

CITY OF SCOTTSBLUFF
City of Scottsbluff Council Chambers
2525 Circle Drive, Scottsbluff, NE 69361
CITY COUNCIL AGENDA

Regular Meeting
October 19, 2015
6:00 PM

1. Roll Call
2. Pledge of Allegiance.
3. **For public information, a copy of the Nebraska Open Meetings Act is available for review.**
4. Notice of changes in the agenda by the city clerk (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under Item 5 of this agenda.)
5. Citizens with business not scheduled on the agenda (As required by state law, no matter may be considered under this item unless council determines that the matter requires emergency action.)
6. Consent Calendar (Items in the consent calendar are proposed for adoption by one action for all items unless any member of the council requests that an item be considered separately.):
 - a) Approve the minutes of the October 5, 2015 Regular Meeting.
 - b) Council to set a public hearing for November 2, 2015 at 6:05 p.m. to consider an Ordinance text change regarding placement of alleys in commercial zones.
7. Claims:
 - a) Regular claims
 - b) Council to consider awarding the bid for warrants based on quotes for interest rates for period 10-20-15 through 9-30-16.
 - c) Council to consider a request for payment of outstanding warrant principal and interest at First State Bank and approve the Resolution.
 - d) Council to consider a request for payment of claims by warrant for Paving District #311, Five Oaks Street Improvements and approve the Resolution.
8. Financial Report:
 - a) Council to receive the August 2015 Financial Report.
9. Petitions, Communications, Public Input:
 - a) Council to receive a proposal from citizens who would like to take over the responsibilities of the Dog Park in Riverside Park.
 - b) Council to consider a Community Festival Permit for Christmas Parade on Broadway and tree lighting ceremony sponsored by the Downtown Business

Association on November 28, 2015, 4:00 p.m. to 9:00 p.m., including street closures, vendors and noise permit.

- c) Council to consider making a recommendation to the Nebraska Liquor License Commission regarding the appointment of Robert Yendra as the Whiskey Creek Liquor License Manager.
10. Subdivisions & Public Improvements:
- a) Council to consider an Ag Estate Dwelling Plat for a tract situated in the E ½ of SW ¼ of Section 10, Scotts Bluff County, and approve the certificate.
11. Reports from Staff, Boards & Commissions:
- a) Council consideration and approval of engineering agreement with Baker and Association for Cleveland Field improvements and authorize the Mayor to sign the proposal.
 - b) Council to consider authorizing funding up to \$15,000.00 for Cleveland Field improvements to include concrete and dugout related work.
 - c) Council to consider a Right of Way Agreement for Fiber Optic Cables with Unite Private Networks, LLC and authorize the Mayor to execute the agreement.
 - d) Council to consider approving the revised Library Policies and Strategic Plan.
 - e) Council to receive a progress report of the Comprehensive Plan.
 - f) Council discussion and instructions to staff regarding a strategic planning and goal setting session.
12. Executive Session
- a) Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda.
13. Public Comments: The purpose of this agenda item is to allow for public comment of items for potential discussion at a future Council Meeting. Comments brought to the Council are for information only. The Council will not take any action on the item except for referring it to staff to address or placement on a future Council Agenda. This comment period will be limited to three (3) minutes per person
14. Council reports (informational only):
15. Scottsbluff Youth Council Representative report (informational only):
16. Adjournment.

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Consent1

Approve the minutes of the October 5, 2015 Regular Meeting.

Staff Contact: Cindy Dickinson, City Clerk

The Scottsbluff City Council met in a regular meeting on Monday, October 5, 2015 at 6:00 p.m. in the Council Chambers of City Hall, 2525 Circle Drive, Scottsbluff. A notice of the meeting had been published on October 2, 2015, in the Star Herald, a newspaper published and of general circulation in the City. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public, that anyone with a disability desiring reasonable accommodations to attend the Council meeting should contact the City Clerk's Office, and that an agenda of the meeting kept continuously current was available for public inspection at the office of the city clerk in city hall; provided, the city council could modify the agenda at the meeting if it determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each council member, made available to radio stations KNEB, KMOR, KOAQ, and television stations KSTF and KDUH, and the Star Herald. The notice was also available on the city's website on October 2, 2015. An agenda kept continuously current was available for public inspection at the office of the City Clerk at all times from publication of the notice to the time of the meeting.

Mayor Randy Meininger presided and City Clerk Dickinson recorded the proceedings. The Pledge of Allegiance was recited. Mayor Meininger welcomed everyone in attendance and encouraged all citizens to participate in the council meeting asking those wishing to speak to come to the microphone and state their name and address for the record. Mayor Meininger informed those in attendance that a copy of the Nebraska open meetings act is posted in the back of the room on the west wall for the public's review. The following Council Members were present: Jordan Colwell, Randy Meininger, Raymond Gonzales, Scott Shaver and Liz Hilyard. Absent: None.

Mayor Meininger asked if there were any changes to the agenda. There were no changes.

Mayor Meininger asked if any citizens with business not scheduled on the agenda wished to include an item providing the City Council determines the item requires emergency action. There were none. Moved by Council Member Gonzales, seconded by Council Member Hilyard that,

1. "The minutes of the September 21, 2015 Regular Meeting be approved,"
2. "Council approve specifications for the purchase of One, New Truck Cab/Chassis with Dump Body and Snow Plow for the Transportation Department and authorize the City Clerk to advertise for bids to be received by October 26, 2015 at 11:00 a.m.," "YEAS", Colwell, Meininger, Gonzales, Shaver and Hilyard, "NAYS" None. Absent: None.

Moved by Council Member Shaver, seconded by Mayor Meininger, "that the following claims be and hereby are approved and should be paid as provided by law out of the respective funds designated in the list of claims dated October 5, 2015, as on file with the City Clerk and submitted to the City Council," "YEAS", Gonzales, Colwell, Meininger, Shaver, and Hilyard. "NAYS" None. Absent: None.

CLAIMS

ACTION COMMUNICATIONS INC., THREE RADIOS FOR NEW ENGINE, 9020; AIRGAS USA, LLC, DEPT SUPPLIES, 28.5; AMAZON.COM HEADQUARTERS, MISC, 319.76; ANTHONY J MURPHY, TRAVEL ADVANCE FOR TRAINING, 163; AUTOZONE STORES, INC, HEADLIGHT, 31.44; B & H INVESTMENTS, INC, BUILDING MAINTENANCE, 47.5; BLUFFS SANITARY SUPPLY INC., JAN SUP, 467.3; BUD'S RADIATOR, VEHICLE MTNC, 2983.55; CARLSON, DEBRA, REIMB, 18.46; CARR-TRUMBULL LUMBER CO, INC., SUPP - HEM FIR, 45.71; CELLCO PARTNERSHIP, AUGUST CELL PHONES FIRE, 215.08; CEMENTER'S INC,

CONCRETE FOR AVE. A PARKING LOT, 2304.94; CITIBANK N.A., DEPT SUPPLIES, 582.17; CITIBANK, N.A., DEPT SUPP, 764.78; CITY OF SCB, PETTY CASH, 26.97; CLARK PRINTING LLC, SPECIAL EVENT, 749.3; CLEAR EDGE FILTRATION, INC, DEPT SUP, 1866.92; COLONIAL LIFE & ACCIDENT INSURANCE COMPANY, COLONIAL LIFE, 48.7; COMPUTER CONNECTION INC, DEPT SUP, 3.6; CONTRACTORS MATERIALS INC., SUPP - SONOTUBES, 257.35; COPIER CONNECTION, DEPT SUP & CNTRCL SRVCS, 150.36; COZY, INC, WRAP CAR 6,650; CREDIT MANAGEMENT SERVICES INC., CREDIT MANAGEMENT SERV, 222.16; CYNTHIA GREEN, DEPT SUP, 121.14; D & H ELECTRONICS INC., EQUIPMENT PARTS, 18.66; DALE'S TIRE & RETREADING, INC., VEHICLE MTNC, 2590.92; DIAMONDBACK ENGINEERING & SURVEYING, INC, LB840 UTILITY EXTENSION PROJECT, 11421; DIGITAL HIGHWAY, INC, DATA ANTENNA FOR COMMAND UNIT, 208.5; DILLMAN NANCY, SPECIAL EVENT, 258.77; DUANE E. WOHLERS, DISPOSAL FEES, 1600; ECOVERSE INDUSTRIES, LTD, DEPT SUP, 7900; ELECTRONIC RECYCLERS, INC, DEPT SUPPLIES, 80; ELLIOTT EQUIPMENT COMPANY INC., DEPT SUPPLIES, 3921.38; ELXSI, EQUIP MAINT, 22.72; FASTENAL COMPANY, EQUIP MAINT, 1.04; FLOYD'S TRUCK CENTER, INC, EQUIPMENT, 162890.42; FYR-TEK INC, TWO SETS OF BUNKER GEAR, 3594.5; GENE STEFFY CHRYSLER CENTER INC, 2015 DODGE CHARGER, 29213; GENERAL ELECTRIC CAPITAL CORPORATION, DEPT SUPP, 94.07; GREENKEEPER COMPANY, INC, DEPT SUPP, 907.5; H D SUPPLY WATERWORKS LTD, METERS, 14513.64; HAWKINS, INC., CHEMICALS, 3188.4; HEILBRUN'S INC., PALLET OF OIL DRY, 1659.82; HONEY WAGON EXPRESS, CONTRACTUAL, 150; HULLINGER GLASS & LOCKS INC., LOCKS - 15 & 23 E 18TH ST., 193.5; HYDRONIC WATER MANAGEMENT, EQUIP. MAIN., 425; ICMA RETIREMENT TRUST- 457, DEF COMP, 1325.14; IDEAL LAUNDRY AND CLEANERS, INC., DEPT SUPP, 748.88; INDEPENDENT PLUMBING AND HEATING, INC, CONTRACUTAL, 415.97; INGRAM LIBRARY SERVICES INC, BKS, 1329.64; INTERNAL REVENUE SERVICE, WITHHOLDINGS 9-2, 72887.81; INTRALINKS, INC, COMPUTER, 3114.86; INVENTIVE WIRELESS OF NE, LLC, DEPT SUPP, 54.95; JOHN DEERE FINANCIAL, DEPT SUPP, 29.98; JOHN DEERE FINANCIAL, EQUIP MAINT, 161.46; JOHN E. REID & ASSOCIATES, INC., CONFERENCE, 1650; JONES & BARTLETT LEARNING LLC, FIREFIGHTER 1 & 2 TRAINING BOOK SETS, 2208; KEEP SCOTTSBLUFF-GERING BEAUTIFUL, CONTRACTUAL SVC, 5847.37; KOIS BROTHERS EQUIPMENT CO INC, DEPT SUPPLIES, 2695; KRIZ-DAVIS COMPANY, EQUIPMENT MAINTENANCE, 119.1; LANDMARK CREATIONS INT'L INC, SPECIAL EVENT, 2735; M.C. SCHAFF & ASSOCIATES, INC, DEPT CNTRCL SRVCS, 1300; MAILFINANCE INC, POSTAGE MACHINE, 297.52; MATHESON TRI-GAS INC, DEPT SUPP, 156.42; MENARDS, INC, DEPT SUP, 929.78; MIDLANDS CONTRACTING, INC, FACILITY REPAIRS, 16726; MIDLANDS NEWSPAPERS, INC, LEGAL PUBLICATIONS, 35.49; MIDWEST CONNECT, LLC, DEPT SUPP, 386; MIDWEST MOTOR SUPPLY CO INC, SUPP, 371.07; MONUMENT PREVENTION COALITION, FUNDING, 939.94; NATHAN JOHNSON, ICMA ANNUAL CONF. EXPENSES, 911.26; NAT'L LEAGUE OF CITIES, MEMBERSHIP RENEWAL/DUES, 1489; NE CHILD SUPPORT PAYMENT CENTER, NE CHILD SUPPORT PYBLE, 1863.43; NE COLORADO CELLULAR, INC, CONTRACTUAL SVC, 32.37; NEBRASKA PUBLIC POWER DISTRICT, ELECTRIC, 29364.74; NEBRASKA SAFETY COUNCIL, INC, SCHOOLS & CONF, 140; NELSON TRENT, TOOLS FOR CENT. GAR. ADJ. FILTER PLIERS, SLACK ADJ., 215.32; NEOPOST, POSTAGE, 300; ONE CALL CONCEPTS, INC, CONTRACTUAL SERV, 138.85; PANHANDLE CONCRETE PRODUCTS, INC, DEPT SUP, 74; PANHANDLE COOPERATIVE ASSOCIATION, GAS, 4019.11; PANHANDLE ENVIRONMENTAL SERVICES INC, SAMPLES, 72; PANHANDLE HUMANE SOCIETY, CONTRACTUAL, 5023.88; PAUL D LEE, UNIFORMS & CLOTHING, 125; PAUL REED CONSTRUCTION & SUPPLY, INC, DEPT

SUP, 316.12; PERALES JR CHRISTOPHER, TRAVEL ADVANCE FOR TRAINING, 63; PLATTE VALLEY BANK, HSA, 13659.66; POSTMASTER, POSTAGE, 682.96; QUILL CORPORATION, DEPT SUPPLIES, 1388.52; REGANIS AUTO CENTER, INC, VEH MAINT, 168.62; REGIONAL CARE INC, HEALTH CLAIMS, 79495.77; REGIONAL WEST PHYSICIANS CLINIC, IMMUNIZATIONS-BASIC TRAINING, 129; RICHARD JOHNSON, CAMPGROUND, 850; RICK KUCKKAHN, LNM ANNUAL CONF. EXPENSES, 57; RIVERSIDE ZOOLOGICAL FOUNDATION, CONTRACTURAL, 87500; ROOSEVELT PUBLIC POWER DISTRICT, ELECTRIC POWER, 2046.08; RUSCH'S GENERAL CONTRACTING, LLC, CONTRACTUAL, 803.06; SMEC, 252; SANDBERG IMPLEMENT, INC, PARTS FOR HIGH WEED MOWER - BLADES, 70.6; SCB FIREFIGHTERS UNION LOCAL 1454, FIRE EE DUES, 195; SCOTTSBLUFF BODY & PAINT, TOWING, 430; SCOTTSBLUFF POLICE OFFICERS ASSOCIATION, POLICE EE DUES, 600; SCOTTSBLUFF PUBLIC SCHOOLS, BLDG MAINT, 3916.59; SCOTTSBLUFF SENIOR CENTER, CONTRACT, 5750; SHERWIN WILLIAMS, YELLOW LATEX PAINT, 3021.5; SIMON CONTRACTORS, CONCRETE, 6334.65; SIRSI CORPORATION, DEP SUP, 854.5; SNELL SERVICES INC., ELECTRICAL MAINT, 3669.48; SOURCE GAS, MONTHLY ENERGY FUEL, 700.27; STATE HEALTH LAB, SAMPLES, 2138; STATE OF NEBR, MONTHLY LONG DISTANCE, 147.08; STEVE LOPEZ, TRAINING, 120; SUHOR INDUSTRIES, INC., DEPT SUPP, 110; SWANK MOTION PICTURES INC, SPECIAL EVENT, 201; THE PEAVEY CORP, TEST KITS, 198; TOTAL LANDSCAPE CONCEPTS, DEPT SUP, 361.1; UNDERWRITERS LABORATORIES INC, LADDER TRUCK AND GROUND LADDER TESTING, 2168; UPSTART ENTERPRISES, LLC, SUPPLIES, 55.49; US BANK, DEPT SUPPLIES AND FUEL, 1785.65; VAN DIEST SUPPLY COMPANY, GROUNDS MAINT, 1363.2; WELLS FARGO BANK, N.A., RETIREMENT, 33588.27; WESTERN COOPERATIVE COMPANY, GROUNDS MAINT, 31.72; WESTERN TRAVEL TERMINAL, LLC, VEH MAINT, 57; WILSON T RONALD, NLETC, 580; WINGET L MICHAEL, NLETC - MICHAEL WINGET, 580; YELLMAN, ABBIGAIL, REIM, 272.92; ZM LUMBER INC, GROUND MAINT, 36.06; REFUNDS: TONI WICKARD 15.86; STACE LEE 22.01.

Assistant City Manager Johnson presented the information regarding the playground equipment for Frank Park. The proposals were voted on by the local school children to decide which equipment was preferred. The equipment from Burke Premier Play Environment received the most votes from the children. Mr. Johnson explained that this equipment has compounded plastic which is preferred, a better warranty, more features, more climbing equipment and is equivalent in size to the previous equipment. The children based their decision on the size, color and climbing features.

Funding for the playground equipment will come from KENO funds. Moved by Council Member Hilyard, seconded by Council Member Colwell, "to approve the bid for playground equipment at Frank Park to Burke Premier Play Environments in the amount of \$29,975.00," "YEAS", Gonzales, Colwell, Meininger, Shaver, and Hilyard. "NAYS" None. Absent: None.

City Manager Kuckkahn presented the offer to purchase property located at Lot 3a, Block 1, Immigrant Trail Subdivision. He explained that this is a small 2.54 parcel located by the City of Scottsbluff 43 acre industrial tract. The Council previously considered the sale of property in this area for \$10,000.00 per acre. That was about 10 years ago, so staff is recommending getting a current appraisal on the property to determine the value. Mr. Kuckkahn added that he would also like a summary of the intended use of the property from any prospective buyers. Moved by Council Member Shaver, seconded by Council Member Hilyard, "to direct staff to obtain an appraisal on the Lots 2A and 3A, Block 1 and Block 6 of Second Immigrant Trail Subdivision," "YEAS", Gonzales, Colwell, Meininger, Shaver, and Hilyard. "NAYS" None. Absent: None.

Trinita Burgner, Recreation Supervisor, presented information about a new winter event "Christmas on Broadway and Jingle Jog", a special event on Broadway and a 5K Walk/Run on December 5, 2015. This event will also be sponsored by First State Bank and participants will have an opportunity to provide a toy for the bank's Christmas Truck of Love project, which will reduce their entry fee for the 5K. Ms. Burgner explained that this is a family friendly event with many activities on Broadway and at the downtown park. Area merchants have been contacted and will also participate in the many events. Moved by Council Member Shaver, seconded by Council Member Hilyard, "to approve the Community Festival Permit for Christmas on Broadway / Jingle Jog sponsored by the City on December 5, 2015, 3:30 p.m. to 9:30 p.m., including street closures, vendors and noise permit," "YEAS", Gonzales, Colwell, Meininger, Shaver, and Hilyard. "NAYS" None. Absent: None.

Assistant City Manager Johnson presented the request to rent a snow machine from Blank Extreme Entertainment for the Jingle Jog which will be used as participants cross the finish line. The total rental amount is \$1960.00 which will come from the general fund. Mayor Meininger agreed that it is a novel idea, however, given the date of the event, it may snow anyhow. Council Member Shaver commented that it he can't see the benefit of spending almost \$2,000.00 to make snow in December, and then have to clear it away. Moved by Council Member Shaver "to deny the request to rent the snow machine for a special event," Motion died due to lack of a second.

Mr. Johnson added that staff can check with the vendor to see if there is a refund if there is snow or if it is predicted, on the day of the event. Staff can also check to see how far in advance they would need to notify the vendor. Ms. Burgner commented that there is a possibility of purchasing a smaller snow machine rather than renting. Moved by Council Member Gonzales, "to table the item regarding the rental agreement for snow machine equipment for a special event and direct staff to get additional information," "YEAS", Gonzales, Colwell, Meininger, and Hilyard. "NAYS" Shaver. Absent: None.

Mark Bohl, Public Works Director, gave the Council an update on the snow removal ordinances for streets and sidewalks. He explained that the snow removal route map is on the city's web site. The department has one truck that is dedicated to Highway 26. For a snow up to 4" they clear the driving lane. If the snow is 5" or more, a snow emergency is declared along with the Cities of Gering and Terrytown. The downtown streets are cleared early in the morning, moving the snow to the center, then clearing the row. All city facilities, schools and emergency routes are also the first areas to be cleared. Mr. Kuckkahn added that we are not equipped nor do we have the budget to go beyond the major arterial routes into the residential areas.

Mayor Meininger asked if it is easier to push the snow to the center, then remove the row. Mr. Bohl agreed that is the best method, if they have enough trucks. We have contracted with other companies to assist in clearing the snow, which has worked well. Moved by Mayor Meininger, seconded by Council Member Shaver, "to give the Public Works Director the discretion to move the snow to the center of the roads if that method is determined more effective and easier," "YEAS", Gonzales, Colwell, Meininger, Shaver, and Hilyard. "NAYS" None. Absent: None.

Council Member Colwell asked about the time period allowed to clear sidewalks following a snow storm as determined by the City's Ordinance. Mr. Bohl explained that walks should be cleared within 5 hours of the end of the storm unless if the storm ends during the night, residents have until 8:30 a.m. to clear their walks. Mr. Kuckkahn added that this is a practical matter, and code enforcement generally works on a complaint basis as it's hard to respond to every violation. Council Member Colwell expressed his concern about having an Ordinance that we can't enforce. City Attorney Olsen explained that the Ordinance includes a definitive time, without a definitive time, there is chaos. City Manager Kuckkahn said that we can look at the Ordinance and possibly modify the time period so it's more practical and easier to comply and enforce.

Assistant City Manager Johnson presented the contract for transportation of recyclables with Gold Watch LLC. This contract adds Cheyenne, Wyoming as one of the recycling locations, which will actually save us money. Trips to Cheyenne will be \$450.00 round trip and Denver is \$800.00 round trip. We normally have two trips per week. Moved by Council Member Shaver, seconded by Council Member Gonzales, “to approve the amended contract with Gold Watch LLC for transportation of recyclables and authorize the Mayor to execute the contract,” “YEAS”, Gonzales, Colwell, Meininger, Shaver, and Hilyard. “NAYS” None. Absent: None.

Mr. Johnson presented a proposal from American Tower with four options to either purchase or lease the cell tower site located at the 23 Club. The options included purchase of the land for \$128,000.00; Purchase with 60 monthly installments for a total payout of \$154,691; 120 monthly installments for a total payout of \$185,125; and extension of the existing lease agreement to 2034 with an option to renew and a \$15,000 signing bonus upon execution of contract.

Mr. Johnson explained that there are many projects now with Verizon installing small cells with fiber to existing towers. He recommended rejecting the purchase offer and extending the lease agreement with Verizon. Council Member Shaver expressed a preference for leasing the property and keeping control, rather than selling the property. Moved by Council Member Shaver, seconded by Mayor Meininger, “to reject the purchase offer from American Tower to purchase the cell tower site at the 23 Club location and request a modified lease agreement,” “YEAS”, Gonzales, Colwell, Meininger, Shaver, and Hilyard. “NAYS” None. Absent: None.

Mr. Kuckkahn presented the support agreement with Panhandle Area Development District (PADD) with deliverables for an annual payment of \$11,657.00. He explained that they have been very helpful with support in all areas including the assistance with the Comprehensive Plan. This support payment is a good value for the City. Moved by Council Member Gonzales, seconded by Council Member Hilyard, “to approve the support agreement with Panhandle Area Development District (PADD) and authorize the Mayor to execute the agreement,” “YEAS”, Gonzales, Colwell, Meininger, Shaver, and Hilyard. “NAYS” None. Absent: None.

Under Council Reports, Captain Brian Wasson informed the Council that Chief Jim Livingston will be inducted, posthumously, in the Nebraska Police Officer Hall of Fame this week. His wife and Chief Kevin Spencer will be present to accept this honor on his behalf.

Moved by Council Member Colwell, seconded by Council Member Gonzales, “to adjourn the meeting at 6:45 p.m.,” “YEAS”, Gonzales, Colwell, Meininger, Shaver, and Hilyard. “NAYS” None. Absent: None.

Mayor

Attest:

City Clerk

“Seal”

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Consent2

**Council to set a public hearing for November 2, 2015 at 6:05 p.m.
to consider an Ordinance text change regarding placement of alleys
in commercial zones.**

Staff Contact: Annie Urdiales, Planning Administrator

Agenda Statement

Item No.

For meeting of: October 19th, 2015

AGENDA TITLE: Council to set a public hearing for November 2, 2015 to consider an ordinance text change regarding placement of alleys in commercial zones

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY:

SUMMARY EXPLANATION: In reviewing several developments in recent months, the issue of alleys in commercial zones has come up. Our current subdivision code requires alleys to be provided at the rear of every lot to be used for business purposes, with no exceptions. For large-scale developments that already provide fire lands and access for utilities and trash pickup, it may not always be necessary to require an alley. This code change would allow for exceptions from the alley requirement while still ensuring that the Public Works, Planning, and Fire Departments all have a chance to review the subdivision and ensure that sufficient access exists for public safety and utilities.

BOARD/COMMISSION RECOMMENDATION: The Planning Commission recommended approval of this ordinance (see attached minutes).

STAFF RECOMMENDATION: Staff recommends approval of this ordinance.

EXHIBITS

Resolution ☐ Ordinance ☒ Contract ☐ Minutes ☒ Plan/Map ☐

Other (specify) ☐ _____

NOTIFICATION LIST: Yes ☐ No ☒ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

**Planning Commission Minutes
Regular Scheduled Meeting
October 12, 2015
Scottsbluff, Nebraska**

The Planning Commission of the City of Scottsbluff, Nebraska met in a regular scheduled meeting on Monday, October 12, 2015, 6:00 p.m. in the City Hall Council Chambers, 2525 Circle Drive, Scottsbluff, Nebraska. A notice of the meeting had been published in the Star-Herald, a newspaper of general circulation in the City, on October 2, 2015. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public, that anyone with a disability desiring reasonable accommodation to attend the Planning Commission meeting should contact the Development Services Department, and that an agenda of the meeting kept continuously current was available for public inspection at Development Services Department office; provided, the City Planning Commission could modify the agenda at the meeting if the business was determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each Planning Commission member. An agenda kept continuously current was available for public inspection at the office of the Development Services Department at all times from publication to the time of the meeting.

ITEM 1: Chairman, Becky Estrada called the meeting to order. Roll call consisted of the following members: Anita Chadwick, Angie Aguillo, Callan Wayman, David Gompert, Jim Zitterkopf, Henry Huber, and Becky Estrada. Absent: Dana Weber, Mark Westphal, & Jim Zitterkopf. City officials present: Annie Urdiales, Planning Administrator, Annie Folck, City Planner, and Gary Batt, Code Administrator II.

ITEM 2: Chairman Estrada informed all those present of the Nebraska Open Meetings Act and that a copy of such is posted on bookcase in the back area of the City Council Chamber, for those interested parties.

ITEM 3: Acknowledgment of any changes in the agenda: None.

ITEM 4: Business not on agenda: None

ITEM 5: Citizens with items not scheduled on regular agenda: None

ITEM 6: The minutes of September 14, 2015 were reviewed and approved. A motion was made to accept the minutes by Wayman, and seconded by Gompert. **"YEAS"**: Huber, Wayman, Gompert, Chadwick, and Estrada. **"NAYS"**: None. **ABSTAIN**: Aguillo. None. **ABSENT**: Weber, Westphal, and Zitterkopf. Motion carried.

ITEM 7A: The Planning Commission opened a public hearing for an Ag Estate Dwelling Site (AEDS). This AEDS is located on West 42nd street. The Jean Pieper Family Trust applied for a variance from the Board of Adjustment for an AEDS on the southwest corner of their farm. The farm property is addressed as 1605 W. 42nd Street. The variance requested was to allow for two (2) Agricultural Estate Dwellings sites (AEDS) on the farm ground. The property is situated in our extra territorial jurisdiction northwest of the City and zoned Agricultural, our code allows for one Agricultural Estate Dwelling is allowed in an A - Agricultural zoning district. The Pieper Family was approached about buying a separate two acres of land on the southwest corner which is cut off by the Scottsbluff drain which makes the area difficult & unproductive to farm. In the future, if the property were to be subdivided, this area would remain cut off from the rest of the property by the Scottsbluff Drain the family asked for the variance to allow them to do two Ag Estate Dwellings on the farm land. The Board of Adjustment approved the variance at their meeting of August 10, 2015. Both areas front West 42nd Street (an existing dedicated public road) and will have a width of 150 feet; they will also meet the two acre minimum lot size requirement for an AEDS. City sewer runs along 42nd Street and to the back of the area on the SW corner. A well will be used for this Ag dwelling site. The second AEDS will come before the Planning Commission at one of our future Planning Commission meetings.

Conclusion: A motion was made by Huber and seconded by Wayman to make a positive recommendation to approve the Ag Estate Dwelling – a tract of land situated in the east half of the SW ¼ of Section 10, T22N, R55W of the 6th P.M., Scotts Bluff County, Nebraska located in an A – Agricultural zoning district. **“YEAS”:** Aguillo, Chadwick, Gompert, Wayman, Huber, and Estrada. **“NAYS”:** None. **ABSTAIN:** None. **ABSENT:** Weber, Westphal, & Zitterkopf. Motion carried.

ITEM 7B: The Planning Commission re-opened a public hearing for a proposed text amendment change to Chapter 21 of the Subdivision Code 21-1-20 alley location – an alley shall be provided at the rear of every lot proposed for business purposes. At the last meeting we discussed how we have had a few commercial developments/subdivisions come before the Planning Commission and discussed is the placement of alleys on these developments. These alley requirements have hindered some of the proposed developments and the developers have asked for variances to this requirement. We checked with legal and they proposed some language to the code. The Planning Commission asked if there was anyway stronger language could be added that would allow for stronger enforcement on the maintenance of the easements and alleys. When the City reviews new commercial development and subdivisions alleys and easements are shown on the plats/plats this is when we can ask for changes and requirements from the owners/developers, there are city wide alleys and easements and the City maintains what's required by us (grading, gravel & general maintenance) and if the property owner is responsible we have our code enforcement send notices if and when we get complaints. The change to code adds more flexibility to new development allowing for the best plan for each type of development and puts the burden on the developer on how access will be provided for the best plan for all types of maintenance and emergency vehicles.

The following language was added to the code - *An alley shall be provided at the rear of every lot used or proposed to be used for business purposes. Provided, however, a subdivision may be approved without an alley at the rear of a lot, if the following conditions are met:*

(1) The applicant has provided and will maintain access sufficient for emergency vehicles and City vehicles needed for trash, sewer, water or other City services, as well as access for delivery vehicles; or

(2) The applicant has provided and will maintain an access easement(s) sufficient for the City to use for emergency vehicles, other city vehicles for trash, sewer or water.

