimming direction. Must be able to swim independently.
- Level 3 (recommended age: 8-10 years) – Developing Strokes: Strengthens the skills learned in previous levels. Includes jumping into deep water and recovering unassisted, treading water for one minute, and performing head first entries. Focus on swimming 15 yards in the front crawl, elementary backstroke, and scissor kick.
- Level 4 (recommended age: 10+ years) – Enhancing Stroke Technique: Improves proficiency in the swimming strokes introduced in Level 3. Includes swimming underwater for 3-5 body lengths, treading water for 2 minutes, and performing turns for front crawl and back crawl.
- Level 5 (recommended age: 10+ years) – Refining Strokes: Focuses on perfecting all six swimming strokes: front crawl, back crawl, butterfly, breaststroke, elementary backstroke, and sidestroke, as well as building endurance.
- Level 6 – Fitness Swimmer: At this level, swimmers complete longer distances than in Level 5.

Swimming Lesson Aids

Group Swimming Lessons in Parent/Child, Preschool, Level 1, Level 2, and Level 3 require an Aid to help with each class. There will be a separate sign-up at the All-Staff Meeting if you wish to become a Swimming Lesson Aid. The purpose of an Aid is to assist the Swimming Lesson Instructor during each class. Tasks might include demonstrating a stroke or skill, retrieving equipment for the instructor, providing extra water safety coverage, or assisting participants in finding the restroom or first aid area if needed. *Note: The age requirement to become an Aid is 15 and up.*

Private Swim Lessons

Private lessons will run for 1 week Monday-Friday. Each private session will last 45 minutes. Participants have the option to choose from one of three time slots depending on instructor availability: 9:15-10:00am, 10:05-10:50am, or 10:55-11:40am. No makeup days will be provided for cancellations due to inclement weather. A free one-time admission pass to the Aquatic Center will be given only if a class is cancelled due to inclement weather.



POOL CHEMISTRY & MAINTENANCE INFO FOR MANAGERS

Pool chemistry and maintenance are vital components of any swimming facility. If these things are neglected, the consequences can be devastating:

- Chemical burns to swimmers due to improper pool chemical balance.
- Injury to staff due to wrongful use of equipment or applying chemicals improperly.
- Swimmers getting sick due to lack of sanitizer in the pool.
- Expensive operating equipment broken due to misuse of pool chemicals.

Testing

- It's important to regularly test and balance your pool's chemistry. You should measure the pH daily, and at the same time as the disinfectant.
- The most important time to check chemical levels is in the morning before the first person enters the pool.
- When adding chemicals to the pool, wear the proper safety equipment (gloves, mask, & goggles). Be aware of chemicals splashing and wind direction when adding chemicals.
- Never combine two different types of chemicals. When putting chemicals into a bucket, make sure the bucket is clean from any other type of chemical.
- Never add chemicals to the immediate area of a swimmer.
- If your skin or eyes come in contact with any chemicals, immediately rinse the affected area with eyewash or water.
- Know how to use the equipment. If you do not know how to use something, ask. Using the equipment improperly can cause it to break or cause serious injury to you or someone else.
- Take your time and think through the steps before you perform any maintenance task.

Pool Chemistry Information

- **pH** - The ideal pH level for pools is between 7.2 and 7.4, but a range of 7.2 to 7.8 is acceptable. pH levels that are too high or too low can make it difficult to adjust the water and can damage the pool's equipment and liner.
- **Alkalinity** - Total Alkalinity (TA) measures the amount of alkaline materials in the water, which helps to keep the pH level stable. It's usually best to balance the TA and pH levels separately, rather than at the same time.
- **Calcium Hardness** - Imbalanced calcium hardness can lead to scale buildup or corrosivity.
- **Chlorine** - Chlorine is essential for keeping pool water fresh, sanitary, and smelling good. The amount of chlorine needed depends on the size of the pool. Normal chlorine ranges are from 2.0-10.0 ppm with the ideal readings around 2.5 – 4.0 ppm
- **Cyanuric Acid** - Cyanuric acid (CYA) prevents chlorine from being burned away by sunlight. The ideal CYA level is 30–50 ppm.

