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

Regular Meeting
January 3, 2022
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. **Closed Session**
   a) Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda as per Section 84-1410 of the Nebraska Revised Statutes.
7. **Scottsbluff Youth Council**
   a) (informational only):
8. **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) Council to approve the minutes of the December 20, 2021 Regular Meeting.
   b) Council to approve release of lien for special assessments set forth from Ordinance No. 4203 dated January 3, 2017 for improvements made by the City in Water District No. 105 and authorize the Mayor to sign the release.
   c) Council to approve the bid specifications for the purchase of a new one-ton truck with service body for the Water Department and authorize the City Clerk to advertise for bids to be received on January 25, 2022 at 2:30 p.m.
   d) Council to approve the Change Order No. 2 decrease for the Avenue 'B' Asphalt Overlay Project in the amount of $63,480.84.
   e) Council to excuse the absence of Council Member Lerma from the December 20, 2021 Regular Meeting.
9. **Claims**
   a) Council to consider and take action on claims of the City.
10. **Public Hearings:**

a) Council to conduct a public hearing set for this date at 6:00 p.m. for a Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

b) Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Change to Chapter 25 Article 3 regarding the addition of Vineyards & Wineries, Golf Courses, and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.

c) Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Addition of Chapter 25 Article 2 regarding the definition of Agricultural Attractions.

d) Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Change to Chapter 25 Article 22 regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.

e) Council to conduct a public hearing set for this date at 6:00 p.m. for the proposed Ordinance Text Change to Chapter 4 Article 1 regarding Section 107 of the 2018 International Building Code.

11. **Bids & Awards:**

a) Council to discuss and consider action on awarding the bid for permitting and asset management software proposal to Novotx XS d/b/a Elements XS in the amount of $171,500.

b) Council to discuss and consider action on awarding the bid for the rear loader refuse truck to Floyd's Truck Center (chassis) for $107,964 and Elliott Equipment (body) for $95,325 for a total of $203,289.

12. **Subdivisions & Public Improvements:**

a) Council to discuss and consider action on the Preliminary Plat for the Five Oaks Subdivision and authorize the Mayor to sign the Resolution.

13. **Resolution & Ordinances:**

a) Council to consider the first reading of the Ordinance for the Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

b) Council to consider the first reading of the Ordinance Change regarding the addition of Vineyards & Wineries, Golf Courses and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.

c) Council to consider the first reading of the Ordinance Change regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.

d) Council to consider the first reading of the Ordinance Change regarding Section 107 of the 2018 International Building Code.

e) Council to consider the second reading of the Ordinance Change regarding zoning district R-1 Single Family to add special permit use for Livestock-Horses for certain lots.

f) Council to consider the second reading of the General Revision Ordinance of the Scottsbluff Municipal Code.

14. **Reports from Staff, Boards & Commissions:**

a) Council to discuss and consider action on a letter of intent to apply for a grant from the Nebraska Department of Economic Development through the Community and Civic Center Finance Fund for Capital Construction to complete the 18th Street Plaza and authorize the Mayor to sign the letter.

b) Council to discuss and consider action on the Agreement for completing an Economic Development Strategic Plan with Plaka and Associates and authorize the Mayor to sign the Agreement.

15. **Council reports** (informational only): This item is intended for Council Members to update and inform other Council Members of meetings attended since the last City Council meeting.

16. **Adjournment.**

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Closed1

Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda as per Section 84-1410 of the Nebraska Revised Statutes.

Staff Contact:

City of Scottsbluff, Nebraska
Monday, January 3, 2022
Regular Meeting

Item Youth Cou 1

(informational only):

Staff Contact:

City of Scottsbluff, Nebraska
Monday, January 3, 2022
Regular Meeting

Item Consent1

Council to approve the minutes of the December 20, 2021 Regular Meeting.

Staff Contact: Kim Wright, City Clerk

Regular Meeting
December 20, 2021

The Scottsbluff City Council met in a regular meeting on December 20, 2021 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 December 17, 2021, 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 had been emailed to each council member, made available to radio stations KNEB, KMOR, KOAQ, and television stations KSTF and NBC Nebraska, and the Star Herald. The notice was also available on the city's website on December 17, 2021. Mayor McKerrigan presided and City Clerk Wright recorded the proceedings. The meeting was called to order and the Pledge of Allegiance was recited. Mayor McKerrigan welcomed everyone and 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: Jeanne McKerrigan, Nathan Green, Jordan Colwell, and Angela Scanlan Also present were City Attorney Kent Hadenfeldt and City Manager Dustin Rief. Absent: Selina Lerma. Mayor McKerrigan asked if there were any changes to the agenda. There were no changes. Mayor McKerrigan 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 was none.

Moved by Council Member Scanlan , seconded by Council Member Green,

a) The minutes of the December 6, 2021 Regular Meeting be approved.
b) A public hearing be set for January 3, 2022 at 6:00 p.m. regarding a Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.
c) A public hearing be set for January 3, 2022 for proposed Ordinance Text Change to Chapter 25 Article 3 regarding the addition of Vineyards & Wineries, Golf Courses, and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.
d) A public hearing be set for January 3, 2022 at 6:00 p.m. for proposed Ordinance Text Addition of Chapter 25 Article 2 regarding the definition of Agricultural Attractions.
e) A public hearing be set for January 3, 2022 at 6:00 p.m. for proposed Ordinance Text Change to Chapter 25 Article 22 regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.
f) A public hearing be set for January 3, 2022 at 6:00 p.m. for the proposed Ordinance Text Change to Chapter 4 Article 1 regarding Section 107 of the 2018 International Building Code.
g) The bid specifications for the construction of Hilltop Subdivision Overflow Storm Sewer and the authorizing of the City Clerk to advertise for bids to be received by January 13, 2022 at 2:00 p.m. be approved.
h) Council Member Scanlan's absence from the December 6, 2021 meeting be excused, "YEAS," Colwell, Scanlan, Green, and McKerrigan. "NAYS," None. Absent: Lerma

Moved by Council Member Green, seconded by Council Member Scanlan, that the following claims, be approved and paid as provided by law out of the respective funds designated in the list of claims dated December 20, 2021, as on file with the City Clerk and submitted to the City Council, "YEAS," Green, Scanlan, McKerrigan, and Colwell. "NAYS," None. Absent: Lerma.

CLAIMS

3R TECHNOLOGY SOLUTIONS INC,DISPOSAL FEES,4317.93;AARDVARK,CIP-RIOT GEAR,1009.1; ACCELERATED RECEIVABLES SOLUTIONS,WAGE ATTACHMENT,277.71; ACTION COMMUNICATIONS INC.,GROUND MAINT PARK,219.95;ADVANCE AUTO PARTS,EQUIP MAINT WW,47.03; ADVANCED CUTTING SYSTEMS, INC,TRANSFER TAPE FOR SIGN MACHINE,390.57;AGUALLO PAUL SR,CONTRACTUAL SERVICES,2400; ALLO COMMUNICATIONS,LLC,LOCALTELEPHONECHARGES,4086.62;ASSURITY LIFE INSURANCE CO,LIFE INSURANCE,32.95; ATLAS COPCO COMPRESSORS, LLC,EQUIP MAINT WW,8170; B&C STEEL CORPORATION,DEPT SUPPLIES,70.55;BEST PLUMBING HEATING & COOLING,BLDG MAINT PARK,225.7;BLUFFS FACILITY SOLUTIONS,GROUND MAINT PAKR,691.53; CAPITAL BUSINESS SYSTEMS INC.,CANON C5860i COLOR COPIER,7862.03; CASPER MFG, INC,FREIGHT,259;CELLCO PARTNERSHIP,TABLETS, IPADS, CELL PHONES, GRIDSMART FOR TRANS.,1085.65;CIRRUS HOUSE, INC.,CONTRACTUAL-PD,0;CITY OF GERING,DISPOSAL FEES,45295.09;COMPUTER CONNECTION INC,CONTRACTUAL-PD,44; CONTRACTORS MATERIALS INC.,BLADE FOR CONCRETE SAW,450.06;CORE & MAIN LP,CONTRACTUAL SVC,26241.28;CREDIT BUREAU OF COUNCIL BLUFFS,FEE/EMPL.SCREEN - NOV. 2021,73;DIAMOND VOGEL,FACADE IMPROVEMENT GRANT,2058.58;EAKES INC,DEP. SUP.,90.82;ENVIRONMENTALANALYSISSOUTH,INC,CONTRACTUAL,461.5;ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC,EQUIP MAINT WW,300;FARMERS IRRIGATION DISTRICT,2022O&MASSESSMENT,2340;FEDERAL EXPRESS CORPORATION,POSTAGE,167.17; FLOYD'S TRUCK CENTER SCOTTSBLUFF,VEHICLE MTNC,755.55; FRANCISCO'S BUMPER TO BUMPER INC,TOW SERVICE-PD,390;FREMONT MOTOR SCOTTSBLUFF, LLC,TIRE - FORD FUSION,170.74;FYR-TEK INC,HEAVY DUTY VEHICLE CHARGER - RESCUE 1,667.75; GRAY TELEVISON GROUP INC,CONTRACTUAL SW,2095;HD SUPPLY FACILITIES MAINTENANCE LTD,DEPT SUPP WW,600.3;HOWTON, WILLIAM,SCHOOLS & CONF-PD,127;HULLINGER GLASS & LOCKS INC.,BLDG MAINT PARK,8.25;HYDROTEX PARTNERS, LTD,EQUIP MAINT PARK,288.81; IDEAL LAUNDRY AND CLEANERS, INC.,DEPT SUPPLIES,480.92;INDEPENDENT PLUMBING AND HEATING, INC,SUPPLIES - PATHWAY,123.08;INFINITY CONSTRUCTION, INC.,CONTRACTUAL,2518.73;INGRAM LIBRARY SERVICES INC,COLL,619.26; INTERNAL REVENUE SERVICE,WITHHOLDINGS,70595.68;INTRALINKS, INC,CONTR.SERV - NOV 2021,2092.5;INVENTIVE WIRELESS OF NE, LLC,INTERNET COMPOST,129.85; INVENTIVE WIRELESS OF NEBRASKA L.L.C.,LB840 FUNDS,200000;J G ELLIOTT CO.INC.,BOND - CHRIS BURBACH,875;KNOWHOWLLC,VEHICLEMTNC,3327.63;LEEBHM CORP,PUBLISHING,1206.23; LEXISNEXIS RISK DATA MANAGEMENT,CONSULTING-PD,100;M.C. SCHAFF & ASSOCIATES, INC,CONTRACTUAL SERVICES,380;MACQUEEN EQUIPMENT INC,EQUIP MAINT,689.18;MADISON NATIONAL LIFE,INSURANCE,2589.44;MATHESON TRI-GAS INC,RENT MACHINES,80.36; MAXWELL PRODUCTS, INC,JOINT SEALER,8305.8;MENARDS, INC,GRUND MAINT PARK,600.46;MIDWEST CONNECT, LLC,UB BILL PROCESS - NOV. 2021,2645.3;MUNIMETRIX SYSTEMS CORP,IMAGESILO - NOV 2021,39.99;NE CHILD SUPPORT PAYMENTCENTER,NECHILD SUPPORT PYBLE,1553.1;NE DEPT OF REVENUE,TAXES,19037.1; NEBRASKA INTERACTIVE, LLC,DRIVERS LIC. REQ. - NOV. 2021,45;NEBRASKA MACHINERY CO,GROUNDMAINTPARK,1562.94;NEBRASKAPUBLIC POWER DISTRICT,ELECTRIC,37905.92; NEBRASKALANDTIRE,INC,VEHMAINTPD,401.58;NEDA,MEMBERSHIP,150;NETWORKFLEET, INC,GPS SERVICE,286.04;NEXT YOUNG PROFESSIONALS,MEMBERSHIP,25;NORTHWEST

PIPE FITTINGS, INC. OF SCOTTSBLUFF,EQUP MAINT WW,272.2;OCLC ONLINE COMPUTER LIBRARY CENTER, INC,CONT. SRVCS.,385.72; PAIGE'S POSIES,CONTRACT - NOV. 2021,1945; PANHANDLE COOPERATIVE ASSOCIATION,FUEL COMPOST,4678.49;PANHANDLE ENVIRONMENTAL SERVICES INC,SAMPLES,60; PLATTE VALLEY BANK,HEALTH SAVINGS ACCOUNT,10494.59; PLATTE VALLEY VAC & SEW,DEPT SUPP PARK,67.9;PRAISE WINDOWS INC,BLDG. MAIN.,690;PT HOSE AND BEARING,ADAPTER FOR D. TRUCK,26.4; QUILL CORPORATION,DEPT/INVEST SUPPL-PD,475.12;RAY ALLEN MANUFACTURING, LLC,K-9 SUPPL,32.98;REGIONAL CARE INC,CLAIM,100122.04;REGIONAL WEST MEDICAL CENTER,MEDICAL SUPPLIES - SALINE,21.16; RICHARD CELLI,EQUIP MAINT PARK,18.95; RIGHT BRAIN UNLIMITED,DEPT SUPP PARK,692.2; ROSE DREW, INC,DEP. SUP.,40.2; RR DONNELLEY,DEPT SUPPL-PD,176.95;S M E C,EMPLOYEE DEDUCTION,144.27; SANDBERG IMPLEMENT, INC,EQUIP MAINT PARK,727.08; SATO, LEANN,SCHOOLS & CONF,40; SCB FIREFIGHTERS UNION LOCAL 1454,FIRE EE DUES,300;SCB IBEW 1597 UNION DUES,SCB IBEW 1597 UNION DUES,443.61; SCOTTIES POTTIES INC,CONTRACTUAL,475; SCOTTSBLUFF MOTOR CO, INC,SERVICE - 2010 CHEV IMPALA,190.33;SCOTTSBLUFF POLICE OFFICERS ASSOCIATION,POLICEEEDUES,975;SIMMONSOLSENLAWFIRM,P.C.,CONTRACTUAL,13752.29;SIMON CONTRACTORS,CONCRETE FOR STREET REPAIR,679.5;SNELL SERVICES INC.,BLDG. MAIN.,128.85; SOUNDSLEEPER SECURITY INC.,CONTRACTUAL-PD,14.95; STATE OF NEBRASKA DEPT OF HEALTH,LICENSES & PERMITS,230; TERRY D SCOTT,VEH MAINT PARK,1824.76; THE PEAVEY CORP,INVEST SUPPL-PD,173.12; TWIN CITY AUTO, INC,EQUIP MAINT PARK,31.15;UNION BANK & TRUST,RETIREMENT,45210.37;WESTERN TRAVEL TERMINAL, LLC,VEH MAINT-PD,470;WEX BANK,GASOLINE & OTHER FUELS,21136.24; WICHT SUZY,TREE REBATE,55;WYOMING CHILD SUPPORT ENFORCEMENT,CHILD SUPPORT,738.08;YOUNG MEN'S CHRISTIAN ASSOCIATION OF SCOTTSBLUFF, NE,YMCA,765; ZM LUMBER CO CAPITAL ONE TRADE CREDIT,GRUND MAINT PARK,115.11; REFUNDS; SCBLF COUNTRY CLUB, 39.50; SCOTTSBLUFF COUNTRY CLUB, 207.79

City Manager Rief presented the November 2021 Financial Report. He commented the larger expenditures are related to bond payments, Avenue ‘B’ and LB840 expenses, stating with revenue, there is not much to talk about yet, other than standard sales tax distribution. Council Member Colwell asked that next year Council get an update on what they are doing at the mall, specifically for the parking lot and what they are doing inside. Mr. Rief stated he would work on that and could probably get it before next year.

Council Member Scanlan moved, seconded by Council Member Green to accept the November 2021 Financial Report, “YEAS,” Scanlan, McKerrigan, Colwell, and Green. “NAYS,” None. Absent: Lerma.

Mayor McKerrigan opened the public hearing at 6:06 p.m. to consider an Ordinance Text Change regarding zoning district R-1 Single Family to add a special permit use for Livestock-Horses for certain lots.

Mr. Zach Glaubius, Planning Administrator, approached Council explaining at the November Planning Commission meeting the Planning Commission gave a positive recommendation for the approval of an Ordinance updating R-1 Single Family Residential zoning to permit livestock on lots of two acres or more with a special permit. He added the special permit exists for the R-1B zoning district; the applicant has R-1 property along the City limits and per the Comprehensive Plan it is zoned Residential rather than Rural Residential, hence the text change.

Mr. John Selzer, Legal Counsel for the applicant Jane Fleisbach, came forward. He commented the applicant has owned the property since 1950 and it is outside of City limits. Traditionally they have had horses on the property and at some point the zoning was changed to R-1 Residential. There is a zoning provision for Rural Residential that allows one animal per acre, adding there are lots in R-1 Residential that are larger lots, more rural in character like Ms. Fleisbach's which is 2.75 acres. He is asking Council to consider the text change so the property can be lawfully used and enjoyed at its full extent, where such use is consistent with the character compatible of the surrounding property. He added if the text change is approved, Ms. Fleisbach will then apply for the special permit.

There were no more comments from the public. Mayor McKerrigan closed the public hearing at 6:10 p.m.

Ms. Jessica D. LittleHoop approached Council regarding being named the Liquor License Manager of Chili's LLC d/b/a Chili's Grill & Bar, 826 West 36th Street, Scottsbluff, NE. Ms. LittleHoop explained she has been employed with Chili's since June of 2021 and they have strict protocols in place to keep alcohol away from minors. She added alcohol is kept in the bar area and the only person allowed in that area is the bartender. All overstock is kept in a locked room with the manager on duty having the only key.

Police Captain Wasson came forward and added the background check on Ms. LittleHoop did not show any criminal history and there is nothing that would prohibit her from holding a manager's position under the license.

Council Member Green made a motion, seconded by Council Member Colwell to send a positive recommendation to the Nebraska Liquor Control Commission naming Jessica D. LittleHoop as the Liquor License Manager of Chili's, LLC d/b/a Chili's Grill and Bar, 826 West 36th Street, Scottsbluff, NE, "YEAS," Colwell, McKerrigan, Green, and Scanlan. "NAYS," None. Absent: Lerma.

Mr. Lucky Kochenower approached Council regarding provision of meals for Scottsbluff Seniors. Mr. Kochenower explained he is at the meeting to ask for support, on behalf of the Senior Center in Gering, for taking care of the Scottsbluff Seniors during the time their Senior Center has been closed. He started discussion by giving monthly totals of meals that were delivered in Scottsbluff; July, 1035 (daily 49); August, 1152 (daily 52); September, 1241(daily 59); October, 1317 (daily 63); November, 1113 (daily 62). Mr. Kochenower stated it is very burdensome financially and he is asking for financial support from the City of Scottsbluff. He added in the past the City has given $5,750 quarterly to the Scottsbluff Senior Center; approximately $23,000/yearly.

Council Member Colwell asked if it is sustainable for Gering to continue doing or does the City of Scottsbluff need to work with partners to open up their own Center here. Mr. Kochenower stated he has visited with Mr. Rief and he is working towards getting Scottsbluff's Center back operating, but until then they will continue to provide meals.

After discussion, Mayor McKerrigan asked City Manager Rief to get numbers and bring them back to Council. Council Member Colwell also asked about opening up communication with the Aging Office. Mr. Rief stated he will bring back for review the first meeting in January.

Ms. Michele Denton, Executive Director of West Nebraska Arts Center, was present to answer questions regarding three Special Designated Liquor Licenses for the Arts Center on January 22, 2022 for a fundraising event and February 3, 2022 and June 30, 2022 for art exhibit receptions. Ms. Denton explained she is being optimistic applying for three licenses, stating she used to do it all the time, but with COVID that changed.

Police Captain Wasson came forward stating there are no issues. They manage the events well and the police department will have adequate staffing available if needed.

Council Member Scanlan moved, seconded by Council Member Green to approve three Special

Designated Liquor Licenses for the West Nebraska Arts Center, 106 E. 18th Street, Scottsbluff, NE on January 22, 2022; 6-11 p.m., February 3, 2022 and June 30, 2022; 4-8 p.m. for fundraising and art exhibit receptions, "YEAS," McKerrigan, Green, Colwell, and Scanlan. "NAYS," None. Absent: Lerma.

Council introduced the Ordinance Change regarding zoning district R-1 Single Family to add special permit use for Livestock-Horses for certain lots and was read by title on first reading: **AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA, AMENDING CHAPTER 25, ARTICLE 3 SECTION 2 OF THE SCOTTSBLUFF MUNICIPAL CODE DEALING WITH ZONING DISTRICT R-1 SINGLE FAMILY ADDING A SPECIAL PERMIT USE FOR LIVESTOCK-HORSES FOR CERTAIN LOTS, PROVIDING AN EFFECTVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.**

Council introduced the General Revision Ordinance of the Scottsbluff Municipal Code and was read by title on first reading: **AN ORDINANCE OF THE CITY OF SCOTTSBUFF, NEBRASKA RECODIFYING THE GENERAL ORDINANCES OF THE CITY, GENERALLY REVISING THE SCOTTSBLUFF MUNICIPAL CODE, REPEALING PRIOR ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.**

Concerning discussion and considering action regarding a Resolution to place LB357 on the general election ballot, Mr. Rief explained in April of this year the City met in a joint meeting with the Scottsbluff School Board to determine the direction of aquatics for the community. Since then they have been developing a strategy and plan to move forward to place this on the ballot in November of 2022. He then welcomed those in attendance to express their views toward the Resolution.

Mr. Conrad Bostran, CEO of the Scottsbluff Family YMCA, came forward. He started by thanking the City of Scottsbluff for taking the lead on the discussions and for Scottsbluff Public Schools being an initial partner, adding other partners will be needed and sought as this goes forward. He added the funding mechanism that is proposed of LB357 is the most viable solution for funding community aquatics and mentioned the aging pools in the area and how dire it is to get this going. He concluded by stating the YMCA is fully on board and willing to be the managing partner.

Ms. Aurora Harkins and Ms. Allie Davies approached Council. They both are members of the Torpedo's swim club and would support a new aquatic center because it would benefit the community and people of all ages. Currently, their club and the high school cannot host swim meets because they do not have a pool that meets regulation. Both commented it would be nice to be able to host competitions in Scottsbluff.

Mr. John Galindo stated he and his wife are very passionate about swimming. They are grateful the YMCA hosts the swim teams, but it is more than that, it goes from infant to elderly. He commented we desperately need a pool for this community.

Mr. Andrew Dick, Scottsbluff Superintendent, came forward and stated they are excited about the possibilities, but understand this is a decision for the voters of Scottsbluff. The Scottsbluff Public Schools is fully invested in being a partner with the City and the YMCA.

Mr. Brad Bode, YMCA Board Member, stated the YMCA is totally behind the building of an aquatic center. He stated Scottsbluff is the center of the market and it is a black spot on the community to not have a pool. He asked for Council to consider bringing this forward to be put on the ballot.

Mr. Joe Weiss, assistant coach, came forward stating we lost out on not being able to host the Twin Cities swim meet. He hopes Council will consider this; the future is bright and a pool is wanted and needed badly.

Ms. Debbie Post, diving coach and parent, came forward commenting there is no diving board anywhere. Many kids have to travel as far as Cheyenne to practice diving. She cannot believe a town of

our size does not have an aquatic center. She thanked Council for their consideration.

Ms. Jennifer Galindo stated people are passionate and willing to support a pool. There is a place at the pool for everyone in the community. In addition, swim lessons are super important as well as water sports, scuba diving and water therapy.

Mr. Matt Janecek, parent, came forward and explained how passionate his son is about swimming. He explained the confidence his son gained from swimming and what a wonderful experience it was for him to be on the Torpedos swim team. He would love for another student to have the same experience.

Mr. Rief then presented the Resolution that would be put on the ballot in November of 2022. He explained it will add a one-half of one percent (1/2%) sales tax in addition to the existing City Sales and Use Tax for the purpose of funding a public infrastructure project used to build an aquatics center. In addition, the next steps will be for the partners to engage the community in what they would like to see in an aquatics center and what can be afforded.

Council Member Colwell moved, seconded by Council Member Scanlan to approve Resolution No. 21-12-03 placing LB357 on the general election ballot, "YEAS," Colwell, Scanlan, Green, and McKerrigan. "NAYS," None. Absent: Lerma.

RESOLUTION NO. 21-12-03

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

a. The City currently imposes a City Sales and Use Tax in the amount of 1.5% pursuant to the Local Option Revenue Act, sections 77-27,142, *et seq.* of the Nebraska Statutes (the "Existing City Sales and Use Tax")

b. The City is in need of additional revenue in order to provide for a public infrastructure project such as construction of a municipal aquatics center.

c. §77-27,142 of the Nebraska Statutes allows the City Council to impose an additional one-half of one percent (1/2%) sales tax in addition to the Existing City Sales and Use Tax for the purpose of funding the public infrastructure project listed above, following an election at which a majority of the qualified electors of the City approve such additional sales and use tax;

Resolved by the Mayor and City Council of the City that:

1. At the November 8, 2022 general election, the following proposition in the form shown below shall be submitted to the qualified electors of the City for their approval or disapproval at the primary election:

PROPOSITION:

Shall the City Council of the City of Scottsbluff, Nebraska increase the local sales and use tax rate by an additional one-half of one percent (½%) from the current rate of one and one-half percent (1½%) to a total rate of two percent (2%) and impose a sales and use tax at the increased rate upon the same transactions within the City on which the State of Nebraska is authorized to impose a tax, subject to the terms and conditions set out below?

6

_____ Yes (For increasing the Sales and Use Tax)

_____ No (Against increasing the Sales and Use Tax)

Terms and Conditions: The terms and conditions of the proposition are as follows:

a. No reductions or elimination of other taxes or fees is contemplated.

b. Revenues from the increased sales and use tax are to be used for the following public infrastructure project as allowed pursuant to §77-27,142 of the Nebraska Statutes: municipal aquatics center.

c. The City and the Community Redevelopment Authority of the City of Scottsbluff will enter into an Interlocal Agreement which creates the Scottsbluff Aquatic Center Agency for purposes related to the listed public infrastructure project. The Interlocal Agreement contains provisions, including benchmarks, relating to the long-term development of unified governance of the listed public infrastructure project with respect to the parties.

d. The increased sales and use tax shall terminate no more than ten years after the effective date of the increased sales and use tax or, if bonds are issued and the local option sales and use tax revenue is pledged for payment of such bonds, upon payment of such bonds and any refunding bonds, whichever date is later.

2. Electors desiring to vote in favor of or against the proposition shall do so in the manner specified in the ballot form as provided by the Scotts Bluff County Clerk.

3. The general election shall be conducted by the Scotts Bluff County Clerk at polling places established by the County Clerk in each of the City's precincts. The polls shall be open from 7:00 a.m. through 7:00 p.m. on the day of the general election.

4. The following notice required by law shall be published in the Star-Herald, a legal newspaper of general election in the City not more than 30 days nor less than 10 days before the date of the election. The notice shall be in substantially the following form:

City of Scottsbluff, Nebraska
Notice of Election

Notice is given that at the general election on Tuesday, November 8, 2022, at the usual polling place in each precinct of the City of Scottsbluff, Nebraska, the ballot will include for the electors of the City for their approval or rejection, the following proposition:

> **[Insert text of proposition from Paragraph 1 of this Resolution in the notice]**

The polls will be open from 7:00 a.m. through 7:00 p.m. on the Election Day. Absent, disabled, and confined voters' ballots may be obtained from the County Clerk as provided by law. Copies of the proposition may be obtained at the office of the Scottsbluff City Clerk at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska 69361.

Dated: _____, 2021.

/s/ City Clerk

5. The City Clerk shall cause a certified copy of this Resolution to be delivered to the Scotts Bluff County Clerk on or before September 1, 2022.

Passed and Approved on December 20, 2021.

_____
Mayor

Attest:

_____
City Clerk

There were no meetings attended by Council to discuss in Council Reports.

Council Member Scanlan moved to adjourn the meeting at 6:48 p.m. This was seconded by Council Member Colwell, "YEAS", Green, Scanlan, McKerrigan, and Colwell. "NAYS," None. Absent: Lerma.

_____
Mayor

Attest:

_____
City Clerk

8

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Consent2

Council to approve release of lien for special assessments set forth from Ordinance No. 4203 dated January 3, 2017 for improvements made by the City in Water District No. 105 and authorize the Mayor to sign the release.

Staff Contact: Liz Loutzenhiser, Finance Director

Agenda Statement

Item No.

For Meeting of: January 3, 2022

AGENDA TITLE: Paving District 312, Water District 105 Release of Lien

SUBMITTED BY DEPARTMENT/ORGANIZATION: Finance

PRESENTATION BY: Dustin Rief

SUMMARY EXPLANATION:

Release of lien request upon 12/16/2021 payoff of special assessments on parcels located in Paving District 312, Water District 105, owned by 2627 Lodging, LLC

BOARD/COMMISSION/STAFF RECOMMENDATION: _____

Does this item require the expenditure of funds? _____yes X____no

Are funds budgeted? n/a _____yes _____no

If no, comments: _____

Estimated Amount _____

Amount Budgeted _____

Department _____

Account Description _____

Approval of funds available _____

City Finance Director

EXHIBITS

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

Other (specify) Release of lien - special assessment

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☑

Please list names and addresses required for notification.

Finance Director will deliver Release to County to be recorded, will provide copy of recorded release to property owner upon receipt from County Register of Deeds.

APPROVAL FOR SUBMITTAL: _____

City Manager

Rev: 12/14/ City Clerk

RELEASE OF LIEN FOR SPECIAL ASSESSMENTS

In consideration of the payment of the special assessments in favor of the City of Scottsbluff, a Nebraska municipal corporation (the "City"), the City hereby releases any and all liens resulting from the assessments set forth in Ordinance No. 4202, dated January 3, 2017, for improvements made by the City in Paving District No. 312 and in Ordinance No. 4203, dated January 3, 2017 for improvement made by the City in Water District No. 105 on the following described property:

Block 2, Reganis Subdivision, Situated in the Southeast 1/4 of the Southwest 1/4 of Section 13, Township 22N, Range 55 West of the 6th P.M., in the City of Scottsbluff, Scotts Bluff County, Nebraska.

Dated: _____, 2022.

CITY OF SCOTTSBLUFF,
A Nebraska Municipal Corporation,

By_____
Jeanne McKerrigan, Mayor

ATTEST:

_____
City Clerk

STATE OF NEBRASKA, SCOTTS BLUFF COUNTY:

The above RELEASE OF LIEN FOR SPECIAL ASSESSMENTS was acknowledged before me on _____, 2022, by Jeanne McKerrigan, Mayor of the City of Scottsbluff, a Nebraska municipal corporation, on behalf of the City.

_____
Notary Public

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Consent3

Council to approve the bid specifications for the purchase of a new one-ton truck with service body for the Water Department and authorize the City Clerk to advertise for bids to be received on January 25, 2022 at 2:30 p.m.

Staff Contact: Dustin Rief, City Manager

Agenda Statement

Item No.

For Meeting of: January 3, 2022

AGENDA TITLE: Council to approve bid specifications for the purchase of a new one-ton truck with service body for the Water Department and authorize the advertising for bids to be received on January 25, 2022 at 2:30 p.m.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Public Works

PRESENTATION BY: Consent

SUMMARY EXPLANATION: As part of this fiscal year's budget, the Water Department is scheduled to purchase a one-ton truck with a service body which will be used for maintenance work.

BOARD/COMMISSION/STAFF RECOMMENDATION: Staff requests that Council approve the bid specifications and authorize the City Clerk to advertise for bids to be received on January 25, 2022 at 2:30 p.m.

Does this item require the expenditure of funds? **X yes** _____**no**
Are funds budgeted? **X yes** _____**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted **$55,000**
Department **Water Department**
Account Description **Equipment**

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Bid Specifications

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

CITY OF SCOTTSBLUFF

BID SPECIFICATIONS

FOR THE PURCHASE OF

One, New, One-ton 4 x 4 Truck with Crew Cab/Chassis And Service Body

FOR THE

WATER DEPARTMENT

DATED: January 3, 2022

NOTICE TO BIDDERS

Sealed Bids will be received by the City of Scottsbluff, Nebraska at the office of the City Clerk until 2:30 P.M., Tuesday, January 25, 2022, for furnishing One, New, One-Ton 4 x 4 Truck with Crew Cab/Chassis and Service Body. Specifications and Instructions to Bidders are available at the office of the City Clerk. The Council reserves the right to reject any and all bids and to waive irregularities.

_____

Kimberly Wright
City Clerk

Publish – 3 times:
Friday, January 7, 2022
Friday, January 14, 2022
Friday, January 21, 2022

INSTRUCTIONS TO BIDDERS

1. All bids need to be submitted on the bid form provided so they may be properly compared and evaluated.

2. The bids will be for one new one-ton 4 x 4 truck with crew cab/chassis and a service body.

3. Bids are to be quoted F.O.B. Scottsbluff, NE.

4. The City will be trading in a 2008 Chevy ¾ Ton 2500 Silverado Truck, VIN: 1GCHC29K78E178030 with 172,000 miles on it.

5. Bids need to include the year, make and model of the truck/equipment being bid. They also need to include the manufacturer's brochure with detailed specifications of the identical model being bid.

6. The City Water Department is NOT exempt from Federal Excise Tax.

7. The bids shall be submitted to the City Clerk's office by 2:30 P.M., Tuesday, January 25, 2022, in a sealed envelope, and the envelope clearly marked "Bid on One-Ton Truck with Service Body".

8. Bidders should be aware that Council reserves the right to reject any and all bids and to waive any irregularities for any reason deemed necessary.

9. Award of purchase will not become final until a notice has been issued by the City authorizing this purchase.

10. The City will pay for the truck/equipment meeting all specifications upon proper documentation of same, no sooner than the first Council meeting following delivery of same.

11. Please specify a delivery date for the unit being bid.

12. The price stated on the bid form shall be good through the date of delivery and subsequent payment.

13. <u>Any items of noncompliance or variations to the minimum specification requirements listed on the following pages need to be written and submitted with the bid form.</u>

14. Each bidder must have a current Nebraska motor vehicle dealers license, per Chapter 60, Article 14, of the Nebraska statutes.

MINIMUM SPECIFICATIONS FOR ONE, NEW, ONE-TON 4 x 4 TRUCK WITH CREW CAB/CHASSIS AND SERVICE BODY

GENERAL. One new one-ton 4 x 4 truck with crew cab/chassis and service body – standard model. Single rear wheels. The unit shall meet or exceed the following minimum requirements.

G.V.W. Minimum 14,000 pounds.

ENGINE. 8 cylinder gasoline powered engine, fuel injection. Shall be equipped with full flow oil filter, dry type air filter.

FRONT AXLE. 4,850 pounds capacity rating.

FRONT SPRINGS. Both springs 5,500 pounds total capacity.

REAR AXLE. 11,000 pound capacity rating, positive traction, limited slip differential, full floating axle, shock absorbers.

REAR SPRINGS. Both springs 1,800 pounds total capacity. Progressive springs, 8,350 pounds.

BRAKE SERVICE. Power-self adjusting with dual hydraulic system, front disc brakes.

STEERING. Power assisted.

PARK BRAKE. Mechanical.

CAB. Crew cab.

FRAME. Single channel 36,000 psi.

TRANSMISSION. Heavy duty automatic equipped with oil cooler and external oil filter.

COLOR. Factory white.

BODY. Service body – knapheide or equivalent.

MOUNTING. The successful bidder will be responsible for mounting the service body.

EQUIPMENT. Standard enclosed steel crew cab with all windows and windshield equipped with safety glass. In addition to standard equipment, the truck shall be equipped with:

1. Horn
2. Arm rests
3. Sun visors (2) adaptable to front and side
4. Electric 2-speed washers and wipers
5. Heavy duty fresh air heater and defroster, and air conditioner
6. 12 volt electric system
7. Seat Belts
8. One (1) inside rear view mirror
9. Turn signals and emergency flashers
10. Oil gauge and amp meter
11. Air conditioning - factory installed

EQUIPMENT CONTINUED.

12. Four (4) mud flaps
13. One (1) shop manual
14. Antifreeze 50/50
15. Front bumper
16. Dome light
17. Split front 60/40 bench seat with console
18. Heavy duty battery with minimum 700 cca amps
19. Alternator – heavy duty
20. Back up lights and alarm
21. One (1) 40 gallon single fuel tank
22. Floor mats
23. Running boards

WARRANTY - Bidder shall state all warranties at time of bid.

REPAIR PARTS AND SERVICE. The successful bidder shall be able to provide repair parts and service within a 50 mile radius of the City of Scottsbluff, Scottsbluff, NE.

DELIVERY. Shall be F.O.B. Wastewater Department, 3702 Rebecca Winters Road, Scottsbluff, NE.

BID FORM

FOR FURNISHING
ONE, NEW, ONE-TON 4 x 4 TRUCK WITH CREW CAB/CHASSIS AND SERVICE BODY.

Mayor and City Council
Scottsbluff, Nebraska

I (we) have examined the Notice to Bidders, dated January 3, 2022, Instructions to Bidders, and the Specifications, and submit the following bid to furnish one, new, one-ton 4 x 4 truck with crew cab/chassis and service body.

One _____ _____ _____ **$**_____
Year Make Model # **Bid Price**

TRADE-IN
2008 Chevy ¾ Ton 2500 Silverado Truck VIN: 1GCHC29K78E178030
having 172,000 miles on it **$**_____
Trade-in Value

Total Cost - Bid Price less Trade-in **$**_____

My Bid for the above described one-ton 4 x 4 truck with crew cab/chassis and service body – less trade-in is:
_____
(amount written out fully)

If the City places an order with my dealership for the specified truck, I hereby certify I will deliver a new unit on or before:

_____ which meets the specifications included with this proposal.
Month Day Year

Signature of Bidder:_____

Name of Bidder:_____

Company Represented by Bidder:_____

Address of Bidder:_____

Telephone & Fax Number of Bidder: _____

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Consent4

Council to approve the Change Order No. 2 decrease for the Avenue 'B' Asphalt Overlay Project in the amount of $63,480.84.

Staff Contact: Mark Bohl, Public Works Director

Agenda Statement

Item No.

For Meeting of: ___January 3, 2022__

AGENDA TITLE: Council approve Change Order No.2 for the Avenue B Overlay Project.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Public Works/Transportation

PRESENTATION BY: Mark Bohl, Public Works Director

SUMMARY EXPLANATION: This change order will amend bid quantities to match actual installed quantities, for the Avenue B Overlay Project. This change order will decrease the dollar amount by $63,480.84. Need council approval to acknowledge change order.

BOARD/COMMISSION/STAFF RECOMMENDATION: _____

Does this item require the expenditure of funds? _____yes __X__no

Are funds budgeted? __X__yes _____no

If no, comments: __This is a decrease for the Ave. B Overlay Project_____

Estimated Amount _____($63,480.84)_____

Amount Budgeted _____

Department ___Transportation_____

Account Description ____Street Projects 212-54322-212_____

Approval of funds available _____

City Finance Director

EXHIBITS

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

Other (specify) Change Order No. 2

NOTIFICATION LIST: Yes ☐ No X Further Instructions ☐

Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____

City Manager

Rev: 12/14/ City Clerk

Change Order

No. 2

Date of Issuance: December 17, 2021 Effective Date: December 31, 2021

Project: Avenue 'B' Asphalt Overlay	Owner: City of Scottsbluff	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: Simon Contractors		Engineer's Project No.: RM200257-00

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

This change order will amend bid quantities to match installed quantities

Attachments (list documents supporting change):

Breakdown of change order quantities.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

$ 1,596,900.00

[Increase]] from previously approved Change Orders No. 0 to No.1:

$ 418,560.00

Contract Price prior to this Change Order:

$ 2,015,460.00

Decrease of this Change Order:

$ 63,480.84

Contract Price incorporating this Change Order:

$ 1,951,979.16

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (days or date): 150 days

Ready for final payment (days or date): 170 days

Increase from previously approved Change Orders No. 0 to No. 1:

Substantial completion (days): 20 days

Ready for final payment (days): 20 days

Contract Times prior to this Change Order:

Substantial completion (days or date): 150 days

Ready for final payment (days or date): 170 days

Increase of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): 0

Contract Times with all approved Change Orders:

Substantial completion (days or date): 170 days

Ready for final payment (days or date): 190 days

RECOMMENDED:

By: [signature]

Engineer (Authorized Signature)

Date: 12/20/2021

ACCEPTED:

By: [signature]

Owner (Authorized Signature)

Date: 12-28-21

ACCEPTED:

By: [signature]

Contractor (Authorized Signature)

Date: 12/21/21

Approved by Funding Agency (if applicable):

Date:

M.C. SCHAFF & ASSOCIATES, INC.
818 South Beltline Highway East
Scottsbluff, Nebraska 69361

CHANGE ORDER BREAKDOWN

CHANGE ORDER NO. 2

DATE: December 17, 2021

CONTRACT FOR:
Avenue 'B' Asphalt Overlay Project

OWNER:
City of Scottsbluff

TO: Simon Contractors

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications

Description of Changes

Item #	Description	Unit	Unit Price	Bid. Qty.	This CO Qty	Total Qty	Amount of Change
3	Remove Existing Pavement, Curb, Gutter, Sidewalk, Etc.	SF	$4.00	22,000	-3172.59	18,827.41	($12,690.36)
4	6-Inch P.C. Concrete Pavement	SY	$70.00	100	-66.3	33.70	($4,641.00)
5	8-Inch P.C. Concrete Pavement	SY	$90.00	135	39.6	174.60	$3,564.00
6	P.C. Concrete Curb and Gutter	LF	$32.50	4,400	-694.5	3,705.50	($22,571.25)
9	5-Inch P.C. Concrete Sidewalk	SF	$8.50	8400	-1024.11	7,375.89	($8,704.93)
10	Handicap Ramp	EA	$500.00	62	-4	58.00	($2,000.00)
11	Cold Milling-Class 3 -3/4" Uniform Depth	SY	$5.00	20450	563	21,013.00	$2,815.00
12	Cold Milling-Class 3 -2" Uniform Depth	SY	$14.00	2175	-85	2,090.00	($1,190.00)
13	Cold Milling-Class 3 -Inlay Milling	SY	$10.50	2275	-74	2,201.00	($777.00)
14	Cold Milling-Class 5 -3/4" to 2" Tapered in 8 Feet	SY	$7.50	13100	-879	12,221.00	($6,592.50)
15	Non-Woven Pavement Overlay Fabric	SY	$4.90	37825	-1272	36,553.00	($6,232.80)
16	Asphaltic Concrete Type SPR w/PG 58V-34 Binder	SY	$15.00	37825	-244	37,581.00	($3,660.00)
17	Asphaltic Concrete for Patching- Type SPR w/PG 58V-34 Binder	TON	$300.00	125	4	129.00	$1,200.00
18	Adjust Inlet Frame & Grate to Grade	EA	$900.00	16	-4	12.00	($3,600.00)
19	Adjust Manhole to Grade	EA	$1,400.00	55	12	67.00	$16,800.00
20	Adjust Valve Box to Grade	EA	$800.00	8	-3	5.00	($2,400.00)
21	4" Preformed Pavement Marking (White)	LF	$5.00	420	-24	396.00	($120.00)
22	4" Preformed Pavement Marking (Yellow)	LF	$5.00	14250	-1039	13,211.00	($5,195.00)
23	6" Preformed Pavement Marking (White)	LF	$6.00	350	-145	205.00	($870.00)
24	12" Preformed Pavement Marking (Yellow)	LF	$18.00	50	-50	0.00	($900.00)
25	24" Preformed Pavement Marking (White)	LF	$35.00	1150	-129	1,021.00	($4,515.00)
27	Turn Arrow Preformed Pavement Marking (White)	EA	$600.00	8	-2	6.00	($1,200.00)
						TOTAL VALUE FOR CHANGE ORDER NO. 2	**($63,480.84)**

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Consent5

Council to excuse the absence of Council Member Lerma from the December 20, 2021 Regular Meeting.

