

**AGENDA: CITY OF PLAINVIEW  
COUNCIL MEETING, TUESDAY MARCH 11, 2025  
6:30 O'CLOCK P.M.**

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**

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- 5 Discussion- Audit FY 2023-2024 Kyle Overturf AMGL
- 6 Discussion- Ordinance #1006- League Model Ordinances
- 7 Discussion/Action- open and possibly approve bids to hay lagoon and transfer station
- 8 **Public Hearing- 2nd Public Hearing Notice for CDBG 20-DTR-005 7:00 PM**
- 9 Proclamation- National Library Week April 6-12, 2025
- 10 Proclamation- Public Transit Week April 6-12, 2025
- 11 Discussion/Action- Resolution #717- HandiVan Application FY 2026-2027
- 12 Discussion/Action- Resolution #718- Street Closures Lincoln Avenue for Plainview Schools activities
- 13 Discussion/Action- approval to advertise for bids for paving of Lincoln Avenue and Pine Street
- 14 Discussion/Action- approval of Manor board recommendation for architect firm
- 15 Discussion/Action- Manor Administrator Contract effective 2/1/2025
- 16 Discussion/Action- Ordinance #1007- Create Purchasing Card Policy for City and Manor Use.
- 17 Council Comments
- 18 Public Comments

2

**REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, FEBRUARY 11, 2025**

A meeting of the Mayor and Council of the City of Plainview, Nebraska, was held at the Council Chambers in said City on the 11<sup>th</sup> day of February at 6:30 o'clock P.M.

Roll call was held and present were: Mayor Smith; Council Members: Born, Janovec, and Doty  
Absent: Samne

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.

Courtney Retzlaff was present as City Clerk.  
Jeremy Tarr was present as City Administrator  
Kyle Petersen was present as City Attorney.

Janovec moved to approve the meeting minutes from January 14<sup>th</sup>. Doty seconded the motion.  
Motion carried 3-0.

Janovec moved to approve claims and payroll. Doty seconded the motion. Motion carried 3-0.

Juleen Johnson reported on staffing updates and gave an overview of the State Auditor's report. Johnson stated that an investigation was conducted concerning the payment of bonuses to the Manor Administrator, use of funds to purchase alcohol for residents, memorials for funerals of residents and gifts for employees. Longevity pay for employees will be allowed.

Police Chief Hallock stated that there were 3 nuisance properties served since the last meeting and there will be an active shooter table top training on April 10<sup>th</sup> at the Plainview Firehall. Officer Funston will be attending training in March and May to be certified as a firearms instructor.

There were no new updates for Economic Development.

City Administrator Tarr reported that the city crew has repaired the water leak next to the library in January.

No City Attorney report was given.

Two architect firms presented on plans for possible renovations and/or additions at the Plainview Manor.

Jim Brisnehan and Todd Havranek of CMBA Architects of Grand Island presented on different options involving additions to the existing building and a separate facility for assisted living. Costs for the project will vary based on what is planned but could be between \$2 to \$4 million.

Tim Ripp and Stacy Spale of Clark & Enersen Architects of Lincoln gave an overview of their firms past and current projects along with the process that they go through when a new project is started. Projected costs for expansion and renovation could be between \$3.5 to \$4.5 million dependent on adding a basement level.

The Manor Board will review the information given at their next board meeting.

Donna Christiansen, Library Director, presented the 2024 Annual Library Report.

Ordinance #1006 for League Model Ordinances was reviewed. City Attorney Petersen stated that all the updates provided will need to be added to the City of Plainview Code of Ordinances. A formal Ordinance will be adopted at the March council meeting.

Born moved to approve the advertisement for bids to hay the lagoon and transfer station. Doty seconded the motion. Motion carried 3-0.

Born moved to amend Resolution #715 to update the date of the auction to April 8, 2025. Janovec seconded the motion. Motion carried 3-0.