Pool Chemistry Troubleshoot Guide

- **Alkalinity**
 - **Alkalinity is too low** - Add the correct amount of sodium bicarbonate based off of the dosage chart; turn acid pumps off until the sodium bicarbonate sets in
- **Chlorine**
 - **Chlorine is too low**
 - 1) ensure that chlorine pumps are working and that there are no broken connections in the chlorine line running from the tank, to the pump, to the main pool supply line
 - 2) increase the ORP on the Chemtrol by small amounts until the chlorine pumps turn on
 - 3) add the correct amount of granular chlorine based off of the dosage chart if needed
 - **Chlorine is too high**
 - 1) decrease the ORP by the suggested amount based on how high the chlorine is
 - 2) make sure the pumps are not continuously running even when ORP is decreased; if they are, simply unplug the pumps until we can figure out why this is happening
- **pH**
 - **pH is too low**
 - 1) ensure that acid pumps are working and that there are no broken connections in the acid line running from the tank, to the pump, to the main pool supply line
 - 2) add the correct dosage of sodium bicarbonate to increase pH gradually; remember that this will increase alkalinity levels
 - **pH is too high**
 - 1) add the correct dosage of muriatic acid based on the pool's dosage chart

STAFF DISCIPLINARY GUIDELINES

Disciplinary measures will be used on a five point system. Each employee will begin the season with five points. Points can be lost for failure to perform to the expected standards according to the following procedures.

| | |
|----------|--|
| Loss of: | 1 Point.....Verbal & Written Warning |
| | 2 Points.....Verbal & Written Warning |
| | 3 Points.....Verbal & Written Warning |
| | 4 Points.....Temporary Suspension / Meeting with Direct Supervisor |
| | 5 Points.....Termination |

Points can be lost for the following reasons but are not limited to:

- 1 Point – Late for shift
- 1 Point – Forgetting hip pack or inadequate hip pack
- 1 Point – Failure to wear the required uniform
- 1 Point – Wearing any part of required uniform while off duty
- 1 Point – Using PA system or megaphone without manager's permission
- 1 Point – Using telephone without manager's permission
- 1 Point – Not parking in designated employee parking area
- 2 Points – Failure to attend required in-service training
- 1 Point up to Termination – Unprofessionalism
- 1 Point up to Termination – Repeated disregard of staff policies
- 1 Point up to Termination – Rude or discourteous to guest
- 1 Point up to Termination – Displaying poor work attitude
- 1 Point up to Termination – Not following manager's instructions
- 1 Point up to Termination – Use of city equipment without permission
- 2 Points up to Termination – Failure to report for assigned shift without valid reasoning

STAFF SIGN OFF

I _____ have read the City of Falls City's Aquatic Center Staff Manual and understand all the rules, procedures, and responsibilities. I understand that I will be expected to know the information contained in this manual to adequately do my job.

Employee's Signature

Date



Purchasing Policies and Procedures

Purpose: The purpose of this policy is to establish uniform standards and procedures to be followed by all using agencies (City Departments, Boards, Commissions, and the City Council) in the purchase of all supplies, materials, equipment, and contractual services.

Policy: The purchasing standards and procedures set forth herein are designed to:

1. Attain maximum economy in municipal operations to ultimate advantage of local taxpayers.
2. Provide equal opportunity for qualified vendors to serve the City's needs.
3. Use local businesses when practical and competitive.
4. Adhere to relevant Ordinances and Statutes.

A. Purchase Authority

In general, all supplies, materials, equipment and contractual services should be included in the annual budget authority approved by the City Council or governing body. Each department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein. Department heads must provide accurate budget and expenditure information to the City Administrator to ensure the effective administration of this policy. No department may make charges against budget accounts of other departments without prior authorization. The City Administrator is responsible for determining if an item is budgeted, adequate funds are available, and that proper purchasing procedures are followed.

