

AGENDA: CITY OF PLAINVIEW
COUNCIL MEETING, TUESDAY, DECEMBER 12 2023
6:30 O'CLOCK P.M.
***As of 12/7/2023**

OPEN MEETING LAW POSTED IN COUNCIL CHAMBERS

- 1 Roll Call
- 2 Approval of Minutes from Previous Meeting (s)
- 3 Claims & Payroll
- 4 Reports

Manor

Police Chief

Economic Development Report

City Superintendent Report

City Attorney Report

5 Public Hearing- Purchase of 205 N Pine for \$25,000 6:30 PM

6 Discussion/Action- Ordinance #993- Purchase of 205 N Pine Street

7 Mayor Appointments

*Tree Board- 2 year term - Larry Petersen , Jason Smith

*Park Board- 3 year term- Brandi Alexander

*Housing Board- 5 year term- Keith Nelson

8 Discussion/Action- Resolution #686 One and Six Year Street Improvement Plan

9 Discussion/Action- Appointment of City Engineer and City Street Superintendent

*City Engineer- Miller & Associates

*City Street Superintendent- Reed Miller Lic. S-514, Class A

10 Discussion/Action- Resolution #691 Update signature authority on Municipal accounts Midwest Bank

11 Discussion/Action- approval of City of Plainview Handivan Drug & Alcohol Testing Policy

12 Discussion/Action- approval of Special Designated Liquor Licenses

*St Paul's Fish Fry- 2/23/2024 (alt. date 3/1/2024) 4:00-10:00 PM

*St Paul's Fish Fry - 3/8/2024 (alt. date 3/15/2024) 4:00-10:00 PM

*St Paul's Fish Fry- 3/22/2024(alt. date 3/29/2024) 4:00-10:00 PM

13 Discussion/Action- approval for use of Manor Sales Tax funds for facility improvements

14 Discussion/Action- Employee health insurance renewal effective 2/1/2024

15 Discussion/Action- approval of bids for purchase and/or lease of mini excavator

16 Discussion/Action- approval of purchase of equipment for City lagoon (added 12-7-2023)

*2 Non-Conventional Aeration/Circulation Systems \$8,780

17 Discussion- possible changes to City of Plainview dog Ordinance

18 Discussion- possible changes to City of Plainview residential/commercial trash rates

19 Council Comments

20 Public Comments

2

**REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 13, 2023**

A meeting of the Mayor and Council of the City of Plainview, Nebraska, was held at the Council Chambers in said City on the 13th day of November at 6:30 o'clock P.M.

Roll call was held and present were: Mayor Smith; Council Members: Anderson, Born, Janovec and Sanne Absent: None

The Pledge of Allegiance was then recited.

Mayor Smith opened the meeting and announced to individuals in attendance that a full copy of the new Nebraska Open Meetings Act was posted on the east wall of the Council Chambers.

Notice of the meeting was given in advance thereof by Publication, a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of this meeting was given to the Mayor and all Members of the Council and a copy of their acknowledgment of receipt of notice and the agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Jeremy Tarr was present as City Administrator
Courtney Retzlaff was present as City Clerk.

Janovec moved to approve the regular meeting minutes from October 10th. Anderson seconded the motion. Motion carried 4-0.

Sanne moved to approve claims and payroll. Anderson seconded the motion. Motion carried 4-0.

Mayor Smith presented the Manor report and stated that the switch to the new insurance coverage for Manor employees has started.

Police Chief Hallock reported that the new radars have been ordered and should be here in a month. Questions about the LiDar speed radar were answered.

Economic Development Director Susan Norris presented updates on new housing development funding, child care surveys, the recent hotel study results and ripple mapping results.

At 6:40 PM Mayor Smith opened the Public Hearing for the LB840 Six Month Review

Susan Norris reported that the board had approved a sign grant in the amount of \$1,000 for Altwine Hardware & Home and also recommended the approval of an IRP loan for Medical Esthetics.

At 6:42 PM Sanne moved to close the public hearing. Janovec seconded the motion. Motion carried 4-0.

At 6:50 PM Mayor Smith opened the Public Hearing for the One and Six Year Street Improvement Plan

Bernie Straetker of Miller & Associates was present to speak about the proposed One and Six Year Street Improvement Plan. Straetker stated that adopting the One and Six is a requirement to receive Highway Allocation funding from the State of Nebraska. In 2023 Plainview received \$216,600.70 and in 2024 is projected to receive \$226,484.00. The City also currently has an LMI of 44.5% which is below the 51% necessary to receive CDBG funding for improvements.

City Administrator Tarr discussed the proposed changes to the One and Six based off of comments received from the public in October.

Sanne moved to close the public hearing at 7:02 PM. Born seconded the motion. Motion carried 4-0.

The council will vote on a Resolution to adopt the One and Six Improvement plan in December.

City Administrator Tarr presented the City Superintendent report.

Andrea Larson and Grace Peterson from NENEDD were present to discuss the request for an extension on the 20-DTR-005 grant contract which is set to expire November 20, 2023.

Council member Janovec introduced the following resolution and moved for its adoption:

RESOLUTION #690

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF PLAINVIEW, NEBRASKA, APPROVING A CONTRACT EXTENSION REQUEST TO THE NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT TO EXTEND THE CONTRACT COMPLETION DATE TO MAY 20, 2024, FOR THE DOWNTOWN REVITALIZATION GRANT INVOLVING COMMERCIAL REHABILITATION (PROJECT NO. 20-DTR-005).

WHEREAS, the City of Plainview, Nebraska, received \$435,000 for CDBG Downtown Revitalization Development activities which include \$25,000 for general administration, \$10,000 for construction management, \$380,000 for commercial rehabilitation, and \$20,000 for clearance/demolition; and

WHEREAS, the City of Plainview, Nebraska, had a contract completion date of November 20, 2023, but will need an additional six months to complete the commercial rehabilitation portion of the grant.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA, the request to the Nebraska Department of Economic Development to extend the contract completion date for the commercial rehabilitation portion of Community Development Block Grant (Project No. 20-DTR-005) to May 20, 2024, is hereby approved.

Council member Sanne seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Anderson, Born, Janovec, Sanne. Nay: None. Whereupon the Mayor declared said motion carried and Resolution #690 is passed and adopted.

Council member Janovec introduced the following resolution and moved for its adoption:

RESOLUTION #687

SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT 2023

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

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

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

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

Be it resolved that the Mayor of Plainview is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Council member Anderson seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Anderson, Born, Janovec, Sanne. Nay: None. Whereupon the Mayor declared said motion carried and Resolution #687 is passed and adopted.

Council member Sanne introduced the following resolution and moved for its adoption:

RESOLUTION #688

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA, DECLARING ITS INTENT TO LEVY SPECIAL ASSESSMENTS AGAINST PROPERTY IN STREET IMPROVEMENT PROJECT NOS. 2021-5, 2021-7, AND 2021-9 OF THE CITY AND GIVING NOTICE OF A PUBLIC HEARING WITH REGARD TO THE SAME.

WHEREAS, the City has previously established by ordinance Street Improvement Project Nos. 2021-5, 2021-7, and 2021-9 of the City; and

WHEREAS, the City has constructed paving and other related improvement to complete said Projects; and

WHEREAS, to pay the costs of such improvements, the City intends to levy special assessments against the property specifically benefitted by the improvements in said Projects in accordance with Neb. Rev. Stat. § 17-524;

NOW THEREFORE, BE IT RESOLVED by the City of Plainview, that at a meeting to be held at 6:30 p.m. on the 2nd day of January, 2024, the City will consider and adopt a levy of special assessments in Street Improvement Project No. 2021-5, in Street Improvement Project No. 2021-7, and in Street Improvement Project No. 2021-9; and

BE IT FURTHER RESOLVED that the proposed levy of special assessments on the parcels contained in above-referenced Street Improvement Projects shall be available in the office of the City Clerk for review by property owners subject to such potential special assessments; and

BE IT FURTHER RESOLVED that at said meeting a public hearing shall be held with regard to each of said Street Improvement Projects, at which time members of the public, including specifically property owners and others with an interest in the real property included in each said Street Improvement Project may be heard with regard to the proposed levy of special assessments; and

BE IT FURTHER RESOLVED that the City Clerk shall give notice of the time of said meeting and the purpose for which it is held by publishing the notice attached hereto as **Exhibit A** in a legal newspaper in or of general circulation in the City at least four weeks before the meeting is held **or** by completing personal service of said notice at least four weeks before the meeting upon the persons owning or occupying the property to be levied; and

BE IT FINALLY RESOLVED that after said public hearing, the Council shall by resolution, and taking into account the benefits derived or injuries sustained in consequence of such improvements, levy special assessments against the properties located in each of said Projects with the amount of the special assessment against each parcel and the vote of the members of the Council recorded in the Minutes of the Council.

Council member Janovec seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Anderson, Born, Janovec, Sanne. Nay: None. Whereupon the Mayor declared said motion carried and Resolution #688 is passed and adopted.

Aaron Bos of Nebraska CLASS was present to speak to the council about the program and the advantages of investing with them.

Council member Janovec introduced the following resolution and moved for its adoption:

RESOLUTION #689

WHEREAS, NEB. Const. art. XV, § 18(1) authorizes local government entities to exercise their powers and functions, including financing, jointly or in cooperation with other governmental entities and Nebraska law express allows public agencies to invest surplus or excess funds;

WHEREAS, NEB. REV. STAT. § 13-804 authorizes public agencies to enter into interlocal agreements in order for such agencies to take joint or cooperative action;

WHEREAS, the Nebraska Cooperative Liquid Assets Securities System Trust ("Nebraska CLASS Trust") has been formed pursuant to the provisions of the Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827;

WHEREAS, the Declaration of Trust and Interlocal Agreement and an Information Statement relating to the Nebraska CLASS Trust have been presented to this Governing Body;

WHEREAS, the Declaration of Trust authorizes public agencies to adopt and enter into the Declaration of Trust and become Participants of such trust;

WHEREAS, this Governing Body deems it advisable for this Public Agency to adopt and enter into the Declaration of Trust and become a participant of the Nebraska CLASS Trust for the

purpose of the joint investment of this Public Agency's money with those other public agencies so as to enhance the investment earnings accruing to each such public agency,

NOW THEREFORE, be it resolved as follows:

1. This Public Agency shall and does hereby join with other Nebraska public agencies in accordance with the provisions of Nebraska law and in accordance with the Interlocal Cooperative Act, as applicable, by becoming a Participant of the Nebraska CLASS Trust, and the Declaration of Trust and Interlocal Agreement, as amended from time to time, is hereby adopted by this reference with the same effect as if it had been set out verbatim in this Resolution. A copy of the Declaration of Trust is attached hereto and incorporated herein by this reference and shall be filed with the minutes of the meeting at which this Resolution was adopted.
2. The Trustees of the Nebraska CLASS Trust are hereby designated as having official custody of this Public Agency's monies which are invested in accordance with the Declaration of Trust.
3. Authorization is hereby given for members of this Governing Body and officials of this Public Agency to serve as Trustees of the Nebraska CLASS Trust from time to time if elected as such pursuant to the Declaration of Trust.
4. The Key Contact and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds and to take all such actions deemed necessary or desirable to carry out the activities otherwise authorized by this Resolution, subject to the Authorized Signatories' obligation to take such actions only in the name of and for the benefit of this Participant.
5. The Key Contact and Authorized Signatories may be changed from time to time by written notice to Nebraska CLASS.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution being the same are hereby rescinded.

Council member Born seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Anderson, Born, Janovec, Sanne. Nay: None. Whereupon the Mayor declared said motion carried and Resolution #689 is passed and adopted.

Janovec moved to approve 20-TFRH-35023 Drawdown #11 in the amount of \$76.93. Sanne seconded the motion. Motion carried 4-0.

Discussion was held on the LB840 board's recommendation to change the IRP loan documents for the City in regards to loan interest rates. Currently it is set at prime plus one and the board would like to move to 4.5%. Sanne moved to approve the change in interest rate for the IRP program. Janovec seconded the motion. Motion carried 4-0.

Discussion was held on the LB840 board recommendation for an IRP loan for Medical Esthetics. IRP funding from the USDA would be \$77,000 with LB840 matching \$23,000 for equipment purchases. The loan would carry a term of 20 years at 4.5% interest. Sanne moved to approve the loan. Born seconded the motion. Motion carried 4-0.

City Administrator Tarr will bring back bids for the purchase of a mini excavator as well as lease rates to the next meeting. The council would also like an estimate on the projected amount of use the equipment will have.

Janovec motioned to approve advertising to hire an additional full time maintenance worker. Sanne seconded the motion. Motion carried 4-0.

Sanne moved to approve Klown Kash for all employees and board members for an appreciation gift. Full time employees will receive \$60, part time employees \$35 and board members \$10 for a total cost of \$1,205.00. Born seconded the motion. Motion carried 4-0.

City Clerk Retzlaff stated that the annual audit was held on October 25th and went very well.

Sanne moved to adjourn the meeting. Born seconded. Motion carried 4-0

TIME: 8:02 P.M.

Robert Smith, Mayor

(SEAL)

ATTEST:

Courtney Retzlaff, City Clerk/Treasurer

I, the undersigned, City Clerk for the City of Plainview, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on 11/13/2023; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

Courtney Retzlaff, City Clerk/Treasurer

(SEAL)

GENERAL ACCOUNT

15479	City of Plainview	LIWHAP Pmt	180.00
15480	Altwine Hardware & Home LLC	Su	532.48
15481	Schoenauer Truck Repair	Svc	316.50
15482	Hollman Media	Svc	75.00
15483	City of Plainview	LIWHAP Pmt	50.00
15484	Pierce Co Clerk	LB644 Hearing Postcards	186.46
15485	Western Oil Inc	Fuel	320.82
15486	Verizon Wireless	Cellphones	429.98
15487	Street Improvement	Assessment Pmts	767.63
15488	City of Plainview	LIWHAP Pmt	500.00
15489	City of Plv Osm/Plv Housing	Housing Loan Pmt	50.60
15490	Plainview Manor	Proceeds- Sale of Van	600.00
15491	Chilver's Abstract & Title Co	Svc	401.00
15492	MASA	Emp Ins	126.00
15493	Plainview News	Ads/Legals/Su	1,096.48
15494	City of Plainview	Pool Sales Tax	6,136.34
15495	City of Plainview	Library Sales Tax	4,090.90
15496	City of Plainview	Manor Sales Tax	4,090.90
15497	City of Plainview	Eco Dev Sales Tax	4,090.90
15498	Postmaster	Postage	28.90
15499	City of Plv Osm/Plv Housing	Housing Loan Pmt	51.51

15500	Altwine Hardware & Home LLC	Mulch- Keno	40,986.00
15501	Midwest Bank	Emp HSA October	700.00
15502	New York Life	Emp Ins	92.20
15503	City of Plainview	LIWHAP Pmt	50.00
15504	Postmaster	Postage	298.86
24831			
Thru			
24833	City Employees	Payroll 11-13-2023	17,132.55
24834			
Thru			
24836	City Employees	Payroll 11-30-2023	15,270.37
24837	Aflac	Emp Ins	566.08
24838	Akrs Equipment Solutions Inc	Su	10.28
24839	Altwine Hardware & Home LLC	Su	236.94
24840	Andrew Funston	Reim	84.51
24841	Bazile Creek Power Sports	Su	263.97
24842	Bomgaars	Su	270.25
24843	Bud's Sanitary Service LLC	Svc	5,517.00
24844	Bullseye Fire Sprinkler Inc	Svc	375.00
24845	City of Norfolk	Svc	42.00
24846	City of Plainview	RBDG Loan Pmt	307.91
24847	City of Plainview	LB840 Loan Pmt	191.49
24848	City of Plainview C&D Sinking Fund	Pmt	2,000.00
24849	Classic Rentals	Su	322.79
24850	Comfort Inn	Hotel Rooms	629.70
24851	Eakes Office Solutions	Admin Fees	55.00
24852	Elrico Bates	Meter Deposit Refund	76.39
24853	EMS Insurance Co	Pmt- Colby Capital Claim	1,500.00
24854	Hansen Brothers Parts & Service Inc	Repairs	330.00
24855	Hometown Leasing	Copier Lease	179.42
24856	Independent Pest Management	Svc	140.00
24857	Ingram Library Services	Books/Audiobooks	599.12
24858	Jack's Uniforms & Equipment	Su	587.93
24859	James Rau	Reim	106.98
24860	Jarecki Sharp & Petersen PC LLO	Legal Fees	800.00
24861	Jeremy Tarr	Reim	170.00
24862	Kayci Daudt	Intern Pay	80.00
24863	LP Gill Inc	Svc	9,049.95
24864	Landmark Surveying Associates	Svc	462.00
24865	Mahaska	Su	62.50