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

#### **RESOLUTION #715**

#### **A RESOLUTION TO AUTHORIZE THE SALE OF REAL ESTATE OWNED BY THE CITY OF PLAINVIEW LOCATED AT 222 E. LOCUST AVENUE IN PLAINVIEW VIA PUBLIC AUCTION**

**WHEREAS**, the City of Plainview is the owner of real estate located at 222 E. Locust Avenue in Plainview and legally described as follows (hereinafter the "City Real Estate"):

Lot 1 and 2, Block 10, Pacific Townsite Company's 1<sup>st</sup> Addition to Plainview, Pierce County, Nebraska.

**WHEREAS**, Neb. Rev. Stat. § 17-503 provides that the sale of real property owned by the City shall be exercised by resolution directing the sale of such property.

**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA, AS FOLLOWS:**

Section 1. The City of Plainview hereby directs the sale of the City Real Estate, specifically to sell the same at public auction held at the Plainview City Library on April 8, 2025. The buyer shall receive a quitclaim deed and shall pay all recording costs, documentary stamp taxes, and any other fee to record the deed. The buyer shall also pay all real estate taxes and shall accept the property "as is".

Section 2. That notice of the proposed sale of property described above and the terms thereof shall be published once each week for three consecutive weeks in The Plainview News.

Section 3. That if within thirty days after the third publication of the notice a remonstrance petition against the sale of the City Real Estate is signed by registered voters of the City of Plainview equal in number to thirty percent of the registered voters of the City voting at the last regular municipal election held in the City and is filed with the City Clerk, the City Real Estate shall not then, nor within one year thereafter, be sold.

Section 4. That the Mayor is authorized to execute a purchase agreement with the winning bidder at the auction and an ordinance to confirm the sale shall be adopted prior to closing the agreement.

Section 5. That all resolutions or parts of resolutions in conflict be and are hereby repealed.

Council member Janovec seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Doty, Born, Janovec Nay: None. Whereupon the Mayor declared said motion carried and Resolution #715 is passed and adopted.

Born moved to accept the Warranty Deed from Jeff Ratliff in satisfaction of abatement/unsafe building charges against the property at 107 W Locust Avenue. Doty seconded the motion. Motion carried 3-0.

City Clerk Retzlaff reported that Wanda Backus had returned the check received from LB840 for the loan approved for an ice cream machine. The check was never cashed and no ice cream machine will be purchased. Born moved to waive interest for the LB840 Loan to J's Place in consideration of cancellation of the loan. Janovec seconded the motion. Motion carried 3-0.

City Attorney Petersen reported that an agreement with counsel for Toni Hart was received. The City would not be paid any interest due but would also avoid any future court costs. Born moved to approve the settlement agreement in Plainview vs. Hart, whereby the subject real estate would be listed for sale with a realtor and the City would be reimbursed \$24,973.63 from the proceeds of the sale in exchange for the dismissal of its lawsuit and a release of its trust deed. Doty seconded the motion. Motion carried 3-0.

Ordinance #1007 to Abolish the Manor Board was presented to the council. A lengthy discussion was held with past and present members of the Manor Board expressing concerns on staff issues and respect for the Manor Administrator. Council member Born stated that if there were issues with the Manor Board, to please come to the council. City Clerk Retzlaff addressed concerns on the late addition of the Ordinance to agenda, which did not allow for adequate notice to the council, Manor Board and general public. City Attorney Petersen stated that since 3/4 vote by the council is necessary to waive the second and third readings, it would be in the best interest to table the Ordinance until the full council is present. Born moved to table Ordinance #1007. Doty seconded the motion. Motion carried 3-0.

Born tabled recommendations to the Manor Board regarding Administrator contract negotiations and job performance. Janovec seconded the motion. Motion carried 3-0.

No council comments.

Public comments were received from a current Manor employee who stated that he follows the rules given and listens to the Manor Administrator.