B. Definitions

- a. **Goods/Services:** Shall mean and include all supplies, parts, materials, and equipment.
- b. **Written Quote:** Quote submitted by supplier on the suppliers form with supplier identifying information
- c. **Contractual Services:** Shall mean and include all telephone, gas, water, electric light and power service, towel and cleaning service, insurance, lessee for all grounds, building, office, or other space required by the using agencies; and the rental, repair, or maintenance of equipment, machinery, and other city-owned property. The term shall not include professional and other contractual services that are unique in their nature and not subject to competition.
- d. **City:** Shall mean the City of Falls City, Nebraska.
- e. **Using Agency:** Shall mean any department, agency, commission, board, or other unit of city government using supplies or procuring contractual services as provided for in this article.

C. Purchase Types

- a. **Micro Purchase:** Acquisition of supplies, equipment 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.

Small Purchase: Acquisition of supplies, equipment 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.

D. Authorization Limits

Although included in the annual budget, certain supplies, materials, equipment, and contractual services may require additional approvals before actual purchase. Staff purchasing supplies, materials, equipment, or contractual services must receive the following approvals prior to purchase:

- a. Department Head may authorize purchases that do not exceed \$1,500 if the source of funding has been identified in the budget. Purchases in this category can best be described as day to day purchases needed to perform a job or service, however, they should still meet the goals and intent of this policy. Department heads are responsible for the purchases made by subordinates within their department. They may delegate this purchasing authority to subordinates, but they still bear responsibility for these purchases.
- b. The Public Works Director, Parks & Recreation Director and Library Director may authorize all micropurchases respectively to the funds they manage.
- c. The City Administrator may authorize all micropurchases and also small purchases up to \$50,000 for all city funds.
- d. Small purchases in excess of \$50,000 require City Council approval unless otherwise adopted by resolution.

E. Purchase Orders

A Purchase Requisition and Purchase Order must be prepared for the following:

- a. Any purchase of goods or services of \$1,500.00 or more
- b. Any purchase from a source determined by formal bid, bid waiver or formal quotation
- c. When a vendor requires a purchase order
- d. Whenever a department head believes it is best or prudent to do so

F. Vendor Payments

The department ordering goods or services is responsible for the accuracy of expense accounts used and that the purchases are within budget parameters. All expenses must be coded to the appropriate expense category/expense line.

All applicable quotation forms, vendor invoices, purchase requisitions and purchase orders, approved by the department head or designee must be forwarded to the Treasurer's office for payment and processing.

G. Purchasing Procedures

- a. **Micro Purchase:** This method will generally be used to obtain very small quantities of supplies, small equipment, contractual services, minor maintenance and/or construction projects. To the maximum extent practicable, the city should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive price or rate

quotations if the city 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 city.

- b. **Small Purchase:** This method will generally be used to obtain small quantities of supplies, large equipment, capital improvement projects, inventory, and other capital outlay purchases. 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 city. The following exclusions apply:
 1. Small purchases in excess of \$50,000.00 require City Council approval.
 2. Purchasing for public construction projects exceeding \$30,000.00 for a projects such as water extensions, sewers, public heating systems, bridges, street work or other improvements when the cost is assessed to the property shall follow Nebraska Revised Statute 17-568.01.
 - a. Advertisement for bids published at least seven (7) days prior to bid closing in a legal newspaper in or of the general circulation in the city. The City may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitation sent to the vendors shall be limited to commodities that are similar in character and ordinarily handled by those vendors to whom the invitations are sent.
 - b. Before entering into the contract, the city or village engineer is required to prepare an estimate of the project's cost and submit it to the city council.
 - c. The contract must receive prior approval from the city council or village board of trustees.
- c. **Sealed Bids:** 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. Bids shall be submitted "sealed" to the City Clerk's Office and shall be identified as 'bids' on the envelope, with time of bid opening and purpose of bid opening also marked on the envelope. Bids shall be opened in public on the date, time, and place stated in the public notices. A tabulation of all bids received shall be available for public inspection. The City shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. The City shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due to the City. Contract shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the City shall take into account the following items:
 1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, and efficiency of the bidder;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

7. The quality and availability of the goods or contractual services to the particular use required;
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
9. The number and scope of conditions attached to the bid.