Staff Contact: City Council

City of Scottsbluff, Nebraska
Monday, January 3, 2022
Regular Meeting

Item Claims1

Council to consider and take action on claims of the City.

Staff Contact: Liz Loutzenhiser, Finance Director

Expense Approval Report

City of Scottsbluff, NE

By Vendor Name

Post Dates 12/21/2021 - 1/3/2022

Description (Payable)	Account Name		Amount
Vendor: 08464 - 911 CUSTOM, LLC			
Fund: 111 - GENERAL			
EQUIP MAINT-PD	EQUIPMENT MAINTENANCE		403.14
EQUIP MAINT-PD	EQUIPMENT MAINTENANCE		44.85
		Fund 111 - GENERAL Total:	**447.99**
		Vendor 08464 - 911 CUSTOM, LLC Total:	**447.99**
Vendor: 00460 - ACCELERATED RECEIVABLES SOLUTIONS			
Fund: 713 - CASH & INVESTMENT POOL			
WAGE ATTACHMENT	WAGE ATTACHMENT EE PAY		277.71
		Fund 713 - CASH & INVESTMENT POOL Total:	**277.71**
		Vendor 00460 - ACCELERATED RECEIVABLES SOLUTIONS Total:	**277.71**
Vendor: 09021 - AIRGAS USA, LLC			
Fund: 621 - ENVIRONMENTAL SERVICES			
EQUIP MTNC	EQUIPMENT MAINTENANCE		26.95
		Fund 621 - ENVIRONMENTAL SERVICES Total:	**26.95**
		Vendor 09021 - AIRGAS USA, LLC Total:	**26.95**
Vendor: 03711 - AMAZON.COM HEADQUARTERS			
Fund: 111 - GENERAL			
Misc.	DEPARTMENT SUPPLIES		48.32
Misc.	COLLECTIONS		57.66
Misc.	PROGRAMMING		12.99
		Fund 111 - GENERAL Total:	**118.97**
Fund: 621 - ENVIRONMENTAL SERVICES			
DEPT SUPP SAN	DEPARTMENT SUPPLIES		349.99
		Fund 621 - ENVIRONMENTAL SERVICES Total:	**349.99**
		Vendor 03711 - AMAZON.COM HEADQUARTERS Total:	**468.96**
Vendor: 09843 - AXON ENTERPRISE INC			
Fund: 111 - GENERAL			
EQUIP MAINT-PD	EQUIPMENT MAINTENANCE		2,020.92
		Fund 111 - GENERAL Total:	**2,020.92**
		Vendor 09843 - AXON ENTERPRISE INC Total:	**2,020.92**
Vendor: 00538 - BARCO MUNICIPAL PRODUCTS INC			
Fund: 212 - TRANSPORTATION			
SIGN MATERIAL - BANDING, BR...	DEPARTMENT SUPPLIES		937.65
		Fund 212 - TRANSPORTATION Total:	**937.65**
		Vendor 00538 - BARCO MUNICIPAL PRODUCTS INC Total:	**937.65**
Vendor: 09716 - BLACK HILLS GAS DISTRIBUTION LLC			
Fund: 111 - GENERAL			
Monthly Energy Bill	HEATING FUEL		319.62
Monthly Energy Bill	HEATING FUEL		165.40
Monthly Energy Bill	HEATING FUEL		71.42
Monthly Energy Bill	HEATING FUEL		165.40
Monthly Energy Bill	HEATING FUEL		319.06
Monthly Energy Bill	HEATING FUEL		354.27
Monthly Energy Bill	HEATING FUEL		86.86
Monthly Energy Bill	HEATING FUEL		30.25
		Fund 111 - GENERAL Total:	**1,512.28**

Description (Payable)	Account Name	Amount
Fund: 212 - TRANSPORTATION		
Monthly Energy Bill	HEATING FUEL	901.03
	Fund 212 - TRANSPORTATION Total:	**901.03**
Fund: 621 - ENVIRONMENTAL SERVICES		
Monthly Energy Bill	HEATING FUEL	371.05
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**371.05**
Fund: 641 - WATER		
Monthly Energy Bill	HEATING FUEL	124.66
	Fund 641 - WATER Total:	**124.66**
	Vendor 09716 - BLACK HILLS GAS DISTRIBUTION LLC Total:	**2,909.02**
Vendor: 00405 - BLUFFS FACILITY SOLUTIONS		
Fund: 111 - GENERAL		
Jan. Sup.	JANITORIAL SUPPLIES	154.98
	Fund 111 - GENERAL Total:	**154.98**
	Vendor 00405 - BLUFFS FACILITY SOLUTIONS Total:	**154.98**
Vendor: 00735 - CAPITAL BUSINESS SYSTEMS INC.		
Fund: 111 - GENERAL		
Cont. Srvcs.	CONTRACTUAL SERVICES	61.75
	Fund 111 - GENERAL Total:	**61.75**
Fund: 212 - TRANSPORTATION		
MONTHLY CHARGES FOR PRINT...	CONTRACTUAL SERVICES	26.00
	Fund 212 - TRANSPORTATION Total:	**26.00**
	Vendor 00735 - CAPITAL BUSINESS SYSTEMS INC. Total:	**87.75**
Vendor: 07911 - CELLCO PARTNERSHIP		
Fund: 111 - GENERAL		
DECEMBER CELLULAR PHONE	CELLULAR PHONE	323.82
CELL PHONES-PD	PHONE & INTERNET	1,369.18
	Fund 111 - GENERAL Total:	**1,693.00**
	Vendor 07911 - CELLCO PARTNERSHIP Total:	**1,693.00**
Vendor: 02396 - CITIBANK N.A.		
Fund: 111 - GENERAL		
DEPT SUPPL	DEPARTMENT SUPPLIES	30.57
COPY PAPER	DEPARTMENT SUPPLIES	144.94
DEPT SUPP PARK	DEPARTMENT SUPPLIES	248.47
	Fund 111 - GENERAL Total:	**423.98**
Fund: 213 - CEMETERY		
DEPT SUPP CEM	DEPARTMENT SUPPLIES	49.96
	Fund 213 - CEMETERY Total:	**49.96**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	59.98
	Fund 631 - WASTEWATER Total:	**59.98**
	Vendor 02396 - CITIBANK N.A. Total:	**533.92**
Vendor: 05859 - CITIBANK, N.A.		
Fund: 111 - GENERAL		
VEH MAINT-PD	VEHICLE MAINTENANCE	139.00
	Fund 111 - GENERAL Total:	**139.00**
Fund: 212 - TRANSPORTATION		
SIGNING SUPP - HEX BOLTS AND..	DEPARTMENT SUPPLIES	83.30
	Fund 212 - TRANSPORTATION Total:	**83.30**
	Vendor 05859 - CITIBANK, N.A. Total:	**222.30**
Vendor: 01976 - CLARK PRINTING LLC		
Fund: 111 - GENERAL		
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	1,302.35
	Fund 111 - GENERAL Total:	**1,302.35**

Description (Payable)	Account Name	Amount
Fund: 224 - ECONOMIC DEVELOPMENT		
DEPT SUPP ED	DEPARTMENT SUPPLIES	36.28
	Fund 224 - ECONOMIC DEVELOPMENT Total:	**36.28**
	Vendor 01976 - CLARK PRINTING LLC Total:	**1,338.63**
Vendor: 03010 - COLONIAL LIFE & ACCIDENT INSURANCE COMPANY		
Fund: 713 - CASH & INVESTMENT POOL		
SUPPLEMENTAL INS	LIFE INS EE PAYABLE	22.75
	Fund 713 - CASH & INVESTMENT POOL Total:	**22.75**
	Vendor 03010 - COLONIAL LIFE & ACCIDENT INSURANCE COMPANY Total:	**22.75**
Vendor: 00267 - CONTRACTORS MATERIALS INC.		
Fund: 111 - GENERAL		
DEPT SUPP PARK	DEPARTMENT SUPPLIES	31.85
DEPT SUPP PARK	DEPARTMENT SUPPLIES	31.85
	Fund 111 - GENERAL Total:	**63.70**
Fund: 212 - TRANSPORTATION		
GLOVES FOR CREW	DEPARTMENT SUPPLIES	267.58
SUPP - WOOD HANDLES	DEPARTMENT SUPPLIES	12.74
	Fund 212 - TRANSPORTATION Total:	**280.32**
	Vendor 00267 - CONTRACTORS MATERIALS INC. Total:	**344.02**
Vendor: 09824 - CORE & MAIN LP		
Fund: 641 - WATER		
DEPT SUP	DEPARTMENT SUPPLIES	4,582.67
	Fund 641 - WATER Total:	**4,582.67**
	Vendor 09824 - CORE & MAIN LP Total:	**4,582.67**
Vendor: 03321 - DALE'S TIRE & RETREADING, INC.		
Fund: 111 - GENERAL		
VEH MAINT PARK	VEHICLE MAINTENANCE	448.00
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE	15.00
VEH MAINT PARK	VEHICLE MAINTENANCE	2,896.52
	Fund 111 - GENERAL Total:	**3,359.52**
Fund: 631 - WASTEWATER		
VEHICLE MAINT	VEHICLE MAINTENANCE	22.00
	Fund 631 - WASTEWATER Total:	**22.00**
Fund: 641 - WATER		
VEHICLE MAINT	VEHICLE MAINTENANCE	34.75
	Fund 641 - WATER Total:	**34.75**
	Vendor 03321 - DALE'S TIRE & RETREADING, INC. Total:	**3,416.27**
Vendor: 00404 - DAS STATE ACCOUNTING-CENTRAL FINANCE		
Fund: 111 - GENERAL		
Monthly Long Distance	PHONE & INTERNET	6.52
Monthly Long Distance	PHONE & INTERNET	1.74
Monthly Long Distance	PHONE & INTERNET	0.47
Monthly Long Distance	PHONE & INTERNET	0.64
Monthly Long Distance	PHONE & INTERNET	4.17
Monthly Long Distance	PHONE & INTERNET	8.19
Monthly Long Distance	PHONE & INTERNET	33.57
Monthly Long Distance	PHONE & INTERNET	12.50
Monthly Long Distance	PHONE & INTERNET	2.35
Monthly Long Distance	PHONE & INTERNET	2.35
	Fund 111 - GENERAL Total:	**72.50**
Fund: 212 - TRANSPORTATION		
Monthly Long Distance	PHONE & INTERNET	7.09
	Fund 212 - TRANSPORTATION Total:	**7.09**

Description (Payable)	Account Name	Amount
Fund: 213 - CEMETERY		
Monthly Long Distance	PHONE & INTERNET	1.87
	Fund 213 - CEMETERY Total:	**1.87**
Fund: 224 - ECONOMIC DEVELOPMENT		
Monthly Long Distance	PHONE & INTERNET	2.81
	Fund 224 - ECONOMIC DEVELOPMENT Total:	**2.81**
Fund: 621 - ENVIRONMENTAL SERVICES		
Monthly Long Distance	PHONE & INTERNET	2.58
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**2.58**
Fund: 631 - WASTEWATER		
Monthly Long Distance	PHONE & INTERNET	2.01
	Fund 631 - WASTEWATER Total:	**2.01**
Fund: 641 - WATER		
Monthly Long Distance	PHONE & INTERNET	2.33
	Fund 641 - WATER Total:	**2.33**
Fund: 661 - STORMWATER		
Monthly Long Distance	PHONE & INTERNET	0.66
	Fund 661 - STORMWATER Total:	**0.66**
Fund: 721 - GIS SERVICES		
Monthly Long Distance	PHONE & INTERNET	2.02
	Fund 721 - GIS SERVICES Total:	**2.02**
	Vendor 00404 - DAS STATE ACCOUNTING-CENTRAL FINANCE Total:	**93.87**
Vendor: 08244 - DAVID M MARTIN		
Fund: 111 - GENERAL		
FACADE IMPROVEMENT GRANT	COMMUNITY DEVELOPMENT	10,000.00
	Fund 111 - GENERAL Total:	**10,000.00**
	Vendor 08244 - DAVID M MARTIN Total:	**10,000.00**
Vendor: 03950 - ENERGY LABORATORIES, INC DEPT 6250		
Fund: 641 - WATER		
SAMPLES	SAMPLES	162.00
	Fund 641 - WATER Total:	**162.00**
	Vendor 03950 - ENERGY LABORATORIES, INC DEPT 6250 Total:	**162.00**
Vendor: 06947 - ENFORCEMENT VIDEO, LLC		
Fund: 111 - GENERAL		
EQUIP MAINT-PD	EQUIPMENT MAINTENANCE	70.00
	Fund 111 - GENERAL Total:	**70.00**
	Vendor 06947 - ENFORCEMENT VIDEO, LLC Total:	**70.00**
Vendor: 02460 - FASTENAL COMPANY		
Fund: 212 - TRANSPORTATION		
SUPP - BOLTS	DEPARTMENT SUPPLIES	17.20
	Fund 212 - TRANSPORTATION Total:	**17.20**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	52.22
	Fund 631 - WASTEWATER Total:	**52.22**
	Vendor 02460 - FASTENAL COMPANY Total:	**69.42**
Vendor: 00548 - FEDERAL EXPRESS CORPORATION		
Fund: 641 - WATER		
POSTAGE	POSTAGE	142.23
	Fund 641 - WATER Total:	**142.23**
	Vendor 00548 - FEDERAL EXPRESS CORPORATION Total:	**142.23**
Vendor: 00060 - FRANCISCO'S BUMPER TO BUMPER INC		
Fund: 111 - GENERAL		
TOW SERVICE-PD	CONTRACTUAL SERVICES	220.00

Description (Payable)	Account Name	Amount
TOW SERVICE-PD	CONTRACTUAL SERVICES	170.00
	Fund 111 - GENERAL Total:	**390.00**
	Vendor 00060 - FRANCISCO'S BUMPER TO BUMPER INC Total:	**390.00**
Vendor: 00887 - FYR-TEK INC		
Fund: 111 - GENERAL		
FIREFIGHTING FOAM	DEPARTMENT SUPPLIES	2,900.00
	Fund 111 - GENERAL Total:	**2,900.00**
	Vendor 00887 - FYR-TEK INC Total:	**2,900.00**
Vendor: 05600 - GALLS INC		
Fund: 111 - GENERAL		
UNIFORMS-PD	UNIFORMS & CLOTHING	99.97
UNIFORMS/EQUIP MAINT-PD	UNIFORMS & CLOTHING	205.39
UNIFORMS/EQUIP MAINT-PD	EQUIPMENT MAINTENANCE	119.96
	Fund 111 - GENERAL Total:	**425.32**
	Vendor 05600 - GALLS INC Total:	**425.32**
Vendor: 10136 - GREENING ENTERPRISES INC.		
Fund: 225 - MUTUAL FIRE		
DUAL PURPOSE GEAR - SITTNER	DEPARTMENT SUPPLIES	743.20
	Fund 225 - MUTUAL FIRE Total:	**743.20**
	Vendor 10136 - GREENING ENTERPRISES INC. Total:	**743.20**
Vendor: 04371 - HAWKINS, INC.		
Fund: 641 - WATER		
CHEMICALS	CHEMICALS	1,901.45
	Fund 641 - WATER Total:	**1,901.45**
	Vendor 04371 - HAWKINS, INC. Total:	**1,901.45**
Vendor: 04299 - HD SUPPLY FACILITIES MAINTENANCE LTD		
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	829.78
	Fund 631 - WASTEWATER Total:	**829.78**
	Vendor 04299 - HD SUPPLY FACILITIES MAINTENANCE LTD Total:	**829.78**
Vendor: 00525 - IDEAL LAUNDRY AND CLEANERS, INC.		
Fund: 111 - GENERAL		
Jan. Sup.	JANITORIAL SUPPLIES	89.25
	Fund 111 - GENERAL Total:	**89.25**
Fund: 212 - TRANSPORTATION		
SUPP - MATS, TOWELS	DEPARTMENT SUPPLIES	49.28
SUPP - MATS, TOWELS	DEPARTMENT SUPPLIES	49.28
	Fund 212 - TRANSPORTATION Total:	**98.56**
Fund: 631 - WASTEWATER		
CONTRACTUAL SVC	CONTRACTUAL SERVICES	39.30
	Fund 631 - WASTEWATER Total:	**39.30**
Fund: 641 - WATER		
CONTRACTUAL SVC	CONTRACTUAL SERVICES	39.30
	Fund 641 - WATER Total:	**39.30**
	Vendor 00525 - IDEAL LAUNDRY AND CLEANERS, INC. Total:	**266.41**
Vendor: 00937 - INDEPENDENT PLUMBING AND HEATING, INC		
Fund: 621 - ENVIRONMENTAL SERVICES		
DEPT SUP	DEPARTMENT SUPPLIES	18.42
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**18.42**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	18.42
	Fund 631 - WASTEWATER Total:	**18.42**
	Vendor 00937 - INDEPENDENT PLUMBING AND HEATING, INC Total:	**36.84**

Description (Payable)	Account Name	Amount
Vendor: 09291 - INGRAM LIBRARY SERVICES INC		
Fund: 111 - GENERAL		
Coll.	COLLECTIONS	28.21
	Fund 111 - GENERAL Total:	**28.21**
	Vendor 09291 - INGRAM LIBRARY SERVICES INC Total:	**28.21**
Vendor: 00733 - INLAND TRUCK PARTS & SERVICE		
Fund: 111 - GENERAL		
PREVENTATIVE MAINTENANCE -...	VEHICLE MAINTENANCE	3,018.97
MINOR REPAIR - RESCUE 1	VEHICLE MAINTENANCE	751.40
	Fund 111 - GENERAL Total:	**3,770.37**
	Vendor 00733 - INLAND TRUCK PARTS & SERVICE Total:	**3,770.37**
Vendor: 08154 - INTERNAL REVENUE SERVICE		
Fund: 713 - CASH & INVESTMENT POOL		
WITHHOLDINTGS	MEDICARE W/H EE PAYABLE	4,024.32
WITHHOLDINTGS	MEDICARE W/H EE PAYABLE	4,024.32
WITHHOLDINTGS	FICA W/H EE PAYABLE	14,550.58
WITHHOLDINTGS	FICA W/H EE PAYABLE	14,550.58
WITHHOLDINTGS	FED W/H EE PAYABLE	24,607.56
	Fund 713 - CASH & INVESTMENT POOL Total:	**61,757.36**
	Vendor 08154 - INTERNAL REVENUE SERVICE Total:	**61,757.36**
Vendor: 08525 - INTRALINKS, INC		
Fund: 111 - GENERAL		
DATTO ALTO (WA/ADM) - DEC ...	CONTRACTUAL SERVICES	2,298.00
PD SERVER WARRANTY	CONTRACTUAL SERVICES	533.09
	Fund 111 - GENERAL Total:	**2,831.09**
Fund: 641 - WATER		
DATTO ALTO (WA/ADM) - DEC ...	CONTRACTUAL SERVICES	119.00
	Fund 641 - WATER Total:	**119.00**
	Vendor 08525 - INTRALINKS, INC Total:	**2,950.09**
Vendor: 06131 - JOHN DEERE FINANCIAL		
Fund: 111 - GENERAL		
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE	188.98
	Fund 111 - GENERAL Total:	**188.98**
Fund: 212 - TRANSPORTATION		
SUPP - T POSTS	DEPARTMENT SUPPLIES	9.98
CHAIN SAW OIL	OIL & ANTIFREEZE	14.99
SUPP - SNOW SHOVELS	DEPARTMENT SUPPLIES	173.95
	Fund 212 - TRANSPORTATION Total:	**198.92**
	Vendor 06131 - JOHN DEERE FINANCIAL Total:	**387.90**
Vendor: 08067 - JOHN DEERE FINANCIAL		
Fund: 111 - GENERAL		
DEPT SUPP PARK	DEPARTMENT SUPPLIES	4.68
	Fund 111 - GENERAL Total:	**4.68**
	Vendor 08067 - JOHN DEERE FINANCIAL Total:	**4.68**
Vendor: 09474 - JOHN DEERE FINANCIAL		
Fund: 111 - GENERAL		
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE	15.83
	Fund 111 - GENERAL Total:	**15.83**
Fund: 213 - CEMETERY		
DEPT SUPP CEM	DEPARTMENT SUPPLIES	227.52
	Fund 213 - CEMETERY Total:	**227.52**
	Vendor 09474 - JOHN DEERE FINANCIAL Total:	**243.35**

Description (Payable)	Account Name	Amount
Vendor: 00289 - JOHNSEN CORROSION ENGINERING, INC		
Fund: 641 - WATER		
CONTRACTUAL SVC	CONTRACTUAL SERVICES	12,160.00
	Fund 641 - WATER Total:	**12,160.00**
	Vendor 00289 - JOHNSEN CORROSION ENGINERING, INC Total:	**12,160.00**
Vendor: 04892 - LEAGUE ASSOCIATION OF RISK MANAGEMENT		
Fund: 111 - GENERAL		
PD VEHICLE INS	VEHICLE INSURANCE	47.34
	Fund 111 - GENERAL Total:	**47.34**
	Vendor 04892 - LEAGUE ASSOCIATION OF RISK MANAGEMENT Total:	**47.34**
Vendor: 09746 - LEAL NOHEMI		
Fund: 111 - GENERAL		
CONSULTING-PD	CONSULTING SERVICES	35.00
	Fund 111 - GENERAL Total:	**35.00**
	Vendor 09746 - LEAL NOHEMI Total:	**35.00**
Vendor: 00242 - M.C. SCHAFF & ASSOCIATES, INC		
Fund: 212 - TRANSPORTATION		
ENG. SERVICES FOR AVE. B OVE...	STREET PROJECTS	22,877.25
	Fund 212 - TRANSPORTATION Total:	**22,877.25**
Fund: 215 - SPECIAL PROJECTS		
PROF SERV. - 2019 HAIL DAMA...	INSURED REPAIRS/REPLACE	9,020.00
	Fund 215 - SPECIAL PROJECTS Total:	**9,020.00**
	Vendor 00242 - M.C. SCHAFF & ASSOCIATES, INC Total:	**31,897.25**
Vendor: 09760 - MACQUEEN EQUIPMENT INC		
Fund: 212 - TRANSPORTATION		
BROOMS FOR SWEEPERS	EQUIPMENT MAINTENANCE	517.95
	Fund 212 - TRANSPORTATION Total:	**517.95**
	Vendor 09760 - MACQUEEN EQUIPMENT INC Total:	**517.95**
Vendor: 10313 - MCCAIN PAIGE		
Fund: 111 - GENERAL		
LEGAL FEES-PD	LEGAL FEES	81.60
	Fund 111 - GENERAL Total:	**81.60**
	Vendor 10313 - MCCAIN PAIGE Total:	**81.60**
Vendor: 07628 - MENARDS, INC		
Fund: 111 - GENERAL		
GROUND MAINT PARK	GROUNDS MAINTENANCE	272.50
GROUND MAINT PARK	GROUNDS MAINTENANCE	4.00
ROPE AND TOILET SEAT	DEPARTMENT SUPPLIES	43.98
GROUND MAINT PARK	GROUNDS MAINTENANCE	7.98
DEPT SUPP PARK	DEPARTMENT SUPPLIES	29.51
	Fund 111 - GENERAL Total:	**357.97**
Fund: 212 - TRANSPORTATION		
SUPP - CONDUIT, HUB, CONN., ...	DEPARTMENT SUPPLIES	42.00
SUPP - BOX SPACER	DEPARTMENT SUPPLIES	2.94
SUPP - CONNECTORS	DEPARTMENT SUPPLIES	-15.20
	Fund 212 - TRANSPORTATION Total:	**29.74**
Fund: 213 - CEMETERY		
DEPT SUPP CEM	DEPARTMENT SUPPLIES	50.09
	Fund 213 - CEMETERY Total:	**50.09**
Fund: 621 - ENVIRONMENTAL SERVICES		
DEPT SUP	DEPARTMENT SUPPLIES	72.19
DEPT SUPPLIES	DEPARTMENT SUPPLIES	72.19
DEPT SUP	DEPARTMENT SUPPLIES	16.82
DEPT SUPPLIES	DEPARTMENT SUPPLIES	16.82

Description (Payable)	Account Name	Amount
DEPT SUP	DEPARTMENT SUPPLIES	9.99
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**188.01**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	32.74
DEPT SUP	DEPARTMENT SUPPLIES	9.99
	Fund 631 - WASTEWATER Total:	**42.73**
	Vendor 07628 - MENARDS, INC Total:	**668.54**
Vendor: 07938 - MIDWEST CONNECT, LLC		
Fund: 111 - GENERAL		
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	210.00
	Fund 111 - GENERAL Total:	**210.00**
	Vendor 07938 - MIDWEST CONNECT, LLC Total:	**210.00**
Vendor: 05931 - NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS, INC		
Fund: 111 - GENERAL		
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE	445.00
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE	445.00
	Fund 111 - GENERAL Total:	**890.00**
	Vendor 05931 - NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS, INC Total:	**890.00**
Vendor: 04082 - NE CHILD SUPPORT PAYMENT CENTER		
Fund: 713 - CASH & INVESTMENT POOL		
NE CHILD SUPPORT PYBLE	CHILD SUPPORT EE PAY	1,553.10
	Fund 713 - CASH & INVESTMENT POOL Total:	**1,553.10**
	Vendor 04082 - NE CHILD SUPPORT PAYMENT CENTER Total:	**1,553.10**
Vendor: 00402 - NEBRASKA MACHINERY CO		
Fund: 621 - ENVIRONMENTAL SERVICES		
EQUIP MAINT	EQUIPMENT MAINTENANCE	220.17
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**220.17**
Fund: 631 - WASTEWATER		
EQUIP MAINT	EQUIPMENT MAINTENANCE	220.16
	Fund 631 - WASTEWATER Total:	**220.16**
	Vendor 00402 - NEBRASKA MACHINERY CO Total:	**440.33**
Vendor: 00578 - NEBRASKA PUBLIC POWER DISTRICT		
Fund: 631 - WASTEWATER		
ELECTRIC	ELECTRIC POWER	153.14
ELECTRIC	ELECTRIC POWER	11,845.63
	Fund 631 - WASTEWATER Total:	**11,998.77**
Fund: 641 - WATER		
ELECTRIC	ELECTRIC POWER	1,093.92
ELECTRIC	ELECTRIC POWER	4,072.87
	Fund 641 - WATER Total:	**5,166.79**
	Vendor 00578 - NEBRASKA PUBLIC POWER DISTRICT Total:	**17,165.56**
Vendor: 00722 - NEBRASKA SALT AND GRAIN CO		
Fund: 212 - TRANSPORTATION		
1 LOAD ICE SLICER	STREET REPAIR SUPPLIES	4,358.52
	Fund 212 - TRANSPORTATION Total:	**4,358.52**
	Vendor 00722 - NEBRASKA SALT AND GRAIN CO Total:	**4,358.52**
Vendor: 00487 - PANHANDLE ENVIRONMENTAL SERVICES INC		
Fund: 631 - WASTEWATER		
CONTRACTUAL SVC	CONTRACTUAL SERVICES	105.00
	Fund 631 - WASTEWATER Total:	**105.00**
Fund: 641 - WATER		
SAMPLES	SAMPLES	80.00

Description (Payable)	Account Name	Amount
SAMPLES	SAMPLES	80.00
	Fund 641 - WATER Total:	**160.00**
	Vendor 00487 - PANHANDLE ENVIRONMENTAL SERVICES INC Total:	**265.00**
Vendor: 00017 - PANHANDLE HUMANE SOCIETY		
Fund: 111 - GENERAL		
CONTRACTUAL	CONTRACTUAL SERVICES	5,491.33
	Fund 111 - GENERAL Total:	**5,491.33**
	Vendor 00017 - PANHANDLE HUMANE SOCIETY Total:	**5,491.33**
Vendor: 03779 - PAUL W. ESSMAN		
Fund: 111 - GENERAL		
WAGE/BENEFIT STUDY	CONTRACTUAL SERVICES	21,000.00
	Fund 111 - GENERAL Total:	**21,000.00**
	Vendor 03779 - PAUL W. ESSMAN Total:	**21,000.00**
Vendor: 01276 - PLATTE VALLEY BANK		
Fund: 713 - CASH & INVESTMENT POOL		
HEALTH SAVINGS ACCOUNT	HSA EE PAYABLE	10,494.59
	Fund 713 - CASH & INVESTMENT POOL Total:	**10,494.59**
	Vendor 01276 - PLATTE VALLEY BANK Total:	**10,494.59**
Vendor: 00796 - POWERPLAN		
Fund: 621 - ENVIRONMENTAL SERVICES		
EQUIP MAINT	EQUIPMENT MAINTENANCE	261.77
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**261.77**
Fund: 631 - WASTEWATER		
EQUIP MAINT	EQUIPMENT MAINTENANCE	261.77
	Fund 631 - WASTEWATER Total:	**261.77**
	Vendor 00796 - POWERPLAN Total:	**523.54**
Vendor: 07558 - PRUDENT PUBLISHING CO INC		
Fund: 111 - GENERAL		
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	325.48
	Fund 111 - GENERAL Total:	**325.48**
	Vendor 07558 - PRUDENT PUBLISHING CO INC Total:	**325.48**
Vendor: 09744 - PT HOSE AND BEARING		
Fund: 212 - TRANSPORTATION		
PARTS FOR D. TRUCK	VEHICLE MAINTENANCE	194.44
	Fund 212 - TRANSPORTATION Total:	**194.44**
	Vendor 09744 - PT HOSE AND BEARING Total:	**194.44**
Vendor: 00266 - QUILL CORPORATION		
Fund: 111 - GENERAL		
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	0.01
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	121.99
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	5.98
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	0.01
DEPT/INVEST SUPPL-PD	DEPARTMENT SUPPLIES	123.48
DEPT/INVEST SUPPL-PD	INVESTIGATIVE EXPENSES	114.90
	Fund 111 - GENERAL Total:	**366.37**
	Vendor 00266 - QUILL CORPORATION Total:	**366.37**
Vendor: 06780 - RAILROAD MANAGEMENT CO III, LLC		
Fund: 631 - WASTEWATER		
RENT - LAND	RENT-LAND	313.34
RENT - LAND	RENT-LAND	313.34
	Fund 631 - WASTEWATER Total:	**626.68**
Fund: 641 - WATER		
RENT - LAND	RENT-LAND	313.34
	Fund 641 - WATER Total:	**313.34**

Description (Payable)	Account Name	Amount
Fund: 661 - STORMWATER		
RENT - LAND	RENT-LAND	692.11
	Fund 661 - STORMWATER Total:	**692.11**
	Vendor 06780 - RAILROAD MANAGEMENT CO III, LLC Total:	**1,632.13**
Vendor: 04089 - REGIONAL CARE INC		
Fund: 812 - HEALTH INSURANCE		
CLAIMS	CLAIMS EXPENSE	19,678.39
HEALTH INS PREMUM	PREMIUM EXPENSE	49,069.15
	Fund 812 - HEALTH INSURANCE Total:	**68,747.54**
	Vendor 04089 - REGIONAL CARE INC Total:	**68,747.54**
Vendor: 08204 - RIVERSIDE ZOOLOGICAL FOUNDATION		
Fund: 111 - GENERAL		
CONTRACTUAL	CONTRACTUAL SERVICES	75,000.00
	Fund 111 - GENERAL Total:	**75,000.00**
	Vendor 08204 - RIVERSIDE ZOOLOGICAL FOUNDATION Total:	**75,000.00**
Vendor: 10041 - RODRIGUEZ JOSE R		
Fund: 111 - GENERAL		
TOW SERVICE-PD	CONTRACTUAL SERVICES	125.00
	Fund 111 - GENERAL Total:	**125.00**
	Vendor 10041 - RODRIGUEZ JOSE R Total:	**125.00**
Vendor: 00026 - S M E C		
Fund: 713 - CASH & INVESTMENT POOL		
EMPLOYEE DEDUCTION	SMEC EE PAYABLE	144.27
	Fund 713 - CASH & INVESTMENT POOL Total:	**144.27**
	Vendor 00026 - S M E C Total:	**144.27**
Vendor: 02531 - SCB FIREFIGHTERS UNION LOCAL 1454		
Fund: 713 - CASH & INVESTMENT POOL		
FIRE EE DUES	FIRE UNION DUES EE PAY	300.00
	Fund 713 - CASH & INVESTMENT POOL Total:	**300.00**
	Vendor 02531 - SCB FIREFIGHTERS UNION LOCAL 1454 Total:	**300.00**
Vendor: 00503 - SCB TENT & AWNING		
Fund: 621 - ENVIRONMENTAL SERVICES		
EQUIP MAINT	EQUIPMENT MAINTENANCE	201.60
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**201.60**
Fund: 631 - WASTEWATER		
EQUIP MAINT	EQUIPMENT MAINTENANCE	201.60
	Fund 631 - WASTEWATER Total:	**201.60**
	Vendor 00503 - SCB TENT & AWNING Total:	**403.20**
Vendor: 00852 - SCOTTS BLUFF COUNTY COURT		
Fund: 111 - GENERAL		
LEGAL FEES-PD	LEGAL FEES	386.00
	Fund 111 - GENERAL Total:	**386.00**
	Vendor 00852 - SCOTTS BLUFF COUNTY COURT Total:	**386.00**
Vendor: 08615 - SCOTTS BLUFF COUNTY		
Fund: 111 - GENERAL		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	6,435.36
	Fund 111 - GENERAL Total:	**6,435.36**
Fund: 212 - TRANSPORTATION		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	9,945.55
	Fund 212 - TRANSPORTATION Total:	**9,945.55**
Fund: 218 - PUBLIC SAFETY		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	27,445.19
	Fund 218 - PUBLIC SAFETY Total:	**27,445.19**

Description (Payable)	Account Name	Amount
Fund: 621 - ENVIRONMENTAL SERVICES		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	7,897.95
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**7,897.95**
Fund: 631 - WASTEWATER		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	6,727.88
	Fund 631 - WASTEWATER Total:	**6,727.88**
Fund: 641 - WATER		
ANNUAL COMM CENTER PAYM...	CONTRACTUAL SERVICES	4,680.26
	Fund 641 - WATER Total:	**4,680.26**
	Vendor 08615 - SCOTTS BLUFF COUNTY Total:	**63,132.19**
Vendor: 00273 - SCOTTSBLUFF POLICE OFFICERS ASSOCIATION		
Fund: 713 - CASH & INVESTMENT POOL		
POLICE EE DUES	POL UNION DUES EE PAY	975.00
	Fund 713 - CASH & INVESTMENT POOL Total:	**975.00**
	Vendor 00273 - SCOTTSBLUFF POLICE OFFICERS ASSOCIATION Total:	**975.00**
Vendor: 00759 - SCOTTSBLUFF/GERING CHAMBER OF COMMERCE		
Fund: 111 - GENERAL		
MEMBERSHIP	MEMBERSHIPS	6,526.00
	Fund 111 - GENERAL Total:	**6,526.00**
	Vendor 00759 - SCOTTSBLUFF/GERING CHAMBER OF COMMERCE Total:	**6,526.00**
Vendor: 00684 - SHERIFF'S OFFICE		
Fund: 111 - GENERAL		
LEGAL FEES-PD	LEGAL FEES	35.70
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	21.54
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	28.62
LEGAL FEES-PD	LEGAL FEES	25.08
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	6.00
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	25.08
LEGAL FEES-PD	LEGAL FEES	42.78
LEGAL FEES-PD	LEGAL FEES	9.00
LEGAL FEES-PD	LEGAL FEES	21.54
LEGAL FEES-PD	LEGAL FEES	22.72
LEGAL FEES-PD	LEGAL FEES	21.54
LEGAL FEES-PD	LEGAL FEES	25.08
LEGAL FEES-PD	LEGAL FEES	21.54
LEGAL FEES-PD	LEGAL FEES	18.00
LEGAL FEES-PD	LEGAL FEES	21.54
	Fund 111 - GENERAL Total:	**390.76**
	Vendor 00684 - SHERIFF'S OFFICE Total:	**390.76**
Vendor: 01031 - SIMON CONTRACTORS		
Fund: 212 - TRANSPORTATION		
SAND FOR ICE SLICER	STREET REPAIR SUPPLIES	257.20
FINAL PAYMENT FOR AVE B OV...	STREET PROJECTS	159,538.96
	Fund 212 - TRANSPORTATION Total:	**159,796.16**
Fund: 213 - CEMETERY		
DEPT SUPP CEM	DEPARTMENT SUPPLIES	98.93
	Fund 213 - CEMETERY Total:	**98.93**
	Vendor 01031 - SIMON CONTRACTORS Total:	**159,895.09**

Description (Payable)	Account Name		Amount
Vendor: 00513 - SNELL SERVICES INC.			
Fund: 111 - GENERAL			
DEPT SUPP ADM	DEPARTMENT SUPPLIES		48.00
		Fund 111 - GENERAL Total:	**48.00**
		Vendor 00513 - SNELL SERVICES INC. Total:	**48.00**
Vendor: 04741 - SPENCER, KEVIN			
Fund: 111 - GENERAL			
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE		61.00
		Fund 111 - GENERAL Total:	**61.00**
		Vendor 04741 - SPENCER, KEVIN Total:	**61.00**
Vendor: 00054 - STATE HEALTH LAB			
Fund: 641 - WATER			
SAMPLES	SAMPLES		278.00
		Fund 641 - WATER Total:	**278.00**
		Vendor 00054 - STATE HEALTH LAB Total:	**278.00**
Vendor: 01235 - STATE OF NE.			
Fund: 111 - GENERAL			
CONTRACTUAL-PD	CONTRACTUAL SERVICES		315.00
		Fund 111 - GENERAL Total:	**315.00**
		Vendor 01235 - STATE OF NE. Total:	**315.00**
Vendor: 00944 - STATE OF NEBRASKA DEPT OF HEALTH			
Fund: 641 - WATER			
LICENSE & PERMITS	LICENSE/PERMITS		115.00
		Fund 641 - WATER Total:	**115.00**
		Vendor 00944 - STATE OF NEBRASKA DEPT OF HEALTH Total:	**115.00**
Vendor: 10316 - SUPER VACUUM MANUFACTURING CO INC			
Fund: 111 - GENERAL			
TRAY MOUNT BRACKET - RESCU...	DEPARTMENT SUPPLIES		178.13
		Fund 111 - GENERAL Total:	**178.13**
		Vendor 10316 - SUPER VACUUM MANUFACTURING CO INC Total:	**178.13**
Vendor: 00677 - TERRY D SCOTT			
Fund: 111 - GENERAL			
VEH MAINT PARK	VEHICLE MAINTENANCE		62.75
		Fund 111 - GENERAL Total:	**62.75**
		Vendor 00677 - TERRY D SCOTT Total:	**62.75**
Vendor: 08839 - TODD ROBERTUS			
Fund: 111 - GENERAL			
23 CLUB IRRIGATION	STRUCTURES		22,940.16
		Fund 111 - GENERAL Total:	**22,940.16**
		Vendor 08839 - TODD ROBERTUS Total:	**22,940.16**
Vendor: 08821 - TYLER TECHNOLOGIES, INC			
Fund: 621 - ENVIRONMENTAL SERVICES			
UB ONLINE	CONTRACTUAL SERVICES		116.00
		Fund 621 - ENVIRONMENTAL SERVICES Total:	**116.00**
Fund: 631 - WASTEWATER			
UB ONLINE	CONTRACTUAL SERVICES		116.00
		Fund 631 - WASTEWATER Total:	**116.00**
Fund: 641 - WATER			
UB ONLINE	CONTRACTUAL SERVICES		116.00
		Fund 641 - WATER Total:	**116.00**
		Vendor 08821 - TYLER TECHNOLOGIES, INC Total:	**348.00**
Vendor: 09865 - UNION BANK & TRUST			
Fund: 713 - CASH & INVESTMENT POOL			
RETIREMENT	REGULAR RETIRE EE PAY		8,700.94

Description (Payable)	Account Name	Amount
RETIREMENT	REGULAR RETIRE EE PAY	8,032.50
RETIREMENT	DEFERRED COMP EE PAY	570.64
RETIREMENT	DEFERRED COMP EE PAY	1,040.00
RETIREMENT	DEFERRED COMP EE PAY	2,517.83
RETIREMENT	RETIRE FIRE EE PAYABLE	5,126.30
RETIREMENT	RETIRE FIRE EE PAYABLE	2,728.13
RETIREMENT	RETIRE POLICE EE PAY	6,041.29
RETIREMENT	RETIRE POLICE EE PAY	5,466.75
	Fund 713 - CASH & INVESTMENT POOL Total:	**40,224.38**
	Vendor 09865 - UNION BANK & TRUST Total:	**40,224.38**
Vendor: 09840 - UNITED STATES WELDING		
Fund: 621 - ENVIRONMENTAL SERVICES		
CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	47.00
CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	48.20
EQUIP MTNC	EQUIPMENT MAINTENANCE	78.95
EQUIP MTNC	EQUIPMENT MAINTENANCE	90.78
CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	47.00
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**311.93**
	Vendor 09840 - UNITED STATES WELDING Total:	**311.93**
Vendor: 10315 - UNL MARKETPLACE		
Fund: 213 - CEMETERY		
SCHOOL & CONF CEM	SCHOOL & CONFERENCE	62.10
	Fund 213 - CEMETERY Total:	**62.10**
	Vendor 10315 - UNL MARKETPLACE Total:	**62.10**
Vendor: 08828 - US BANK		
Fund: 111 - GENERAL		
DEPT SUPPL-PD	DEPARTMENT SUPPLIES	30.98
FORMS - 1095C & 1095CC	DEPARTMENT SUPPLIES	99.35
DEPT SUPP PARK	DEPARTMENT SUPPLIES	262.54
Prgmg.	PROGRAMMING	1.00
DEPT SUPP PARK	DEPARTMENT SUPPLIES	345.17
TONNEAU FOR UNIT 1	DEPARTMENT SUPPLIES	547.99
NAME BADGE - QUINTANA	UNIFORMS & CLOTHING	13.45
MEMBERSHIPS-PD	MEMBERSHIPS	190.00
UNIFORMS-PD	UNIFORMS & CLOTHING	39.87
Prgmg.	PROGRAMMING	3.00
AIR COMPRESSOR PUMP FOR S...	DEPARTMENT SUPPLIES	139.99
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE	528.05
Prgmg.	PROGRAMMING	35.73
Prgmg	PROGRAMMING	49.57
UNIFORM WINTER HATS	UNIFORMS & CLOTHING	262.27
Dep. Sup.	DEPARTMENT SUPPLIES	18.16
EQUIP MAINT-PD	EQUIPMENT MAINTENANCE	308.28
Prgmg.	PROGRAMMING	68.50
Prgmg.	PROGRAMMING	33.24
GASOLINE-PD	GASOLINE	53.02
GASOLINE-PD	GASOLINE	52.52
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE	11.25
SCHOOLS & CONF-PD	SCHOOL & CONFERENCE	96.00
	Fund 111 - GENERAL Total:	**3,189.93**
Fund: 213 - CEMETERY		
DEPT SUPP CEM	DEPARTMENT SUPPLIES	49.99
	Fund 213 - CEMETERY Total:	**49.99**
Fund: 215 - SPECIAL PROJECTS		
K9 FUNDS-PD	DEPARTMENT SUPPLIES	247.69
K9 FUNDS-PD	DEPARTMENT SUPPLIES	-16.20
	Fund 215 - SPECIAL PROJECTS Total:	**231.49**