24866	Matheson Tri-Gas Inc	Su	39.19
24867	Miller & Associates Consulting Engineers	Svc	1,300.00
24868	Mitch's Food Center	Su	59.28
24869	Municipal Supply Inc of Omaha	Su	1,272.93
24870	MWC Enterprises Inc	Trash Totes	1,490.00
24871	NDEE- Public Water Operators	Water Operator License Renewals	345.00
24872	NE Public Health Env Lab	Svc	131.00
24873	Nebraska Harvestore Systems Inc	Su	139.66
24874	Norfolk Daily News	Ads	40.00
24875	NCPPD	Svc	8,444.32
24876	VOID		
24877	Pierce Broadband Networks	Svc 329-6000	56.42
24878	Pierce County Clerk	Svc	510.00
24879	Plainview Auto Supply	Su	467.73
24880	Plainview Public Schools	Liquor/Tobacco Lic Fees	610.00
24881	Plainview Telephone Co	Svc	984.97
24882	Precision IT	Svc	79.20
24883	Schaefer Grain Co	Scale Tickets	468.00
24884	Steinkraus Service	Fuel	3,091.75
24885	Truck Center Companies	Su	87.81
24886	West Hodson Lumber	Su	2,228.50
24887	Western Oil Inc	Fuel	282.49
ACH	Allied Benefit Services	Emp Health Ins	12,003.34
ACH	Black Hills Energy	Svc	319.45
ACH	Casey's Business Mastercard	Fuel	689.17
ACH	Clover Merchant Bankcard	Credit Card Processing Fees	907.09
ACH	Crashplan Pro	Svc	9.99
ACH	EFTPS	Fed W/H Tax	5,179.33
ACH	EFTPS	Fed W/H Tax	4,830.62
ACH	Empower Retirement	Pension	1,941.41
ACH	Empower Retirement	Pension	1,941.41
ACH	First Data Merchant Svc	Credit Card Machine	26.75
ACH	Dearborn Life Ins Co	Emp Ins	48.00
ACH	Healthplan Svcs Inc	Emp Vision Ins	87.90
ACH	Midwest Bank	Merchant Capture Svc	50.00
ACH	NE Dept of Revenue	State W/H Tax	1,602.31
ACH	NE Dept of Revenue	Sales & Use Tax	1,592.25
ACH	Zoom Video Comm Inc	Svc	17.11

NAHTF GRANT FUNDS

1014	Green Gable Contracting	Grant	48,892.20
1015	NENEDD	Grant	3,257.08

KENO

1178	City of Plainview	Grant	2,100.00
1179	Jr. Pirate Posse	Grant	5,000.00
1180	Plainview Ballbackers	Grant	5,000.00

POOL SALES TAX

Transfer	City of Plainview- General Acct	Transfer	83,974.65
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Check Register - Detail

City of Plainview

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Check #	Date	Acct# Name	Amount
19816	11/30/2023	AFLAC INC	
	2600-513	INV 383652 DENTAL INS	82.28
	2800-513	INV 383652 DENTAL INS	37.01
	3200-513	INV 383652 DENTAL INS	124.03
	3500-513	INV 383652 DENTAL INS	124.03
19817	11/30/2023	ALLIED BENEFIT SERVICES	
	2100-513	EMPLOYEE HEALTH INS	618.74
	2400-513	EMPLOYEE HEALTH INS	1,546.82
	2600-513	EMPLOYEE HEALTH INS	2,351.16
	2800-513	EMPLOYEE HEALTH INS	618.74
	2800-513	EMPLOYEE HEALTH INS	2,351.16
	3200-513	EMPLOYEE HEALTH INS	1,546.82
	3200-513	EMPLOYEE HEALTH INS	2,351.16
	3500-513	EMPLOYEE HEALTH INS	618.74
	4400-513	EMPLOYEE HEALTH INS	618.74
19818	11/30/2023	BIG IRON AUCTIONS	
	3500-532	SUPPLIES TRANSFER STATION	379.80
19819	11/30/2023	BLACK HILLS ENERGY	
	1000-526	GAS SVC OCTOBER 2023	91.49
	2800-526	GAS SVC OCTOBER 2023	268.55
	4400-526	GAS SVC OCTOBER 2023	145.54
19820	11/30/2023	CASEY'S BUSINESS MASTERCARD	
	3200-532	FUEL	(7.72)
	3200-532	FUEL	485.05
	3500-532	FUEL	205.00
19821	11/30/2023	CINTAS	
	1000-532	INV 5174277239	74.54
	1000-532	INV 5182523679	77.34
	2400-532	INV 5174277239	98.70
	2400-532	INV 5182523679	38.02
	3200-532	INV 5174277239	45.87
	4100-532	INV 5182523679	226.92
19822	11/30/2023	24 CITY OF PLAINVIEW	
	1000-532	LB840 LOAN PRINCIPAL PMT	113.11
	1000-532	LB840 LOAN INTEREST PMT	0.82
19823	11/30/2023	24 CITY OF PLAINVIEW	
	9500-202	POOL SALES TAX SEPTEMBER 2023	6,757.36
19824	11/30/2023	24 CITY OF PLAINVIEW	
	9500-202	LIBRARY SALES TAX SEPTEMBER 2023	4,504.91
19825	11/30/2023	24 CITY OF PLAINVIEW	
	9500-202	MANOR SALES TAX SEPTEMBER 2023	4,504.91
19826	11/30/2023	24 CITY OF PLAINVIEW	
	9500-202	ECO DEV SALES TAX SEPTEMBER 2023	4,504.91
19827	11/30/2023	CITY OF PLV HOUSING AUTHORITY	
	1000-531	HOUSING LOAN PRINCIPAL PMT	224.28
	1000-531	HOUSING LOAN INTEREST PMT	29.72
19828	11/30/2023	CITY OF PLV HOUSING AUTHORITY	
	1000-531	HOUSING LOAN PRINCIPAL PMT	199.80
	1000-531	HOUSING LOAN INTERST PMT	22.20
19829	11/30/2023	CITY OF PLV OSM/PLV HOUSING	
	1000-531	HOUSING LOAN PRINCIPAL PMT	50.71
	1000-531	HOUSING LOAN INTERST PMT	0.80
19830	11/30/2023	CITY OF PLV OSM/PLV HOUSING	
	1000-531	HOUSING LOAN PRINCIPAL PMT	40.11
	1000-531	HOUSING LOAN INTEREST PMT	10.49

Check Register - Detail

City of Plainview

Check #	Date	Acct# Name	Amount
19831	11/30/2023	CLOVER MERCHANT BANKCARD	646.13
	2400-526	CREDIT CARD PROCESSING FEES	215.37
	2600-526	CREDIT CARD PROCESSING FEES	215.37
	3500-526	CREDIT CARD PROCESSING FEES	215.39
19832	11/30/2023	CRASHPLAN PRO	9.99
	1000-532	MONTHLY SVC	9.99
19833	11/30/2023	137 ELECTRONIC FEDERAL TAX	5,751.49
	2100-511	PAYROLL TAXES	723.48
	2100-514	PAYROLL TAXES	344.71
	2400-511	PAYROLL TAXES	521.40
	2400-514	PAYROLL TAXES	208.40
	2600-511	PAYROLL TAXES	182.63
	2600-514	PAYROLL TAXES	121.22
	2800-511	PAYROLL TAXES	823.32
	2800-514	PAYROLL TAXES	450.47
	3200-511	PAYROLL TAXES	734.06
	3200-514	PAYROLL TAXES	376.66
	3500-511	PAYROLL TAXES	286.84
	3500-514	PAYROLL TAXES	160.71
	4400-511	PAYROLL TAXES	431.30
	4400-514	PAYROLL TAXES	258.20
	3900-511	PAYROLL TAXES	70.71
	3900-514	PAYROLL TAXES	57.38
19834	11/30/2023	137 ELECTRONIC FEDERAL TAX	5,391.56
	2100-511	PAYROLL TAXES	643.26
	2100-514	PAYROLL TAXES	324.01
	2400-511	PAYROLL TAXES	502.91
	2400-514	PAYROLL TAXES	206.59
	2600-511	PAYROLL TAXES	182.63
	2600-514	PAYROLL TAXES	121.22
	2800-511	PAYROLL TAXES	823.32
	2800-514	PAYROLL TAXES	450.47
	3200-511	PAYROLL TAXES	824.78
	3200-514	PAYROLL TAXES	398.35
	3500-511	PAYROLL TAXES	291.99
	3500-514	PAYROLL TAXES	162.71
	4400-511	PAYROLL TAXES	267.84
	4400-514	PAYROLL TAXES	121.72
	3900-511	PAYROLL TAXES	34.88
	3900-514	PAYROLL TAXES	34.88
19835	11/30/2023	EMPOWER RETIREMENT	1,941.41
	2100-511	PENSION	185.40
	2100-515	PENSION	115.87
	2400-511	PENSION	123.02
	2400-515	PENSION	123.02
	2600-511	PENSION	181.29
	2600-515	PENSION	87.29
	2800-511	PENSION	293.82
	2800-515	PENSION	293.82
	3200-511	PENSION	89.57
	3200-515	PENSION	89.57
	3500-511	PENSION	101.05
	3500-515	PENSION	101.05
	4400-511	PENSION	78.32
	4400-515	PENSION	78.32
19836	11/30/2023	EMPOWER RETIREMENT	1,941.41
	2100-511	PENSION	185.40
	2100-515	PENSION	115.87
	2400-511	PENSION	123.02
	2400-515	PENSION	123.02

Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u> <u>Name</u>		<u>Amount</u>
	2600-511	PENSION	181.29	
	2600-515	PENSION	87.29	
	2800-511	PENSION	293.82	
	2800-515	PENSION	293.82	
	3200-511	PENSION	89.57	
	3200-515	PENSION	89.57	
	3500-511	PENSION	101.05	
	3500-515	PENSION	101.05	
	4400-511	PENSION	78.32	
	4400-515	PENSION	78.32	
19837	11/30/2023	FIRST DATA MERCHANT SVCS		
	1000-532	CREDIT CARD MACHINE	26.75	26.75
19838	11/30/2023	DEARBORN LIFE INSURANCE CO.		
	2100-513	EMPLOYEE LIFE INSURANCE	6.00	54.00
	2400-513	EMPLOYEE LIFE INSURANCE	6.00	
	2600-513	EMPLOYEE LIFE INSURANCE	6.00	
	2800-513	EMPLOYEE LIFE INSURANCE	12.00	
	3200-513	EMPLOYEE LIFE INSURANCE	12.00	
	3500-513	EMPLOYEE LIFE INSURANCE	6.00	
	4400-513	EMPLOYEE LIFE INSURANCE	6.00	
19839	11/30/2023	FRANCOTYP-POSTALIA, INC.		
	1000-532	INV RI05955024 POSTAGE MACHINE	252.69	252.69
19840	11/30/2023	FRANCOTYP-POSTALIA, INC.		
	1000-532	POSTAGE	1,000.00	1,000.00
19841	11/30/2023	GPM ENVIRONMENTAL SOLUTIONS LLC		
	2400-532	INV NE-7537 SVC	448.00	448.00
19842	11/30/2023	HEALTHPLAN SERVICES, INC		
	2100-513	EMP VISION INS	17.40	105.30
	2600-513	EMP VISION INS	29.40	
	2800-513	EMP VISION INS	11.70	
	3200-513	EMP VISION INS	17.40	
	3500-513	EMP VISION INS	29.40	
19843	11/30/2023	HOLLMAN MEDIA		
	1000-532	INV 91421 DOMAIN HOSTING	75.00	75.00
19844	11/30/2023	HOMETOWN LEASING		
	1000-532	COPIER LEASE OFFICE	142.07	142.07
19845	11/30/2023	MASA		
	2100-513	INV 1690907 EMP INS	14.00	126.00
	2400-513	INV 1690907 EMP INS	14.00	
	2600-513	INV 1690907 EMP INS	14.00	
	2800-513	INV 1690907 EMP INS	14.00	
	2800-513	INV 1690907 EMP INS	14.00	
	3200-513	INV 1690907 EMP INS	14.00	
	3200-513	INV 1690907 EMP INS	14.00	
	3500-513	INV 1690907 EMP INS	14.00	
	4400-513	INV 1690907 EMP INS	14.00	
19846	11/30/2023	15 MIDWEST BANK		
	2400-511	HSA EMP CONTRIBUTION NOV	100.00	700.00
	2600-511	HSA EMP CONTRIBUTION NOV	50.00	
	2800-511	HSA EMP CONTRIBUTION NOV	350.00	
	3200-511	HSA EMP CONTRIBUTION NOV	200.00	
19847	11/30/2023	15 MIDWEST BANK		
	1000-532	MERCH CAPTURE SVC	50.00	50.00
19848	11/30/2023	69 NEBRASKA DEPARTMENT OF REVENUE		
	2100-511	STATE W/H TAX OCTOBER 2023	223.04	1,668.41
	2400-511	STATE W/H TAX OCTOBER 2023	268.77	
	2600-511	STATE W/H TAX OCTOBER 2023	65.52	

Check Register - Detail

City of Plainview

Check #	Date	Acct# Name		<u>Amount</u>
	2800-511	STATE W/H TAX OCTOBER 2023	495.42	
	3200-511	STATE W/H TAX OCTOBER 2023	325.82	
	3500-511	STATE W/H TAX OCTOBER 2023	127.23	
	4400-511	STATE W/H TAX OCTOBER 2023	152.85	
	3900-511	STATE W/H TAX OCTOBER 2023	9.76	
19849	11/30/2023	69 NEBRASKA DEPARTMENT OF REVENUE		
	9500-202	SALES & USE TAX OCTOBER 2023	1,678.77	1,678.77
19850	11/30/2023	NEW YORK LIFE		
	2600-513	ID 022097704 EMP INS	92.20	92.20
19851	11/30/2023	159 PLAINVIEW CHAMBER OF COMMERCE		964.00
	1000-532	EMP APPRECIATION KLOWN KASH	244.00	
	2100-532	EMP APPRECIATION KLOWN KASH	96.00	
	2400-532	EMP APPRECIATION KLOWN KASH	48.00	
	2600-532	EMP APPRECIATION KLOWN KASH	48.00	
	2800-532	EMP APPRECIATION KLOWN KASH	96.00	
	3200-532	EMP APPRECIATION KLOWN KASH	96.00	
	3500-532	EMP APPRECIATION KLOWN KASH	48.00	
	4100-532	EMP APPRECIATION KLOWN KASH	32.00	
	4200-532	EMP APPRECIATION KLOWN KASH	24.00	
	4400-532	EMP APPRECIATION KLOWN KASH	144.00	
	3900-532	EMP APPRECIATION KLOWN KASH	88.00	
19852	11/30/2023	51 PLAINVIEW NEWS		642.88
	1000-524	ADS/LEGALS	260.45	
	1000-532	SUPPLIES	110.72	
	2100-524	ADS/LEGALS	133.45	
	4400-532	SUPPLIES	10.26	
	3900-524	ADS/LEGALS	128.00	
19853	11/30/2023	132 PLAINVIEW PUBLIC SCHOOLS		100.00
	1000-532	LIQUOR LICENSE FEE	100.00	
19854	11/30/2023	70 POSTMASTER		102.10
	2400-532	POSTAGE WATER SAMPLES	102.10	
19855	11/30/2023	70 POSTMASTER		28.95
	2400-532	POSTAGE WATER SAMPLES	28.95	
19856	11/30/2023	70 POSTMASTER		29.90
	2400-532	POSTAGE WATER SAMPLES	29.90	
19857	11/30/2023	70 POSTMASTER		293.25
	2400-532	POSTAGE UTILITY BILLS	97.75	
	2600-532	POSTAGE UTILITY BILLS	97.75	
	3500-532	POSTAGE UTILITY BILLS	97.75	
19858	11/30/2023	290 STREET IMPROVEMENT DIST 1992-1		6,105.99
	2100-529	COMMISSION FEE	(92.98)	
	2100-561	STREET ASSESSMENT PRINCIPAL PMT	4,665.44	
	2100-562	STREET ASSESSMENT INTEREST PMT	1,533.53	
19859	11/30/2023	VERIZON WIRELESS		428.25
	2100-522	ACCT 542020561-0001 CELLPHONES	42.87	
	2100-522	ACCT 542020561-0001 CELLPHONES	42.87	
	2400-522	ACCT 542020561-0001 CELLPHONES	43.14	
	2800-522	ACCT 542020561-0001 CELLPHONES	47.87	
	3200-522	ACCT 542020561-0001 CELLPHONES	42.87	
	3200-522	ACCT 542020561-0001 CELLPHONES	80.02	
	3200-522	ACCT 542020561-0001 CELLPHONES	42.87	
	3500-522	ACCT 542020561-0001 CELLPHONES	42.87	
	3900-522	ACCT 542020561-0001 CELLPHONES	42.87	
19860	11/30/2023	ZOOM VIDEO COMM INC		17.11
	1000-532	INV 228817792 MONTHLY SVC	17.11	

Check Register - Detail

City of Plainview

Check # **Date** **Acct#** **Name****Amount**

Report Setup

Report selection: Check Register - Detail

Banks: Single

Bank Acct#: 150541 - Midwest Bank (City Acct.)