When the award is not given to the lowest bidder in price, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the Department Head and filed with other papers related to the transaction.

Except in the case of tie bids, there shall be neither formal nor tacit local vendor's preference policies. The City shall neither impose nor condone any bidding or procurement policies that result in exclusionary or anti-competitive bidding or violate state or federal antitrust laws. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder. Where there is no local bidder, or when two (2) or more local bidders are equal, the Department Head shall make a recommendation to the City Administrator in order to select a bidder.

- d. **Proposals:** 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.
 1. **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 City, with price and other factors considered.
 2. **Request for Qualifications:** The City 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.
- e. **Emergencies:** In the event of an emergency which requires immediate purchase of supplies or contractual services of \$50,000 up to the small purchase limit, the City Administrator shall be empowered to authorize the Public Works Director and/or Department Head to secure adequate goods/services at the lowest obtainable price. An "emergency" shall be defined as any event that interrupts the normal administration of municipal services, thereby jeopardizing the life, health, or convenience of citizens. Should an emergency situation arise and it is not possible or convenient to reach the appropriate City Administrator, any purchase necessary, up to \$50,000.00, shall be made by the department in charge and such purchase reported to the Department Head and City Administrator the following business day. A report of the circumstances of any emergency purchase shall be filed by the Department Head with the City Administrator.

- f. **Alternative Project Delivery Methods for Construction Projects:** The procurement for Design-Build and Construction Management at Risk processes for certain projects is incorporated in the Purchasing Policy as detailed in the attached Appendix A. Excluded from both alternatives are construction projects involving basic infrastructure such as roads, streets, highways, water, sewer, utility and wastewater.
- g. The City, whenever applicable, may purchase supplies, equipment, or services without the necessity of using the formal bid requirements as set forth in this section by either:
1. Purchasing under a State of Nebraska contract; or
 2. Purchasing the same supplies, equipment, or services from another vendor at or below the purchase price of a State of Nebraska contract; or
 3. Purchasing under a contract or agreement compliant with the Interlocal Cooperation Act where the acquisition cost of the item being purchased has been established through a public procurement process; or
 4. Purchasing under a contract or agreement with a Joint Public Agency where the cost of the item being purchased has been established through a public procurement process; or
 5. Purchasing where the entire cost of the supplies, or services is 100 percent funded by a donation to the City for said supplies, equipment, or services, and the following criteria are met:
 - a. The project utilizing said supplies, equipment, or services has been approved by the City in advance of the donation to the City, and
 - b. The donor has requested that particular supplies, equipment, or services be acquired by the City with the donated funds, and
 - c. Purchasing used equipment with prior authorization of the Council; or
 - d. Purchasing items that are available only from a single source; or
 - e. Purchasing parts and labor needed for maintenance and repairs, or
 - f. Purchasing consumables and fuels.

APPENDIX A

Alternative Project Delivery Methods for Construction Projects Policy

PURPOSE: The purpose of the below recommended guidelines and procedures is to authorize the City, through the Political Subdivision Construction Alternatives Act (§13-2901), to enter into a design-build contract which is subject to qualification- based selection or a construction management at risk contract for public contracts.

DEFINITIONS: For purposes of this policy the following are the definitions outlined in the Political Subdivisions Construction Alternatives Act.

Construction management at risk contract is a contract by which a construction manager:

- a. Assumes the legal responsibility to deliver a construction project within a contracted price,
- b. Acts as a construction consultant during the design development phase of the project, and
- c. Is the builder during the construction phase of the project.