Description (Payable)	Account Name	Amount
Fund: 224 - ECONOMIC DEVELOPMENT		
DEPT SUPP ED	DEPARTMENT SUPPLIES	419.88
DEPT SUPP ED	DEPARTMENT SUPPLIES	407.76
SCHOOL & CONF ED	SCHOOL & CONFERENCE	149.00
DEPT SUPP ED	DEPARTMENT SUPPLIES	-407.76
	Fund 224 - ECONOMIC DEVELOPMENT Total:	**568.88**
Fund: 661 - STORMWATER		
SCHOOLS & CONF	SCHOOL & CONFERENCE	79.00
	Fund 661 - STORMWATER Total:	**79.00**
	Vendor 08828 - US BANK Total:	**4,119.29**
Vendor: 01544 - VAN PELT FENCING CO, INC		
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	501.50
	Fund 631 - WASTEWATER Total:	**501.50**
	Vendor 01544 - VAN PELT FENCING CO, INC Total:	**501.50**
Vendor: 00022 - WALMART		
Fund: 111 - GENERAL		
DEPT SUPP DS	DEPARTMENT SUPPLIES	306.44
Dep. Sup.	DEPARTMENT SUPPLIES	39.97
Prgmg.	PROGRAMMING	22.84
DETERGENT, LOTION, CLEANING..	DEPARTMENT SUPPLIES	63.67
Coll.	COLLECTIONS	20.65
Prgmg.	PROGRAMMING	29.94
	Fund 111 - GENERAL Total:	**483.51**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	287.15
	Fund 631 - WASTEWATER Total:	**287.15**
	Vendor 00022 - WALMART Total:	**770.66**
Vendor: 10314 - WHIRLWIND HORSE TYLER		
Fund: 111 - GENERAL		
LEGAL FEES-PD	LEGAL FEES	81.60
	Fund 111 - GENERAL Total:	**81.60**
	Vendor 10314 - WHIRLWIND HORSE TYLER Total:	**81.60**
Vendor: 08851 - WHITING SIGNS		
Fund: 621 - ENVIRONMENTAL SERVICES		
DEPT SUP	DEPARTMENT SUPPLIES	150.00
	Fund 621 - ENVIRONMENTAL SERVICES Total:	**150.00**
Fund: 631 - WASTEWATER		
DEPT SUP	DEPARTMENT SUPPLIES	150.00
	Fund 631 - WASTEWATER Total:	**150.00**
	Vendor 08851 - WHITING SIGNS Total:	**300.00**
Vendor: 10034 - WRIGHT, KIMBERLEY		
Fund: 111 - GENERAL		
REIMB. - IIMC CERT.CLERK EXP.	SCHOOL & CONFERENCE	165.00
	Fund 111 - GENERAL Total:	**165.00**
	Vendor 10034 - WRIGHT, KIMBERLEY Total:	**165.00**
Vendor: 03709 - WYOMING CHILD SUPPORT ENFORCEMENT		
Fund: 713 - CASH & INVESTMENT POOL		
CHILD SUPPORT	CHILD SUPPORT EE PAY	738.08
	Fund 713 - CASH & INVESTMENT POOL Total:	**738.08**
	Vendor 03709 - WYOMING CHILD SUPPORT ENFORCEMENT Total:	**738.08**
Vendor: 03379 - ZM LUMBER CO CAPITAL ONE TRADE CREDIT		
Fund: 111 - GENERAL		
GROUND MAINT PARK	GROUNDS MAINTENANCE	33.84
VEH MAINT PARK	VEHICLE MAINTENANCE	82.90

Description (Payable)	Account Name	Amount
GROUND MAINT PARK	GROUNDS MAINTENANCE	14.08
DEPT SUPP PARK	DEPARTMENT SUPPLIES	21.12
GROUND MAINT PARK	GROUNDS MAINTENANCE	30.98
GROUND MAINT PARK	GROUNDS MAINTENANCE	42.59
GRUND MAINT PARK	GROUNDS MAINTENANCE	4.00
BLDG MAINT REC	BUILDING MAINTENANCE	20.07
	Fund 111 - GENERAL Total:	**249.58**
	Vendor 03379 - ZM LUMBER CO CAPITAL ONE TRADE CREDIT Total:	**249.58**
	Grand Total:	**664,871.25**

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
111 - GENERAL	177,527.54	0.00
212 - TRANSPORTATION	200,269.68	0.00
213 - CEMETERY	540.46	0.00
215 - SPECIAL PROJECTS	9,251.49	0.00
218 - PUBLIC SAFETY	27,445.19	0.00
224 - ECONOMIC DEVELOPMENT	607.97	0.00
225 - MUTUAL FIRE	743.20	0.00
621 - ENVIRONMENTAL SERVICES	10,116.42	0.00
631 - WASTEWATER	22,262.95	0.00
641 - WATER	30,097.78	0.00
661 - STORMWATER	771.77	0.00
713 - CASH & INVESTMENT POOL	116,487.24	116,487.24
721 - GIS SERVICES	2.02	0.00
812 - HEALTH INSURANCE	68,747.54	19,678.39
Grand Total:	**664,871.25**	**136,165.63**

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
111-52111-111	DEPARTMENT SUPPLIES	322.86	0.00
111-52111-121	DEPARTMENT SUPPLIES	306.44	0.00
111-52111-141	DEPARTMENT SUPPLIES	3,873.76	0.00
111-52111-142	DEPARTMENT SUPPLIES	2,120.28	0.00
111-52111-151	DEPARTMENT SUPPLIES	106.45	0.00
111-52111-171	DEPARTMENT SUPPLIES	975.19	0.00
111-52121-151	JANITORIAL SUPPLIES	244.23	0.00
111-52163-142	INVESTIGATIVE EXPENSES	114.90	0.00
111-52181-141	UNIFORMS & CLOTHING	275.72	0.00
111-52181-142	UNIFORMS & CLOTHING	345.23	0.00
111-52222-151	COLLECTIONS	106.52	0.00
111-52223-151	PROGRAMMING	256.81	0.00
111-52311-114	MEMBERSHIPS	6,526.00	0.00
111-52311-142	MEMBERSHIPS	190.00	0.00
111-52511-142	GASOLINE	105.54	0.00
111-53111-114	CONTRACTUAL SERVICES	21,000.00	0.00
111-53111-116	CONTRACTUAL SERVICES	2,831.09	0.00
111-53111-142	CONTRACTUAL SERVICES	6,321.33	0.00
111-53111-151	CONTRACTUAL SERVICES	61.75	0.00
111-53111-171	CONTRACTUAL SERVICES	6,435.36	0.00
111-53111-172	CONTRACTUAL SERVICES	75,000.00	0.00
111-53121-142	CONSULTING SERVICES	35.00	0.00
111-53211-142	LEGAL FEES	939.96	0.00
111-53421-172	BUILDING MAINTENANCE	20.07	0.00
111-53441-142	EQUIPMENT MAINTENAN...	2,967.15	0.00
111-53441-171	EQUIPMENT MAINTENAN...	219.81	0.00
111-53451-141	VEHICLE MAINTENANCE	3,770.37	0.00
111-53451-142	VEHICLE MAINTENANCE	139.00	0.00
111-53451-171	VEHICLE MAINTENANCE	3,490.17	0.00
111-53471-171	GROUNDS MAINTENANCE	409.97	0.00
111-53521-111	HEATING FUEL	319.62	0.00
111-53521-141	HEATING FUEL	165.40	0.00
111-53521-142	HEATING FUEL	236.82	0.00
111-53521-151	HEATING FUEL	319.06	0.00
111-53521-171	HEATING FUEL	354.27	0.00
111-53521-172	HEATING FUEL	117.11	0.00
111-53561-111	PHONE & INTERNET	6.52	0.00
111-53561-112	PHONE & INTERNET	1.74	0.00
111-53561-114	PHONE & INTERNET	0.47	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
111-53561-115	PHONE & INTERNET	0.64	0.00
111-53561-121	PHONE & INTERNET	4.17	0.00
111-53561-141	PHONE & INTERNET	8.19	0.00
111-53561-142	PHONE & INTERNET	1,402.75	0.00
111-53561-151	PHONE & INTERNET	12.50	0.00
111-53561-171	PHONE & INTERNET	2.35	0.00
111-53561-172	PHONE & INTERNET	2.35	0.00
111-53571-141	CELLULAR PHONE	323.82	0.00
111-53711-115	SCHOOL & CONFERENCE	165.00	0.00
111-53711-142	SCHOOL & CONFERENCE	1,586.30	0.00
111-53751-114	COMMUNITY DEVELOPM…	10,000.00	0.00
111-53841-142	VEHICLE INSURANCE	47.34	0.00
111-54311-171	STRUCTURES	22,940.16	0.00
212-52111-212	DEPARTMENT SUPPLIES	1,630.70	0.00
212-52171-212	STREET REPAIR SUPPLIES	4,615.72	0.00
212-52531-212	OIL & ANTIFREEZE	14.99	0.00
212-53111-212	CONTRACTUAL SERVICES	9,971.55	0.00
212-53441-212	EQUIPMENT MAINTENAN…	517.95	0.00
212-53451-212	VEHICLE MAINTENANCE	194.44	0.00
212-53521-212	HEATING FUEL	901.03	0.00
212-53561-212	PHONE & INTERNET	7.09	0.00
212-54322-212	STREET PROJECTS	182,416.21	0.00
213-52111-213	DEPARTMENT SUPPLIES	476.49	0.00
213-53561-213	PHONE & INTERNET	1.87	0.00
213-53711-213	SCHOOL & CONFERENCE	62.10	0.00
215-52111-142	DEPARTMENT SUPPLIES	231.49	0.00
215-52931-111	INSURED REPAIRS/REPLA…	9,020.00	0.00
218-53111-142	CONTRACTUAL SERVICES	27,445.19	0.00
224-52111-113	DEPARTMENT SUPPLIES	456.16	0.00
224-53561-113	PHONE & INTERNET	2.81	0.00
224-53711-113	SCHOOL & CONFERENCE	149.00	0.00
225-52111-141	DEPARTMENT SUPPLIES	743.20	0.00
621-52111-621	DEPARTMENT SUPPLIES	706.42	0.00
621-53111-621	CONTRACTUAL SERVICES	8,156.15	0.00
621-53441-621	EQUIPMENT MAINTENAN…	880.22	0.00
621-53521-621	HEATING FUEL	371.05	0.00
621-53561-621	PHONE & INTERNET	2.58	0.00
631-52111-631	DEPARTMENT SUPPLIES	1,941.78	0.00
631-53111-631	CONTRACTUAL SERVICES	6,988.18	0.00
631-53441-631	EQUIPMENT MAINTENAN…	683.53	0.00
631-53451-631	VEHICLE MAINTENANCE	22.00	0.00
631-53531-631	ELECTRIC POWER	11,998.77	0.00
631-53561-631	PHONE & INTERNET	2.01	0.00
631-53611-631	RENT-LAND	626.68	0.00
641-52111-641	DEPARTMENT SUPPLIES	4,582.67	0.00
641-52117-641	SAMPLES	600.00	0.00
641-52411-641	POSTAGE	142.23	0.00
641-52611-641	CHEMICALS	1,901.45	0.00
641-53111-641	CONTRACTUAL SERVICES	17,114.56	0.00
641-53451-641	VEHICLE MAINTENANCE	34.75	0.00
641-53521-641	HEATING FUEL	124.66	0.00
641-53531-641	ELECTRIC POWER	5,166.79	0.00
641-53561-641	PHONE & INTERNET	2.33	0.00
641-53611-641	RENT-LAND	313.34	0.00
641-59211-641	LICENSE/PERMITS	115.00	0.00
661-53561-661	PHONE & INTERNET	0.66	0.00
661-53611-661	RENT-LAND	692.11	0.00
661-53711-661	SCHOOL & CONFERENCE	79.00	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
713-21512	MEDICARE W/H EE PAYAB...	8,048.64	8,048.64
713-21513	FICA W/H EE PAYABLE	29,101.16	29,101.16
713-21514	FED W/H EE PAYABLE	24,607.56	24,607.56
713-21517	POL UNION DUES EE PAY	975.00	975.00
713-21518	FIRE UNION DUES EE PAY	300.00	300.00
713-21523	LIFE INS EE PAYABLE	22.75	22.75
713-21524	SMEC EE PAYABLE	144.27	144.27
713-21527	WAGE ATTACHMENT EE ...	277.71	277.71
713-21528	REGULAR RETIRE EE PAY	16,733.44	16,733.44
713-21529	DEFERRED COMP EE PAY	4,128.47	4,128.47
713-21531	RETIRE FIRE EE PAYABLE	7,854.43	7,854.43
713-21533	RETIRE POLICE EE PAY	11,508.04	11,508.04
713-21539	CHILD SUPPORT EE PAY	2,291.18	2,291.18
713-21541	HSA EE PAYABLE	10,494.59	10,494.59
721-53561-721	PHONE & INTERNET	2.02	0.00
812-53861-112	PREMIUM EXPENSE	49,069.15	0.00
812-53862-112	CLAIMS EXPENSE	19,678.39	19,678.39
	Grand Total:	**664,871.25**	**136,165.63**

Project Account Summary

Project Account Key		Expense Amount	Payment Amount
None		580,540.10	136,165.63
2118652931		9,020.00	0.00
2122152111		231.49	0.00
2147853111		75,000.00	0.00
6002053561		0.66	0.00
6002053711		79.00	0.00
	Grand Total:	**664,871.25**	**136,165.63**

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Pub. Hear.1

Council to conduct a public hearing set for this date at 6:00 p.m. for a Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to conduct public hearing regarding a rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of rezone request regarding Lot 2A, Block 8, East Portal Addition from C-3 to R-4. The 2016 Comprehensive Plan Future Land Use Map identifies this lot as residential use.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

Rev: 12/14/ City Clerk

Scottsbluff City
Zoning Map (Rezone) Application

2525 Circle Drive, Scottsbluff, NE 69361
Telephone (308) 630-6243 Fax (308) 630-6204
www.scottsbluff.org

Project Information

Application Date: 11-10-2021	Number (Office Use Only):
Property Address: 1400 E 20th St	
Current Zone: C-3	Proposed Zone: R-4
Acreage of Property: ~~11.9 acres~~ 4.68 Acres	
Comprehensive Plan Designation: Residential	Comprehensive Plan Amendment Required? No

Applicant Information

Applicant: Richard Meyer	Property Owner: Prairie Forest
Address: PO Box 6	Telephone: 308-641-2010
City: Scottsbluff / State: NE	Zip: 69361 / Alt. Telephone: 308-635-0811

City Development Process and Requirements

1. **Staff Review Time:** Approximately 4 to 5 weeks prior to the Public Hearing date.
2. **Planning Commission:** Held the second Monday of each month at 6:00 p.m.
3. **City Council:** Held the first and third Mondays of each month at 6:00 p.m.

All meetings are held in the City Council Chambers at 2525 Circle Drive in Scottsbluff.

REQUIREMENTS

- ☑ Pre-application meeting with City Planner
- ☐ Rezone Fees $100.00 plus
- ☐ Cost of postage for everyone within 300 feet + $3.00 per property owner
- ☐ Provide a list (in mailing label format) of property owners within 300 feet of the exterior boundaries of the property to be rezoned together with:
  - ☐ A map(s) that clearly show the ownership within the 300 feet
- ☐ A letter from the property owner giving permission that their property maybe rezoned.
- ☐ Legal description of the property - on disk or emailed to the City Development Service Department in Word format and a map of property to be rezoned.
- ☐ A Letter from the petitioner that the proposed use:
  - ☐ Would provide a service required by the neighborhood and/or community and be consistent with sound land use.
  - ☐ Would not be injurious to the adjacent properties or uses
  - ☐ That rezoning the property would not create special hazards or problems for the neighborhood or community
  - ☐ Would be harmonious and consistent with the plan for the area in the Comprehensive Plan
  - ☐ Why the rezone of the property should be granted.

If any of these items are not submitted with the application City Staff maintains the right to return the application as incomplete.

Rezone Process

After staff receives a completed application the staff will write a report to the Planning Commission including their recommendation. The Planning Commission will then hold a public hearing (which must be noticed in newspaper 10 days prior to the hearing) pertaining to the Zone Change and either recommend supporting the zone change or not to the City Council. After the Planning Commission the City Council will also hold a public hearing on the rezone request and either approve, approve with conditions or deny the request.

November 22, 2021

Prairie Forest Partnership
P.O. Box 6
Scottsbluff, NE 69363

Mr. Zachary Glaubius
Director of Building and Zoning
City of Scottsbluff
Scottsbluff, NE

Dear Sir:

I am writing to confirm that the proposed use of Block 8 Lot 2 East Portal Addition, City of Scottsbluff, would be entirely consistent with surrounding land use. The site is bounded by the R.C. Scott Apartments to the south, two housing developments to the east, and single-family residential housing to the west.

The use of the site as the location of a co-housing project would not be injurious to any of the adjacent properties or their uses.

The rezoning of the property would create no hazards or problems for the neighborhood or community but would almost certainly enhance the valuations of adjacent properties and significantly add to what might be called neighborhood amenities.

The proposed use of the site is entirely consistent with the Comprehensive Plan especially considering the need for additional moderately priced housing in the community.

Thus, we urge the granting of the requested rezoning.

Respectfully submitted,

Richard F. Meyer

Richard F. Meyer

General Partner

Prairie Forest Zone Change Application Rezone Property Description.

LT 1A & LT 2A, BLK 8, EAST PORTAL ADD REPLAT

Beacon™ Scotts Bluff County, NE

Zone Change Application

300' Offset Property Identifier - Property 2 of 2

Legend
- Tax Parcels
- Roads

Parcel ID	010355898	**Alternate ID**	n/a	**Owner Address**	PRAIRIE FOREST C/O RICHARD F MEYER P O BOX 6 SCOTTSBLUFF NE 69363-0006
Sec/Twp/Rng	24/22/55	**Class**	n/a		
Property Address		**Acreage**	n/a		

District	n/a
Brief Tax Description	LT 2A, BLK 8, EAST PORTAL ADD REPLAT (Note: Not to be used on legal documents)

DISCLAIMER: This map measurement's and all associated data are approximate and not to be used for any official purposes. Scotts Bluff County assumes no liability associated with the use or misuse of this information.

Date created: 5/18/2021

Developed by Schneider GEOSPATIAL

CITY OF SCOTTSBLUFF, NEBRASKA
NOTICE OF PLANNING COMMISSION MEETING
City of Scottsbluff – City Hall
2525 Circle Drive, Scottsbluff, NE

Notice is hereby given that a regular meeting of the Planning Commission of the City of Scottsbluff, Nebraska will be held on Monday, December 13, 2021 at 6:00 PM in the Council Chambers at Scottsbluff City Hall, 2525 Circle Drive, Scottsbluff, NE. Meeting is open to the public. Any person with a disability desiring reasonable accommodation to attend the Planning Commission meeting must contact the Development Services offices at City Hall at 2525 Circle Drive, Scottsbluff, Nebraska by 12:00 pm on Friday, December 10, 2021. An agenda of the meeting is kept continually current is available to view at the Development Services offices. The Planning Commission may modify the agenda at the meeting if it determines that an emergency so requires.

Agenda Items Currently known include:

1. Public Hearing for proposed Ordinance Text Change to Chapter 25 Article 3 regarding the addition of Vineyards & Wineries, Golf Courses, and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.
2. Public Hearing for proposed Ordinance Text Addition of Chapter 25 Article 2 regarding the definition of Agricultural Attractions.
3. Public Hearing for proposed Ordinance Text Change to Chapter 25 Article 22 regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.
4. Public Hearing for the proposed Ordinance Text Change to Chapter 4 Article 1 regarding Section 107 of the 2018 International Building Code.
5. Public Hearing regarding a Preliminary Plat of Five Oaks Subdivision situated in the Northwest Quarter of Section 14, Township 22 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska.
6. Public Hearing regarding a Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.
7. Public Hearing for proposed Ordinance Text Change to Chapter 25 Article 2 regarding the Gateway Green Overlay Zone.

Please contact the City of Scottsbluff Department of Development Services at 308-630-6244 for additional information or questions. All property owners within 300 feet of a preliminary plat and/or a rezone are to be notified of the public hearing.

Zachary Glaubius, Planning Administrator
Tel: 308-630-6244
Email: zglaubius@scottsbluff.org

City of Scottsbluff Planning Commission

Development Services Staff Report – Zachary Glaubius

Prepared on: November 30, 2021 **For Hearing of:** December 13, 2021

City of SCOTTSBLUFF A Place of Opportunity

I. GENERAL INFORMATION

A. Applicant: Richard Meyer
PO Box 6
Scottsbluff, NE 69361

B. Property Owner: Prairie Forest
Same as Applicant

C. Proposal: Request to rezone Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

D. Legal Description: Lot 2A, Block 8, East Portal Addition

E. Location: Lot directly south of 1400 E. 20th Street

F. Existing Zoning & Land Use: C-3 Heavy Commercial

G. Size of Site: Approximately 4.65 Acres

II. BACKGROUND INFORMATION

A. General Neighborhood/Area Land Uses and Zoning:

Direction From Subject Site	Future Land Use Designation	Current Zoning Designation	Surrounding Development
North	Highway 26 Commercial	C-3 Heavy Commercial	Landscaping Business
East	Residential	R-4 Heavy Density Multiple Family	Apartments and Single-Family Dwellings
South	Residential	R-4 Heavy Density Multiple Family	Apartments and Public Right-of-Way
West	Residential	R-1A Single Family	Single-Family Dwellings

B. Relevant Case History

1. N.A.

III. ANALYSIS

A. Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan currently shows the site as Residential.

B. Traffic & Access:

1. Current access to Lot 2A is via 15th Avenue to the east and E. 17th Street to the south.
2. An 80-foot Public Way for the irrigation ditch and Scottsbluff Drain is located along the western property line on the lot.
3. A 24-foot utility easement is located immediately east of the Public Way.
4. A 50-foot utility and access easement is located in the southeast corner of the lot.

C. Utilities:

1. Lot 2A is approximately 145 feet away from the closest sewer main under E. 18th Street.
2. Lot 2A is approximately 190 feet away from the closest water main under E. 18th Street.
3. Lot 2A is approximately 95 feet away from the closest stormwater main under 15th Avenue

IV. STAFF COMMENTS

A. The rezone is inline with the 2016 Comprehensive Plan Future Land Use Map.

B. The proposed rezone to R-4 is not a spot zone as it is adjoined by R-4 districts to the south and east.

C. The Scottsbluff Drain serves as a natural boundary to the single-family dwelling neighborhood to the west.

V. FINDINGS OF FACT

A. Findings of Fact to Recommend Its Approval May Include:

1. The Comprehensive Plan identifies the area as residential and the rezone will permit residential development.
2. The rezone is not a spot zone.

B. Findings of Fact to Not Recommend Approval May Include:

1. None

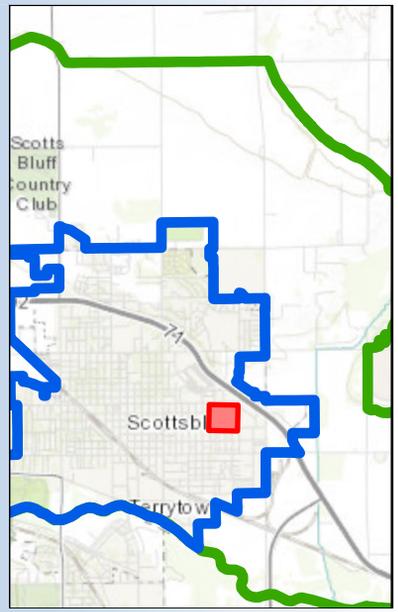
VI. STAFF RECCOMENDATION

A. Staff recommends the Planning Commission make a positive recommendation to City Council to approve the rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

Planning Commission

Lot 2A, Block 8, East Portal Add Replat REZONE Parcel: 010355898

Aerial Overview



Proposed Changes

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

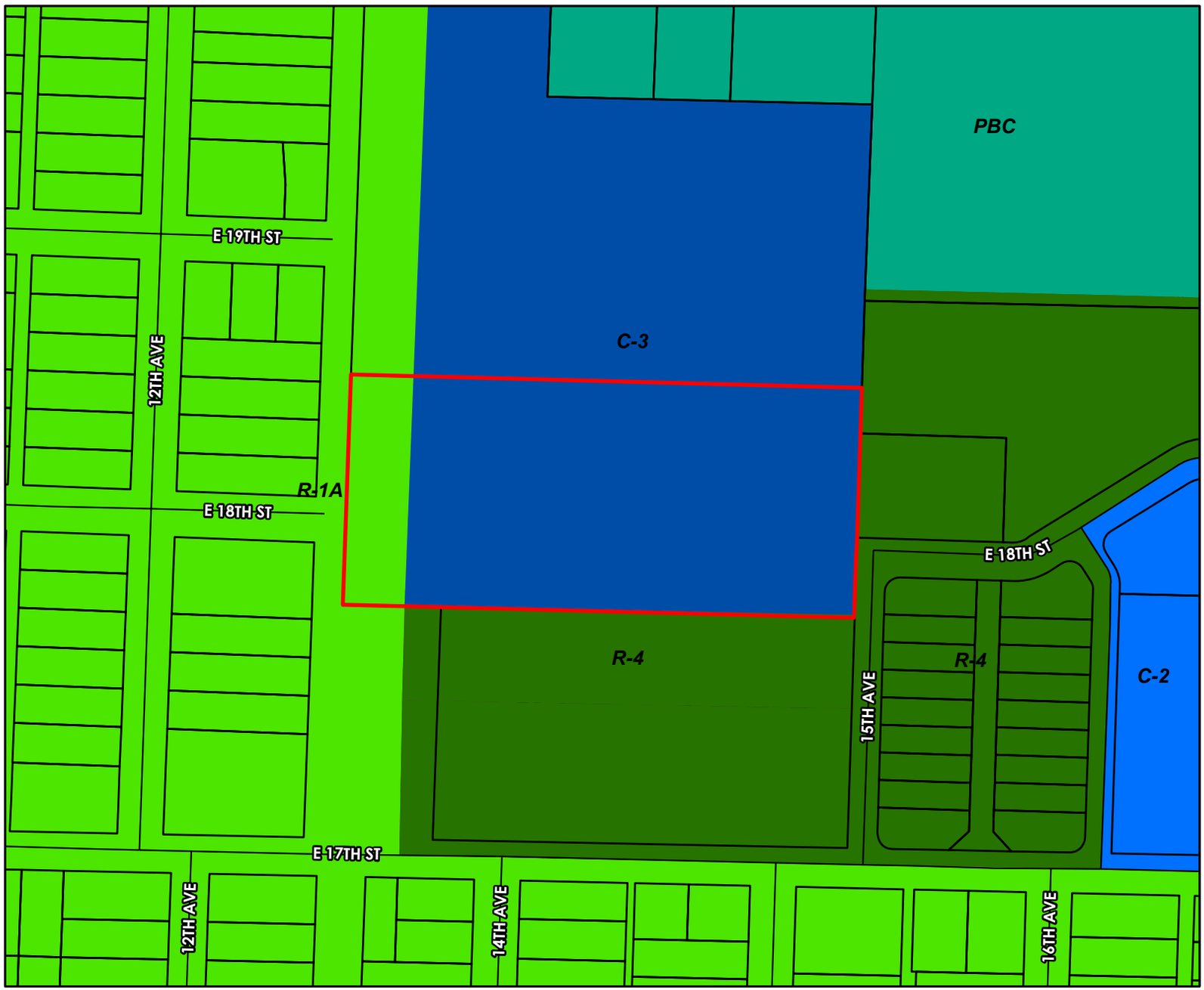
Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
NAD 1983 State Plane Nebraska FIPS 2600 Feet
Lambert Conformal Conic

The City makes no representation or warranty as to the accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement or location of any map features thereon.

Planning Commission

Lot 2A, Block 8, East Portal Add Replat REZONE Parcel: 010355898

Zoning Overview



Proposed Changes
Parcel Boundaries

Zoning
- A
- AR
- C-1
- C-2
- C-3
- M-1
- M-2
- O&P
- PBC
- R-1
- R-1A
- R-1B
- R-4
- R-6
- GEODATA.GISMGR.Corporate_Limits
- GEODATA.GISMGR.Extended_Jurisdiction

Street Centerlines

CLASS
- Highway
- Main Road
- Residential/Rural

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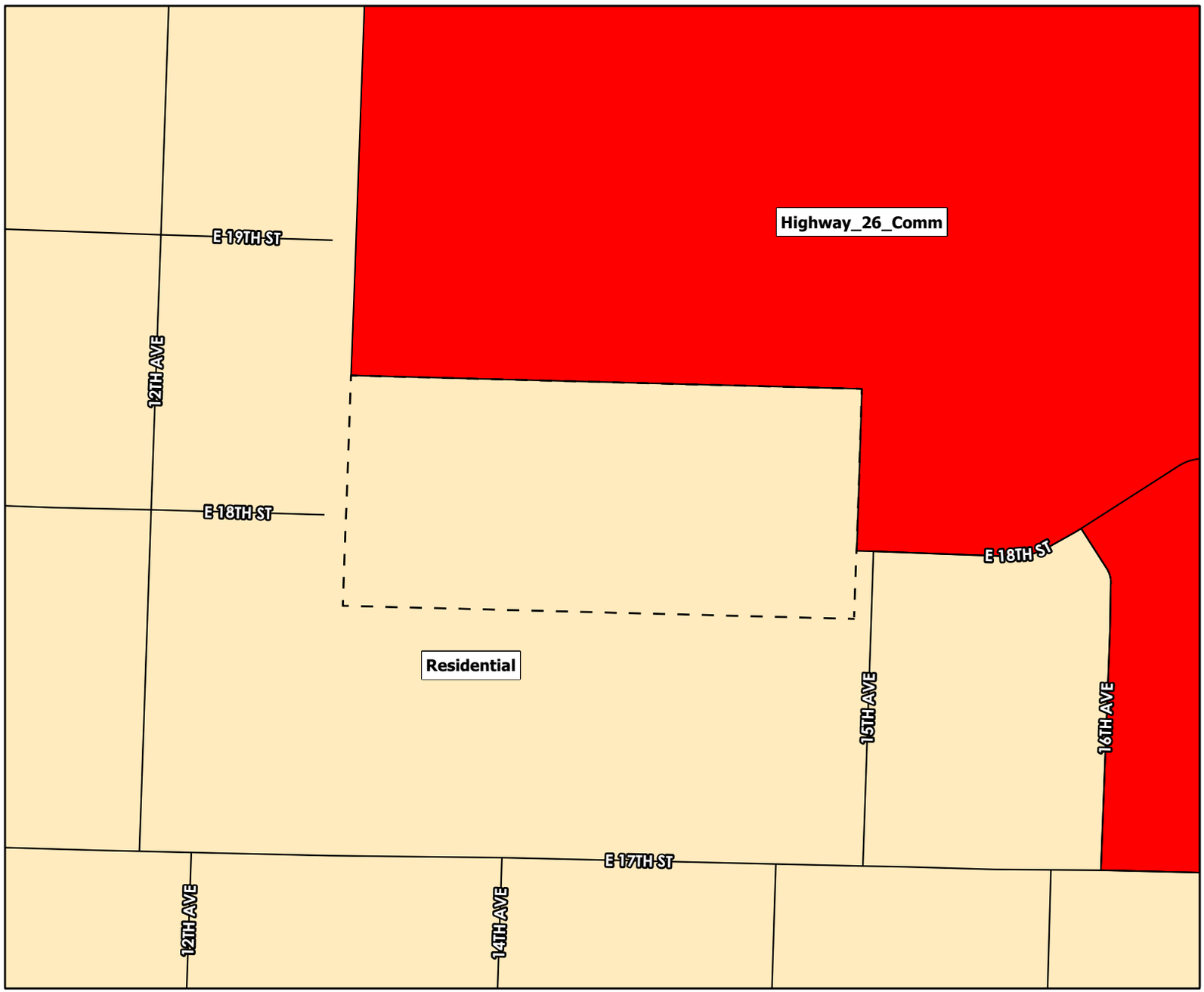
Planning Commission

Lot 2A, Block 8, East Portal Add Replat REZONE Parcel: 010355898

2016 Comp. Plan Future Land Use Overview



Proposed Changes

2016 Comp. Plan Land Use

- Automobile Commercial
- Avenue B and Hospial Campus
- Central Business District
- East Overland
- Highway 26 Commercial
- Northwest Commercial
- Residential
- Rural
- Rural Residential
- Southeast Industrial and Commercial
- South Broadway
- WNCC and Surrouding Area

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

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City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
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Planning Commission

Lot 2A, Block 8, East Portal Add Replat REZONE Parcel: 010355898

Parcels and Buildings Overview

Proposed Changes

Building

Parcel Boundaries

Street Centerlines

CLASS

Highway

Main Road

Residential/Rural

Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
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Planning Commission

Lot 2A, Block 8, East Portal Add Replat REZONE Parcel: 010355898

Utilities Overview

- Proposed Changes
- Easement
- Water Curbstop
- Water Valve
- Water Manhole
- Fire Hydrants
- Water Lines
- Verified_Manhole
- Wastewater Lines
- Outfall
- Stormwater Inlet
- Stormwater Manhole
- Stormwater Arc

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
NAD 1983 State Plane Nebraska FIPS 2600 Feet
Lambert Conformal Conic

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City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Pub. Hear.2

Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Change to Chapter 25 Article 3 regarding the addition of Vineyards & Wineries, Golf Courses, and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to conduct a public hearing set for this date at 6:00 p.m. to consider an Ordinance Text Change regarding the Agricultural Zoning District to add wineries & vineyards, golf courses, and agricultural attractions.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of an ordinance text change adding the above uses as principle permitted uses in the Ag – Agricultural Zoning District.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

Rev: 12/14/ City Clerk

Scottsbluff City
Zoning Text Change Application

2525 Circle Drive, Scottsbluff, NE 69361
Telephone (308) 630-6243 Fax (308) 630-6204
www.scottsbluff.org

Project Information

Application Date: 10/19/21	Number (Office Use Only): 2021-12-01
Comprehensive Plan Designation: 25-3-19 A Agricultural	Comprehensive Plan Amendment Required? NO

Brief description of text change request:
Addition of "Vineyard and Winery"

Applicant Information

Applicant: Papa Moon Vineyards, Winery and Ciders	Property Owner: James D Massey Jr Living Trust
Address: 230975 County Road J	Telephone: (308) 631-8380 Ryan Massey

City:	State:	Zip:	Alt. Telephone:
Scottsbluff	NE	69361	

City Development Process and Requirements

1. **Staff Review Time:** Approximately 3 to 4 weeks prior to the Public Hearing date. Notice to the newspaper must be mailed out 2 ½ weeks prior to the meeting date.
2. **Planning Commission:** Held the second Monday of each month at 6:00 p.m.
3. **City Council:** Held the first and third Mondays of each month at 6:00 p.m.

All meetings are held in the City Council Chambers at 2525 Circle Drive in Scottsbluff.

REQUIREMENTS

- ☐ Pre-application meeting with City Planner
- ☐ Zoning Ordinance Te-xt Change Fees $100.00 plus cost of public hearing notice
- ☐ Desired Text Change - on disk or emailed to the City Development Service Department in Word format and any other supporting documentation.
- ☐ A Letter and/or packet from the petitioner that the proposed text change:
  - ☐ Would provide a service needed by the city and/or residents of the community and will be consistent with sound land use principles.
  - ☐ The text change will not be injurious to adjacent properties or uses throughout the city or environment.
  - ☐ Will the proposed text change create special hazards or problems.
  - ☐ Would the proposed text change be harmonious and consistent with the Comprehensive Plan.
  - ☐ Why the proposed text change is needed.

If any of these items are not submitted or answered with the application the City maintains the right to return the application as incomplete.

Rezone Process

After staff receives a completed application the staff will write a report to the Planning Commission including their recommendation. The Planning Commission will then hold a public hearing (which must be noticed in newspaper 10 days prior to the hearing) pertaining to the Zone Change and either recommend supporting the zone change or not to the City Council. After the Planning Commission the City Council will also hold a public hearing on the text change request and either approve, approve with conditions or deny the request.

Papa Moon Vineyards, Winery & Cider House

Creating locally grown craft beverages, family friendly experiences and preserving Nebraskas beauty since

2012

Why is the proposed text change needed?

Our Farm Winery has been in business at this location for ten years with approval and the support of; Scottsbluff County, Scottsbluff County Commissioners, the Nebraska State Patrol Troop E, Scottsbluff County Sheriff, Nebraska State Fire Marshal, The State of Nebraska as well as the TTB and has experienced no issues. Through an oversite however, we recently discovered we are not in compliance with the current agricultural zone, as written by the city, in which we operate.

Will the proposed text change create special hazards or problems

As noted above, a slight increase in traffic on the County Road J.

Would the proposed text change be harmonious and consistent with the Comprehensive Plan

Input from the community in our Comprehensive Plan:

"Regional hub for: recreation, entertainment, culture, education, commerce.

"Safe, family friendly, healthy, welcoming, inclusive, accessible, affordable."

"Growing and maintaining our city while maintaining our rural values."

The Comprehensive Plan was written with community input and reflects these values. We believe that Papa Moon Vineyards and Winery reflects these values as well and enhances the community we all love.

Would provide a service needed by the city and/or residents of the community and would be consistent with sound land use principles.

Our city is rich in tourism sites based on the arts, history and geography. We lack agricultural tourism. Being an agricultural community it is important for us to bring residents and visitors closer to the farm to table industry which is now popular with travelers. Although wine grapes and apples are not the mainstay of our farm economy they represent an interesting and enjoyable niche ideal for educating families in a peaceful, environmentally friendly environment. The grounds have ample space for walking, bird watching, firefly viewing, and spotting other abundant wildlife at the margins of our wetlands.

The text change will not be injurious to adjacent properties or uses throughout the city or environment

Wine grapes require a few passes with various machinery throughout the year. Machinery use is comparable to the row and forage crops in the valley which we have adjacent to our location. Wine making is environmentally friendly and essentially noiseless. There are no harsh odors or chemicals. We compost the leftover grape skins on site. We do have visitors for open tastings and events which slightly increase traffic on the already busy County Road J.

Papa Moon Vineyards and Winery

Documents in support of <u>Scottsbluff City Zoning Text Change:</u>

25-3-19 A Agricultural.

Intent: The intent of an agricultural zone is a zone in which land is permitted to be used for raising of crops and pasturing cattle and related activities.

<u>Principle Permitted Uses.</u>

1. Agricultural uses, general.

2. Home Occupations

3. Irrigation facilities

4. Kennel, dog

5. Municipal uses

6. Public utility facilities

7. Single family Dwelling

8. Stable

9. Tourist information booth

10. Vineyard and Winery

11. Agriculture Estate Dwelling Site

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City of Scottsbluff Planning Commission

Development Services Staff Report – Zachary Glaubius

Prepared on: November 23, 2021 **For Hearing of:** December 13, 2021

City of SCOTTSBLUFF A Place of Opportunity

I. GENERAL INFORMATION

A. Applicant: Papa Moon Vineyards, Winery and Ciders
230975 County Road J
Scottsbluff, NE 69361

B. Property Owner: James D. Massey Jr. Living Trust

C. Proposal: Add "Vineyards and Wineries" as a principle permitted use in the A-Agricultural Zoning District

II. BACKGROUND INFORMATION

A. History

1. Applicant has operated the vineyard since 2004.
2. The applicant received a non-compliance letter from the City of Scottsbluff for hosting events.
3. Hosting Events does not fall under the "Agricultural uses, general" principle permitted use.
4. The applicant wants to be in compliance with the city zoning code and continue hosting events.

III. PROPOSED ADDITION

A. 25-3-19 A-Agricultural

1. Principal Permitted Uses
   i. Vineyards & Wineries

IV. STAFF COMMENTS

A. The applicant and staff have reviewed the zoning codes of other municipalities with wineries and vineyards. The simple addition of "winery and vineyard" is a sufficient addition to allow the hosting of events and other secondary features.

B. The text change is not injurious to adjacent property owners as the vineyard has been in operation for years.

C. The addition of this principle permitted use is harmonious and consistent with the comprehensive plan.

V. STAFF RECCOMENDATION

A. Staff recommends Planning Commission make a positive recommendation to City Council to add the Principle Permitted Use of Winery and Vineyard to Chapter 25 Article 3 Section 19.

City of Scottsbluff Planning Commission

Development Services Staff Report – Zachary Glaubius

Prepared on: November 23, 2021 **For Hearing of:** December 13, 2021

City of SCOTTSBLUFF A Place of Opportunity

I. GENERAL INFORMATION

A. With the Papa Moon Vineyards zoning text amendment request, staff reviewed 25-3-19 for any other oversights regarding principle permitted uses. This is in an effort to eliminate the need to update the principle permitted uses of the Agricultural Zoning District for the time being.

B. Staff identified two principle permitted uses that would clarify existing uses as being permitted.

II. PROPOSED ADDITIONs

A. 25-3-19 A-Agricultural

1. Principal Permitted Uses

i. Golf Courses

ii. Agricultural Attractions

B. 25-2-3.1 Agricultural Attractions

1. A premises used primarily for agriculture for the purpose of raising and harvesting crops for sale, but also includes a limited amount of area devoted to the provision of entertainment for a period of no more than four months per year. Examples of agricultural attractions include, but are not limited to, pumpkin patch, apple orchard, or corn maze. The sale of other goods and entertainment is permitted in areas of the premises during the allowable operating period. Attractions shall not include mechanical rides other than hayrack and sightseeing vehicles.

III. STAFF COMMENTS

A. Riverview Golf Course is located in the Agricultural Zoning District. By adding this permitted use, the golf course would no longer be legal non-conforming.

B. Agricultural Attractions consist of pumpkin patches, corn mazes, and orchards. By adding this permitted use, it would clarify that these uses are permitted in the city's jurisdiction.

C. The definition for Agricultural Attractions is necessary for enforcement.

IV. STAFF RECCOMENDATION

A. Staff recommends Planning Commission make a positive recommendation to City Council to add the Principle Permitted Use of Golf Courses and Agricultural Attractions to Chapter 25 Article 3 Section 19 and the Agricultural Attraction Definition to Chapter 25 Article 2.

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Pub. Hear.3

Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Addition of Chapter 25 Article 2 regarding the definition of Agricultural Attractions.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to conduct a public hearing set for this date at 6:00 p.m. to consider an Ordinance Text Change adding a definition for Agricultural Attractions in Chapter 25 Section 2.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of an ordinance text change adding the definition for agricultural attractions.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

Rev: 12/14/ City Clerk

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Pub. Hear.4

Council to conduct a public hearing set for this date at 6:00 p.m. for proposed Ordinance Text Change to Chapter 25 Article 22 regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to conduct public hearing for proposed Ordinance Text Change to Chapter 25 Article 22 regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of an ordinance text change regarding buffer yard requirements. The text change would permit a 10' buffer yard with a 6' opaque fence or waive the buffer yard requirement if different zoning districts are separated by a street or public alley.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
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Rev: 12/14/ City Clerk

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

Scottsbluff City
Zoning Text Change Application

2525 Circle Drive, Scottsbluff, NE 69361
Telephone (308) 630-6243 Fax (308) 630-6204
www.scottsbluff.org

Project Information

Application Date: 11/8/2021

Number (Office Use Only):

Comprehensive Plan Designation: Northwest Commercial

Comprehensive Plan Amendment Required? No

Brief description of text change request:

Please see the attached.

Applicant Information

Applicant: 26 Group, LLC

Property Owner: 26 Group, LLC

Address: 1502 19th Avenue

Telephone: 308-633-3595

City: Scottsbluff

State: NE

Zip: 69361

Alt. Telephone:

City Development Process and Requirements

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- ❑ A Letter and/or packet from the petitioner that the proposed text change:
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  - ❑ The text change will not be injurious to adjacent properties or uses throughout the city or environment.
  - ❑ Will the proposed text change create special hazards or problems.
  - ❑ Would the proposed text change be harmonious and consistent with the Comprehensive Plan.
  - ❑ Why the proposed text change is needed.