Starting Check Number: 19816

Ending Check Number: 19860

Starting Date: 11/30/2023

Total Non-Void Checks

66,896.27

payroll 11/15/2023 \$14,126.29
payroll 11/30/2023 \$17,309.14

Claims other than General Account

3

Acct	Check #	Vendor	Description	Amount
DTR Grant Fund	1033	Janet Wragge	Grant	23561.00
DTR Grant Fund	1034	NENEDD	Grant	480.00
Eco Development Sales Tax	1292	Plainview News	Legals	8.18

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City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>
24894	12/12/2023		AFLAC	
	2100-513	INV 213867 EMP INS		30.94
	2100-513	INV 213867 EMP INS		65.78
	2600-513	INV 213867 EMP INS		167.84
	2800-513	INV 213867 EMP INS		35.36
	2800-513	INV 213867 EMP INS		60.46
	3200-513	INV 213867 EMP INS		172.66
	3500-513	INV 213867 EMP INS		60.46
	4400-513	INV 213867 EMP INS		38.36
24895	12/12/2023		18 ALBY'S ELECTRIC	
	2800-532	INV 1726 REPAIRS FURNACE		1,125.92
24896	12/12/2023		ALTWINE HARDWARE & HOME LLC	
	2100-532	SUPPLIES		360.56
	2400-532	SUPPLIES		85.22
	3500-532	SUPPLIES		14.34
	4200-532	SUPPLIES		2.49
24897	12/12/2023		ANDREW FUNSTON	
	3200-532	REIM SUPPLIES		236.35
24898	12/12/2023		ARNOLD OLTJENBRUNS	
	3900-532	REIM SUPPLIES		10.68
24899	12/12/2023		BAZILE CREEK POWER SPORTS	
	4200-532	SUPPLIES		197.94
24900	12/12/2023		BOMGAARS	
	4200-532	SUPPLIES		42.41
24901	12/12/2023		BUD'S SANITARY SERVICE, LLC	
	3500-532	MONTHLY SVC		5,517.00
24902	12/12/2023		CHI HEALTH	
	2100-532	ACCT 543553 CDL PHYSICAL JOHNSTON		100.00
24903	12/12/2023		24 CITY OF PLAINVIEW	
	1000-529	RBDG INTEREST PMT PLAINVIEW FITNE		37.17
	1000-570	RBDG PRINCIPAL PMT PLAINVIEW FITNE		270.74
24904	12/12/2023		24 CITY OF PLAINVIEW	
	1000-529	LB840 INTEREST PMT PLAINVIEW FITNE		40.75
	1000-570	LB840 PRINCIPAL PMT PLAINVIEW FITNE		150.74
24905	12/12/2023		CITY OF PLAINVIEW C&D SINKING FUND	
	3400-555	SINKING FUND PMT		2,000.00
24906	12/12/2023		328 CLASSIC RENTALS	
	1000-532	SUPPLIES		108.00
	2100-532	SUPPLIES		8.00
	2400-532	SUPPLIES		92.33
24907	12/12/2023		CROWNE PLAZA KEARNEY	
	1000-532	A/R 11245 HOTELS MEAN CONFERENCE		519.80
24908	12/12/2023		379 EAKES OFFICE SOLUTIONS	
	3200-532	INV506637 COPIER CONTRACT POLICE		24.10
24909	12/12/2023		FARMERS PRIDE	
	2100-532	ACCT 1401 OIL&GREASE		1,565.54
24910	12/12/2023		HOMETOWN LEASING	
	1000-532	COPIER LEASE OFFICE		142.07
	3200-532	COPIER LEASE POLICE		88.11
	4400-532	COPIER LEASE LIBRARY		91.31
24911	12/12/2023		65 INGRAM LIBRARY SERVICES	
	4400-535	BOOKS/AUDIOBOOKS (64)		747.18
24912	12/12/2023		JARECKI SHARP & PETERSEN P.C. L.L.O.	
	1000-564	LEGAL RETAINER		800.00

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City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>		<u>Amount</u>
24913	12/12/2023		JEREMY TARR		
	2800-532		MEAL REIM MEAN CONF 11/14-11/16	45.36	45.36
24914	12/12/2023		KAYCI DAUDT		
	4400-532		INTERN HELP AFTER SCHOOL PROGRAM	60.00	60.00
24915	12/12/2023		KRIS MANN		
	2800-520		METER DEPOSIT REFUND	141.27	141.27
24916	12/12/2023		187 L.P. GILL, INC.		
	3500-530		SVC NOVEMBER 2023	9,314.29	9,314.29
24917	12/12/2023		LAMINATOR.COM		
	4400-532		INV 336870 LAMINATING FILM	126.86	126.86
24918	12/12/2023		MAGAZINE SUBSCRIPTIONS PTP		
	4400-535		MAGAZINE RENEWALS	293.15	293.15
24919	12/12/2023		MAHASKA		
	1000-532		SUPPLIES	62.50	62.50
24920	12/12/2023		MATHESON TRI-GAS, INC.		
	2100-532		INV 0028750864 SUPPLIES	80.76	121.53
	2100-532		INV 0052257602 SUPPLIES	40.77	
24921	12/12/2023		15 MIDWEST BANK		
	1000-532		SAFE DEPOSIT BOX RENEWAL	12.00	12.00
24922	12/12/2023		367 MITCH'S FOOD CENTER		
	1000-532		SUPPLIES	89.52	102.27
	2400-532		SUPPLIES	12.75	
24923	12/12/2023		MPH INDUSTRIES, INC		
	3200-554		INV 6022135 RADARS	4,578.00	4,578.00
24924	12/12/2023		535 MUNICIPAL SUPPLY, INC. OF OMAHA		
	2100-532		INV 0893730-IN SUPPLIES	318.68	584.85
	2400-532		INV 0893658-IN SUPPLIES	266.17	
24925	12/12/2023		NDEE-FISCAL SERVICES		
	2600-561		INV 9684 SEMI ANNUAL SRF PRINCIPAL	28,615.18	30,062.14
	2600-562		INV 9684 SEMI ANNUAL SRF INTEREST	723.48	
	2600-563		INV 9684 SEMI ANNUAL SRF ADMIN FEE	723.48	
24926	12/12/2023		408 NE. PUBLIC HEALTH ENVIRONMENTAL LAB.		
	2400-532		INV 571679 WATER SAMPLES	44.00	44.00
24927	12/12/2023		NEBRASKA ENVIRONMENTAL PRODUCTS		
	2100-532		INV P12114 SUPPLIES	263.57	263.57
24928	12/12/2023		NORTH CENTRAL PPD		
	1000-526		ELEC SVC NOV 2023 SOCIAL CENTER	241.47	9,532.92
	1000-526		ELEC SVC NOV 2023 KLOWN DOLL	129.93	
	1000-526		ELEC SVC NOV 2023 CITY OFFICE	154.06	
	1000-526		ELEC SVC NOV 2023 HISTORICAL	35.33	
	1000-526		ELEC SVC NOV 2023 SCHOENAUER	39.79	
	1000-526		ELEC SVC NOV 2023 ELEC SIGN	184.80	
	2100-526		ELEC SVC NOV 2023 BULLRIDE	37.27	
	2100-526		ELEC SVC NOV 2023 GLOBE LTS	693.62	
	2100-526		ELEC SVC NOV 2023 STREET LTS	1,174.81	
	2100-526		ELEC SVC NOV 2023 STREET LTS	1,005.64	
	2100-526		ELEC SVC NOV 2023 STREET LTS	168.91	
	2100-526		ELEC SVC NOV 2023 OLD SHED	92.92	
	2100-526		ELEC SVC NOV 2023 OLD SHED	34.64	
	2100-526		ELEC SVC NOV 2023 STREET SHED	695.44	
	2400-526		ELEC SVC NOV 2023 NEW WELL	643.26	
	2400-526		ELEC SVC NOV 2023 WEISETH	94.37	
	2400-526		ELEC SVC NOV 2023 WATER TOWER	48.46	
	2400-526		ELEC SVC NOV 2023 SCHOOL WELL	362.85	
	2600-526		ELEC SVC NOV 2023 LIFTSTATION	231.18	

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City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u> <u>Name</u>	<u>Amount</u>
	2600-526	ELEC SVC NOV 2023 LIFTSTATION	46.18
	2800-526	ELEC SVC NOV 2023 PLANT	2,244.75
	3400-526	ELEC SVC NOV 2023 C&D	39.21
	3500-526	ELEC SVC NOV 2023 TRANSFER	274.66
	4100-526	ELEC SVC NOV 2023 POOL	48.17
	4200-526	ELEC SVC NOV 2023 BANDSHELL SHELT	34.19
	4200-526	ELEC SVC NOV 2023 PARK METER	164.52
	4200-526	ELEC SVC NOV 2023 PARK METER	43.67
	4400-526	ELEC SVC NOV 2023 LIBRARY	263.05
	4600-526	ELEC SVC NOV 2023 BBALL COURT	40.12
	4600-526	ELEC SVC NOV 2023 BBALL COURT	35.55
	4600-526	ELEC SVC NOV 2023 BASEBALL LTS	34.19
	4600-526	ELEC SVC NOV 2023 BALLFIELD	195.91
*24930	12/12/2023	PIERCE BROADBAND NETWORKS	56.42 *
	2400-522	SVC 329-6000	18.80
	2600-522	SVC 329-6000	18.80
	3200-522	SVC 329-6000	18.82
24931	12/12/2023	PIERCE COUNTY TREASURER	1,650.54
	1000-528	PROPERTY TAXES 2023 304 E WOODLAN	51.72
	1200-528	PROPERTY TAXES 2023 COMMUNITY CE	534.00
	2600-528	PROPERTY TAXES 2023 OLD LAGOON	506.52
	3400-528	PROPERTY TAXES 2023 C&D	558.30
24932	12/12/2023	50 PLAINVIEW AUTO SUPPLY	302.45
	2100-532	INV 862003362 SUPPLIES	59.58
	2100-532	INV 862003387 SUPPLIES	91.36
	2100-532	INV 8620035440 SUPPLIES	151.51
24933	12/12/2023	132 PLAINVIEW PUBLIC SCHOOLS	30.00
	1000-532	TOBACCO LICENSE FEES	30.00
24934	12/12/2023	53 PLAINVIEW TELEPHONE CO., INC.	980.34
	1000-522	PHONE SVC NOVEMBER 2023	213.58
	1000-554	CAMERA/PHONE LEASE NOVEMBER 202	262.91
	2100-522	PHONE SVC NOVEMBER 2023	86.31
	2400-522	PHONE SVC NOVEMBER 2023	61.30
	2400-522	PHONE SVC NOVEMBER 2023	54.67
	2400-522	PHONE SVC NOVEMBER 2023	53.07
	2400-522	PHONE SVC NOVEMBER 2023	62.72
	2600-522	PHONE SVC NOVEMBER 2023	50.24
	4400-522	PHONE SVC NOVEMBER 2023	74.67
	3900-522	PHONE SVC NOVEMBER 2023	60.87
24935	12/12/2023	ROBERT SMITH	226.20
	1000-532	MILEAGE MEAN CONF 11/14-11/16	226.20
24936	12/12/2023	401 SCHAEFER GRAIN CO.	381.00
	3500-532	WEIGH TICKETS	381.00
24937	12/12/2023	SHEALYNN PALMER	125.63
	2400-520	METER DEPOSIT REFUND	125.63
24938	12/12/2023	156 SPECIAL T'S & MORE	501.00
	1000-532	INV 12369 SHIRTS	73.00
	2100-532	INV 12369 SHIRTS	123.75
	2400-532	INV 12369 SHIRTS	17.75
	2600-532	INV 12369 SHIRTS	33.00
	2800-532	INV 12369 SHIRTS	112.00
	3500-532	INV 12369 SHIRTS	141.50
24939	12/12/2023	60 STEINKRAUS SERVICE	4,136.05
	2100-532	BATTERIES	651.80
	2100-532	WIPER BLADES	77.70
	2100-532	FUEL	559.50
	2600-532	FUEL	91.50
	3500-532	FUEL	2,098.10

* Gap in check number sequence or duplicate check number

Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>
	3500-532		FILTER	13.95
	3900-532		FUEL	31.50
	3900-532		TIRES	548.00
	3900-532		SVC	60.00
	3900-532		TIRE TAX	4.00
24940	12/12/2023		TAMELA KORTH	
	4400-532		REIM- LIBRARY & CRAFT SUPPLIES	94.84
				94.84
24941	12/12/2023		TRUCK CENTER COMPANIES	
	3500-532		INV XA101095769:01 PARTS	86.07
				86.07
24942	12/12/2023		WEST HODSON LUMBER	
	2100-532		SUPPLIES	1,281.50
	2800-532		SUPPLIES	56.75
				1,338.25

Report Setup

Report selection: Check Register - Detail
 Banks: Single
 Bank Acct#: 150541 - Midwest Bank (City Acct.)
 Starting Check Number: 24894
 Ending Check Number: 24942
 Starting Date: 12/12/2023

Total Non-Void Checks

80,264.11

(4)

**PLAINVIEW MANOR
BOARD OF DIRECTORS MEETING**

November 29, 2023

A meeting of the Board of Directors of Plainview Manor was on Wednesday, November 29, 2023, at the Plainview Manor Multi-Purpose Room convening at 5:00 p.m. for Open Session. Notice of the meeting was given in advance by publication in Plainview News and given simultaneously to all Board members with the agenda communicated in advance notice. All proceedings hereinafter documented were undertaken while the meeting was in open session to the attendance of the public.

- I. Attendance –Melissa Tarr, Joan Alexander, Jamie Norris, Traci Ober, Kim Wolken-Board Members; Juleen Johnson, Administrator, Absent-None. City- Bob Smith, Public- None.
- II. Open Session was called to order by President-Wolken at 5:08 p.m.
- III. The Open Meetings Act was announced, with the Open Meetings Act posted according to policy of State of Nebraska. – See pages 1-14. A motion was made by Norris to approve the Consent Agenda, including corrected minutes (with a correction of personnel issue), financial to include September 2023 audited year end and October 2023, statistics, and payables seconded by Ober. RCV – Norris, Ober, Tarr, Alexander, Wolken– Aye; Nay – None. Absent - None
- IV. Old Business- Employee Health Insurance- Johnson provided a quick update on the Aetna insurance and BC/BS bill that needs to be reimbursed to the Manor.

Nebraska Class- Aaron Bos- NE Class- #402-960-7711 was on the speaker phone for a brief explanation of the NE Class, where public funds can be put through for better investment. NE Class does follow the Investment Act and the federal reserve. After discussion, the board has decided to table the investment opportunity and leave funds with Midwest Bank at this time. The board will see what the City of Plainview will do in the future as they have signed a resolution for the possibility to invest in if they choose to.

Employee Christmas Party- Dec 11, 2023- 6:30 p.m. social and 7:00 meal and short game. Buffet style meal this year with Chicken and Roast beef, Vegetable, Potato and small salad bar and drink. RSVP is due by Dec 5th. Board and Foundation members and a guest are welcome to attend.

Walk in Cooler/Freezer- Johnson provided two bids (Major Refrigeration and Supplies on the Fly-Sysco) to the board for recommendation to the city council to utilize city sales tax funds. A motion was made by Alexander and seconded by Tarr to recommend the Major Refrigeration bid to the city council as it was cheaper with S&H and more local for repairs, if needed. RCV – Norris, Ober, Tarr, Alexander, Wolken– Aye; Nay – None. Absent – None. A reminder to the board that this does not include electricity, concrete, contractor, or sprinkling it for life safety codes to be met.

- V. New Business- Mandatory Employee Meeting-Ike- Dec 6 & 7th- Johnson informed the board that all employees have been scheduled to attend one or the other and also adjustments to make sure adequate staff would be available to cover cares for the residents. Walking tacos will be brought in for the meals and Norris would check into the staff gifts for attending to see what the status is.

Resident Family Christmas- will be Dec 16, 2023, from 9-11 a.m. with coffee and pastries offered for the open house. Families are welcome to bring in gifts for their loved ones, in which staff will help try on and get marked.

Room Rates 2024- Johnson provided letter to the board with both AL and NH room rates for 2024. Many changes have been made since October with this system with the State of Nebraska which was difficult to get rates set this year. A motion was made by Norris and seconded by Alexander to approve the Room Rates as presented for 2023. RCV – Norris, Ober, Tarr, Alexander, Wolken– Aye; Nay – None. Absent – None

Staffing Needs- Johnson presented a list of staffing needs at the current time. Discussion was held on wages or another possible benefits/bonuses that could be offered. No action was taken at this time.
At 6:12 p.m. Alexander left the meeting.