The construction manager is the legal entity which proposes to enter into a construction management at risk contract.

Design-build contract is a contract subject to qualification-based selection of the design-builder to furnish:

- a. Architectural, engineering, and related design services for a project, and
- b. Labor, materials, supplies, equipment and construction services.

A design builder is the legal entity which proposes to enter into a design-build contract by qualification-based selection.

A letter of interest is a statement indicating interest to enter into a design-build or construction management at risk contract for a project.

A performance-criteria developer is any person licensed or any organization issued a certificate of authorization to practice architecture or engineering who is selected to assist in the development of project performance criteria, requests for proposals, evaluations of proposals, evaluation of construction under a design- build contract to determine adherence to performance criteria, and any additional requested services to represent the City's interest in relation to a project.

The performance criteria developer is ineligible to be included as a provider of any services in a proposal for any project on which he/she/it has acted as performance-criteria developer and is not employed by or does not have a financial or other interest in a design-builder or construction manager who will submit a proposal.

The project performance criteria are the performance requirements of the project suitable to allow the design-builder to make a proposal. Performance requirements include the following:

- a. Capacity
- b. Durability
- c. Standards
- d. Ingress and egress requirements
- e. Description of the site
- f. Surveys
- g. Soil and environmental information concerning the site
- h. Interior space requirements
- i. Material quality standards
- j. Design and construction schedules
- k. Site development requirements
- l. Provisions for utilities and storm water retention and disposal

- m. Parking requirements
- n. Applicable governmental code requirements, and
- o. Other criteria for the intended use of the project.

A proposal is an offer in response to a request for proposals a) by a design- builder to enter into a design-build contract or b) by a construction manager to enter into a construction management at risk contract.

The qualification-based selection process is the process of selecting a design- builder based first on qualifications of the design-builder and then on the design- builder's proposed approach to the design and construction of the project.

A request of letters of interest is the documentation or publication by which the city solicits letters of interest.

A request for proposals is the documentation by which the city solicits proposals.

POLICIES

The City Council shall adopt a resolution selecting the design-build contract or construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract by the City. The resolution requires the affirmative vote of at least two- thirds of the City Council.

PROCEDURES

DESIGN-BUILD CONTRACT

Letters of Interest

The City shall prepare a request for letters of interest for design-build proposals. Requests shall describe the project in sufficient detail to permit the design-builder to submit a letter of interest. The details should include the items listed under the project performance criteria under the definition section of this policy.

Requests for letters of interest shall be published in a newspaper of general circulation within the City's area at least thirty (30) days prior to the receipt of letters of interest deadline. Requests for letters of interest should also be sent via first class mail to any design-builder upon request.

Letters of interest shall be reviewed by the City in consultation with the performance-criteria developer. The City shall select prospective design-builders in accordance with the procedures and standards adopted by the City.

At least three (3) prospective design-builders shall be selected, except that if only two (2) design-builders have submitted letters of interest, the City shall select at least two (2). Selected design-builders shall then be considered pre-qualified and eligible to receive a request for proposal.

Request for Proposal

The City shall prepare a request for proposal for each design-build contract. Notice of the request for proposal shall be published in a newspaper of general circulation within the City's service area at least thirty (30) days prior to the deadline for receipt and opening of proposals.

The request for proposal shall contain, at a minimum, the following elements.