If the Owner agrees to provide access under subparagraph (1) or subparagraph (2), in either situation, the City, through its Planning and Development Department, Public Works Department and Fire Department (“Departments”), will conduct a review of the proposed subdivision to determine if sufficient access or easements are present, if the Departments make such a determination they will recommend the Mayor or Council President sign a written waiver on behalf of the City for the required alley and its location.

Conclusion: A motion was made by Wayman and seconded by Aguillo to approve the ordinance amendment change to 21-1-20 alley location on commercial development. **“YEAS”:** Huber, Aguillo, Chadwick, Gompert, Wayman, and Estrada. **“NAYS”:** None. **ABSTAIN:** None. **ABSENT:** Weber, Westphal, & Zitterkopf. Motion carried.

ITEM 8: Unfinished Business: Annie Folck, reminded the Planning Commission about the Planning Conference to be held on Thursday, October 15th, we hope to see some of the members there. Also the open houses for the public hearings regarding updates to the Comprehensive Development, she will email the information for the website which is scottsbuffplanning.org. The open houses are scheduled for October 17th at the Winter Farmers Market, parent teacher conferences will be held on October 27th at Bluff's Middle School 4:00 p.m. to 7:30 p.m., the 28th Roosevelt Elementary School 4:00 p.m. to 7:30 p.m., and the 29th Westmoor Elementary from 8:00 a.m. to 11:00 a.m. Information will be available to the public and we will have a survey people can do on line; the schools have also agreed to have their computer labs open and made available to the public who do not have access to a computer, we hope that they will take the time while at the conference and fill out the surveys.

There being no further business, a motion to adjourn was made by Aguillo and seconded by Chadwick. The meeting was adjourned at 6:25 p.m. **"YEAS"**: Gompert, Aguillo, Wayman, Chadwick, Huber, and Estrada. **"NAYS"**: None. **ABSTAIN**: None. **ABSENT**: Weber, Westphal, and Zitterkopf. Motion carried.

Becky Estrada, Chairperson

Attest: _____
Annie Urdiales

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA AMENDING THE SCOTTSBLUFF MUNICIPAL CODE AT CHAPTER 21, ARTICLE 1, RELATING TO SUBDIVISION REQUIREMENTS AND SPECIFICALLY ALLEYS, AMENDING SECTION 21-1-20 RELATING TO REQUIRED ALLEYS AND ALLOWING AN EXCEPTION, REPEALING FORMER SECTIONS, PROVIDING FOR PUBLICATION IN PAMPHLET FORM AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Section 21-1-20 of the Scottsbluff Municipal Code is amended to provide as follows:

“21-1-20. Alleys; location; exception.

An alley shall be provided at the rear of every lot used or proposed to be used for business purposes. Provided, however, a subdivision may be approved without an alley at the rear of a lot, if the following conditions are met:

(1) The applicant has provided and will maintain access sufficient for emergency vehicles and City vehicles needed for trash, sewer, water or other City services, as well as access for delivery vehicles; or

(2) The applicant has provided and will maintain an access easement(s) sufficient for the City to use for emergency vehicles, other city vehicles for trash, sewer or water.

If the Owner agrees to provide access under subparagraph (1) or subparagraph (2), in either situation, the City, through its Planning and Development Department, Public Works Department and Fire Department (“Departments), will conduct a review of the proposed subdivision to determine if sufficient access or easements are present, If the Departments make such a determination they will recommend the Mayor or Council President sign a written waiver on behalf of the City for the required alley and its location.”

Section 2. All other Ordinances and parts of Ordinances passed and approved and in conflict herewith are now repealed.

Section 3. This Ordinance shall be published in pamphlet form and shall become effective upon its passage and approval.

PASSED AND APPROVED on _____, 2015.

Mayor

ATTEST:

City Clerk (Seal)

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Claims1

Regular claims

Staff Contact: Renae Griffiths, Finance Director



City of Scottsbluff, NE

Open Payable Report

As Of 10/19/2015

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 713-21111 - ACCOUNTS PAYABLE							
Vendor: 08424	21st CENTURY WATER TEHNOLOGIES, LLC				Payable Count: (2)		81.43
P14986	EQUIP MAINT	09/30/2015	30.96	0.00	0.00	0.00	30.96
P14991	EQUIP MAINT	09/30/2015	50.47	0.00	0.00	0.00	50.47
Vendor: 00393	ACTION COMMUNICATIONS INC.				Payable Count: (4)		1,991.64
43669	CIP-PO#1 INSURANCE	09/30/2015	1,771.04	0.00	0.00	0.00	1,771.04
43744-1	EQUIP MAINT	09/30/2015	39.50	0.00	0.00	0.00	39.50
43787	EQUIP MAINT	09/30/2015	126.10	0.00	0.00	0.00	126.10
10433755	INTERNET SERVICE	10/19/2015	55.00	0.00	0.00	0.00	55.00
Vendor: 00310	ALAMAR CORP				Payable Count: (3)		975.13
483559-01	UNIFORMS	09/30/2015	49.54	0.00	0.00	0.00	49.54
489967	UNIFORMS	09/30/2015	304.95	0.00	0.00	0.00	304.95
492165	UNIFORMS	10/19/2015	620.64	0.00	0.00	0.00	620.64
Vendor: 05887	ALLO COMMUNICATIONS,LLC				Payable Count: (2)		4,549.36
CM0000011	PHONE CHG	09/24/2015	-53.75	0.00	0.00	0.00	-53.75
INV0001981	LOCAL TELEPHONE CHARGES	09/30/2015	4,603.11	0.00	0.00	0.00	4,603.11
Vendor: 03711	AMAZON.COM HEADQUARTERS				Payable Count: (2)		712.29
Amazon 8789023	Dep sup	09/30/2015	37.02	0.00	0.00	0.00	37.02
Amazon 9553830	Dep sup	09/30/2015	675.27	0.00	0.00	0.00	675.27
Vendor: 00152	AMERICAN PUBLIC WORKS ASSOCIATION				Payable Count: (2)		200.00
OCTOBER 2015 WTR	SCHOOLS & CONF	10/19/2015	100.00	0.00	0.00	0.00	100.00
OCTOBER 2015 WW	SCHOOLS & CONF	10/19/2015	100.00	0.00	0.00	0.00	100.00
Vendor: 02118	ANITA'S GREENSCAPING INC				Payable Count: (5)		755.55
3723	CONTRACTUAL SVC	09/30/2015	180.55	0.00	0.00	0.00	180.55
3724	BID CNTRCL SRVCS	09/30/2015	180.55	0.00	0.00	0.00	180.55
3725	BID CNTRCL SRVCS	09/30/2015	155.56	0.00	0.00	0.00	155.56
3726	BID CNTRCL SRVCS	09/30/2015	191.67	0.00	0.00	0.00	191.67
3728	CONTRACTUAL SVC	09/30/2015	47.22	0.00	0.00	0.00	47.22
Vendor: 04575	AUTOZONE STORES, INC				Payable Count: (1)		252.99
1657613669	PARTS FOR PICKUP	09/30/2015	252.99	0.00	0.00	0.00	252.99
Vendor: 00295	B & H INVESTMENTS, INC				Payable Count: (1)		36.50
43001	DEPT SUPP	09/30/2015	36.50	0.00	0.00	0.00	36.50
Vendor: 08787	BEEHIVE INDUSTRIES,LLC				Payable Count: (2)		25,300.00
1276 WTR	CONTRACTUAL SVC	10/19/2015	11,250.00	0.00	0.00	0.00	11,250.00
1276-D.S.	DEV SRVCS CNTRCL SRVCS	10/19/2015	14,050.00	0.00	0.00	0.00	14,050.00
Vendor: 00405	BLUFFS SANITARY SUPPLY INC.				Payable Count: (1)		215.74
325165	DEPT SUPPL	10/19/2015	215.74	0.00	0.00	0.00	215.74
Vendor: 04893	BROWN'S SHOE FIT, CO.				Payable Count: (1)		171.20
71/1026	UNIFORMS	10/19/2015	171.20	0.00	0.00	0.00	171.20
Vendor: 00735	CAPITAL BUSINESS SYSTEMS INC.				Payable Count: (2)		174.86
558982	Dep sup	09/30/2015	84.36	0.00	0.00	0.00	84.36
561028	MAINT-COPIER	10/19/2015	90.50	0.00	0.00	0.00	90.50
Vendor: 00612	CARLSON, DEBRA				Payable Count: (1)		5.44
Carlson 9.30.15	Reim	09/30/2015	5.44	0.00	0.00	0.00	5.44

Open Payable Report

As Of 10/19/2015

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 00055	CARR- TRUMBULL LUMBER CO, INC.				Payable Count:	(1)	106.97
193040	DEPT SUP	10/19/2015	106.97	0.00	0.00	0.00	106.97
Vendor: 07911	CELLCO PARTNERSHIP				Payable Count:	(1)	15.91
9753240807	CELL PHONE FOR ON CALL	10/19/2015	15.91	0.00	0.00	0.00	15.91
Vendor: 00363	CEMENTER'S INC				Payable Count:	(3)	550.96
403771	CONCRETE	09/30/2015	264.00	0.00	0.00	0.00	264.00
52707	CONCRETE	10/19/2015	142.50	0.00	0.00	0.00	142.50
52742	DEPT SUP	10/19/2015	144.46	0.00	0.00	0.00	144.46
Vendor: 04577	CENTER POINT INC				Payable Count:	(1)	1,545.54
1328100	Bks	10/19/2015	1,545.54	0.00	0.00	0.00	1,545.54
Vendor: 02396	CITIBANK N.A.				Payable Count:	(2)	82.47
02501	POSTAGE	10/19/2015	9.08	0.00	0.00	0.00	9.08
57754	dept supplies	10/19/2015	73.39	0.00	0.00	0.00	73.39
Vendor: 00484	CITY OF GERING				Payable Count:	(2)	42,571.81
111962	disposal fees	09/30/2015	42,559.81	0.00	0.00	0.00	42,559.81
139290	CONTRACTUAL	10/19/2015	12.00	0.00	0.00	0.00	12.00
Vendor: 00706	COMPUTER CONNECTION INC				Payable Count:	(2)	93.52
162169	RENT-MACH	09/30/2015	47.31	0.00	0.00	0.00	47.31
162467	RENT-MACH	09/30/2015	46.21	0.00	0.00	0.00	46.21
Vendor: 00267	CONTRACTORS MATERIALS INC.				Payable Count:	(5)	146.71
202601	SUPPLIES	09/30/2015	41.16	0.00	0.00	0.00	41.16
202620	dept supp	09/30/2015	9.31	0.00	0.00	0.00	9.31
202634	DEPT SUPP	09/30/2015	6.86	0.00	0.00	0.00	6.86
202669	DEPT SUP	09/30/2015	45.28	0.00	0.00	0.00	45.28
202689	dept supp	09/30/2015	44.10	0.00	0.00	0.00	44.10
Vendor: 05709	CREDIT BUREAU OF COUNCIL BLUFFS				Payable Count:	(1)	57.00
3242168	EMPLOYMENT SCREEN	10/19/2015	57.00	0.00	0.00	0.00	57.00
Vendor: 07689	CYNTHIA GREEN				Payable Count:	(3)	312.97
0008400-001	Dep sup	09/30/2015	10.19	0.00	0.00	0.00	10.19
0008400-002	Dep sup	09/30/2015	190.97	0.00	0.00	0.00	190.97
7910-001	DEPT SUPPL	09/30/2015	111.81	0.00	0.00	0.00	111.81
Vendor: 03321	DALE'S TIRE & RETREADING, INC.				Payable Count:	(3)	101.28
063777	EQUIP MAINT	09/30/2015	31.78	0.00	0.00	0.00	31.78
063803	EQUIP MAINT	09/30/2015	16.50	0.00	0.00	0.00	16.50
063828	EQUIP MAINT	10/19/2015	53.00	0.00	0.00	0.00	53.00
Vendor: 00302	DITCH-WITCH OF WEST TEXAS INC				Payable Count:	(2)	106.14
P01126	EQUIP MAINT	09/30/2015	37.70	0.00	0.00	0.00	37.70
P01146	EQUIP MAINT	10/19/2015	68.44	0.00	0.00	0.00	68.44
Vendor: 07421	DUANE E. WOHLERS				Payable Count:	(1)	450.00
SBCY0294	disposal fees	09/30/2015	450.00	0.00	0.00	0.00	450.00
Vendor: 01617	DYNA-TECH ELECTRIC INC				Payable Count:	(1)	72.50
INV0001984	BLDG MAINT	10/19/2015	72.50	0.00	0.00	0.00	72.50
Vendor: 01003	ELLIOTT EQUIPMENT COMPANY INC.				Payable Count:	(1)	3,270.00
131577	dept supplies	09/30/2015	3,060.00	0.00	210.00	0.00	3,270.00
Vendor: 03950	ENERGY LABORATORIES, INC				Payable Count:	(4)	4,402.00
350930573	CONTRACTUAL SVC	09/30/2015	642.00	0.00	0.00	0.00	642.00
350930603	CONTRACTUAL SVC	09/30/2015	1,284.00	0.00	0.00	0.00	1,284.00
350930636	CONTRACTUAL SVC	09/30/2015	1,258.00	0.00	0.00	0.00	1,258.00
350930645	CONTRACTUAL SVC	09/30/2015	1,218.00	0.00	0.00	0.00	1,218.00

Open Payable Report

As Of 10/19/2015

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 07574	FAT BOYS TIRE AND AUTO				Payable Count: (5)		2,251.78
7-17357	VEH MAINT	09/30/2015	449.08	0.00	0.00	0.00	449.08
7-17771	VEH MAINT	09/30/2015	188.00	0.00	0.00	0.00	188.00
7-18029	VEH MAINT	09/30/2015	492.00	0.00	0.00	0.00	492.00
7-18138	VEH MAINT	09/30/2015	224.54	0.00	0.00	0.00	224.54
7-18311	VEH MAINT	09/30/2015	898.16	0.00	0.00	0.00	898.16
Vendor: 00548	FEDERAL EXPRESS CORPORATION				Payable Count: (1)		46.16
5-170-39220	POSTAGE	09/30/2015	46.16	0.00	0.00	0.00	46.16
Vendor: 07993	FELSBURG HOLT & ULLEVIG, INC				Payable Count: (1)		674.77
14562	CONTRACTUAL SVC	09/30/2015	674.77	0.00	0.00	0.00	674.77
Vendor: 00462	FIRST STATE BANK				Payable Count: (1)		37,557.98
INV0002008	WARRANT PAYDOWN	09/30/2015	37,557.98	0.00	0.00	0.00	37,557.98
Vendor: 00794	FLOYD'S TRUCK CENTER, INC				Payable Count: (1)		3,971.99
R101004209	vehicle mtnc	10/19/2015	3,971.99	0.00	0.00	0.00	3,971.99
Vendor: 00022	GENERAL ELECTRIC CAPITAL CORPORATION				Payable Count: (5)		1,436.01
03308	Dep sup	09/30/2015	1,153.27	0.00	0.00	0.00	1,153.27
00696	UNIFORMS	10/19/2015	64.17	0.00	0.00	0.00	64.17
07785	dept supplies	10/19/2015	38.03	0.00	0.00	0.00	38.03
08901	UNIFORMS	10/19/2015	64.10	0.00	0.00	0.00	64.10
09507	UNIFORMS	10/19/2015	116.44	0.00	0.00	0.00	116.44
Vendor: 04371	HAWKINS, INC.				Payable Count: (1)		1,658.80
3784617	CHEMICALS	10/19/2015	1,658.80	0.00	0.00	0.00	1,658.80
Vendor: 00861	HEILBRUN'S INC.				Payable Count: (29)		1,661.90
47871	VEH MAINT	08/24/2015	-19.80	0.00	0.00	0.00	-19.80
48733	VEH MAINT	08/26/2015	-55.00	0.00	0.00	0.00	-55.00
055148	veh maint	09/18/2015	-47.52	0.00	0.00	0.00	-47.52
049134	veh maint	09/30/2015	92.02	0.00	0.00	0.00	92.02
050990	veh maint	09/30/2015	38.88	0.00	0.00	0.00	38.88
051012	veh maint	09/30/2015	5.14	0.00	0.00	0.00	5.14
051940	veh maint	09/30/2015	52.73	0.00	0.00	0.00	52.73
054024	veh maint	09/30/2015	23.66	0.00	0.00	0.00	23.66
054464	veh maint	09/30/2015	54.57	0.00	0.00	0.00	54.57
055057	veh maint	09/30/2015	4.69	0.00	0.00	0.00	4.69
056274	veh maint	09/30/2015	89.28	0.00	0.00	0.00	89.28
056894	DEPT SUPP	09/30/2015	19.58	0.00	0.00	0.00	19.58
058653	EQUIP MAINT	09/30/2015	42.57	0.00	0.00	0.00	42.57
44573	VEH MAINT	09/30/2015	18.38	0.00	0.00	0.00	18.38
46574	VEH MAINT	09/30/2015	18.30	0.00	0.00	0.00	18.30
46633	VEH MAINT	09/30/2015	5.70	0.00	0.00	0.00	5.70
47018	VEH MAINT	09/30/2015	2.74	0.00	0.00	0.00	2.74
47501	VEH MAINT	09/30/2015	188.53	0.00	0.00	0.00	188.53
48680	VEH MAINT	09/30/2015	396.29	0.00	0.00	0.00	396.29
48724	VEH MAINT	09/30/2015	19.47	0.00	0.00	0.00	19.47
51917	VEH MAINT	09/30/2015	604.25	0.00	0.00	0.00	604.25
52070	VEH MAINT	09/30/2015	42.44	0.00	0.00	0.00	42.44
55113	VEH MAINT	09/30/2015	2.74	0.00	0.00	0.00	2.74
55248	VEH MAINT	09/30/2015	2.74	0.00	0.00	0.00	2.74
55249	VEH MAINT	09/30/2015	17.61	0.00	0.00	0.00	17.61
58070	VEH MAINT	09/30/2015	2.99	0.00	0.00	0.00	2.99
58523	VEH MAINT	09/30/2015	2.29	0.00	0.00	0.00	2.29
059240	veh maint	10/19/2015	5.82	0.00	0.00	0.00	5.82
59725	FILTERS FOR SWEEPER	10/19/2015	30.81	0.00	0.00	0.00	30.81
Vendor: 00105	HENKEL'S MACHINE AND WELDING				Payable Count: (1)		1,840.00
525319	dept supplies	09/30/2015	1,840.00	0.00	0.00	0.00	1,840.00

Open Payable Report

As Of 10/19/2015

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 00525	IDEAL LAUNDRY AND CLEANERS, INC.				Payable Count: (16)		1,459.18
0408257	Jan sup	09/30/2015	76.62	0.00	0.00	0.00	76.62
0410610	dept supp	09/30/2015	44.98	0.00	0.00	0.00	44.98
0414117	Jan sup	09/30/2015	76.62	0.00	0.00	0.00	76.62
0416599	dept supp	09/30/2015	44.23	0.00	0.00	0.00	44.23
394403	UNIFORMS	09/30/2015	105.57	0.00	0.00	0.00	105.57
397087	UNIFORMS	09/30/2015	105.57	0.00	0.00	0.00	105.57
400035	UNIFORMS	09/30/2015	105.57	0.00	0.00	0.00	105.57
403069	UNIFORMS	09/30/2015	105.57	0.00	0.00	0.00	105.57
408632	UNIFORMS	09/30/2015	100.98	0.00	0.00	0.00	100.98
411942	UNIFORMS	09/30/2015	100.98	0.00	0.00	0.00	100.98
414982	UNIFORMS	09/30/2015	100.98	0.00	0.00	0.00	100.98
416581	SUPP - MATS, TOWELS, CVRLLS.	09/30/2015	63.14	0.00	0.00	0.00	63.14
s0416730	jan supp	09/30/2015	177.47	0.00	0.00	0.00	177.47
0417387	CONTRACTUAL SVC	10/19/2015	28.64	0.00	0.00	0.00	28.64
419623	SUPP - MATS, TOWELS, CVRLLS	10/19/2015	115.00	0.00	0.00	0.00	115.00
INV0001957	dept supplies	10/19/2015	107.26	0.00	0.00	0.00	107.26
Vendor: 09291	INGRAM LIBRARY SERVICES INC				Payable Count: (2)		98.49
89469981	Bks	09/30/2015	45.80	0.00	0.00	0.00	45.80
89610975	Bks	10/19/2015	52.69	0.00	0.00	0.00	52.69
Vendor: 08525	INTRALINKS, INC				Payable Count: (1)		187.50
12936	CONTRACTUAL SERVICES	09/30/2015	187.50	0.00	0.00	0.00	187.50
Vendor: 00192	J G ELLIOTT CO.INC.				Payable Count: (1)		100.00
71608353	PUBLIC OFFICIAL BOND	10/19/2015	100.00	0.00	0.00	0.00	100.00
Vendor: 06131	JOHN DEERE FINANCIAL				Payable Count: (17)		3,400.95
JRN#B41973/18	CLOTHING	10/19/2015	242.94	0.00	0.00	0.00	242.94
JRN#B41979/18	CLOTHING	10/19/2015	234.93	0.00	0.00	0.00	234.93
JRN#B42051/18	CLOTHING	10/19/2015	174.98	0.00	0.00	0.00	174.98
JRN#B42066/18	CLOTHING	10/19/2015	242.95	0.00	0.00	0.00	242.95
JRN#B42068/18	CLOTHING	10/19/2015	247.70	0.00	0.00	0.00	247.70
JRN#B42071/18	CLOTHING	10/19/2015	239.94	0.00	0.00	0.00	239.94
JRN#B42083/18	CLOTHING	10/19/2015	252.94	0.00	0.00	0.00	252.94
JRN#B42085/18	CLOTHING	10/19/2015	250.96	0.00	0.00	0.00	250.96
JRN#B42102/18	UNIFORMS	10/19/2015	115.95	0.00	0.00	0.00	115.95
JRN#B42104/18	UNIFORMS	10/19/2015	145.97	0.00	0.00	0.00	145.97
JRN#B42231/18	CLOTHING	10/19/2015	243.92	0.00	0.00	0.00	243.92
JRN#B42244/18	CLOTHING	10/19/2015	244.93	0.00	0.00	0.00	244.93
JRN#B42263/18	UNIFORMS	10/19/2015	58.84	0.00	0.00	0.00	58.84
JRN#B42265/18	UNIFORMS	10/19/2015	139.08	0.00	0.00	0.00	139.08
JRN#B42287/18	UNIFORMS	10/19/2015	129.98	0.00	0.00	0.00	129.98
JRN#B42432/18	UNIFORMS	10/19/2015	257.98	0.00	0.00	0.00	257.98
JRN#B43703/18	UNIFORMS	10/19/2015	176.96	0.00	0.00	0.00	176.96
Vendor: 08067	JOHN DEERE FINANCIAL				Payable Count: (3)		20.47
53108293	DEPT SUPP	09/30/2015	12.99	0.00	0.00	0.00	12.99
53108302	DEPT SUPP	09/30/2015	51.47	0.00	0.00	0.00	51.47
53109855	DEPT SUPP	09/30/2015	-43.99	0.00	0.00	0.00	-43.99
Vendor: 01244	KEARNEY INVESTMENT CORP				Payable Count: (1)		89.95
49715	DEPT SCHL & CONF	09/30/2015	89.95	0.00	0.00	0.00	89.95
Vendor: 00395	KOIS BROTHERS EQUIPMENT CO INC				Payable Count: (3)		8,619.69
51344	dept supplies	09/30/2015	475.00	0.00	82.69	0.00	557.69
51379	dept supplies	09/30/2015	4,312.00	0.00	0.00	0.00	4,312.00
51380	dept supplies	09/30/2015	3,750.00	0.00	0.00	0.00	3,750.00
Vendor: 04892	LEAGUE ASSOCIATION OF RISK MANAGEMENT				Payable Count: (4)		665,267.62
8430 LIABILITY	FY15-16 PREMIUM	10/19/2015	144,528.00	0.00	0.00	0.00	144,528.00

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
8430 PROPERTY	FY15-16 PREMIUM	10/19/2015	168,510.00	0.00	0.00	0.00	168,510.00
8430 VEHICLE	FY15-16 PREMIUM	10/19/2015	90,037.62	0.00	0.00	0.00	90,037.62
8430 WORK COMP	FY15-16 PREMIUM	10/19/2015	262,192.00	0.00	0.00	0.00	262,192.00
Vendor: 05578	LEXISNEXIS RISK DATA MANAGMENT INC				Payable Count: (2)		200.00
1610881-20150831	CONSULTING	09/30/2015	100.00	0.00	0.00	0.00	100.00
1610881-20150930	CONSULTING	09/30/2015	100.00	0.00	0.00	0.00	100.00
Vendor: 07557	LUNDGREN SEED & GRAIN PRODUCTS				Payable Count: (1)		35.00
INV0001978	DEPT SUPP	09/30/2015	35.00	0.00	0.00	0.00	35.00
Vendor: 00242	M.C. SCHAFF & ASSOCIATES, INC				Payable Count: (3)		2,430.00
15360 SW	CONTRACTUAL SVC	09/30/2015	300.00	0.00	0.00	0.00	300.00
15360-DS	DEPT CNTRCL SRVCS	09/30/2015	1,170.00	0.00	0.00	0.00	1,170.00
15361	ENGINEERING SVC	09/30/2015	960.00	0.00	0.00	0.00	960.00
Vendor: 06160	MADER, PERRY				Payable Count: (1)		34.72
INV0002003	SCHOOL & CONF	09/30/2015	34.72	0.00	0.00	0.00	34.72
Vendor: 08317	MATHESON TRI-GAS INC				Payable Count: (2)		126.97
50885162	RENT MACHINES	09/30/2015	40.45	0.00	0.00	0.00	40.45
12143586	DEPT SUP	10/19/2015	86.52	0.00	0.00	0.00	86.52
Vendor: 07588	MATTHEW M. HUTT				Payable Count: (1)		450.00
10-12-15 SOUCIE	CONTRACTUAL SERVICE	10/19/2015	450.00	0.00	0.00	0.00	450.00
Vendor: 07628	MENARDS, INC				Payable Count: (10)		650.72
96520	DEPT SUPP	09/30/2015	15.47	0.00	0.00	0.00	15.47
96843	dept supplies	09/30/2015	3.53	0.00	0.00	0.00	3.53
96918	dept supplies	09/30/2015	74.95	0.00	0.00	0.00	74.95
96919	DEPT SUP	09/30/2015	137.87	0.00	0.00	0.00	137.87
96943	DEPT SUP	09/30/2015	21.38	0.00	0.00	0.00	21.38
97022	SUPP	09/30/2015	10.98	0.00	0.00	0.00	10.98
97035	GROUPS MAINT	09/30/2015	79.98	0.00	0.00	0.00	79.98
97142	DEPT SUPP	10/19/2015	113.90	0.00	0.00	0.00	113.90
97425	DEPT SUP	10/19/2015	161.64	0.00	0.00	0.00	161.64
97616	DEPT SUP	10/19/2015	31.02	0.00	0.00	0.00	31.02
Vendor: 00705	MIDLANDS NEWSPAPERS, INC				Payable Count: (1)		3,198.89
INV0001995	Legal Publishing	09/30/2015	3,198.89	0.00	0.00	0.00	3,198.89
Vendor: 09010	MOWER SHOP, THE				Payable Count: (1)		383.23
5140	equip maint	09/30/2015	383.23	0.00	0.00	0.00	383.23
Vendor: 08071	MUNICIPAL PIPE TOOL CO, LLC				Payable Count: (1)		273.19
26933	EQUIP MAINT	09/30/2015	273.19	0.00	0.00	0.00	273.19
Vendor: 01358	NE LAW ENFORCEMENT TRAINING CENTER				Payable Count: (1)		190.00
5381	SCHOOLS & CONF	09/30/2015	190.00	0.00	0.00	0.00	190.00
Vendor: 00253	NEBRASKA RURAL WATER ASSOCIATION				Payable Count: (1)		870.00
SEPTEMBER 2015	SCHOOLS & CONF	09/30/2015	870.00	0.00	0.00	0.00	870.00
Vendor: 04460	NEBRASKA INTERACTIVE, LLC				Payable Count: (1)		9.00
1391682	DRIVING RECORDS	09/30/2015	9.00	0.00	0.00	0.00	9.00
Vendor: 00578	NEBRASKA PUBLIC POWER DISTRICT				Payable Count: (1)		42,356.05
INV0001996	Electric	09/30/2015	42,356.05	0.00	0.00	0.00	42,356.05
Vendor: 01785	NEBRASKA STATEWIDE ARBORETUM				Payable Count: (1)		130.00
1819	MEMBERSHIPS	10/19/2015	130.00	0.00	0.00	0.00	130.00
Vendor: 00316	NELSON ELECTRIC MOTOR SERVICE, INC				Payable Count: (1)		469.90
36797	BUILDING MAINT	09/30/2015	469.90	0.00	0.00	0.00	469.90