- VI. City – Regarding Manor Business- None
- VII. Executive Session- A motion was made by Norris to go into executive session for personnel at 6:15 p.m., seconded by Tarr. RCV – Norris, Ober, Tarr, Alexander, Wolken– Aye; Nay – None. Absent – None. At 6:45 p.m. Ober left the meeting. At 7:10 a motion was made by Norris to come out of executive session, seconded by Tarr. No action was taken. Wolken adjourned the meeting at 7:12 p.m.
- VIII. Adjournment – Juleen Johnson, Recording Secretary

TO: Plainview Manor Board of Directors

FROM: Juleen Johnson, Administrators

SUBJECT: Board of Director's Meeting

The regularly scheduled meeting of the Plainview Manor Board of Director's will be held on November 29, 2023, 2023 at the **Plainview MANOR** convening at 5:00 p.m.

AGENDA

I. CALL TO ORDER

Kim Wolken

II. ANNOUNCING OF OPEN MEETING ACT

III. APPROVAL OF CONSENT AGENDA

Kim Wolken (action needed)

-Minutes –

Pages 1

- Financials

Pages 2-10

- Payables

Pages 11-13

- Statistics

Page 14-15

IV. MANOR OLD BUSINESS

Juleen Johnson

1. Employee Health Insurance Update

2. Nebraska Class- City Council Decision-Council Approved

3. Employee Christmas Party- Dec 11, 2023- 6:30 p.m. social, 7:00 meal- Buffet, RSVP by Dec 5th (guest of age 21) to Juleen Please

4. Walk in Cooler/Freezer Recommendation to City Council- Pages 16-17

V. MANOR NEW BUSINESS

Juleen Johnson

1. Mandatory Employee Meeting- Ike- Dec 6- 3:30-6:30 p.m., Dec 7- 9:30 a.m.-12:30

2. Resident Family Christmas – Dec 16th- 9-11 a.m.

3. Room Rates 2023-2024

4. Staffing Needs: RN-FT, MDS-FT, LPN Nights- PT, Housekeeper ?, Dietary-FT

VI. CITY ADMINISTRATOR- Regarding Manor Business

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

*2023 Meeting Dates:
Dec 27*

**PLAINVIEW MANOR
BOARD OF DIRECTORS MEETING**

October 25, 2023

A meeting of the Board of Directors of Plainview Manor was on Wednesday, October 25, 2023, at the Plainview Manor Multi-Purpose Room convening at 4:00 p.m. for Open Session. Notice of the meeting was given in advance by publication in Plainview News and given simultaneously to all Board members with the agenda communicated in advance notice. All proceedings hereinafter documented were undertaken while the meeting was in open session to the attendance of the public.

- I. Attendance –Melissa Tarr, Joan Alexander, Jamie Norris, Traci Ober-Board Members; Juleen Johnson, Administrator, Absent-Kim Wolken. City- Jeremy Tarr, Public- None.
- II. Open Session was called to order by Vice-President-Alexander at 4:00 p.m.
- III. The Open Meetings Act was announced, with the Open Meetings Act posted according to policy of State of Nebraska. – See pages 1-7. A motion was made by Norris to approve the Consent Agenda, including corrected minutes (with a correction of an extra period), statistics, and payables seconded by Tarr. RCV – Norris, Ober, Tarr, Alexander– Aye; Nay – None. Absent - Wolken
- IV. Old Business- Employee Health Insurance- Josh and Todd both on speaker phone for any further questions. A motion was made by Norris and seconded by Tarr to continue with the current benefit plan as established in policy 9-7-23 for the employees. RCV – Norris, Ober, Tarr, Alexander– Aye; Nay – None. Absent - Wolken

Nebraska Class- City Council Decision- Johnson stated that the city would be having a guest speaker at the next scheduled meeting (Nov 13, 2023) for more information given. Norris asked Jeremy questions regarding the coverage of FDIC and he provided an explanation. No further decisions were made.
- V. New Business- Board Members Election of Officers: A motion was made by Alexander and seconded by Norris to continue with President Wolken. RCV – Norris, Ober, Tarr, Alexander– Aye; Nay – None. Absent – Wolken. A motion was made by Alexander to have Tarr as Vice President and seconded by Norris. RCV – Norris, Ober, Tarr, Alexander– Aye; Nay – None. Absent – Wolken. A motion was made by Alexander to have Norris continue as Secretary, seconded by Tarr. RCV – Norris, Ober, Tarr, Alexander– Aye; Nay – None. Absent - Wolken

Employee Christmas Party- Johnson asked if the employee could go back to having a Christmas party at Mary's. Johnson felt like December 11, 2023, would be a good date. Johnson was given a limit of \$30.00 per plate/drink to work with and the decision of meal left for Johnson and the employees. Gift certificates will be given to those scheduled to work that evening shift of the party. A \$25.00 per part time employee and \$40.00 for full time employee scheduled on the December 2023 schedule for Christmas gifts. Johnson will notify Mary's and then will post for employees, board and foundation members to attend a 6:30 social and 7:00 meal.
- VI. City Administrator – Regarding Manor Business- None
- VII. Executive Session- A motion was made by Tarr to go into executive session for personal with board members only at 5:46 p.m. No further records given to Johnson for minutes.
- VIII. Adjournment – - Juleen Johnson, Recording Secretary

Plainview Manor
Balance Sheet
September 30, 2023

ASSETS

Current Assets		
Cash	\$	510,060.09
Cash - Tax Transfer		407.75
Cash - Petty Cash		200.00
Cash - Savings		1,369,951.17
Resident Petty Cash		1,173.23
Cash - Foundation		25,911.70
Cash - CD		1,240,260.41
Account Receivable/Med		113,539.99
Account Receivable/Pri		(255.00)
Accounts Rec. - Hospice		23,807.46
Accounts Rec. - A/L Private		14.65
Account Rec - A/L Medicaid		6,407.16
Allowance for Doubtful Accts		(2,700.00)
Prepaid Insurance		79,906.59
Accrued Interest Receivable		2,382.13
Total Current Assets		3,371,067.33
Property and Equipment		
Land		25,000.00
Building		1,708,983.74
Accu. Depr. Building		(1,181,328.07)
Assisted Living Addition		874,419.18
Accum Depr. - A/L		(540,682.51)
Equipment		793,530.80
Accum Depr. Equipment		(663,162.48)
Vehicles		83,528.20
Accum Depr. Vehicles		(83,528.00)
Total Property and Equipment		1,016,760.86
Total Assets		\$ 4,387,828.19

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	32,491.92
Federal & FICA Taxes Payable		5,743.78
State Taxes Payable		5,515.08
Unemployment Taxes Payable		112.08
Accrued Wages		76,655.94
Accrued Provider Tax		10,640.00
Accrued Vacation		95,635.43
Resident Petty Cash		1,173.23
Employee's Deductions		(1,262.39)
Room Deposits A/L		3,000.00
Total Current Liabilities		229,705.07
Total Liabilities		229,705.07
Capital		

Plainview Manor
Balance Sheet
September 30, 2023

Retained Earnings	3,776,141.19	
Transfer from City	49,846.00	
Net Income	332,135.93	
Total Capital		4,158,123.12
Total Liabilities & Capital	\$	4,387,828.19

Income Statement
For the Twelve Months Ending September 30, 2023
Plainview Manor

Page: 1

	Current Month		Year to Date	
Revenues				
Routine Care - Pri	\$ 104,009.00	35.15	\$ 1,161,211.75	33.37
Other - Private	30.00	0.01	470.00	0.01
Routine Care - Medicaid	121,287.25	40.99	1,384,466.33	39.79
Medicaid-Pri Room	1,230.00	0.42	7,635.00	0.22
Hospice Care	25,757.10	8.70	329,315.15	9.46
Assisted Living - Private	24,150.00	8.16	285,050.00	8.19
Other - A/L Private	14.65	0.00	462.07	0.01
Assisted Living - Med	7,519.63	2.54	136,755.10	3.93
Other A/L Medicaid	0.00	0.00	25.00	0.00
Medicare A	0.00	0.00	10,166.20	0.29
Medicare Advantage	0.00	0.00	5,904.21	0.17
Medicare B	1,191.12	0.40	9,241.49	0.27
Total Revenues	285,188.75	96.38	3,330,702.30	95.71
Gross Profit	285,188.75	96.38	3,330,702.30	95.71
Expenses				
Administrator Labor	11,171.58	3.78	136,773.74	3.93
Office Labor	6,003.20	2.03	56,559.27	1.63
Office Supplies	164.90	0.06	2,703.92	0.08
Advertising & Promotion	3,106.88	1.05	17,794.72	0.51
Seminars & Education	460.00	0.16	895.00	0.03
Printing & Postage	0.00	0.00	1,102.13	0.03
Telephone	518.64	0.18	5,814.62	0.17
Licenses & Dues	0.00	0.00	3,957.78	0.11
Legal & Accounting	0.00	0.00	15,235.00	0.44
General Liability Insurance	5,755.45	1.95	32,134.45	0.92
Payroll Taxes - Unemployment	33.07	0.01	874.98	0.03
Payroll Taxes - FICA	12,689.23	4.29	148,515.59	4.27
Employee Benefits	18,807.21	6.36	267,825.26	7.70
NE Sales Tax	0.00	0.00	512.91	0.01
Workman's Comp Insurance	1,291.00	0.44	20,671.00	0.59
Dietary Labor	17,857.63	6.03	206,769.30	5.94
Food	8,331.12	2.82	97,718.07	2.81
Dietary Supplies	994.71	0.34	12,066.90	0.35
Dietary Equipment	0.00	0.00	2,605.08	0.07
Seminars, Educ., Staffing	0.00	0.00	217.94	0.01
Dietary Consultant	207.75	0.07	2,251.50	0.06
Other Dietary Expenses	0.00	0.00	400.00	0.01
Dietary Leased Equipment	90.00	0.03	1,076.10	0.03
Housekeeping Labor	3,223.13	1.09	51,252.40	1.47
Housekeeping Supplies	675.43	0.23	10,400.97	0.30
Seminars, Educ, Staffing	0.00	0.00	20.50	0.00
Laundry labor	2,728.81	0.92	31,782.23	0.91
Linens	0.00	0.00	1,030.08	0.03
Laundry Supplies	574.34	0.19	7,049.74	0.20
Director of Nursing - Wages	1,985.14	0.67	91,699.74	2.64
Prof. Nursing Labor	43,074.75	14.56	551,004.00	15.83
Nursing Assistant wages	52,205.05	17.64	523,673.27	15.05
Medical Records Labor	1,862.86	0.63	29,356.63	0.84
Nursing Supplies	4,163.46	1.41	67,581.00	1.94
Seminars, Educ, Staffing	449.50	0.15	2,037.44	0.06
Temporary Staffing	7,805.45	2.64	100,577.68	2.89
Pharmacist Consultant	1,000.00	0.34	6,000.00	0.17
Restorative Therapy	500.00	0.17	6,000.00	0.17
Physical Therapy	260.40	0.09	7,986.60	0.23

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Income Statement
For the Twelve Months Ending September 30, 2023
Plainview Manor

	Current Month		Year to Date	
Speech Therapy	126.29	0.04	2,933.29	0.08
OT Consultant	411.47	0.14	4,429.60	0.13
Computer Expenses	942.65	0.32	14,337.71	0.41
Medicare - Pharmacy	0.00	0.00	585.91	0.02
Medicare - Ancillary	109.10	0.04	2,326.23	0.07
Maintenance Labor	3,941.81	1.33	34,204.58	0.98
Maintenance Supplies	562.38	0.19	7,060.72	0.20
Utilities	4,286.40	1.45	51,860.44	1.49
Routine Repairs Exp	2,715.16	0.92	11,238.45	0.32
Equipment Repairs	0.00	0.00	10,425.73	0.30
Leased Equipment	0.00	0.00	1,269.47	0.04
Service Contracts	159.00	0.05	5,801.56	0.17
Seminars, Educ, Staffing	0.00	0.00	110.00	0.00
Auto Expense	530.29	0.18	3,095.36	0.09
Property/Auto Insurance	11,648.29	3.94	46,848.29	1.35
Activities labor	5,166.32	1.75	31,973.67	0.92
Social Services Labor	3,399.18	1.15	32,398.63	0.93
Recreational & Craft Sup.	150.00	0.05	2,214.17	0.06
Act/S.S. Expense	20.89	0.01	268.81	0.01
Resident Benefits	10.00	0.00	714.43	0.02
Depreciation Expense	11,238.62	3.80	79,988.62	2.30
Donation Expense	0.00	0.00	75.00	0.00
Cable TV	922.94	0.31	15,967.52	0.46
A/L Office Labor	1,535.57	0.52	17,520.12	0.50
A/L Office Supplies	34.98	0.01	545.79	0.02
A/L Licenses & Dues	0.00	0.00	2,466.35	0.07
A/L Dietary Labor	2,660.51	0.90	47,196.49	1.36
A/L Dietary Supplies	0.00	0.00	185.97	0.01
A/L Housekeeping Labor	492.88	0.17	5,049.15	0.15
A/L Housekeeping Supplies	0.00	0.00	36.37	0.00
A/L Laundry Labor	742.83	0.25	8,455.12	0.24
A/L Linen	0.00	0.00	52.80	0.00
A/L Professional Nursing	1,008.11	0.34	20,446.27	0.59
A/L Medication Aide	7,452.99	2.52	105,287.07	3.03
A/L Nursing Supplies	178.22	0.06	1,003.18	0.03
A/L Computer Expenses	167.00	0.06	1,972.20	0.06
A/L Maintenance Labor	648.97	0.22	9,582.38	0.28
A/L Maintenance Supplies	0.00	0.00	78.91	0.00
A/L Utilities	1,428.81	0.48	17,608.19	0.51
A/L Social Services Labor	813.08	0.27	7,041.38	0.20
A/L Resident Benefits	0.00	0.00	184.82	0.01
A/L Depreciation Exp	1,741.80	0.59	20,936.80	0.60
Total Expenses	273,237.23	92.34	3,147,705.09	90.46
Net Operating Income	11,951.52	4.04	182,997.21	5.26
Other Income				
Miscellaneous Sales	0.00	0.00	39.60	0.00
Refunds	89.80	0.03	490.86	0.01
Interest Income	9,932.66	3.36	62,633.33	1.80
Donations	0.00	0.00	9,588.00	0.28
Guest Meals	130.00	0.04	530.00	0.02
Employee Meals	560.00	0.19	7,340.00	0.21
Medicare Temporary Allowance	0.00	0.00	5,040.00	0.14
Inter Governmental Transfer	0.00	0.00	21,296.53	0.61
ARPA Grant	0.00	0.00	42,180.40	1.21

Income Statement
For the Twelve Months Ending September 30, 2023
Plainview Manor

	Current Month		Year to Date	
Total Other Income	<u>10,712.46</u>	3.62	<u>149,138.72</u>	4.29
Net Income	\$ <u><u>22,663.98</u></u>	7.66	\$ <u><u>332,135.93</u></u>	9.54

Plainview Manor
Balance Sheet
October 31, 2023

ASSETS

Current Assets		
Cash	\$	602,167.03
Cash - Tax Transfer		407.75
Cash - Petty Cash		200.00
Cash - Savings		1,372,797.67
Resident Petty Cash		1,173.23
Cash - Foundation		25,912.84
Cash - CD		1,244,114.18
Account Receivable/Med		96,135.42
Account Receivable/Pri		(5,321.00)
Accounts Rec. - Hospice		16,151.51
Accounts Rec. - A/L Private		2.00
Account Rec - A/L Medicaid		9,355.98
Acct. Rec. - Medicare A		2,500.00
Allowance for Doubtful Accts		(2,700.00)
Prepaid Insurance		72,806.59
Accrued Interest Receivable		2,382.13
Total Current Assets		3,438,085.33
Property and Equipment		
Land		25,000.00
Building		1,708,983.74
Accu. Depr. Building		(1,185,585.07)
Assisted Living Addition		874,419.18
Accum Depr. - A/L		(542,398.51)
Equipment		793,530.80
Accum Depr. Equipment		(665,258.48)
Vehicles		83,528.20
Accum Depr. Vehicles		(83,528.00)
Total Property and Equipment		1,008,691.86
Total Assets		\$ 4,446,777.19

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	39,577.34
Federal & FICA Taxes Payable		6,958.39
State Taxes Payable		5,213.98
Unemployment Taxes Payable		30.70
Accrued Wages		92,785.12
Accrued Provider Tax		3,139.50
Accrued Vacation		95,635.43
Resident Petty Cash		1,173.23
Employee's Deductions		(1,429.87)
Room Deposits A/L		3,000.00
Total Current Liabilities		246,083.82
Total Liabilities		246,083.82

Plainview Manor
Balance Sheet
October 31, 2023

Capital		
Retained Earnings	4,158,123.12	
Net Income	<u>42,570.25</u>	
Total Capital		<u>4,200,693.37</u>
Total Liabilities & Capital	\$	<u><u>4,446,777.19</u></u>