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Rezone Process

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- When a street or public alley separates adjacent zoning distracts requiring a bufferyard, no bufferyard is required. Applicable setback and landscaping requirements will apply in these cases.
    - This is helping owners maximize the use of the property.
    - Ref: 25-3-22.1 Gateway Green Overlay Zone. (see attached)
    - This is based off of Gering's regulations so it is already accepted in the community.

- Buffer will remain. Buffer will be an alley instead of a landscape boundary. The natural boundary will still remain.

- No- the proposed text change will not create social hazards or problems.

- The proposed text change will be harmonious and is consistent with the Comprehensive plan.

- The existing 20' buffer is a burden to property owners of shallow lots. The current requirement does not give any leeway.

25-3-22.1 GG-O

a. All loading and service areas that are within a 50' of a side or rear lot line abutting property that is residentially zoned shall be surrounded by a 6' high masonry wall or solid wood or PVC fence with opaque gate.

b. Waste receptacles, including dumpsters, garbage cans, or grease containers shall be located in the rear or side yard of lot and no more than 20' from residentially zoned areas. All waste receptacles shall be screened from view from all property lines and public areas of the site by a minimum 6' high evergreen planting, masonry wall, wood or PVC fence.

c. Rooftop mechanical equipment, including HVAC and utility equipment shall be screened from adjacent streets, sidewalks, residential, public and institutional uses. Screening shall consist of parapet walls or an opaque enclosure around the equipment that is constructed of one of the materials used on the primary facade of the principal structure.

d. Ground or wall mounted mechanical equipment such as HVAC equipment, transformers, generators, and gangs of multiple utility meters shall be screened from adjacent streets, sidewalks, residential, public and institutional uses. Screening shall consist of evergreen planting masonry wall, wood or PVC fencing or other opaque enclosure around the equipment that is constructed of one of the permanent and durable materials used on the primary facade of the building. The height of the planting or fence shall be sufficient to effectively screen the equipment from view.

e. Outdoor storage shall be prohibited.

3. Buffer Yards

a. Developed for the purpose of providing an effective visual screen between two dissimilar uses.

b. Buffer Yards shall be required along and inside the property line of commercial property abutting a residentially zoned property.

c. Buffer Yards shall be 20'minimum in depth and shall meet the following criteria:
Be planted with a staggered double row of evergreen trees at least 6' in height, or be planted with a single row of deciduous shade trees 2" caliper trunk minimum and two staggered rows of evergreen shrubs at least 3' in height, planted a maximum of 4' on center.

d. If a 6' high solid wood or PVC fence or masonry wall is incorporated into the design the buffer yard may be reduced by 10'. Finished side of fencing will face abutting property. A row of evergreen trees at least 6' in height, or a

single row of deciduous shade trees 2" caliper trunk minimum and a staggered row of evergreen shrubs at least 3' in height, planted a maximum of 4' on center must accompany the fence.

4. Maintenance of Buffer Yard

   a. The buffer yard shall be maintained so as to provide an effective visual screen. If plant material shall die or be removed such that the buffer yard no longer functions, the plant material shall be replaced by the property owner.

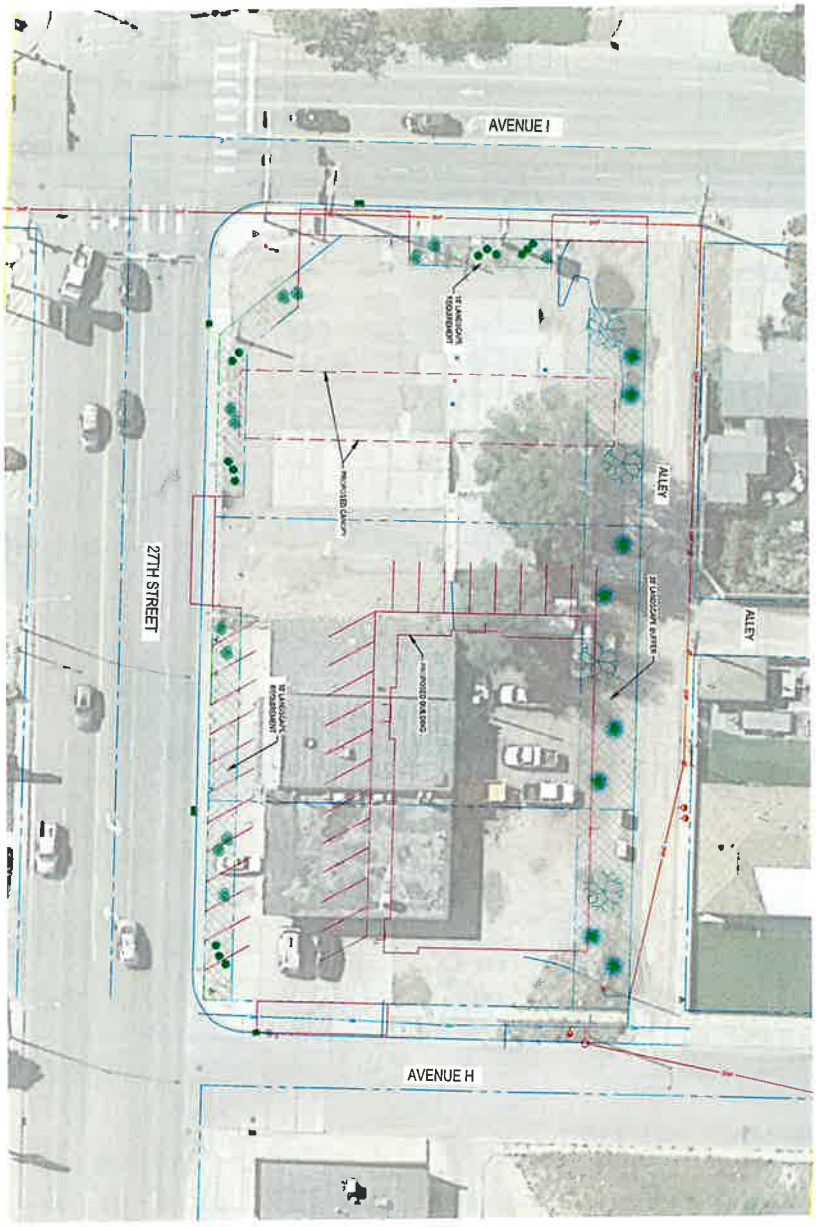
5. Landscaping

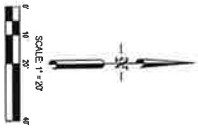
   a. Building Perimeter Walls

      1. Shrubs shall be planted within 10' of the foundation of the primary structure along each building facade at a density that will obscure 60% of the building foundation after 5 years, except for sides or rear of building used for loading or service area.

   b. Along each street frontage there shall be, at a minimum, 10' wide landscape strip, continuous along the frontage except for the perpendicular crossings for driveways and utilities. The landscape strip shall be planted with shade trees at a rate of one per 40' of linear frontage or evergreen trees at a rate of one per 20' of linear frontage. Evergreens may only be planted if planting bed is a minimum of 20 feet wide. Trees may be spread irregularly in informal groupings or be uniformly spaced, as consistent with large overall planting patterns and organization. Trees shall be spread a minimum of 15' apart for large shade trees and evergreens, and a minimum of 10' apart for small ornamentals (list provides). Grouping of trees may be no more than 150' apart. The space between the trees should be planted and maintained to aid the health and growth of the trees. There must be a maintained, non-turf grass landscape bed under and around trees, to be a minimum of 40 square feet per large shade tree or evergreen and 30 square feet per small or medium tree. The landscape zone must be planted to appropriate and compatible shrubs or herbaceous grasses or perennials to cover at least 50% of the bed. The remainder may be mulch. Organic mulch should be used if possible. Screen standards shall comply with Sections 25-22-7 and 25-22-8 of this Code. Where overhead wires exist directly over tree planting area, small ornamental trees shall be substituted for required shade trees at an equal number.

   c. Plant material, wall or fencing in any required landscaped area shall not obstruct the view from the off street parking facility to any driveway approach, street, alley or sidewalk. Landscaping shall further not obstruct any views among parking spaces and circulation ways, or visibility between vehicles and pedestrians.





Sheet No.
C-1.50

Project: 6408-005-21
CAD File: "CAD"
Design: Drawing: Check:

Sheet Title:
City Requirements
Landscape and Buffer Locations

Date Issued: "DATE"

Project Title:
ESSENTIAL FUELS
27TH STREET & AVENUE I

Eric Reichert Insulation
Scottsbluff, Nebraska

PRELIMINARY PLAN
NOT TO BE USED FOR CONSTRUCTION

Baker & Associates Inc.
Engineers * Architects * Surveyors

City of Scottsbluff Planning Commission

Development Services Staff Report – Zachary Glaubius

Prepared on: November 24, 2021 **For Hearing of:** December 13, 2021

City of SCOTTSBLUFF A Place of Opportunity

I. GENERAL INFORMATION

A. The Applicant 26 Group, LLC will be building a convenience store/gas station/restaurant at 823-837 W. 27th Street (Northeast corner of W. 27th Street and Avenue I).

B. The property is zoned C-2 Neighborhood Commercial and abuts a R-1a Single-Family District to the north. A 20' public alley separates the C-2 and R-1A lots.

C. Due to the abutment, the applicant is required to meet the requirements of 25-22-6. This requires the applicant to install a 20' buffer yard with no paved areas or accesses.

D. The applicant's lot is shallower than most other commercial lots in the area.

II. PROPOSED ADDITIONs

A. 25-22-6

1. **C.** If a 6' high solid wood or PVC fence or masonry wall is incorporated into the design, the buffer yard may be reduced by 10'. The finished side of fencing will face the abutting property. (Staff)
2. **D.** When a street or public alley separates adjacent zoning districts requiring a buffer yard, no buffer yard is required. Applicable setback and landscaping requirements will still apply in these cases. (Applicant)

III. STAFF COMMENTS

A. Proposed addition "C." is nearly verbatim from the City of Scottsbluff Gateway Green Overlay Zone section. The specific tree requirements were omitted.

B. Proposed addition "D." is similar to that of Gering.

C. In staff's judgment, a street or public alley serves as a natural buffer between different zoning districts.

D. Per 25-22-4, the required 10' depth of landscaping along street right-of-way will remain in code and still require landscaping.

E. The current buffer yard requirement provides no leeway, especially considering the GG-O is less restrictive. This is counterintuitive.

F. The current buffer yard requirement would prohibit any access to the development from the alley. Access to the alley is critical to the development given the proximity to the intersection of W. 27th Street and Avenue I.

IV. STAFF RECCOMENDATION

A. Staff recommends Planning Commission make a positive recommendation to City Council to add the proposed additions to 25-22-6 regarding buffer yard requirements.

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Pub. Hear.5

Council to conduct a public hearing set for this date at 6:00 p.m. for the proposed Ordinance Text Change to Chapter 4 Article 1 regarding Section 107 of the 2018 International Building Code.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to conduct public hearing for proposed Ordinance Text Change to Chapter 4 Article 1 regarding Section 107 of the 2018 International Building Code.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of an ordinance text change regarding Section 107 of the 2018 International Building Code. Presently, Section 107 is excluded by Chapter 4 Article 1. Section 107 assigns the authority to city code administrators to have a registered design professional for construction projects with special conditions.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____

Rev: 12/14/ City Clerk

City Manager

Rev: 12/14/ City Clerk

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Bids1

Council to discuss and consider action on awarding the bid for permitting and asset management software proposal to Novotx XS d/b/a Elements XS in the amount of $171,500.

Staff Contact: Zachary Glaubius, Planning Administrator

sAgenda Statement

Item No.

For Meeting of: January 3, 2022

AGENDA TITLE: Council to discuss and consider action on awarding the bid for permitting and asset management software proposal to Novotx XS d.b.a Elements XS in the amount of $171,500.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator | Taylor Stephens, GIS Analyst

SUMMARY EXPLANATION: The City of Scottsbluff received proposals from three companies for the permitting and asset management software RFP approved by City Council at the 11-15-2021. After reviewing the three proposals, the best bid and lowest bid was from Novotx d.b.a Elements XS.

We received proposals from AdvanTech, Inc. from Annapolis, Maryland, Cartegraph Systems LLC from Dubuque, Iowa, and Novotx LLC from Clearfield, Utah. Each company included costs for installation, implementation, training, and maintenance for 3 years. The bids were as follows:

- Novotx
  - Year 1: $118,500
  - Year 2 & 3: $26,500 per year
  - Total 3 Year Cost: $171,500
- Cartegraph/OpenGov
  - Year 1: $169,887.23
  - Year 2: $65,082.86
  - Year 3: $67,035.33
  - Total 3 Year Cost: $302,005.42
- AdvanTech
  - Year 1: $ 142,812.24
  - Year 2 & 3: $49,352.88
  - Total 3 Year Cost: $241,518

Please see supplemenal review for further breakdown of the proposals.
BOARD/COMMISSION/STAFF RECOMMENDATION: Staff recommends approval of the proposal from Novotx.

Does this item require the expenditure of funds? ✓ **yes** _____**no**
Are funds budgeted? ✓ **yes** _____**no**

If no, comments: _____
Estimated Amount $120,000
Amount Budgeted
Department $30,000 – Development Services | $30,000 – Water | $30,000 – Stormwater | $30,000 - Wastewater

Rev: 12/14/ City Clerk

Account Description _____

Approval of funds available Elizabeth A. Lautzenhiser
City Finance Director

EXHIBITS

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

Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

GIS-Based Asset & Work Management and Permitting Software

Proposal for the City of Scottsbluff, NE
RFP Permit/ Asset/ Work Management Software and Implementation
November 19, 2021

Novotx, LLC
1436 Legend Hills Drive
Suite 335
Clearfield, UT 84015

Ken Peterson | Director of Sales - Central
402.309.5701
kpeterson@novotx.com

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Cover Page

November 19, 2021

City of Scottsbluff, NE (Customer)
2525 Circle Drive
Scottsbluff, NE 69361

To the City of Scottsbluff, NE:

Thank you for giving Novotx the opportunity to propose Elements XS, a proven asset and work management platform built on the latest industry technologies. We are committed to perform the work outlined in this document in a timely and accurate manner and hope to be selected and demonstrate to you our software. Based on the requirements listed in this RFP, we believe Novotx offers the lowest risk, best value option for this project:

- Our product is designed for cities of your size and structure
- Our relatively small customer based ensures that the Customer will receive unparalleled attention and customer support throughout the implementation process.
- We provide our own implementation services, ensuring the Customer will receive direct access to the best available product knowledge and support channels.

Key pieces of information requested in the RFP can be found as outlined below:

- Elements XS Overview
- Pricing
- Checklist
- Case Study
- Implementation
- References
- Support

The following information is Proprietary and Confidential. We request that you do not distribute this to any third party, other than those in-house at the City of Scottsbluff, NE ('Customer') as these documents are submitted in confidence. If you need additional information, you can contact me via email, or my cell number found below. Novotx appreciates you taking the time to review our proposal and we're confident that Elements XS will meet and exceed your operational expectations for years to come.

Thank You,

Ken Peterson

Ken Peterson | Director of Sales - Central
402-309-5701 | kpeterson@novotx.com
1436 South Legend Hills Dr., Suite 335 Clearfield, UT 84015

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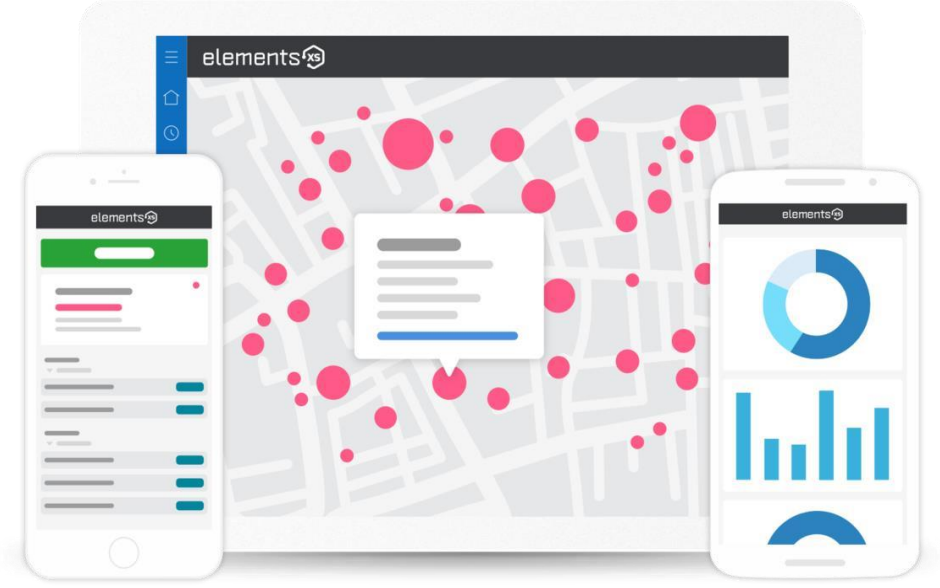
A.1 Elements XS Overview

Elements XS goes beyond traditional asset and work management technology by providing users a new set of powerful tools to tailor and customize the application to meet the unique needs of their organizations.

Designed specifically for utilities and governments, Elements XS is an all-inclusive web-based application that can be accessed from anywhere on any device. Elements XS integrates seamlessly with ESRI's ArcGIS platform as well as utility billing, financial, and ERP applications to leverage an organizations existing technology investment. Elements XS is an all-inclusive application that allows any asset within any department to be managed without purchasing separate modules and the application works with any standard web browser on any device, no client-side installations or apps are required. Elements XS users have the ability to further enhance the application by defining unique workflow processes to streamline operations and fulfill the unique business requirements of organizations both small and large.



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Features Unique to Elements XS

Elements XS is the most flexible asset and work management application on the market; the features below set Elements XS aside from other applications.

TAILORED USER INTERFACE

Elements XS provides tools to tailor menus, page layouts, map toolbars, and other interface components to reduce clutter and streamline data collection processes. Each user (or group of users) can have a tailored interface that contains toolbars, buttons, map settings, forms, and other functionality specific to their individual job function.

Key Benefits:

- Reduce training time for field staff with a streamlined interface
- Improved user experience with reduced screen clutter
- Improved performance with optimized interface per job function

ULTRA-FLEXIBLE, NO CUSTOM CODE

Elements XS is a commercial off-the-shelf application that includes building blocks and tools for each client to configure their own unique processes, data collection requirements, interface configuration, and much more.

Users can configure unlimited custom data fields, unlimited custom forms and custom form layouts, and unlimited custom workflow processes - all without modifying application code or requiring custom application development.

Elements XS also includes many options for pre-configured templates and workflows to streamline deployment of the process.

Key Benefits:

- Collect all of the data you need without limitations on number or types of custom fields
- Create an unlimited number of custom form layouts to simplify the user interface
- Enforce required fields
- Reduce the time required to fill out data collection forms
- Analyze and perform calculations based on user-defined custom data

WORKFLOW DESIGNER

Users can create custom workflows using a drag and drop interface to automate and streamline processes. These workflows can be used to trigger follow up events, route work to designated personnel, send notifications, and much more. These user-generated custom workflows can be applied to any scenario and provide an unmatched level of customization throughout the application.

Key Benefits:

- Guide users through unique processes based on any event or condition
- Generate follow up actions and routine maintenance activities based on data collected in other areas of the software
- Automatically notify other departments or users when user-defined scenarios occur
- Automate follow up actions and notifications based on any event or condition
- Use a drag and drop interface to create custom workflow processes

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WORKFLOW PROCESSOR

Elements XS includes a workflow processing engine that allows users to analyze data from any combination of third-party applications and/or datasets to trigger events within Elements XS based on criteria from these external sources. Common uses of the workflow processor include 811 automation (for one-call locates / tickets), SCADA system integrations (to trigger Service Orders when alarms are issued), and fleet management (trigger vehicle maintenance Service Orders based on fuel consumption or other criteria).

Key Benefits:

- Create Elements XS Service Orders based on information collected in other applications
- Easily integrate SCADA, 811, fleet management systems and more
- Use information from any third-party application to automatically trigger any Elements XS event

Elements XS includes tools for a live connection to multiple utility billing applications to provide location, customer, meter, and service data to field technicians in real-time directly from the utility billing application. Tools to update the utility billing software directly from Elements XS are also available to avoid duplicate entries. Utility billing data can be visualized in the GIS to show consumption data, usage history, and other field-critical data.

Key Benefits:

- Analyze usage and consumption data using GIS then create Service Orders based on utility billing data
- Optimize shut off / disconnect routes, meter reads, and more
- Perform meter change outs, reads, installations, and more in Elements XS and post the transactions directly to the utility billing application to eliminate double entry
- Access up-to-date customer, location, meter, and service information directly from the utility billing application

GIS Integration

Elements interacts directly with map services that have been published via ESRI's ArcGIS for Server and/or ArcGIS Online. This is accomplished by leveraging the Customer's existing Geocortex Essentials deployment, allowing the Customer to maximize their current technology investments.

Geocortex Essentials is utilized as the map viewer technology in Elements XS, allowing the Customer to easily integrate with existing processes and applications built and deployed via Geocortex Essentials. There are no limits to the number or types of map services that can be utilized and read / write feature access permissions are controlled at the user level. All interaction with map services is real time; the geodatabase is the single, authoritative dataset for all spatial assets, and no data is copied or synchronized.

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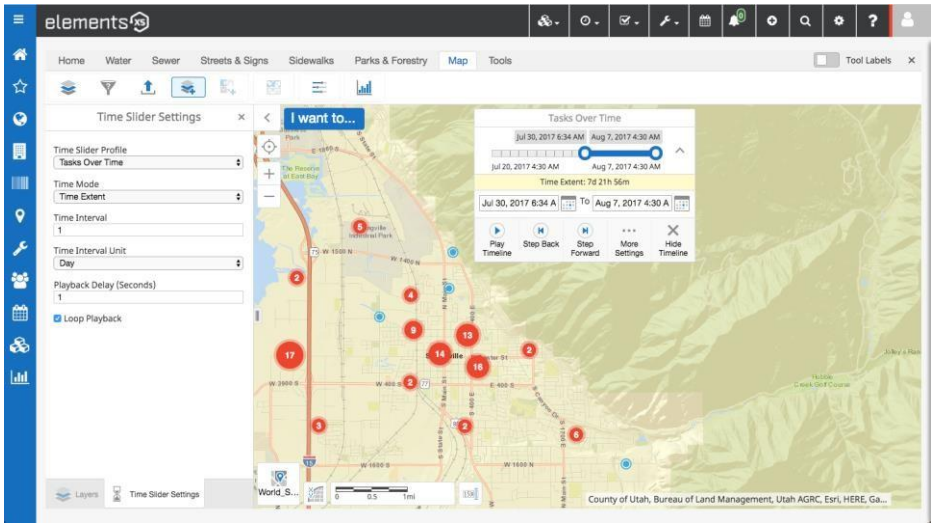

Integrate query layers to graphically represent any data within Elements XS such as locations of work, labor, types of work, job costing details, and more. Setup geofences to define job routing and other workflow processing criteria; heat maps, feature clustering, and map-based reporting also enhance the GIS integration experience.

All map viewers are built on HTML5 technology and will work on any device in any standard web browser. Elements XS also offers a direct integration with Geocortex Essentials by Latitude Geographics, providing the most flexible, best performing web map viewer on the market.

The GIS integration in Elements XS allows users to update feature data directly from Elements XS documents and/or update Elements XS data using GIS feature data to seamlessly share data and provide optimal performance.

Key Benefits:

- Access live GIS data with a direct, real-time integration to ESRI's ArcGIS platform
- Use your existing GIS without modification
- View Service Order and other asset management data on maps in real-time
- Update GIS feature data directly from Elements XS documents
- Spatially select individual assets or groups of assets to create Service Orders

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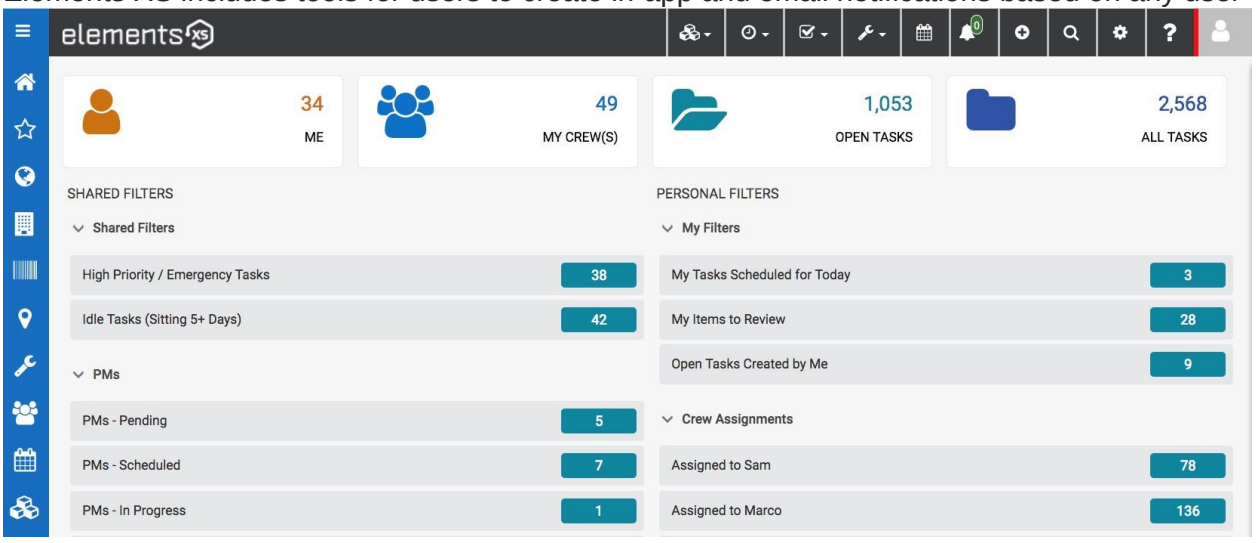
Alerts and Notifications

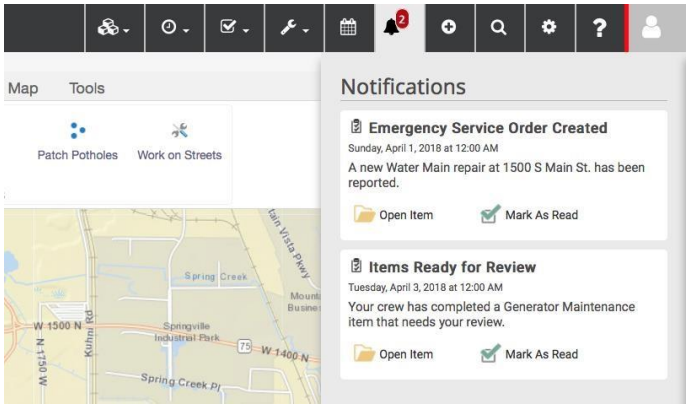
Elements XS includes tools for users to create in-app and email notifications based on any user-



defined criteria. An intuitive Home Page dashboard as well as map-based data views help ensure users are aware of new items coming in and provide insight as to how each Service Order Task is cycling through its respective workflow.

Key Benefits:

- Define notifications for any userdefined condition in any area of Elements XS
- Email and in-app notifications
- Sample notification scenarios include:
- Assignment changes and status updates
- High labor, materials, and/or equipment consumption
- Low stock levels
- Past due tasks and maintenance items
- Asset condition and valuation data
- Inspection results and scoring data



EMAIL TRACKING

Elements XS also allow users to send outgoing emails directly from the app and relate those emails to assets to track communication with customers, contractors, and other contacts.

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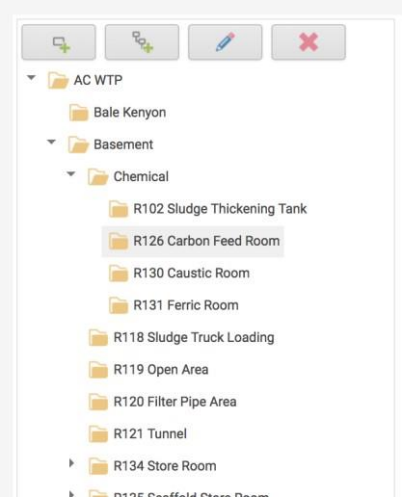
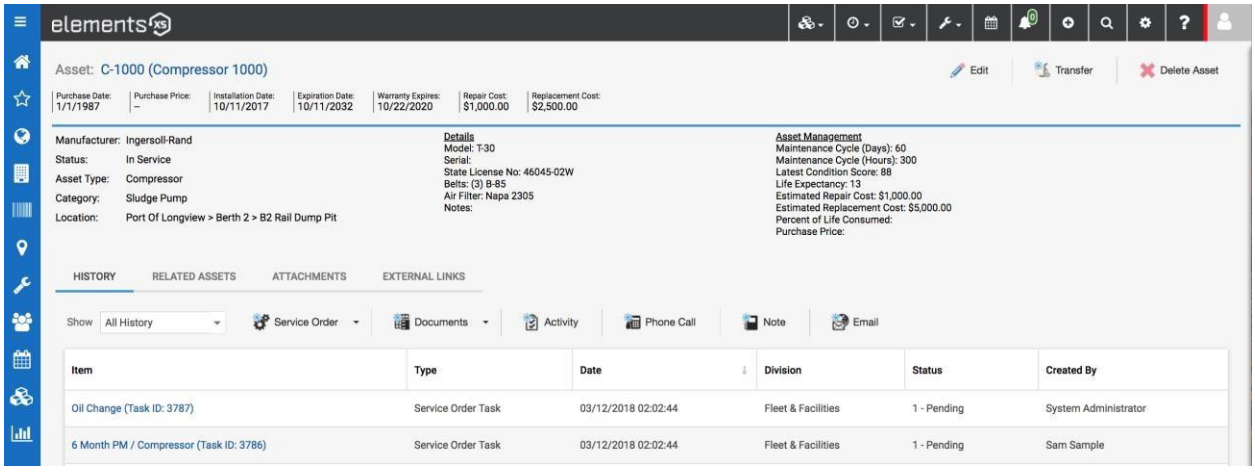
Non-Spatial Assets

Elements XS allows users to track any asset, even if the asset does not exist in the geodatabase. Assets within treatment plants, vehicles, equipment, and other assets that are not typically spatial by nature can be managed in Elements XS. Assets can be organized into a user-defined hierarchy based on asset type and other criteria; users can define depreciation schedules, track routine and preventive maintenance, as well as labor, material, and equipment costs on these assets.



Key Benefits:

- Track assets that may not exist in the geodatabase such as equipment, vehicles, and sub-components within a treatment plant or building
- Create an asset hierarchy to generate parent / child relationships among assets
- Track specific asset locations (Building 1 > Second Floor > Isle A > Bay 31 > Bin C)
- Track treatment plant components and assets within any other facility



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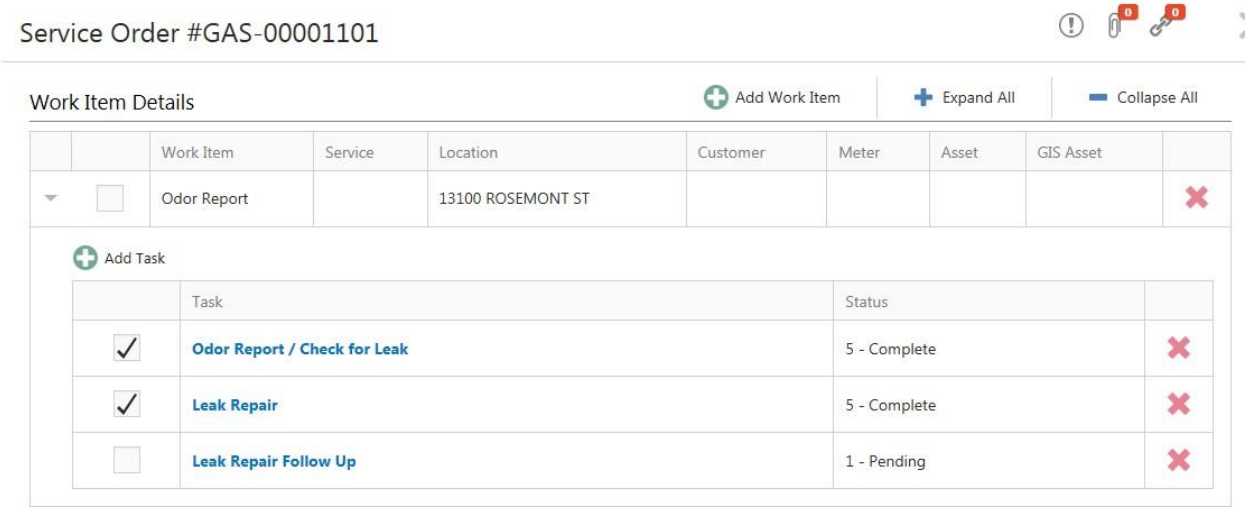
Service Orders

Elements XS simplifies the process of tracking requests and work performed. A Service Order in Elements XS is a single document that allows users to track requests for service as well as track any work that was performed to resolve the requests. Service Orders track labor, material, equipment, and contractor expenses related to each job as well as user-defined custom datasets and other required information to complete a job.

Key Benefits:

- Eliminate confusion stemming from which type(s) of documents should be created under different scenarios
- Reduce training time by simplifying terminology and reducing the number of processes to learn
- Improve consistency across users and departments



ASSET RELATIONSHIPS

Associate a single Service Order with any combination of GIS assets, non-spatial assets, and other objects within Elements XS to ensure each Service Order and its related Tasks are associated to the correct asset(s).

LABOR, MATERIAL, EQUIPMENT, AND CONTRACTOR EXPENSES

All Service Order Tasks provide the ability to track associated labor, material, equipment, and contractor expenses. Material stock levels are auto-managed based on consumption and user

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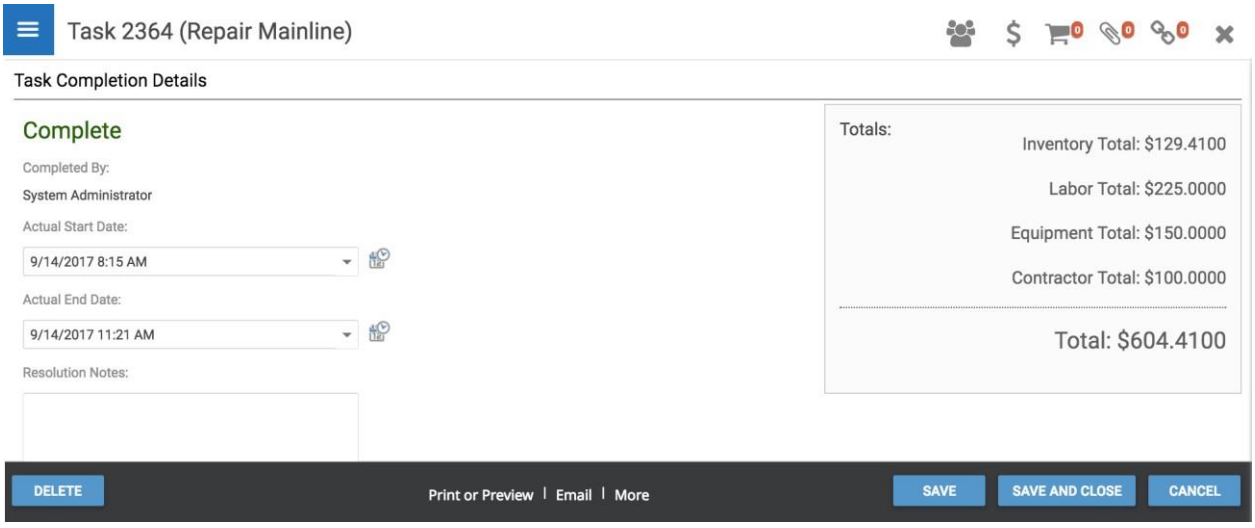
permissions define which users can utilize inventory from designated inventory storage locations.

Each line item is associated with an account code for financial reconciliation and reporting purposes.



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Date of usage and the inventory storage location from which the material was consumed are also tracked.

Key Benefits:

- Track personnel, equipment, materials, and outside personnel time (contractors) on any job or request
- Create user-defined labor rates with associate account codes to assist with estimating costs, tracking overtime, and other rate variances.
- Real-time inventory stock level control and user-definable alerts for low stock levels
- Link materials, labor, equipment, and contractor details to accounting and other financial applications

INVENTORY KITS

Elements XS includes unique Inventory Kits which consist of pre-defined groups of inventory items. These items are defined by the type of task being performed and give users the ability to quickly add inventory items to any job being performed.

Key Benefits:

- Reduce the time required to add labor, materials, and equipment in the field by quickly adding multiple items at once
- Improve accuracy by pre-defining which inventory items should be used in certain scenarios and auto-populating Service Order Tasks with this information

JOB STATUS AND PRIORITY

Statuses and priorities are user definable and can be used to trigger follow up events and autoroute work to appropriate personnel.

Key Benefits:

- Reduce the learning curve by allowing users to define their own job statuses and priority levels
- Auto-generate follow up actions and employee assignments based on user-defined Status and/or Priority scenarios

SCHEDULED VS. ACTUAL DATES

Elements XS tracks scheduled dates for all Service Order Tasks as well as actual completion dates to assist with analyzing performance metrics.

ASSIGNMENTS

Service Order Tasks in Elements XS can be assigned to any combination of individual users, crews (pre-defined groups of users), and/or contractors. Assignments can be auto-generated based on the type of work, geography, or any other user-defined criteria.

Key Benefits:

- Assign work to multiple individuals at once to streamline operations
- Assign work to contractors and allow contractors to login and view work assigned to them
- Auto-generate work assignments based on geography, type of work, staff availability, or other user-defined scenarios.

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CUSTOMIZABLE DATA COLLECTION FORMS WITH REQUIRED FIELDS

Each type of Service Order Task can have a unique set of user-defined custom data with an associated data collection form, allowing users to define required fields and collect all necessary information for a specific job type.

Key Benefits:

- Create your own data collection forms with unlimited custom fields and form layouts
- Define required fields
- Add sliders, pull down menus, checkboxes, date selectors, and any other industry standard HTML5 controls to custom forms

ATTACHMENTS

Users can attach images, MS Office documents, PDFs, videos, and many other file formats to Service Orders and Service Order Tasks.

RESOURCE ALLOCATION & MANAGEMENT

Each Service Order Task allows users to allocate required resources for the job. Users can use the resource manager to avoid double booking equipment and ensure all required resources are available to complete the job.

LINKED RECORDS

The Linked Records feature in Elements XS allows users to link any record within the system to any other record in order to properly document work history and other data. For example, a Service Order to flush a fire hydrant may be linked to a Phone Call record from a customer.

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BILLABLE SERVICES

Invoices can be generated within Elements XS and emailed directly to a Contractor or Customer, providing an easy way to manage work that has been billed and payments that have been received.

Routine & Preventive Maintenance Scheduling

Elements XS includes tools to define maintenance schedules and auto-generate recurring events based on dates, hours, mileage, consumption, and other user-definable metrics. Processes can be streamlined using the GIS interface, allowing users can define custom workflows to quickly perform inspections and maintenance items without leaving the map. The GIS can be used to optimize maintenance routes and indicate the sequence in which work should be performed. These tools can be combined with the workflow designer to auto-generate follow up tasks and status notifications for other system users across multiple departments based on information collected during these routine maintenance activities.

Key Benefits:

- Track preventive and recurring maintenance on any asset
- Integrate maintenance schedules with GIS to view what's been done and what needs to be done next
- User-definable maintenance schedules based on dates or any other metric (mileage, hours, consumption, and more)
- Auto-generate the next maintenance activity on the appropriate schedule when the current maintenance activity is complete
- Set custom parameters so future maintenance activities are scheduled based on user-defined criteria (for example, if the asset is new inspect it again in 12 months - if the asset is getting old inspect it again in 3 months)

CONTRACTOR & VENDOR MANAGEMENT

Elements XS provides tools to assign work to contractors and other outside users; outside users can then login to view work assigned to them and complete their work without having access to any other internal information.

Key Benefits:

- Track work that has been completed by individual contractors
- Allow contractors to log their work and track time in Elements XS
- See which work is assigned to contractors and monitor the status of contractor projects

CITIZEN REQUESTS

Elements XS offers tools for citizens to report issues and submit requests online. Requests are then processed in the Elements XS application and citizens can login at any time to view and monitor requests that have been submitted. As requests cycle through Elements XS, the citizen can opt to receive email notifications of status updates and resolutions.

Key Benefits:

- Allow citizens to submit requests through mobile devices, no app or client side installation required

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- Citizens can manage requests they've submitted and receive notifications when requests have been resolved

Inventory Management

The Elements XS Inventory Workspace is included with every Elements XS deployment and includes tools to manage materials, stock levels, and equipment across multiple warehouses and storage locations.

Key Benefits:

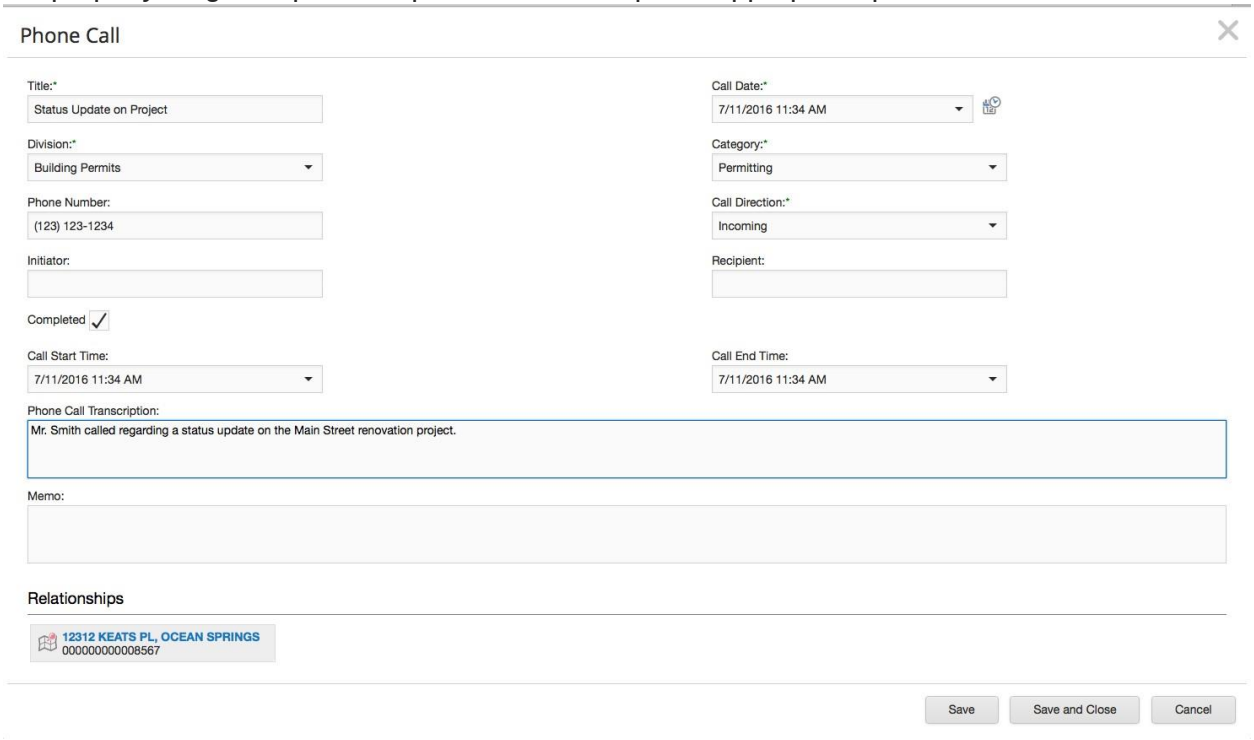
- Provides a dedicated interface for inventory management
- Manage materials, stock levels, vendors, purchasing, and receiving
- Track purchasing and receiving details for consumable materials as well as fixed assets

Phone Calls & Activities

Use Elements XS to track incoming phone calls and related customer information. Add activities to the Calendar to schedule appointments and other events.