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Vendor: 09509	NEMNICH AUTOMOTIVE				Payable Count: (3)		1,596.41
3633	VEH MAINT	09/30/2015	886.52	0.00	0.00	0.00	886.52
3663	VEH MAINT	09/30/2015	631.14	0.00	0.00	0.00	631.14
3698	VEH MAINT	09/30/2015	78.75	0.00	0.00	0.00	78.75
Vendor: 09413	NEOPOST				Payable Count: (3)		1,600.00
9-14-15POST	POSTAGE	09/30/2015	1,000.00	0.00	0.00	0.00	1,000.00
INV0001990	POSTAGE	09/30/2015	300.00	0.00	0.00	0.00	300.00
INV0001985	POSTAGE	10/19/2015	300.00	0.00	0.00	0.00	300.00
Vendor: 04453	NORTHERN SAFETY COMPANY, INC.				Payable Count: (1)		585.06
901636145	DEPT SUP	10/19/2015	585.06	0.00	0.00	0.00	585.06
Vendor: 00139	NORTHWEST PIPE FITTINGS, INC. OF SCOTTSBLUFF				Payable Count: (1)		98.58
INV0001975	grounds maint	09/30/2015	98.58	0.00	0.00	0.00	98.58
Vendor: 01757	OCLC ONLINE COMPUTER LIBRARY CENTER, INC				Payable Count: (1)		310.39
0000418736	Cont. srvc	09/30/2015	310.39	0.00	0.00	0.00	310.39
Vendor: 00815	PANHANDLE AREA DEVELOPMENT DISTRICT				Payable Count: (3)		11,815.60
INV0001958	DEPT CNTRCL SRVCS	09/30/2015	99.00	0.00	0.00	0.00	99.00
FY16 MEMBERSHIP	MEMBERSHIP	10/19/2015	11,656.60	0.00	0.00	0.00	11,656.60
INV0002001	DEPT SCHL/CNFRNCS	10/19/2015	60.00	0.00	0.00	0.00	60.00
Vendor: 00550	PANHANDLE COOPERATIVE ASSOCIATION				Payable Count: (11)		18,848.54
9-30-15	FUEL	09/30/2015	82.99	0.00	0.00	0.00	82.99
CM0000012	cardtrol fed tax sept	09/30/2015	-45.14	0.00	0.00	0.00	-45.14
INV0001976	DEPT FUEL	09/30/2015	231.22	0.00	0.00	0.00	231.22
INV0001977	DEPT FUEL	09/30/2015	18.64	0.00	0.00	0.00	18.64
INV0001979	Gasoline	09/30/2015	6,898.00	0.00	0.00	0.00	6,898.00
INV0002004	fuel	09/30/2015	3,455.83	0.00	0.00	0.00	3,455.83
SEP 2015	GASOLINE	09/30/2015	3,378.69	0.00	0.00	0.00	3,378.69
SEPT.1A	UNLEADED GASOLINE	09/30/2015	2,755.16	0.00	0.00	0.00	2,755.16
SEPTEMBER 2015 SW	FUEL	09/30/2015	27.63	0.00	0.00	0.00	27.63
SEPTEMBER 2015 WTR	FUEL	09/30/2015	1,019.98	0.00	0.00	0.00	1,019.98
SEPTEMBER 2015 VWV	FUEL	09/30/2015	1,025.54	0.00	0.00	0.00	1,025.54
Vendor: 00487	PANHANDLE ENVIRONMENTAL SERVICES INC				Payable Count: (2)		126.00
151105	SAMPLES	09/30/2015	72.00	0.00	0.00	0.00	72.00
151146	SAMPLES	10/19/2015	54.00	0.00	0.00	0.00	54.00
Vendor: 06416	PANHANDLE RC&D				Payable Count: (1)		300.00
FY16	MEMBERSHIP DUES	10/19/2015	300.00	0.00	0.00	0.00	300.00
Vendor: 01276	PLATTE VALLEY BANK				Payable Count: (1)		880.00
2014 HSA FEES	ANNUAL FEE FOR 2014 HSA ACCOUNTS	10/19/2015	880.00	0.00	0.00	0.00	880.00
Vendor: 00796	POWERPLAN				Payable Count: (2)		1,000.15
402857	equipment mtnc	09/30/2015	802.29	0.00	0.00	0.00	802.29
406681	equip mtnc	10/19/2015	197.86	0.00	0.00	0.00	197.86
Vendor: 00075	PROTEX CENTRAL, INC.				Payable Count: (1)		23.75
IN00062413	CONTRACTURAL SERV	09/30/2015	23.75	0.00	0.00	0.00	23.75
Vendor: 00266	QUILL CORPORATION				Payable Count: (10)		1,939.66
5726326	DEPT SUPPL	09/30/2015	111.99	0.00	0.00	0.00	111.99
5890251	DEPT SUPPL	09/30/2015	111.99	0.00	0.00	0.00	111.99
5936833	DEPT SUPPL	09/30/2015	56.76	0.00	0.00	0.00	56.76
5980361	DEPT SUPPL	09/30/2015	94.68	0.00	0.00	0.00	94.68
5980456	DEPT SUPPL	09/30/2015	213.33	0.00	0.00	0.00	213.33
5980460	DEPT SUPPL	09/30/2015	91.12	0.00	0.00	0.00	91.12
6639585	DEPT SUPPL	09/30/2015	29.69	0.00	0.00	0.00	29.69
8485271	DEPT SUPPL	10/19/2015	460.96	0.00	0.00	0.00	460.96
8533327	DEPT SUPPL	10/19/2015	553.16	0.00	0.00	0.00	553.16

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8533332	DEPT SUPPL	10/19/2015	215.98	0.00	0.00	0.00	215.98
Vendor: 06780	RAILROAD MANAGEMENT CO III, LLC				Payable Count: (2)		321.56
323437	RENT - LAND	10/19/2015	160.78	0.00	0.00	0.00	160.78
323438	RENT - LAND	10/19/2015	160.78	0.00	0.00	0.00	160.78
Vendor: 04576	REGANIS AUTO CENTER, INC				Payable Count: (2)		56.80
158404	VEH MAINT	09/30/2015	28.40	0.00	0.00	0.00	28.40
158829	VEH MAINT	09/30/2015	28.40	0.00	0.00	0.00	28.40
Vendor: 00703	REGION I OFFICE OF HUMAN DEVELOPMENT				Payable Count: (1)		825.00
216020	contractual services	09/30/2015	825.00	0.00	0.00	0.00	825.00
Vendor: 09564	ROCKSTEP SCOTTSBLUFF LLC				Payable Count: (1)		12,081.24
INV0002010	MONUMENT MALL	09/30/2015	12,081.24	0.00	0.00	0.00	12,081.24
Vendor: 09383	RUSHMORE MEDIA COMPANY, INC				Payable Count: (3)		445.50
75471-2	CONTRACTUAL SVC	09/30/2015	408.00	0.00	0.00	0.00	408.00
75473-2	CONTRACTUAL SVC	09/30/2015	17.50	0.00	0.00	0.00	17.50
75480-2	CONTRACTUAL SVC	09/30/2015	20.00	0.00	0.00	0.00	20.00
Vendor: 00257	SANDBERG IMPLEMENT, INC				Payable Count: (2)		280.16
IV65850	EQUIP MAINT	09/30/2015	231.36	0.00	0.00	0.00	231.36
IV66205	VEH MAINT	10/19/2015	48.80	0.00	0.00	0.00	48.80
Vendor: 00841	SCB COUNTY				Payable Count: (1)		58.00
6015	DEPT SUP	10/19/2015	58.00	0.00	0.00	0.00	58.00
Vendor: 08869	SCOTTS BLUFF COUNTY COMMUNICATIONS CENTER				Payable Count: (1)		91,575.00
FY15-16	INTERLOCAL AGREEMENT FY15-16	10/19/2015	91,575.00	0.00	0.00	0.00	91,575.00
Vendor: 00852	SCOTTS BLUFF COUNTY COURT				Payable Count: (1)		187.00
JUSB3007	SEPT 2015 COURT COSTS	09/30/2015	187.00	0.00	0.00	0.00	187.00
Vendor: 00047	SCOTTS BLUFF COUNTY ROADS DEPT				Payable Count: (1)		4,143.40
2020	FINAL PAYMENT FOR 21ST AVE. OVERLAY	10/19/2015	4,143.40	0.00	0.00	0.00	4,143.40
Vendor: 00111	SCOTTSBLUFF BODY & PAINT				Payable Count: (5)		550.00
157111	TOW SERVICE	09/30/2015	65.00	0.00	0.00	0.00	65.00
157112	TOW SERVICE	09/30/2015	85.00	0.00	0.00	0.00	85.00
157118	TOW SERVICE	09/30/2015	65.00	0.00	0.00	0.00	65.00
157134	TOW SERVICE	09/30/2015	65.00	0.00	0.00	0.00	65.00
34846	CIP-PO#1	09/30/2015	270.00	0.00	0.00	0.00	270.00
Vendor: 01973	SCOTTSBLUFF LANDSCAPING INC				Payable Count: (2)		850.00
LM-0831-30	CONTRACTUAL SERV	09/30/2015	425.00	0.00	0.00	0.00	425.00
LM-0930-31	CONTRACTUAL SERV	09/30/2015	425.00	0.00	0.00	0.00	425.00
Vendor: 00827	SCOTTSBLUFF PUB SCHOOLS				Payable Count: (1)		23,662.00
INV0002009	LICENSE	09/30/2015	23,662.00	0.00	0.00	0.00	23,662.00
Vendor: 01271	SCOTTSBLUFF SCREENPRINTING & EMBROIDERY, LLC				Payable Count: (1)		180.00
3030956	DEPT SUPP	10/19/2015	180.00	0.00	0.00	0.00	180.00
Vendor: 00108	SCOTTSBLUFF WINNELSON COMPANY				Payable Count: (1)		37.28
188951-00	DEPT SUPP	09/30/2015	37.28	0.00	0.00	0.00	37.28
Vendor: 07502	SHAFFER PUBLICATONS				Payable Count: (1)		2,198.15
KP-01075	Sbscrp	10/19/2015	2,198.15	0.00	0.00	0.00	2,198.15
Vendor: 00021	SIMMONS OLSEN LAW FIRM, P.C.				Payable Count: (1)		11,308.10
INV0001993	CONTRACTUAL SERVICES	09/30/2015	11,308.10	0.00	0.00	0.00	11,308.10
Vendor: 01031	SIMON CONTRACTORS				Payable Count: (8)		3,613.50
577041	CONCRETE	09/30/2015	315.25	0.00	0.00	0.00	315.25
577042	CONCRETE	09/30/2015	891.00	0.00	0.00	0.00	891.00

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577043	CONCRETE	09/30/2015	310.75	0.00	0.00	0.00	310.75
577044	CONCRETE	09/30/2015	599.25	0.00	0.00	0.00	599.25
577045	CONCRETE	09/30/2015	156.00	0.00	0.00	0.00	156.00
577046	CONCRETE	09/30/2015	150.00	0.00	0.00	0.00	150.00
582140	CONCRETE	09/30/2015	728.00	0.00	0.00	0.00	728.00
585777	CONCRETE	10/19/2015	463.25	0.00	0.00	0.00	463.25
Vendor: 00269	SOURCE GAS				Payable Count:	(1)	354.21
201002598538	bldg maint	09/30/2015	354.21	0.00	0.00	0.00	354.21
Vendor: 04741	SPENCER, KEVIN				Payable Count:	(1)	48.00
INV0001986	SCHOOLS & CONF	10/19/2015	48.00	0.00	0.00	0.00	48.00
Vendor: 00404	STATE OF NEBR				Payable Count:	(1)	2.68
947530	TELEPHONE	09/30/2015	2.68	0.00	0.00	0.00	2.68
Vendor: 07687	THE CHICAGO LUMBER COMPANY OF OMAHA INC				Payable Count:	(1)	3.98
2088063	DEPT SUPP	09/30/2015	3.98	0.00	0.00	0.00	3.98
Vendor: 09379	THOMAS P MILLER & ASSOCIATES, LLC				Payable Count:	(1)	46,754.50
TPMA793	CONTRACTUAL	09/30/2015	46,754.50	0.00	0.00	0.00	46,754.50
Vendor: 00063	TOMMY'S JOHNNYS INC				Payable Count:	(1)	150.00
10-1-15/ZOO	DEPT SUPP	10/19/2015	150.00	0.00	0.00	0.00	150.00
Vendor: 00834	TWIN CITIES DEVELOPMENT ASSOC, INC				Payable Count:	(1)	4,875.00
4531	RE-CERTIFICATION	09/30/2015	4,875.00	0.00	0.00	0.00	4,875.00
Vendor: 08821	TYLER TECHNOLOGIES, INC				Payable Count:	(2)	1,503.00
025-136614	INSITE TRANSACTION FEES	09/30/2015	1,155.00	0.00	0.00	0.00	1,155.00
025-135930	UB ONLINE FEES	10/19/2015	348.00	0.00	0.00	0.00	348.00
Vendor: 09239	UNIQUE MANAGEMENT SERVICES, INC				Payable Count:	(1)	447.50
314810	Cont. srvc	09/30/2015	447.50	0.00	0.00	0.00	447.50
Vendor: 08887	UPSTART ENTERPRISES, LLC				Payable Count:	(1)	31.00
52151	DEPT SUPPL	09/30/2015	31.00	0.00	0.00	0.00	31.00
Vendor: 08828	US BANK				Payable Count:	(14)	2,846.86
010132	school & conf	09/30/2015	11.97	0.00	0.00	0.00	11.97
095461	SCHOOL & CONF	09/30/2015	29.24	0.00	0.00	0.00	29.24
752384109	SCHOOL & CONF	09/30/2015	220.64	0.00	0.00	0.00	220.64
INV0001991	GASOLINE	09/30/2015	18.77	0.00	0.00	0.00	18.77
INV0001992	SCHOOLS & CONF	09/30/2015	1,080.00	0.00	0.00	0.00	1,080.00
KB233Q	SCHOOL & CONF	09/30/2015	10.00	0.00	0.00	0.00	10.00
11362	SCHOOL & CONF	10/19/2015	21.28	0.00	0.00	0.00	21.28
48743	SCHOOL & CONF	10/19/2015	30.48	0.00	0.00	0.00	30.48
49936	SCHOOL & CONF	10/19/2015	22.65	0.00	0.00	0.00	22.65
72842052	SPECIAL EVENTS	10/19/2015	875.81	0.00	0.00	0.00	875.81
INV0001987	GASOLINE	10/19/2015	29.17	0.00	0.00	0.00	29.17
INV0001988	SCHOOLS & CONF	10/19/2015	284.85	0.00	0.00	0.00	284.85
INV0001989	GASOLINE	10/19/2015	34.00	0.00	0.00	0.00	34.00
INV0002002	SCHOOL & CONF	10/19/2015	178.00	0.00	0.00	0.00	178.00
Vendor: 04529	W & R INC				Payable Count:	(1)	5,103.00
9618 WTR	ELECTRICAL MAINT	09/30/2015	5,103.00	0.00	0.00	0.00	5,103.00
Vendor: 00213	WESTERN COOPERATIVE COMPANY				Payable Count:	(1)	46.00
109814	dept supp	10/19/2015	46.00	0.00	0.00	0.00	46.00
Vendor: 00344	WESTERN PATHOLOGY CONSULTANTS, INC				Payable Count:	(1)	95.50
S107420	CONTRACTUAL SERVICES	09/30/2015	95.50	0.00	0.00	0.00	95.50
Vendor: 03441	WESTERN PLAINS BUSINESS SOLUTIONS				Payable Count:	(1)	74.40
111523-00	CONTRACTUAL SVC	10/19/2015	74.40	0.00	0.00	0.00	74.40

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Vendor: 07239	WYOMING FIRST AID & SAFETY SUPPLY, LLC						
171809	FIRST AID KIT SUPPLIES	10/19/2015	72.09	0.00	0.00	0.00	72.09
			Payable Account 713-21111	Payable Count: (289)	Total:		1,125,363.37

Payable Account Summary

Account	Count	Amount
713-21111 - ACCOUNTS PAYABLE	289	1,125,363.37
Report Total:	289	1,125,363.37

Payable Fund Summary

Fund	Amount
713 - CASH & INVESTMENT POOL	1,125,363.37
Report Total:	1,125,363.37

UTILITY REFUNDS

Refund Review

Close Form Print Screen

Packet: UBPKT01162 – Refunds 4 UBPKT01161 Disconnect

Add Edit Delete

Account #	Status	Contact	Service Address	Refund Amount
055-4666-06	Inactive	ERIK L MICHALSKI	614 E 15TH ST SCOTTSBLUFF NE 69	23.14
040-1258-02	Inactive	LINDA J HORN	1022 AVE Q SCOTTSBLUFF NE 69361	17.41
050-4522-09	Inactive	CODY D SMALLFOOT	1612 9TH AVE SCOTTSBLUFF NE 693	82.64
Total				
3				\$123.19

DATE	EFT PAYMENTS			
10/8/2015	FED	W/H	\$	28,304.40
10/8/2015	MED EE	W/H	\$	3,778.51
10/8/2015	MED ER	W/H	\$	3,778.51
10/8/2015	FICA EE	W/H	\$	14,219.72
10/8/2015	FICA ER	W/H	\$	14,219.72
10/8/2015	WELLS FARGO	RETIRE	\$	30,918.45
10/8/2015	NE CHILD SUPPORT		\$	1,863.43
10/8/2015	PVNB	HEALTH SAV	\$	13,440.91
10/9/2015	NE DEPT OF REV		\$	21,251.56
10/13/2015	RCI		\$	14,137.95
10/13/2015	RCI		\$	970.00
10/15/2015	RCI		\$	10,687.23
				<u>\$157,570.39</u>

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Claims2

Council to consider awarding the bid for warrants based on quotes for interest rates for period 10-20-15 through 9-30-16.

Staff Contact: Renae Griffiths, Finance Director

Agenda Statement

Item No.

For meeting of: **October 19, 2015**

AGENDA TITLE: Award bid for warrants based on quotes for interest rates for period 10-20-15 through 9-30-16.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Finance

PRESENTATION BY: Rick Kuckkahn

SUMMARY EXPLANATION: We asked local banks to submit quotes on warrant interest rates they were willing to give us. Here are the results of that request:

First Natl Bank	1.61%
First State Bank	0.77%

These rates would be effective until 9-30-16 at which time I will request new rates.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Recommend that council approve First State Bank as the purchaser of our warrants from 10-20-15 through 9-30-16.

EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) ☐ _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Claims3

Council to consider a request for payment of outstanding warrant principal and interest at First State Bank and approve the Resolution.

Staff Contact: Renae Griffiths, Finance Director

Agenda Statement

Item No.

For meeting of: **October 19, 2015**

AGENDA TITLE: Request for payment of outstanding warrant principal and interest at First State Bank

SUBMITTED BY DEPARTMENT/ORGANIZATION: Finance

PRESENTATION BY: Rick Kuckkahn

SUMMARY EXPLANATION: This is a request for payment on outstanding warrants with First State Bank for various projects.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Recommend that council authorize the City Clerk to issue warrants for payment of the claims.

EXHIBITS

Resolution ☒

Ordinance ☐

Contract ☐

Minutes ☐

Plan/Map ☐

Other (specify) ☐ _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

RESOLUTION NO.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:

That the claim of First State Bank in the amount of \$38,145.78 to pay warrant interest to 9-30-15 for the Cirrus House TIF Project, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$35,111.04, to payoff outstanding warrant principal and \$2,436.74 to pay warrant interest to 9-30-15 for the Paving District #300, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$17,077.55, to payoff outstanding warrant principal to 9-30-15 for the Paving District #306, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$27,768.55, to payoff outstanding warrant principal to and \$559.32 to pay warrant interest to 9-30-15 for the Paving District #307, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$15,829.51, to payoff outstanding warrant principal and \$377.91 to pay warrant interest to 9-30-15 for the Paving District #308, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$18,468.51, to payoff outstanding warrant principal and \$207.83 to pay warrant interest to 9-30-15 for the Paving District #309, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$6,833.19, to payoff outstanding warrant principal to 9-30-15 for the Paving District #310, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$9,593.05, to payoff outstanding warrant principal and \$33.16 to pay warrant interest to 9-30-15 for the Paving District #311, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$215,151.30, to payoff outstanding warrant principal and \$425.72 to pay warrant interest to 9-30-15 for the Paving District #312, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$11,008.44, to payoff outstanding warrant principal and \$2,093.76 to pay warrant interest to 9-30-15 for the Sewer District #163, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$5,269.71 to pay warrant interest to 9-30-15 for the Sewer District #164, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$270.37 to pay warrant interest to 9-30-15 for the Sewer District #166, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$9,219.56, to payoff outstanding warrant principal and \$1,361.57 to pay warrant interest to 9-30-15 for the Water District #97, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$18,486.79, to payoff outstanding warrant principal and \$9,121.06 to pay warrant interest to 9-30-15 for the Water District #99, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$16,049.76, to payoff outstanding warrant principal and \$2,486.60 to pay warrant interest to 9-30-15 for the Water District #101, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$4,978.41, to payoff outstanding warrant principal and \$53.99 to pay warrant interest to 9-30-15 for the Water District #102, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$75,191.95, to payoff outstanding warrant principal and \$137.72 to pay warrant interest to 9-30-15 for the Water District #105, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

That the claim of First State Bank in the amount of \$24,340.00, to payoff outstanding warrant principal and \$336.60 to pay warrant interest to 9-30-15 for the Downtown Project Phase #3, is approved and the city clerk is authorized to issue warrants for the payment of such claims.

Passed and approved this 19th day of October, 2015.

Mayor
ATTEST:

City Clerk
"seal"

	Remaining Principal	FY 2015 Principal Paid *	Additions	Remaining Principal	FY2002 to FY 2007 Interest	FY 2008 Interest	FY 2009 Interest	FY 2010 Interest	FY 2011 Interest	FY 2012 Interest	FY 2013 Interest	FY 2104 Interest	FY 2015 Interest	FY 2015 * Interest pd	Total Interest	Total Warrants
TIF Cirrus House #	6,731.44	(6,731.44)	-	-	20,670.07	6,373.08	3,579.98	2,466.58	1,935.36	1,284.07	842.07	600.44	394.13	-	38,145.78	38,145.78
PD #300	35,111.04	-	-	35,111.04	-	-	-	-	-	878.08	726.49	502.41	329.76	-	2,436.74	37,547.78
PD #306	22,991.65	(4,300.89)	(1,613.21)	17,077.55	-	-	-	-	-	-	-	-	203.71	(203.71)	-	17,077.55
PD #307	27,768.55	-	-	27,768.55	-	-	-	-	-	-	-	310.53	248.79	-	559.32	28,327.87
PD #308	15,829.51	-	-	15,829.51	-	-	-	-	-	-	57.90	177.67	142.34	-	377.91	16,207.42
PD #309	18,468.51	-	-	18,468.51	-	-	-	-	-	-	-	43.80	164.03	-	207.83	18,676.34
PD #310	10,190.79	(3,208.51)	(149.09)	6,833.19	-	-	-	-	-	-	-	-	90.29	(90.29)	-	6,833.19
PD #311	-	-	9,593.05	9,593.05	-	-	-	-	-	-	-	-	33.16	-	33.16	9,626.21
PD #312	-	-	215,151.30	215,151.30	-	-	-	-	-	-	-	-	425.72	-	425.72	215,577.02
SD #163	11,008.44	-	-	11,008.44	-	-	438.33	558.30	349.11	286.41	202.92	143.62	115.07	-	2,093.76	13,102.20
SD #164 - Cirrus	14,558.75	(14,558.75)	-	-	2,090.94	800.27	528.73	436.88	418.03	353.15	250.21	217.36	174.14	-	5,269.71	5,269.71
SD #165	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SD #166	-	-	-	-	-	-	1.17	94.83	75.07	51.09	28.06	17.78	2.37	-	270.37	270.37
SSD #7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WD #97	9,219.56	-	-	9,219.56	-	-	8.01	461.27	284.72	233.33	165.32	115.99	92.93	-	1,361.57	10,581.13
WD #99 - Cirrus	25,188.88	(6,702.09)	-	18,486.79	3,620.68	1,384.75	914.88	755.95	723.34	611.07	432.96	376.10	301.33	-	9,121.06	27,607.85
WD #101	16,049.76	-	-	16,049.76	-	-	-	-	751.78	865.84	502.99	203.19	162.80	-	2,486.60	18,536.36
WD #102	4,978.41	-	-	4,978.41	-	-	-	-	-	-	-	9.79	44.20	-	53.99	5,032.40
WD #103	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WD #104	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WD #105	-	-	75,191.95	75,191.95	-	-	-	-	-	-	-	-	137.72	-	137.72	75,329.67
Downtown phase #3	24,340.00	-	-	24,340.00	-	-	-	-	-	-	-	119.88	216.72	-	336.60	24,676.60
	242,435.29	(35,501.68)	298,174.00	505,107.61	26,381.69	8,558.10	5,471.10	4,773.81	4,537.41	4,563.04	3,208.92	2,838.56	3,279.21	(294.00)	63,317.84	568,425.45
WD #100																

* - paid with claim/check

- pymt made by real estate tax 321-41111-111-31127

(WD #103 paid off so putting pymt towards PD#309)

Purpose> Figure interest due on new warrants until payment date of 10-20-15

10/20/2015

998	09/30/2014	PVB - payoff principal	TIF Cirrus House	6,731.44	0.84%	59.64
999	09/30/2014	PVB - payoff interest	TIF Cirrus House	37,751.65	0.84%	334.49
1000	09/30/2014	PVB - payoff principal	PD #300-Sandstone Est.	35,111.04	0.84%	311.09
1001	09/30/2014	PVB - payoff interest	PD #300-Sandstone Est.	2,106.98	0.84%	18.67
1002	09/30/2014	PVB - payoff principal	PD #306-29th St.	22,991.65	0.84%	203.71
1003	09/30/2014	PVB - payoff principal	PD #307-Five Oaks	27,768.55	0.84%	246.04
1004	09/30/2014	PVB - payoff interest	PD #307-Five Oaks	310.53	0.84%	2.75
1005	09/30/2014	PVB - payoff principal	PD #308-Cedarview	15,829.51	0.84%	140.25
1006	09/30/2014	PVB - payoff interest	PD #308-Cedarview	235.57	0.84%	2.09
1007	09/30/2014	PVB - payoff principal	PD #309-Arella Lane	18,468.51	0.84%	163.64
1008	09/30/2014	PVB - payoff interest	PD #309-Arella Lane	43.80	0.84%	0.39
1009	09/30/2014	PVB - payoff principal	PD #310-Ross Ave.	10,190.79	0.84%	90.29
1010	09/30/2014	PVB - payoff principal	SD #163-Sandstone Est.	11,008.44	0.84%	97.54
1011	09/30/2014	PVB - payoff interest	SD #163-Sandstone Est.	1,978.69	0.84%	17.53
1012	09/30/2014	PVB - payoff principal	SD #164-Cirrus TIF	14,558.75	0.84%	128.99
1013	09/30/2014	PVB - payoff interest	SD #164-Cirrus TIF	5,095.57	0.84%	45.15
1014	09/30/2014	PVB - payoff interest	SD #166-Arella Lane	268.00	0.84%	2.37
1015	09/30/2014	PVB - payoff principal	WD #97-Sandstone Est.	9,219.56	0.84%	81.69
1016	09/30/2014	PVB - payoff interest	WD #97-Sandstone Est.	1,268.64	0.84%	11.24
1017	09/30/2014	PVB - payoff principal	WD #99 - Cirrus TIF	25,188.88	0.84%	223.18
1018	09/30/2014	PVB - payoff interest	WD #99 - Cirrus TIF	8,819.73	0.84%	78.15
1019	09/30/2014	PVB - payoff principal	WD #101-Five Oaks	16,049.76	0.84%	142.21
1020	09/30/2014	PVB - payoff interest	WD #101-Five Oaks	2,323.80	0.84%	20.59
1021	09/30/2014	PVB - payoff principal	WD #102-Cedarview Dr.	4,978.41	0.84%	44.11
1022	09/30/2014	PVB - payoff interest	WD #102-Cedarview Dr.	9.79	0.84%	0.09
1023	09/30/2014	PVB - payoff principal	Downtown Phase #3	24,340.00	0.84%	215.66
1024	09/30/2014	PVB - payoff interest	Downtown Phase #3	119.88	0.84%	1.06
1025	04/07/2015	Baker	PD #311	5,999.00	0.84%	27.06
1026	04/07/2015	Schaff	WD #105	12,691.30	0.84%	57.25
1027	05/07/2015	Schaff	PD #312	71,426.00	0.84%	272.87
1028	06/25/2015	Baker	PD #311	1,579.05	0.84%	4.25
1029	08/24/2015	Schaff	WD #105	6,458.50	0.84%	8.47
1030	08/24/2015	Infinity Const	WD #105	52,173.91	0.84%	68.44
1031	08/24/2015	Schaff	PD #312	4,529.75	0.84%	5.94
1032	08/24/2015	Infinity Const	PD #312	47,975.00	0.84%	62.93
1033	09/10/2015	Baker	PD #311	2,015.00	0.84%	1.85
1034	09/10/2015	Schaff	PD #312	6,472.00	0.84%	5.96
1035	09/10/2015	Infinity Const	PD #312	84,748.55	0.84%	78.02
1036	09/10/2015	Infinity Const	WD #105	2,745.99	0.84%	2.53
1037	09/10/2015	Schaff	WD #105	1,122.25	0.84%	1.03
				<u>602,704.22</u>		<u>3,279.21</u>

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Claims4

Council to consider a request for payment of claims by warrant for Paving District #311, Five Oaks Street Improvements and approve the Resolution.

Staff Contact: Renae Griffiths, Finance Director

Agenda Statement

Item No.

For meeting of: **October 19, 2015**

AGENDA TITLE: Request for payment of claims by warrant for Paving District #311, Five Oaks Street Improvements

SUBMITTED BY DEPARTMENT/ORGANIZATION: Finance

PRESENTATION BY: Rick Kuckkahn

SUMMARY EXPLANATION: This is a request for reimbursement of expenses related to engineering services by Baker & Assoc, Inc. in the amount of \$2,409.00 and construction services by Infinity Construction, Inc. in the amount of \$261,822.00 for PD #311.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Recommend that council authorize the City Clerk to issue a warrant for payment of the claims.

EXHIBITS

Resolution ☒ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) ☒ invoices _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

RESOLUTION NO. _____

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCOTTSBLUFF,
NEBRASKA:**

That the claim of Baker & Assoc, Inc. in the amount of \$2,409.00, being the fourth pay estimate for Paving District #311, is approved and the City Clerk is authorized to issue a warrant for the payment of such claim.

That the claim of Infinity Construction, Inc. in the amount of \$261,822.00, being the fifth pay estimate for Paving District #311, is approved and the City Clerk is authorized to issue a warrant for the payment of such claim.

Passed and approved this 19th day of October, 2015.

Mayor

ATTEST:

City Clerk

“seal”

Baker & Assoc Inc.
120 East 16th Street, Suite A
Scottsbluff, NE 69361

City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361

RECEIVED

SEP 28 2015

Invoice number 27377
Date 09/21/2015

Project 002-164-14 CITY OF SCOTTSBLUFF -
SID 311 FIVE OAKS

Invoice Summary

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
FIVE OAKS STREET IMPROVEMENTS 2014	6,000.00	5,999.00	0.00	1.00	5,999.00
CONSTRUCTION	6,000.00	3,594.05	2,409.00	-3.05	6,003.05
Total	12,000.00	9,593.05	2,409.00	-2.05	12,002.05

Professional Fees

	Hours	Rate	Billed Amount
Technician Level 1	7.50	95.00	712.50
Technician Level 3	21.75	78.00	1,696.50
Professional Fees subtotal	29.25		2,409.00

Invoice total 2,409.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
27377	09/21/2015	2,409.00	2,409.00				
Total		2,409.00	2,409.00	0.00	0.00	0.00	0.00

Approved by:

Jack W. Baker
Project Manager

Notice: As of February 2010 we will be adding a 7% APR late fee to all invoices which are more than 60 days past due. The minimum late fee for all invoices will be \$50.00.