- a. That the City Council will execute the design-build contract.
- b. The policies adopted by the City Council to be used when executing a design-build contract.
- c. The proposed terms and conditions of the design-build contract, including any terms and conditions which are subject to further negotiation. The general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and

construction industry in Nebraska. The terms and conditions may set forth an initial determination of the manner by which the design- builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

- d. A project statement which contains information about the scope and nature of the project.
- e. The project performance criteria.
- f. The budget parameters for the project.
- g. Any bonds and insurance required by law or as may be additionally required by the City.
- h. The criteria for evaluation of proposals and the relative weight of each criterion.
- i. A requirement that the design-builder provide a written statement of the design-builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals.
- j. A requirement that the design-builder agree to the following conditions:
 - 1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. At the time of the design-build offering, the design builder will furnish to the City Council a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. The architect or engineer engaged by the design-builder to perform the architectural or engineering work with respect to the design- build project will have direct supervision of such work and may not be removed by the design-builder prior to the completion of the project without the written consent of the City Council;
 - 4. A design-builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering and will submit proof of sufficient professional liability insurance; and
 - 5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the design-builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act.
- k. Other information which the City chooses to require.

Proposal Evaluation

The request for proposals shall be sent only to the pre-qualified design-builders selected. Design-builders shall submit proposals as required by the request for proposals.

The City may only proceed to negotiate and enter into a design-build contract if there are at least two proposals from pre-qualified design-builders.

Proposals shall be sealed and shall not be opened until expiration of the time established for making proposals as set forth in the request for proposals. Proposals may be withdrawn at any time prior to acceptance. The City shall have the right to reject any and all proposals except for the purpose of evading the provisions and policies of the Political Subdivisions Construction Alternatives Act. The City may thereafter solicit new proposals using the same or a different project performance criteria.

The City shall refer the proposals for recommendation to the selection committee. The selection committee shall be at least five (5) persons designated by the City. Members of the selection committee shall include:

- a. Members of the City Council;
- b. Members of the administration or staff of the City;
- c. The performance-criteria developer;
- d. Any person having special expertise relevant to selection of a design- builder under the Political Subdivisions Construction Alternatives Act; and
- e. A resident of the City's service region other than any individual listed above.

Any selection committee member designated under item "d" or item "e" above, shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be

employed by the City or the performance-criteria developer.

The City shall rank in order of preference the design-builders pursuant to the criteria in the request for proposals and taking into considerations the recommendation of the selection committee.

The City and the selection committee shall evaluate proposals taking into consideration the criteria listed below with the maximum percentage of total points for evaluation which may be assigned to each criterion as indicated immediately following the criterion.

- a. The financial resources of the design-builder to complete the project, ten percent (10%)
- b. The ability of the proposed personnel of the design-builder to perform, thirty percent (30%)
- c. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder, thirty percent (30%)
- d. The quality of performance on previous projects, thirty percent (30%)
- e. The ability of the design-builder to perform within the time specified, thirty percent (30%)
- f. The previous and existing compliance of the design-builder with laws relating to the contract, ten percent (10%), and
- g. Other information as may be secured having a bearing on the selection, twenty percent (20%).

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records.

The City may attempt to negotiate a design-build contract with the highest ranked design-builder selected by the City and may enter into a design-build contract after negotiations. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.

If the City is unable to negotiate a satisfactory design-build contract with the highest ranked design-builder, the City may terminate negotiations with that design-builder. The City may then undertake negotiations with the second highest ranked design-builder and may enter into a design-build contract after negotiations. If the City is unable to negotiate a satisfactory contract with the second highest ranked design-builder, the City may undertake negotiations with the third highest ranked design-builder, if any, and may enter into a design-build contract after negotiations.

If the City is unable to negotiate a satisfactory contract with any of the ranked design-builders, the City may either revise the request for proposals and solicit new proposals or cancel the design-build process.

A design-build contract may be conditioned upon later refinements in scope and price and may permit the City in agreement with the design-builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

The City shall not use a design-build contract for a project, in whole or in part, for road, street, highway, water, wastewater, utility, or sewer construction.

CONSTRUCTION MANAGEMENT AT RISK CONTRACT

Letters of Interest

The City wishing to enter into a construction management at risk contract shall prepare a request for letters of interest for construction management at risk proposals. Requests shall describe the project in sufficient detail to permit the construction manager to submit a letter of interest.