Key Benefits:

- View locations of callers and phone call logs on GIS maps
- Route phone calls to appropriate departments or individuals
- Use the workflow designer to configure question and answer walkthroughs to help call takers properly diagnose potential problems and dispatch appropriate personnel



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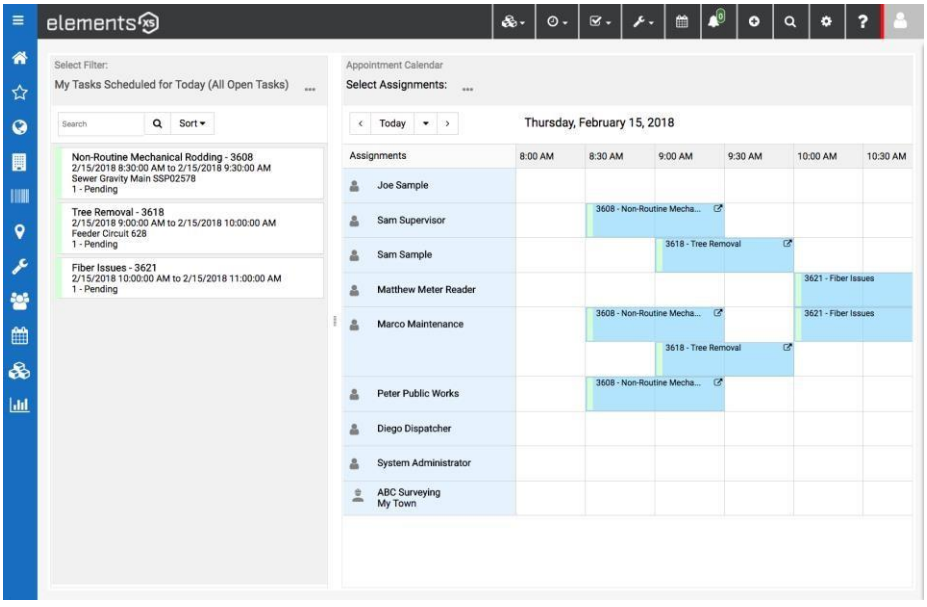
Scheduling and Dispatch

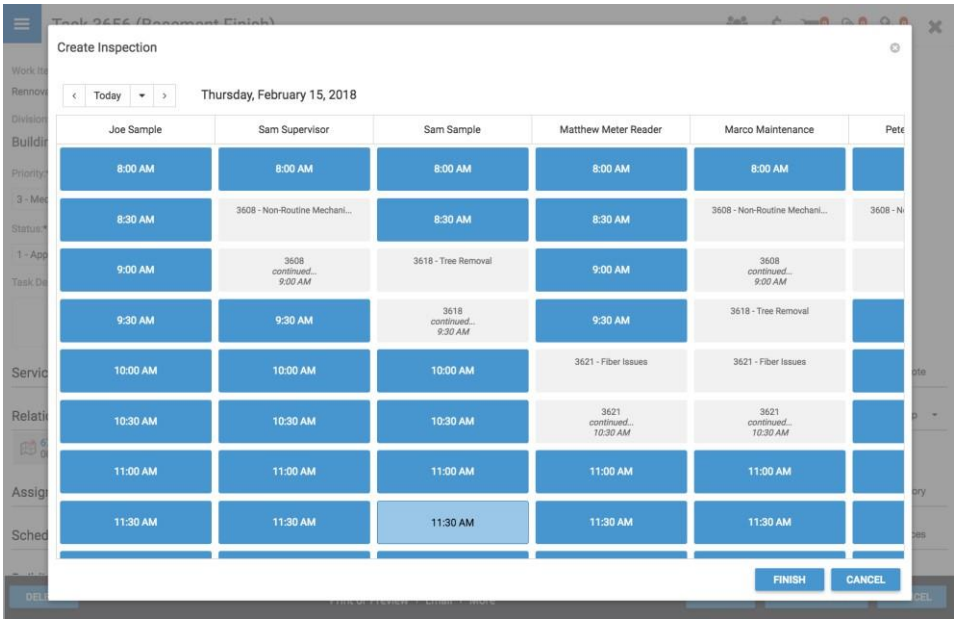
RESOURCE MANAGEMENT

The integrated resource management calendar in Elements XS illustrates time slots scheduled for employees and resources such as equipment. This interface provides quick access for employee and resource scheduling to optimize field operations.



CALENDARS

The integrated calendars in Elements XS display Service Order information as well as user-defined documents such as permits, licenses, inspections, and more; simply click on an event to open the related record and view additional information.



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DISPATCHING

The Dispatch Workspace in Elements XS is a unique interface designed to illustrate which tasks are currently assigned to which users and help dispatchers balance the workload. Users can quickly reassign work and ensure high priority tasks are being addressed.

TIMESHEETS

Elements XS offers the ability to track time for individual users across multiple departments and divisions across multiple types of work. User time allocation can be distributed appropriately based on the type of work and general ledger account details. Elements XS also offers the ability to track time unrelated to Service Orders using our unique timesheet feature. User time details can be integrated with third party time keeping and financial applications for additional functionality.

Fleet Management

Elements XS includes tools to manage vehicles and equipment. Perform routine services on vehicles as well as track mileage and hours usage for each piece of equipment. Quickly view vehicles and equipment that have service due and track labor, material and equipment costs for each piece of equipment.

Facilities & Treatment Plant Management

Organize assets into hierarchies based on location to track any asset within any facility. Link these assets to the Elements XS workflow processor to trigger maintenance activities based on SCADA alarms and other events tracked in third party applications.

Custom Data Collection Forms

Elements XS includes an innovative dynamic data management technology that allows users to create any custom dataset and associate that information to any number of assets. Users can design custom permits, licenses, inspections, and any other type of custom form. These forms can then be combined with the workflow designer to automate business processes and guide users through the processes of managing their unique workflows.

Key Benefits:

- Create your own data collection forms with unlimited custom fields and form layouts
- Associate user-created custom forms to any asset, asset type, Service Order, contractor, vendor, or any other object in Elements XS
- Easily create custom permits, inspections, and other custom forms

Asset Management

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ASSET CONDITION ASSESSMENT

Generate asset condition scores based on maintenance data together with feature class data such as age, material, and other factors affecting the life expectancy of an asset.
Use Elements XS to analyze this data and auto-generate maintenance activity for assets that fall within user-defined condition scoring parameters.

MAINTENANCE SCORING

Use Elements XS to generate a maintenance score each time maintenance is performed on an asset. View maintenance scoring trends over time and auto-generate activity based on maintenance scores.

Quickly find all assets where the latest maintenance score is poor and auto-generate Service Orders for these assets.

CAPITAL IMPROVEMENT PLANNING AND BUDGETING

All assets within Elements XS can be scored and ranked in order to prioritize infrastructure maintenance and determine estimated costs to replace or repair the assets.

Key Benefits:

- Prioritize which assets need attention
- Generate tabular and spatial reports to show consequence of failure
- Prioritize work by assigning weight factors to each asset or asset type
- Show on map which assets need replacing and the associated cost to repair or replace

ASSET DEPRECIATION AND VALUATION

Elements XS is an open framework that can adhere to any federal, state, local, or industry standards including reporting tools to assist with GASB and PSAB requirements. Use Elements XS to view which assets are nearing the end of their lifecycle and estimated repair / replacement costs for these assets.

Key Benefits:

- View current value and replacement cost for any asset or group of assets
- Define custom depreciation schedules based on asset type
- Spatially locate assets that meet user-defined depreciation or valuation criteria and create batch Service Orders against these assets

Municipal & Civil Operations

BUILDING DEPARTMENT

The dynamic data management tools in Elements XS give users the ability to efficiently manage Building Permits, Inspections, Certificates of Occupancy and other construction-related items. Basic features include:

- Customers and contractors can submit permit applications online
- Notify customers and contractors of status changes and application progress via email or text message in real-time

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- Monitor interdepartmental approval statuses of each permit application
- Manage fees, building valuations, and footage assessments associated with permits and applications
- Create configurable inspections based on Permit Application types
- Generate permanent and temporary Certificates of Occupancy
- Monitor expiration and activity dates for certificates and inspections
- Manage contractors, certification levels, identification numbers, and other contractor related data

PERMITS, LICENSES, & OTHER APPLICATIONS

Manage Business Licenses, Conditional Use Permits, and other applications specific to the unique needs of your organization with Elements XS. Typical examples of licenses and permits managed within Elements XS include:

- Business & Solicitor Licenses
- Home Occupation Permits
- Alcohol Beverage Control
- Animal Licenses
- Firearms
- Restaurant Licenses
- Fireworks
- Tobacco
- Watercraft
- Sign Permits

Reports and Dashboards

Elements XS includes many pre-built reports to track information common to the majority of Elements XS customers. All reports can be modified to suit the individual needs of an organization using the included reporting tools. Elements XS includes a report designer to generate tabular reports, an analytics designer to generate dashboards, and tools to generate spatial reports that are seamlessly integrated with your GIS. Elements XS also utilizes an open Microsoft SQL database so any other reporting engine can also be used if desired.

All reports can also be exported to Excel, PDF, HTML, Text, CSV, Rtf, and image.

Key Benefits:

- Create tabular reports, dashboards, and map-based reports
- Use pre-built reports to quickly access common reports
- Modify existing report templates or build new reports using the included designers
- All reports are integrated with the Analytics Workspace to provide administrators quick access to live reporting data

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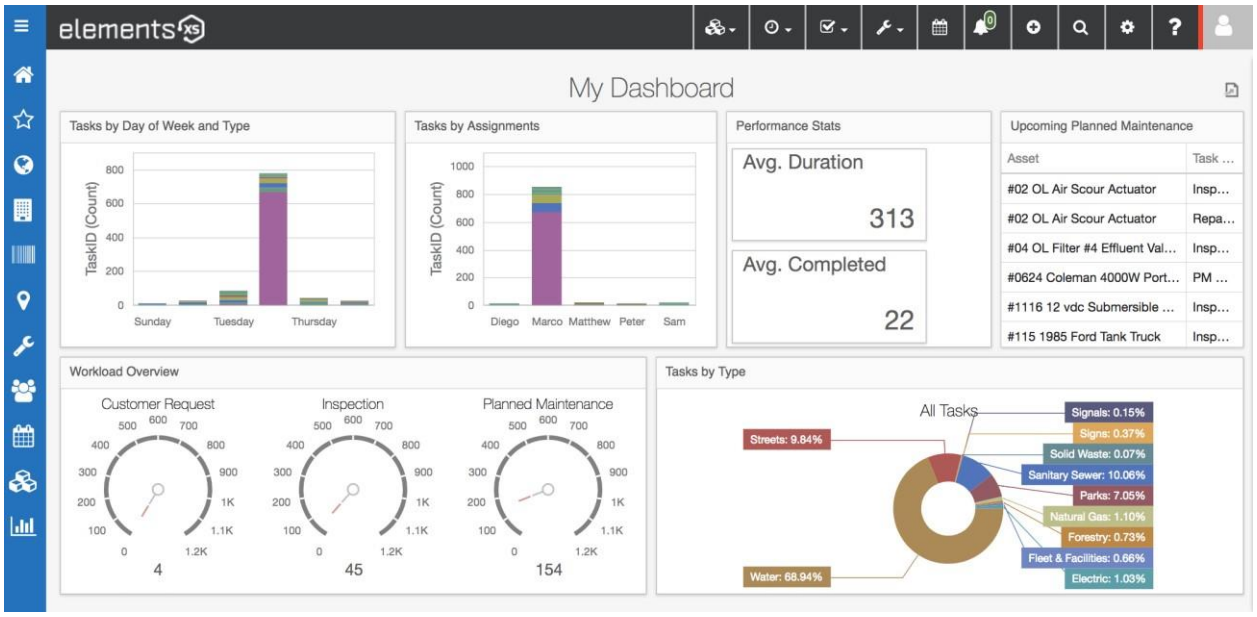

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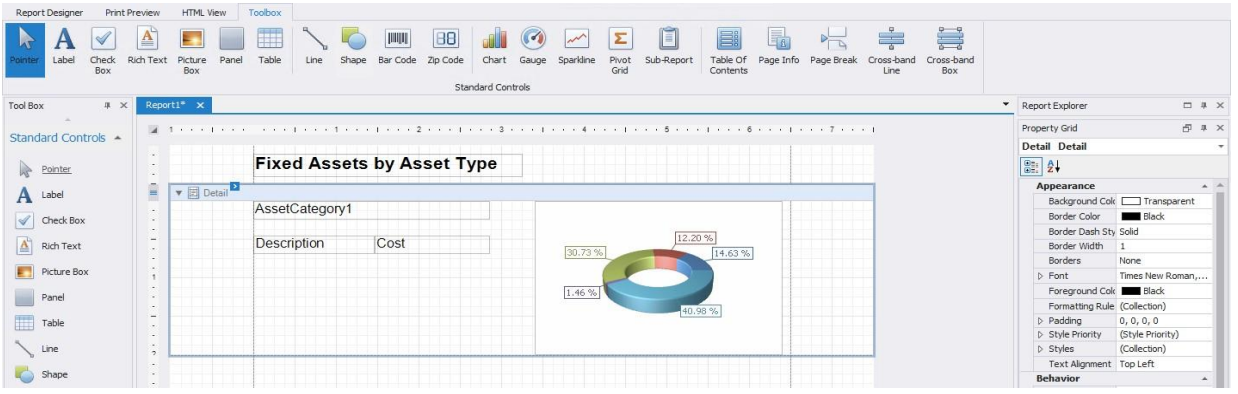
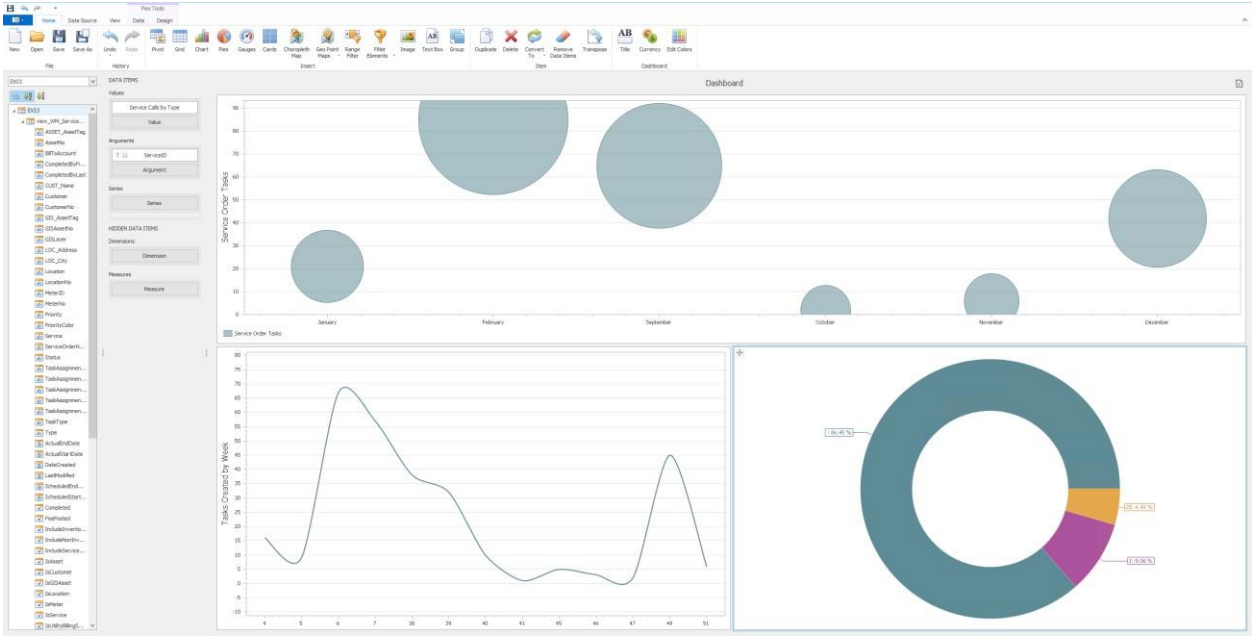
REPORT DESIGNER

The Elements XS Report Designer is a client-side tool included with every Elements XS deployment that allows users to connect to the Elements XS SQL database to modify existing report templates or generate new reports. The drag and drop interface provide industry standard reporting functionality as well as tools for charts, graphs, and more.



ANALYTICS DESIGNER

The Analytics Designer is also a client-side tool included with every Elements XS deployment. This designer allows users to create dashboards based on any data collected in Elements XS. Pre-built dashboards can be modified to suit specific needs of an organization or users can create new dashboards based on pre-built SQL views designed to provide quick access to the most commonly used data in Elements XS.



MAP BASED REPORTING

A picture is worth a thousand words - use your GIS to display areas with high concentrations of labor, work, or other user-defined criteria. Access labor, equipment, and materials usage and

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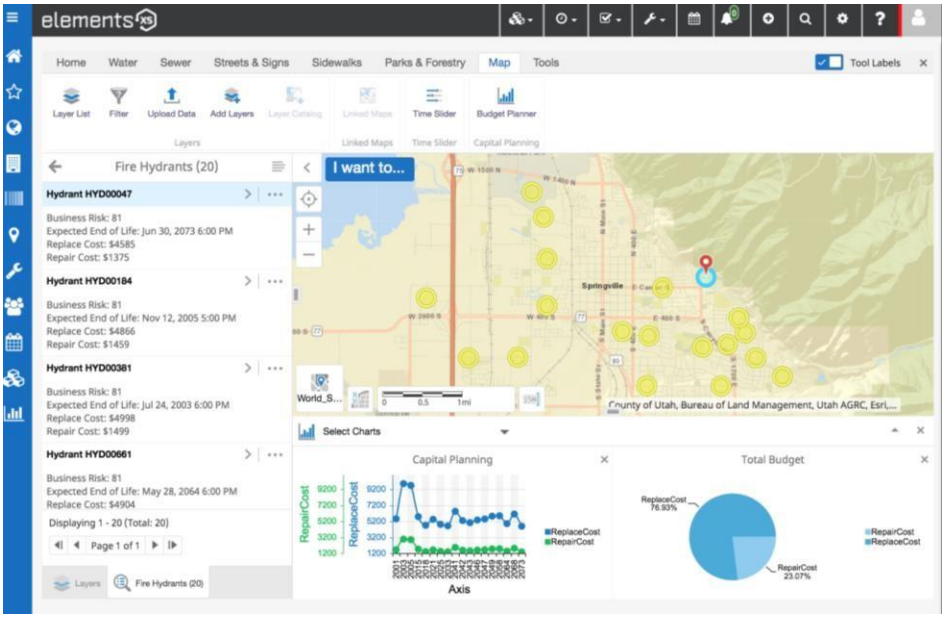
analyze asset conditions from the map. Spatially view data from any report or dashboard in Elements XS.



TIME AWARE REPORTING

Time aware layers allow us to see where activities are taking place over time - for example, we can see where Service Orders (or inspections, work orders, preventive maintenance activities, and so on) were created during a certain time period. We can then compare time periods and analyze how the map looked during a different time period.

Key Benefits:

- Compare events and the activity that occurred before, during, and after
- Compare activity in certain times of the year as they relate to seasons or other weather patterns
- Look for patterns that may be able to prevent (or predict) catastrophic events
- Analyze operations and crew performance

Pricing

A detailed description of the product and services is provided below:

On-Prem or Client Hosted Pricing (No Vendor Hosting)

Description	Total
Elements XS and Connect Software	
Elements XS Enterprise License, Paid Annually, *Unlimited Users*	$10,000
Connect Annual Subscription (Permitting)	$10,000

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Annual Maintenance & Support	
Unlimited technical support and application updates (included with Enterprise License)	included
Implementation Services	
Elements XS Implementation Services: 22 billable days of services applied toward tasks outlined in original RFP response. Project management, business requirements and gap work, GIS configuration and consulting, report generation, training, certified product testing, go-live support, post go live support for the Department of Public Works, Water Works, and Engineering.	$33,000
Connect Implementation Services: Up to 33 billable days of permitting implementation for building and city clerk permits.	$33,000
Data Migration Services: Work Order Data Migration from Beehive	$10,000*
Integration to InCode (Tyler Technologies)	
Elements XS 811 integration with positive response where required by law. * Pricing is indicative based on experience. After reviewing data for migration and confirming a detailed scope for each third-party integration, a formal not-to exceed price will be provided.	$10,000*
	$ 6,000
	$112,000

Total 3 Year Cost

Year	Description	Total
1	Software, Implementation, Training, Integrations, & Maintenance	$112,000
2	Annual Maintenance for both Elements XS and Connect	$20,000
3	Annual Maintenance for both Elements XS and Connect	$20,000
3 Year Total		$152,000

*The Annual Enterprise License for Elements XS price indicated shall be guaranteed for a period of 3 years. After the guaranteed price period, price increases are not to exceed the Consumer Price Index

$8,500 for travel expenses, which would cover 2-3 trips to Scottsbluff if needed.

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Note: Elements XS is not sold in modules. With the Enterprise License you receive all components of the software, API's, updates, and future releases as long as you are paying your yearly annual maintenance.

Option 2: Cloud Hosting Price (Vendor-Hosted in Cloud)

Description	Total
Elements XS Software	
Elements XS Enterprise License, Paid Annually, *Unlimited Users* Connect Annual Subscription (Permitting)	$10,000 $10,000
Annual Maintenance & Support	
Unlimited technical support and application updates (included with Enterprise License)	included
Hosting Services	
Set-up, maintenance, and support for Elements XS cloud environment, Paid annually, up to 150gb for photos, attachments, etc.	$6,500
Implementation Services	
Elements XS Implementation Services: 22 billable days of services applied toward tasks outlined in original RFP response. Project management, business requirements and gap work, GIS configuration and consulting, report generation, training, certified product testing, go-live support, post go live support for the Department of Public Works, Water Works, and Engineering.	$33,000
Connect Implementation Services: Up to 33 billable days of permitting implementation for building and city clerk permits.	$33,000
Data Migration Services: Work Order Data Migration from Beehive	$10,000*
AWS Hosting Services: Elements XS. Includes setup, maintenance, and support of Elements XS environment and up to 150gb of cloud storage for file attachments. (Remove this if Scottsbluff decides to go on-prem)	$ 6,500
Integration to InCode (Tyler Technologies)	$10,000*
Elements XS 811 integration with positive response where required by law. * Pricing is indicative based on experience. After reviewing data for migration and confirming a detailed scope for each third-party integration, a formal not-to exceed price will be provided.	$ 6,000
First Year Total	$118,500

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Total 3 Year (with Cloud Hosting)

Year	Description	Total
1	Software, Implementation, Training, Integrations, & Maintenance + Hosting Services	$118,500
2	Elements XS, and Connect Annual Maintenance + Hosting Services	$26,500
3	Elements XS, and Connect Annual Maintenance + Hosting Services	$26,500
3 Year Total		$171,500

*The Annual Enterprise License for Elements XS price indicated shall be guaranteed for a period of
3 years. After the guaranteed price period, price increases are not to exceed the Consumer Price Index

Note: Elements XS is not sold in modules. With the Enterprise License you receive all components of the software, API's, updates, and future releases as long as you are paying your yearly annual maintenance.

$8,500 for travel expenses, which would cover 2-3 trips to Scottsbluff if needed.

Software Licensing

The Enterprise License, as quoted in the Pricing section on pages 21-22, includes all the required
Elements XS software licensing needed. The only additional licensing required is ESRI's ArcGIS for Server Standard or an active ArcGIS online account. Additional Esri licenses may need to be purchased depending on user privileges.

Technical Requirements

Three options to the Customer to choose from:

1. Vendor-Hosted Cloud Environment
Novotx will set-up a cloud environment for the Customer on an Amazon EC2 Instance or similar (such as Azure). Customer will pay Novotx to set-up, host, maintain, and support Customer's Elements XS cloud infrastructure. Yearly costs for cloud hosting are shown in option 2 of the Pricing sheet, up to 150gb for photos, attachments, etc.

2. Client-Hosted Cloud Environment
The client will be responsible for purchasing and maintaining their own Amazon EC2 of Azure instance for offsite hosting. Hosting fees will be paid directly to Amazon or Azure by the client

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and are not included in Elements XS pricing. Pricing for hosted instances can be obtained from aws.amazon.com/ec2/pricing.

3. On-Premise Set-up
The client will be responsible for purchasing and maintaining their own on-site server. Minimum system requirements are:

- Windows Server 2012 or higher (64 Bit)
- Internet Information Server (per Windows version)
- Microsoft ASP .NET Components
- Microsoft .NET Framework 4.7 or later
- Microsoft SQL Server 2012 or higher (64 Bit)
- 16GB RAM (32GB recommended)
- 100GB HD Space (varies with attachment storage)

Adding Storage

It is not anticipated that the client will exceed the 150gb storage space for the vendor-hosted cloud environment. However, if the client chooses to increase the storage space Novotx only charges based on the added storage charges associated with AWS or Azure.

A.2 Detailed Functional Objectives

The following table shows requests by the Customer of Scottsbluff, NE:

City of Scottsbluff Detailed Functional Objectives		Elements XS Response
Request Management		
Able to take requests from phone, walk-in, smartphone and website.	Yes	Elements works on laptops, tablets and smart phones in both iOS and Android
Provide external customers with a web portal to allow the creation of secured accounts, work order placement, ability to view customer placed work orders as a means for initiating, reporting issues of city owned assets.	Yes	Our goal with Elements XS Connect was to create something more - a powerful platform where citizens can not only report issues, but also submit applications, pay for services, interact with customer support, and more - all in a single, integrated portal.

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Ability to associate duplicate request calls to the same request.	Yes	This is core functionality within Elements XS
Work Management		
Ability to electronically initiate, assign, dispatch, and track electronic work orders against an asset and track from inception through completion with a flexible, easily managed workflow process.	Yes	This piece of functionality is core within Elements. In fact, through our workflow management piece work orders with the best data is directly at your fingertips. Creating a work order through Elements is the fastest and most accurate in the industry. You can create a work order in just a few seconds.
Associate work to an asset and see the total cost of maintaining the asset.	Yes	Associate a single Service Order with any combination of GIS assets, non-spatial assets, and other objects within Elements XS to ensure each Service Order and its related Tasks are associated to the correct asset(s). All Service Order Tasks provide the ability to track associated labor, material, equipment, and contractor expenses. Material stock levels are auto-managed based on consumption and user permissions define which users can utilize inventory from designated inventory storage locations. Each line item is associated with an account code for financial reconciliation and reporting purposes. Date of usage and the inventory storage location from which the material was consumed are also tracked.
Add comments or notes to a work order to provide problem resolution or explanation in determining problem cause	Yes,	This is core functionality within Elements. Also, users can attach images, MS Office documents, PDFs, videos, and many other file formats to Service Orders and Service Order Tasks.

which would be useful for building and sharing information.		
Track the status of a work order, or the work performed and estimates of completion for an issued work order.	Yes	Statuses and priorities are user definable and can be used to trigger follow up events and auto-route work to appropriate personnel. KEY BENEFITS • Reduce the learning curve by allowing users to define their own job statuses and priority levels. • Auto-generate follow up actions and employee assignments based on user-defined Status and/or Priority scenarios

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Attach documents and/or pictures to an electronic work order for accessing safety related information, construction details, videos and other necessary information as related to the asset.	Yes	users can attach images, MS Office documents, PDFs, videos, and many other file formats to Service Orders and Service Order Tasks.
Ability to assign a priority to a task or work order.	Yes	Statuses and priorities are user definable and can be used to trigger follow up events and auto-route work to appropriate personnel. Elements XS tracks scheduled dates for all Service Order Tasks as well as actual completion dates to assist with analyzing performance metrics.
Create repeating work orders on a scheduled basis where the task can be both asset specific or non-asset related, or a mixture of both.	Yes	Service Order Tasks in Elements XS can be assigned to any combination of individual users, crews (pre-defined groups of users), and/or contractors. Assignments can be autogenerated based on the type of work, geography, or any other user-defined criteria.
Ability to have a single request have multiple task or work orders associated with it.	Yes	Service Order Tasks in Elements XS can be assigned to any combination of individual users, crews (pre-defined groups of users), and/or contractors. Assignments can be autogenerated based on the type of work, geography, or any other user-defined criteria.
Ability to create, view and maintenance logs by assets, etc.report out daily logs for individual employees, callout logs by employee,	Yes	Elements allows users to create dashboards and reports reporting this information and so much more.

Ability to assign tasks or work orders to an individual and/or group of employees.	Yes	Service Order Tasks in Elements XS can be assigned to any combination of individual users, crews (pre-defined groups of users), and/or contractors. Assignments can be autogenerated based on the type of work, geography, or any other user-defined criteria.
Ability to reassign tasks from one employee to another.	Yes	Service Order Tasks in Elements XS can be assigned to any combination of individual users, crews (pre-defined groups of users), and/or contractors. Assignments can be autogenerated based on the type of work, geography, or any other user-defined criteria.

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Ability to group multiple assets into a single work order for efficiency.	Yes	Associate a single Service Order with any combination of GIS assets, non-spatial assets, and other objects within Elements XS to ensure each Service Order and its related Tasks are associated to the correct asset(s).
Accept electronic signatures for work order approval.	Yes	This is core functionality within Elements
Resource Management		
Determine the parts used on a repair, nature of work performed, the person assigned the ticket, and number of calls issued.	Yes	All Service Order Tasks provide the ability to track associated labor, material, equipment, and contractor expenses. Material stock levels are auto-managed based on consumption and user permissions define which users can utilize inventory from designated inventory storage locations. Each line item is associated with an account code for financial reconciliation and reporting purposes. Date of usage and the inventory storage location from which the material was consumed are also tracked. KEY BENEFITS • Track personnel, equipment, materials, and outside personnel time (contractors) on any job or request • Create user-defined labor rates with associate account codes to assist with estimating costs, tracking overtime, and other rate variances • Real-time inventory stock level control and user-definable alerts for low stock levels • Link materials, labor, equipment, and contractor details to accounting and other financial applications
Laborers can have multiple rate types (regular, overtime, holiday, etc.)	Yes	All Service Order Tasks provide the ability to track associated labor, material, equipment, and contractor expenses. Material stock levels are auto-managed based on consumption and user permissions define which users

City of Scottsbluff Detailed Functional Objectives		Elements XS Response

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		can utilize inventory from designated inventory storage locations. Each line item is associated with an account code for financial reconciliation and reporting purposes. Date of usage and the inventory storage location from which the material was consumed are also tracked KEY BENEFITS • Track personnel, equipment, materials, and outside personnel time (contractors) on any job or request • Create user-defined labor rates with associate account codes to assist with estimating costs, tracking overtime, and other rate variances • Real-time inventory stock level control and user-definable alerts for low stock levels • Link materials, labor, equipment, and contractor details to accounting and other financial applications
Can track materials and deduct from inventory.	Yes	Material stock levels are auto-managed based on consumption and user permissions define which users can utilize inventory from designated inventory storage locations. Each line item is associated with an account code for financial reconciliation and reporting purposes. Date of usage and the inventory storage location from which the material was consumed are also tracked.
An asset can be expensed in either time or miles.	Yes	This is controlled through the workflow portion of Elements.
Asset Management		
Track various type of assets such as electric and fiber network, water and sewer networks, street network, capital projects and improvements, land use, emergency services, water and wastewater treatment plants and associated equipment, park land, public works inventory, etc.	Yes	Elements interacts directly with map services that have been published via ESRI's ArcGIS Enterprise and/or ArcGIS Online. There are no limits to the number or types of map services that can be utilized and read / write feature access permissions are controlled at the user level. All interaction with map services is real time; the geodatabase is the single, authoritative dataset for all spatial assets, and no data is copied or synchronized. Integrate query layers to graphically represent any data within Elements XS such as locations of work, labor, types of work, job costing details, and more. Use the seamless ArcGIS integration to update feature data directly from Elements XS and/or update Elements XS data in from the GIS. The GIS integration in Elements XS allows users to

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City of Scottsbluff Detailed Functional Objectives		Elements XS Response
		update feature data directly from Elements XS documents and/or update Elements XS data using GIS feature data to seamlessly share data and provide optimal performance. KEY BENEFITS • Access live GIS data with a direct, real-time integration to ESRI's ArcGIS platform • Use your existing GIS without modification • View Service Order and other asset management data on maps in real time • Update GIS feature data directly from Elements XS documents• Spatially select individual assets or groups of assets to create Service Orders
Assign a location to an asset and track both the movement and history of that asset.	Yes	See above answer
Ability to track work completed on assets including manpower requirements, materials needed and used, contractor identification for work completed by non-staff resources, after hours work performed, and if the call is covered under warranty.	Yes	All Service Order Tasks provide the ability to track associated labor, material, equipment, and contractor expenses. Material stock levels are auto-managed based on consumption and user permissions define which users can utilize inventory from designated inventory storage locations. Each line item is associated with an account code for financial reconciliation and reporting purposes. Date of usage and the inventory storage location from which the material was consumed are also tracked. KEY BENEFITS • Track personnel, equipment, materials, and outside personnel time (contractors) on any job or request • Create user-defined labor rates with associate account codes to assist with estimating costs, tracking overtime, and other rate variances • Real-time inventory stock level control and user-definable alerts for low stock levels • Link materials, labor, equipment, and contractor details to accounting and other financial applications
Able to track and edit each asset's unique attributes.	Yes	This is core functionality of Elements XS.

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Provide asset parent-child relationships as well as the ability to attach components to an asset.	Yes	This is core functionality within Elements XS
Able to easily view the history of work performed on an asset,	Yes	Elements XS allows users to track any asset, even if the asset does not exist in the geodatabase. Assets within

City of Scottsbluff Detailed Functional Objectives		Elements XS Response
the resources used and the cost as well as a summary of the total cost of maintaining an asset		treatment plants, vehicles, equipment, and other assets that are not typically spatial by nature can be managed in Elements XS. Assets can be organized into a user-defined hierarchy based on asset type and other criteria; users can define depreciation schedules, track routine and preventive maintenance, as well as labor, material, and equipment cost on these assets.
Track the life of an asset and provide visibility into the replacement of an asset and accessibility to all history related to an asset.	Yes	Asset Condition Assessment Generate asset condition scores based on maintenance data together with feature class data such as age, material, and other factors affecting the life expectancy of an asset. Use Elements XS to analyze this data and auto-generate maintenance activity for assets that fall within user-defined condition scoring parameters.
Provide alert tolerances once a percentage of an asset is consumed and track the call history against each asset for measuring performance and replacement.	Yes	This done with the combination of Asset Condition Assessment and Maintenance scoring. Tracking calls/ activities against an asset is part of the core functionality of Elements.
Provide, track and maintain warranty information, maintenance renewals, and generate inspections on all assets, along with the ability to issue preventive work orders.	Yes	Elements XS includes tools to define maintenance schedules and auto-generate recurring events based on dates, hours, mileage, consumption, and other user-definable metrics. Processes can be streamlined using the GIS interface, allowing users to define custom workflows to quickly perform inspections and maintenance items without leaving the map. The GIS can be used to optimize maintenance routes and indicate the sequence in which work should be performed. These tools can be combined with the workflow designer to auto-generate follow-up tasks and status notifications for other system users across multiple departments based on information collected during these routine maintenance activities.

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Ability to extract asset information based on accounting codes for billing and inquiry purpose and to integrate cost and value of an asset with financial management software.	Yes	In addition you can link materials, labor, equipment, and contractor details to accounting and other financial applications with the core functionality within Elements XS.
Track the temporary issuing (checking-in and checking-out) of assets and determine who, what and where the asset is at any point in time.	Yes	This is core functionality. In addition, you can track assets that may not exist in the geodatabase such as equipment, vehicles, and sub-components within a treatment plant or building.

City of Scottsbluff Detailed Functional Objectives		Elements XS Response
Permit Management		
General permit and land-use application management.	Yes	A major component to Elements XS and Connect is geared around the various needs with permitting and land-use management and accuracy.
Public portal with online permit submittal and tracking for staff and customer.	Yes	This is controlled by the staff at Scottsbluff, NE. One of the strongest features is the ability to communicate with your customers/ citizens and track all areas of permitting including payments and more.
GIS integration.	Yes	Being an ESRI Business Partner we have the strongest integration to ArcGIS and are the only solution in the Permitting and Asset Management industry with a real-time bidirectional feed with ArcGIS.
Electronic plan review integration.	Yes	This is core through the workflow management portion of Elements XS and Connect.
Mobile inspection capabilities	Yes	Elements and Connect are built to handle mobile technologies
Automated remote inspection requests.	Yes	This is core through the workflow management portion of Elements XS and Connect.
Robust and flexible search and display capabilities.	Yes	We have the best search engine in the industry (per industry analysts). Everything you enter into Elements and Connect can be searched upon and displayed.
Ability for users to do custom reporting and data extraction.	Yes	Our solutions come with an array of standard reports. To add, we have a dynamic report writer to give you those reports that are specific to Scottsbluff, NE and the various users within your city.
Ability to automate generation of customized forms, letters, and permits/licenses	Yes	At integration, we will work with you to create forms, letters, permits/ licenses and more. Moreover, we will teach you how to do this so you don't have to be

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		dependent on us. Keep in mind, we're just a phone call away should you need our help.
Flexible permit types and numbering system, with annual reset.	Yes	The flexibility of both Elements XS and Connect are off the chart. Each of our customers operate differently. The flexibility of our solutions are a major reason why cities come onboard with us.
Ability to calculate fees and charges with manual adjustments.	Yes	This is core within our solutions
Integrated cashiering / point-of-sale with online and in-person components.	Yes	Payments/ Fees can be made and received through Connect.
Ability to integrate with financial management software	Yes	We integrate with many financial management solutions. If it's a solution we've not integrated to we'll scope it out and work with you to make it work.
Field Access/Mobile		
Ability to operate software with full functionality available from a mobile app supported on IOS and Android platforms a. Functionality includes access to GIS generated maps, completed work orders, entering resources, creation of assets, editing of assets including location and attributes, and creation of a work order. b. Flexibility to allow geolocation of an asset from any smartphone and/or tablet.	Yes	Elements works in both Android and iOS environments
Reporting		

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Robust reports available to users	Yes	Elements XS includes many pre-built reports to track information common to the majority of Elements XS customers. All reports can be modified to suit the individual needs of an organization using the included reporting tools. Elements XS includes a report designer to generate tabular reports, an analytics designer to generate dashboards, and tools to generate spatial reports that are seamlessly integrated with your GIS. Elements XS also utilizes an open Microsoft SQLdatabase so any other reporting engine can also be used if desired. All reports can also be exported to Excel, PDF, HTML, Text, CSV, Rtf, and image.
Ability to create custom reports from user friendly tools.	Yes	All core functionality of Elements
Ability to export data to Excel, as a CSV file and in other common formats	Yes	Core functionality of Elements XS
Technical Requirements		
SQL database that facilitates the ease of exporting data.	Yes	Elements XS is built on the Microsoft .NET framework and utilizes a Microsoft SQL database. Websites are deployed via IIS and map services published via ArcGIS for Server and/or ArcGIS Online are consumed by Elements XS. The

City of Scottsbluff Detailed Functional Objectives		Elements XS Response
		application can be deployed on premise or office and accessed using any industry standard web browser on any device, no apps or client-side installations are required.
Provide full bi-directional integration with GIS.	Yes	Elements is the only solution in the industry that has a true real-time bi-directional feed with ArcGIS
System provides drop down menus that can be configured by user.	Yes	This is core functionality of Elements. Not only do we promote drop down menus, but we also promote you using your terms, and vernacular. Yes, Elements is that flexible.
Provide secure system access for internal and external customers: able to establish security to restrict/allow access to information based on various criteria.	Yes	We recommend you have at least two administrators. All user access is controlled via username and password which is completely controlled by those within the city of Scottsbluff, NE.

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Ability for each user to customize their own screens and layouts with ability to save user custom configured settings.	Yes	The Analytics Designer is also a client-side tool included with every Elements XS deployment. This designer allows users to create dashboards based on any data collected in Elements X. Pre-built dashboards can be modified to suit specific needs of an organization or users can create new dashboards based on pre-built SQL views designed to provide quick access to the most used data in Elements XS.
Allow for real time and offline data collection.	Yes	Elements can ne used in both an online real-time, and offline environment.
Ability to systematically import/export fixed assets from current systems to prepopulate the asset management database.	Yes	This is core functionality within Elements XS.
Ease of creating system interface links with other software business systems such as financial, email, GIS, utility billing, etc.	Yes	Elements XS includes API's that provide tools for third party application integrations and external data access.
Provide effective reporting with dashboard capability for real-time tracking and include print capability for reports, form letters, and charts/graphs from any location.	Yes	Elements XS includes many pre-built reports to track information common to the majority of Elements XS customers. All reports can be modified to suit the individual needs of an organization using the included reporting tools. Elements XS includes a report designer to generate tabular reports, an analytics designer to generate dashboards, and tools to generate spatial reports that are seamlessly integrated with your GIS. Elements XS also utilizes an open Microsoft SQL database so any other reporting engine can also be used if desired.
City of Scottsbluff Detailed Functional Objectives		Elements XS Response
		All reports can also be exported to Excel, PDF, HTML, Text, CSV, Rtf, and image. Create tabular reports and dashboards to visualize any data collected in Elements XS; integrate with Insights for ArcGIS to leverage your GIS.
Supply email notifications and/or alerts as: reminders for tracking expiring agreements, warranties, and maintenance renewals, when a task/work is assigned to an employee.	Yes	This is core functionality which is completely controlled by you via the workflow processor

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Software must have a proven track record of use in the public sector environment with organizations of 200 employees or more.	Yes	Ranging in population size of 135,000 to 6,800, Elements is installed in over 125 cities through North America. One thing none of the other companies submitting replies to you RFP can say is this. "We are the only company in this industry to have never lost a customer." We have been solely dedicated to Asset Management software since 2005.
Provider to provide software installation, configuration, and module training for all users.	Yes	This is all part of the Implementation Services which is proposed in the pricing section and is covered in great detail in section C1.
Provider must provide sufficient training to make the city staff proficient in the use of all aspects of the software's use and administration	Yes	This is all part of the Implementation Services which is proposed in the pricing section and is covered in great detail in section C1.

A.3 Case Study

The following is a case study from a Customer that is similar in size and comparison to the Customer of Scottsbluff, NE:

Customer of Covington Finds Success Using Elements XS for GIS Based Asset Management

The Customer of Covington, WA has successfully implemented GIS based asset management for streets, parks, and stormwater assets in their Public Works Department. The Customer has integrated their ArcGIS platform with Elements XS3 to track and coordinate efforts in Public Works and maximize their GIS investment.

The Customer has found value in three primary areas using Elements XS3 together with their ArcGIS platform:

1. Visualizing work history and related data using GIS
2. Saving time by implementing custom workflows, tailoring processes to specific users
3. Generating reports to focus on quantifiable metrics

For asset maintenance, the Customer of Covington was looking to enhance their current GIS with software that works directly with ESRI rather than act as an application extension. The Customer was able to accomplish this by leveraging Elements XS3's full, consistent integration with Geocortex Essentials and ESRI's ArcGIS platform.