Item No.	Description of Work	Unit	Scheduled Value			Work Completed		Materials Stored **	Total Completed Plus Stored	% Completed
			Unit Price	Quantity	Amount	Quantity	Retainage *			
	Schedule A - Street Paving									
A-1	Mobilization	LS	\$16,000.00	1.00	\$16,000.00	1			\$16,000.00	100%
A-2	Pavement - 6" PCC	SY	\$34.00	4,301.00	\$146,234.00	4212			\$143,208.00	98%
A-3	Curb & Gutter - 30" PCC	LF	\$14.00	2,487.00	\$34,818.00	2442			\$34,188.00	98%
A-4	Grading & Subgrade Preparation	SY	\$3.00	5,043.00	\$15,129.00	5076			\$15,228.00	101%
A-5	Cross Pans - 6" PCC	SY	\$50.00	43.00	\$2,150.00	43			\$2,150.00	100%
A-6	Base Course - 2"	SY	\$3.00	5,043.00	\$15,129.00	5076			\$15,228.00	101%
A-7	Curb Returns - 6" PCC	EA	\$2,000.00	6.00	\$12,000.00	6			\$12,000.00	100%
	Schedule B - Storm Sewer									
B-1	Storm Sewer - 18" HDPE	LF	\$60.00	37.00	\$2,220.00	37			\$2,220.00	100%
B-2	Storm Sewer - Curb Inlet	EA	\$1,800.00	2.00	\$3,600.00	2			\$3,600.00	100%
B-3	Earthwork, Unclassified	CY	\$6.00	3,000.00	\$18,000.00	3000			\$18,000.00	100%
	Total - All Schedules								\$261,822.00	
	Change Order No. 1								\$18,070.00	
	Intersection Pavement	CY	\$34.00	924.00	\$31,416.00	924			\$31,416.00	100%
	Curb Returns - 6" PCC	EA	\$2,000.00	6.00	\$12,000.00	6			\$12,000.00	100%
	Cross Pans - 6" PCC	SY	\$50.00	43.00	\$2,150.00	43			\$2,150.00	100%
	Total Intersection Costs								\$45,566.00	
	Total Minus Intersections								\$234,326.00	

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by all prior Applications for Payment, inclusive; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

Contractor: 
Authorized Signature

Dated: 9-22-15

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Baker & Associates: 
Authorized Signature

Dated: 9/22/15

Total Contract Amount: \$265,280.00

Total value of work & materials completed: \$279,892.00

Less amount paid previous estimates: _____

Less retainage: _____

TOTAL AMOUNT DUE THIS APPLICATION: \$279,892.00

- 18,070 = 261,822

* - Retainage based on percent of completion of the individual item
** - Materials on site, not installed (Invoices required)

Baker & Associates, Inc. Engineers * Architects * Surveyors 120 East 16th Street, Suite A, Scottsbluff, Nebraska 68361

Renae Griffiths

From: Brad Gross <BGross@baker-eng.com>
Sent: Tuesday, September 22, 2015 9:00 AM
To: Cindy Dickinson; Mark Bohl
Cc: Jack Baker; Renae Griffiths
Subject: RE: Five Oaks: Payments, Change Orders and Assessments
Attachments: Five Oaks - Signed Pay App.pdf

Cindy,

Attached, please find signed payment requests for the Five Oaks project.

Thank you for your time. If you have any questions or need anything, please do not hesitate to contact our office.

Brad E. Gross

Baker & Associates, Inc.
120 East 16th Street
Scottsbluff, Nebraska 69361
Phone: (308) 632-3123
Fax: (308) 632-7253
bgross@baker-eng.com

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From: Cindy Dickinson [<mailto:cdickins@scottsbluff.org>]
Sent: Monday, September 21, 2015 3:46 PM
To: Brad Gross; Mark Bohl
Cc: Jack Baker; Renae Griffiths
Subject: RE: Five Oaks: Payments, Change Orders and Assessments

Brad – we will need signed payment requests to process the pay request.
Thanks – Cindy

Cindy Dickinson, CMC
City Clerk / Risk Manager
City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361
308.630.6221
cdickins@scottsbluff.org

Mission Statement: "To promote a safe, healthy environment for its citizens, visitors and business community, by providing essential services and infrastructure as well as opportunities for growth in a fair, fiscally responsible manner."

From: Brad Gross [mailto:BGross@baker-eng.com]
Sent: Thursday, September 17, 2015 4:54 PM
To: Cindy Dickinson; Mark Bohl
Cc: Jack Baker
Subject: FW: Five Oaks: Payments, Change Orders and Assessments

Cindy / Mark

As requested, please find attached the following documents regarding S.I.D. #311 (Five Oaks Street):

- Pay Application (Final)
- Change Order #1
- Assessments per lot

Thank you for your time. If you have any questions or need anything, please do not hesitate to contact our office.

Brad E. Gross

Baker & Associates, Inc.
120 East 16th Street
Scottsbluff, Nebraska 69361
Phone: (308) 632-3123
Fax: (308) 632-7253
bgross@baker-eng.com

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City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Finance1

Council to receive the August 2015 Financial Report.

Staff Contact: Renae Griffiths, Finance Director

City of Scottsbluff

Fund Equity in Cash August 31, 2015

Fund	Fund #	2 YRS PRIOR August 31, 2013	PRIOR YEAR August 31, 2014	PRIOR MONTH July 31, 2015	CURRENT MONTH August 31, 2015
General	111	\$ 4,083,023.42	\$ 3,744,938.24	\$ 3,031,326.67	\$ 3,937,714.78
Regional Library	211	31,956.62	39,776.85	33,835.26	33,959.17
Transportation	212	1,964,816.68	1,738,199.09	2,897,009.71	2,080,065.36
Cemetery	213	1,099.46	(10,380.09)	3,629.72	(4,597.46)
Cemetery Perp Care	214	404,792.01	452,527.40	511,470.81	518,048.01
Special Projects	215	588,629.02	643,149.59	506,587.35	521,563.91
Business Improvement	216	136,916.77	186,430.38	216,923.29	217,295.70
Public Safety	218	300,776.01	229,533.91	299,964.77	305,331.66
Scb Industrial Sites	219	50,435.99	45,703.41	58,287.94	58,292.08
Keno	223	75,032.36	122,160.34	178,276.50	173,380.40
Economic Development	224	5,117,725.36	5,430,584.37	5,482,947.75	5,530,216.09
Mutual Fire Organization	225	397,801.42	474,768.48	71,918.42	71,923.53
Debt Service	311	4,029,318.99	3,778,191.02	3,443,122.02	3,453,390.16
TIF	321	376,529.46	163,089.36	165,327.58	165,339.32
CDBG	411	42,628.57	42,602.66	42,791.71	42,794.75
Leasing Corporation	412	7,620.23	7,616.85	7,630.61	7,631.15
Capital Projects	511	-	35,475.49	93,729.26	95,602.98
Environmental Services	621	539,043.75	384,183.10	546,911.09	528,349.00
Wastewater	631	1,826,739.18	1,749,447.84	1,836,581.46	1,903,946.30
Water	641	1,420,878.35	1,970,452.36	1,409,977.31	1,445,371.96
Electric	651	1,339,944.95	1,373,399.96	1,348,678.67	1,348,968.17
Stormwater	661	380,431.83	459,470.34	529,013.41	544,212.92
GIS	721	54,920.76	44,370.89	36,889.23	30,063.96
Unemployment Comp	811	23,269.80	68,225.87	68,490.13	68,494.99
Health Insurance	812	563,855.03	656,992.26	1,059,552.44	1,112,757.24
TOTAL		\$ 23,758,186.02	\$ 23,830,909.97	\$ 23,880,873.11	\$ 24,190,116.13



Actual to budget rev c/y & p/y - ALL FUNDS

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>111 - GENERAL</u>							
400 - Taxes	4,629,466.28	4,554,947.23	5,194,873.00	484,816.58	4,780,977.13	413,895.87	8 %
412 - Intergovernmental	66,990.14	83,983.11	0.00	0.00	28,971.83	-28,971.83	0 %
420 - Charges for Services	486,830.71	522,799.56	512,663.00	51,889.59	472,995.68	39,667.32	8 %
460 - Investment Income	13,066.43	9,241.94	9,000.00	0.00	9,215.31	-215.31	-2 %
470 - Miscellaneous Revenues	119,228.16	82,878.27	42,500.00	4,618.80	74,027.71	-31,527.71	-74 %
480 - Other Financing Uses	3,172,493.56	2,825,899.27	2,577,000.00	533,590.36	2,687,048.89	-110,048.89	-4 %
111 - GENERAL Totals:	8,488,075.28	8,079,749.38	8,336,036.00	1,074,915.33	8,053,236.55	0.00	3 %
<u>211 - REGIONAL LIBRARY</u>							
450 - Contributions & Donations	30,000.00	0.00	0.00	0.00	0.00	0.00	0 %
460 - Investment Income	132.67	93.91	100.00	2.41	101.07	-1.07	-1 %
470 - Miscellaneous Revenues	3,944.40	27,982.06	1,000.00	121.50	4,116.98	-3,116.98	-312 %
211 - REGIONAL LIBRARY Totals:	34,077.07	28,075.97	1,100.00	123.91	4,218.05	0.00	-283 %
<u>212 - TRANSPORTATION</u>							
400 - Taxes	2,156,570.42	2,241,372.16	2,550,938.00	172,787.24	2,328,906.47	222,031.53	9 %
412 - Intergovernmental	500.00	14,250.05	0.00	2,441.35	39,435.12	-39,435.12	0 %
420 - Charges for Services	4,747.00	140.50	2,500.00	0.00	6,738.50	-4,238.50	-170 %
460 - Investment Income	6,854.73	4,129.18	5,000.00	147.65	6,979.08	-1,979.08	-40 %
470 - Miscellaneous Revenues	30,790.00	28,981.37	1,000.00	0.00	1,908.25	-908.25	-91 %
480 - Other Financing Uses	0.00	0.00	0.00	0.00	2,316,700.00	-2,316,700.00	0 %
212 - TRANSPORTATION Totals:	2,199,462.15	2,288,873.26	2,559,438.00	175,376.24	4,700,667.42	0.00	-84 %
<u>213 - CEMETERY</u>							
420 - Charges for Services	43,240.00	35,650.00	44,500.00	4,455.00	41,860.00	2,640.00	6 %
460 - Investment Income	15.25	27.73	50.00	0.00	27.17	22.83	46 %
470 - Miscellaneous Revenues	45,145.20	38,683.67	41,000.00	2,950.00	34,025.00	6,975.00	17 %
480 - Other Financing Uses	70,000.00	99,950.00	100,000.00	0.00	70,000.00	30,000.00	30 %
213 - CEMETERY Totals:	158,400.45	174,311.40	185,550.00	7,405.00	145,912.17	0.00	21 %
<u>214 - CEMETARY PERPETUAL CARE</u>							
400 - Taxes	107,732.13	115,023.31	163,000.00	5,040.75	120,388.25	42,611.75	26 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
420 - Charges for Services	16,800.00	17,700.00	18,000.00	1,500.00	16,200.00	1,800.00	10 %
460 - Investment Income	1,321.19	1,087.14	1,200.00	36.45	1,366.66	-166.66	-14 %
214 - CEMETARY PERPETUAL CARE Totals:	125,853.32	133,810.45	182,200.00	6,577.20	137,954.91	0.00	24 %
<u>215 - SPECIAL PROJECTS</u>							
400 - Taxes	0.00	0.00	0.00	4,567.96	4,567.96	-4,567.96	0 %
412 - Intergovernmental	202,815.42	73,973.33	0.00	6,164.10	33,281.94	-33,281.94	0 %
420 - Charges for Services	14,890.00	15,415.00	0.00	400.00	14,300.00	-14,300.00	0 %
450 - Contributions & Donations	3,790.00	35.00	0.00	0.00	531.12	-531.12	0 %
460 - Investment Income	1,833.93	1,552.96	1,500.00	37.02	1,356.86	143.14	10 %
470 - Miscellaneous Revenues	174,945.82	17,715.58	500,000.00	0.00	56,128.06	443,871.94	89 %
215 - SPECIAL PROJECTS Totals:	398,275.17	108,691.87	501,500.00	11,169.08	110,165.94	0.00	78 %
<u>216 - BUSINESS IMPROVEMENT</u>							
400 - Taxes	38,521.90	41,458.91	54,340.00	1,081.31	36,933.65	17,406.35	32 %
412 - Intergovernmental	5,000.00	0.00	0.00	0.00	0.00	0.00	0 %
460 - Investment Income	451.94	428.99	450.00	15.42	574.80	-124.80	-28 %
470 - Miscellaneous Revenues	3,942.42	0.00	0.00	0.00	0.00	0.00	0 %
216 - BUSINESS IMPROVEMENT Totals:	47,916.26	41,887.90	54,790.00	1,096.73	37,508.45	0.00	32 %
<u>218 - PUBLIC SAFETY</u>							
400 - Taxes	159,697.36	154,849.96	216,000.00	6,571.71	156,997.47	59,002.53	27 %
412 - Intergovernmental	5,242.50	0.00	0.00	0.00	0.00	0.00	0 %
460 - Investment Income	1,091.52	613.86	750.00	21.67	789.56	-39.56	-5 %
218 - PUBLIC SAFETY Totals:	166,031.38	155,463.82	216,750.00	6,593.38	157,787.03	0.00	27 %
<u>219 - INDUSTRIAL SITES</u>							
460 - Investment Income	194.59	124.99	150.00	4.14	164.00	-14.00	-9 %
470 - Miscellaneous Revenues	0.00	0.00	2,500.00	0.00	14,206.20	-11,706.20	-468 %
219 - INDUSTRIAL SITES Totals:	194.59	124.99	2,650.00	4.14	14,370.20	0.00	-442 %
<u>223 - KENO</u>							
412 - Intergovernmental	10,364.59	837.45	0.00	0.00	5,000.00	-5,000.00	0 %
460 - Investment Income	258.70	251.44	250.00	12.31	435.88	-185.88	-74 %
470 - Miscellaneous Revenues	55,536.41	56,994.41	57,600.00	5,091.59	65,269.78	-7,669.78	-13 %
223 - KENO Totals:	66,159.70	58,083.30	57,850.00	5,103.90	70,705.66	0.00	-22 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>224 - ECONOMIC DEVELOPMENT</u>							
400 - Taxes	899,525.86	861,793.78	900,000.00	93,765.80	916,123.18	-16,123.18	-2 %
460 - Investment Income	16,157.84	13,534.67	16,000.00	392.54	15,810.07	189.93	1 %
470 - Miscellaneous Revenues	1,014,164.70	35,718.63	0.00	2,922.56	23,634.53	-23,634.53	0 %
224 - ECONOMIC DEVELOPMENT Totals:	1,929,848.40	911,047.08	916,000.00	97,080.90	955,567.78	0.00	-4 %
<u>225 - MUTUAL FIRE</u>							
412 - Intergovernmental	52,250.00	0.00	0.00	0.00	0.00	0.00	0 %
460 - Investment Income	1,328.18	1,149.79	1,250.00	5.11	682.25	567.75	45 %
470 - Miscellaneous Revenues	90,200.97	88,858.63	88,860.00	0.00	88,256.16	603.84	1 %
225 - MUTUAL FIRE Totals:	143,779.15	90,008.42	90,110.00	5.11	88,938.41	0.00	1 %
<u>311 - DEBT SERVICE</u>							
400 - Taxes	505,302.34	469,229.07	665,330.00	12,423.01	482,858.62	182,471.38	27 %
460 - Investment Income	13,369.49	9,250.92	12,000.00	245.13	9,991.99	2,008.01	17 %
470 - Miscellaneous Revenues	163,352.87	25,061.85	12,500.00	0.00	9,565.70	2,934.30	23 %
480 - Other Financing Uses	152,881.98	0.00	2,000,000.00	0.00	0.00	2,000,000.00	100 %
311 - DEBT SERVICE Totals:	834,906.68	503,541.84	2,689,830.00	12,668.14	502,416.31	0.00	81 %
<u>321 - TIF PROJECTS</u>							
400 - Taxes	31,195.77	34,343.48	18,000.00	0.00	26,202.78	-8,202.78	-46 %
460 - Investment Income	1,383.06	662.10	800.00	11.74	470.01	329.99	41 %
480 - Other Financing Uses	0.00	0.00	300,000.00	0.00	0.00	300,000.00	100 %
321 - TIF PROJECTS Totals:	32,578.83	35,005.58	318,800.00	11.74	26,672.79	0.00	92 %
<u>411 - CDBG</u>							
460 - Investment Income	156.27	108.77	0.00	3.04	122.10	-122.10	0 %
411 - CDBG Totals:	156.27	108.77	0.00	3.04	122.10	0.00	0 %
<u>412 - LEASE CORPORATION</u>							
460 - Investment Income	27.68	19.45	20.00	0.54	21.79	-1.79	-9 %
480 - Other Financing Uses	719,131.25	644,580.00	633,539.00	0.00	633,540.00	-1.00	0 %
412 - LEASE CORPORATION Totals:	719,158.93	644,599.45	633,559.00	0.54	633,561.79	0.00	0 %
<u>511 - CAPITAL PROJECTS FUND</u>							
400 - Taxes	0.00	35,436.42	55,000.00	1,866.93	44,563.10	10,436.90	19 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
460 - Investment Income	0.00	39.07	10.00	6.79	213.32	-203.32	-2,033 %
511 - CAPITAL PROJECTS FUND Totals:	0.00	35,475.49	55,010.00	1,873.72	44,776.42	0.00	19 %
<u>621 - ENVIRONMENTAL SERVICES</u>							
412 - Intergovernmental	11,390.00	0.00	0.00	0.00	0.00	0.00	0 %
420 - Charges for Services	2,007,181.08	2,157,623.47	2,364,000.00	272,011.18	2,252,210.74	111,789.26	5 %
460 - Investment Income	1,579.96	984.45	1,200.00	37.50	1,164.62	35.38	3 %
470 - Miscellaneous Revenues	488.40	2,068.00	0.00	0.00	1,517.85	-1,517.85	0 %
621 - ENVIRONMENTAL SERVICES Totals:	2,020,639.44	2,160,675.92	2,365,200.00	272,048.68	2,254,893.21	0.00	5 %
<u>631 - WASTEWATER</u>							
412 - Intergovernmental	0.00	67,157.00	0.00	0.00	148,388.27	-148,388.27	0 %
420 - Charges for Services	2,359,719.95	2,309,861.17	2,602,721.00	267,034.10	2,264,506.42	338,214.58	13 %
440 - Rents	482.00	300.00	300.00	0.00	300.00	0.00	0 %
460 - Investment Income	7,394.18	4,835.51	4,500.00	135.14	4,806.69	-306.69	-7 %
470 - Miscellaneous Revenues	5,244.00	11,129.50	0.00	240.00	5,869.70	-5,869.70	0 %
480 - Other Financing Uses	0.00	0.00	0.00	0.00	20,684.00	-20,684.00	0 %
631 - WASTEWATER Totals:	2,372,840.13	2,393,283.18	2,607,521.00	267,409.24	2,444,555.08	0.00	6 %
<u>641 - WATER</u>							
420 - Charges for Services	1,665,750.99	1,647,084.22	1,895,660.00	264,854.92	1,605,365.45	290,294.55	15 %
440 - Rents	17,488.00	16,488.00	18,096.00	3,132.00	33,112.00	-15,016.00	-83 %
460 - Investment Income	4,640.84	4,493.48	4,000.00	102.59	4,705.53	-705.53	-18 %
470 - Miscellaneous Revenues	17,856.40	13,571.55	5,000.00	1,798.74	37,982.72	-32,982.72	-660 %
641 - WATER Totals:	1,705,736.23	1,681,637.25	1,922,756.00	269,888.25	1,681,165.70	0.00	13 %
<u>651 - ELECTRIC</u>							
460 - Investment Income	10,492.88	7,392.90	8,500.00	289.50	6,500.07	1,999.93	24 %
470 - Miscellaneous Revenues	2,751,430.26	2,678,899.27	2,430,000.00	533,590.36	2,540,048.89	-110,048.89	-5 %
651 - ELECTRIC Totals:	2,761,923.14	2,686,292.17	2,438,500.00	533,879.86	2,546,548.96	0.00	-4 %
<u>661 - STORMWATER</u>							
412 - Intergovernmental	22,930.00	22,930.00	28,759.00	19,002.00	68,759.00	-40,000.00	-139 %
420 - Charges for Services	16,391.19	17,334.40	19,370.00	3,627.24	27,786.75	-8,416.75	-43 %
460 - Investment Income	1,723.48	1,146.65	1,200.00	38.63	1,446.98	-246.98	-21 %
470 - Miscellaneous Revenues	19,805.54	14,735.47	40,000.00	0.00	0.00	40,000.00	100 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
480 - Other Financing Uses	50,000.00	50,000.00	50,000.00	0.00	50,000.00	0.00	0 %
661 - STORMWATER Totals:	110,850.21	106,146.52	139,329.00	22,667.87	147,992.73	0.00	-6 %
<u>713 - CASH & INVESTMENT POOL</u>							
460 - Investment Income	0.00	0.00	0.00	279.52	279.52	-279.52	0 %
470 - Miscellaneous Revenues	9.84	-23.94	0.00	0.00	-119.55	119.55	0 %
713 - CASH & INVESTMENT POOL Totals:	9.84	-23.94	0.00	279.52	159.97	0.00	0 %
<u>721 - GIS SERVICES</u>							
460 - Investment Income	201.23	122.37	150.00	2.13	104.69	45.31	30 %
470 - Miscellaneous Revenues	4.50	100.00	0.00	0.00	0.00	0.00	0 %
480 - Other Financing Uses	109,176.27	107,920.02	109,800.00	193.75	106,663.77	3,136.23	3 %
721 - GIS SERVICES Totals:	109,382.00	108,142.39	109,950.00	195.88	106,768.46	0.00	3 %
<u>811 - UNEMPLOYMENT COMP</u>							
460 - Investment Income	86.00	136.74	160.00	4.86	195.41	-35.41	-22 %
470 - Miscellaneous Revenues	0.00	15,075.00	14,963.00	0.00	0.00	14,963.00	100 %
811 - UNEMPLOYMENT COMP Totals:	86.00	15,211.74	15,123.00	4.86	195.41	0.00	99 %
<u>812 - HEALTH INSURANCE</u>							
460 - Investment Income	2,187.46	1,487.88	1,500.00	78.92	2,491.70	-991.70	-66 %
470 - Miscellaneous Revenues	1,652,695.40	2,557,485.59	1,934,500.00	158,002.72	1,714,771.78	219,728.22	11 %
812 - HEALTH INSURANCE Totals:	1,654,882.86	2,558,973.47	1,936,000.00	158,081.64	1,717,263.48	0.00	11 %



Actual to budget c/y & p/y - GENERAL FUND

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
111 - GENERAL							
111 - FINANCE							
500 - Personnel	93,739.59	100,450.34	120,484.00	8,844.25	107,014.12	13,469.88	11 %
503 - Supplies	10,962.33	13,614.72	22,248.00	1,360.48	10,448.70	11,799.30	53 %
504 - Contract Services	32,200.97	43,251.68	43,470.00	1,488.67	40,783.86	2,686.14	6 %
550 - Capital Outlay	64,520.30	102,139.65	0.00	0.00	0.00	0.00	0 %
570 - Other Financing Uses	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00	0 %
111 - FINANCE Totals:	201,423.19	263,456.39	190,202.00	11,693.40	162,246.68	27,955.32	15 %
112 - PERSONNEL							
500 - Personnel	12,091.24	12,924.08	15,085.00	1,179.90	13,823.66	1,261.34	8 %
503 - Supplies	4,333.59	4,256.79	7,800.00	27.41	4,231.81	3,568.19	46 %
504 - Contract Services	17,152.11	20,421.28	25,445.00	6,492.65	18,483.14	6,961.86	27 %
112 - PERSONNEL Totals:	33,576.94	37,602.15	48,330.00	7,699.96	36,538.61	11,791.39	24 %
113 - COUNCIL							
500 - Personnel	19,475.76	18,864.62	21,100.00	1,622.98	19,475.76	1,624.24	8 %
503 - Supplies	774.10	1,518.00	2,600.00	0.00	1,684.16	915.84	35 %
504 - Contract Services	2,548.64	2,119.63	2,950.00	0.00	1,494.18	1,455.82	49 %
570 - Other Financing Uses	7,385.00	0.00	250,000.00	-435,382.50	0.00	250,000.00	100 %
113 - COUNCIL Totals:	30,183.50	22,502.25	276,650.00	-433,759.52	22,654.10	253,995.90	92 %
114 - CITY MANAGER							
500 - Personnel	22,222.31	30,987.56	34,680.00	2,707.48	32,106.36	2,573.64	7 %
503 - Supplies	4,714.81	52,187.41	53,700.00	0.00	29,588.89	24,111.11	45 %
504 - Contract Services	86,837.56	76,827.51	122,200.00	9,093.80	83,443.26	38,756.74	32 %
114 - CITY MANAGER Totals:	113,774.68	160,002.48	210,580.00	11,801.28	145,138.51	65,441.49	31 %
115 - CITY CLERK							
500 - Personnel	11,922.88	12,495.55	13,965.00	1,083.76	12,813.38	1,151.62	8 %
503 - Supplies	328.29	763.78	2,150.00	0.00	338.58	1,811.42	84 %
504 - Contract Services	7,880.90	7,730.57	14,700.00	854.27	7,810.04	6,889.96	47 %
115 - CITY CLERK Totals:	20,132.07	20,989.90	30,815.00	1,938.03	20,962.00	9,853.00	32 %
116 - MIS							

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
503 - Supplies	12,487.97	27,827.88	38,500.00	476.75	17,536.86	20,963.14	54 %
504 - Contract Services	13,643.35	25,260.10	20,700.00	316.94	14,478.66	6,221.34	30 %
116 - MIS Totals:	26,131.32	53,087.98	59,200.00	793.69	32,015.52	27,184.48	46 %
121 - DEVELOPMENT SERVICES							
500 - Personnel	335,964.82	335,861.66	421,130.00	33,162.13	358,631.42	62,498.58	15 %
503 - Supplies	7,191.35	4,367.78	10,679.00	330.29	5,121.42	5,557.58	52 %
504 - Contract Services	35,440.25	36,395.32	81,170.00	601.39	64,025.45	17,144.55	21 %
570 - Other Financing Uses	7,000.00	7,000.00	7,000.00	0.00	7,000.00	0.00	0 %
121 - DEVELOPMENT SERVICES Totals:	385,596.42	383,624.76	519,979.00	34,093.81	434,778.29	85,200.71	16 %
141 - FIRE							
500 - Personnel	1,184,664.47	1,211,111.76	1,401,863.00	106,437.38	1,303,831.47	98,031.53	7 %
503 - Supplies	35,115.91	26,743.65	49,903.00	619.91	26,339.02	23,563.98	47 %
504 - Contract Services	61,515.72	58,703.69	71,613.00	1,755.25	58,457.47	13,155.53	18 %
550 - Capital Outlay	6,723.18	0.00	0.00	0.00	0.00	0.00	0 %
141 - FIRE Totals:	1,288,019.28	1,296,559.10	1,523,379.00	108,812.54	1,388,627.96	134,751.04	9 %
142 - POLICE							
500 - Personnel	2,237,735.49	2,482,475.46	2,738,060.00	208,034.20	2,491,581.88	246,478.12	9 %
503 - Supplies	101,497.16	108,907.11	118,886.00	6,914.47	91,929.17	26,956.83	23 %
504 - Contract Services	302,481.74	384,386.76	390,985.00	16,851.66	354,827.41	36,157.59	9 %
550 - Capital Outlay	17,580.00	0.00	0.00	0.00	0.00	0.00	0 %
570 - Other Financing Uses	0.00	228,049.84	50,000.00	0.00	50,000.00	0.00	0 %
142 - POLICE Totals:	2,659,294.39	3,203,819.17	3,297,931.00	231,800.33	2,988,338.46	309,592.54	9 %
143 - EMERGENCY MANAGEMENT							
500 - Personnel	81,696.76	84,019.11	93,698.00	5,948.14	90,630.10	3,067.90	3 %
503 - Supplies	764.17	159.13	8,335.00	0.00	1,049.70	7,285.30	87 %
504 - Contract Services	381.23	387.35	1,850.00	-49.00	1,274.16	575.84	31 %
143 - EMERGENCY MANAGEMENT Totals:	82,842.16	84,565.59	103,883.00	5,899.14	92,953.96	10,929.04	11 %
151 - LIBRARY							
500 - Personnel	438,576.46	437,451.80	505,114.00	39,063.25	447,622.95	57,491.05	11 %
503 - Supplies	63,429.73	55,251.85	69,053.00	5,065.74	51,711.02	17,341.98	25 %
504 - Contract Services	66,492.88	69,154.36	87,633.00	7,489.36	82,827.19	4,805.81	5 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
550 - Capital Outlay	0.00	6,437.50	0.00	0.00	0.00	0.00	0 %
570 - Other Financing Uses	32,882.70	0.00	0.00	0.00	0.00	0.00	0 %
151 - LIBRARY Totals:	601,381.77	568,295.51	661,800.00	51,618.35	582,161.16	79,638.84	12 %
171 - PARKS							
500 - Personnel	601,129.88	637,222.17	722,395.00	59,272.06	625,669.37	96,725.63	13 %
503 - Supplies	55,845.12	56,692.66	59,252.00	6,776.91	59,608.79	-356.79	-1 %
504 - Contract Services	189,528.41	197,809.99	211,048.00	23,579.52	240,393.20	-29,345.20	-14 %
550 - Capital Outlay	1,390.98	188,170.24	100,000.00	0.00	15,761.90	84,238.10	84 %
171 - PARKS Totals:	847,894.39	1,079,895.06	1,092,695.00	89,628.49	941,433.26	151,261.74	14 %
172 - RECREATION							
500 - Personnel	249,081.00	243,837.37	277,143.00	25,941.06	219,104.87	58,038.13	21 %
503 - Supplies	29,173.49	28,563.39	43,027.00	4,722.49	26,659.65	16,367.35	38 %
504 - Contract Services	138,877.84	518,560.27	529,085.00	13,640.19	519,684.28	9,400.72	2 %
550 - Capital Outlay	86,714.48	167,452.00	0.00	0.00	0.00	0.00	0 %
570 - Other Financing Uses	0.00	0.00	0.00	0.00	42,801.00	-42,801.00	0 %
172 - RECREATION Totals:	503,846.81	958,413.03	849,255.00	44,303.74	808,249.80	41,005.20	5 %
191 - NON-DEPARTMENTAL							
504 - Contract Services	492,808.27	0.00	0.00	0.00	0.00	0.00	0 %
550 - Capital Outlay	255.00	0.00	0.00	0.00	0.00	0.00	0 %
570 - Other Financing Uses	288,063.30	0.00	0.00	0.00	0.00	0.00	0 %
191 - NON-DEPARTMENTAL Totals:	781,126.57	0.00	0.00	0.00	0.00	0.00	0 %
111 - GENERAL Totals:	7,575,223.49	8,132,813.37	8,864,699.00	166,323.24	7,656,098.31	0.00	14 %