At 8:17 PM Born moved to go into executive session for evaluation of the Manor Administrator job performance. Doty seconded the motion. Motion carried 3-0.

At 9:01 PM, Born moved to come out of executive session. Janovec seconded the motion. Motion carried 3-0.

Born moved to adjourn the meeting. Doty seconded. Motion carried 3-0

TIME: 9:03 P.M.

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Robert Smith, Mayor

(SEAL)

ATTEST:

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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 2/11/2025; 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**

15847	Midwest Bank	Emp HSA Jan-June	15,000.00
15848	Plainview Ballbackers LLC	Donation- PBCF	1,000.00
15849	Postmaster	Postage	32.80
15850	Western Oil Inc	Fuel	482.69
15851	Street Improvement	Assessment Pmts	13,395.68
15852	Allo Business	Svc	97.20
15853	Agland Electric Motor Service	Svc	2,204.96
15854	Hoffart Repair	Svc	266.95
15855	Verizon Wireless	Cellphones	468.84
15856	Jeremy Tarr	Reim	224.41
15857	NCPPD	Svc	10,490.51
15858	Midwest Bank	Donation- Jr Pirate Branch	300.00
15859	Pierce Co Treasurer	Pmt- 222 E Locust Ave	1,444.37
15860	MASA	Emp Ins	140.00
15861	City of Plainview	IRP Loan Pmt	381.07
15862	City of Plainview	RBDG Loan Pmt	346.43
15863	West Hodson Lumber	Su	2,539.33

15864	City of Plainview	Pool Sales Tax	7,379.47
15865	City of Plainview	Library Sales Tax	4,919.64
15866	City of Plainview	Manor Sales Tax	4,919.64
15867	City of Plainview	Eco Dev Sales Tax	4,919.64
15868	Verizon Wireless	Cellphones	469.09
15870	Postmaster	Postage	36.95
15871	Midwest Bank	Emp HSA January	881.00
15872	New York Life	Emp Ins	92.20
25821			
THRU			
25823	City Employees	Payroll 1-15-2025	23,574.70
25824			
THRU			
25827	City Employees	Payroll 1-30-2025	20,273.37
25828	Aflac	Emp Ins	286.94
25829	Akrs Equipment Solutions Inc	Su	51.76
25830	Alby's Electric	Svc	3,843.84
25831	Allstar Parts LLC	Su	179.45
25832	Altwine Electric Motors Inc	Generator	9,566.70
25833	American Legal Publishing Corp	Su	220.00
25834	Auto Value- Norfolk	Su	100.66
25835	Baum Hydraulics Corp	Su	181.02
25836	Bob Smith	Reim	317.94
25837	Bomgaars	Su	246.14
25838	Bud's Sanitary Service LLC	Svc	5,517.00
25839	Casey's Business MasterCard	Fuel	142.69
25840	Chad's Tire Service	Svc	58.14
25841	Cintas	Su	47.25
25842	City of Plainview	IRP Loan Pmt	191.73
25843	City of Plainview Housing Auth	Housing Loan Pmt	100.00
25844	City of Plainview Plv/Osm Housing	Housing Loan Pmt	50.60
25845	Classic Rentals	Su	237.08
25846	Complete Pest Elimination Inc	Mosquito Control 2025	5,852.00
25847	Eakes Office Solutions	Copier Contract	222.20
25848	Eckert's Greenhouse	Su	42.37
25849	Elite Door LLC	Su	710.63
25850	Fairfield Inn & Suites	Hotel Rooms	279.90
25851	Hollman Media	Svc	75.00
25852	Hometown Leasing	Copier Leases	343.52
25853	Ingram Library Services	Books/Audiobooks	390.64