Income Statement
For the One Month Ending October 31, 2023
Plainview Manor

Page: 1

	Current Month		Year to Date	
Revenues				
Routine Care - Pri	\$ 105,425.00	35.29	\$ 105,425.00	35.29
Other - Private	30.00	0.01	30.00	0.01
Routine Care - Medicaid	101,780.23	34.07	101,780.23	34.07
Medicaid-Pri Room	930.00	0.31	930.00	0.31
Hospice Care	16,026.64	5.36	16,026.64	5.36
Assisted Living - Private	23,345.00	7.81	23,345.00	7.81
Other - A/L Private	2.00	0.00	2.00	0.00
Assisted Living - Med	8,122.80	2.72	8,122.80	2.72
Medicare A	2,500.00	0.84	2,500.00	0.84
Medicare B	974.43	0.33	974.43	0.33
Total Revenues	259,136.10	86.74	259,136.10	86.74
Gross Profit	259,136.10	86.74	259,136.10	86.74
Expenses				
Administrator Labor	10,859.30	3.63	10,859.30	3.63
Office Labor	5,013.12	1.68	5,013.12	1.68
Office Supplies	158.77	0.05	158.77	0.05
Advertising & Promotion	697.00	0.23	697.00	0.23
Seminars & Education	231.14	0.08	231.14	0.08
Printing & Postage	25.76	0.01	25.76	0.01
Telephone	513.21	0.17	513.21	0.17
Legal & Accounting	3,535.00	1.18	3,535.00	1.18
General Liability Insurance	2,300.00	0.77	2,300.00	0.77
Payroll Taxes - Unemployment	30.70	0.01	30.70	0.01
Payroll Taxes - FICA	12,466.07	4.17	12,466.07	4.17
Employee Benefits	19,998.28	6.69	19,998.28	6.69
Workman's Comp Insurance	1,400.00	0.47	1,400.00	0.47
Dietary Labor	17,589.54	5.89	17,589.54	5.89
Food	8,681.75	2.91	8,681.75	2.91
Dietary Supplies	728.05	0.24	728.05	0.24
Dietary Consultant	224.15	0.08	224.15	0.08
Dietary Leased Equipment	90.00	0.03	90.00	0.03
Housekeeping Labor	3,292.43	1.10	3,292.43	1.10
Housekeeping Supplies	329.72	0.11	329.72	0.11
Laundry labor	3,026.42	1.01	3,026.42	1.01
Laundry Supplies	141.58	0.05	141.58	0.05
Director of Nursing - Wages	8,148.57	2.73	8,148.57	2.73
Prof. Nursing Labor	40,478.88	13.55	40,478.88	13.55
Nursing Assistant wages	47,465.31	15.89	47,465.31	15.89
Medical Records Labor	1,167.36	0.39	1,167.36	0.39
Nursing Supplies	6,632.47	2.22	6,632.47	2.22
Seminars, Educ, Staffing	45.00	0.02	45.00	0.02
Temporary Staffing	8,115.85	2.72	8,115.85	2.72
Pharmacist Consultant	500.00	0.17	500.00	0.17
Restorative Therapy	500.00	0.17	500.00	0.17
Physical Therapy	88.67	0.03	88.67	0.03
OT Consultant	203.07	0.07	203.07	0.07
Computer Expenses	809.41	0.27	809.41	0.27
Medicare - Pharmacy	315.57	0.11	315.57	0.11
Medicare - Ancillary	131.00	0.04	131.00	0.04
Maintenance Labor	2,805.20	0.94	2,805.20	0.94
Maintenance Supplies	909.39	0.30	909.39	0.30
Utilities	3,663.36	1.23	3,663.36	1.23
Equipment Repairs	308.85	0.10	308.85	0.10
Leased Equipment	343.01	0.11	343.01	0.11

Income Statement
For the One Month Ending October 31, 2023
Plainview Manor

	Current Month		Year to Date	
Service Contracts	84.00	0.03	84.00	0.03
Auto Expense	1,539.29	0.52	1,539.29	0.52
Property/Auto Insurance	3,400.00	1.14	3,400.00	1.14
Activities labor	3,432.10	1.15	3,432.10	1.15
Social Services Labor	2,758.75	0.92	2,758.75	0.92
Recreational & Craft Sup.	224.68	0.08	224.68	0.08
Act/S.S. Expense	195.64	0.07	195.64	0.07
Depreciation Expense	6,353.00	2.13	6,353.00	2.13
Cable TV	922.94	0.31	922.94	0.31
A/L Office Labor	1,586.76	0.53	1,586.76	0.53
A/L Licenses & Dues	50.00	0.02	50.00	0.02
A/L Dietary Labor	5,016.33	1.68	5,016.33	1.68
A/L Housekeeping Labor	428.18	0.14	428.18	0.14
A/L Laundry Labor	715.95	0.24	715.95	0.24
A/L Professional Nursing	954.74	0.32	954.74	0.32
A/L Medication Aide	9,715.32	3.25	9,715.32	3.25
A/L Nursing Supplies	19.87	0.01	19.87	0.01
A/L Computer Expenses	167.00	0.06	167.00	0.06
A/L Maintenance Labor	910.87	0.30	910.87	0.30
A/L Utilities	1,204.36	0.40	1,204.36	0.40
A/L Social Services Labor	833.21	0.28	833.21	0.28
A/L Resident Benefits	3.00	0.00	3.00	0.00
A/L Depreciation Exp	1,716.00	0.57	1,716.00	0.57
Total Expenses	256,194.95	85.75	256,194.95	85.75
Net Operating Income	2,941.15	0.98	2,941.15	0.98
Other Income				
Miscellaneous Sales	604.80	0.20	604.80	0.20
Interest Income	6,725.11	2.25	6,725.11	2.25
Guest Meals	5.00	0.00	5.00	0.00
Employee Meals	768.00	0.26	768.00	0.26
Health Aid for NF	31,526.19	10.55	31,526.19	10.55
Total Other Income	39,629.10	13.26	39,629.10	13.26
Net Income	\$ 42,570.25	14.25	\$ 42,570.25	14.25

Plainview Manor

Check Register

For the Period From Nov 1, 2023 to Nov 30, 2023

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Amount
54398	11/9/23	AFLAC	2,060.94
54399	11/9/23	AFLAC	702.42
54400	11/9/23	PAM ALBIN	50.00
54401	11/9/23	CHI HEALTH/ALEGENT	4.76
54402	11/9/23	CITY OF PLAINVIEW	771.82
54403	11/9/23	D&M DAIRY STORE	79.50
54404	11/9/23	ASHLEY DENDINGER	500.00
54405	11/9/23	DIRECT SUPPLY, INC.	229.98
54406	11/9/23	ROD EISENHAUER <i>Entertainment</i>	30.00
54407	11/9/23	HEALTH CARE INFORMATI	215.00
54408	11/9/23	HILAND DAIRY	588.45
54409	11/9/23	JULEEN JOHNSON	439.77
54410	11/9/23	JOHNSON REPAIR <i>- big mini van</i>	1,392.59
54411	11/9/23	LUTZ	3,535.00
54412	11/9/23	MAJOR REFRIGERATION C	204.35
54413	11/9/23	CHERYL MCCABE	39.74
54414	11/9/23	MCKESSON MEDICAL	3,704.56
54415	11/9/23	MEDLINE INDUSTRIES, INC	2,707.80
54416	11/9/23	MITCH FOOD STORE	299.31
54417	11/9/23	MSM ENTERPRISES LLC	203.07
54418	11/9/23	NEBRASKA NURSING FACI	107.48
54419	11/9/23	JAMIE NORRIS	49.20
54420	11/9/23	NURSE BEE HEALTHCARE <i>- temp</i>	1,354.60
54421	11/9/23	OVERLAND REHAB LLC	588.67
54422	11/9/23	PITZER DIGITAL LLC <i>- Adv</i>	545.00
54423	11/9/23	PLAINVIEW FAMILY PHAR	365.57
54424	11/9/23	PLAINVIEW NEWS	20.00
54425	11/9/23	PLAINVIEW TELEPHONE	363.21
54426	11/9/23	POINTCLICKCARE TECHN	902.66
54427	11/9/23	PRECISION IT	23.75
54428	11/9/23	PRIME TIME HEALTHCARE <i>- temp</i>	6,761.25
54429	11/9/23	PROTEX CENTRAL	104.50

Plainview Manor

Check Register

For the Period From Nov 1, 2023 to Nov 30, 2023

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Amount
54430	11/9/23	RENAE KAUTH	224.15
54431	11/9/23	RX CARE ASSURANCE	84.90
54432	11/9/23	SCHAFER GRAIN	192.00
54433	11/9/23	STEINKRAUS SERVICE	146.70
54434	11/9/23	THE HOME DEPOT PRO	533.94
54435	11/9/23	US FOODS	3,879.93
54436	11/9/23	WAYNE HERALD - Adv	132.00
54232V	11/9/23	HELPING HANDS NURSING	-848.52 voided Check
	11/10/23	MARTIN BROS.	5,438.77
Total			<u>38,728.82</u>

October Expenditures

Amazon	\$42.18
Dearborn	\$126.23
BC/BS	\$20,636.91
AUL	\$3,773.66
NE Child Support	\$204.47
Amazon	\$347.38
Family Dollar	\$36.70
DHHS	\$10,640.00
Amazon	\$13.01
Quill	\$144.78
NE Unemployment	\$112.08
NE Dept of Revenue	\$5,515.08
Speede - Alcohol for residents	\$10.69
Dish	\$797.94
NCPD	\$3,544.61
Menards	\$121.14
Lodge Vision	\$125.00
NE State Patrol	\$15.50
Black Hills Energy	\$551.29
AUL	\$3,800.87
NE Child Support	\$204.47
Walmart	\$62.97
Subway - staff	\$67.64
Marco	\$343.01
Menards	\$94.92
Quill	\$21.76
Abuse Registry	\$10.00
Estate of D Stacken	\$515.27
Walmart	\$26.45
NE State Patrol	\$15.50
Abuse Registry	\$4.00
Petty Cash	\$176.08
State Fire Marshal	\$50.00

Statistical report for Month ended October 2023

	October	% OF CHANGE	September
NH 'MEDICAID RESIDENT DAYS	435	-11.59%	492
NH PRIVATE RESIDENT DAYS	397	-1.49%	403
MEDICARE SKILLED DAYS	5	#DIV/0!	0
ADULT DAY CARE DAYS/MC	0	#DIV/0!	0
NH Med HOSPICE DAYS	65	-22.62%	84
TOTAL NH RESIDENT DAYS	902	-7.87%	979
AVERAGE DAILY CENSUS	29	-12.12%	33
PERCENTAGE OF RESIDENT OCCUPANCY	75%	-10.71%	84%
PERCENTAGE OF BEDS PAID	77%	-10.47%	86%
AL MEDICAID RESIDENT DAYS	62	3.33%	60
AL PRIVATE RESIDENT DAYS	234	-2.50%	240
TOTAL AL RESIDENT DAYS	296	-1.33%	300
AVERAGE DAILY CENSUS	9	-10.00%	10
PERCENTAGE OF RESIDENT OCCUPANCY	68%	-4.23%	71%
PERCENTAGE OF BEDS PAID	56%	-5.08%	59%
MEALS		-100.00%	3853

TODAY'S CENSUS
SPECIAL SAVINGS
CHECKING ACCOUNT

29/39 NH but 30 pd bed: 10/17 AL- 14 rooms
\$1,369,951.17
\$520,680.71

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Monthly Water Samples

Locates

Potting Curb Stops (Lead Service Line Inventory)

Poured Concrete on N Main (Due to New Sanitary Sewer Line)

Installed New Water Service Line on N 5th St (Randy Wolken)

Started Discharging @ Lagoons

Poured Concrete on N Plum (Due to New Sanitary Sewer for Dollar General)

Hauling Dirt from Dollar General

Getting Equipment Ready for Winter

Installing New ERT's

Read Meters

Put Mulch around Playground Equipment in Park

Fixing Lawn Mowers

Jetting Sewer Mains

Cleaned up Ratliff Property

Put up Christmas Lights

November 2023 Account balances

Accounts

<u>HOUSING AUTHORITY</u> XX0509	Available balance \$83,686.71	RECENT ▼
<u>GENERAL CHECKING</u> XX0541	Available balance \$1,328,628.05	RECENT ▼
<u>WATER TOWER</u> XX1009	Available balance \$41,454.40	RECENT ▼
<u>ELECTRICAL SINKING FUND</u> XX0321	Available balance \$134,228.81	RECENT ▼
<u>C&D CLOSURE/POST</u> XXXX3357	Available balance \$79,914.10	RECENT ▼
<u>PLV/OSMOND HOUSING</u> XXXX5161	Available balance \$28,082.45	RECENT ▼
<u>POOL SALES TAX</u> XXXX8263	Available balance \$214,122.67	RECENT ▼
<u>KENO ACCOUNT</u> XXXX9616	Available balance \$73,072.91	RECENT ▼
<u>MANOR SALES TAX</u> XXXX7492	Available balance \$190,499.87	RECENT ▼
<u>BOND RESERVE FUND</u> XX8633	Current balance \$83,296.01	RECENT ▼
<u>C&D SITE SINKING FUND</u> XXXX1067	Available balance \$134,016.83	RECENT ▼
<u>COMMERCIAL/C&D</u> XXX2509		RECENT ▼
<u>ECONOMIC DEVELOPMENT SALES TAX</u> XXXX7514	Available balance \$56,628.65	RECENT ▼
<u>LIBRARY GRANT FUND</u> XXXX0099	Available balance \$39,747.84	RECENT ▼
<u>LIBRARY IMPROVEMENTS</u> XX8630	Current balance \$13,108.41	RECENT ▼
<u>LIBRARY SALES TAX</u> XXXX7503	Available balance \$240,832.69	RECENT ▼

<u>PLANT IMPROVEMENT COD</u> XX8621	Current balance \$43,196.32	RECENT ▼
<u>STREET IMPROVEMENT FUND</u> XXXX0286	Available balance \$73,142.43	RECENT ▼
<u>WATER TOWER COD</u> XX8620		RECENT ▼
<u>2018 FORD POLICE INTERCEPTOR</u> XXX2927		RECENT ▼
<u>WILKENS INDUSTRIES TRAILER</u> XXX2984		RECENT ▼
<u>DTR GRANT FUNDS</u> XXXX7590	Available balance \$0.00	RECENT ▼
<u>IRP FUNDS</u> XXXX3773	Available balance \$20,524.32	RECENT ▼
<u>IRP LOAN RESERVE LOSS FUND</u> XXXX5379	Available balance \$3,404.17	RECENT ▼
<u>NAHTF GRANT FUNDS</u> XXXX8448	Available balance \$0.00	RECENT ▼
<u>RBDG FUNDS</u> XXXX3784	Available balance \$38,264.40	RECENT ▼

CLERK/TREASURER'S REPORT FOR NOVEMBER 2023

LIGHTS	-
SEWER	21,793.47
WATER	29,994.88
SALES TAX	1,625.06

GENERAL:	
*Midwest Bank- Interest on Account	3,827.16
*Housing Grant Payments	678.11
*LB840 Grant Pmts	305.42
*General Bond	5,432.36
*Building Permit	75.00
*Faxes	3.00
*Liquor License	150.00
*Tobacco License	10.00
*RBDG Loan Pmt	307.91
*VSP Reimbursement	3,096.00
SALES TAX TOTAL:	
*Library	4,504.91
*Manor	4,504.91
*Economic Development	4,504.91
*Pool	6,757.36
*Street	4,481.04
STREET:	
*Highway Allocation	19,555.89
*Concrete Repairs	1,272.00
WATER:	
*Meter Deposits	300.00
*Water Sales	30.00
*LIWHAP Pmt	50.00
SEWER:	
PARK:	

CLERK/TREASURER'S REPORT FOR NOVEMBER 2023

POOL:	
PLANT:	
*NCPPD Lease Payment	15,936.95
POLICE:	
*Dog License	25.00
*Gun Permit	5.00
*Accident Report	5.00
SOLID WASTE: Billings & Fees:	36,627.73
*C&D Site	3,574.05
HANDIVAN:	
*Fees	323.00
*Grant Pmt	1,429.00
LIBRARY:	
*Fines and Fees	19.75
*Room Rental	6,750.00
*Build A Bear	422.00
*Faxes	10.00
ECONOMIC DEVELOPMENT:	
SUMMER REC:	
DEBT SERVICE:	
*Bond Payment County Treasurer	547.92
*Paving Bond Payment County Treasurer	6,105.99

TOTAL REVENUE -NOVEMBER 2023

\$ 185,040.78

Minutes of the Plainview Library Board

Monday, November 6, 2023 5:15pm

- I. Members Present: Valerie Tarr, Jody Viterna, Nancy Naprstek, Sarah Doty, Bernice Yilk, Donna Christiansen, Library Director, Tamela Korth, Children's Librarian, Bob Smith, Mayor
- II. Welcome Visitors: Cindy Schlote
- III. Open Meeting Act was acknowledged.
- IV. Minutes: Bernice motioned to approve the minutes as presented. Motion seconded and carried.
- V. Bills: Donna presented the bills. Jody motioned to pay the bills as presented. Motion seconded and carried.
- VI. Librarian's Reports:
 - a. Donna reported on the receipts and statistics. Donna gave her librarian's report. Donna reported that the board still needs 4 CEUs prior to November 30th.
 - b. Tammie gave her librarian's report. She reported on her programs. Tammie advised that her morning storytime has really grown. She had 17 today. The K-2 program has started visiting the Manor once a month.
- VII. Old Business:
 - a. The board discussed a few ideas for a craft night. Also suggested was a date night activity such as a charcuterie board class. The board was asked to look for ideas and bring them to December's meeting.
 - b. NLA's Nebraska Library Week is November 12th - November 18th, 2023
- VIII. New Business:
 - a. Donna will be applying for the Library Improvement Grant for a bench for the front and new bike racks. The board discussed a few ideas and came up with an approximate value to submit for the grant. Tammie will be applying for the Intern Grant and asking for \$1000 again this year. Tammie will also be applying for the Youth Grant to purchase themed backpack activities.
- IX. Announcements: None.
- X. Date for the next meeting: Tuesday, December 5th at 5:15pm at the library
- XI. Jody motioned to close. Motion seconded and carried.