Actual to budget c/y & p/y - ALL FUNDS

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>111 - GENERAL</u>							
500 - Personnel	5,288,300.66	5,607,701.48	6,364,717.00	493,296.59	5,722,305.34	642,411.66	10 %
503 - Supplies	326,618.02	380,854.15	486,133.00	26,294.45	326,247.77	159,885.23	33 %
504 - Contract Services	1,447,789.87	1,441,008.51	1,602,849.00	82,114.70	1,487,982.30	114,866.70	7 %
550 - Capital Outlay	177,183.94	464,199.39	100,000.00	0.00	15,761.90	84,238.10	84 %
570 - Other Financing Uses	335,331.00	239,049.84	311,000.00	-435,382.50	103,801.00	207,199.00	67 %
111 - GENERAL Totals:	7,575,223.49	8,132,813.37	8,864,699.00	166,323.24	7,656,098.31	0.00	14 %
<u>211 - REGIONAL LIBRARY</u>							
503 - Supplies	16,052.13	18,541.05	21,000.00	0.00	9,723.45	11,276.55	54 %
504 - Contract Services	0.00	0.00	3,000.00	0.00	0.00	3,000.00	100 %
211 - REGIONAL LIBRARY Totals:	16,052.13	18,541.05	24,000.00	0.00	9,723.45	0.00	59 %
<u>212 - TRANSPORTATION</u>							
500 - Personnel	796,157.69	837,017.98	993,305.00	73,676.52	865,110.64	128,194.36	13 %
503 - Supplies	217,017.70	205,409.85	285,950.00	34,263.57	275,607.80	10,342.20	4 %
504 - Contract Services	455,426.20	490,935.55	838,107.00	35,763.47	520,242.76	317,864.24	38 %
550 - Capital Outlay	438,991.77	364,921.28	660,000.00	848,568.59	2,361,814.94	-1,701,814.94	-258 %
560 - Debt Service	244,166.25	242,991.25	241,405.00	0.00	241,405.00	0.00	0 %
570 - Other Financing Uses	49,293.95	48,980.01	152,000.00	48.44	48,665.96	103,334.04	68 %
212 - TRANSPORTATION Totals:	2,201,053.56	2,190,255.92	3,170,767.00	992,320.59	4,312,847.10	0.00	-36 %
<u>213 - CEMETERY</u>							
500 - Personnel	124,331.04	131,837.67	150,000.00	12,975.97	138,704.51	11,295.49	8 %
503 - Supplies	12,996.97	16,742.52	19,695.00	1,281.59	10,307.96	9,387.04	48 %
504 - Contract Services	12,648.86	15,869.33	23,758.00	820.87	16,575.58	7,182.42	30 %
550 - Capital Outlay	0.00	31,169.66	0.00	0.00	0.00	0.00	0 %
213 - CEMETERY Totals:	149,976.87	195,619.18	193,453.00	15,078.43	165,588.05	0.00	14 %
<u>214 - CEMETARY PERPETUAL CARE</u>							
504 - Contract Services	0.00	0.00	250,000.00	0.00	0.00	250,000.00	100 %
570 - Other Financing Uses	70,000.00	99,950.00	100,000.00	0.00	70,000.00	30,000.00	30 %
214 - CEMETARY PERPETUAL CARE Totals:	70,000.00	99,950.00	350,000.00	0.00	70,000.00	0.00	80 %
<u>215 - SPECIAL PROJECTS</u>							

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
500 - Personnel	2,731.51	5,386.61	0.00	0.00	10,310.68	-10,310.68	0 %
503 - Supplies	123,458.48	21,854.19	500,000.00	5,406.52	13,387.51	486,612.49	97 %
504 - Contract Services	197,582.42	13,547.56	0.00	0.00	409.83	-409.83	0 %
215 - SPECIAL PROJECTS Totals:	323,772.41	40,788.36	500,000.00	5,406.52	24,108.02	0.00	95 %
<u>216 - BUSINESS IMPROVEMENT</u>							
500 - Personnel	15,370.74	0.00	13,985.00	0.00	0.00	13,985.00	100 %
503 - Supplies	239.67	0.00	100.00	0.00	0.00	100.00	100 %
504 - Contract Services	2,106.25	2,118.20	4,100.00	724.32	4,516.37	-416.37	-10 %
550 - Capital Outlay	5,471.41	0.00	55,000.00	0.00	0.00	55,000.00	100 %
570 - Other Financing Uses	0.00	0.00	50,000.00	0.00	0.00	50,000.00	100 %
216 - BUSINESS IMPROVEMENT Totals:	23,188.07	2,118.20	123,185.00	724.32	4,516.37	0.00	96 %
<u>218 - PUBLIC SAFETY</u>							
503 - Supplies	11,136.02	47,664.67	12,000.00	1,226.49	22,806.91	-10,806.91	-90 %
504 - Contract Services	450.00	0.00	0.00	0.00	325.00	-325.00	0 %
550 - Capital Outlay	76,347.27	92,739.92	112,000.00	0.00	48,500.07	63,499.93	57 %
560 - Debt Service	63,727.50	67,121.25	65,356.00	0.00	65,355.00	1.00	0 %
570 - Other Financing Uses	42,901.57	16,596.91	200,000.00	0.00	0.00	200,000.00	100 %
218 - PUBLIC SAFETY Totals:	194,562.36	224,122.75	389,356.00	1,226.49	136,986.98	0.00	65 %
<u>219 - INDUSTRIAL SITES</u>							
503 - Supplies	3,109.46	2,441.21	3,000.00	0.00	0.00	3,000.00	100 %
504 - Contract Services	1,341.59	1,458.25	44,437.00	0.00	1,866.56	42,570.44	96 %
219 - INDUSTRIAL SITES Totals:	4,451.05	3,899.46	47,437.00	0.00	1,866.56	0.00	96 %
<u>223 - KENO</u>							
503 - Supplies	27,343.38	8,648.75	134,400.00	0.00	12,228.26	122,171.74	91 %
504 - Contract Services	12,238.10	1,979.79	0.00	10,000.00	11,151.40	-11,151.40	0 %
223 - KENO Totals:	39,581.48	10,628.54	134,400.00	10,000.00	23,379.66	0.00	83 %
<u>224 - ECONOMIC DEVELOPMENT</u>							
503 - Supplies	188.31	95.35	750.00	29.00	186.73	563.27	75 %
504 - Contract Services	290,354.01	675,735.82	4,935,000.00	46,861.00	911,735.76	4,023,264.24	82 %
224 - ECONOMIC DEVELOPMENT Totals:	290,542.32	675,831.17	4,935,750.00	46,890.00	911,922.49	0.00	82 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>225 - MUTUAL FIRE</u>							
503 - Supplies	6,781.50	8,613.36	10,000.00	0.00	3,297.70	6,702.30	67 %
504 - Contract Services	42,750.00	0.00	0.00	0.00	0.00	0.00	0 %
550 - Capital Outlay	0.00	0.00	495,000.00	0.00	487,802.00	7,198.00	1 %
570 - Other Financing Uses	2,250.00	0.00	0.00	0.00	0.00	0.00	0 %
225 - MUTUAL FIRE Totals:	51,781.50	8,613.36	505,000.00	0.00	491,099.70	0.00	3 %
<u>311 - DEBT SERVICE</u>							
504 - Contract Services	5,307.00	6,693.00	8,500.00	2,400.00	11,990.00	-3,490.00	-41 %
550 - Capital Outlay	150,506.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00	100 %
560 - Debt Service	17,810.65	70,252.38	17,800.00	0.00	335,316.80	-317,516.80	-1,784 %
570 - Other Financing Uses	676,579.68	644,930.00	4,384,539.00	0.00	633,890.00	3,750,649.00	86 %
311 - DEBT SERVICE Totals:	850,203.33	721,875.38	5,410,839.00	2,400.00	981,196.80	0.00	82 %
<u>321 - TIF PROJECTS</u>							
503 - Supplies	0.00	102,908.99	0.00	0.00	0.00	0.00	0 %
560 - Debt Service	127,042.51	143,318.21	268,000.00	0.00	32,048.46	235,951.54	88 %
570 - Other Financing Uses	0.00	0.00	300,000.00	0.00	0.00	300,000.00	100 %
321 - TIF PROJECTS Totals:	127,042.51	246,227.20	568,000.00	0.00	32,048.46	0.00	94 %
<u>411 - CDBG</u>							
504 - Contract Services	1,400.00	0.00	0.00	0.00	0.00	0.00	0 %
411 - CDBG Totals:	1,400.00	0.00	0.00	0.00	0.00	0.00	0 %
<u>412 - LEASE CORPORATION</u>							
504 - Contract Services	20.00	0.00	0.00	0.00	20.00	-20.00	0 %
560 - Debt Service	719,131.25	644,578.89	633,539.00	0.00	633,540.00	-1.00	0 %
412 - LEASE CORPORATION Totals:	719,151.25	644,578.89	633,539.00	0.00	633,560.00	0.00	0 %
<u>621 - ENVIRONMENTAL SERVICES</u>							
500 - Personnel	957,448.11	989,298.51	1,141,955.00	86,670.78	1,038,516.10	103,438.90	9 %
503 - Supplies	166,957.79	156,031.31	217,550.00	12,438.12	126,444.92	91,105.08	42 %
504 - Contract Services	552,329.72	592,216.16	703,092.00	59,299.52	604,981.92	98,110.08	14 %
550 - Capital Outlay	29,110.00	322,499.00	410,000.00	0.00	198,637.04	211,362.96	52 %
570 - Other Financing Uses	55,294.10	54,980.00	55,300.00	48.44	54,665.94	634.06	1 %
621 - ENVIRONMENTAL SERVICES Totals:	1,761,139.72	2,115,024.98	2,527,897.00	158,456.86	2,023,245.92	0.00	20 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>631 - WASTEWATER</u>							
500 - Personnel	703,177.08	755,281.54	895,488.00	63,516.74	797,123.03	98,364.97	11 %
503 - Supplies	100,483.08	66,220.18	107,873.00	10,419.94	59,238.09	48,634.91	45 %
504 - Contract Services	505,356.95	336,608.66	483,846.00	26,106.03	325,737.83	158,108.17	33 %
550 - Capital Outlay	728,647.21	663,291.57	920,000.00	0.00	310,623.62	609,376.38	66 %
560 - Debt Service	645,890.69	645,890.71	645,891.00	0.00	645,890.70	0.30	0 %
570 - Other Financing Uses	141,294.10	140,979.98	241,500.00	48.44	140,665.96	100,834.04	42 %
631 - WASTEWATER Totals:	2,824,849.11	2,608,272.64	3,294,598.00	100,091.15	2,279,279.23	0.00	31 %
<u>641 - WATER</u>							
500 - Personnel	654,799.65	686,864.52	796,204.00	60,169.42	729,375.13	66,828.87	8 %
503 - Supplies	267,337.67	238,530.24	594,356.00	16,471.42	529,868.64	64,487.36	11 %
504 - Contract Services	370,491.16	241,495.90	347,662.00	22,443.63	245,309.18	102,352.82	29 %
550 - Capital Outlay	39,006.50	24,811.25	1,003,000.00	5,173.00	641,253.03	361,746.97	36 %
570 - Other Financing Uses	79,294.12	78,980.03	177,000.00	48.43	78,665.91	98,334.09	56 %
641 - WATER Totals:	1,410,929.10	1,270,681.94	2,918,222.00	104,305.90	2,224,471.89	0.00	24 %
<u>651 - ELECTRIC</u>							
503 - Supplies	0.00	0.00	1,000.00	0.00	0.00	1,000.00	100 %
570 - Other Financing Uses	2,995,493.56	2,648,899.27	3,150,000.00	533,590.36	2,573,450.62	576,549.38	18 %
651 - ELECTRIC Totals:	2,995,493.56	2,648,899.27	3,151,000.00	533,590.36	2,573,450.62	0.00	18 %
<u>661 - STORMWATER</u>							
503 - Supplies	18,288.39	18,333.99	41,369.00	0.00	10,468.82	30,900.18	75 %
504 - Contract Services	190,837.65	36,716.71	107,205.00	5,898.30	30,051.94	77,153.06	72 %
550 - Capital Outlay	49,317.50	15,081.77	50,000.00	0.00	0.00	50,000.00	100 %
570 - Other Financing Uses	0.00	0.00	230,000.00	0.00	0.00	230,000.00	100 %
661 - STORMWATER Totals:	258,443.54	70,132.47	428,574.00	5,898.30	40,520.76	0.00	91 %
<u>721 - GIS SERVICES</u>							
500 - Personnel	65,352.25	68,203.33	76,979.00	6,080.64	70,347.57	6,631.43	9 %
503 - Supplies	1,465.49	3,000.00	6,900.00	0.00	3,170.68	3,729.32	54 %
504 - Contract Services	6,965.36	5,812.69	14,600.00	746.76	7,521.19	7,078.81	48 %
560 - Debt Service	35,176.27	33,920.02	34,500.00	193.75	32,663.77	1,836.23	5 %
721 - GIS SERVICES Totals:	108,959.37	110,936.04	132,979.00	7,021.15	113,703.21	0.00	14 %

	2012-2013 YTD Activity	2013-2014 YTD Activity	2014-2015 Budget	August 2014-2015 MTD Activity	2014-2015 YTD Activity	2014-2015 Budget Remaining	% Budget Remaining
<u>811 - UNEMPLOYMENT COMP</u>							
504 - Contract Services	1,536.00	29.08	65,000.00	0.00	0.00	65,000.00	100 %
811 - UNEMPLOYMENT COMP Totals:	1,536.00	29.08	65,000.00	0.00	0.00	0.00	100 %
 <u>812 - HEALTH INSURANCE</u>							
504 - Contract Services	1,539,477.17	2,460,255.06	2,551,740.00	104,876.84	1,304,498.24	1,247,241.76	49 %
812 - HEALTH INSURANCE Totals:	1,539,477.17	2,460,255.06	2,551,740.00	104,876.84	1,304,498.24	0.00	49 %

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Public Inp1

Council to receive a proposal from citizens who would like to take over the responsibilities of the Dog Park in Riverside Park.

Staff Contact: Perry Mader, Park and Rec Director

Agenda Statement

Item No.

For meeting of: October 19th, 2015

AGENDA TITLE: Council to hear proposal from a group wanting to take responsibility for the Dog Park in Riverside Park.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Parks and Recreation

PRESENTATION BY: City Manager Rick Kuckkahn

SUMMARY EXPLANATION: The Parks and Recreation Department has been approached by a group that wishes to take responsibility for the Dog Park in Riverside Park. The group will present their ideas to the Scottsbluff City Council. They would like to introduce themselves, present ideas on fundraising, purchasing new features for the dog park, expansion and landscaping.

EXHIBITS

Resolution x Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Public Inp2

Council to consider a Community Festival Permit for Christmas Parade on Broadway and tree lighting ceremony sponsored by the Downtown Business Association on November 28, 2015, 4:00 p.m. to 9:00 p.m., including street closures, vendors and noise permit.

Staff Contact: Cindy Dickinson, City Clerk

**APPLICATION
COMMUNITY FESTIVAL, BUSINESS PROMOTIONAL EVENT, CARNIVAL
PERMIT**

To be filed with the city Clerk at least 14 days, but no more than one year before proposed event.

1. Downtown Business Association
(name of sponsoring organization)

308 765 0599 (mobile)
(street) (city) (state) (telephone number)
ANGELA KEMBEL, parade director
(chairperson responsible for event) (day telephone number)

2. Cappuccino & Company
(name of co-sponsoring organization)

1703 Broadway Seb NE
(street) (city) (state) (telephone number)
ANGELA KEMBEL, owner 308 635 9997 (wk)
(contact person) (day telephone number)

3. **Event Information**

Downtown Scottsbluff Holiday Parade 2015
(name of event)
Nov. 28, 2015 4pm (setup) to 9pm
(date(s) of event) (time(s) of event)
Broadway (20th to 15th) & 18th Street
(location of event) Mini Park

4. **Activity Information**

Describe general activities including whether there will be any vendors, music, loudspeakers. Serving or selling of alcoholic beverages*, etc.)

Christmas Tree-Lighting ceremony with music &
hot beverages for sale by Cappuccino & Company on site.
Photos w/ Santa Claus.

*If alcoholic beverages will be sold or served, a special permit will be required. The applicant should contact the City Clerk for more information.

5. **Street Closure**

Broadway at alleys, 20th & 1st Avenue, 18th Street (Park)

Please note any streets to be closed and the times required for closure

6. **Flags/Banners/Signs**

Potential sign in 18th Street park for Pictures with Santa

7. **Carnivals - If event includes a carnival, the next sheet should be completed.**

8. Have you provided for a public liability insurance policy naming the City as additional insured?

Yes 8 No _____

Jeri Goodman - First National Bank

Community Festival/Business Promotion

Street Carnival

\$200,000 for one person
\$500,000 for any one accident
\$ 50,000 for injuries to property

\$ 800,000 for one person
\$2,000,000 for any one accident
\$ 200,000 for injuries to property

9. Have you provided either a \$2,500.00 cash deposit or surety bond for clean up. (This will be returned after it is determined that no repairs or clean up is required by City).

Yes _____ No _____

I (We) agree to abide by all regulations as stated in the Scottsbluff Municipal code regulating this permit.

Dated: 10/9/15

Signed:

Downtown Business Assoc.
(name of sponsoring organization)

[Signature]
(signature of authorized representative of sponsoring organization)

Cappuccino & Company
(name of co-sponsoring organization)

[Signature]
(signature of authorized representative of co-sponsoring organization)

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Public Inp3

Council to consider making a recommendation to the Nebraska Liquor License Commission regarding the appointment of Robert Yendra as the Whiskey Creek Liquor License Manager.

Staff Contact: Cindy Dickinson, City Clerk

**MANAGER APPLICATION
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.ne.gov

(Office Use)

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CONTROL COMMISSION

MUST BE:

- ✓ Citizen of the United States. Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration in the State of Nebraska
- ✓ Fingerprinted. See Form 147 for further information, this form MUST be included with your application.
- ✓ 21 years of age or older

Corporation/LLC information

Name of Corporation/LLC: Scottsbluff Steak Company LLC

Premise information

Liquor License Number: 048787 Class Type IK (if new application leave blank)

Premise Trade Name/DBA: Whiskey Creek

Premise Street Address: 1802 E 20th Place

City: Scottsbluff County: Scotts Bluff Zip Code: 69361

Premise Phone Number: 308-632-4900

Email address: scottsbluffwc@whiskeycreek.com

The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. Click on this link to see authorized individuals.
http://www.lcc.ne.gov/license_search/licsearch.cgi


SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER

(Faxed signatures are acceptable)



1500019729

Form 103
REV JAN 2015
Page 2 of 6

Manager's information must be completed below PLEASE PRINT CLEARLY

Last Name: Yendra First Name: Robert MI: A
Home Address (include PO Box if applicable): 11150 Stagecoach Road
City: Hickman County: Lancaster Zip Code: 68372
Home Phone Number: 402-440-0721 Business Phone Number: 308-234-2757
Social Security Number: _____ Drivers License Number & State: 609022444
Date Of Birth: 6/9/72 Place Of Birth: Kearney, NE
Email address: ryendra@whiskeycreek.com

Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)

☐ YES

☒ NO

Spouse's information

Spouses Last Name: _____ First Name: _____ MI: _____
Social Security Number: _____ Drivers License Number & State: _____
Date Of Birth: _____ Place Of Birth: _____

APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS
APPLICANT SPOUSE

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO
Hickman NE	2000	Present			

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CONTROL COMMISSION

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MANAGER'S LAST TWO EMPLOYERS

YEAR FROM	TO	NAME OF EMPLOYER	NAME OF SUPERVISOR	TELEPHONE NUMBER
2004	2015	Fanning Daves	Chuck LeBorgne	402-421-3434
2001	2004	Wild West Inc	James Gardner	308-237-2757

1. READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY.

Must be completed by both applicant and spouse, unless spouse has filed an affidavit of non-participation.

Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name.

☐ YES ☒ NO

If yes, please explain below or attach a separate page.

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (City & State)	Description of Charge	Disposition

2. Have you or your spouse ever been approved or made application for a liquor license in Nebraska or any other state?

☐ YES ☒ NO

IF YES, list the name of the premise(s):

3. Do you, as a manager, qualify under Nebraska Liquor Control Act (§53-131.01) and do you intend to supervise, in person, the management of the business?

☒ YES ☐ NO

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**NEBRASKA LIQUOR
CONTROL COMMISSION**

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REV JAN 2015
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4. List the alcohol related training and/or experience (when and where) of the person making application.

*NLCC Training Certificate Issued: 07-30-2015 Name on Certificate: Robert Allen Yendra

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Robert Allen Yendra	04/2015	Responsible Beverage Service Trn

*For list of NLCC Certified Training Programs see www.lcc.ne.gov/traininginfo.html

Experience:

Applicant Name / Job Title	Date of Employment:	Name & Location of Business:

5. Have you enclosed Form 147 regarding fingerprints?

☐ YES ☐ NO

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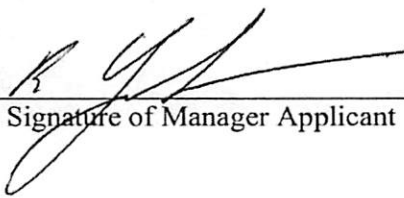
Form 103
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PERSONAL OATH AND CONSENT OF INVESTIGATION

The above individual(s), being first duly sworn upon oath, deposes and states that the undersigned is the applicant and/or spouse of applicant who makes the above and foregoing application that said application has been read and that the contents thereof and all statements contained therein are true. If any false statement is made in any part of this application, the applicant(s) shall be deemed guilty of perjury and subject to penalties provided by law. (Sec §53-131.01) Nebraska Liquor Control Act.

The undersigned applicant hereby consents to an investigation of his/her background including all records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant and spouse waive any rights or causes of action that said applicant or spouse may have against the Nebraska Liquor Control Commission and any other individual disclosing or releasing said information to the Nebraska Liquor Control Commission. If spouse has **NO** interest directly or indirectly, a spousal affidavit of non participation may be attached.

The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate, or fraudulent.



Signature of Manager Applicant

Signature of Spouse

ACKNOWLEDGEMENT

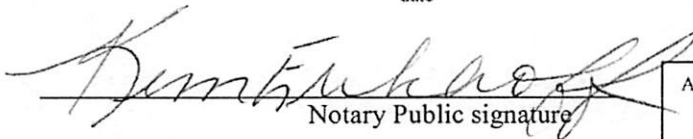
State of Nebraska
County of

Buffalo

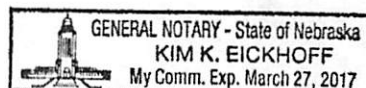
The foregoing instrument was acknowledged before me this

7-28-15
date

by Robert Yendra
name of person acknowledged


Notary Public signature

Affix Seal



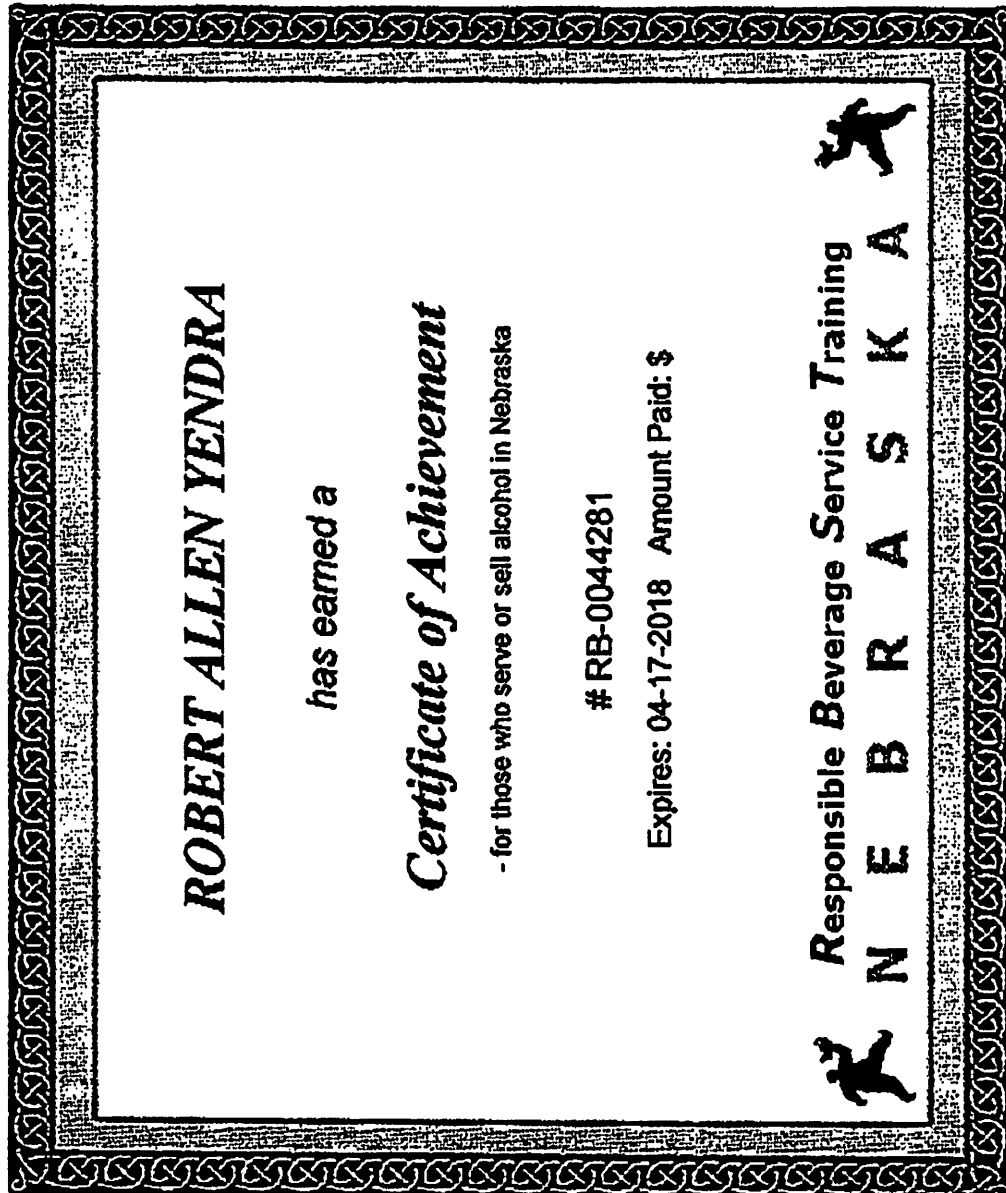
In compliance with the ADA, this application is available in other formats for persons with disabilities. A ten day advance period is required in writing to produce the alternate format.

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NEBRASKA LIQUOR
CONTROL COMMISSION

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AUG 31 2015

NEBRASKA LIQUOR
CONTROL COMMISSION

Memo

To: Rick Kuckkahn, City Manager
From: Kevin E Spencer, Chief of Police
CC: liquor file
Date: October 14, 2015
Re: Manager application- Robert A. Yendra – Scottsbluff Steak Company LLC dba/Whiskey Creek Steakhouse, License IK-48787, 1802 E 20th Place Scottsbluff, NE 69361

This applicant, Robert A. Yendra, was investigated for suitability as a license holder. Nothing was discovered that would prohibit him from holding a manager position under this license. Robert Yendra reported that he had never been convicted of any violations. In reviewing Robert's criminal history it was found that he had been convicted of "No Valid Registration" and "No proof on insurance" in 2005, "No Insurance and Speeding" in 2007 and "No Valid Registration" in 2009. In talking to Robert he did not realize that he was required to report these types of convictions.

Tuesday October 14, 2015 I called Robert to ask him questions about business policies and procedures as well as his experience in the industry. Robert told me that he has been in the restaurant business all of his life "since he was able to work." Robert added that he has been in restaurant management for at least 20 years. Robert told me that this will be the first time that he will be named as a manager on a liquor license.

I asked Robert what measures or processes Whiskey Creek currently had in place to prevent under aged drinking. Robert stated that all employees are required to ask anyone who looks 50 years of age and under for identification. Robert said if they ask for ID and the customer is unable to provide any they do not serve alcohol to them.

Robert told me that Whiskey Creek has their own alcohol training program that all servers have to complete annually. Robert told me that they are starting to attend the state patrol responsible beverage service training adding that he just completed their training. I asked Robert what would happen to an employee that sold alcohol to a minor. Robert told me that the employee would be terminated and depending on the circumstances could initiate a retraining of all employees.

I asked Robert about security and inventory of all alcohol. Robert stated that they have an intrusion alarm for after-hours but do not have any cameras. Robert stated that they have an alcohol closet where the excess alcohol is stored. Robert added that the beer inventory is locked inside a cage in the walk in cooler. Robert said that the two managers are responsible for inventory and ordering of the alcohol, adding that the inventory is done every week or at minimum every ten days and then every months end.

I asked Robert how he will help to manage the business from out of town as he lives in Hickman Nebraska. Robert told me that he will make routine visits to the restaurant 2 to 4 times a month depending on staffing levels and what is going on at the business. Robert told me that he will maintain almost daily contact with the managers by phone and e-mail.