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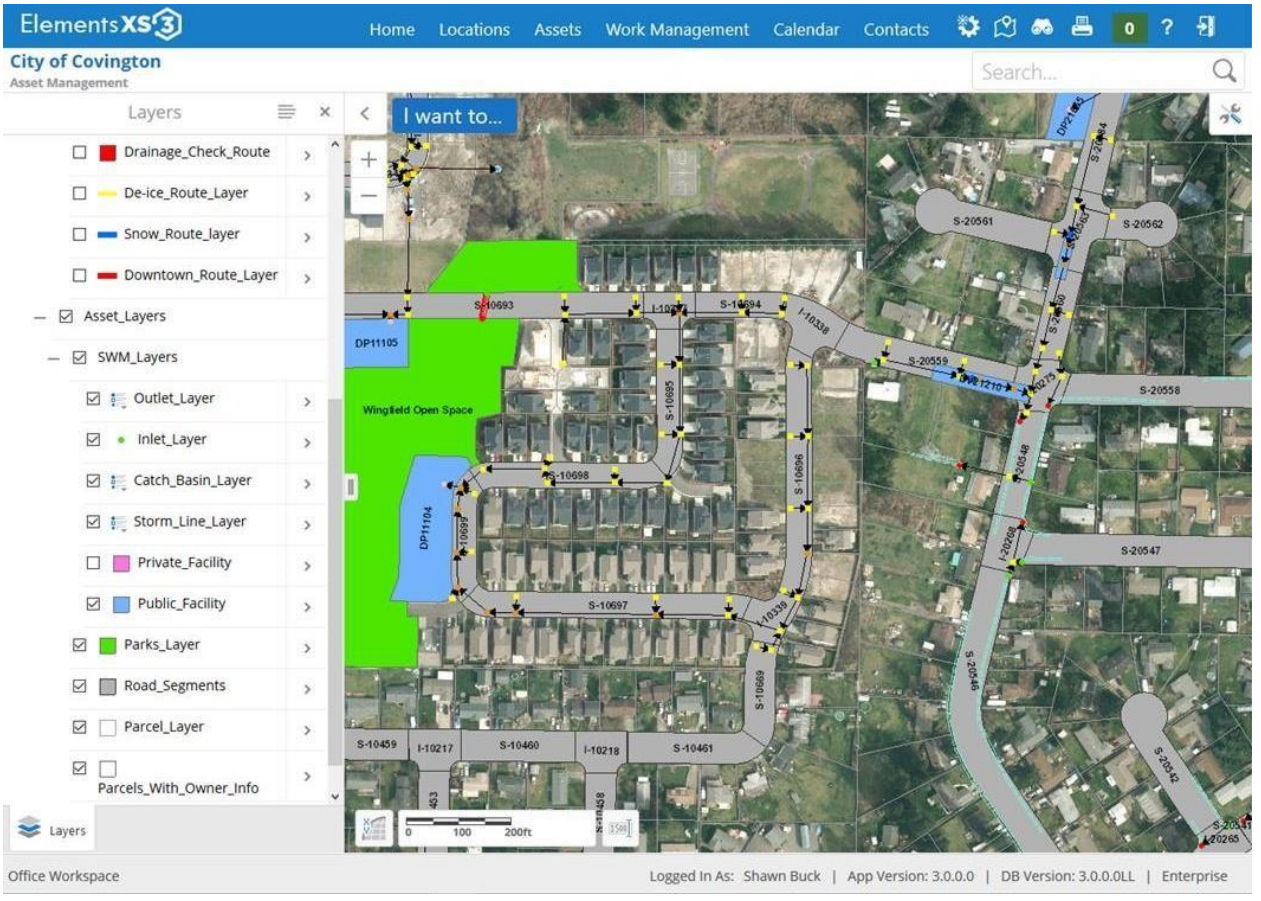

Covington's GIS Administrator, Shawn Buck, describes the before and after:

> *"The map viewer has greatly increased the accuracy of reporting on assets. It has given our department the ability to log into the website and see all of the Customer's physical assets in one place. No more thumbing through a binder to find an asset number, just click and enter the job information. The mapping element improved the consistency between our assets so the information is accurately tracked."*

The integration between GIS and Elements XS has given the Customer of Covington the ability to utilize the full power of the Windows Workflow Foundation and HTML5 map viewer technology by tailoring maps and simplifying workflow processes for individual users.

The Customer has streamlined workflows for streets, parks, and stormwater operations by creating custom workflows and integrating those workflows with Elements XS.

Shawn Buck, describes the importance of workflows in the Customer of Covington, WA:

> *"Determining which tasks we wanted to streamline was really important to the guys in the field. The workflows we built using the Workflow Designer have saved the field staff time on data entry, reducing the time required for data input and giving them more time to focus on field work."*

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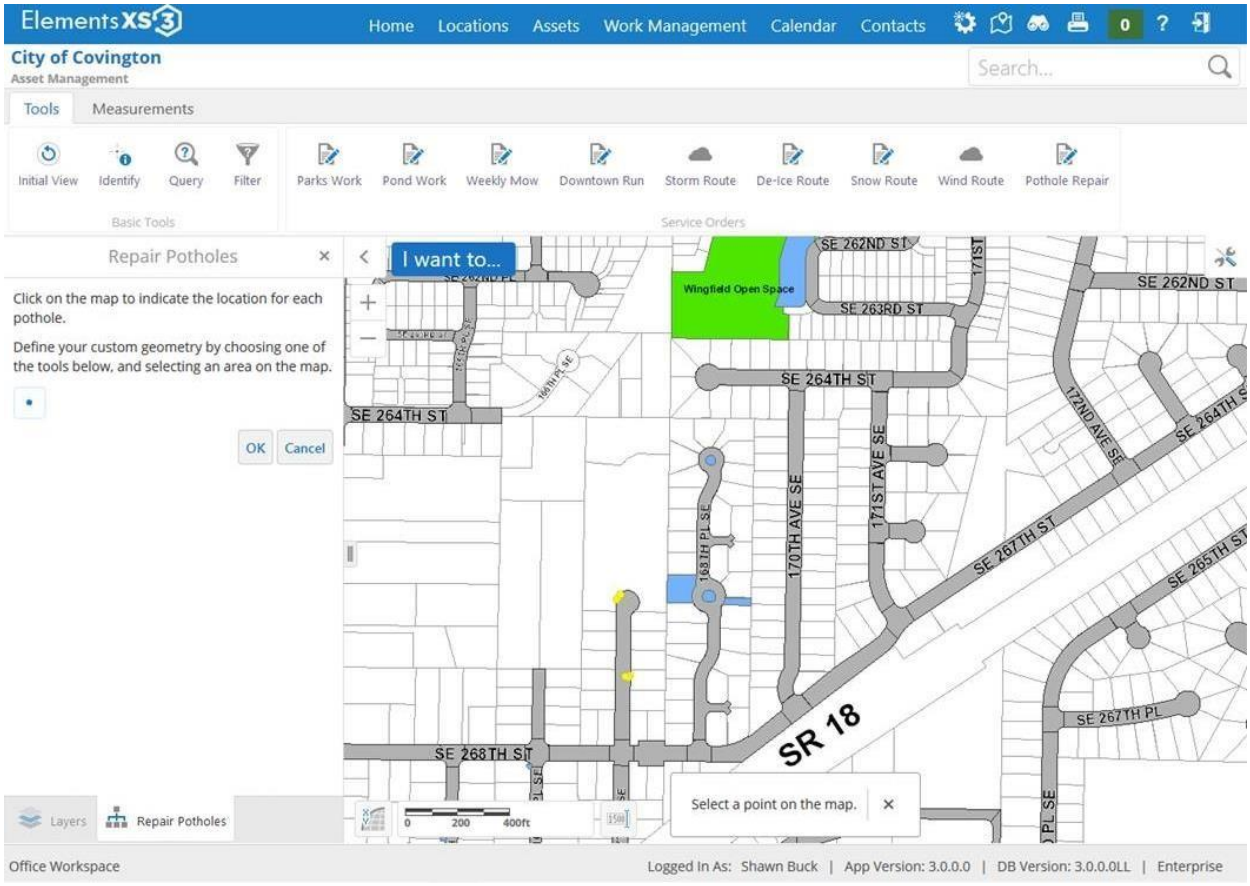
Quantifiable metrics have proven critical to the Customer. Using the included reports and analytics designers, the Customer of Covington is able to clearly measure performance and other asset related metrics.



According to Mr. Buck:

> *"Reporting on work has been the biggest improvement over the previous system. Being able to click on an asset and know you are putting hours towards something that is accurate helps produce much richer data. The previous system had difficulty producing data you could be confident in due to the inaccuracy that occurs from shuffling paper around. Reports are being generated now that were not possible with the old system."*

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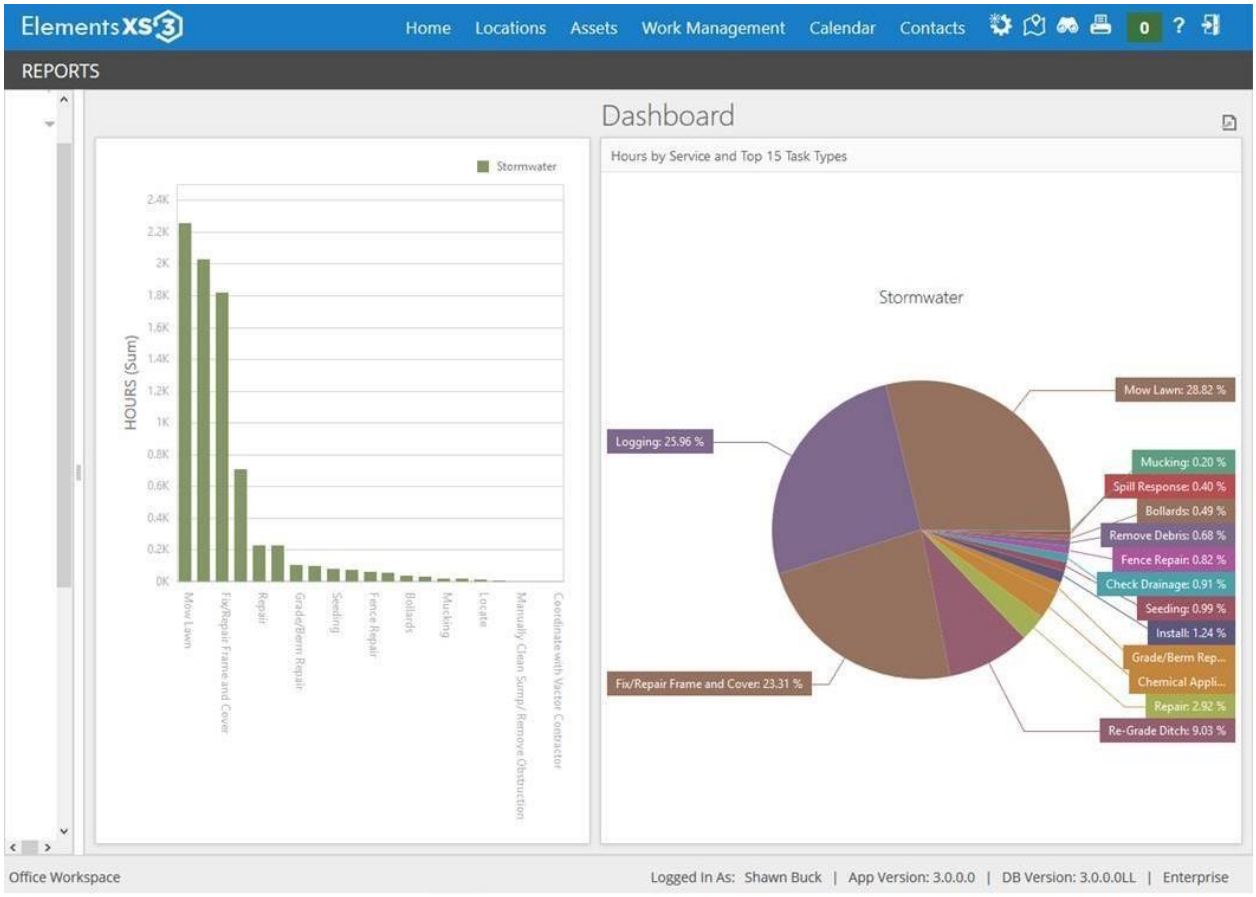

What's Next? The Customer of Covington plans to expand Elements XS3 to better help with distribution of work amongst field crews and managing citizen requests to improve response times.

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B.1Novotx Background

COMPANY HISTORY

Located near Salt Lake Customer, UT and Orlando, FL, Novotx is a highly specialized team of software engineers and technology consultants focusing exclusively on GIS-based asset and work management for government and utilities. Since 1994 we have provided complete business solutions by means of software application development and hardware integration specific to each of our clients' needs. Each solution developed by Novotx is designed with a unique sense of style and ingenuity; practical software with clean, easy-to-use interfaces is our specialty. The proposed product for Customer is Elements XS, a fifth-generation version of the Elements XS platform, which was originally developed by Novotx in 2005.

OWNERSHIP

Novotx is a privately-owned corporation. The company founders remain the primary owners and are actively involved in current company operations. There have been no changes in ownership, the business has no debt and is 100% owned by the original owners.

PRIMARY BUSINESS FOCUS

Our goal is to create long-term partnerships with each of our customers by providing an excellent product with exceptional service. We understand that a great product is of little value if not properly implemented and an excellent implementation does not improve the quality of a poor product. Novotx has been providing software to local government municipalities and small utility companies since 2006. The Elements XS software is Novotx's primary product.

QUALIFICATIONS

Novotx is an Esri business partner and a proud member of the Esri development network. Novotx is also a Microsoft certified partner and Latitude Geographics technology partner.

ORGANIZATION SIZE

Total Number of Employees:	35
Number of Employees on Project:	4-5
Office Locations:	Clearfield, UT Orlando, FL Eagle, NE Nevada Denver, CO Cedar Rapids, IA
Number of Active Clients:	137
Years Offering Proposed Product:	16

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B.2 Implementations (References)

Novotx has implemented the Elements XS system to over 125 municipalities and utilities. We have cities with populations from 6,800 to 150,000 and over 125 users for one system. Below are references similar in nature to what we expect to encounter at the City of Scottsbluff, NE. If you need additional references, we can provide them.

Jaben Joesting
East Cherry Creek Valley Water
6201 S Gun Club Rd
Aurora, CO 80016
(303) 693-3800 ext.
166
jjoesting@eccv.org

Josh Vigness
GIS Administrator
City of Grand Forks, ND
255 N 4th St
Grand Forks, ND 58203
(701) 787-3763
jjvigness@grandforksgov.com

Nate Brown
GIS Administrator
City of Waukee, IA
230 Hickman Rd
Waukee, IA 50263 515-978-
7383
nbrown@waukee.org

B.3 Solution Provider

There are many Asset Management providers in the market and for the most part each organization will give you a work order at the end of the day. What sets us apart is our company culture. Here are a few reasons why:

- We are a smaller organization with just over 100 current customers. We know what our clients are doing and are aware of their successes with the software. You will not be a small fish in a big pond as you will be with other GIS asset management systems.
- We do our own implementations. This means you get the best possible knowledgeable people to work with you and not have to deal with a consulting firm. Many firms are great, but the problem arises when an issue occurs, the firm blames the software vendor, the software vendor blames the implementation.
- Our software uses the latest technologies. Many systems we compete against are using the same technology that existed decades ago and have built on top of it. We are on the top of

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innovation and results driven. This helps to make our system to run faster and be more reliable,

- We listen to our customers and make changes and features based on feedback. You will not find that in large software vendors that cater to large cities.
- No Debt. We do not rely on outside sources to keep us afloat. We are completely owned by the original founders who are also going to be part of your project.

Novotx only makes and sells the Elements XS software. We do provide GIS and other consultation services, but it is only to supplement the software.

C.1 Implementation Work Plan

The table below illustrates a realistic implementation schedule based on details outlined in the RFP. Client schedules, resources, and findings during the planning and system design phase of the project may affect dates.

Also note that during the planning and system design phase, schedules may be adjusted, and all tasks listed below may not necessarily take place in the order listed below. For example, if one division is prepared to begin using the software prior to other divisions being prepared, that division may go live with the software while other divisions are still in a test environment. Until business process analysis and the planning phase has been complete these tasks and estimated timelines cannot be guaranteed.

Phase	Primary Objective	**Timeline**
Phase 1 **Project Planning**	Develop project plan, system design plan, collect initial data from Customer, coordination with IT for server.	1st Month
Phase 2 **System Design**	Develop system design plan, design third-party integrations (if any), data mappings, and system workflow processes. Start Data Migration	1st- 2nd Month
Phase 3 **Configuration**	Configure application, begin training and testing	3rd- 4th Month
Phase 4 **Go-Live Preparation**	Continued training and testing, adjust workflow processes, define go-live date	5th Month
Phase 5 **Go-Live & Acceptance**	Continued training and testing, adjust workflow processes, define go-live date	6th Month

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PHASE 1 - PROJECT PLANNING

Key Tasks, Responsibilities, and Risks:

1. **IT Conference (Online or Onsite if requested):** Meet with project manager and Customer IT staff to discuss licensing, potential system design and desired application deployment architecture.
   1.1. **Customer responsibilities:** Have knowledgeable IT staff present, prepared to discuss current architecture and any known IT changes that may affect the project in the future
   1.2. **Deliverables:** project plan, system design plan including hardware, software, and network configuration adjustments
2. **GIS Conference (Online):** Meet with project manager and Customer GIS staff to discuss current GIS structure and define any modifications that may be necessary for moving to the new platform.
   2.1. **Customer responsibilities:** Have knowledgeable GIS staff present, prepared to discuss current architecture and any known changes that may affect the project in the future
   2.2. **Deliverables:** GIS integration plan
3. **Division Review Meetings (Online)**: Meet with Project Manager and Subject Matter Experts
   (SME's) for each Division to clarify division goals, processes, and collect initial third-party data where applicable.
   3.1. **Customer responsibilities:** Have knowledgeable staff present, prepared to discuss current processes. Appoint an Elements XS Administrator for the Customer.

PHASE 2 - SYSTEM DESIGN

Key Tasks, Responsibilities, and Risks:

1. **Workflow Configuration Meetings (Online):** Meet with Project Manager and SME's for each division to clarify and define details of workflow processes and application configuration requirements.
   1.1. **Customer responsibilities:** Spreadsheets and other data collection forms will be provided to the Customer. SME's will be required to complete configuration forms including:
      1.1.1. Organization charts & employee hierarchy
      1.1.2. Work Order types and associated task requirements
      1.1.3. Materials lists for inventory control
      1.1.4. Equipment lists and non-spatial asset information (if any)
      1.1.5. Incoming requests types and phone call categories
      1.1.6. Project details for capital improvements and related projects
      1.1.7. Lists of contractors and vendors
      1.1.8. Asset inspections and related inspection details
   1.2. **Deliverables:** Integration plan for third-party applications, application configuration plan.

2. **Introductory Workshops and Training (Online):** Online workshops will be held with each division to provide a basic introduction to the software and begin preparing users to move to the new platform. These workshops will take 1 day for each division, broken out into half day training sessions.
   2.1. **Customer Responsibilities:** Staff from all divisions will be required to attend trainings

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2.2. **Deliverables:** Introductory training documentation

PHASE 3 - CONFIGURATION

Key Tasks, Responsibilities, and Risks:

1. **Configure Workflows and Application (Online):** Novotx will use information collected in the previous phases to configure the application and prepare for end users to begin testing the software.
   1.1. **Customer Responsibilities:** Be available to answer any questions that may come up during configuration. Any questions that arise are expected to be minor in nature and should be resolved via email - involvement by the Customer will be relatively small (outside of IT and GIS) during this task. The Project Manager and SME's should be available for configuration review meetings during this phase.
   1.2. **Deliverables:** Installed and functional application. Testing and acceptance plan, additional training documentation in preparation for next phase.

2. **Deploy Third-Party Integrations and Data Imports:** Novotx will deploy any integrations that have been built and do a preliminary data import of existing records that need to be migrated. A preliminary data migration will take place, users can then test and once the data has been verified by the Customer, at least one additional migration will take place prior to going live with the software.
   2.1. **Customer Responsibilities:** Test data imports, test integrations, and provide feedback for adjustments that may be necessary.
   2.2. **Deliverables:** Instructions for testing the integrations and data imports

3. **Introductory Training and Testing (Online)**: Training will be provided to the Elements XS Administrator for reports generation and other application administrative tasks. Individual divisions will also receive introductory training, building upon the workshops from the prior phase. Users are expected to begin testing the system during this phase.
   3.1. **Customer Responsibilities:** Attend training sessions, test the application and provide feedback so necessary adjustments can be made.
   3.2. **Deliverables:** Training documentation and instructions for testing the software, third-party integrations, and data imports

PHASE 4 - GO-LIVE PREPARATION

Key Tasks, Responsibilities, and Risks:

1. **Go-Live Training Preparation (Online)**: Training will be provided to all Elements XS users during this phase. Detailed training documentation, tailored specifically to the Customer's workflow processes, will be provided to the Customer together with final testing instructions. The Customer will be expected to allow users sufficient time to fully test the software in preparation for going live. Training sessions are expected to take 2-3 days for each division.
   1.1. Customer Responsibilities: Attend training sessions, test the application and provide feedback so final adjustments can be made in preparation for going live.
   1.2. Deliverables: Training documentation and instructions for testing the software
2. **Define Go Live Date:** The Project Manager will be required to meet with all SME's to define a go-live date for each division within the Customer. All SME's will be required to sign off on workflow process testing and application configuration.

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2.1. Customer Responsibilities: Thoroughly review all processes and solidify a go-live date for each division

2.2. Deliverables: Go-live plan, final training documentation.

PHASE 5 - GO-LIVE & ACCEPTANCE

Key Tasks, Responsibilities, and Risks:

1. **Final Training Sessions (Online or Onsite)**: Final Training will be provided to all Elements XS users during this phase. At this point users should be well-exposed to the application and should already have a knowledge of how to perform their processes in the software. These training sessions are designed to target any remaining items or adjustments that may need to be addressed prior to going live.

   1.1. Customer Responsibilities: Attend training sessions, provide feedback, adjust schedules to prepare for going live

   1.2. Deliverables: Final training documentation, project acceptance documents

Training

At the onset of the project Novotx will work with Customer to begin organizing resources and developing a training plan specifically designed around the Customer's needs and resources.

This plan will be devised by examining the user matrix, Customer resources, and timelines. As part of the training a Standard Operating Procedures (SOP) Manual will be developed and delivered to Customer. This manual will be used throughout training and after the Go-Live phase.

Training options include either a 'Train the Trainer' approach or direct end-user training. During the initial project meetings with Customer these options will be evaluated and the best option will be selected.

Novotx offers monthly online training courses on various topics. Each quarter, in-person training sessions are offered in Salt Lake Customer, UT or Orlando, FL for clients who wish to attend. These training sessions are paid sessions. An annual user conference is also held where additional in-person training is provided.

Additional training resources are available 24 hours a day online, included with the Customer's annual maintenance fees, in the Elements XS help and support center. This resource includes videos as well as step-by-step tutorials.

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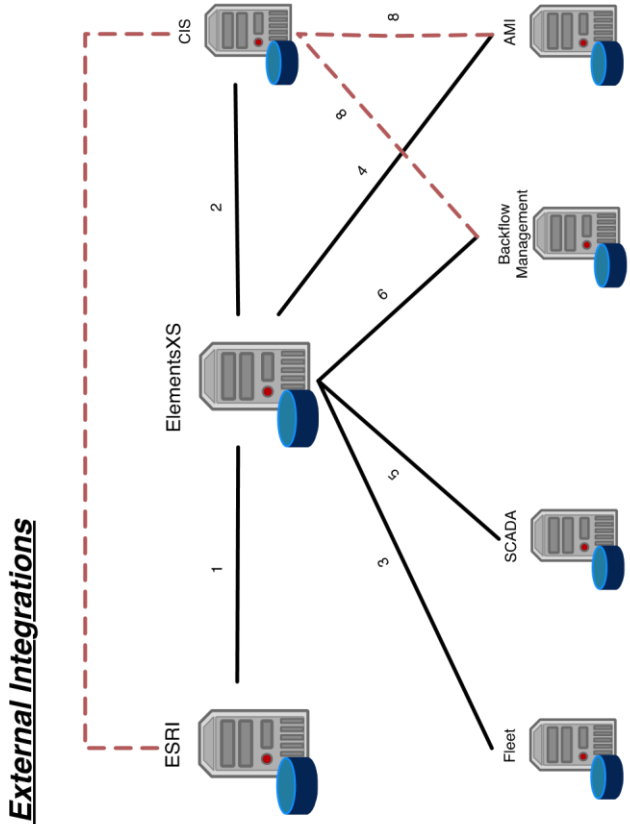
C.2 Integrations

In general, Elements XS is designed around live integrations via web services. Elements XS includes pre-built tools for financial, assessing, and emergency management integrations. The chart below illustrates an integration from a similar sized Customer. A more accurate schema with your specific integrations can be provided once shortlisted.



Description of System Relationships

1. ArcGIS Server REST Endpoints - bi-directional
   Initiated from Elements via Triggered Processes
   Initiated from ArcGIS via Join/Relate/Query Layers
   UniqueID and Geometry Stored in Elements SQL Database
2. Integrations with Third Party CIS System is completed via our SQL Read Service. ElementsXS accesses CIS data to create Service Orders, linked with LocationNo, CustomerNo, MeterNo. Uni-directional, may be Bi-directional with CIS Vendor Support.
3. API or Direct SQL Link, Triggered on Event or Time. Assets in PetroVend and Elements would be linked via a UniqueID providing Maintenance Records and automated Management options.
4. API or Direct SQL Link, Triggered on Event or Time.
5. API or Direct SQL Link, Triggered on Event or Time. Sensor data attached to Assets with Elements would allow for automated maintenance processes.
6. API or Direct SQL Link, Triggered on Event or Time.
7. To allow further Integration for Map/Location links it would be expected integrate a GIS Layer with the CIS System.
8. It is assumed the AMI / Backflow system are linked to CIS for Billing functions.

Relationships and Integrations are generalized in this diagram to illustrate options with external systems. Actual integrations methods and function may differ in production uses and will be determined at the time of development.

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C.3 Support and Maintenance

The anticipated personnel that will be assigned to this project and their levels of experience are found below. Please contact us for full resumes if needed.

Justin Gough / Project Manager (Utah Office)

Justin is President of Novotx, the Product Manager of Elements XS, and part of the original Elements XS product design team. He has overseen more than 50 Elements XS implementations. He has a deep understanding of GIS-based asset, maintenance, and facilities management technology resulting from over 20 years of software and real-world municipality experience. Justin continues to work hands on with many customers and primarily acts as a product and project manager for the Elements XS platform. Prior to working at Novotx Justin was employed by a water district servicing 45,000 customers near Salt Lake Customer, Utah, where he first gained his realworld experience in the industry, before shifting focus to the building and managing the Elements XS platform. Justin will oversee the Elements XS implementation project, working with Novotx and Customer staff to ensure forward movement on the project and an efficient implementation process.

Wade Lowe / Chief Technology (Florida)

Wade is the Director of Implementation & Technical Support at Novotx and has been involved with
Elements XS for over 10 years. Wade has overseen many successful implementations of Elements XS. He has built and helped customers define and build many unique business processes and workflows to streamline district operations in many different areas. Wade brings over 20 years of real-world enterprise software experience to the project. Wade will be responsible for coordinating the installation with the Customer as well as ensuring business processes in Elements XS are efficiently designed and deployed to meet Customer's requirements. Wade will also facilitate data migrations and coordinate third-party application integrations.

Summer Navarro / Director of Implementations (Nevada)

Prior to working at Novotx, Summer gained over 16 years of real-world experience as an Asset Management Coordinator for the Customer of St. George, Utah (population 80,000). Summer has extensive experience with GIS-based infrastructure management and her understanding of business processes and end user experience requirements make her an excellent provider of training and end user support. Summer will coordinate and oversee all training efforts. Summer will also assist the district with continued service and troubleshooting needs beyond the initial application deployment.

Chad Lowe / Technical Support Specialist (Florida)

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The majority of Chad's 20 plus years in IT has been centered around databases. He has extensive experience in database design and architecture, having designed several custom database applications serving a variety of industries as a consultant. Before coming to Novotx, Chad worked several years in a reporting department using a variety of tools and platforms creating reports and dashboards to meet administrative, operational and end consumer needs. With his database knowledge, Chad will be able to facilitate database migrations and integrations during the implementation process. His experience as a consultant makes him a valuable resource working with both IT departments and end users through product implementation. With his reporting experience, Chad will work with clients to make sure their reporting needs are met.

Support

Elements XS includes a 24/7 online help system with video tutorials, step by step instructions, sample processes, and community interaction. The online support system covers all aspects of the application and provide in depth self-help tools. In addition, clients receive unlimited technical support via phone, M-F 7am- 8pm EST, included with the annual maintenance fee.

Quick Support Stats

Number of new cases per day:	Less than 5
Number of cases closed per day:	5
Average time to closure/time per case:	Critical cases: 2 hours / Non-critical: 1 day
Average time to callback:	Critical cases: guaranteed callback within 30 minutes / non-critical: guaranteed within 4 hours. Majority of calls are answered and resolved without callback. E-tickets are resolved quicker, typically within 10 minutes.
Number of escalation instances:	1
Number of support staff typically available:	3
Experience of help desk staffer:	Avg. 7Years Experience / Min.5 Years' Experience
Support staff location (Customer/state):	Syracuse, UT / Orlando, FL / Mesquite, NV, Cedar Rapids, IA, Lincoln, NE, Columbus, OH

Maintenance

Software updates are scheduled in advanced and deployed by Novotx staff after hours or on weekends. Minor updates are released monthly, major application upgrades are released every 18-24 months. Each version is supported for 3 years. Customers may skip releases if so desired. Notifications of new available updates as well as information regarding previous updates performed for the Customer are accessible through the Novotx online Customer Support Center.

Clients are entitled to the latest software versions of Elements XS when they are current on their yearly maintenance. Novotx does not have different levels of supports. All clients receive the same amount of support whether large or small.

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The following are examples of the types of KPI's that are tracked in Elements XS by our customers

ASSET CONDITION ASSESSMENT

Generate asset condition scores based on maintenance data together with feature class data such as age, material, and other factors affecting the life expectancy of an asset.

Use Elements XS to analyze this data and auto-generate maintenance activity for assets that fall within user-defined condition scoring parameters.

MAINTENANCE SCORING

Use Elements XS to generate a maintenance score each time maintenance is performed on an asset. View maintenance scoring trends over time and auto-generate activity based on maintenance scores.

Quickly find all assets where the latest maintenance score is poor and auto-generate Service Orders for these assets.

CAPITAL IMPROVEMENT PLANNING AND BUDGETING

All assets within Elements XS can be scored and ranked in order to prioritize infrastructure maintenance and determine estimated costs to replace or repair the assets.

Key Benefits:

- Prioritize which assets need attention
- Generate tabular and spatial reports to show consequence of failure
- Prioritize work by assigning weight factors to each asset or asset type
- Show on map which assets need replacing and the associated cost to repair or replace

ASSET DEPRECIATION AND VALUATION

Elements XS is an open framework that can adhere to any federal, state, local, or industry standards including reporting tools to assist with GASB and PSAB requirements. Use Elements XS to view which assets are nearing the end of their lifecycle and estimated repair / replacement costs for these assets.

Key Benefits:

- View current value and replacement cost for any asset or group of assets
- Define custom depreciation schedules based on asset type
- Spatially locate assets that meet user-defined depreciation or valuation criteria and create batch Service Orders against these assets

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ATTACHMENT C - PRICING SCHEDULE (On-Prem)

FAILURE TO COMPELTE THIS FORM SHALL RESULT IN YOUR PROPOSAL BEING DEEMED NONRESPONSIVE AND REJECTED WITHOUT ANY FURTHER EVALUATION. **THIS PRICE SHEET AND ADDITIONAL PRICE RELATED INFORMATION MUST BE SUBMITEED IN THE SEALED ENVELOPE WITH YOUR RFP SUBMISSION.**

Please provide your associated costs for the following: **For both Elements XS and Connect**

Software Installation and Implementation	**$92,000_____**
Training with new software	**Included with Implementation**
1 Year Contract use/maintenance	**$20,000_____**
2 Year Contract use/maintenance	**$20,000_____**
3 Year Contract use/maintenance	**$20,000_____**
Yearly Maintenance without extended contracts	**$ Possible 2% - 3% annually_____**

Attach additional pages outlining the above summarization costs and information. Note: All fees, etc., must include travel, meals, etc. CITY OF SCOTTSBLUFF will not reimburse these expenses separately.

ATTACHMENT C - PRICING SCHEDULE (AWS Cloud) For both Elements XS and Connect

FAILURE TO COMPELTE THIS FORM SHALL RESULT IN YOUR PROPOSAL BEING DEEMED NONRESPONSIVE AND REJECTED WITHOUT ANY FURTHER EVALUATION. **THIS PRICE SHEET AND ADDITIONAL PRICE RELATED INFORMATION MUST BE SUBMITEED IN THE SEALED ENVELOPE WITH YOUR RFP SUBMISSION.**

Please provide your associated costs for the following:

Software Installation and Implementation	**$92,000_____**
Training with new software	**Included with Implementation**
1 Year Contract use/maintenance	**$26,500 _____**
2 Year Contract use/maintenance	**$26,500_____**
3 Year Contract use/maintenance	**$26,500_____**
Yearly Maintenance without extended contracts	**$ Possible 2% - 3% annually_____**

Attach additional pages outlining the above summarization costs and information. Note: All fees, etc., must include travel, meals, etc. CITY OF SCOTTSBLUFF will not reimburse these expenses separately.

ATTACHMENT A -SIGNATURE PAGE

Provider Warranties

1. The Provider certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.

2. Provider warrants that it is willing and able to comply with State of Nebraska Laws with respect to foreign (non-state of Nebraska) corporations (if applicable).

3. Provider warrants that it is willing and able to obtain insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

4. Provider warrants that it will not delegate or subcontract its responsibilities under its agreement with the city without the prior written permission from the City.

5. Provider warrants that all information provided by it in connection with this proposal is true and accurate.

6. Provider certifies the pricing provided in the Pricing Schedule on Attachment C is good for 45 days.

Provider: **Novotx, LLC**

Signature: _____

Name (printed): _____

Title: **Director of Sales - Central**

Email: kpeterson@novotx.com

Phone: **402-309-5701** Date: **November 22, 2021**

Advantech

- Software is specialized for asset management for areas such as hospitals or warehouses
- Permitting appears to be an adaptation and not a specialty
- GIS is not real-time bi-linear communication

PRICE

Year 1 - $142,812.24

Year 2 & 3 - $49,352.88 per year

Total 3 year - $241,518.00

Cartegraph/OpenGov

- Multiple software solutions to do everything required of the RFP
- City staff and Citizens would have to go to multiple places to do particular requests
    - (i.e. Potholes one portal, building permit a different portal)
- Proposal does almost everything required

PRICE

Year 1 - $169,887.23

Year 2 & 3 - ~ $66,059.10 per year (price increase per year)

Total 3 year - $302,005.42

Novotx (Elements XS)

- One software does all solution
- The software is mobile friendly and available via a browser
- Software will have Tyler Integration for water department ease of access
- Full GIS integration with real-time bi-linear communication and utilizing the latest GIS tech
- Every department will be able to use this software

PRICE

Year 1 - $118,500

Year 2 & 3 - 26,500 per year

Total 3 year - $171,500

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Bids2

Council to discuss and consider action on awarding the bid for the rear loader refuse truck to Floyd's Truck Center (chassis) for $107,964 and Elliott Equipment (body) for $95,325 for a total of $203,289.

Staff Contact: Mark Bohl, Public Works Director

Agenda Statement

Item No.

For Meeting of: 1/3/2021

AGENDA TITLE: Rear Loader Refuse Truck

SUBMITTED BY DEPARTMENT/ORGANIZATION: Sanitation

PRESENTATION BY: Dustin Rief, City Manager

SUMMARY EXPLANATION: Sanitation received 4 bids for the body and 2 bids for the chassis of a new/demo rear loader refuse truck. After carefully reviewing the specs and the bids we have chosen the Freightliner M2-106 chassis from Floyd's Truck Center and the NewWay Cobra body from Elliott Equipment. This truck is $51,711.00 under budget.

BOARD/COMMISSION/STAFF RECOMMENDATION: Award Floyd's Truck Center with the chassis and Elliott Equipment with the body.

Does this item require the expenditure of funds? __x___**yes** _____**no**
Are funds budgeted? __x___**yes** _____**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

Floyd's Truck center: Chassis
Elliott Equipment: Body

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 11/15/12 City Clerk

2021/22 Refuse Truck Bid Overviews

Floyd's Truck Center

Chassis	**$ 107,964.00**	2023 Freightliner M2-106

Elliott Equipment

BODY	$ 110,325.00	NewWay Cobra
TRADE	$ (15,000.00)	
	$ 95,325.00	

RTS Refuse Truck Sales

BODY	$ 120,232.00	Curbtender Phoenix
TRADE	$ (35,000.00)	
	$ 85,232.00	

Kois Brothers

BODY	$ 129,711.00	Heil DuraPack Rapid Rail
TRADE	$ (27,500.00)	
	$ 102,211.00	

Sanitation Products, Inc

CHASSIS	$ 106,900.00	Freightliner M2-106
BODY	$ 118,881.00	Labrie Automizer
TRADE	$ (20,000.00)	
	$ 205,781.00	

We received two (2) bids for the refuse chassis. They came from Floyd's Truck Center and Sanitation Products Inc. We received four (4) bids from 4 companies for the refuese body. They came from Elliott Equipment, RTS Refuse Truck Center, Kois Brothers, and Sanitation Products Inc. After reviewing the bid specs we have made the decision to go with Floyd's Truck Center for the Chassis Freightliner M2-106. We have had good luck with this particular chassis in the past and feel it's a great choice. For the body we have decided to go with Elliott Equipment New Way Cobra. We have had this style of body in the past and have never had issues with the mechanics of the body packer or compactor. This truck is $51,711.00 under budget

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Subdiv.1

Council to discuss and consider action on the Preliminary Plat for the Five Oaks Subdivision and authorize the Mayor to sign the Resolution.

Staff Contact: Zachary Glaubius, Planning Administrator

Agenda Statement

Item No.

For Meeting of: January 3, 2021

AGENDA TITLE: Council to discuss and consider action on the Preliminary Plat for the Five Oaks Subdivision and authorize the Mayor to sign the Resolution.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Development Services

PRESENTATION BY: Zachary Glaubius, Planning Administrator

SUMMARY EXPLANATION: At the December 13, 2021 Planning Commission meeting, the P.C. made a positive recommendation on the approval of the preliminary plat for the Five Oaks Subdivision on the condition of City Council's approval of the 10' crosswalk and 20' utility easement. The preliminary plat includes Block 7, parts of Block 6, parts of Block 14, and parts of Block 13. The preliminary plat includes a 10' crosswalk and 20' utility easement to satisfy the requirements of 21-1-22, which require City Council approval.

BOARD/COMMISSION/STAFF RECOMMENDATION: Positive Recommendation by P.C.
Does this item require the expenditure of funds? _____**yes** ✓**no**
Are funds budgeted? _____**yes** ✓**no**

If no, comments: _____
Estimated Amount _____
Amount Budgeted _____
Department _____
Account Description _____

Approval of funds available _____
City Finance Director

EXHIBITS

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

Other (specify) Staff Report

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

Rev: 12/14/ City Clerk

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

City of Scottsbluff, Nebraska
Application for a Preliminary Plat Subdivision

Date: 11/11/21			**DO NOT WRITE IN THIS BLOCK**
Address (Location): FIVE OAKS SUBDIVSION			**Permit Number:**
Applicant's Name C&T HOLDINGS LLC/ BAKER AND ASSOCIATES			**Plat** Approved Denied
Applicant's Address: 120 EAST 16TH STREET, SUITE A			**Date Issued:**
City: Scottsbluff	State: NE	Zip: 69361	Comp. Plan Land Use: Residential / Zone: Ag
Telephone: (308) 631-3123	Mobile: (308) 631-3800	Email: Jack@BAKER-ENG.COM	**Attached:** Plot Plan; Legal Description (in Word); $100.00 filing fee; $3.00 per property owner within 300-feet; Receipt # 44072
Property Owner: C & T HOLDINGS LLC			
Property Owner's Address: 1310 Circle Drive			
City: Scottsbluff	State: NE	Zip: 69361	
Telephone: 308) 632-2123	Mobile: (308) 632-2123	Email: billt@carrtrumbull.com	
Engineer or Surveyor: Jack Baker, PE			Total Acreage: 20.98
Engineer or Surveyor Address: 120 EAST 16TH STREET, SUITE A			Proposed number of lots: R-4 and R-1A Residential Lots
City: Scottsbluff	State: NE	Zip: 69361	Present Use of Property: Agriculture
Telephone: (308) 631-3123	Mobile: (308) 631-3800	Email: jack@baker-eng.com	Proposed Use of Property: RESIDENTIAL HOUSING
Location of property: FIVE OAKS SUBIVISION BLOCK 7, 13, 14, BEING A PART OF THE NW 1/4 SECTION 14, T22N, R55W , 6TH PM			Present Zoning: AG

Please provide the following:

Copy of Preliminary Plan (showing future & current property lines, fence lines, irrigation canals, future street widths, dimensions, existing structures, proposed structures, easements, etc..)

Legal Description on a CD/Disk (in Word)

$100.00 filing fee

Proof of Ownership of Property (See 21-1-50, Title Insurance, Attorney's opinion, Certificate of registered abstracter)

The undersigned, hereby certify that he/she is familiar with all the requirements of Ordinance No. 3410 and amendments thereto, estrablishing minimum subdivision design standards to be installed by the subdivision and that he/she has caused said preliminary plat and plan to be prepared. He/she certifies that all requirements of Ordinance No. 3410 and amendments there to have been met and submits this application for approval subject to the requirements of said ordinance. I have also read and am familiar with the City Ordinances and will comply with these requirements; and that the statements herein contained are true and correct to the best of my knowledge and belief.

Applicant's Signature: Date: 11/11/21

Remarks: (Insert here any information not covered above)

Proof of ownership should be on file from previous plats.

Development Services Department **2525 Circle Drive, Scottsbluff, NE 69361** **(308) 630-6243**

City of Scottsbluff Planning Commission

Development Services Staff Report – Zachary Glaubius

Prepared on: December 8,2021 **For Hearing of:** December 13, 2021

City of SCOTTSBLUFF A Place of Opportunity

I. GENERAL INFORMATION

A. Applicant: C & T Holdings LLC/ Baker and Associates
120 E 16th Street Suite A
Scottsbluff, NE 69361

B. Property Owner: C 7 T Holdings LLC
1310 Circle Drive
Scottsbluff, NE 69361

C. Proposal: Preliminary Plat of unplatted land west of existing Five Oaks Subdivision.

D. Legal Description: A Tract of Land located in the northwest corner of Section 14, Township 22Nortg, Range 55 West of the 6th P.M. in Scotts Bluff County, Nebraska.

E. Location: Parcel 010027793

F. Existing Zoning & Land Use: Ag – Agricultural

G. Size of Site: Approximately 21.89 Acres

II. BACKGROUND INFORMATION

A. General Neighborhood/Area Land Uses and Zoning:

Direction From Subject Site	Future Land Use Designation	Current Zoning Designation	Surrounding Development
North	Northwest Commercial	C-2 Neighborhood & Retail Commercial/ O & P Office & Professional R-4 Heavy Density Multi-Family Residential	Vacant Lot, ELITE Health, Owen Oral Surgery Center, Apartment Complex
East	Residential	R-1A Single Family Residential	Single-Family Dwellings
South	Highway 26 Commercial	C-2 Neighborhood & Retail Commercial	Vacant Lots, Chili's Restaurant
West	Residential	R-1A Single Family Residential	Single-Family Dwellings

B. Relevant Case History

1. Preliminary Plat for this Parcel was approved on April 13, 2015 by the Planning Commission.

III. ANALYSIS

A. Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan currently shows the site as Residential

B. Traffic & Access:

1. Access to Block 13 will be from the proposed Mulberry Drive and extended Five Oaks Drive.
2. Access to Block 14 and the majority of Block 6 will be the proposed Pine Circle and the existing Five Oaks Drive.
3. Lots 16 and 17, Block 6 will be accessed via the extended W. 40th Street.
4. Access to Block 7 will be via the extended W. 40th Street and permitted access along Nebraska State Highway 71 near the Scottsbluff Drain.
5. A 10' crosswalk will be dedicated to public use along the southern property line.