Jody Viterna, Secretary

Minutes of the Plainview Library Board

Tuesday, December 5, 2023 5:15pm

- I. Members Present: Valerie Tarr, Jody Viterna, Sarah Doty, Bernice Yilk, Donna Christiansen, Library Director
- II. Welcome Visitors: None
- III. Open Meeting Act was acknowledged.
- IV. Minutes: Sarah motioned to approve the minutes as corrected. Motion seconded and carried.
- V. Bills: Donna presented the bills. Jody motioned to pay the bills as presented, including the kids and family handyman magazine subscriptions. Motion seconded and carried.
- VI. Librarian's Reports:
 - a. Donna reported on the receipts and statistics. Donna gave her librarian's report. Donna reported that the Library Improvement Grant has been submitted. The board met our 20 CEU requirement.
 - b. Donna reported on Tammie's librarian's report. She reported on her programs. Noah's Ark workshop registrations were down this year. Had some issues with the company again. The librarians are brainstorming different ideas to try next year. Tammie also reported on Larry the Library Elf. Kids get an Elf Card to check off Larry's adventures. With a completed elf card, the child can choose a prize from Larry's Favorite things basket. The grants we are waiting to hear back from are the Rob-See-Co, Youth Grant for Excellence & the internship grant.
- VII. Old Business:
 - a. The board discussed the charcuterie class idea. Donna provided information regarding a charcuterie class thru the extension office. The board liked this option. Donna will reach out to the extension office to gather more information.
- VIII. New Business:
 - a. Donna brought our material collection policy and complaint form for the board to review.
- IX. Announcements: None.
- X. Date for the next meeting: Monday, January 8th at 5:15pm at the library
- XI. Jody motioned to close. Motion seconded and carried.

Jody Viterna, Secretary

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ORDINANCE NO. 993

AN ORDINANCE TO PURCHASE REAL ESTATE OWNED BY JUDY BEAUDETTE
LOCATED AT 205 N. PINE STREET FOR \$25,000.00.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE
CITY OF PLAINVIEW, NEBRASKA:

SECTION 1. Judy Beaudette is the owner of real estate located at 205 N. Pine Street, Plainview, Nebraska, and legally described as (hereinafter the "Real Estate"):

Tract "A" of Beaudette Lot Split, an Administrative Plat of Lot 8, Block 12, Chilver's Sixth Addition to the City of Plainview, Pierce County, Nebraska, which is legally described as follows:

Lot 8, Block 12, Chilver's 6th Addition to the City of Plainview, Pierce County, Nebraska:

EXCEPT the South 10.00 feet thereof, AND

EXCEPT the East 6.00 feet thereof, previously deeded to the City of Plainview for alley purposes, and recorded in Deed book 47, Page 395, Pierce County Register of Deeds, Pierce County, Nebraska

SECTION 2. The Mayor is hereby authorized to purchase the Real Estate for \$25,0000.00, and may execute any and all documents to close said transaction.

SECTION 3. A public hearing regarding the acquisition of the Real Estate was held on December 12, 2023.

SECTION 4. All ordinances or parts of ordinances in conflict be and the same hereby are repealed.

SECTION 5. Three-fourths of the City Council voted to suspend the requirement that this ordinance be read by title on three different days.

SECTION 6. This ordinance shall be effective from and after its passage, approval and publication as provided by law.

SECTION 7. This ordinance shall be published in pamphlet form and available for public inspection during normal City Office business hours.

Passed and approved this 12th day of December, 2023

Mayor

(Seal)

Clerk

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RESOLUTION #686

WHEREAS, the City Street Superintendent has prepared and presented a One Year and Six Year Plan for Street Improvement Program for the City of Plainview, and

WHEREAS, a public meeting was held on the 13th day of November 2023 to present this plan and there were no objections to said plan;

THEREFORE, BE IT RESOLVED BY THE Mayor and City Council of Plainview, Nebraska, that the plans and data as furnished are hereby in all things accepted and adopted.

1. M493 (65) 2023-2024 – Concrete surfacing of Pilcher Avenue from Fifth Street to Sixth Street - \$200,000
2. M493 (46) 2023-2024- Concrete surfacing of Lincoln Avenue approximately 250 feet east of Main Street to approximately 200 feet west of First Street - \$250,000
3. M493 (38) 2023-2024 – Concrete surfacing of Lincoln Avenue from Second Street to Third Street - \$100,000
4. M493(64) 2023-2024 – Concrete surfacing of Pine Street from Lincoln Avenue to Harper Avenue; Harper Avenue from Pine Street to King Street - \$183,000
5. M493(44) FUTURE – Concrete surfacing of Euclid Avenue from Third Street to Fifth Street - &100,000
6. M493 (57) FUTURE – Concrete surfacing of Woodland Avenue from Fourth Street to Ninth Street - \$543,000
7. M493 (55) FUTURE – Concrete surfacing of Pilcher Avenue from Pond Street to Plum Street - \$132,000
8. M493 (59) FUTURE – Concrete surfacing of Pond Street from Park Avenue to Pilcher Avenue - \$101,000
9. M493 (63) FUTURE- Concrete surfacing of Seventh Street from Park Avenue to Pilcher Avenue; Pilcher Avenue from Seventh Street to Eighth Street; Eighth Street from Pilcher Avenue to Park Avenue - \$418,000
10. M493 (66) FUTURE – Gravel surfacing Fifth Street from Euclid Avenue to Ohio Avenue \$40,000
11. M493 (67) FUTURE – Concrete surfacing of Fourth Street from Euclid Avenue to Ohio Avenue - \$200,000
12. M493(68) FUTURE – Concrete surfacing of Fourth Street from Line Street to Locust Avenue \$200,000
13. M493(69) FUTURE – Concrete surfacing of Line Street from Fourth Street to Ninth Street \$500,000
14. M493(70) FUTURE – Concrete surfacing of Grant Avenue from Fourth to Fifth Street \$100,000

Passed and approved this ____ of December, 2023.

Mayor

Attest:

City Clerk

Prepared By:



Miller & Associates
Consulting Engineers, P.C.
1111 Central Avenue
Kearney, Nebraska 68847
Tel. (308) 234-8456
Fax (308) 234-1146

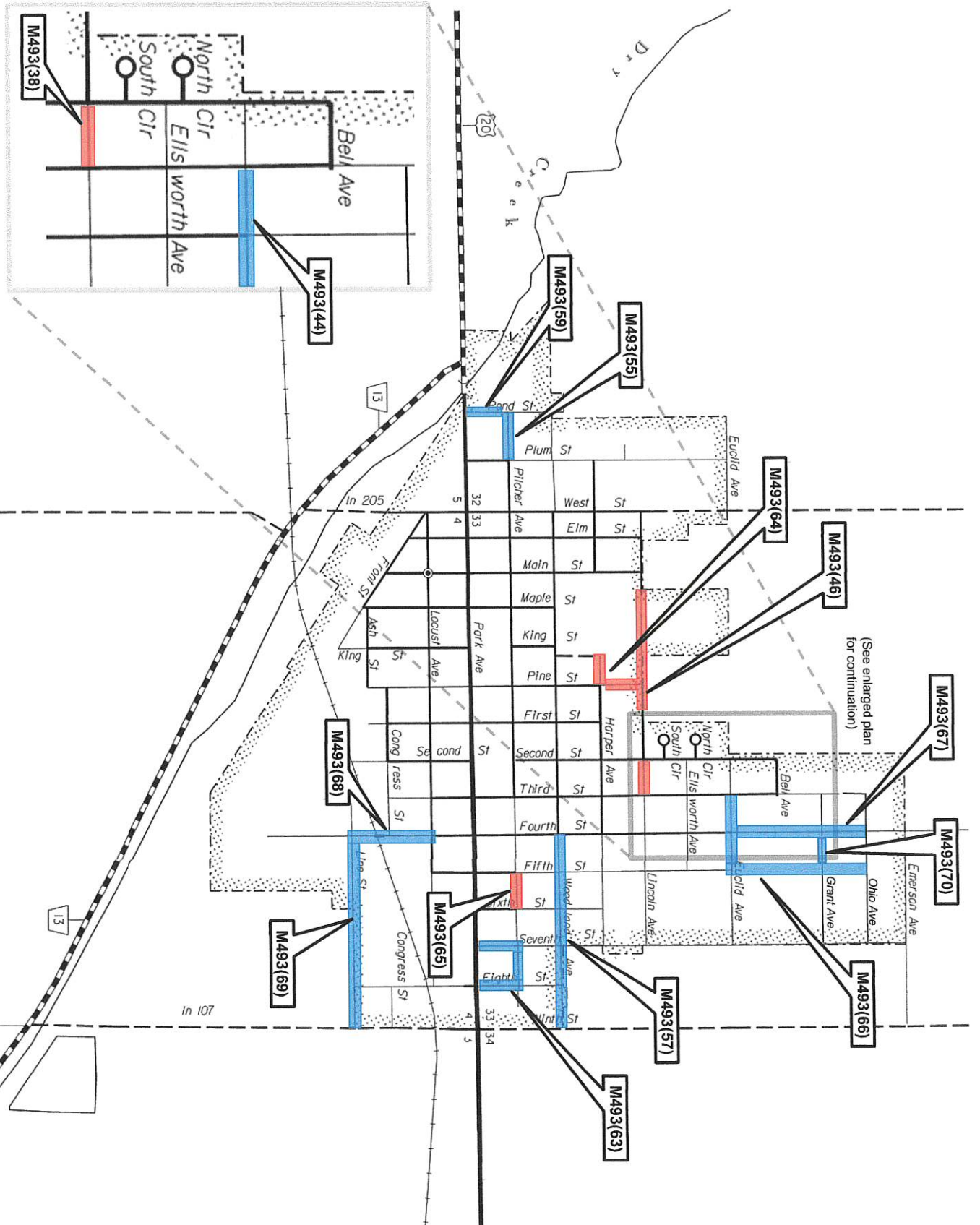


1 Year Plan
6 Year Plan

PROPOSEL
1 & 6 Year Plan

2024

Plainview, Nebraska



10

RESOLUTION #691

WHEREAS, the Mayor and City Council of the City of Plainview have received a request to update signature authority on the various Municipal accounts at Midwest Bank, N.A.,

AND WHEREAS, it is in the best interests of both the Bank and the City to keep such records current.

NOW THEREFORE BE IT RESOLVED, BY THE MAYOR AND COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA, THAT signature power of the City's accounts is set as follows:

1. 150541 General Account
Current elected Mayor; Courtney Retzlaff; Melissa Forbes
2. 150509 Housing Authority Account
Courtney Retzlaff; Melissa Forbes
3. 44409616 Keno Account
Courtney Retzlaff; Melissa Forbes
4. 151009 Water Tower Bond Act
Courtney Retzlaff; Melissa Forbes
5. 44403357 C & D Closure/Post – Closure Care Account
Courtney Retzlaff; Melissa Forbes
6. 44405161 Plainview/Osmond Housing Rehab
Courtney Retzlaff; Melissa Forbes
7. 720321 Electrical System Sinking Fund
Courtney Retzlaff; Melissa Forbes
8. 44408263 Pool Sales Tax
Courtney Retzlaff; Melissa Forbes
9. 44421067 C&D Sinking Fund
Courtney Retzlaff; Melissa Forbes
10. 44417492 Manor Sales Tax
Courtney Retzlaff; Melissa Forbes
11. 44417503 Library Sales Tax
Courtney Retzlaff; Melissa Forbes
12. 44417514 Economic Development Sales Tax
Courtney Retzlaff; Melissa Forbes
13. 44420286 Street Improvement Fund
Courtney Retzlaff; Melissa Forbes
14. 44423773 IRP Funds
Courtney Retzlaff

- 15. 44423784 RBDG Funds
 Courtney Retzlaff
- 16. 44427590 DTR Grant Funds
 Courtney Retzlaff
- 17. 44428448 NAHTF Grant Funds
 Courtney Retzlaff

PASSED AND APPROVED THIS _____ day of December, 2023.

Mayor

ATTEST:

City Clerk

Drug and alcohol testing policies



Ruse, Kari <kari.ruse@nebraska.gov>

Mon 11/27/2023 12:14 PM

To:rural-transit-providers@lists.nebraska.edu <rural-transit-providers@lists.nebraska.edu>

📎 2 attachments (231 KB)

Zero Tolerance Policy Template_v-0623.doc; Second Chance Policy Template_v-0623.docx;

Since regulations have changed you are required to have an updated D&A policy on file. Attached are 2 options and you can either select the zero tolerance policy (recommended) OR a second chance policy. The second chance policy is not recommended because it creates more work for your agency but it is allowed under federal regulation. Please complete the policy, have the policy approved by your governing body and send the completed policy and proof of approval to me no later than **January 12, 2024.**

Kari E. Ruse

NDOT Transit Programs Specialist

1400 Nebraska Parkway

Lincoln, NE 68509

kari.ruse@nebraska.gov

402-479-4694

[nebraskatransit.com]nebraskatransit.com

**DRUG AND ALCOHOL TESTING POLICY
CITY OF PLAINVIEW HANDIVAN
Adopted as of December 12, 2023**

A. PURPOSE

- 1) The City of Plainview Handivan provides public transit and paratransit services for the residents of the City of Plainview and surround area. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, the City of Plainview Handivan declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of the City of Plainview Handivan and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of the City of Plainview Handivan will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term "donor" as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

Split Specimen: In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable

suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.
 - b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a City of Plainview Handivan supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) The City of Plainview Handivan, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all City of Plainview Handivan employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the City of Plainview Handivan management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under the City of Plainview Handivan authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with the City of Plainview Handivan. Any

safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the City of Plainview Handivan. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. The City of Plainview Handivan will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however the City of Plainview Handivan will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the City of Plainview Handivan that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to the City of Plainview Handivan that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute

and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by

49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) The City of Plainview Handivan affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
 - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
 - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant

must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
- e. If a pre-employment test is canceled, the City of Plainview Handivan will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *the City of Plainview Handivan* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *The City of Plainview Handivan* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide the City of Plainview Handivan proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All City of Plainview Handivan FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under the City of Plainview Handivan's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) The City of Plainview Handivan shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the City of Plainview Handivan
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. The City of Plainview Handivan shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the City of Plainview Handivan. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered

employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that the City of Plainview Handivan is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the City of Plainview Handivan may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.

- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under the City of Plainview Handivan authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under the City of Plainview Handivan's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

The City of Plainview Handivan will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
 - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.

- c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from the City of Plainview Handivan employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test

is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of the City of Plainview Handivan and will be performed using non-DOT testing forms.

- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
 - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with the City of Plainview Handivan.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

The City of Plainview Handivan is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to

subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the City of Plainview Handivan Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over the City of Plainview Handivan or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Plainview City Council* on *December 12, 2023*

Mayor

Attest:

City Clerk

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Handivan Driver	Drive Handivan	City of Plainfield Handivan

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

City of Plainview Handivan Drug and Alcohol Program Manager

Name: Courtney Retzlaff

Title: City Clerk

Address: POB 757 Plainview, NE 68769

Telephone Number: 402-582-4928

Medical Review Officer

Name:

Title:

Address:

Telephone Number:

Substance Abuse Professional #1

Name:

Title:

Address:

Telephone Number:

Substance Abuse Professional #2

Name:

Title:

Address:

Telephone Number:

12

**Special Designated License
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions
Late applications are non-refundable and will be rejected

St. Paul the Apostle Catholic Church

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)

203 E Park Ave, Plainview, NE 68769

Retail Liquor License Address or Non-Profit Business Address

47-0538696

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only
Event Date(s): 2/23/24

Event Start Time(s): 4pm

Event End Time(s): 10pm

Alternate Date: 3/1/24

Alternate Location Building & Address:

Event Building Name: St. Paul's Parish Center

Event Street Address/City: 203 E Park Ave, Plainview, NE 68769

Indoor area to be licensed in length & width: 60 X 100

Outdoor area to be licensed in length & width: ____ X ____ (Diagram Form #109 must be attached)

Type of Event: Fish Fry Estimate # of attendees: 250

Type of alcohol to be served: Beer ☒ Wine ☒ Distilled Spirits ____
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Kelly Mauer Event Contact Phone Number: 402-582-4594

Event Contact Email: kmauer@catholicforester.org

*Signature Authorized Representative:  Printed Name Kelly Mauer

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

*Retail licensee – Must be signed by a member listed on permanent license

*Non-Profit Organization – Must be signed by a Corporate Officer

Local Governing Body completes below:

The local governing body for the City/Village of _____ OR County of _____ approves
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

**Special Designated License
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions
Late applications are non-refundable and will be rejected

St. Paul the Apostle Catholic Church

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)

203 E Park Ave, Plainview, NE 68769

Retail Liquor License Address or Non-Profit Business Address

47-0538696

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s): 3/8/24

Event Start Time(s):

4pm

Event End Time(s):

10pm

Alternate Date: 3/15/24

Alternate Location Building & Address:

Event Building Name: St. Paul's Parish Center

Event Street Address/City: 203 E Park Ave, Plainview, NE 68769

Indoor area to be licensed in length & width: 60 X 100

Outdoor area to be licensed in length & width: ____ X ____ (Diagram Form #109 must be attached)

Type of Event: Fish Fry **Estimate # of attendees:** 250

Type of alcohol to be served: Beer ☒ Wine ☒ Distilled Spirits ____
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Kelly Mauer **Event Contact Phone Number:** 402-582-4594

Event Contact Email: kmauer@catholicforester.org

***Signature Authorized Representative:**  **Printed Name** Kelly Mauer

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

***Retail licensee – Must be signed by a member listed on permanent license**

***Non-Profit Organization – Must be signed by a Corporate Officer**

Local Governing Body completes below:

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Date

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Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)

203 E Park Ave, Plainview, NE 68769

Retail Liquor License Address or Non-Profit Business Address

47-0538696

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 3/22/24
Event Date(s):

Event Start Time(s): 4pm

Event End Time(s): 10pm

Alternate Date: 3/29/24

Alternate Location Building & Address:

Event Building Name: St. Paul's Parish Center

Event Street Address/City: 203 E Park Ave, Plainview, NE 68769

Indoor area to be licensed in length & width: 60 X 100

Outdoor area to be licensed in length & width: ____ X ____ (Diagram Form #109 must be attached)

Type of Event: Fish Fry Estimate # of attendees: 250

Type of alcohol to be served: Beer ☒ Wine ☒ Distilled Spirits ____
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Kelly Mauer Event Contact Phone Number: 402-582-4594

Event Contact Email: kmauer@catholicforester.org

*Signature Authorized Representative:  Printed Name Kelly Mauer

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

*Retail licensee – Must be signed by a member listed on permanent license

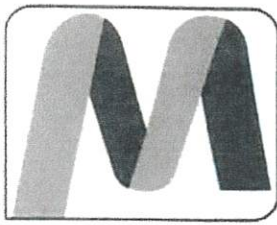
*Non-Profit Organization – Must be signed by a Corporate Officer

Local Governing Body completes below:

The local governing body for the City/Village of _____ OR County of _____ approves
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date



MAJOR REFRIGERATION

COMMERCIAL REFRIGERATION SALES AND SERVICE

314 W NORTHWESTERN AVE • NORFOLK NE 68701

PHONE 402-371-9625

FAX 402-371-6241

13



PROPOSAL

September 26, 2023

Plainview Manor
101 W Harper
Plainview NE 68769

Job: Outdoor Walkin Freezer-Cooler Combo

- (1) Leer 11'75" X 13'-6" X 8'-6" freezer-cooler combo box for outdoor use. Cooler 11'-7" x 6'-9"; freezer 11'-7" x 6'-9".
Finishes interior and exterior 26 ga stucco galvanized acrylic coating. Floor 16 gauge stainless steel with interior
ramp 36" x 24" cooler entrance;
- (1) 36" x 78" cooler door right-hand swing
 - (1) 36" x 78" freezer door left-hand swing
 - (2) dial thermometers
 - (2) lights with switches
 - (1) pressure relief vent
 - (1) outdoor membrane roof assembly
 - (1) Heatcraft outdoor condensing unit with defrost timer, R-449 208/230/3Ø
 - (1) Heatcraft freezer evaporator coil with mounted TXV, solenoid, electronic thermostat
 - (1) Heatcraft outdoor cooler condensing unit with air-defrost clock, R-449 208/230/1Ø
 - (1) Heatcraft evaporator coil with solenoid, electronic thermostat, mounted expansion valve, 115 volt
 - (2) 4-year extended scroll compressor warranties
 - (1) year parts
 - (30) days labor

Installation materials and labor\$37,987.35*

Estimated freight 3,970 lbs\$1,500.00*

*Price does not include:

- Electrical
- Freight
- Sales Tax

\$39487.35

Prices good for 30 days. Lead time 6 week from date of signed order.

Verified price good
until 11/14/23

Payment Schedule and Terms

Twenty-seven thousand (\$27,000.00) dollars down payment is required at placement and signing of order.

Both bids will need electrical work &
cement pad.

Project:
Plainview Manor 061-905123

From:
Supplies on the Fly
Keyonia Dunn
222 Chastain Meadows Ct Suite
200
Kennesaw, GA 30144-7029
866-792-4793

Job Reference Number: 145592

Item	Qty	Description	Sell	Sell Total
1	1 ea	NL2356729JL-A Norlake Model No. NL2356729JL-A Nor-Lake FINELINE OUTDOOR Walk-In Cooler/Freezer Combination	\$39,523.98	\$39,523.98
ITEM TOTAL:				\$39,523.98
2	1 ea	WALK-IN Supplies on the Fly Model No. WALK-IN DELIVERIES **WALK-IN DELIVERIES – PLEASE BE ADVISED** Walk-Ins ship DIRECT from manufacturer to the job site. A lift gate will be requested for all Walk-In deliveries. The lift gate is for offloading the refrigeration system. Lift gates WILL NOT be used to assist with offloading of the panels, especially panels over 6 ft. The customer is responsible for offloading the panels by hand or providing a forklift at the time of delivery. Depending on the panel size, 2 or more people may be required. Delivery does NOT include uncrating, setting in place or installation. ***Inspect freight for damages upon delivery and note and damages on Bill of lading		
3	1 ea	FREIGHT & TAX Supplies on the Fly Model No. FREIGHT & TAX Freight and tax to be calculated and added (if applicable) once final selection of product is made.		
			Merchandise	\$39,523.98
			Freight	
			Total	\$39,523.98

****Pricing valid for 14 days****

Gas Equipment Must be Notated if your location is above 2000 Feet Elevation. Please make your sales associate aware if you are above 2000 Feet.

This bid is based on our understanding of the information furnished to us. While we make every effort to ensure that the bid is correct, it is ultimately the customer's responsibility to check the bid for errors.

NOTE: INSPECT ALL PACKAGES FOR DAMAGE BEFORE ACCEPTING DELIVERY OF THE PACKAGE AS FREIGHT CARRIERS WILL NOT ACCEPT DAMAGE CLAIMS AND NO CREDIT WILL BE GIVEN AFTER DELIVERY HAS BEEN ACCEPTED. IF FREIGHT DAMAGE IS NOTICED PLEASE REFUSE THE DELIVERY AND NOTIFY YOUR SYSCO SALES CONSULTANT.

Imperative – You must KEEP the original packaging and pallets until you are certain that you do not wish to return this unit and it has been inspected fully for damage. Manufacturers will not accept a return which is not in original packaging and affixed to a pallet to prevent damage during the return shipping process. If these instructions are not followed, we will be unable to issue a FULL credit.

At Suppliesonthe-fly.com, we strive to provide you with the highest quality products. All orders are subject to a 25% restocking fee. Please note that shipping and handling fees are not refundable. If you received an item in error, we'll gladly pay for the return shipping cost and waive the restocking fee. All returns must be properly packed and the returned product and equipment must be in new, unused condition and must be in its original packaging. All returns will be inspected for damage or usage prior to issuance of a credit or refund.

A: The Merchandise listed on the foregoing quote is not carried in our regular stock. SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION, AND MERCHANDISE CANNOT BE RETURNED UNLESS DEFECTIVE. Sales taxes are not included in prices shown. Submittal of this order does not constitute an agreement to sell until accepted by Management of SOTF LLC ("Supplies on the Fly"), unless otherwise so stated above. ALL PRICES QUOTED ARE SUBJECT TO CHANGE WITH OUT NOTICE.

1. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS ON THE PART OF SYSCO Supplies on the Fly UNLESS OTHERWISE STATED HEREIN. SYSCO Supplies on the Fly IS NOT RESPONSIBLE FOR ANY OR ALL WARRANTY CLAIMS, ALL WARRANTIES ARE BY FACTORY AUTHORIZED AGENTS ONLY

2. Equipment carries standard factory warranties only, and does not include labor costs or transportation costs on any defective parts replacement. It is the responsibility of the customer to submit for approval to all local, State and Federal agencies all installation and equipment specifications. Supplies on the Fly is not responsible for acquiring any approvals or licenses.

3. Items do not include delivery charges unless otherwise stated. IF FREIGHT IS QUOTED IT IS AN ESTIMATE ONLY AND MAY VARY FROM ACTUAL FREIGHT BILLED. All deliveries are curbside delivery with lift gate within normal business hours, without a delivery appointment, not street level or uncrated, set in place or otherwise installed in any way. Necessary parts for mechanical or electrical connections from rough ins to equipment or labor for installation or final hook-up are not included. Buyer is responsible for making certain that your premises provide the proper electrical and or gas supply that plumbing lines are properly sized, and the doors and passage ways will accommodate the equipment.

4. No trade-ins are considered, and no allowance will be made for any trade-in.

5. Supplies on the Fly DOES NOT ASSUME RESPONSIBILITY FOR UNAVOIDABLE DELAYS IN MANUFACTURING OR TRANSIT OR LOSS OR DAMAGE IN TRANSIT.

6. I UNDERSTAND THE MERCHANDISE LISTED ABOVE IS NOT CARRIED IN THE SUPPLIES ON THE FLY REGULAR STOCK. THEREFORE THE ORDER CANNOT BE CANCELLED BY ME OR RETURNED TO SUPPLIES ON THE FLY FOR CREDIT.

Signature _____

7. It is the responsibility of the customer accepting a direct shipment to note any visible damage on the freight bill AT THE TIME OF DELIVERY. Concealed damage must be REPORTED TO THE FREIGHT LINE. In the event of such damage, it is the CUSTOMER'S RESPONSIBILITY to file a freight claim with the carrier involved within 24 hours.

Signature _____

8. Factory direct orders may have production over runs resulting in the cost of and product being added to the order.

9. If less than factory case lots or below factory minimum orders are placed there will be a broken case charge and minimum order charge applied to order.

10. Finance options are available through our partner - Time Payment. Click the button to get a free quote, or ask your sales associate for more information.

[Get Quote](#)

11. All orders are subject to Sysco credit approval – a deposit or a UCC filing may be required – please check with your Sysco Sales Consultant.

12. PLEASE NOTE THAT TAXES ON THIS BID ARE ESTIMATED AND THE EXACT LOCAL AND STATE TAXES WILL BE CALCULATED ON THE FINAL INVOICE FROM YOUR LOCAL SYSCO HOUSE.

- - - Security Agreement - - -

To secure payment and performance of all obligations, Customer (identified above) hereby grants Creditor (identified above) a continuing security interest in all inventory, equipment, and goods manufactured by or distributed by Creditor, whenever sold, consigned, leased, rented or delivered, directly or indirectly, to or for the benefit of Customer by Creditor, wherever located, now owned and hereafter acquired including but not limited to all equipment described within this Agreement; and all replacement parts, accessories and supplies including repossessions and returns; and all proceeds from the sale, lease or rental thereof; and all existing or subsequently arising accounts and accounts receivables, goods, instruments, chattel paper, general intangibles and supporting obligations which may from time to time hereafter come into existence during the term of this Security Agreement. Creditor's security interest is explicitly limited to outstanding obligations between Creditor and Customer. Customer will maintain the Collateral in original condition but for the ordinary wear and tear, and will insure the Collateral against all expected risks. Customer will not subject the Collateral to any adverse encumbrance or lien, or sale or other transfer other than as approved in writing by Creditor including through this Agreement. If Customer fails to timely make any payment, Creditor may repossess and remove any Collateral from Customer with or without Notice. Customer will not locate the Collateral at any location other than as known to Creditor. Customer will promptly advise Creditor of any change of Customer's name or business nature, location, and business openings and closings. The following constitute Customer defaults: Non-payment in timely fashion of Customer's indebtedness to Creditor, Customer's noncompliance with any obligation of this Agreement, bankruptcy, insolvency, or assignment for the benefit of creditors; misrepresentation in respect of any provision of this or any Agreement between Creditor and Customer. In the event of default, Creditor may declare all unpaid balances due and payable and/or may require Customer to assemble the Collateral and make it available to allow Creditor to take possession or dispose of the collateral. Customer authorizes Creditor to file a financing statement describing the Collateral and grants Creditor a limited Power of Attorney to sign any forms/document deemed necessary by Creditor to protect Creditor's interest. By signature on this document, Customer's representative represents and warrants that he/she has the authority to bind Customer as set forth herein.

Acceptance: _____

Date: _____

Printed Name: _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$39,523.98

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**We recently notified you that it's time to review your options for the new plan year -
- here's the information you need for your group to enroll in the new plan year.**

Consider your plan options

The table below shows the new rates for your next plan year:

Plan 1

	Employee	Employee & Spouse	Employee & child(ren)	Family	Monthly total
Number of employees with coverage	4	1	2	3	10
Your current rate	\$618.74	\$1,856.18	\$1,546.82	\$2,351.16	\$14,478.26
Your new rate	\$693.51	\$2,080.51	\$1,733.75	\$2,635.31	\$16,227.98
Percentage change	12.08%	12.08%	12.08%	12.08%	12.08%

Plan 2

	Employee	Employee & Spouse	Employee & child(ren)	Family	Monthly total
Number of employees with coverage	4	1	2	3	10
Your current rate	\$618.74	\$1,856.18	\$1,546.82	\$2,351.16	\$14,478.26
Your new rate	\$675.84	\$2,027.50	\$1,689.59	\$2,568.17	\$15,814.55
Percentage change	9.22%	9.22%	9.22%	9.22%	9.22%

Plan 3

	Employee	Employee & Spouse	Employee & child(ren)	Family	Monthly total
Number of employees with coverage	4	1	2	3	10
Your current rate	\$618.74	\$1,856.18	\$1,546.82	\$2,351.16	\$14,478.26
Your new rate	\$660.77	\$1,982.28	\$1,651.90	\$2,510.88	\$15,461.80
Percentage change	6.79%	6.79%	6.79%	6.79%	6.79%



Group Name: CITY OF PLAINVIEWGroup Number: L181109

Effective Date: 02/01/2024

SIC Code: 91200

Location Name: PIERCE Zip Code: 68769

Location Type: Main

Plan/Rate Summary

Please review this proposal. If you are ready to move forward, contact your Licensed Agent or Sales Representative to discuss the next steps.