Respectfully,

Kevin E Spencer

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Subdiv.1

Council to consider an Ag Estate Dwelling Plat for a tract situated in the E ½ of SW ¼ of Section 10, Scotts Bluff County, and approve the certificate.

Staff Contact: Annie Folck, City Planner

Agenda Statement

Item No.

For meeting of: October 19, 2015

AGENDA TITLE: Ag Estate Dwelling Plat for a tract situated in the E ½ of SW ¼ of Section 10, T22N, R55W of the 6th P.M., Scotts Bluff County, Nebraska.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Rick Kuckkahn

SUMMARY EXPLANATION: The applicant(s), Jean Pieper Family Trust, applied for a variance from the Board of Adjustment on an Ag Estate Dwelling (AED) on the southwest corner of their farm. Municipal code allows one ag estate dwelling per 80 acres of farmland, where an ag estate dwelling consisting of 2 to 20 acres can be split off from the rest of the property. The property to be split off can be either an existing farmstead or another portion of the property that is "marginal usage land". The property in question has both an existing farmstead and another piece of marginal usage land that is physically separated from the rest of the property by the Scottsbluff Drain. The variance requested that the property owners be allowed to split off both the farmstead and the piece of marginal usage land. The variance was approved by the Board of Adjustment on August 10, 2015. This plat is for the first of those two AEDs, which is located on the corner of the property that is separated by the Scottsbluff Drain. This property has access off of W 42nd Street and access to City sewer. Water will be provided by a domestic well.

BOARD/COMMISSION RECOMMENDATION: The Planning Commission at their regular meeting of October 12, 2015 made positive recommendation to City Council, to approve the Ag estate dwelling with certificate of filing for a tract of land in the E ½ of SW ¼ of Section 10, T22N, R55W of the 6th P.M. Scotts Bluff County.

STAFF RECOMMENDATION: Approve final plat and certificate for filing at the Register of Deeds

EXHIBITS

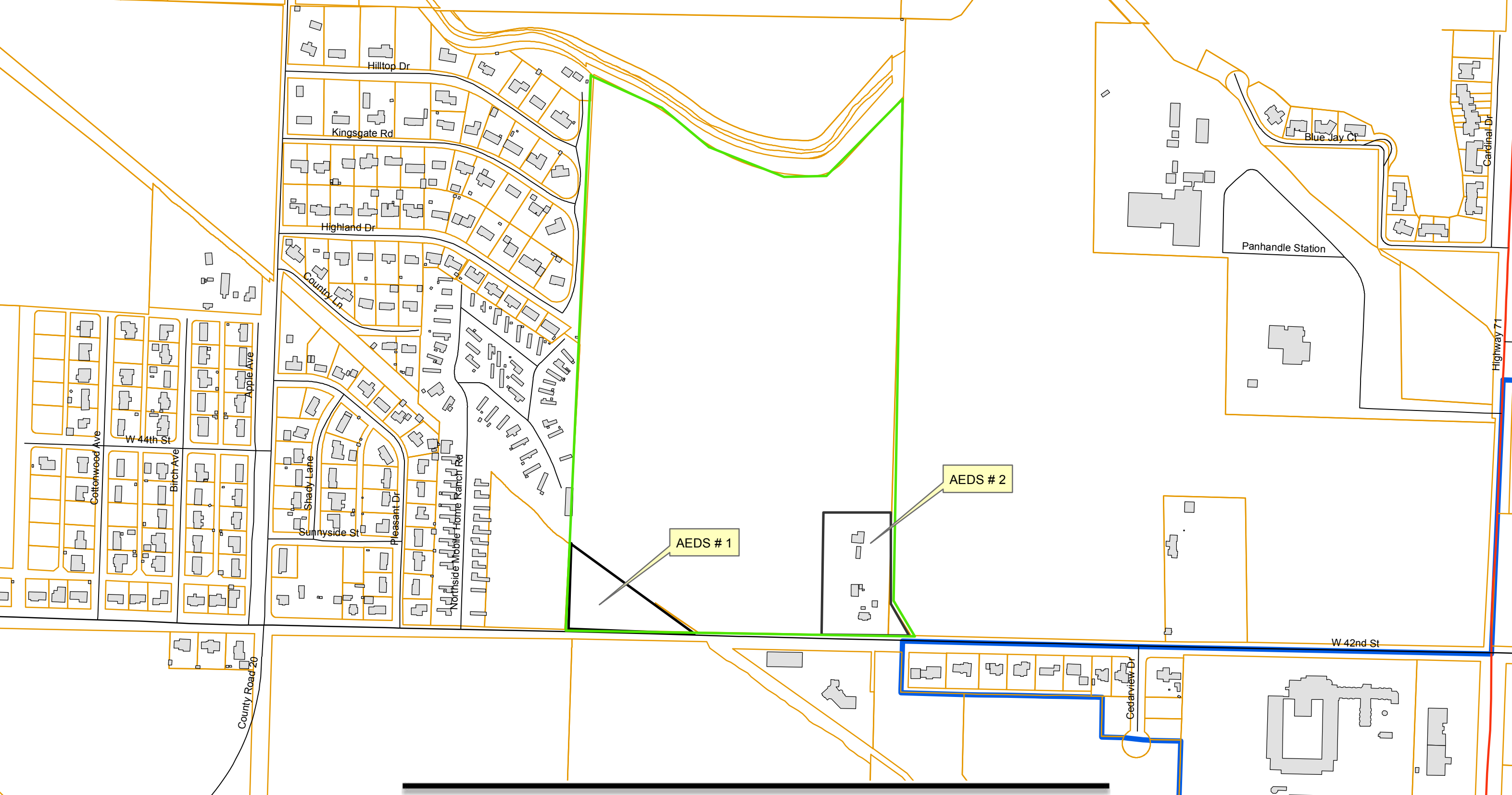
Resolution Ordinance Contract Minutes x Plan/Map x

Other (specify) ☐ Certificate

NOTIFICATION LIST: Yes No X Further Instructions ☐

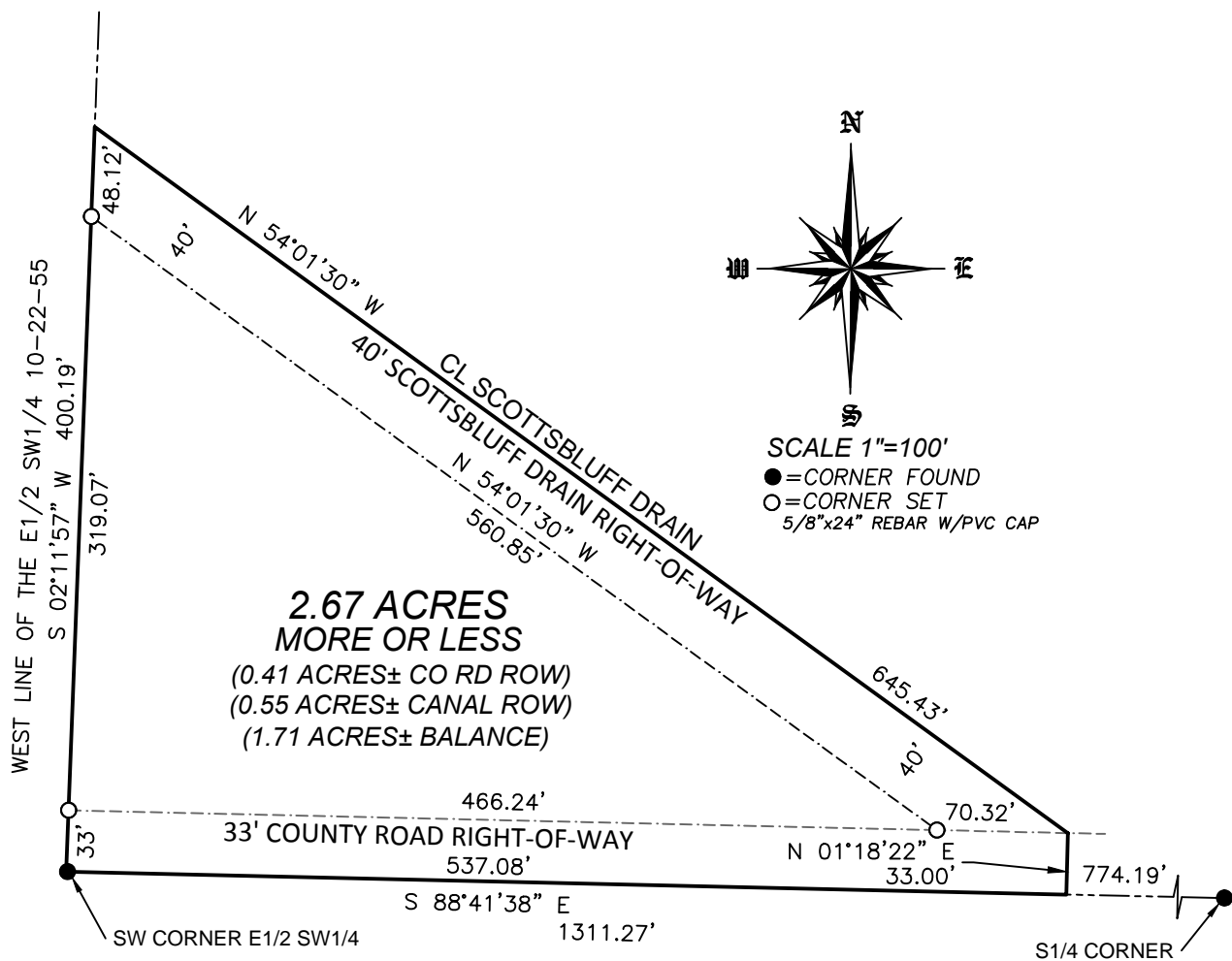
APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk



AEDS SURVEY

TRACT OF LAND IN THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 10,
TOWNSHIP 22 NORTH, RANGE 55 WEST OF THE 6TH P.M., SCOTTS BLUFF COUNTY,
NEBRASKA.



LEGAL DESCRIPTION:

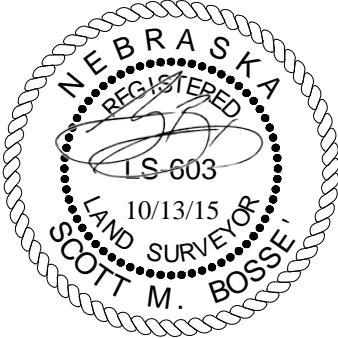
A TRACT OF LAND SITUATED IN THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 10, TOWNSHIP 22 NORTH, RANGE 55 WEST OF THE 6TH PRINCIPAL MERIDIAN, SCOTTS BLUFF COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 10; THENCE, ON THE SOUTH LINE OF SAID SECTION, S88°41'39"E FOR A DISTANCE OF 537.08 FEET; THENCE, AT RIGHT ANGLES, N01°18'22"E TO A POINT OF INTERSECTION WITH THE NORTHERLY COUNTY ROAD RIGHT-OF-WAY AND THE CENTERLINE OF THE SCOTTSBLUFF DRAIN, BEING A DISTANCE OF 33.00 FEET; THENCE, ALONG THE CENTERLINE OF THE SCOTTSBLUFF DRAIN, N54°01'30"W TO A POINT OF INTERSECTION WITH THE WEST LINE OF THE SAID EAST HALF, BEING A DISTANCE OF 645.43 FEET; THENCE, ALONG SAID WEST LINE, S02°11'57"W FOR A DISTANCE OF 400.19 FEET TO THE POINT OF BEGINNING, CONTAINING AN AREA OF 2.67 ACRES, MORE OR LESS, OF WHICH 0.41 ACRES ARE CONTAINED IN COUNTY ROAD RIGHT-OF-WAY.

SURVEYOR'S CERTIFICATE:

I, SCOTT M. BOSSE', NEBRASKA REGISTERED LAND SURVEYOR NUMBER 603, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE TRACT OF LAND DESCRIBED IN THE LEGAL DESCRIPTION AND SHOWN ON THE ACCOMPANYING DRAWING; THAT THE ACCOMPANYING DRAWING IS A CORRECT DELINEATION OF SAID SURVEY DRAWN TO A SCALE OF 100 FEET TO THE INCH; THAT SAID SURVEY AND DRAWING WAS CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION; THAT THE DISTANCES ARE GROUND DISTANCES GIVEN IN FEET AND DECIMALS OF A FOOT; AND THE MONUMENTS WERE FOUND OR SET AS INDICATED AND THE BOUNDARY IS DEPICTED BY A THICKENED SOLID LINE.

WITNESS MY HAND AND SEAL this 13th day of October, 2015.

Scott M. Bosse'
NEBRASKA REGISTERED LAND SURVEYOR NUMBER 603



<div>SHEET</div> <div>1 OF 1</div>	<div>PROJECT:</div> <div>AEDS 10-22-55</div> <div>RON ALLEN</div> <div>SCOTTSBLUFF, NEBRASKA</div>	<div>ACCUSTAR SURVEYING</div> <div>30601 COUNTY ROAD 17</div> <div>PHONE: (308) 623-0197</div> <div>MITCHELL, NE 69357</div> <div>CELL: (308) 631-0737</div>	<div>Scale 1"=100'</div> <div>Date: SEPTEMBER 7, 2015</div> <div>Dwn By SMB</div> <div>REVISED: OCTOBER 13, 2015</div>
------------------------------------	--	--	--

For Recording Only
RET: Development Services, City of Scottsbluff

CERTIFICATE

This certificate should be indexed and recorded against the real estate described in Paragraph 2 and 3 below.

The following action was taken by the Scottsbluff City Planning Commission, and the Scottsbluff City Council.

TO-WIT:

- 1. Jean Pieper Family Trust, has made application to the City of Scottsbluff Planning Commission, and City Council for an Agricultural Dwelling Estate Site located on West 42nd Street, in Section 10, Township 22 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska under Part 25-3-19(10) of the Scottsbluff Municipal Code zoning regulations. The Planning Commission approved the same at their regular meeting on October 12, 2015 and the City Council accepted such recommendations of the Planning Commission, and gave validity to such recommendations by approving the same, as provided by law, at a meeting of the City of Scottsbluff, City Council on November 2, 2015.**
- 2. The legal description of the tract-site (AEDS), separated as an Agricultural Estate Dwelling site is: A tract of land situated in the East ½ of the Southwest Quarter of (NE ¼) of Section 10, Township 22 North, Range 55 West of the 6th P.M. , Scotts Bluff County, Nebraska, more particularly described as follows:**

A TRACT OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 19, TOWNSHIP 22 NORTH, RANGE 54 WEST OF THE 6TH PRINCIPAL MERIDIAN, SCOTTS BLUFF COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 10; THENCE, ON THE SOUTH LINE OF SAID SECTION, S88°41'39"E FOR A DISTANCE OF 537.08 FEET; THENCE, AT RIGHT ANGLES, N01°18'22"E TO A POINT OF INTERSECTION WITH THE NORTHERLY COUNTY ROAD RIGHT-OF-WAY AND THE CENTERLINE OF THE SCOTTSBLUFF DRAIN, BEING A DISTANCE OF 33.00 FEET; THENCE, ALONG THE CENTERLINE OF THE SCOTTSBLUFF DRAIN, N54°01'30"W TO A POINT OF INTERSECTION WITH THE WEST LINE OF THE SAID EAST HALF, BEING A DISTANCE OF 645.43 FEET; THENCE, ALONG SAID WEST LINE, S02°11'57"W FOR A DISTANCE OF 400.19 FEET TO THE POINT OF BEGINNING, CONTAINING AN AREA OF 2.67 ACRES, MORE OR LESS, OF WHICH 0.41 ACRES ARE CONTAINED IN COUNTY ROAD RIGHT-OF-WAY.

- 3. The legal description of the reserved real estate pursuant to Part 25-3-19 (reserved for the above described tract site as a one-time exception from the requirement of platting, and inclusive of all of the other provisions of the applicable zoning regulation) is a tract of land:**

The Northeast Quarter of Section 10, Township 22 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska. Except above described AEDs, containing an area

of 2.67 acres, more or less, of which 0.41 acres are contained in County road Right-of-Way described in item 2 above.

STATE OF NEBRASKA)
)
COUNTY OF SCOTTS BLUFF)

I, Randy Meininger the duly appointed, qualified, and acting Mayor for the City of Scottsbluff, County of Scotts Bluff, State of Nebraska, do hereby certify that the foregoing is a true and complete recitation of the action taken by the City Planning Commission, and City Council, as it relates to the subject therein described, as shown by the records and minutes of the referenced public bodies.

IT WITNESS WHEREOF, I DO HERBY SET MY OFFICIAL HAND, THIS
_____ DAY OF _____, _____.

Mayor, City of Scottsbluff
Randy Meininger

STATE OF NEBRASKA)
CITY OF SCOTTSBLUFF)
COUNTY OF SCOTTS BLUFF)

On the date immediately above set out, before me, a Notary Public duly commissioned and qualified to act in Scottsbluff, Scotts Bluff County, personally came the referenced Mayor _____, to me known to be the identical person whose name is affixed to the foregoing certificate, and acknowledged the same to be his voluntary act and deed as such official.

Notary Public

(NOTARY SEAL & COMMISSION EXPIRES)

**Planning Commission Minutes
Regular Scheduled Meeting
October 12, 2015
Scottsbluff, Nebraska**

The Planning Commission of the City of Scottsbluff, Nebraska met in a regular scheduled meeting on Monday, October 12, 2015, 6:00 p.m. in the City Hall Council Chambers, 2525 Circle Drive, Scottsbluff, Nebraska. A notice of the meeting had been published in the Star-Herald, a newspaper of general circulation in the City, on October 2, 2015. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public, that anyone with a disability desiring reasonable accommodation to attend the Planning Commission meeting should contact the Development Services Department, and that an agenda of the meeting kept continuously current was available for public inspection at Development Services Department office; provided, the City Planning Commission could modify the agenda at the meeting if the business was determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been delivered to each Planning Commission member. An agenda kept continuously current was available for public inspection at the office of the Development Services Department at all times from publication to the time of the meeting.

ITEM 1: Chairman, Becky Estrada called the meeting to order. Roll call consisted of the following members: Anita Chadwick, Angie Aguillo, Callan Wayman, David Gompert, Jim Zitterkopf, Henry Huber, and Becky Estrada. Absent: Dana Weber, Mark Westphal, & Jim Zitterkopf. City officials present: Annie Urdiales, Planning Administrator, Annie Folck, City Planner, and Gary Batt, Code Administrator II.

ITEM 2: Chairman Estrada informed all those present of the Nebraska Open Meetings Act and that a copy of such is posted on bookcase in the back area of the City Council Chamber, for those interested parties.

ITEM 3: Acknowledgment of any changes in the agenda: None.

ITEM 4: Business not on agenda: None

ITEM 5: Citizens with items not scheduled on regular agenda: None

ITEM 6: The minutes of September 14, 2015 were reviewed and approved. A motion was made to accept the minutes by Wayman, and seconded by Gompert. **"YEAS"**: Huber, Wayman, Gompert, Chadwick, and Estrada. **"NAYS"**: None. **ABSTAIN**: Aguillo. None. **ABSENT**: Weber, Westphal, and Zitterkopf. Motion carried.

ITEM 7A: The Planning Commission opened a public hearing for an Ag Estate Dwelling Site (AEDS). This AEDS is located on West 42nd street. The Jean Pieper Family Trust applied for a variance from the Board of Adjustment for an AEDS on the southwest corner of their farm. The farm property is addressed as 1605 W. 42nd Street. The variance requested was to allow for two (2) Agricultural Estate Dwellings sites (AEDS) on the farm ground. The property is situated in our extra territorial jurisdiction northwest of the City and zoned Agricultural, our code allows for one Agricultural Estate Dwelling is allowed in an A - Agricultural zoning district. The Pieper Family was approached about buying a separate two acres of land on the southwest corner which is cut off by the Scottsbluff drain which makes the area difficult & unproductive to farm. In the future, if the property were to be subdivided, this area would remain cut off from the rest of the property by the Scottsbluff Drain the family asked for the variance to allow them to do two Ag Estate Dwellings on the farm land. The Board of Adjustment approved the variance at their meeting of August 10, 2015. Both areas front West 42nd Street (an existing dedicated public road) and will have a width of 150 feet; they will also meet the two acre minimum lot size requirement for an AEDS. City sewer runs along 42nd Street and to the back of the area on the SW corner. A well will be used for this Ag dwelling site. The second AEDS will come before the Planning Commission at one of our future Planning Commission meetings.

Conclusion: A motion was made by Huber and seconded by Wayman to make a positive recommendation to approve the Ag Estate Dwelling – a tract of land situated in the east half of the SW ¼ of Section 10, T22N, R55W of the 6th P.M., Scotts Bluff County, Nebraska located in an A – Agricultural zoning district. **“YEAS”:** Aguillo, Chadwick, Gompert, Wayman, Huber, and Estrada. **“NAYS”:** None. **ABSTAIN:** None. **ABSENT:** Weber, Westphal, & Zitterkopf. Motion carried.

ITEM 7B: The Planning Commission re-opened a public hearing for a proposed text amendment change to Chapter 21 of the Subdivision Code 21-1-20 alley location – an alley shall be provided at the rear of every lot proposed for business purposes. At the last meeting we discussed how we have had a few commercial developments/subdivisions come before the Planning Commission and discussed is the placement of alleys on these developments. These alley requirements have hindered some of the proposed developments and the developers have asked for variances to this requirement. We checked with legal and they proposed some language to the code. The Planning Commission asked if there was anyway stronger language could be added that would allow for stronger enforcement on the maintenance of the easements and alleys. When the City reviews new commercial development and subdivisions alleys and easements are shown on the plats/plats this is when we can ask for changes and requirements from the owners/developers, there are city wide alleys and easements and the City maintains what's required by us (grading, gravel & general maintenance) and if the property owner is responsible we have our code enforcement send notices if and when we get complaints. The change to code adds more flexibility to new development allowing for the best plan for each type of development and puts the burden on the developer on how access will be provided for the best plan for all types of maintenance and emergency vehicles.

The following language was added to the code - *An alley shall be provided at the rear of every lot used or proposed to be used for business purposes. Provided, however, a subdivision may be approved without an alley at the rear of a lot, if the following conditions are met:*

(1) The applicant has provided and will maintain access sufficient for emergency vehicles and City vehicles needed for trash, sewer, water or other City services, as well as access for delivery vehicles; or

(2) The applicant has provided and will maintain an access easement(s) sufficient for the City to use for emergency vehicles, other city vehicles for trash, sewer or water.

If the Owner agrees to provide access under subparagraph (1) or subparagraph (2), in either situation, the City, through its Planning and Development Department, Public Works Department and Fire Department (“Departments”), will conduct a review of the proposed subdivision to determine if sufficient access or easements are present, if the Departments make such a determination they will recommend the Mayor or Council President sign a written waiver on behalf of the City for the required alley and its location.

Conclusion: A motion was made by Wayman and seconded by Aguillo to approve the ordinance amendment change to 21-1-20 alley location on commercial development. **“YEAS”:** Huber, Aguillo, Chadwick, Gompert, Wayman, and Estrada. **“NAYS”:** None. **ABSTAIN:** None. **ABSENT:** Weber, Westphal, & Zitterkopf. Motion carried.

ITEM 8: Unfinished Business: Annie Folck, reminded the Planning Commission about the Planning Conference to be held on Thursday, October 15th, we hope to see some of the members there. Also the open houses for the public hearings regarding updates to the Comprehensive Development, she will email the information for the website which is scottsbluffplanning.org. The open houses are scheduled for October 17th at the Winter Farmers Market, parent teacher conferences will be held on October 27th at Bluff's Middle School 4:00 p.m. to 7:30 p.m., the 28th Roosevelt Elementary School 4:00 p.m. to 7:30 p.m., and the 29th Westmoor Elementary from 8:00 a.m. to 11:00 a.m. Information will be available to the public and we will have a survey people can do on line; the schools have also agreed to have their computer labs open and made available to the public who do not have access to a computer, we hope that they will take the time while at the conference and fill out the surveys.

There being no further business, a motion to adjourn was made by Aguallo and seconded by Chadwick. The meeting was adjourned at 6:25 p.m. **"YEAS"**: Gompert, Aguallo, Wayman, Chadwick, Huber, and Estrada. **"NAYS"**: None. **ABSTAIN**: None. **ABSENT**: Weber, Westphal, and Zitterkopf. Motion carried.

Becky Estrada, Chairperson

Attest: _____
Annie Urdiales

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports1

Council consideration and approval of engineering agreement with Baker and Association for Cleveland Field improvements and authorize the Mayor to sign the proposal.

Staff Contact: Mark Bohl, Public Works Director

Agenda Statement

Item No.

For Meeting of: October 19, 2015

AGENDA TITLE: Consideration and approval of engineering agreement with Baker & Associates for Cleveland Field Improvements.

SUBMITTED BY: Mark Bohl, Director of Public Works

PRESENTATION BY: Rick Kuckkahn, City Manager

SUMMARY EXPLANATION: Need council approval of engineering agreement with Baker & Assoc. for Cleveland Field Improvements and authorize Mayor to sign agreement..

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Approve agreement and authorize Mayor to sign agreement with Baker & Associates.

EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) ☒ Agreement

Notification List: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____

City Manager

August 21, 2015

Mark Bohl
City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361

RE: Cleveland Field Improvements

Dear Mark:

After the meeting held on site Tuesday, August 18th, we understand that the City along with cooperation and assistance from WNCC Baseball would like to pursue improvements to Cleveland field including the installation of a new concrete pad for ADA seating, new backstop with supports installed as needed, and new dugouts.

Attached to this document are several clarification items: 1) a map of the proposed site, and 2) standard terms and conditions for this proposal.

Project Scope: We propose to render professional engineering and planning services as outlined below:

- Topographic survey of the site.
- Structural review of the existing building and stands for possible connection to and support of the new backstop.
- Design for structural support of the new backstop.
- Design of handicap ramps and slab extending out from the bottom row of the existing bleachers (approximately 10').
- Design of details for two new dugouts.

Deliverables will include design documents for construction as well as any specifications needed to accompany design documents.

Services not part of this proposal: Additional services that maybe requested, but not included with this proposal include construction staking, construction testing and inspection, bid documents and construction contract administration (we assume work is to be provided by City crews or hired directly to a local contractor).

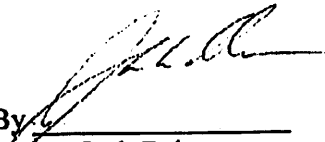
Timeline: We will complete the scope outlined within 30 calendar days from the start date.

Payment: Payment for our services will be on an hourly basis according to our standard rate schedule up to a not-to-exceed amount of \$5,400.

Please review the attached information and contact us with any questions. If this proposal is agreeable, you may sign as indicated below and initial the attached terms and conditions. We look forward to working with you on this project.

Respectfully submitted,

Baker & Associates, Inc.

By 

Jack Baker

The above proposal is accepted by the City of Scottsbluff (Client).

BY: _____
City of Scottsbluff

DATE: _____

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports2

Council to consider authorizing funding up to \$15,000.00 for Cleveland Field improvements to include concrete and dugout related work.

Staff Contact: Rick Kuckkahn, City Manager

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports3

Council to consider a Right of Way Agreement for Fiber Optic Cables with Unite Private Networks, LLC and authorize the Mayor to execute the agreement.

Staff Contact: Nathan Johnson, Assistant City Manager

CITY OF SCOTTSBLUFF, NEBRASKA

A RIGHT-OF-WAY AGREEMENT FOR FIBER OPTIC CABLES

Execution of this Right-of-Way Agreement ("Agreement") hereby grants Unite Private Networks, LLC, a Delaware Limited Liability Company, ("Grantee") the right to install, operate, and maintain fiber optic cables and certain Third-Party Facilities, as defined herein, within the public streets, rights-of-way, or on public property ("Right-of-Way") within the City of Scottsbluff, Nebraska ("City"). The conditions of this Agreement are as follows:

1. "Third-Party Facilities" means equipment and other transmission apparatus necessary for the proper operation of a telecommunications system that is not owned by Grantee, but for which Grantee is responsible for the installation and maintenance of such equipment. Third Party Facilities may include, but is not limited to, canister-style antennas, panel-style antennas, Micro Remote Radio Unit radios ("MRRUs") and Remote Radio Unit radios ("RRUs"). The Parties agree and understand that this list is not exhaustive and other antennas or radio units may be needed to provide service for the small cell network. In the event that other equipment is needed, the Parties will work together to either amend this Agreement and/or prepare other documentation that will allow for the inclusion of such equipment.
2. Any above ground installations of fiber optic cables and Third Party Facilities shall be mounted on existing poles through private agreement(s) with existing franchise holders. Grantee will not be allowed to erect any additional poles on Right-of-Way.
3. All underground cables must be installed using directional boring technology except where open excavations are necessary for beginning or terminating a directional bore.
4. Cables and Third Party Facilities shall be placed so as not to interfere with any existing utilities or facilities owned by the City or any other company legally authorized to own utilities or facilities located within City Rights-of-Way.
5. Grantee shall relocate cables and Third Party Facilities within one hundred twenty (120) days of receiving a written request from the City to do so. Any required relocation shall be completed at the sole expense of Grantee. City shall not unreasonably require Grantee to relocate its cables or Third Party Facilities.
6. If the City, in its sole discretion, determines that there is insufficient space available in any City Right-of-Way to accommodate an installation or relocation of Grantee's cables and/or Third Party Facilities, Grantee shall reroute its cables and/or Third Party Facilities via City Right-of-Way where sufficient space is available.
7. All backfilling and surface restoration following any necessary open excavations shall be accomplished by Grantee in accordance with City engineering department requirements in effect at the time of the excavation. Grantee shall, at its expense, replace and restore all Rights-of-Way to a condition substantially similar to the condition of the Right-of-Way existing immediately prior to the commencement of work and in accordance with the City's Planning and Development Department requirements, which shall be enforced on a competitively neutral

basis. In the case of any disturbance of pavement, sidewalks, driveways, lawns, or any other surface within the Right-of-Way, Grantee shall, at its expense, promptly replace, restore, and maintain same to the same condition.