C. Utilities:

1. The existing City of Scottsbluff Sewer Easement will become a Utility Easement along southern property line.
2. A 20' utility easement is proposed between Block 6 and Block 7.
3. A 10' utility easement extension is proposed between Lots 1, 2, 3, 4, & 5 and Lots 8, 9, 10, 11, & 12 in Block 13.
4. A 10' utility easement is proposed between Tract 1 and Block 14.
5. A 30' utility easement loop is proposed in Block 7.
6. 8" Sanitary Sewer Lines will be located under Mulberry Dr., Five Oaks Dr., and Pine Circle. The lines will tie into the sewer lines of the existing portion of the Five Oaks subdivision.
7. Water Lines will be located under Mulberry Dr., Five Oaks Dr., and Pine Circle. The lines will tie into the water lines of the existing portion of the Five Oaks subdivision.
8. A 24" stormwater line will be located in the utility easement between Blocks 6 & 7.
9. A 6" PVC water line will be located in the 30' utility easement in Block 7.
10. Stormwater retention is located on Tract 1 and Tract 2.

IV. STAFF COMMENTS

A. This preliminary plat minimally differs from that of the 2015 preliminary plat. The key differences are:

- **a.** Consolidation of the outlots along Highway 71 from three into two
- **b.** Removal of a proposed W. 37th Street
- **c.** The change of proposed zoning district for the outlots from C-2 to R-4.

B. Preliminary Plats are only valid for two years after approval, therefore the applicant needed to submit a new preliminary plat.

C. The distance along Highway 71 between W. 36th Street and W. 40th Street exceeds the maximum block length of 1,320 feet per 21-1-22. However, City Council can approve exceptions with the dedication of a 10' crosswalk that extends across the block, and a 20' utility easement that extends across the Block.

D. Staff finds justification for an exception of the maximum block length given Highway 71 is a limited access roadway. Staff and applicant have agreed to the dedication of a 10' crosswalk along the south property line and the conversion of the existing sewer easement to a utility easement to meet the requirements of 21-1-22.

V. FINDINGS OF FACT

A. Findings of Fact to Recommend Its Approval May Include:

1. The Comprehensive Plan identifies the area as residential
2. The proposed crosswalk dedication and utility easement will satisfy the requirements of 21-1-22 regarding block length.

B. Findings of Fact to Not Recommend Approval May Include:

1. The block length along Highway 71 between W. 36th Street and W. 40th Street exceeds the maximum block length of 1,320 feet.

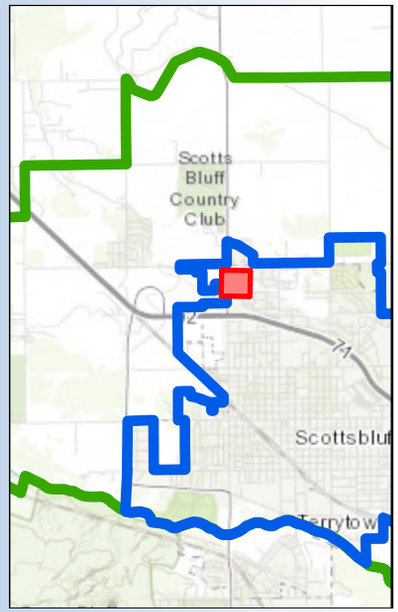
VI. STAFF RECCOMENDATION

A. Staff recommends Planning Commission recommend the approval of the Preliminary Plat of Five Oaks 2021 on the condition that City Council approves the block length exception listed under Code 21-1-22.

Planning Commission

Five Oaks Subdivision Preliminary Plat Parcel: 010027793

Aerial Overview



Proposed Changes

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

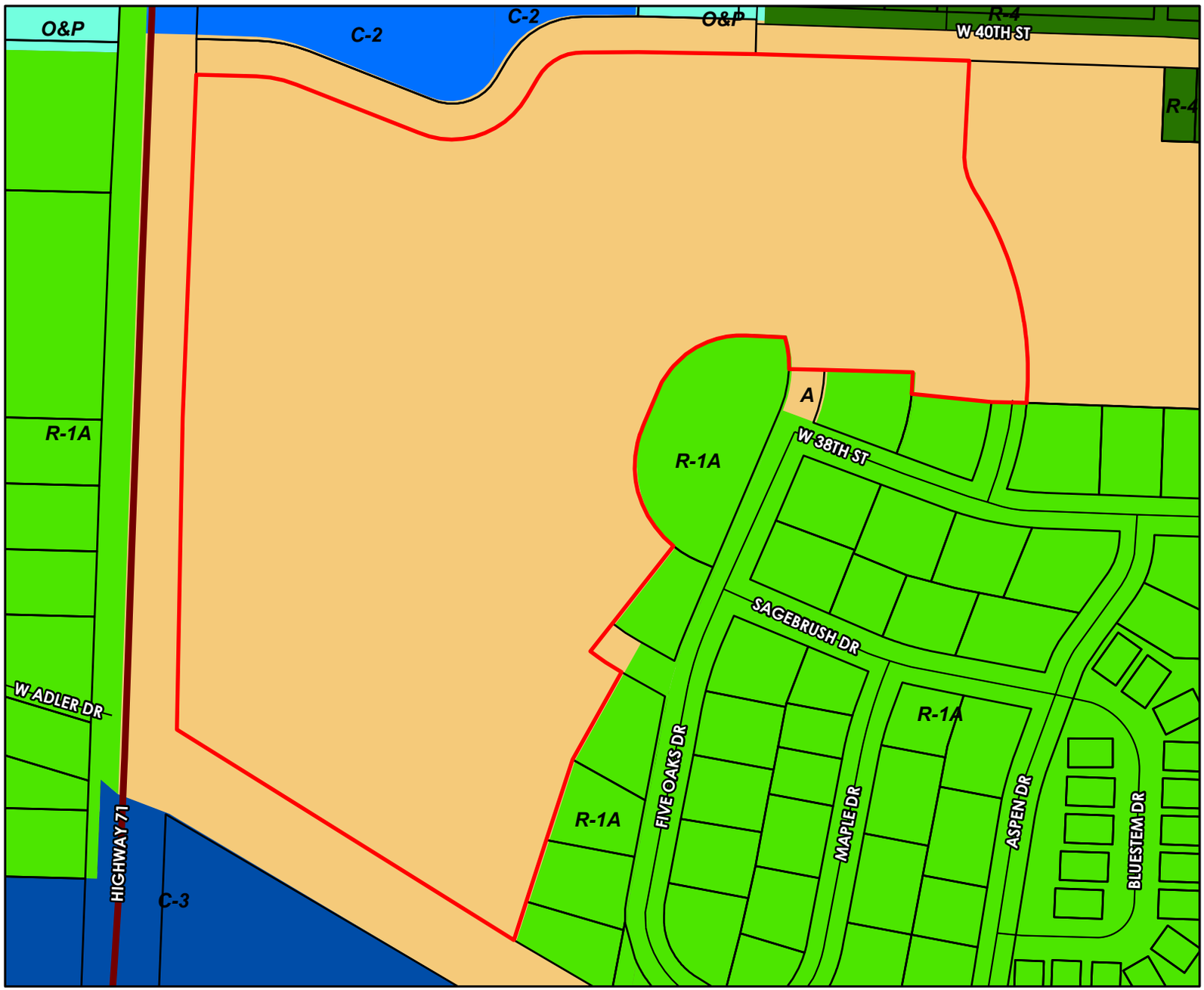
Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
NAD 1983 State Plane Nebraska FIPS 2600 Feet
Lambert Conformal Conic

The City makes no representation or warranty as to the accuracy, timeliness, or completeness, and in particular, its accuracy in labeling or displaying dimensions, contours, property boundaries, or placement or location of any map features thereon.

Planning Commission

Five Oaks Subdivision Preliminary Plat Parcel: 010027793

Zoning Overview



Proposed Changes
Parcel Boundaries

Zoning

- A
- AR
- C-1
- C-2
- C-3
- M-1
- M-2
- O&P
- PBC
- R-1
- R-1A
- R-1B
- R-4
- R-6
- GEODATA.GISMGR.Corporate_Limits
- GEODATA.GISMGR.Extended_Jurisdiction

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

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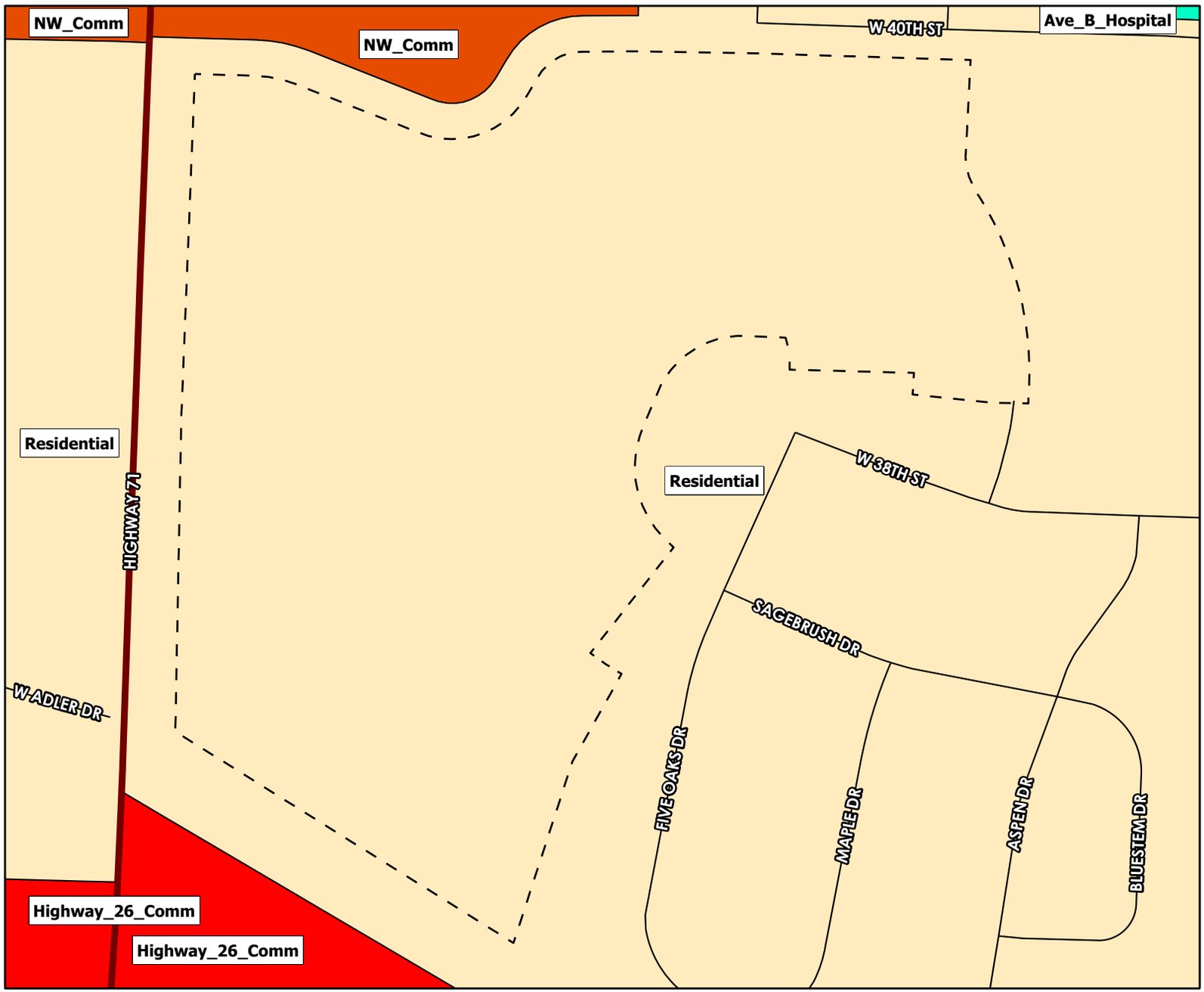
Planning Commission

Five Oaks Subdivision Preliminary Plat Parcel: 010027793

2016 Comp. Plan Future Land Use Overview



Proposed Changes

2016 Comp. Plan Land Use

- Automobile Commercial
- Avenue B and Hospial Campus
- Central Business District
- East Overland
- Highway 26 Commercial
- Northwest Commercial
- Residential
- Rural
- Rural Residential
- Southeast Industrial and Commercial
- South Broadway
- WNCC and Surrouding Area

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

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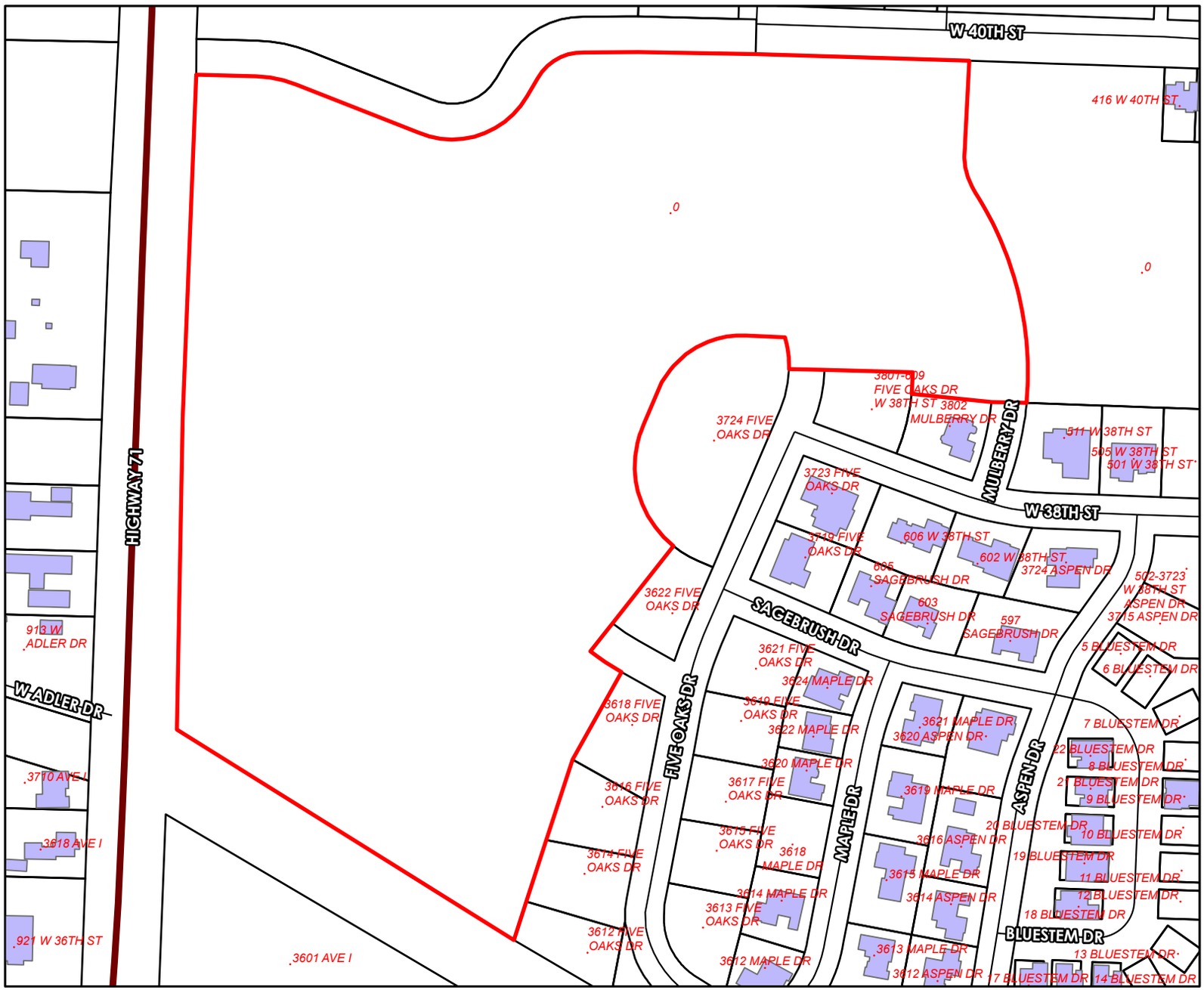
Planning Commission

Five Oaks Subdivision Preliminary Plat Parcel: 010027793

Parcels and Buildings Overview



Proposed Changes

Building

Parcel Boundaries

Street Centerlines

CLASS

Highway

Main Road

Residential/Rural

Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
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Lambert Conformal Conic

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Planning Commission

Five Oaks Subdivision Preliminary Plat Parcel: 010027793

Utilities Overview

- Proposed Changes
- Easement
- Water Curbstop
- Water Valve
- Water Manhole
- Fire Hydrants
- Water Lines
- Verified_Manhole
- Wastewater Lines
- Outfall
- Stormwater Inlet
- Stormwater Manhole
- Stormwater Arc

Street Centerlines

CLASS

- Highway
- Main Road
- Residential/Rural

Taylor Stephens
City of Scottsbluff GIS
Created on December 9th, 2021
Coordinate System:
NAD 1983 State Plane Nebraska FIPS 2600 Feet
Lambert Conformal Conic

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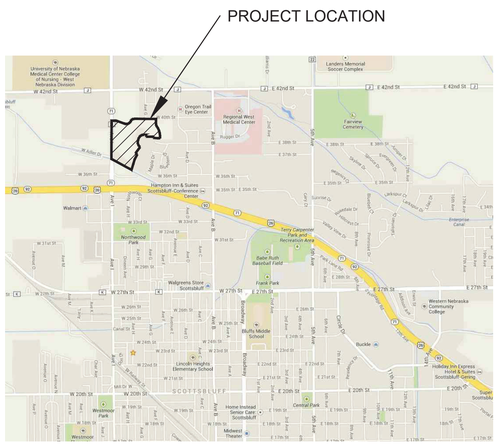
FIVE OAKS SUBDIVISION - 2021 PRELIMINARY PLAT

SCOTTSBLUFF, NEBRASKA

Vicinity Map:



Development Statistics:

Drawing Index:

SHEET #	DRAWING TITLE
0	COVER SHEET
C-1.00	EXISTING SITE PLAN
C-1.01	LOT PLAN
C-1.02	STREET PLAN
C-1.03	GRADING AND DRAINAGE PLAN
C-1.04	UTILITY PLAN

Property Description:

LEGAL DESCRIPTION:

A PARCEL OF LAND KNOW AS THE REMAINDER OF THE UN-PLATTED LANDS FOR FIVE OAKS SUBDIVISION, CONTAINING 953,570.91 SQ. FT. (21.891 ACRES), MORE OR LESS, IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 22 NORTH, RANGE 55 WEST, OF THE 6TH PRINCIPAL MERIDIAN, IN SCOTTS BLUFF COUNTY, NEBRASKA, SAID TRACT OR PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 14, TOWNSHIP 22 NORTH, RANGE 55 WEST, OF THE 6TH PRINCIPAL MERIDIAN, WHENCE THE WEST QUARTER CORNER OF SAID SECTION 14, BEARS SOUTH 02°03'39" WEST, A DISTANCE OF 2675.32 FEET; THENCE ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 14, SOUTH 02°03'39" EAST, A DISTANCE OF 822.84 FEET; THENCE SOUTH 87°56'21" EAST, A DISTANCE OF 65.00 FEET TO A POINT ON THE EXISTING EAST RIGHT OF WAY OF HIGHWAY 71 AND TO THE **POINT OF BEGINNING** OF THIS DESCRIPTION;

THENCE ALONG THE SOUTH RIGHT OF WAY LINE OF 40TH STREET SOUTH 87°56'20" EAST, A DISTANCE OF 87.56 FEET;

THENCE ON THE ARC OF A CURVE TO THE RIGHT, A RADIUS OF 174.00 FEET, A CENTRAL ANGLE OF 19°49'11", A DISTANCE OF 60.19 FEET, (A CHORD BEARING SOUTH 78°01'45" EAST, A DISTANCE OF 59.89 FEET);

THENCE SOUTH 68°07'09" EAST, A DISTANCE OF 191.20 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 126.00 FEET, A CENTRAL ANGLE OF 83°01'38", A DISTANCE OF 182.59 FEET, (A CHORD BEARING NORTH 71°52'33" EAST, A DISTANCE OF 167.02 FEET);

THENCE NORTH 30°55'20" EAST, A DISTANCE OF 30.65 FEET;

THENCE ON THE ARC OF A CURVE TO THE RIGHT, A RADIUS OF 74.00 FEET, A CENTRAL ANGLE OF 62°23'51", A DISTANCE OF 80.59 FEET, (A CHORD BEARING NORTH 61°04'06" EAST, A DISTANCE OF 76.67 FEET);

THENCE NORTH 89°54'43" EAST, A DISTANCE OF 79.93 FEET;

THENCE SOUTH 87°27'25" EAST, A DISTANCE OF 174.47 FEET;

THENCE SOUTH 88°19'45" EAST, A DISTANCE OF 311.59 FEET;

THENCE THE FOLLOWING THREE (3) COURSES ALONG SAID INSTRUMENT 2009-5025:

1. SOUTH 03°37'31" WEST, A DISTANCE OF 123.11 FEET;
2. THENCE ON THE ARC OF A CURVE TO THE RIGHT, A RADIUS OF 97.00 FEET, A CENTRAL ANGLE OF 36°16'17", A DISTANCE OF 61.41 FEET, (A CHORD BEARING SOUTH 15°26'16" EAST, A DISTANCE OF 60.39 FEET);
3. THENCE ON THE ARC OF A CURVE TO THE RIGHT, A RADIUS OF 487.00 FEET, A CENTRAL ANGLE OF 39°05'20", A DISTANCE OF 332.25 FEET, (A CHORD BEARING SOUTH 14°01'45" EAST, A DISTANCE OF 325.84 FEET) TO A POINT OF INTERSECTION WITH THE EXISTING RIGHT OF WAY FOR MULBERRY STREET;

THENCE NORTH 88°52'32" WEST, A DISTANCE OF 52.17 FEET;

THENCE NORTH 83°57'32" WEST, A DISTANCE OF 117.00 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 318.00 FEET, A CENTRAL ANGLE OF 05°37'57", A DISTANCE OF 31.26 FEET, (A CHORD BEARING NORTH 03°13'30" EAST, A DISTANCE OF 31.25 FEET);

THENCE NORTH 88°26'48" WEST, A DISTANCE OF 180.75 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 159.00 FEET, A CENTRAL ANGLE OF 18°14'20", A DISTANCE OF 50.61 FEET, (A CHORD BEARING NORTH 07°53'39" WEST, A DISTANCE OF 50.40 FEET);

THENCE NORTH 87°18'07" WEST, A DISTANCE OF 56.56 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 134.00 FEET, A CENTRAL ANGLE OF 22°43'32", A DISTANCE OF 53.15 FEET, (A CHORD BEARING SOUTH 81°20'07" WEST, A DISTANCE OF 52.80 FEET);

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 134.00 FEET, A CENTRAL ANGLE OF 25°23'50", A DISTANCE OF 59.40 FEET, (A CHORD BEARING SOUTH 57°16'26" WEST, A DISTANCE OF 58.91 FEET);

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 134.00 FEET, A CENTRAL ANGLE OF 22°13'34", A DISTANCE OF 51.98 FEET, (A CHORD BEARING SOUTH 33°27'44" WEST, A DISTANCE OF 51.66 FEET);

THENCE SOUTH 22°20'57" WEST, A DISTANCE OF 54.48 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 154.00 FEET, A CENTRAL ANGLE OF 08°21'16", A DISTANCE OF 22.45 FEET, (A CHORD BEARING SOUTH 18°10'19" WEST, A DISTANCE OF 22.43 FEET);

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 154.00 FEET, A CENTRAL ANGLE OF 22°07'48", A DISTANCE OF 59.48 FEET, (A CHORD BEARING SOUTH 02°55'47" WEST, A DISTANCE OF 59.11 FEET);

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 154.00 FEET, A CENTRAL ANGLE OF 22°08'04", A DISTANCE OF 59.49 FEET, (A CHORD BEARING SOUTH 19°12'08" EAST, A DISTANCE OF 59.12 FEET);

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 154.00 FEET, A CENTRAL ANGLE OF 20°46'38", A DISTANCE OF 55.85 FEET, (A CHORD BEARING SOUTH 40°39'29" EAST, A DISTANCE OF 55.54 FEET);

THENCE SOUTH 38°14'05" WEST, A DISTANCE OF 195.53 FEET;

THENCE ON THE ARC OF A CURVE TO THE LEFT, A RADIUS OF 349.00 FEET, A CENTRAL ANGLE OF 08°56'40", A DISTANCE OF 54.48 FEET, (A CHORD BEARING SOUTH 56°14'15" EAST, A DISTANCE OF 54.43 FEET);

THENCE SOUTH 29°11'26" WEST, A DISTANCE OF 146.00 FEET;

THENCE SOUTH 18°00'06" WEST, A DISTANCE OF 123.44 FEET;

THENCE SOUTH 18°00'06" WEST, A DISTANCE OF 154.77 FEET;

THENCE NORTH 59°43'24" WEST, A DISTANCE OF 585.67 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF HIGHWAY 71 (AVENUE I);

THENCE CONTINUING NORTH ALONG SAID EXISTING EAST RIGHT OF WAY LINE OF HIGHWAY 71

NORTH 02°03'38" EAST, A DISTANCE OF 976.18 FEET TO THE **POINT OF BEGINNING.**

THE ABOVE DESCRIBED PARCEL CONTAINS 953,570.91 SQ. FT. (21.891 ACRES), MORE OR LESS.

OWNER INFORMATION:

C&T Holdings, LLC
1320 Circle Drive
Scottsbluff, NE 69361

Abbreviations:

FH	FIRE HYDRANT
RSWV	RESILIENT SEAT WEDGE VALVE
MH	MANHOLE
STA	STATION
ELEV	ELEVATION ABOVE SEA LEVEL
INV	INVERT
BOC	BACK OF CURB
TOC	TOP OF CURB
EOR	EDGE OF ROAD
FL	FLOW LINE
GL	GUTTER LINE
L.F.	LINEAL FEET
PVC	POLYVINYL CHLORIDE MATERIAL
VCP	VITRIFIED CLAY PIPE
RCP	REINFORCED CONCRETE PIPE
CMP	CORRUGATED METAL PIPE
HDPE	HIGH DENSITY POLYETHYLENE
DIP	DUCTILE IRON PIPE
T-BLK	CONCRETE THRUST BLOCK
PCC	PORTLAND CEMENT CONCRETE
CL	CENTERLINE
EL.	ELEVATION
PROP.A.	PROPOSED
EX.	EXISTING
BCR	BEGIN CURB RETURN
ECR	END CURB RETURN
PC	POINT OF CURVATURE
PT	POINT OF TANGENT
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF END
BVC	BEGIN VERTICAL CURVE
EVC	END VERTICAL CURVE
PI	POINT OF INTERSECTION
PVI	POINT OF VERTICAL INTERSECTION
GB	GRADE BREAK
HP	HIGH POINT
LP	LOW POINT
(R)	RECORDED DISTANCE
(M)	MEASURED DISTANCE

Linetype/Symbol Legend

SYMBOL LEGEND

- EXISTING LIGHT POLE
- EXISTING LIGHT POLE WITH POWER
- EXISTING POWER POLE
- EXISTING ELECTRICAL METER BOX
- EXISTING ELECTRICAL TRANSFORMER
- EXISTING ELECTRICAL HANDHOLE
- EXISTING TELEPHONE PEDESTAL
- EXISTING CABLE BOX
- EXISTING FIBER OPTIC BOX
- EXISTING SATELLITE DISH
- EXISTING MANHOLE
- EXISTING CLEAN-OUT
- EXISTING CURB INLET
- EXISTING AREA INLET
- EXISTING WATER VALVE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE IN MANHOLE
- EXISTING CURB STOP
- EXISTING WATER METER PIT
- EXISTING WELL
- EXISTING YARD HYDRANT
- EXISTING GAS METER
- EXISTING GAS MARKER
- EXISTING SIGN
- EXISTING MAILBOX
- EXISTING FLAG POLE
- EXISTING TRAFFIC LIGHT
- EXISTING RAIL CROSSING SIGN
- EXISTING DECIDUOUS TREE
- EXISTING CONIFEROUS TREE
- EXISTING SHRUB
- EXISTING STUMP
- EXISTING ROW MARKER
- EXISTING REBAR/MONUMENT
- SURVEY BENCHMARK
- SURVEY CONTROL POINT

LINETYPE DESIGNATION

- OH/P — EXISTING OVERHEAD POWER LINE
- U/G/P — EXISTING UNDERGROUND POWER LINE
- OH/Tele — EXISTING OVERHEAD TELEPHONE LINE
- U/G/Tele — EXISTING UNDERGROUND TELEPHONE LINE
- OH/TV — EXISTING OVERHEAD TELEVISION CABLE LINE
- U/G/TV — EXISTING UNDERGROUND TELEVISION CABLE LINE
- FO — EXISTING FIBER OPTIC CABLE
- San — EXISTING SANITARY SEWER LINE
- Strn — EXISTING STORM SEWER LINE
- W — EXISTING WATER LINE
- IRR — EXISTING IRRIGATION SYSTEM LINE
- Gas — EXISTING GAS LINE
- EXISTING CHAIN-LINK FENCE
- EXISTING WOOD FENCE
- EXISTING BARBED-WIRE FENCE
- XXX — SILT FENCE
- LIMITS OF CONSTRUCTION
- 3980 — EXISTING CONTOUR LINE
- 3980 — PROPOSED CONTOUR LINE
- EASEMENT LINE
- PROPERTY LINE
- SECTION LINE

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Project Title:
FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT
C&T Holdings, LLC
Scottsbluff, Nebraska

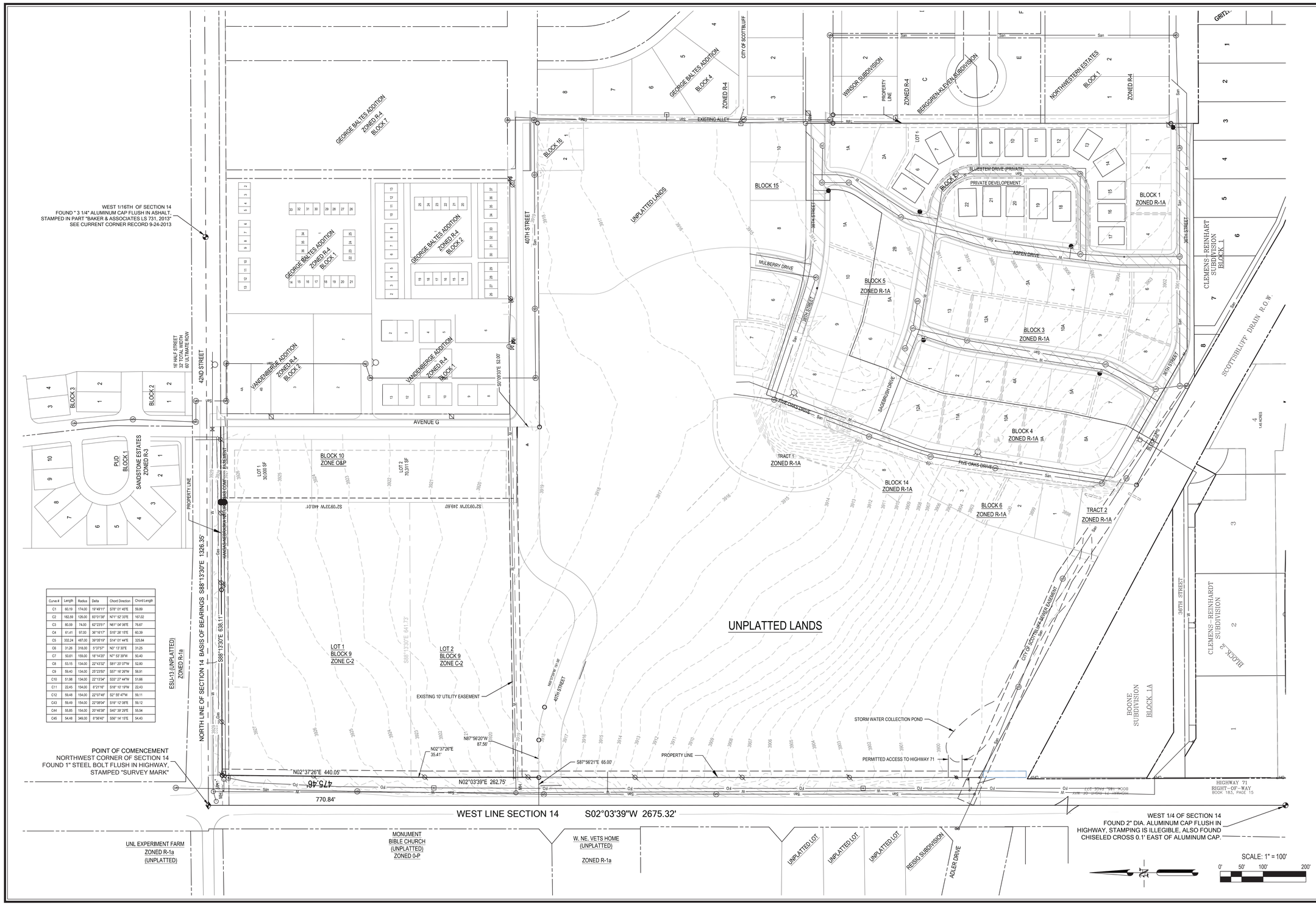
Sheet Title:
COVER SHEET

Date Issued: December 7, 2021

Project: 023-025-21
CAD File:
023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB	BEG	

Sheet No.
0



Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	60.19	174.00	19°49'11"	S78° 01' 45"E	59.89
C2	182.59	126.00	83°01'38"	N71° 52' 33"E	167.02
C3	80.59	74.00	62°23'51"	N61° 54' 06"E	76.67
C4	61.41	97.00	36°16'17"	S15° 26' 15"E	60.39
C5	332.24	487.00	39°05'19"	S14° 01' 44"E	325.84
C6	31.26	318.00	5°37'57"	N3° 13' 30"E	31.25
C7	50.61	159.00	18°14'20"	N7° 53' 39"W	50.40
C8	53.15	134.00	22°43'32"	S81° 20' 07"W	52.80
C9	59.40	134.00	25°23'50"	S51° 16' 26"W	58.91
C10	51.98	134.00	22°13'34"	S33° 27' 44"W	51.66
C11	22.45	154.00	8°21'18"	S18° 10' 19"W	22.43
C12	59.48	154.00	22°10'48"	S2° 55' 47"W	59.11
C43	59.49	154.00	22°08'04"	S10° 12' 08"E	59.12
C44	55.85	154.00	20°46'38"	S40° 39' 29"E	55.54
C45	54.48	349.00	8°56'40"	S56° 14' 15"E	54.43

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Project Title:
FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT

C&T Holdings, LLC
Scottsbluff, Nebraska

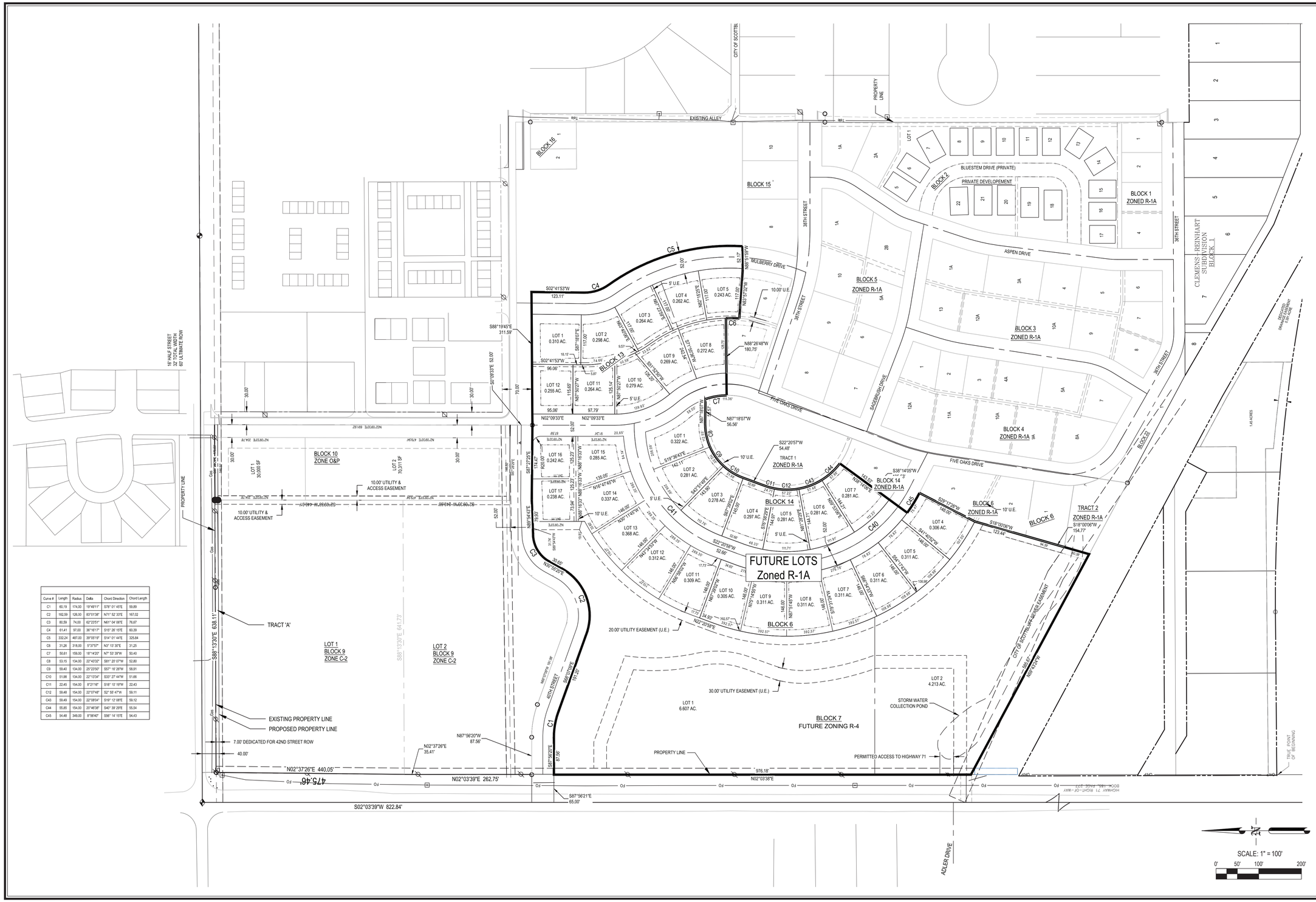
Sheet Title:
EXISTING SITE PLAN

Date Issued: December 7, 2021

Project: 023-025-21
CAD File: 023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB	BEG	

Sheet No.
C-1.00



Curve #	Length	Radius	Delta	Chord Direction	Chord Length
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C3	80.59	74.00	62°23'51"	N61° 04' 00"E	76.67
C4	61.41	97.00	36°16'17"	S15° 26' 15"E	60.39
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C10	51.98	134.00	22°13'34"	S33° 27' 44"W	51.66
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Project Title:
FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT

C&T Holdings, LLC
Scottsbluff, Nebraska

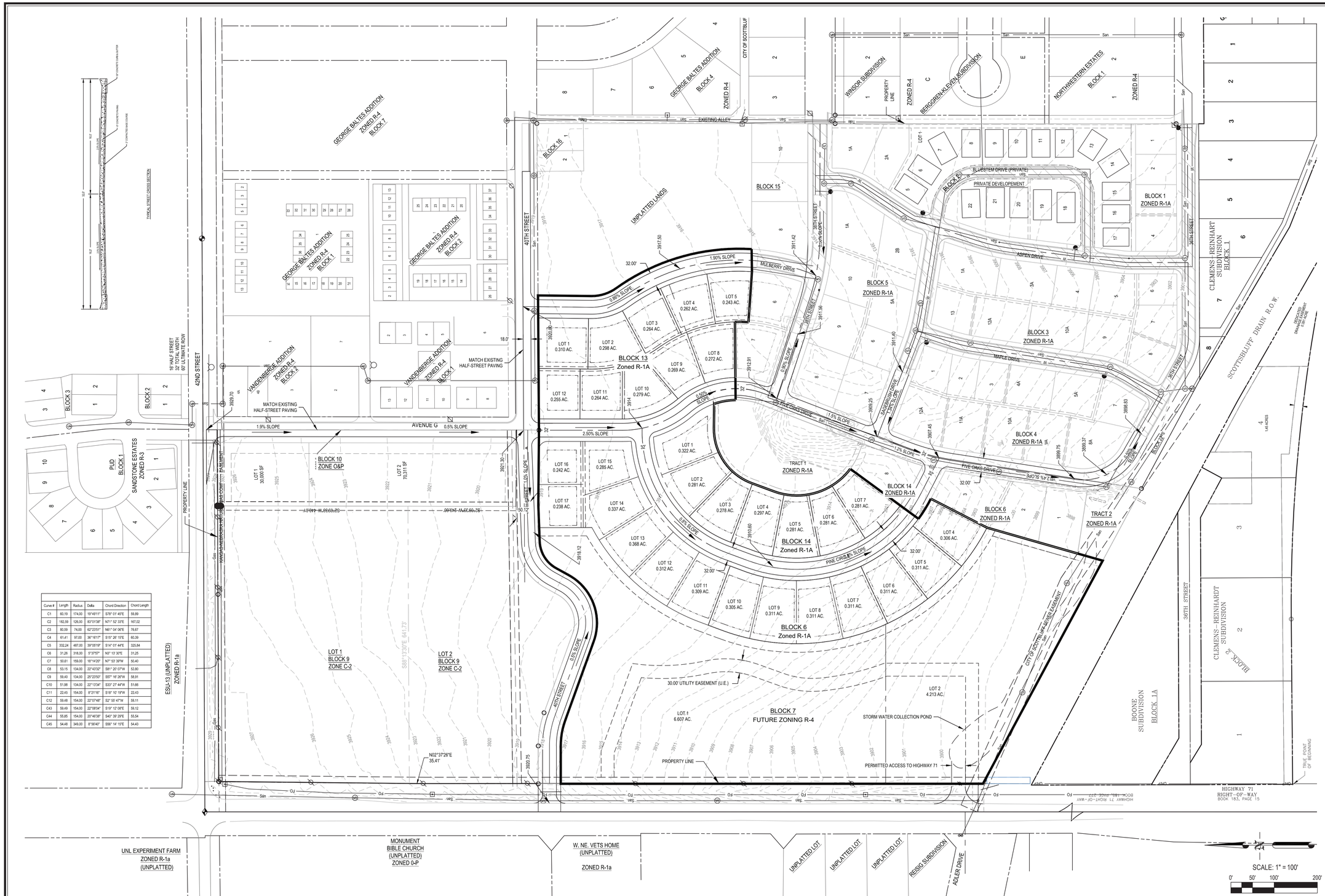
Sheet Title:
LOT PLAN

Date Issued: December 7, 2021

Project: 023-025-21
CAD File:
023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB	BEG	

Sheet No.
C-1.01



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Project Title:
FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT
C&T Holdings, LLC
Scottsbluff, Nebraska