Requests for letters of interest shall be published in a newspaper of general circulation within the City's service area at least thirty (30) days prior to the receipt of letters of interest deadline. Requests for letters of interest should also be sent via first class mail to any construction manager upon request.

The City shall select prospective construction managers in accordance with the procedures and standards adopted by the City. At least three (3) prospective construction managers shall be selected, except that if only

two (2) construction managers have submitted letters of interest, the City shall select at least two (2). Selected construction managers shall then be considered pre-qualified and eligible to receive a request for proposal.

Request for Proposal

The City shall prepare a request for proposal for each construction management at risk contract. Notice of the request for proposal shall be published in a newspaper of general circulation within the City's service area at least thirty (30) days prior to the deadline for receipt and opening of proposals.

The request for proposal shall contain, at a minimum, the following elements.

- a. That the City Council will execute the contract.
- b. The policies adopted by the City Council to be used when executing a construction management at risk contract.
- c. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.
- d. Any bonds and insurance required by law or as may be additionally required by the City.
- e. General information about the project which will assist the City in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule and the estimated budget.
- f. The criteria for evaluation of proposals and the relative weight of each criterion.
- g. A description of any other information which the City chooses to require.

Proposal Evaluation

Proposals shall be sealed and shall not be opened until expiration of the time established for making proposals as set forth in the request for proposals.

The City shall refer the proposals for recommendation to the selection committee. The selection committee shall be at least five (5) persons designated by the City. Members of the selection committee shall include:

- a. Members of the City Council;
- b. Members of the administration or staff of the City;
- c. The City's architect or engineer;
- d. Any person having special expertise relevant to selection of a construction manager under the Political Subdivisions Construction Alternatives Act; and
- e. A resident of the City's service region other than any individual listed above.

Any selection committee member designated under item "d" or item "e" above, shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the City or the performance-criteria developer.

The City shall evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into considerations the recommendation of the selection committee.

The City and the selection committee shall evaluate proposals taking into consideration the criteria listed below with the maximum percentage of total points for evaluation which may be assigned to each criterion as indicated immediately following the criterion.

- a. The financial resources of the construction manager to complete the project, ten percent (10%)
- b. The ability of the proposed personnel of the construction manager to perform, thirty percent (30%)
- c. The character, integrity, reputation, judgment, experience, and efficiency of the construction manager, thirty percent (30%)
- d. The quality of performance on previous projects, thirty percent (30%)
- e. The ability of the construction manager to perform within the time specified, thirty percent (30%)
- f. The previous and existing compliance of the construction manager with laws relating to the contract, ten percent (10%), and

g. Other information as may be secured having a bearing on the selection, twenty percent (20%).

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records.

The City may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.

If the City is unable to negotiate a satisfactory contract with the highest ranked construction manager, the City may terminate negotiations with that construction manager. The City may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations. If the City is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the City may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.

If the City is unable to negotiate a satisfactory contract with any of the ranked construction managers, the City may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process.

A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the City in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

The City shall not use a construction management at risk contract for a project, in whole or in part, for road, street, highway, water, wastewater, utility, or sewer construction.

Nothing in the Political Subdivisions Construction Alternatives Act shall limit or reduce statutory or regulatory requirements regarding bonding or insurance for design-build contracts or construction management at risk contracts.

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REQUEST FOR FUTURE AGENDA ITEM OR ADMINISTRATIVE ACTION



CITY CLERK

All requests for the Agenda must be submitted by noon on the Thursday preceding the meeting in order to be added on the current agenda, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Board action or if it is an item that needs to be handled by staff.

Requested Board to Review (Select One): ☒ City Council ☐ Board of Public Works

Date: Feb, 18

Phone No: 402-245-1977

Name: Shawn Souraker

Email: w/d59autoCare@sentco.net

Address: _____

Description of Topic & Desired Resolution:

Closed session
Codes, Fiscal Management, Claims

Signature of Requester: _____

For City Use only

Received by: _____

Date: _____

Action Taken: _____