8. Before the commencement of operations, Grantee shall procure and maintain public liability insurance in the amount of at least \$1,000,000, naming the City as an additional insured. Grantee shall maintain such insurance with insurance companies authorized to do business in the State of Nebraska. All policies shall name City, its employees, agents, and officers as additional insureds. Any such policy shall provide that it may not be cancelled or the amount of coverage altered without thirty (30) days written notice to the City Clerk. Similar coverage shall be provided for any contractors or subcontractors of Grantee.

9. All work shall conform to all applicable safety, construction, and technical specifications and codes and standards as well as all federal, state, county, and city construction requirements.

10. Grantee shall participate in and use Nebraska One Call in advance of the commencement of work.

11. Grantee shall not be entitled to damages from City resulting from the closing, vacation, or relocation of any streets, alleys, or right-of-way.

12. City shall have the right to inspect or correct all construction and installation work in order to ensure compliance with the terms of this Agreement, City Code, or Nebraska law.

13. Grantee shall not be relieved of any of its obligations by reason of City's failure to enforce prompt compliance.

14. Grantee agrees to indemnify, protect, and hold harmless City from and against any and all liability claims, losses, costs of investigation and defense, and damage to property or bodily injury or death to any person, which may arise out of or be caused by the erection, construction, replacement, removal, maintenance, or operation of Grantee's fiber optic system or Third Party Facilities caused by any negligent act or negligent failure to act on the part of the Grantee, its agents, contractors, subcontractors, officers, or employees.

15. Permission is hereby granted to Grantee to trim trees upon and overhanging streets, alleys, sidewalks, and public places of the City so as to prevent the branches of such trees from coming into contact with Grantee's wires, cables, and/or Third Party Facilities. All such trimming will be completed, only after Grantee has received permission from the owners of such trees and will be performed under the supervision and direction of any City official to whom such duties have been or may be delegated.

16. This Agreement and all rights hereunder may be assigned by Grantee, as well as all succeeding Grantees, at their option, and the successors and/or assigns shall succeed to all the rights, duties, and liabilities of the Grantee hereunder. Grantee shall give the City written notice of any assignment of this Agreement and the rights granted hereunder no less than sixty (60)

days prior to the effective date of any such assignment or such assignment shall be void and of no legal effect.

17. Each and every provision hereof shall be reasonably subject to acts of God, fires, strikes, riots, floods, war and other disasters beyond Grantee's or the City's control.

18. This Agreement shall continue for a term of twenty (20) years and for successive five (5) year terms unless written notice is given by either the City or the Grantee to the other one hundred twenty (120) days or more prior to the expiration of the initial term or any successive term of its intention to terminate the same at the expiration of the then current term. In addition, this Agreement may be terminated by either party if the other party fails to remedy any default or breach of the terms of this Agreement following a ninety (90) day written notice of such default or breach. Upon termination of this Agreement, Grantee agrees, at its sole expense, to remove its equipment and Third-Party Facilities from the City's right-of-way within one hundred twenty (120) days of the termination of this Agreement and to restore the right-of-way to a condition substantially similar to the condition of the right-of-way existing immediately prior to termination.

CITY OF SCOTTSBLUFF, NEBRASKA

UNITE PRIVATE NETWORKS, LLC
Grantee

By: _____

By: _____

Its: _____

Its: _____

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports4

Council to consider approving the revised Library Policies and Strategic Plan.

Staff Contact: Abby Yellman, Librarian

Advocacy

Advocacy is an ongoing effort, which helps communicate specific awareness and understanding of the importance of Lied Scottsbluff Public Library. This policy and its guidelines apply to the Lied Scottsbluff Public Library Board, Library Director, staff and other designated spokespersons for the Library.

The Library has a responsibility to maintain and foster communication with current and potential customers of library services and resources to assure effective usage by all within the community.

The Library Board recognizes that advocacy involves every person who has a connection with the library (i.e. board members, foundation members, Friends of the Library, Library Director, Library staff and City of Scottsbluff administration and officials).

Objectives of this advocacy policy are as follows:

- Promote community awareness of library services, programs and partnerships
- Nurture public interest in and usage of the library
- Develop and promote understanding and support of the library and its important educational role in the community

Strategies:

- Training and workshop sessions will be made available to library stakeholders
- Communication with government leaders, service clubs, civic organizations and other community partners will be maintained by the Library Director and Library Board.
- Local media will be utilized to ensure public awareness of library services, resources and programs
- Social media, in-house displays, flyers and other promotional materials will be used
- Library partnerships with regards to classes, exhibits and other educational activities will be priority to fulfill the community's needs for self-directed education, research and instruction assistance, as well as enlightening and cultural experiences.
- All promotional materials must be approved by the Library Director

Approved by the Library Board August 12, 2015

American Library Association's Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Approved by the Library Board August 12, 2015

American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Approved by the Library Board August 12, 2015

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

Approved by the Library Board August 12, 2015

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

Approved by the Library Board August 12, 2015

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Approved by the Library Board August 12, 2015

American Library Association's Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Approved by the Library Board August 12, 2015

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Approved by the Library Board August 12, 2015

Bulletin Boards/Displays/Exhibits

Use of the bulletin boards and display cases in the public areas of the Lied Scottsbluff Public Library shall be according to the following guidelines. Library staff will determine what may be posted and where within the Library based on the priorities and restrictions given below, as well as considerations including space, size of the item, and length of posting. Final decision on the display of any item shall belong to the Library Director.

Priorities:

- Library and City of Scottsbluff official notices
- Library public relations materials, including program publicity and library advocacy
- Information about upcoming literary and cultural events
- Program publicity for non-commercial organizations
- Health and safety awareness
- Other

Restrictions: the following materials may not be posted.

- Political advertisements (unless announcements of a non-partisan/bi-partisan nature such as candidate forums, debates, etc.)
- Commercial or for-profit advertising

Exhibits:

Exhibits at the Lied Scottsbluff Public Library will support the library's mission of providing instructive and enlightening experience for all. Priority will be given to displays related to the Library. Exhibition proposals must be submitted in writing to the Library Director for review. Any exhibit housed in the library may not display a posted cost associated with a specific item. The Library will exercise normal precautions for the security of any exhibit, but the ultimate responsibility for the exhibit rests with the owner. The Library is not responsible for damage or theft. All exhibits, regardless of format (posters, displays, booklets, sculptures, etc.) must be approved by the Library Director prior to being placed in the Library.

Approved by the Library Board August 12, 2015

Revised September 9, 2015

Cell Phones and Other Electronic Devices

Due to the increased customer traffic and usage of electronic devices, including cell phones, the library has implemented the following policy:

- Cell phones should be turned off or set on vibrate upon entering the library
- Any customer needing to take a short phone call (1-2 minutes) is asked to move to the lobby/vending area. For lengthy calls, please exit the library building and return when the call is completed.
- Texting and Internet usage must be silent and not disruptive to others using the library

Failure to comply with staff requests to follow this policy may result in restriction of library privileges.

Approved by the Library Board August 12, 2015

Computer Use

Online Public Access Catalogs:

There are three computers designated for public use of the Library's online public access catalog (OPAC). The sole purpose of these computers is to provide direct access for library customers to the library's print and digital collections.

Public Access Computers:

Any person with a valid Lied Scottsbluff Public Library card, as well as a library account in good standing, may access the library's public computers for free. Visitors choosing not to obtain a library card may purchase a daily guest pass to access the computer for \$2. All computer users are limited to three one-hour sessions per day. There is a cost associated with printing. Black and white prints are \$.15 per page and color prints are \$.50 per page. Library customers are not allowed to bring their own paper due to potential damage to the equipment.

The library has three computer areas. Children ages eleven (11) and under are to be on the children's computers located under the globe in the children's area. Teens ages twelve (12) to fifteen (15) are allowed to use the computers located in the teen room. All other library customers ages sixteen (16) and up are to use the computers located in the main area of the library closest to the circulation desk. For library customers with disabilities, there is an ADA computer available for use. This computer is located next to the Heritage Room.

*Parents are highly encouraged to monitor the computer usage of their children (see Internet Policy).

User Responsibilities:

Any information lost while using the public computers is not the responsibility of the Library. Public computers that are highly used are more susceptible to problems. The Library and the City of Scottsbluff's IT department make every effort to keep computers virus-free, however, we cannot make guarantees. Computer users needing in-depth computer training are encouraged to attend library technology trainings that are offered periodically by the library and library technology/educational partners.

Approved by the Library Board August 12, 2015

Confidentiality of Customer Records

Nebraska State Statute 84-712.05 (11) and the Lied Scottsbluff Public Library protect the privacy of library users. Information related to a person's use of the library's materials and services (including information sought, materials used or Internet usage) is confidential and can be disclosed only under certain circumstances.

When necessary for the recovery of lost or stolen library materials or when illegal activity involving the library takes place, the Library Director may authorize disclosure of information to federal, state or municipal authorities.

In all other situations, a valid subpoena or court order is required to disclose or release library records. All library staff members are to refer any request for such records to the Library Director. Upon receipt of such order or subpoena, the Library Director will inform City Administration and will consult with the City Attorney's office to determine if such order or subpoena is in proper form and if there is a showing of good cause for issuance.

Approved by the Library Board August 12, 2015

Copier/Microfilm Use

The Library is not in the copying business nor does it seek to compete with local businesses that provide copying services. The Library provides a self-service public copier for customer use. Copyright Law only protects libraries from liability for unsupervised copying (i.e. copies made on coin-operated, user-controlled machines). A staff member who makes copies for the public is in violation of copyright law.

The self-service copier is for public use and is strictly a self-service machine. This machine can make normal letter sized (8 ½" x 11") copies as well as legal sized (8 ½" x 14") copies. Library staff can provide suggested solutions, but the customer must be the person who presses the start button to make the copy. Copies are \$.15 per copy.

The Library does provide one microfilm reader/printer for customer use and review of the Star Herald microfilm. The charge for printing from the microfilm reader is also \$.15 per copy.

The library does not allow library customers to bring their own paper in for copying or printing purposes due to risk of damage to the equipment.

Approved by the Library Board August 12, 2015

Emergency Procedures

Medical/Health Emergencies:

Library staff is advised to exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, library staff is advised to help keep the sick or injured person comfortable until medical help arrives. In the event of a serious medical problem, 9-1-1 will be called immediately. If possible, staff should try to calmly get the person's name and phone number, as well as attempt to contact the person's home.

Fire:

At the first indication of smoke or fire, the Scottsbluff Fire Department will be called (9-1-1). Library staff is instructed to evacuate every person from the building immediately. Library staff will clear the building of all persons and instruct everyone to gather under the pergola directly across the parking lot from the front entrance. Library customers must evacuate, even in a case of a false alarm. The Scottsbluff Fire Department must check the entire building and reset the alarm before anyone can re-enter the building.

Tornado Watch/Tornado Warning:

Library staff will notify library customers when severe weather, specifically a tornado watch, has been issued for Scotts Bluff County. All unaccompanied children will be encouraged to call a parent, guardian or caregiver to secure safe transportation home.

When the tornado watch becomes a tornado warning for Scotts Bluff County, all library customers will be advised to accompany library staff to the back hallway for safety. Adults and adults with children may choose to leave at that moment at their own discretion, however, they will be asked to make the decision quickly as staff will be securing the building and escorting other customers to safety. Signs will be posted to advise anyone entering the Library's lobby to seek shelter in the men's restroom, as interior doors will be locked for security reasons. All staff will remain until the warning has been lifted.

Approved by the Library Board August 12, 2015

Equipment Use

The following rules govern the use of all equipment belonging to Lied Scottsbluff Public Library.

1. **Loans**

Equipment may not be loaned to an individual or a group for use outside the library; with these exceptions:

- a. When a representative of the library (staff or board member) is presenting a program
- b. When borrowed by an authorized representative of the City of Scottsbluff
- c. Any loans will be for the shortest period of time permitted by the circumstances
- d. Loans are allowed at the discretion of the Library Director

2. **In-Library Use:**

Any individual or group using the library's community room, in accordance with the policy for the use of that room, may use the library's equipment during their time in the community room. All individuals reserving the community room and using the equipment must be in good standing with the Library.

3. **Priority:**

The Library has priority on the use of all equipment for its library programs and/or meetings.

4. **Misuse, Damage or Abuse:**

All individuals or groups using the Library's equipment are responsible for its proper care. Fees will be charged and denial of future use of the equipment will be enforced by the Library Director if there is misuse, damage or abuse.

Approved by the Library Board August 12, 2015

Facilities Use

The Library's facilities are a showpiece for the community, which must be properly used and maintained. Use of the facilities must be governed by a consistently applied policy taking into account the intended purposes of the facilities and the government and library principles of non-involvement with religion and political factions, non-competition with the private sector and non-preferential treatment of people and business.

Administrative Responsibility

Day-to-day administration of the facilities is the responsibility of the Library Director, and as delegated, the library staff. The Director, guided by this policy and general Library and City policies, will determine the course of action when questions arise over the use of facilities.

Jane and Chet Fliesbach Community Room

The Jane and Chet Fliesbach Community Room is located in the southwest corner of the library. This room is suitable for programs and meetings of groups up to a seated capacity of approximately sixty (60) persons or up to one-hundred and ten (110) young people not using chairs. This room contains a large projector screen, projector, twenty (20) laptops, DVD player, sound system, large white board, small white board easel, tables, chairs and multiple electrical outlets. Public restrooms, drinking fountains and vending machines are available in the lobby outside the community room.

Scheduling

When scheduling the use of the library's community room, first priority will be given to the Library. If not reserved for Library purposes and programs, the meeting room is available on a first-come, first-serve basis. Preference will be given to public meetings (civic, cultural or educational) which are non-profit in nature. For-profit groups may use the community room when available for a fee of \$25 per hour. For-profit meetings must be educational in nature. No sales or customer recruitment may take place.

Guidelines

- Meetings cannot interfere with the day-to-day operations of the library and must be held during normal library hours
- No admission fee may be charged by any group without prior approval of the Library Director
- No alcoholic beverages may be served at any meeting held at the library during normal business hours. Permission to serve alcoholic beverages must be obtained properly through the approval of the City of Scottsbluff's City Council per City ordinance

Approved by the Library Board August 12, 2015

- Reservations may be made up to one year in advance. However, reservations for the next calendar year may be made beginning October 1st.
- The library reserves the right to limit the number of meetings held by any group or organization to maximize availability of meeting room space for as many groups as possible
- It is the responsibility of the group using the room to set-up tables and chairs, as well as clean-up when finished. A fifty dollar (\$50) minimum fee will be assessed for any special cleaning required.
- Misuse of the community room or violations of the Library Rules of Conduct will result in the loss of future privileges for the individual and/or group as determined by the Library Director.
- Use of the community room by any group does not constitute Library endorsement of said group's policies or beliefs.

Use of Library Equipment

Any group wishing to utilize the library's audio-visual equipment will need to notify the library one week in advance. The group reserving the community room is responsible for lost or damaged equipment.

Reservations

Reservations are required for use of the community room and activity room (if applicable). The activity room can be reserved with Library Director approval in special circumstances. The person in charge or representing the group must sign a reservation form for each use. Reservations for multiple dates are not allowed.

Group Study Rooms:

There are two (2) rooms designated as quiet, study rooms. These rooms are available on first-come, first-serve basis and are limited to two hours use per day.

Approved by the Library Board August 12, 2015

Lied Scottsbluff Public Library – Jane and Chet Fliesbach Community Room Application

Organization Name: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Contact Person _____

Phone _____ Email _____

Check-In Representative _____

Phone _____ Email _____

Meeting Topic _____

Expected number of attendees _____

Meeting Date _____

Start Time _____ End Time _____

****Meeting Room Hours: Monday – Thursday 9:00 a.m. – 6:45 p.m., Friday-Saturday 9:00 a.m. – 4:45 p.m.**

Please check whether your organization is: ☐ For Profit Business ☐ Non-Profit Organization

*Any domestic non-profit corporation formed pursuant to the rules in Nebraska Revised Statute 21-2313, a foreign state equivalent, or who maintains 501(c)(3) tax exempt status may use the room free of charge.

As an authorized adult representative of the above organization, I hereby apply for the use of the community room as indicated above. I have read the policies and rules governing the use of the community room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed _____ Date _____

Please note: Community room reservations are not confirmed until this completed form and payment (if applicable) has been received and approved by designated library personnel.

Appeal Process: Groups or individuals who are denied use of the library's community room may appeal in writing to the Library Director. Mailing address: Lied Scottsbluff Public Library, Library Director's Office, 1809 3rd Avenue, Scottsbluff, NE 69361 Email address: librarydirector@scottsbluff.org Fax: 308-630-6293

For Library Use Only

☐ Application approved

☐ Application denied

Signed _____

Date _____

Contact's Signature _____

Date of Payment (if applicable) _____

Amount Received _____ Staff Initials _____

Cash Check

Approved by the Library Board August 12, 2015

Gift and Donations Policy

Books and Materials Donations:

Lied Scottsbluff Public Library welcomes donations of most books and audiovisual items in good condition. The library will not accept magazines, encyclopedias, or textbooks. Materials donated will be added to the library's collection if they meet the criteria of the materials selection policy. Materials not added will be sold at the annual Friends of the Lied Scottsbluff Public Library used book sale or disposed of. Large donations must be approved by the Library Director prior to acceptance.

Memorials and Monetary Donations:

Monetary memorials or donations are appreciated by the library. Monetary gifts can be made payable to the Lied Scottsbluff Public Library Foundation. Non-monetary donations such as furniture, art, landscaping items, and equipment will be evaluated by the Library Director and the Library Board. The decision to accept such a donation is based on need, space, and appropriateness.

Restrictions of Use of Gifts:

No restrictions on how monetary gifts may be used by the Library will be honored without prior approval of the Library Board. No gift shall be accepted subject to restrictions that would prohibit, or tend to inhibit, other gifts.

Approved by the Library Board August 12, 2015

Internet Use Policy

In response to the continual advancement of technologies and the evolving informational needs of the community, Lied Scottsbluff Public Library offers access to the Internet. Internet access is just one of the many components of the library's mission to provide high quality public education to all ages. Internet access allows library customers to explore a wealth of online digital resources to further enhance their educational or enlightenment goals. However, because of the breadth of information on the Internet, the unstructured and unregulated nature of the Internet and the challenges of filtering, Lied Scottsbluff Public Library cannot control or be held responsible for the content of resources available on the Internet.

Parental Responsibilities:

The Lied Scottsbluff Public Library does not serve *in loco parentis* (in place of a parent). The responsibility for what minors view or read on the Internet rests solely with the parent or guardian. Parental involvement is the best way to ensure a child's safety when online.

Below are a few recommended guidelines for parents or guardians to ensure children have a positive online experience, whether at home or at the library.

- Use of the Internet as a family
- Explore the wide range of available information on the Internet and explain what sites are appropriate or inappropriate
- Provide guidelines for your child on the amount of time they spend online
- Instruct your child to ALWAYS ask permission before using their full name, address, telephone number, or school name anywhere on the Internet
- Instruct your child to NEVER give out personal information online
- Instruct your child to NEVER arrange to meet any person they met while online, unless discussed with a parent or guardian. And never go without an adult
- Teach your child to be a good online consumer. Consider the information source, date and accuracy of all print and online resources

Public Accessibility Guidelines

- Any person, regardless of age or residency may have access to the Internet and digital resources available through Lied Scottsbluff Public Library.
- Persons under the age of sixteen (16) years of age must use filtered Internet computers in the children's or teen areas as appropriate.
- Use of computers will be on a first-come, first-serve basis
- No more than two (2) people are allowed at one computer station
- Adults using a computer workstation must continue to supervise all children accompanying them to the library (see unattended children policy)

Approved by the Library Board August 12, 2015
Revised September 9, 2015

- Computer users may not load any outside software programs
- Centralized printing is available. Customers are encouraged to print preview, as they are responsible for the cost of all printouts
- Wi-Fi access is available for mobile customers free of charge
- Users are not allowed to display any visual images containing nudity, obscenity or graphic violence, as defined by Nebraska State Statute 28-807 (6) (9) and (10)
- Library improper conduct policy applies to computer users

Non-Acceptable Use

It is not acceptable to use the library's Internet services or equipment for any purpose that violates city ordinance, state or federal laws. Information and resources accessible via the Internet are private to the individuals and organizations that own or hold rights to those resources and information. Therefore it is not acceptable for any individual to use the Lied Scottsbluff Public Library Internet services or equipment to access or copy information unless permission to do so has been granted by the owners or holders of rights to those resources or information. Interference with or disruption of network users, services or equipment is not acceptable. Viewing of certain materials in the Library may be considered improper in time, place, or manner (i.e. nudity, obscenity, or graphic violence). The Library reserves the right to end an Internet session at any time.

Approved by the Library Board August 12, 2015
Revised September 9, 2015

Library Use

Obtaining a Library Card:

There is no fee for residents or non-residents of Scottsbluff to obtain a library card. Customers are responsible for all materials checked out on their library card.

Library Card Registration:

Lied Scottsbluff Public Library requires proper identification and proof of current residence to obtain a library card. The registration form will ask for:

- Full name
- Current mailing address
- Current physical address (if a P.O. Box is given)
 - *If applicant receives mail at a P.O. Box, the applicant must provide proof of their current residential address in addition to the P.O. Box number.
- Date of Birth
- Phone Number

Any person under the age of sixteen (16) will be required to have a parent or legal guardian sign the registration form accepting responsibility for materials borrowed and any fees associated with their child's account.

Proper Identification:

Any time something other than a current, state issued identification card or driver's license is offered as proof of identity, a photo ID will be required along with one proof of current residential address.

Proof of Current Residence: acceptable documents include

- Address printed on a state issued ID or driver's license
- Piece of mail postmarked within the last 30 days
- Telephone, gas, electric or cable bill with registrant's name and address
- Motor vehicle registration
- Insurance card

Proof of Residential Address and Identification for Children:

Children age sixteen (16) and above will be issued a library card provided they are able to present proper identification and proof of residential address. Otherwise, a parent or guardian must accompany them and be able to show proper identification and proof of residential address for themselves in order to obtain a library card for the child.

Approved by the Library Board August 12, 2015

Children under the age of sixteen (16) must be accompanied by a parent or guardian. This parent or guardian must show proper identification and proof of current residential address for themselves in order to obtain a library card for their child.

College Students

College students may obtain a library card using the temporary local address of their local college residence as a primary address. However, their permanent home address must be listed as an alternate address on the registration form.

Present Card When Borrowing Materials:

Any person wanting to borrow materials from the library or use the library's computers must possess their current library card in order to do so.

Library Card Replacement

There will be a charge of \$1.00 for replacing a lost/damaged library card. Library customers will be asked to present a valid photo ID when replacing a lost library card.

Reporting a Lost/Stolen Library Card

In the event a library customer's card is lost or stolen, it is the customer's responsibility to contact the library at 308-630-6250 to report it lost. Once marked lost, the card cannot be used by any person, therefore protecting the customer's account. If not reported, the customer will be responsible for all items checked out on their library card.

Loan Periods

All library materials can be checked out for 14 days with the exception of mass market paperbacks (28 days) and DVDs (7 days). DVDs are limited to four items per library card. There is no limit on books, magazines, audiobooks or CDs. A receipt indicating dates due for each material will be given at time of checkout.

Renewals

A library customer may renew checked out items up to three times, with the exception of DVDs which are limited to one renewal. Any items on hold for another customer are not renewable. Items may be renewed in-person, by phone or online.

Fines and Fees

Lied Scottsbluff Public Library is committed to providing high quality education to all ages. Because of this commitment, the library does require that materials borrowed be returned on-time. Overdue items accrue fines at \$.10 per day (\$1.00 maximum per item). The exception to this is DVDs, which will accrue fines at \$1.00 per day (\$5.00 maximum per item).

Approved by the Library Board August 12, 2015

Overdue notices are sent to the customer's address on file. It is the customer's responsibility to update their address with the library if needed.

Lost and Damaged Items

Materials are to be returned in the condition in which they are borrowed. Full replacement cost, including a processing fee, will be charged for each item lost or damaged. The library will accept replacement copies of lost or damaged books that meet specific standards. Please consult a library staff member before you obtain a replacement copy to ensure that it will comply with library standards.

Unpaid Accounts

Despite the library's best efforts to remind library customers of overdue materials or outstanding account balances, the ultimate responsibility lies with the customer. If a library customer has materials that have been overdue for forty-five (45) days or more or has an outstanding balance of twenty-five (\$25) dollars or more, their account will be referred to the library's collection agency. Once an account is referred to the collection agency, a fifteen (\$15) dollar non-refundable referral fee will be added to the unpaid account.

Requesting Items

If a library customer is looking for a popular title, but the item is checked out, a request/hold may be placed on the title. When the material is returned, the library will notify the customer that the material is ready for pick-up. Requests can be made in-person, by phone or online through the "my account" link on the library's online catalog. Materials on request will be held for ten (10) days.

No Refunds on Payments for Lost Materials

Because the library makes every effort to quickly reorder replacement materials, refunds on payments for lost items cannot be provided. If a lost item is paid for and later found, the item becomes the property of the customer.

Approved by the Library Board August 12, 2015

Lied Scottsbluff Public Library Board By-Laws

Article I: NAME

This organization shall be called the "Lied Scottsbluff Public Library Board." The Board exists by virtue of the provisions of Sections 16-251 of the Revised Statutes of the State of Nebraska and of the 6-2-51 et seq. of the City Code of Scottsbluff Nebraska. The Board shall exercise the powers and authority and assume the responsibilities delegated to it under said Statutes and Code.

Article II: MEMBERS OF THE BOARD

Section I: The board shall be composed of five (5) members who are appointed by City Council for five-year (5) terms.

Section II: The members' terms of office shall be staggered to provide for continuity in policy and orderly transition of membership.

Section III: Each member may serve two (2) consecutive terms, not including unexpired terms to fill a vacancy.

Section IV: Members are appointed from the city-at-large.

Section V: Recommendations for appointment to the Board are made by the Library Director, City Manager and Mayor. The members of the Board shall be appointed by the City Manager, with the approval of the City Council.

Section VI: Board members shall not receive any pay or compensation for any services rendered as a member of the Board, but shall be entitled to reimbursement for or direct payment of reasonable expenses incurred in connection with Board membership, such as library association membership dues and continuing education costs.

Section VII: A Board member who is absent from three (3) consecutive regular meetings or who has not attended at least half of the regular meetings in a twelve (12) month period shall be requested by the Board Chair to state in writing his/her intention of continuing serving on the Board.

Article III: OFFICERS AND THEIR DUTIES

Section I: Officers are elected annually at the first meeting in October in accordance with City Ordinances.

Section II: It shall be the duty of the Board Chairperson to preside at all meetings of the Board, to appoint Board members to standing committees, subject to the approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.

Section III: The Vice Chairperson shall preside at all meetings of the Board in the absence of the Board Chair and carry out such other duties as the Board or these By-Laws may impose.

Section IV: Should both the Board Chairperson and Vice Chairperson be absent for any meeting of the Board, a member shall be selected to preside by a motion.

Section V: In the event of the death, resignation or disability of the Board Chairperson, the Vice Chairperson shall assume the duties of the office of the Board Chairperson until a new Board Chairperson is elected.

Section VI: The Library Director is the appointed Executive Secretary to the Board and keeps a true and accurate record of all proceedings of the Board meetings, issues notices of all regular meetings and has custody of minutes and other records of the Board. It is the duty of the Director to notify the City Manager and Council of vacancies of the Board. The Executive Secretary may appoint a library staff member to assist in recording the minutes.

Article IV: MEETINGS

Section I: The regular meetings of the Board are held on the second Wednesday of the month, beginning at 8:30 a.m. in the Library meeting room. Meetings are held monthly if necessary but no less than six times a year. Written notice of the time and place of the meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

Section II: Special meetings may be called by the Library Director, the Board Chairperson or upon request of any two members. Written notice of the time and place of the meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

Section III: Three members present constitute a quorum for transaction of business.

Section IV: No Board member shall vote on any matter, or participate in the discussion of any matter, which might reasonably be expected to result in a direct or indirect Financial Benefit other than that received as a member of the general public. "Financial Benefit" includes, but is not limited to: any interest that a member, or a member of the Board's immediate family, may have as an owner, shareholder, agent or principal of an entity which is the subject of such a vote or discussion.

Section V: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V: ORDER OF BUSINESS

The order of business at regular meetings will be as follows:

Call to order

Notice of changes in the agenda

Citizens with business not scheduled on the agenda

Approve regular board meeting minutes

Petitions, communications, public input

Reports and recommendations from the Library Director and/or library staff

Action Items

Adjournment

Article VI:

Section I: These By-Laws may be amended at any meeting of the Board by the affirmative vote of at least three (3) members of the Board.

Section II: Notice of the proposed amendment must be given at the regular meeting previous to the meeting at which the proposed amendment is presented for consideration.

Section III: The text of the proposed amendment must be kept on file with the Executive Secretary for not less than 20 days.

Last Revised: July 8, 2015

Materials Selection Policy

The purpose of this policy is to guide librarians and to inform the public about the rationale used when materials are selected for the library. A policy cannot replace the judgment of librarians, but clear objectives stated in this policy will assist library staff when choosing from a vast array of available materials.

Goals for material selection include:

- Providing resources that fulfill our educational mission
- Advancement of knowledge
- Education and enlightenment of those within our community
- Recreational reading and/or viewing

The Lied Scottsbluff Public Library uses the Library Bill of Rights and Freedom to Read statements adopted by the American Library Association as the foundation of this materials selection policy and process.

Responsibility for Selection:

The final responsibility for materials selection lies with the Library Director. At the Library Director's discretion, selection duties may be delegated to other library staff members as appropriate.

Use of Library Materials

Lied Scottsbluff Public Library recognizes some items may be viewed as controversial and that any given item may offend some customers. Selection will not be made on the basis of any anticipated approval or disapproval. Works will be judged on their merits in order to build a well-rounded collection to better serve the vast and varied interest of all library users.

Library materials will not be marked or identified to show approval or disapproval of contents. The ultimate responsibility for library usage by children rests with the parents and legal guardians. Selection will not be inhibited by the possibility that library resources may come into the possession of children.

Criteria for Selection:

These guidelines for material selection apply to all purchased or donated items. Several guidelines and combination of guidelines may be used.

General Criteria for Selection:

- Suitability of physical form for library use
- Suitability of subject and style for intended audience

Approved by the Library Board August 12, 2015

- Present and potential relevance to community needs
- Accuracy, appropriateness and effectiveness of medium to content
- Relation to existing collection and other materials on the subject
- Authority/reputation of the author
- Attention given by critics, reviewers and public interest/demand
- Ease of use, availability, price, and format

Demand is a valid factor in selection and shall be considered an important factor when materials are selected.