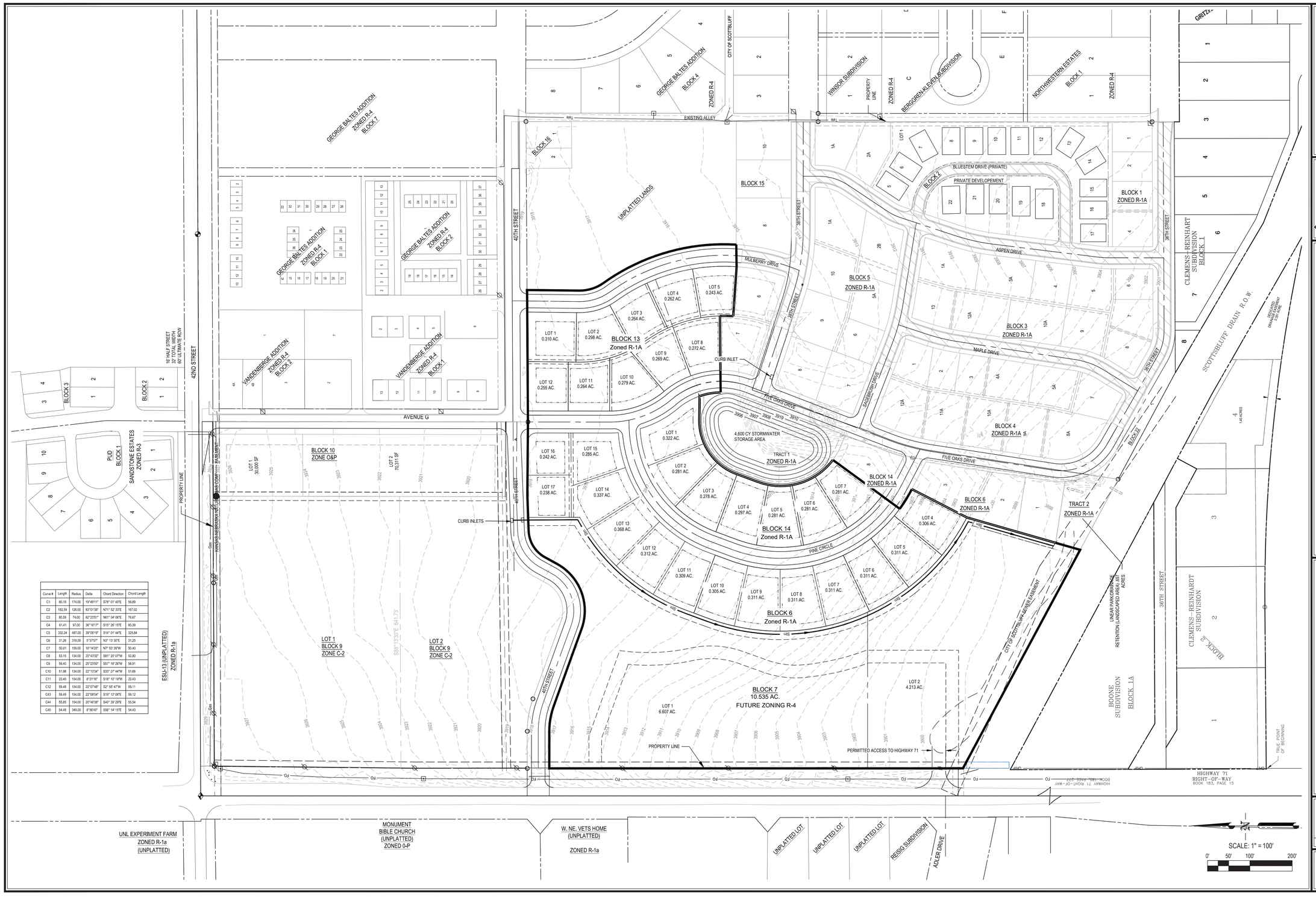
Sheet Title:
STREETS PLAN

Date Issued: November 4, 2021

Project: 023-025-21
CAD File: 023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB	BEG	

Sheet No.
C-1.02



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FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT

C&T Holdings, LLC
Scottsbluff, Nebraska

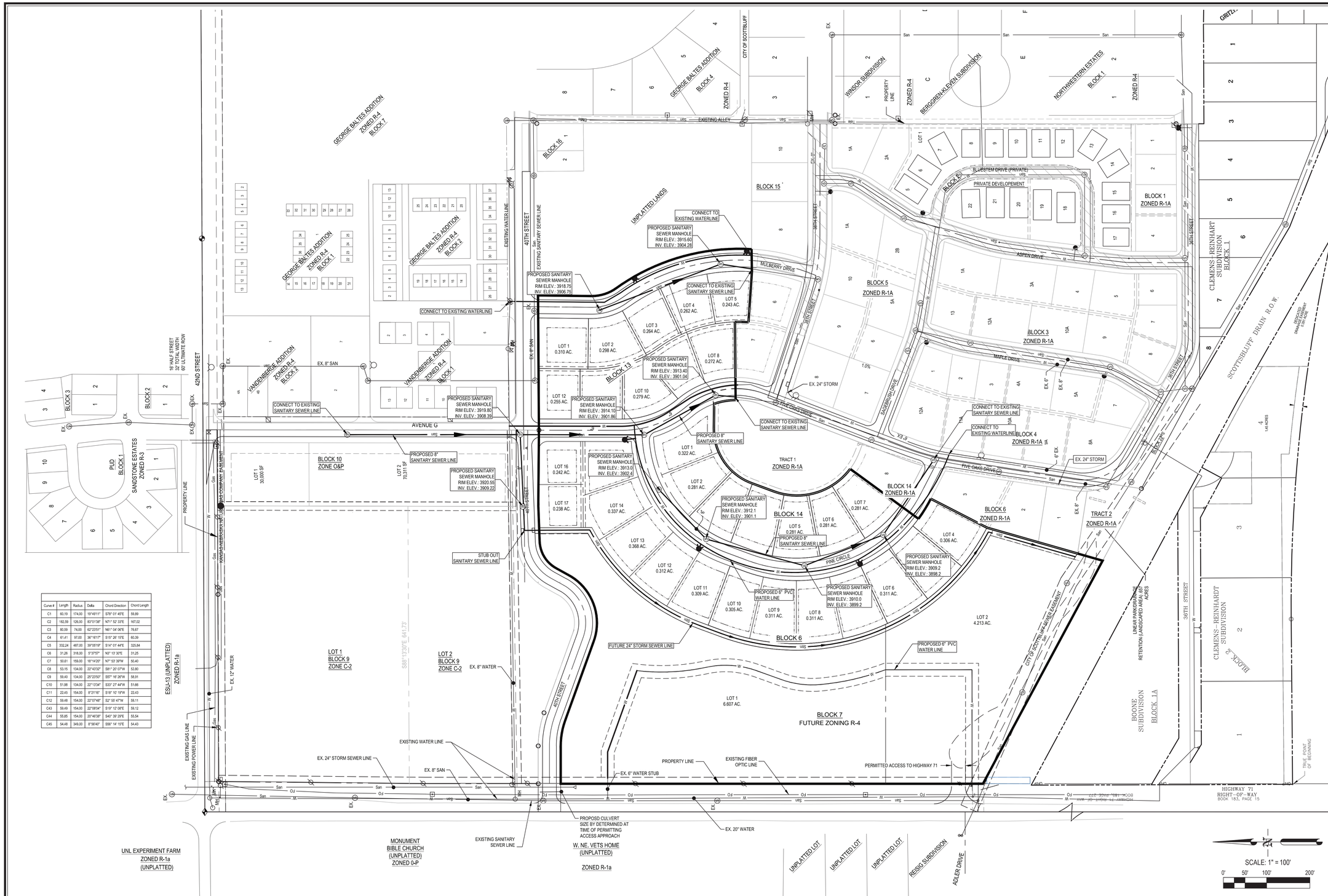
Sheet Title:
GRADING AND DRAINAGE PLAN

Date Issued: December 7, 2021

Project: 023-025-21
CAD File:
023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB	BEG	

Sheet No.
C-1.03



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Project Title:
FIVE OAKS SUBDIVISION
2021 PRELIMINARY PLAT
C&T Holdings, LLC
Scottsbluff, Nebraska

Sheet Title:
UTILITY PLAN

Date Issued: December 7, 2021

Project: 023-025-21
CAD File: 023-025 Preliminary Plat 2021.dwg

Design	Drawing	Check
JWB		BEG

Sheet No.
C-1.04

RESOLUTION NO. 22-___

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

WHEREAS, BE IT RESOLVED, the preliminary plat of Five Oaks Subdivision- 2021, Blocks 7, 13 and 14, an addition situated in the NW¼ of Section 14, Township 22 North, Range 55 West of the 6th P.M., Scotts Bluff County, Nebraska, submitted in November 2021 is approved with the exception that a dedication of a 10 foot cross walk easement along the south property line and a 20 foot utility easement extends across the Block to meet the requirements of Scottsbluff Municipal Code 22-1-22. Such preliminary plat is valid for a two year period following the approval date set forth herein and must be presented in final form for approval by that time.

Passed and approved this 3rd day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.1

Council to consider the first reading of the Ordinance for the Rezone of Lot 2A, Block 8, East Portal Addition from C-3 Heavy Commercial to R-4 Heavy Density Multiple Family.

Staff Contact: Zachary Glaubius, Planning Administrator

ORDINANCE NO. _____

AN ORDINANCE DEALING WITH ZONING, AMENDING SECTION 25-1-4 BY UPDATING THE OFFICIAL ZONING DISTRICT MAP TO SHOW THAT LOT 2A, BLOCK 8, EAST PORTAL ADDITION, IN SCOTTS BLUFF COUNTY, NEBRASKA CURRENTLY ZONED AS HEAVY COMMERCIAL (C-3), WILL NOW BE INCLUDED IN R-4 HEAVY DENSITY MULTIPLE FAMILY, REPEALING PRIOR SECTION 25-1-4, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

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

Section 1. Section 25-1-4 of the Municipal Code is amended to provide as follows:

"25-1-4. Zones; location; maps. The boundaries of the zoning districts created in this chapter are shown on the zoning district map which is made a part of this municipal code. The zoning district map and all information shown thereon shall have the same force and effect as if fully set forth and described herein. The official zoning district map shall be identified by the signature of the Mayor, attested by the City Clerk under the following statement:

> This is to certify that this is the official zoning district map described in §25-1-4 of the Scottsbluff Municipal Code, passed this ____ day of _____, 2022."

Section 2. Previously existing Section 25-1-4 and all other Ordinances and parts of Ordinances in conflict with this Ordinance, are repealed. Provided, this Ordinance shall not be construed to affect any rights, liabilities, duties or causes of action, either criminal or civil, existing or actions pending at the time when this Ordinance becomes effective.

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

PASSED AND APPROVED on _____, 2022.

_____
Mayor

ATTEST:

_____
City Clerk (Seal)

Approved as to form:

_____
City Attorney

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.2

Council to consider the first reading of the Ordinance Change regarding the addition of Vineyards & Wineries, Golf Courses and Agricultural Attractions as principle permitted uses in the Agricultural Zoning District.

Staff Contact: Zachary Glaubius, Planning Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA, AMENDING CHAPTER 25, ARTICLE 2 OF THE SCOTTSBLUFF MUNICIPAL CODE, TO INCLUDE A NEW DEFINITION FOR AGRICULTURAL ATTRACTIONS, AND ALLOW NEW PERMITTED USES IN A AGRICULTURAL DISTRICT AT CHAPTER 25, ARTICLE 3, SECTION 19, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

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

Section 1. Section 25-2-3.1 shall be added to the Scottsbluff Municipal Code which shall be amended to read as follows:

"25-2-3.1. Agricultural Attractions.

A premises used primarily for agricultural for the purpose of raising and harvesting crops for sale, that also includes a limited amount of area devoted to the provision of entertainment for a period of no more than four months per year. Examples of Agricultural Attractions include, but are not limited to, Pumpkin Patch, Apple Orchard, or Corn Maze. The sale of other goods and entertainment is permitted in areas of the premises during the allowable operating period. Attractions shall not include mechanical rides other than hayrack and sightseeing vehicles."

Section 2. Section 25-3-19 of the Scottsbluff Municipal Code is now revised and amended to read as follows:

"25-3-19. A Agricultural.

(A) Intent. The intent of an A Agricultural District is a zone in which land is permitted to be used for raising of crops and pasturing cattle and related activities.

(B) Principal permitted uses.

(1) Agriculture uses; general;
(2) Home occupations;
(3) Irrigation facilities;
(4) Kennel; dog;
(5) Municipal uses;
(6) Public utility facilities;
(7) Single-family dwelling;
(8) Stable;
(9) Tourist information booth;
(10) Wineries & Vineyards;
(11) Golf Courses;
(12) Agricultural Attractions; and
(13) Agricultural estate dwelling site.

The intent of this subsection is not to encourage the creation of a large number of agricultural estate dwelling sites (AEDS) but such intent is to allow the "subdivision" or sale, of a portion of a larger tract of land, whereby the smaller parcel created is to be used primarily for dwelling site purposes, upon the following more specific requirements:

a. The AEDS must consist of one or more of the following: (1) An existing farmstead site (an existing vacant home, and accessory unit of buildings), on farm-ranch land; (2) a parcel which would allow a conveyance of property to be used for dwelling purposes; (3) a parcel of marginal usage land ("marginal usage" defined as "land with little, or relatively little, agricultural productivity capability").

b. Each AEDS with frontage on an existing dedicated public road, shall have a minimum width of 150 feet (as a "front lot" width). In the event such AEDS is of an interior-section type, it shall have a dedicated access road, as least 25 feet in width, to a dedicated public road. Access road(s) serving an AEDS shall be separated by a distance of no less than 1000 feet from another access road, along a dedicated public road. Exception: Less than 1000 feet shall be approved by the State Department of Roads or City of Scottsbluff Development Services Department, whichever is applicable.

c. Each AEDS shall be a minimum of 2.0 acres and a maximum of 20.

d. For each AEDS, the owner shall reserve the balance of the 80 acres of vacant or agricultural land (such 80 acres may, however, have dwelling permitted by 10.a. above). This reservation shall be required (reserved) for as long as the reserved land is zoned Agricultural (A) District. The City Planning Commission and the City Council may permit the creation of an AEDS

out of less than 80 acres of reserved land, in certain situations, in the event that the intent of this subsection is maintained. Each 80-acre tract (or less) shall serve the reservation requirements of only one AEDS.

e. Each AEDS shall be shaped and located so as to allow accurate plotting on the official zoning map of the city (i.e.: abutting on lines identifiable as a segment of section, such as a section line or a 1/4 section line, or upon other readily identifiable features). Additionally, each AEDS shall be subject to the provisions for preliminary plat procedure and requirements from Chapter 21 of the Municipal Code.

f. In reviewing an application for an AEDS, the Planning Commission and the City Council shall take into consideration the effect of such an AEDS upon utilities, roads, drainage, terrain, usage,
zoning, future subdividing: and so forth. If approved, the AEDS parcel, along with the reserved tract, shall be noted by the Development Services Department, for future reference.

g. To obtain an AEDS, an application for the same shall be presented by the owner(s) to the City of Scottsbluff Development Services Department. The application shall be reviewed by the Planning Commission, at a regular meeting of the same, and if approved, referred to the Scottsbluff City Council for its approval. If approved by the City Council, there shall then be prepared a "Certificate" identifying the AEDS, which certificate shall be filed in the real estate records of Scotts Bluff County.

h. In the event that after approval an AEDS is no longer actually used for a purpose in existence upon such approval (because of which purpose, such approval was given), then the approval granted by the City Council shall automatically be revoked.

i. Each Agricultural Estate Dwelling Site shall be a minimum of two (2) acres for each dwelling, (maximum of two (2) dwellings per site), excluding any and all easements and rights of ways with a maximum upwards of twenty (20) acres.

j. Before any final action can be taken, applicant shall submit a receipt from the Scotts Bluff County Treasurer's Office showing that all current property taxes have been paid.

Special Permit Uses.

1. Accessory single-family dwelling for persons customarily employed or engaged in farming and ranching
2. Cemetery
3. Church
4. Community center (public)
5. Educational and charitable institutions
6. Florist
7. Fruit, vegetable stand
8. Hospital
9. Lodge or club
10. Nursery for flowers and plants
11. Temporary building or contractor's storage and construction yard, incidental to the construction of a residential development or a real estate sales office to be used in marketing lots in a new subdivision, may be permitted if such a building or structure complies with all height and area requirements for the zone.
12. Temporary storage of grain, for not to exceed sixty (60) consecutive days (and a permit for which may be renewed for not to exceed sixty (60) consecutive days), outside a building or structure subject the following additional conditions, to be set forth in the permit:
    a. the grain shall be placed on a concrete floor or some other type of water-proof material that, as determined by the Development Services Director, is equal to a concrete floor,
    b. no part of the grain shall be placed, or caused or permitted to be closer to any property line than any building setback line that has been platted or is required in the zone to which the tract of land is subject,
    c. the permit shall be subject to revocation by the Commission. if the Commission, subsequent to granting the permit, shall determine that the grain, or conditions incidental thereto, or the manner in which the grain is being handled constitutes a public nuisance; and, upon such a determination, the holder of the permit shall promptly comply with any order of the Commission concerning removal or other disposition of the grain.
    d. Provided, no permit for such a use shall be issued and delivered until the permittee shall have executed and delivered to the Development Services Director a written agreement which, as determined by the Director, indemnifies and holds harmless the City, its officers and employees and members of the Planning Commission, against any and all claims of liability for injuries or damages to persons or property caused, in whole or in part, by the presence of the grain: by conditions occurring, in whole or in

part, because of presence of the grain or the manner in which the grain is delivered, piled, moved, removed, or otherwise handled; and by any acts of commission or omission on the part of any persons, whether or not the permittee or third persons for whose acts or omissions liability otherwise might or might not be imputable to the permittee. The terms "warehousing" and "wholesaling" shall not be construed to apply to the storage of grain outside a building or structure.

13. Wind Energy Conversion Systems.

Performance Standards.

1. Area & bulk regulations.

Use	Minimum Lot Size (sq.ft.)	Minimum Lot Width (ft.)	Maximum Coverage (%)	Maximum # Dwelling Units	Setbacks Front (ft.)	Rear (ft.)	Interior Side (ft.)	Side Street (ft.)	Area (sq.ft.)	Floor Height (ft.)	Maximum
SF Dwelling		20	-	1		50	50	20	50	-	75
Garage								12.5			

Minimum Lot Area / Dwelling Unit - 20 acres

2. Accessory building/garage; detached

A. A detached accessory building must be located at least ten (10) feet from the main building.

B. On an existing reversed corner lot, a detached accessory building or garage may project into the side yard nearest the rear lot line if it does not extend beyond the front yard setback of the main structure, and if entrance to the garage is from the side street the garage must be set back from the side street property line a distance of not less than twenty (20) feet.

3. Accessory building, attached.

a. A building which if detached from the main building would constitute an accessory building may be connected to the main building by a breezeway or similar structure, and in such event shall meet all requirements for the main building."

Section 3. Prior Section 25-3-19 of the Scottsbluff Municipal Code is now amended and the Scottsbluff Municipal Code is also amended to add Section 25-2-3.1 and all other Ordinances and parts of Ordinances in conflict herewith are repealed. Provided, however, this Ordinance shall not be construed to affect any rights, liabilities, duties or causes of action either criminal or civil, existing or actions pending at the time when this Ordinance becomes effective.

Section 4. This Ordinance shall become effective upon its passage, approval as provided by law, and publication shall be in pamphlet form.

PASSED and APPROVED on _____, 2022.

_____
Mayor

Attest:

_____
City Clerk (Seal)

Approved as to Form:

_____
City Attorney

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.3

Council to consider the first reading of the Ordinance Change regarding buffer yard requirements in the City of Scottsbluff zoning jurisdiction.

Staff Contact: Zachary Glaubius, Planning Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA, AMENDING CHAPTER 25, ARTICLE 22, SECTION 6 OF THE SCOTTSBLUF MUNICIPAL CODE REGARDING PROVISIONS FOR A BUFFERYARD, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

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

Section 1. Section 25-22-6 of the Scottsbluff Municipal Code is now revised and amended to read as follows:

"25-22-6. Bufferyard Provisions.

(A) Applications. These provisions apply when use is established in a more intensive zoning district which is adjacent to a less intensive zoning district. The owner, developer, or operator of the property in the more intensive zoning district shall install and maintain a 20-foot deep landscaped bufferyard on his or her lot or site. Bufferyards are not required on a single-family, duplex, or townhouse use types in the more intensive zoning district.

(B) Landscaping in the bufferyard. Each required bufferyard shall be landscaped. Each bufferyard shall be landscaped with a minimum of one tree for each 500 square feet of bufferyard area. The majority of trees shall be evergreens. Each bufferyard shall be free of paved areas, accessways, and storage sites. Required trees must be planted in a manner to form a screen.

(C) If a 6 foot solid wood or PVC fence or masonry wall is incorporated into the designs, the bufferyard may be reduced by 10 feet. The finished side of fencing will face the abutting property.

(D) If a street or public alley separates adjacent zoning districts requiring a bufferyard, no bufferyard is required. Applicable setback and landscaping requirements will still apply in these cases."

Section 2. Previously existing 25-22-6 of the Scottsbluff Municipal Code is amended and all other Ordinances and parts of Ordinances in conflict herewith are repealed. Provided, however, this Ordinance shall not be construed to affect any rights, liabilities, duties or causes of action, either criminal or civil, existing or actions pending at the time when this Ordinance becomes effective.

Section 3. This Ordinance shall become effective upon its passage, approval as provided by law, and publication shall be in pamphlet form.

PASSED and APPROVED on _____, 2022.

_____
Mayor

Attest:

_____
City Clerk (Seal)

Approved as to Form:

_____
City Attorney

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.4

Council to consider the first reading of the Ordinance Change regarding Section 107 of the 2018 International Building Code.

Staff Contact: Zachary Glaubius, Planning Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA, AMENDING THE SCOTTSBLUFF MUNICIPAL CODE TO AMEND THE SECTION DEALING WITH THE INTERNATIONAL BUILDING CODE, WHICH WILL AMEND CHAPTER 4, ARTICLE 1, SECTION 10 OF THE SCOTTSBLUFF MUNICIPAL CODE, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

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

Section 1. Section 4-1-10 of the Scottsbluff Municipal Code is amended to provide as follows:
"4-1-10. International Building Code, portions excluded.
Sections 101.4.1, 101.4.2, 101.4.3, 101.4.4, 101.4.5, 101.4.6, 101.4.7, 105.1.1, 105.1.2, 105.2, 109, 110, 112, 113, 115, 3103, and Chapters 13, 27, 28. 29 and 30 of the 2018 International Building Code are excluded and not adopted by this Municipal Code. (Ord. 402, passed 2017; Ord. 4251, passed 1/6/2020.)"

Section 2. Previously existing Section 4-1-10 is amended and all other Ordinances and parts of Ordinances and parts of Ordinances in conflict herewith are repealed. Provided, however, this Ordinance shall not be construed to affect any rights, liabilities, duties or causes of action, either criminal or civil, existing or actions pending at the time when this Ordinance becomes effective.

Section 3. This Ordinance shall become effective upon its passage, approval as provided by law, and publication shall be in pamphlet form.

PASSED and APPROVED on _____, 2022.

_____
Mayor

Attest:

_____
City Clerk (Seal)

Approved as to Form:

_____
City Attorney

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.5

Council to consider the second reading of the Ordinance Change regarding zoning district R-1 Single Family to add special permit use for Livestock-Horses for certain lots.

Staff Contact: Zachary Glaubius, Planning Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA, AMENDING CHAPTER 25, ARTICLE 3, SECTION 2 OF THE SCOTTSBLUFF MUNICIPAL CODE DEALING WITH ZONING DISTRICT R-1 SINGLE FAMILY ADDING A SPECIAL PERMIT USE FOR LIVESTOCK-HORSES FOR CERTAIN LOTS, PROVIDING AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

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

Section 1. Section 25-3-2 of the Municipal Code is revised and amended to provide as follows:
"25-3-2. R-1 Single Family.
Intent: The intent of the R-1 Single Family Zone is to:
1. Provide for low density residential areas where the predominant uses are single family detached houses.
2. Protect these areas from incompatible uses.

Principle Permitted Uses.
1. Church
2. Colleges
3. Community Center
4. Family child care home
5. Fire station
6. Home Occupations in accordance with Article 8
7. Municipal Uses
8. Parks (public) including campgrounds
9. Public utility lines & substations
10. Rooming/boarding house with no more than two (2) guests
11. Single family detached dwelling units
12. School
13. Water wells

Special Permit Uses.
1. Cemeteries
2. Cluster housing
3. College dormitories
4. Condominium
5. Hospital
6. Library
7. Public utility facilities
8. Temporary building or contractor's storage and construction yard, incidental to the construction of a residential development or a real estate sales office to be used in marketing lots in a new subdivision, may be permitted if such a building or structure complies with all height and area requirements for the zone in which it is located.
9. Townhouses (single family attached) dwelling units
10. Two-family dwellings
11. Utility plants
12. Water storage
13. Livestock-Horses and other livestock used solely for non-business recreation of occupier are permissible on lots comprising two (2) acres or more, in the quantity of one (1) animal per each whole acre. Shelters for such animals shall be situated not less than fifty (50) feet from the property line and not less than fifty (50) feet from a residence on another lot or tract.

Performance Standards.
1. Area & bulk regulations.

Use	Minimum Lot Size (sq.ft.)	Minimum Lot Width (ft.)	Maximum Coverage (%)	Maximum # Dwelling Units	Setbacks Front (ft.)	Rear (ft.)	Interior Side (ft.)	Side Street (ft.)	Area Min (ft.)	Floor Height (sq.ft.)	(ft.)
Single Family	12,000	100	40	1	A	20	5	15	1200	35	
Accessory Building						3	2	15	900	1 story	
Garage						3	2	15	900	18	

A. If buildings have been built on lots which comprise more than twenty-five (25) percent of the front footage of any block, no building or structure may be built or structurally altered which projects beyond the average front yard setback already established.

If the only building is one on an adjoining lot, the minimum front yard setback shall be the greater of twenty-five (25) feet or the setback of such building.

If buildings have been built on lots which comprise twenty-five (25) or less percent of the front footage of any block, the minimum front yard setback shall be twenty-five (25) feet.

No front yard setback shall exceed fifty (50) feet.

2. Accessory building; detached

A. A detached accessory building must be located:

(1) to the rear of the main building,

(2) at least ten (10) feet from the main building, or a distance of at least five (5) feet from the main dwelling building if the interior wall of the accessory building adjacent to the main building complies with the International 1&2 Family Dwelling Section 309.2, which has been adopted by this Municipal Code, provided a detached accessory building constructed prior to June 26, 1974, to the rear of and at a distance not less than five (5)feet from the main building shall not be deemed to be in violation of this requirement;

(3) at least three (3) feet from the rear lot line if the lot line is a common lot line abutting a lot, and the entry point from alley shall be no closer than five (5) feet from the property line; and

(4) at least two (2) feet from the interior side lot line; provided, this requirement shall not apply where the interior side lot lines is over which the main building extends. If the lot abuts a side street, an accessory building must comply with the setback requirements applicable to the lot or tract of land upon which the main building is located. Setbacks shall be measured from the nearest eve of the building or buildings.

B. An existing reversed corner lot, a detached accessory building or garage may project into the side yard nearest the rear lot line if it does not extend beyond the front yard setback of the main structure, and if entrance to the garage is from the side street the garage must be set back from the side street property line a distance of not less than twenty (20) feet. (Ord. 3985, 2009)

C. A detached garage may be located in the side yard if the following requirements are met:

(1) The garage must meet the performance guidelines in the residential zone.

(2) The garage must observe the same front yard setbacks required for the main structure.

(3) Garages shall not be placed over easements.

(4) Lot coverage will meet requirements in the zoning district."

Section 2. Prior Section 25-3-2 is now repealed and replaced by this revised Section.

Section 3. This Ordinance shall become affection upon its passage, approval as provided by law, and publication shall be in pamphlet form.

PASSED AND APPROVED on _____, 2022.

_____
Mayor

Attest:

_____
City Clerk

(Seal)

Approved as to Form:

_____

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Resolut.6

Council to consider the second reading of the General Revision Ordinance of the Scottsbluff Municipal Code.

Staff Contact: Dustin Rief, City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SCOTTSBLUFF, NEBRASKA RECODIFYING THE GENERAL ORDINANCES OF THE CITY, GENERALLY REVISING THE SCOTTSBLUFF MUNICIPAL CODE, REPEALING PRIOR ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR PUBLICATION IN PAMPHLET FORM.

Section 1. The City Council of the City of Scottsbluff, Nebraska has authorized a general compilation, revision and codification of all ordinances of the City of Scottsbluff of a general and permanent nature including the Scottsbluff Municipal Code into a book of ordinances in book form and to be published in pamphlet form. It is necessary to provide for the usual daily operation of the City of Scottsbluff and for the immediate preservation of the public peace, health, safety and general welfare of the City of Scottsbluff that this Ordinance take effect as soon as passed by the City Council.

Section 2. The General Ordinances of the City of Scottsbluff as revised, amended, restated, codified and compiled in book form and published in pamphlet form are hereby adopted as and shall constitute the Scottsbluff Municipal Code.

Section 3. The Scottsbluff Municipal Code as adopted shall consist of the following titles:

Chapter 1: Aircraft

Chapter 2: Animals

Chapter 3: Bicycles, skates and skateboards

Chapter 4: Building and Construction

Chapter 5: Cemeteries

Chapter 6: City Government

Chapter 7: Elections

Chapter 8: Fire

Chapter 9: Health

Chapter 10: Library

Chapter 11: Licenses, Occupation Taxes, Regulations

Chapter 12: Nuisances

Chapter 13: Offenses

Chapter 14: Ordinances

Chapter 15: Parks and Recreation

Chapter 16: Police

Chapter 17: Public Transportation

Chapter 18: Sewers

Chapter 19: Solid Waste

Chapter 20: Streets, Alleys and Sidewalks

Chapter 21: Subdivisions

Chapter 22: Traffic

Chapter 23: water

Chapter 24: Storm Water

Chapter 25: Zoning

Section 4. All prior ordinances pertaining to the subjects treated in the Scottsbluff Municipal Code shall be deemed repealed from and after the effective date of this Ordinance except as they are including and re-ordained in the Scottsbluff Municipal Code as adopted; provided, such repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this Ordinance, nor shall such repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall such repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Scottsbluff Municipal Code.

Section 5. The Scottsbluff Municipal Code shall be deemed published as of the day of its adoption and approval by the City Council. The Clerk of the City of Scottsbluff is authorized and ordered to file a copy of the Scottsbluff Municipal Code in the office of the Clerk and the Clerk is further ordered that publication shall be in pamphlet form.

Section 6. The Scottsbluff Municipal Code shall be in full force and effect as provided in Section 7, and the Scottsbluff Municipal Code shall be presumptive evidence in all courts and places of the Ordinance and all provisions, sections, penalties and regulations therein contained and of the date of passage, and that the same is properly signed, attested, recorded, and approved and that any notices thereof as required by law have been given.

Section 7. This Ordinance shall become effective upon its passage, approval and shall not be construed to affect any causes of action, civil or criminal, existing or actions pending at the time this Ordinance becomes effective, publication shall be in pamphlet form.

PASSED AND APPROVED on _____, 2022.

_____
Mayor

Attest:

_____
City Clerk (Seal)

Approved as to form:

_____
City Attorney

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Reports1

Council to discuss and consider action on a letter of intent to apply for a grant from the Nebraska Department of Economic Development through the Community and Civic Center Finance Fund for Capital Construction to complete the 18th Street Plaza and authorize the Mayor to sign the letter.

Staff Contact: Starr Lehl, Economic Development Director

Agenda Statement

Item No.

For Meeting of: Monday, January 3, 2021

AGENDA TITLE: Council to discuss and consider action on sending a Letter of Intent to Apply to the Nebraska Department of Economic Development (DED) for a Community and Civic Center Finance Fund (CCCFF) Construction Grant to be used to complete the 18th Street Plaza

SUBMITTED BY DEPARTMENT/ORGANIZATION: Economic Development

PRESENTATION BY: Starr Lehl

SUMMARY EXPLANATION: In 2021 the city received a CCCFF Planning Grant in the amount of $15,000 for the purpose of having a master plan completed and the city is now eligible to apply for the construction portion of the program.

BOARD/COMMISSION/STAFF RECOMMENDATION: Staff recommends the council votes in favor of the Mayor to sign the Letter of Intent in order to begin the grant application process

Does this item require the expenditure of funds? __X__yes _____no

Are funds budgeted? ___X_yes _____no

If no, comments:	**Grant requires a 50% match**
Estimated Amount	**$312,000**
Amount Budgeted	
Department	**$250,000 - Special Projects Fund** **$ 62,000 – General Fund - Parks Department**
Account Description	**The amount was set aside in the budget specifically for the Match.**

Approval of funds available Elizabeth A Lautzenhiser
City Finance Director

EXHIBITS

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

Other (specify) Letter of Intent to Apply

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐
Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 12/14/ City Clerk

308-632-4136
2525 Circle Drive
Scottsbluff, NE 69361

December 22, 2021

Mackenzie Martin-Waldron, CCCFF Coordinator
Nebraska Department of Economic Development
301 Centennial Mall South
P. O. Box 94666
Lincoln, NE 68509-4666

Dear Mackenzie,

Please accept this letter as official notice to the Department of Economic Development as notification the City of Scottsbluff is eager to and intends to apply for a construction award through the Community and Civic Center Financing Fund Program. The city is in the process of completing the application for the 2022 program year.

The City of Scottsbluff was fortunate to receive a CCCFF Planning Award in 2020 and have put it to good use to formulate a plan and move forward to complete the 18th Street Plaza Project. MC Schaff Family of Companies will be working closely with the city to maximize the funding of the construction phase of the project.

The total estimated project cost is $650,000 and after reviewing the maximum grant schedule will be applying for $325,000 through DED for CCCFF Capital Construction funding. The city is fully aware the CCCFF monies cannot exceed more than fifty percent of the total project costs and has a general accounting system in place to track project costs.

The city's local contact for the application is Zachary Glaubius, Planning Administrator for the City of Scottsbluff and can be reached at zglaubius@scottsbluff.org or (308) 630-6244.

Sincerely,

Jeanne McKerrigan
Mayor

FIRE PITS
CANOPY
MARKET AREA
GREAT LAWN
STAGE
N
DESIGN I
By: Zachary Glaubius | July 16, 2021

City of Scottsbluff, Nebraska

Monday, January 3, 2022

Regular Meeting

Item Reports2

Council to discuss and consider action on the Agreement for completing an Economic Development Strategic Plan with Plaka and Associates and authorize the Mayor to sign the Agreement.

Staff Contact: Starr Lehl, Economic Development Director

Agenda Statement

Item No.

For Meeting of: Monday, January 3, 2021

AGENDA TITLE: Council to discuss and consider action on the Agreement for completing an Economic Development Strategic Plan with Plaka and Associates and authorize Mayor to sign the agreement

SUBMITTED BY DEPARTMENT/ORGANIZATION: Economic Development

PRESENTATION BY: Starr Lehl

SUMMARY EXPLANATION: the last completed Economic Development Strategic Plan was completed in 2015. In order to retain Economic Development Certified Community status, the city is required to update the plan every 5 years. The agreement has been reviewed and approved by legal counsel.

BOARD/COMMISSION/STAFF RECOMMENDATION: Recommendation from staff is for the mayor to sign the agreement to begin the strategic planning process

Does this item require the expenditure of funds? __X__yes _____no

Are funds budgeted? __X__yes _____no

If no, comments: _____

Estimated Amount $29,950.00

Amount Budgeted $30,000

Department Economic Development

Account Description Amount was budgeted in anticipation of completing the strategic plan in the 2021-2022 budget year

Approval of funds available Elizabeth A. Lautenbiter

City Finance Director

EXHIBITS

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

Other (specify) Agreement

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____

City Manager

Rev: 12/14/ City Clerk

ECONOMIC DEVELOPMENT CONSULTING AGREEMENT

This Agreement dated December 22, 2021, is made By and Between the City of Scottsbluff, Nebraska whose address is 2525 Circle Drive, Scottsbluff, NE 69361 ("Client"), AND Plaka and Associates, whose address is 10 St. New Jersey Street, Suite 300, Indianapolis, IN 46204, ("Plaka" or "Consultant").

Whereas the Client believes it to be in the Client's best interest for Plaka to function as the Client's Consultant for the Economic Development Strategy (Strategy) which is of benefit to the Client; and,

Whereas Plaka has the knowledge, contacts, and expertise to provide the required services, and,

Whereas the Client is in need of the service requested, the parties hereby agree as follows:

1. **Strategy Services.** The Client hereby employs Plaka to perform the following services in accordance with the terms and conditions set forth in this Agreement: Plaka will consult with the Client concerning matters relating to the Economic Development Strategy ("Project"), and generally any matter arising out of the Project. A Scope of Services to be included in the Project is included and attached as Exhibit "A", which is incorporated by this reference.

2. **Project.** The Project for which Plaka shall function as the Consultant will include the Economic Development Strategy.

3. **Terms of Agreement.** This Agreement will begin on the date of this Agreement and will end upon the completion of the Project scope. Either party may cancel this Agreement pursuant to the terms of Paragraph 14 below by notice to the other party in writing, by certified mail, or personal delivery.

4. **Schedule / Time Devoted by Plaka.** In order to fulfill the obligations under this Agreement, Plaka will spend the time required to complete the scope. The time estimated for the Project has been stated as approximately three and a half (3.5) months. The particular amount of time specifically dedicated to the Project may vary from day to day or week to week.

5. **Place Where Services Will Be Rendered.** Plaka will perform most services in accordance with this Agreement at a location of Plaka's discretion. In addition, Plaka will perform services on the telephone and at such other places as necessary to perform these services in accordance with this Agreement. Plaka will be on-site or in the Scottsbluff region as the duties required.

6. **Payment to Plaka.** The Plaka will be paid a not-to-exceed amount of ***$29,950 (Twenty-nine thousand, nine hundred and fifty dollars).*** Plaka will submit an invoice for 50% down at the launch of the Project, then invoice the total hours worked at the completion of milestones for services rendered. The Client will pay Plaka the amount due as indicated by the statement submitted by Plaka within thirty (30) days of receipt of said statement.

7. **Independent Contractor.** Both the Client and Plaka agree that Plaka will be paid as an independent contractor in the performance of the duties required by this Agreement.

Accordingly, Plaka shall be responsible for payment of all taxes including Federal, State, and Local taxes arising out of Plaka's activities in accordance with this Agreement, including by way of illustration, but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.

8. **Confidential Information.** Plaka agrees that any information received by Plaka during any furtherance of Plaka's obligations in accordance with this Agreement, which concerns the personal, financial or other affairs of the Client will be treated by Plaka in full confidence and will not be revealed to any other persons, firms or organizations without prior authorization from the Client.

9. **Employment of Others.** The Client may from time-to-time request that Plaka arrange for the services of others. All costs to Plaka for those services will be paid by the Client but in no event shall Plaka employ others without the prior written authorization of the Client. Hourly rates for these additional services will be determined at the time the service is required and agreed to by both parties. In the event Plaka needs to hire additional employees to accommodate the workload, the personnel assigned to the Client will be agreed to by both parties in writing.

10. **Liability.** Plaka shall not be liable for any consequences resulting from the Client's consultation with other people or companies regarding matters relating to the design, management and construction of the Client's Project. Nor, shall Plaka be liable for the work or any consequence from the work of any third party who works on the Project. As the Consultant, Plaka, acting on behalf of the Client, will be indemnified and held harmless by the Owner/Client for any consequences when acting on their behalf. Plaka' liability in this Agreement is strictly limited to the services of Plaka if it were to act against the written direction of the Client. The Client agrees to indemnify and hold Plaka harmless from any and all lawsuits brought at law or equity. In exchange for indemnification, Plaka agrees to cooperate with the Client on any threatened or pending litigation or any such claim against the Client or Plaka.

11. **Insurance.** Plaka will carry a general liability policy in the amount of One Million Dollars ($1,000,000.00) which shall name the Client as an additional named insured. Additionally, Plaka shall maintain a Two Million Dollar ($2,000,000.00) umbrella policy. Upon request, Plaka will supply the Client with a copy of the policies within thirty (30) days of the date of this Agreement.

12. **Expenses.** The Client shall reimburse Plaka for expenses incurred by Plaka in the performance of the services required by the Agreement. Any special equipment required for the Project shall be expensed and become the property of the Client upon completion of the Project. Plaka will not purchase or lease any such equipment without the Clients written authorization. Plaka shall be entitled to reimbursement for all other expenses incurred provided that Plaka first obtains the Client's written permission for said expenses.

13. **E-Verify Employment Eligibility Verification.** The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall, prior to performing any work, require his/her/its subcontractors, who perform work under this Agreement, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The Client may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the Client. If Contractor employs or contracts with an unauthorized alien but the Client determines that terminating the contract would be detrimental to the public interest or public property, the Client may allow the contract to remain in effect until the Client procures a new Contractor. If Contractor violates the terms of this provision, the Client shall require Contractor to remedy the violation no later than thirty (30) days after Client notifies Contractor of such violation. If Contractor fails to remedy the violation within the thirty (30) day period, Client shall terminate the contract for breach of contract. If Client terminates the contract, Contractor shall, in addition to any other contractual remedies, be liable to Client for actual damages incurred due to said breach of contract. There is a reputable presumption that Contractor did not knowingly employ an unauthorized alien if Contractor verified the work eligibility status of the employee through the E-Verify program and documented said verification to Client immediately upon notice of alleged violation.

14**. Termination.** This Agreement shall terminate upon the occurrence of any of the following events:

14.1 Plaka may terminate the Agreement at any time upon thirty (30) days-notice to the Client and the Client shall pay Plaka the compensation up to the date of termination.

14.2 The Client may terminate this Agreement for any reason after giving thirty (30) days-notice to Plaka advising them of the reasons for the proposed termination. The Client shall pay Plaka compensation up to the date of termination.

14.3 The Client may terminate this Agreement in the event the principal or project executive of Plaka becomes incapacitated or incompetent by reason of insanity, sickness or injury so as to be unable to perform substantially all of the duties hereunder for any continuous period of six (6) months.

15**. Remedies.** The Client and Plaka agree that any breach or evasion of any terms of this Agreement by either party hereto will result in immediate and irreparable injury to the other party and will authorize recourse to an injunction and/or specific performance as well as all other legal or equitable remedies to which such injured party may be entitled hereto.

16**. Attorney Fees.** The breaching party of this Agreement shall pay the non-breaching party's attorney fees and any other reasonable fees incurred in the process when the non-breaching party seeks remedy for breach of this Agreement either in litigation or non-litigation.

17**. Modification.** No modification or amendment of this Agreement or any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be

charged herewith. Unless otherwise stated, the modification or amendment, will not affect any past obligations under this Agreement. No evidence of any modification or amendment shall be offered or received in evidence in any proceeding between the parties hereto arising out of or affecting this Agreement or the rights or obligation of the parties hereto unless such modifications or amendment is in writing and duly executed as required herein. The parties agree that emails bearing the name of the authorized representative of either the Client or Plaka will constitute a signed modification.

18**. Waiver.** The failure to enforce any provision or obligation under this Agreement by the Client or Plaka shall not constitute a waiver thereof or serve as a bar to the subsequent enforcement of such provision or obligation of any other provision or obligation under this Agreement.

19**. Severability.** If any provision in this Agreement shall for any reason be determined to be invalid or unenforceable, the balance of such provision and the remaining provision of this Agreement shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable provision has not been a part hereof.

--Signatures Below--

Plaka Group, Inc. by:

Courtney Zaugg, Founder & President

City of Scottsbluff, Nebraska, Client by:

_____

Jeanne McKerrigan, Mayor