Plans quoted in this proposal: 3

Plan Name	Plan 1	Plan 2	Plan 3
Plan Type	Core Value	Core Value	Core Value
Medical Plan Design	SELF-FUNDED CORE VALUE HSA REFERENCE BASED PRICING PLAN	SELF-FUNDED CORE VALUE HSA REFERENCE BASED PRICING PLAN	SELF-FUNDED CORE VALUE HSA REFERENCE BASED PRICING PLAN
Individual Deductible	\$3,500	\$3,500	\$3,500
Family Deductible	\$7,000	\$7,000	\$7,000
Coinsurance	90%	80%	70%
Total Ind Plan OOP Maximum	\$4,500	\$4,500	\$4,500
Total Fam Plan OOP Maximum	\$9,000	\$9,000	\$9,000
Family Deductible Accumulation Method	Individual/Family deductible	Individual/Family deductible	Individual/Family deductible
PCP/Specialist Visit	Deductible and coinsurance	Deductible and coinsurance	Deductible and coinsurance
Telemedicine Vendor(s)	Walmart Health Virtual Care, Vori Health	Walmart Health Virtual Care, Vori Health	Walmart Health Virtual Care, Vori Health
Walmart Health Virtual Care Telemedicine	\$38 per visit for Urgent Care or Talk Therapy	\$38 per visit for Urgent Care or Talk Therapy	\$38 per visit for Urgent Care or Talk Therapy
Vori Health virtual muscle and joint care Telemedicine	\$0 copay for initial evaluation \$0 copay for 12-month treatment plans for knee, lumbar spine, cervical spine, hip, and/or shoulder pain Other Vori Health covered charges subject to deductible and coinsurance	\$0 copay for initial evaluation \$0 copay for 12-month treatment plans for knee, lumbar spine, cervical spine, hip, and/or shoulder pain Other Vori Health covered charges subject to deductible and coinsurance	\$0 copay for initial evaluation \$0 copay for 12-month treatment plans for knee, lumbar spine, cervical spine, hip, and/or shoulder pain Other Vori Health covered charges subject to deductible and coinsurance
Urgent Care Visit	Deductible and coinsurance	Deductible and coinsurance	Deductible and coinsurance
Medical Network	Not applicable	Not applicable	Not applicable
OP Surgery	Deductible and coinsurance	Deductible and coinsurance	Deductible and coinsurance
Pharmacy Benefit Manager	CIGNA PBM	CIGNA PBM	CIGNA PBM
Rx Coverage (Generic/Brand/ Non-preferred brand)	Deductible and 90% for generic 90% for brand 70% for non-preferred brand	Deductible and 80% for generic 80% for brand 60% for non-preferred brand	Deductible and 70% for generic 70% for brand 50% for non-preferred brand
DXL	Deductible and coinsurance	Deductible and coinsurance	Deductible and coinsurance
ER Treatment	Deductible and coinsurance	Deductible and coinsurance	Deductible and coinsurance
AME	N/A	N/A	N/A
Deductible and OOP Accrual Period	Calendar Year, deductible credit included	Calendar Year, deductible credit included	Calendar Year, deductible credit included
Run Out Period	9 months	9 months	9 months
Delayed Administration Fee	50%	50%	50%
HSA Eligible	Yes	Yes	Yes
Wellness Program	No	No	No
Papa Caregiver	10 hours per employee per calendar year	10 hours per employee per calendar year	10 hours per employee per calendar year
Cancer Coach by Osara Health	Included	Included	Included

The Self-Funded Program through Allstate Benefits provides tools for employers owning small to mid-sized businesses to establish a self-funded health benefit plan for their employees. The benefit plan is established by the employer and is not an insurance product. For employers in the Self-Funded Program, stop-loss insurance is underwritten by: Integon National Insurance Company in CT, NY and VT; Integon Indemnity Corporation in FL; and National Health Insurance Company in WA, CO, and all other states where offered.



Group Name: CITY OF PLAINVIEW Group Number: L181109

Effective Date: 02/01/2024

SIC Code: 91200

Location Name: PIERCE Zip Code: 68769

Location Type: Main

Plan/Rate Summary

Please review this proposal. If you are ready to move forward, contact your Licensed Agent or Sales Representative to discuss the next steps.

Plans quoted in this proposal: 3

Dental	No	No	No
Vision	No	No	No
Total Cost	\$16,227.98	\$15,814.55	\$15,461.80

Plan Selection Notes:

- Total plan out-of-pocket maximum includes deductible, coinsurance and any Rx or Medical copayments.
- This self-funded health benefit plan template meets Minimum Value.
- Plan includes Terminal Liability coverage for 24 months after the end of the plan year. A terminal liability coverage reserve fee will be taken at the end of the run-out, calculated as 3% of any remaining claim account surplus prior to any claim account refund. Terminal Liability coverage is not provided in cases of early termination.
- The Core Value plan uses a multiple of the Medicare reimbursement rate (or other derived equivalent) as the basis for reimbursement of physicians and facilities. The member is free to see any provider of their choice. There is no contractual discount arrangement with providers (except for pharmacy, transplants and non-emergency medical transportation). Under the plan, the maximum allowable amount for determining covered charges is set at 130% for outpatient services, 150% for inpatient services, and 100% for kidney dialysis. In some cases providers may not accept this amount as payment in full for services rendered. The Member Advocacy Program is available to help if a member receives a balance bill from a provider for certain amounts in excess of the maximum allowable amount. Members will be responsible for copay, deductible, coinsurance and similar out-of-pocket expenses.
- Walmart Health Virtual Care consultation fees will be submitted to the plan as claims at the then current contracted rate.
- Vori Health initial evaluation fees and treatment plans will be submitted to the plan as claims at the then current contracted rate.
- Vori Health Telemedicine charges on HSA eligible plans will be subject to member cost sharing if federal law is not extended to allow first dollar coverage for virtual service.
- Papa Caregiver hours are available for each calendar year while the plan is active and do not roll over.
- If claims are less than the aggregate deductible at the end of the run-out period, the employer may be eligible for a refund. Refund amounts, if any, are based on the refund selection at the time of issue or re-issue, as applicable. NOTE: Terminations prior to the end of the plan year will result in forfeiture of the remaining claim fund and no refund will be provided.

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Benefit Summary

Business Name: CITY OF PLAINVIEW
Agent: Josh Sirek
Agent Phone: (402) 329-4991
Proposal Creation Date: 11/13/2023

County: PIERCE
State: NE ZIP 68769
Proposed Effective Date: 02/01/2024

Group #: L181109
Size Category: S

HCR Indicator:
Location Name: PIERCE
Location Type: Main
SIC Code: 91200

Plan 1

Plan type:

The Core Value plan allows members to see any provider of their choice; there is no network. This plan uses a multiple of the Medicare allowable amount, or other derived equivalent, as the basis for reimbursement of providers and facilities.

Medical Network

Not applicable

Individual Deductible

\$3,500

Family Deductible

\$7,000

Family Deductible Accumulation Method

Individual/Family deductible

Plan Coinsurance Percentage (plan pays)

90%

Individual Coinsurance out-of-pocket maximum

(family coinsurance out-of-pocket maximum is 2 x the individual coinsurance out-of-pocket maximum)

\$1,000

Total Individual out-of-pocket maximum

\$4,500

Total Family out-of-pocket maximum

\$9,000

Lifetime Benefit Maximum

No maximum

Office Visit (does not require a referral)

Deductible and coinsurance

Walmart Health Virtual Care

Urgent Care: U.S. board-certified doctors and medical providers are available 24/7/365 to diagnose, treat and prescribe medication (when necessary) for many minor illnesses and injuries via phone or online video visits.

Talk Therapy: Licensed therapists can help with a wide range of mental and emotional health needs. Receive ongoing support, on your schedule, from the comfort and privacy of your own home via phone or online video visits in as little as 48 hours.

\$38 per visit for Urgent Care or Talk Therapy

Vori Health

A nationwide specialty medical practice delivering virtual-first muscle and joint pain solutions to help members get back to their lives faster. With Vori Health, members will get treatment from a specialty physician, physical therapist, and health coach who work together to manage all aspects of care. This holistic model reduces unnecessary surgeries, lowers spend, and improves outcomes.

\$0 copay for initial evaluation
\$0 copay for 12-month treatment plans for knee, lumbar spine, cervical spine, hip, and/or shoulder pain

Other Vori Health covered charges subject to deductible and coinsurance

Pharmacy Benefit Manager

CIGNA PBM

Prescription Drugs

When generic is available, but a non-preferred brand is purchased, the member will be responsible for the difference in price. (Mail order services included)

Deductible and
90% for generic
90% for brand
70% for non-preferred brand

The Self-Funded Program through Allstate Benefits provides tools for employers owning small to mid-sized businesses to establish a self-funded health benefit plan for their employees. The benefit plan is established by the employer and is not an insurance product. For employers in the Self-Funded Program, stop-loss insurance is underwritten by: Integon National Insurance Company in CT, NY and VT; Integon Indemnity Corporation in FL; and National Health Insurance Company in WA, CO, and all other states where offered.



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Agent: Josh Sirek

Agent Phone: (402) 329-4991

Proposal Creation Date: 11/13/2023

County: PIERCE

State: NE ZIP 68769

Proposed Effective Date: 02/01/2024

Group #: L181109

HCR Indicator:

Location Name: PIERCE

Location Type: Main

SIC Code: 91200

Size Category: S

Clinical Preventive Services: Services recommended by the U.S. Preventive Services Task Force (USPSTF) including routine physical exams, associated imaging and laboratory services such as mammograms, well-child exams and immunizations.	Paid at 100% - no deductible, coinsurance
Urgent Care Visit	Deductible and coinsurance
Diagnostic X-ray and Laboratory services	Deductible and coinsurance
MRI, CT scan, PET scan Ultrasound, EKG, chemotherapy, radiation therapy, dialysis and BRCA	Deductible and coinsurance
Emergency Room Treatment Subject to a 30% penalty for non-emergency use	Deductible and coinsurance
Maternity	Deductible and coinsurance
Outpatient Physical Medicine Includes physical, speech and occupational therapies, cardiac and pulmonary rehabilitation, treatment for development delay and Chiropractic care.	Deductible and coinsurance limited to 30 visits
Home Health Care	Limited to 60 visits
Subacute Rehabilitation and Nursing Facility Services	Limited to 31 days combined
Inpatient Rehabilitation Services	Limited to 31 days
Transplants Must obtain transplant from a Designated Transplant Provider to receive plan benefits.	Deductible and coinsurance
Behavioral Health and Substance Abuse for groups with 50 employees and less.	Inpatient: limited to 30 days. Inpatient and Outpatient: subject to deductible and 50% coinsurance. Outpatient: limited to 40 visits.
Behavioral Health and Substance Abuse for groups with 51 or more employees.	Inpatient and Outpatient: subject to plan deductible and plan coinsurance.
Inpatient and Outpatient Hospital, Physician Services, Maternity Care, Ambulance, Durable Medical Equipment, and most other covered services	Deductible and coinsurance

The Self-Funded Program through Allstate Benefits provides tools for employers owning small to mid-sized businesses to establish a self-funded health benefit plan for their employees. The benefit plan is established by the employer and is not an insurance product. For employers in the Self-Funded Program, stop-loss insurance is underwritten by: Integon National Insurance Company in CT, NY and VT; Integon Indemnity Corporation in FL; and National Health Insurance Company in WA, CO, and all other states where offered.



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Agent Phone: (402) 329-4991

Proposal Creation Date: 11/13/2023

County: PIERCE

State: NE ZIP 68769

Proposed Effective Date: 02/01/2024

Group #: L181109

Size Category: S

HCR Indicator:

Location Name: PIERCE

Location Type: Main

SIC Code: 91200

Plan 2	
Plan type: The Core Value plan allows members to see any provider of their choice; there is no network. This plan uses a multiple of the Medicare allowable amount, or other derived equivalent, as the basis for reimbursement of providers and facilities.	
Medical Network	Not applicable
Individual Deductible	\$3,500
Family Deductible	\$7,000
Family Deductible Accumulation Method	Individual/Family deductible
Plan Coinsurance Percentage (plan pays)	80%
Individual Coinsurance out-of-pocket maximum (family coinsurance out-of-pocket maximum is 2 x the individual coinsurance out-of-pocket maximum)	\$1,000
Total Individual out-of-pocket maximum	\$4,500
Total Family out-of-pocket maximum	\$9,000
Lifetime Benefit Maximum	No maximum
Office Visit (does not require a referral)	Deductible and coinsurance
Walmart Health Virtual Care Urgent Care: U.S. board-certified doctors and medical providers are available 24/7/365 to diagnose, treat and prescribe medication (when necessary) for many minor illnesses and injuries via phone or online video visits. Talk Therapy: Licensed therapists can help with a wide range of mental and emotional health needs. Receive ongoing support, on your schedule, from the comfort and privacy of your own home via phone or online video visits in as little as 48 hours.	\$38 per visit for Urgent Care or Talk Therapy
Vori Health A nationwide specialty medical practice delivering virtual-first muscle and joint pain solutions to help members get back to their lives faster. With Vori Health, members will get treatment from a specialty physician, physical therapist, and health coach who work together to manage all aspects of care. This holistic model reduces unnecessary surgeries, lowers spend, and improves outcomes.	\$0 copay for initial evaluation \$0 copay for 12-month treatment plans for knee, lumbar spine, cervical spine, hip, and/or shoulder pain Other Vori Health covered charges subject to deductible and coinsurance
Pharmacy Benefit Manager	CIGNA PBM
Prescription Drugs When generic is available, but a non-preferred brand is purchased, the member will be responsible for the difference in price. (Mail order services included)	Deductible and 80% for generic 80% for brand 60% for non-preferred brand

The Self-Funded Program through Allstate Benefits provides tools for employers owning small to mid-sized businesses to establish a self-funded health benefit plan for their employees. The benefit plan is established by the employer and is not an insurance product. For employers in the Self-Funded Program, stop-loss insurance is underwritten by: Integon National Insurance Company in CT, NY and VT; Integon Indemnity Corporation in FL; and National Health Insurance Company in WA, CO, and all other states where offered.



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Group #: L181109

Size Category: S

HCR Indicator:

Location Name: PIERCE

Location Type: Main

SIC Code: 91200

Clinical Preventive Services: Services recommended by the U.S. Preventive Services Task Force (USPSTF) including routine physical exams, associated imaging and laboratory services such as mammograms, well-child exams and immunizations.	Paid at 100% - no deductible, coinsurance
Urgent Care Visit	Deductible and coinsurance
Diagnostic X-ray and Laboratory services	Deductible and coinsurance
MRI, CT scan, PET scan Ultrasound, EKG, chemotherapy, radiation therapy, dialysis and BRCA	Deductible and coinsurance
Emergency Room Treatment Subject to a 30% penalty for non-emergency use	Deductible and coinsurance
Maternity	Deductible and coinsurance
Outpatient Physical Medicine Includes physical, speech and occupational therapies, cardiac and pulmonary rehabilitation, treatment for development delay and Chiropractic care.	Deductible and coinsurance limited to 30 visits
Home Health Care	Limited to 60 visits
Subacute Rehabilitation and Nursing Facility Services	Limited to 31 days combined
Inpatient Rehabilitation Services	Limited to 31 days
Transplants Must obtain transplant from a Designated Transplant Provider to receive plan benefits.	Deductible and coinsurance
Behavioral Health and Substance Abuse for groups with 50 employees and less.	Inpatient: limited to 30 days. Inpatient and Outpatient: subject to deductible and 50% coinsurance. Outpatient: limited to 40 visits.
Behavioral Health and Substance Abuse for groups with 51 or more employees.	Inpatient and Outpatient: subject to plan deductible and plan coinsurance.
Inpatient and Outpatient Hospital, Physician Services, Maternity Care, Ambulance, Durable Medical Equipment, and most other covered services	Deductible and coinsurance

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Group #: L181109

HCR Indicator:

Location Name: PIERCE

Location Type: Main

SIC Code: 91200

Size Category: S

Plan 3

Plan type:

The Core Value plan allows members to see any provider of their choice; there is no network. This plan uses a multiple of the Medicare allowable amount, or other derived equivalent, as the basis for reimbursement of providers and facilities.

Medical Network

Not applicable

Individual Deductible

\$3,500

Family Deductible

\$7,000

Family Deductible Accumulation Method

Individual/Family deductible

Plan Coinsurance Percentage (plan pays)

70%

Individual Coinsurance out-of-pocket maximum

(family coinsurance out-of-pocket maximum is 2 x the individual coinsurance out-of-pocket maximum)

\$1,000

Total Individual out-of-pocket maximum

\$4,500

Total Family out-of-pocket maximum

\$9,000

Lifetime Benefit Maximum

No maximum

Office Visit (does not require a referral)

Deductible and coinsurance

Walmart Health Virtual Care

Urgent Care: U.S. board-certified doctors and medical providers are available 24/7/365 to diagnose, treat and prescribe medication (when necessary) for many minor illnesses and injuries via phone or online video visits.

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Other Vori Health covered charges subject to deductible and coinsurance

Pharmacy Benefit Manager

CIGNA PBM

Prescription Drugs

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Deductible and
70% for generic
70% for brand
50% for non-preferred brand

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Maternity	Deductible and coinsurance
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Transplants Must obtain transplant from a Designated Transplant Provider to receive plan benefits.	Deductible and coinsurance
Behavioral Health and Substance Abuse for groups with 50 employees and less.	Inpatient: limited to 30 days. Inpatient and Outpatient: subject to deductible and 50% coinsurance. Outpatient: limited to 40 visits.
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Inpatient and Outpatient Hospital, Physician Services, Maternity Care, Ambulance, Durable Medical Equipment, and most other covered services	Deductible and coinsurance

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Hidden River Systems, Inc.

703 B Horseshoe Ln.

Tilden, NE. 68781

Ph: 402-960-0123

16

Proposal

PROPOSAL NO.

SHEET NO.

DATE

12-6-23

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME

City of Plainview

ADDRESS

NEBRASKA FAB-LOCATION

ADDRESS

PO Box 757

DATE OF PLANS

Plainview, NE 68769

PHONE NO.

Att: Curt Hart

ARCHITECT

Hank Raff

We hereby propose to furnish the materials and perform the labor necessary for the completion of

48-30 Circulator/Aerator

regular Price F.O.B. Nebraska

TAX EXEMPT

\$ 4690 per unit

\$4390 discounted price due to current economic problems and drop in steel prices.

This allows us to purchase material and build units for spring when lagoons open up. Note: Steel prices are indicating they are going to go up toward spring which can mean a major increase in price.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____

Dollars (\$ _____) with payments to be made as follows.

1/2 DOWN AT TIME OF ORDER
BALANCE DUE PICK-UP OR DELIVERY

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Hank Raff, Pres

Per _____

Note — this proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____

Signature _____