The collection should contain the various positions expressed on important and complicated or controversial questions, including unpopular or unorthodox positions. This library does not promote a particular view or opinion. Resources are provided in order for individuals to examine issues freely and make their own decisions.

Maintaining the Collection:

Any policy concerning selection of library materials should also incorporate collection maintenance. This includes:

- Keeping materials in attractive and useable condition
- Using the Crew Method of weeding (withdrawal) of outdated or worn materials, as well as withdrawing less essential materials to relieve space issues.
- Inventory to determine materials lost or missing

Reconsideration of Materials:

If any library customer believes that the library has not followed the material selection policy, they may speak with the Library Director at the earliest convenience of both parties. If the customer is not satisfied by the result of the first step, a materials complaint form may be requested from the Library Director, filled out completely and submitted for Library Board review. The Library Board shall consider the complaint and provide a timely, considered response to the library customer. The decision of the Library Board will be final.

Approved by the Library Board August 12, 2015

Mission/Vision Statements

What we do:

Mission Statement: Lied Scottsbluff Public Library delivers high quality public education for all ages.

- Pillar I: Self-Directed Education
- Pillar II: Research Assistance and Instruction
- Pillar III: Instructive and Enlightening Experiences

Why it matters:

Vision Statement: Through delivery of high quality public education for all, Lied Scottsbluff Public Library advances the economy, enhancing quality of life in our community.

Approved by the Library Board August 12, 2015

Non-Discrimination Policy

The Lied Scottsbluff Public Library maintains an educational environment that is free from discrimination and harassment. The Library does not discriminate on the basis of age, race, religion, sex, national origin, disability, sexual orientation, gender identity and expression, veteran status or any other characteristic protected by federal or state law. This policy shall prevail in all matters concerning staff members, the public and with individuals with whom the library does business.

Approved by the Library Board August 12, 2015

Patron Dress Code

For safety and health concerns, all persons using the Library are required to wear a shirt and shoes.

Approved by the Library Board August 12, 2015

Personnel Policy

Personnel employment, salaries, promotions, dismissal, retirement, vacation, sick leave, emergency leave, dress code and resignation shall be as stated by the current Personnel Manual for the City of Scottsbluff.

Library Hours

The Library shall be open:

Monday through Thursday	9:00 a.m. – 7:00 p.m.
Friday and Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

*The hours are subject to change at the discretion of the Library Director after consultation with the City of Scottsbluff's City Manager.

Holidays:

The Library will be closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

In keeping with the City of Scottsbluff's Personnel Manual, holidays shall be observed on the day they are observed by the State of Nebraska. When a holiday falls on a Saturday, the preceding Friday will be observed as the official holiday. When the holiday falls on a Sunday, the following Monday will be observed as the official holiday.

The Library will close no later than 4:00 p.m. on Thanksgiving Eve, Christmas Eve, and New Year's Eve.

If the Library Director believes the Library should be opened or closed for special circumstances, the decision will be made by the Library Director in consultation with the City of Scottsbluff's City Manager.

Approved by the Library Board August 12, 2015

Staff Development

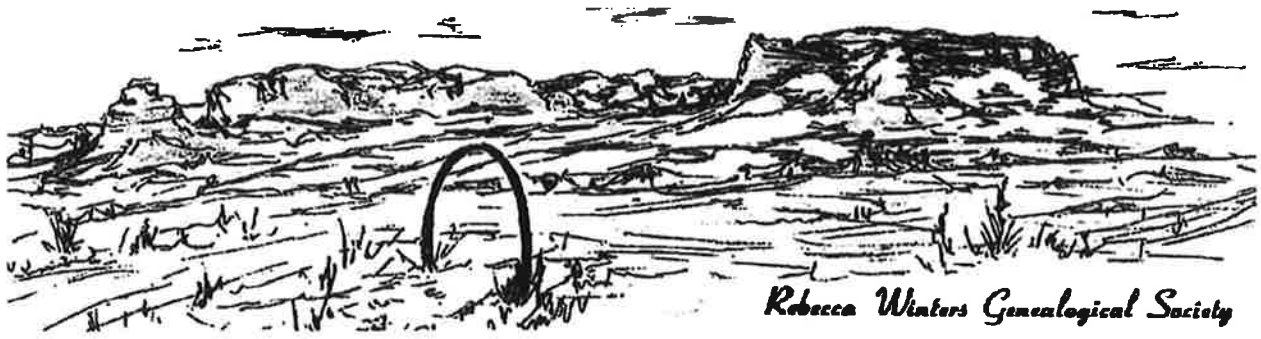
The Library encourages attendance of all staff and library board members at professional meetings, conferences and conventions. When possible, time will be allowed with pay for staff members to attend.

Approved by the Library Board August 12, 2015

Rebecca Winters Genealogical Society

The Library accepts the policies and procedures of the Rebecca Winters Genealogical Society for the use of their genealogical collection housed at the Lied Scottsbluff Public Library. A letter dated July 15, 2015 is attached.

Approved by the Library Board August 12, 2015



Rebecca Winters Genealogical Society

Rebecca Winters Genealogical Society
PO Box 323
Scottsbluff, NE 69363-0323
July 15, 2015

Abby Yellman, Director
Lied Scottsbluff Public Library
1809 Third Avenue
Scottsbluff, NE 69361

Dear Abby,

The Rebecca Winters Genealogical Society has adopted the following guidelines of control over the Society's Library Collection which is housed in the Heritage Room.

1. Our library collection shall be open to use by the public. Our collection is housed behind locked doors and will need a key to access the materials. It is not necessary to have a member of the society present during use by non-members, but if assistance is desired, the members listed at the end of this letter may be contacted.
2. People desiring to access our collection are to come to your desk and request the keys.
 - a. Please ask them to sign their name, address and phone number in the book that we have provided for this use, noting the time that they receive the key.
 - b. When they return the key they are to note in the book the time that it is returned.
3. The person signing for the key shall be responsible for unlocking the doors, returning all materials and books to the bookcases, locking the bookcase doors and returning the key to the desk.

Members available to help:

Paula Bennett	308-220-0533-H	Jeanie Knudtson	308-765-2033-C
	308-672-9591-C	Jo Beeney	308-635-1547
Wanda Henkel	308-436-5816	Karon Harvey	308-632-3410

We hope that this will clarify our position and make life easier for your librarians. If there are any questions or concerns, please contact me.

Sincerely,

Wanda Henkel, President

Resource Sharing

Lied Scottsbluff Public Library recognizes that no single library can meet all the demands for materials. The Library is committed to cooperation with other libraries to strengthen services and resources of this library and other libraries.

The Library will borrow materials which are not owned by this library on interlibrary loan from other libraries. Guidelines of the Interlibrary Loan Code for Nebraska will be followed (see addendum). Interlibrary loan requests will be monitored to determine if a material purchase is advised.

The Library will lend materials to other libraries unless the material is rare, valuable or in great demand.

Library cardholders can request interlibrary loan services, but will be responsible for any postage or insurance fees. If a customer fails to pick-up an interlibrary loan request, the fees will be assessed on their account and must be paid prior to any further check outs or services.

Approved by the Library Board August 12, 2015

Interlibrary Loan Services

Interlibrary Loan Code for Nebraska

Introduction:

This code is a voluntary agreement adopted by the Nebraska Library Association on October 25, 1990, to govern lending in Nebraska. It is intended to address general policies rather than specific procedures, given the changing nature of technologies and techniques. The code is further intended as a complement, not an impediment, to other resource sharing agreements.

Interlibrary loan is recognized as a basic library service for all ages and interests, and should be publicized as such to all members of the library's clientele. Lending between libraries is not sanctioned as a substitute for local collection development, however, except where cooperative collection agreements are in place.

Any library that is able to complete its borrowing request with full bibliographic information and verification, and can locate potential lenders is unrestricted by this code in forwarding that request to the potential lender(s) of its choice. Libraries that further request policy exceptions or special handling, such as telefacsimile delivery, may do so as needed by their users. Libraries are encouraged to be as generous as possible in accommodating special requests.

Finally, this code holds that interlibrary loan is: 1) in the public interest, and 2) dependent for its success on the mutual cooperation of those involved. Under the terms of this agreement, therefore, libraries should lend as well as borrow materials, with due regard to the difficulty of identifying potential lenders.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The phrase "library materials" is understood to include all formats.

II. Purpose

The purpose of the interlibrary loan as defined in this code is to obtain library material not available in the local library.

III. Scope

Under the terms of this agreement, it is permissible to request on interlibrary loan any type of library material which the lending library is willing and able to lend.

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for

Approved by the Library Board August 12, 2015

which there is no recurring demand. Borrowing libraries are encouraged to review requests on a regular basis to determine future collection requirements.

B. Borrowing libraries should make every effort to exhaust their own resources before pursuing interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant manuals and reference sources. Any library without access to the major bibliographic location verification, and procedure tools may request assistance from their resource library or the Nebraska Library Commission.

D. Standard interlibrary loan forms/formats should be used for all requests, regardless of the means of transmission. Requests may be transmitted via electronic or traditional mail, telefacsimile, telephone, or any other means acceptable to the potential lender(s).

E. Each library should inform its users of the purpose of the interlibrary loan and of the library's interlibrary loan borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

F. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. CODE) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all photocopying requests.

G. Both the bibliographic citation and location of the requested material should be described as completely and accurately as possible following accepted bibliographic practices. If either their citation or the location cannot be verified, libraries should so indicate in their request and include information about the original source of citation. Any library needing assistance with verification, locations and/or procedures may enlist the aid of their resource library or the Nebraska Library Commission. If verification is disregarded, or the bibliographic data are incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled without special effort to identify the reference.

H. Lenders should be chosen equitably so as not to place the undue demand on a limited number of suppliers. Libraries should attempt to spread their borrowing requests across a large number of libraries, with due consideration given to accepted practice or consortia agreements.

I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it arrives back at the lending library. The borrowing library is responsible of packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement with the preferences of the lending library.

All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the package, the loaned material itself must be clearly identified. Such information should include the names of the borrowing and lending libraries, the ILL control number or any other identifying number appearing on the original request, and the due date.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing

Approved by the Library Board August 12, 2015

library is permitted provided that is in accordance with the copyright law and no damage to the original material would result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or when the nature of the material makes lending inadvisable. The borrowing library should assist the user in making the necessary arrangement.

V. Responsibilities of Lending Libraries

A. The decision to loan material, or to accommodate policy exceptions and special handling, is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. Lending libraries are encouraged to establish uniform policies regarding issues such as charges, page limits and renewals that conform to generally accepted practice or consortia agreements.

C. Each Nebraska library should formulate an ILL policy statement. This statement should be available at the library upon request and a copy should be forwarded to the Nebraska Library Commission. The Nebraska Library Commission will maintain a file of all interlibrary loan policy statements which become available to the Commission from libraries outside the state, as well as from Nebraska libraries. In addition, the Commission will produce an interlibrary loan directory of Nebraska.

D. The lending library should process requests promptly, and notify borrowers as soon as possible if unable to supply the material. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request. Stating the reason for not filling the request is optional unless:

1. The borrower has not indicated copyright compliance;
2. The item cannot be located as cited; or
3. The borrower must meet certain conditions for the loan.

E. All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the packaging, the loaned material itself must be clearly identified. Such information should include the names of the borrowing and lending libraries, the ILL control number or any other identifying number appearing on the original request, and the due date.

F. Before restricting borrowing privileges to a library, the lending library is responsible for informing the borrowing library of the reason for the restriction or suspension.

VI. Expenses

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize maximum cost on the initial request. Libraries are encouraged to offer free or low cost interlibrary loans whenever possible.

Approved by the Library Board August 12, 2015

B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of the Loan

A. The duration of the loan, unless otherwise specified by the lending library, is the period of time the item may remain in the borrowing library disregarding the time spend in transit. The loan period shall be clearly indicated on the interlibrary loan form and on the library material. Borrowing libraries should encourage their users to use material within the time period allowed.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library not later than the due date. If the lending library does not respond, it will be assumed that the renewal, for the same period as the original loan, is granted. Lending libraries are responsible for informing borrowers at the time of the request is filled if an item cannot be renewed. Borrowing libraries should in turn inform their users of renewal restrictions.

D. All material on loan is subject to recall, and the borrowing library should comply.

VII. Violation of the Code

Each library is responsible for maintaining the provisions of this code in good faith.

Approved by the Library Board August 12, 2015

Rules of Conduct

Conduct that interferes with or discourages the educational mission of the Lied Scottsbluff Public Library is strictly prohibited. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. Violations of local ordinances, state or federal law will be immediately reported to the Scottsbluff Police Department.

Improper Conduct may include, but is not limited to the following:

- Speaking in a voice louder than a normal conversation
- Inappropriate or disruptive use of cell phones (cell phones must be silenced when entering the library and conversations should be taken to the lobby area or outside the building).
- Improper use of library technology (see Computer Use and Internet Use Policy)
- Behaving in a manner which is either physically or verbally abusive to library staff or other library customers
- Running/horseplay
- Loitering, congregating in the entrances/walkways/parking lots which impedes indoor or outdoor traffic areas
- Swearing/cursing
- Public displays of affection
- Sleeping, drunkenness or consumption of alcohol or illegal drugs in the library or on library property
- Vandalism including marking, breaking or otherwise damaging any portion of the library building, paved areas, sidewalks or other structures constituting library property, including landscaping and grass
- Weapons of any kind
- Animals with the exception of service dogs. Service dogs must be leashed and with their owner at all times
- Misuse of restrooms, such as personal bathing, laundering clothes, etc.
- Unattended children (see unattended children policy)
- Smoking (see tobacco policy)
- Defacing or damaging library materials
- Theft
- Skateboards are not allowed in the library. For customer safety, skateboarding is not allowed on library sidewalks or in the parking lots.
- All bicycles must be placed in one of the two available bicycle racks located in front of the library. This is for customer safety. No exceptions.

Approved by the Library Board August 12, 2015
Revised September 9, 2015

- Any activity deemed inappropriate in a learning environment by library staff or the Library Director

****Parents, guardians and caregivers, please keep in mind the library is a learning environment. If your child becomes unsettled and begins to loudly cry or scream, please take them immediately to the lobby or a nearby restroom until they are composed.**

Consequences for Improper Conduct

Any person who behaves in an improper manner may be asked to leave the library premises without a warning. If the individual is a child, the parent or caregiver will also be asked to leave. The Scottsbluff Police Department will be contacted if a person fails to obey a request to leave the library and its property from library staff.

If any person continues improper conduct after being readmitted to the library building after a previous violation, such person may be restricted from the library and its property for periods of one or more days, weeks or months, up to permanently, as may be deemed appropriate by the Library Director. Fair and reasonable consideration of the pertinent facts and circumstances will be evaluated.

Appeal Procedure:

1. Notice of Appeal: The Library Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board Chairperson, c/o Lied Scottsbluff Public Library; 1809 3rd Avenue, Scottsbluff, NE 69361. The Board shall hold a special meeting within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the special meeting.
2. Special Meeting: The Library Board Chairperson shall conduct the special meeting. The appellant may present any relevant information regarding the appeal of their restriction to the library board for their consideration. The library director will also be present to answer questions regarding the restriction if necessary.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination. The decision of the Board shall be final.

Approved by the Library Board August 12, 2015
Revised September 9, 2015

Telephone Use

The Lied Scottsbluff Public Library does not allow library customers to use staff phones for personal use. In cases of emergency, library customers may make a phone call at the circulation desk. The call must be local and last no longer than one minute. Staff will monitor to ensure the call is in fact an emergency. Abuse of this policy will result in future requests being denied.

The Library does not have a public address system or intercom. Therefore, the library staff cannot be expected to receive calls requesting staff to find someone in the library. This is not an efficient use of staff time, as it takes away from customers in the library needing assistance, as well as customers attempting to call the library for over-the-phone help and service.

Approved by the Library Board August 12, 2015

Tobacco Policy

All persons are prohibited from using any tobacco products in the library, including traditional tobacco products, as well as smokeless tobacco, electronic cigarettes and vaporizers of any kind. This policy is consistent with the Nebraska Clean Indoor Air Act (LB395).

Any person using tobacco products on the library's property must do so outside, at least twenty (20) feet from the building.

Approved by the Library Board August 12, 2015

Unattended Children Policy

The Lied Scottsbluff Public Library encourages children and families to use its facility together. To better protect children while using the Library and to provide all customers with a facility that is safe, pleasant and conducive to library use, the following guidelines must be observed:

1. A caregiver over the age of sixteen (16) must accompany every person under the age of eight (8). The caregiver is responsible for the behavior and supervision of children in their care while at the library.
2. The library reserves the right to contact parents, guardians or proper authorities if minors are left unattended and require supervision.
3. Caregivers of children under the age of eight (8) must stay within the line of sight of the children.
4. Parents, guardians, and caregivers should be aware of Library opening and closing times and make suitable arrangements to meet and/or transport their children. In the event that a minor age sixteen (16) or younger is left after library hours and no one can be contacted to provide transportation, the staff will call the Scottsbluff Police Department for assistance. Staff will not transport children home or to any other destination under any circumstances.

Approved by the Library Board August 12, 2015

Volunteer Policy

Lied Scottsbluff Public Library welcomes volunteers. A volunteer is defined as a person assisting with public library service without monetary compensation. All volunteers are required to complete a volunteer application form. This volunteer application form once submitted to library staff will be reviewed by the Library Director and supervisors. Upon review, the Library Director and supervisors will contact the applicant within seven days. Volunteers are subject to a criminal background check through the Scottsbluff Police Department and are subject to the same physical requirements and rules of conduct as City of Scottsbluff employees. Based on City of Scottsbluff policy, the library does not allow applicants serving court-ordered diversion or other types of mandated community service to volunteer at the library.

Approved by the Library Board August 12, 2015

Lied Scottsbluff Public Library – Volunteer Application

Name _____ Address _____

Phone: _____ Email _____

*Parent/Guardian _____ Phone _____

*if applicant is under 18 years of age

How often would you like to volunteer? (Check one) ☐ daily ☐ weekly ☐ monthly

Do you have specific amount of hours you need to complete? If so, how many hours of service would you like to complete at the library? _____

Are these hours needed as a school or class requirement? _____

Are these hours Court-Ordered or for a Diversion Plan? ☐ Yes ☐ No

What would you like to gain from this experience? _____

Are you physically able to bend, stretch, lift, and push carts that are part of the library experience? (Approximately 10-25 lbs.) Yes ☐ ☐

Please list the times you are available to volunteer: (Library hours are Monday-Thursday 9:00 a.m. to 7:00 p.m. and Friday & Saturday 9:00 a.m. – 5:00 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday

Are you familiar with the arrangement of the Library and the Dewey Decimal System?
☐ Yes ☐ No

Please read the paragraph below and indicate whether you understand and agree to the following terms:

I understand that Lied Scottsbluff Public Library reserves the right to accept or decline volunteers based on our ability to train and supervise volunteers who may apply at any given time. Volunteers may be dismissed for conduct which is contrary to Lied Scottsbluff Public Library policy. Volunteers must also agree to undergo a background check.

By signing below, I agree to these terms:

Signature of Volunteer Applicant _____ Date _____

Approved by the Library Board August 12, 2015

Lied Scottsbluff Public Library

2015 – 2018 Strategic Plan

Purpose Statement:

Strategic plans are used to communicate an organization's goals and the strategies needed to achieve these goals. Through the development and implementation of the following strategic plan, the Lied Scottsbluff Public Library will have a guiding document, which will be reviewed annually, to help better provide library services to the community it serves. Outlined in this plan are the library's mission and vision, priority areas, as well as the goals and strategies directly linked to community needs. This plan will guide the director's allocation of financial resources, as well as serve as a guiding document for all library staff. This document also provides all key library stakeholders (i.e. City administration, City Council, Library Board members, and the citizens of Scottsbluff) a specific description of how the Library will design services to meet community needs over the next three years.

The 2015-2018 strategic plan was created and developed through a six-month long process involving feedback from the Library Board, Friends of the Library, City administration, as well as the Library staff. The library completed the Edge Initiative Assessment in the Spring 2015. The library also conducted a ten-question survey, both online and in print, of which it received thirty-eight respondents. Once all the feedback and data was reviewed, as well as consideration for current budget allocations, the 2015-2018 strategic plan was developed.

Lied Scottsbluff Public Library Board Members:

Robert Polk – Board Chairperson	John Marshall – Board Member
Doug Mader – Board Vice-Chairperson	Victoria Casillas – Board Member
Marg Dredla – Board Member	

Lied Scottsbluff Public Library Staff:

Abby Yellman, Library Director	Judith Oltmanns, Technical Services Librarian
Debra Carlson, Children's Librarian	Jana Kehn, Library Assistant
Roberta Boyd, Library Assistant	Sherry Preston, Library Assistant
Kathy Powers, Library Assistant	James Pauley, Library Technician
Jessie Lopez, Library Technician	

Approved by the Library Board September 9, 2015

City of Scottsbluff Mission Statement:

The City of Scottsbluff's mission is to promote a safe, healthy environment for its citizens, visitors and business community; by providing essential services and infrastructure as well as opportunities for growth in a fair, fiscally responsible manner.

Lied Scottsbluff Public Library Mission Statement:

Lied Scottsbluff Public Library delivers high quality public education for all ages.

Lied Scottsbluff Public Library Vision Statement:

Through the delivery of high quality public education for all ages, the Lied Scottsbluff Public Library advances the economy, enhancing quality of life in our community.

Community Profile:

The City of Scottsbluff is located in Scotts Bluff county in western Nebraska. As of 2013, the population of Scottsbluff was estimated to be 15,015. The racial make-up of Scottsbluff is 74.9% white, non-Hispanic. 25.1% of the population is Hispanic of any race, 0.8% African American, 1.9% American Indian, 0.8% Asian and 1.5% of mixed race.

Based on census data from 2013, 83.9% of the population has attained a high school degree or higher. Approximately 20% of the population ages 25 and up have earned a Bachelor's degree or higher. Despite Nebraska's state average graduation rate of 89% in 2014, Scottsbluff Public Schools remains lower at 80%.

Median household income rests at \$36,750, which is well below both state and national averages exceeding \$50,000. 17.7% of Scottsbluff's population lives below the poverty level.

Community Needs:

In conversations with community leaders, including City administration, the following outline pressing community needs for the City of Scottsbluff.

- Growth of the economy through the attraction of new businesses, as well as growth of existing local businesses

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- Lessen the impact of poverty on all families
- Educational support for all children and teens through graduation day
- Continuing education opportunities for adults to enhance job skills, especially in the area of technology, in hopes of creating a more skilled labor force.
- Recruit and retain young people and new families
- Provide enlightening recreational and cultural opportunities for all ages

Library Analysis:

Throughout this process, the Library had to assess its strengths and weaknesses in order to better address the community needs listed above.

The Library's mission is focused on delivering high quality public education for all ages. Education is a key economic driver. The freedom to pursue education is a must for any community to thrive. Through library print and digital resources, as well as multiple continuing education workshops, the Library is ensuring equitable educational opportunities to all in the community regardless of age, race or socio-economic status. Through early literacy programs and resources, the library reduces the negative effect poverty can have on school performance for all children.

By providing free Internet access, including Wi-Fi connectivity, those in poverty can remain connected to needed resources, such as government assistance, employment opportunities and job assistance sites like NEworks. Educational opportunities range from self-directed, customer-led instruction to research assistance and instruction from staff and community partners. Educational opportunities ranging from literacy to technology skills are available both through trained library staff or community partners with an expertise in the subject taught.

The 2011 renovation and grand re-opening of the library facilities have enabled the Library to assist with the community's effort to recruit and retain young people and families. When making the decision to move into a new community or to stay within that community, most will evaluate the quality of the educational institutions (i.e. schools, public libraries, local colleges, etc.), as well as the recreational facilities available for quality of life purposes. By marketing its programs and services, the Library has a gateway to engage young families and individuals by connecting them with the community they live in.

Despite our many strengths, the Library currently suffers from a stagnate library budget, as well as lack of adequate staffing, both for the size of the Library building and the number of programs and services provided by the Library. Funding and staffing will have a great impact on whether or not this strategic plan can reach its full potential. The Director will continue to work with

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City leaders and the Library Board to find both funding and staffing solutions to improve the library's programs and services.

Priority Areas:

Through this analysis, the library created three priority areas as part of its mission to help meet the needs of the community. Below are the three priority areas and brief explanation of what each area encompasses in relation to the Library and its services.

Priority Area I: Self-Directed Education

- Comprehensive, current and relevant collection of materials, both in print and digital formats
- Inclusion of multiple formats and elimination of the obsolete
- Convenient access, both in-house and remotely to library resources
- Efficient access through timely handling of all materials

Priority Area II: Research Assistance and Instruction

- Assistance provided to library customers with research needs and guidance to ensure successful results
- Conduct research on behalf of library customers when time is sensitive
- Teach effective research strategies to all library customers to achieve more accurate research results
- Develop, teach or partner with organizations to provide educational classes and workshops

Priority Area III: Instructive and Enlightening Experiences

- Further the library as the community's living room, cultural and educational center
- Positive and lasting impressions made on all library customers regardless of their request or reason for using the library
- Frequent communication through the media, social media outlets and community organizations to advocate the library's mission and services

Goals:

The goals listed below were developed through analysis of Edge Assessment and public survey results, as well as both formal and informal conversations with stakeholders. Each goal will have a timeline for completion.

Approved by the Library Board September 9, 2015

1. The library will cultivate a print and digital collection to better serve the educational, cultural and enlightenment needs of the community. (Priority Area I)

Strategies:

- The Library will increase digital library collections (Ongoing)
 - Explore costs and acquire collections for digital magazines (ex: Zinio), digital music (ex: Freegal), streaming video and possibly OverDrive Advantage to enhance eBooks and downloadable audiobooks.
- The Library will maintain and invigorate the library's print collection (Ongoing)
 - Use the CREW method to withdraw old materials based on currency, accuracy, condition, popularity and obsolete formats if applicable.
 - Acquire new materials to meet the library's educational and enlightenment mission and provide timely access to library customers.
- The Library will restructure existing print Spanish language materials (Spring 2016)
 - Withdraw existing Spanish collection of materials and purchase new materials to reestablish this collection for both the native Spanish speaking community, as well as English as a Second Language Learners

2. The Library will continue to expand and diversify its educational, cultural and enlightenment classes and workshops for adults, teens and children. (Priority Area II, III)

Strategies:

- The Library will nurture current and establish new local and state partnerships with various organizations (Ongoing)
 - Examples of partnerships include: AIM Career Link, Nebraska Job Workforce, Humanities Nebraska, Midwest Theater, Western Nebraska Community College, Western Nebraska Arts Center, Omaha Conservatory of Music, local public and private schools, etc.
- The Library will provide technology trainings for individuals on a variety of topics (i.e. Basic Computer Skills, Apps, Social Media, Microsoft Office, etc.) (Monthly)
- The Library will research, fund and facilitate literary and author events (Ongoing)

3. The Library will foster an organizational culture of education and innovation through professional staff development. (Priority Area I, II, III)

Strategies:

Approved by the Library Board September 9, 2015

- Library staff will participate in professional conferences (ALA, PLA, NLA or other conferences related to the mission of the library. (Annually)
- Library staff will participate in various Nebraska Library Commission sponsored webinars and trainings, as well as locally sponsored meetings and trainings provided by the Western Library System. (Ongoing)
- The library staff will participate in monthly staff development meetings for internal professional development and cross-training. (Monthly)

4. The Library will create opportunities for individuals to access, interact and innovate using new technologies (Priority Areas II, III)

Strategies:

- The Library will provide hands-on interactive technology training classes for all ages. (Monthly)
- The Library will research and seek funding for the implementation of eReaders and/or tablets for both technology training classes and circulation (Spring 2017)
- The Library will seek funding for implementation of SIRSI Dynix tools needed to enhance library customer access and experience, such as Mobile Circ, SMS capability, Book Myne and other mobile tools. (Spring 2017)
- The Library will seek partners to implement an annual “technology showcase” event, which will exhibit new technologies to the community with the goal of this becoming an annual event. (Spring 2017)

5. The Library will empower the community’s youth through engagement, education and enlightenment opportunities from birth through graduation.

Strategies:

- The Library will purchase an AWE Early Literacy Learning System for early childhood education and STEM support (Fall 2015)
- The Library will continue successful programs for children, such as the annual summer reading program, story times, Cradle Catchers, KinderCarding, LEGO Club and other special events geared to children and incorporating literacy themes. (Ongoing)
- The Library will seek new ways to engage teens through the creation of classes and/or events, restructuring of the Teen Advisory Council (TAC), and CoderDojo. (Ongoing)
- The Library will incorporate the use of technology in everyday youth programming, such as story times, summer reading, etc. (Fall 2016)
- The Library will seek and support partnerships that bring new opportunities for the community’s youth (i.e. programs like Violin Sprouts). (Ongoing)

Approved by the Library Board September 9, 2015

6. The Library will actively and consistently market its services and events to all.

Strategies:

- The Library will utilize local media to advocate library services and events to the community. (Ongoing)
- The Library will utilize social media platforms such as Facebook, Twitter and other related social media sites to advocate library services and events to the community. (Daily)
- The Library Director will participate in local service organizations (i.e. Kiwanis, Next Young Professionals, etc.). (Monthly)
- The Library will participate in local community events to better advocate services and events to all in the community. (Bi-Monthly)

Summary:

Through the implementation of the 2015-2018 strategic plan, the Lied Scottsbluff Public Library hopes to remain an energetic, innovative and vital part of the City of Scottsbluff, both in the eyes of our stakeholders and those in our community. This is a living document. The Library Director and Library Board will conduct a fall review of the strategic plan annually. Any known statistical data will be updated as appropriate.

Approved by the Library Board September 9, 2015

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports5

Council to receive a progress report of the Comprehensive Plan.

Staff Contact: Annie Folck, City Planner

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Reports6

Council discussion and instructions to staff regarding a strategic planning and goal setting session.

Staff Contact: Rick Kuckkahn, City Manager

City of Scottsbluff, Nebraska

Monday, October 19, 2015

Regular Meeting

Item Exec1

Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda.

Staff Contact: City Council