25854	Itron Inc	Svc	3,157.32
25855	Jack's Uniforms & Equipment	Su	299.90
25856	James Rau	Reim	50.29
25857	Jarecki Sharp & Petersen PC LLO	Legal Fees	800.00
25858	LP Gill Inc	Svc	9,323.05
25859	Mahaska	Su	76.18
25860	Matheson Tri-Gas Inc	Su	76.64
25861	Miller & Associates Consulting Engineers	Engineering Fees	6,700.00
25862	NE Public Health Env Lab	Svc	254.00
25863	Nebraska Harvestore Systems Inc	Su	214.81
25864	NE Municipal Clerks Association	Membership Dues	100.00
25865	NMPP	Conf Registration Fees	200.00
25866	Nebraska.gov	Credit Card Machine	460.00
25867	NCPPD	Svc	10,229.18
25868	VOID		
25869	Pierce Broadband Networks	Svc	56.64
25870	Pierce Co Clerk	General Election Fee	100.00
25871	Pitzer Digital	Subscription	47.00
25872	Plainview Chamber of Commerce	Dues	135.00
25873	Plainview News	Ads/Legals/Su	707.78
25874	Plainview Public Schools	Ord. Fees 2024	1,015.00
25875	Plainview Telephone Co	Svc	929.05
25876	POAN	Membership Dues	60.00
25877	Samuel Hof	Meter Deposit Refund	81.97
25878	Sargent Drilling	Svc	4,088.40
25879	Sweeper Parts Sales	Su	588.00
25880	USDA Rural Development	IRP Annual Loan Pmt	17,614.99
25881	Utilities Section	Conf Registration Fees	426.00
25882	Winsupply Norfolk NE Co	Su	72.40
25883	Workwise Compliance	Su	103.67
ACH	Aflac	Emp Ins	243.32
ACH	Allied Benefit Services	Emp Ins	15,624.01
ACH	Black Hills Energy	Svc	1,547.84
ACH	Clover Merchant Bankcard	Credit Card Processing Fees	690.39
ACH	Cobra Electronics	Su	256.69
ACH	Colonial Life Processing Center	Emp Ins	412.58
ACH	Crashplan Pro	Svc	9.99
ACH	EFTPS	Fed W/H Tax	7,046.96
ACH	EFTPS	Fed W/H Tax	5,931.82



ACH	Empower Retirement	Pension	2,140.78
ACH	Empower Retirement	Pension	2,140.78
ACH	First Data Merchant Services	Credit Card Machine	26.75
ACH	Dearborn Life Ins Co	Emp Ins	60.00
ACH	Francotyp- Postalia Inc	Postage	1,000.00
ACH	Healthplan Services Inc	Emp Ins	75.90
ACH	Midwest Bank	Merch Capture Svc	50.00
ACH	Midwest Bank	Stop Pmt	31.00
ACH	Midwest Bank	Stop Pmt	31.00
ACH	Midwest Bank	Stop Pmt	31.00
ACH	Midwest Bank	NSF Return	79.84
ACH	Nebraska CLASS	Gen Acct Interest	2,929.04
ACH	NE Dept of Revenue	State W/H Tax	2,080.06
ACH	NE Dept of Revenue	Sales & Use Tax	1,367.91
ACH	Office Max	Su	269.78
ACH	Synchrony Bank/Amazon	Su	67.38
ACH	USPS	Postage	322.56
ACH	Zoom Video Comm Inc	Svc	15.99

**ECONOMIC DEVELOPMENT SALES TAX**

ACH	Transfer to IRP Fund	Loan Match	36,275.00
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**IRP FUND**

1004	3rd & Bell Custom Woodcraft	Loan	26,507.00
1005	Curtiss and Scott Law LLC	Loan	100,000.00
1006	Curtiss and Scott Law LLC	Loan	30,000.00

2

**SPECIAL MEETING OF THE CITY COUNCIL  
THURSDAY, FEBRUARY 27, 2025**

A meeting of the Mayor and Council of the City of Plainview, Nebraska, was held at the Council Chambers in said City on the 27<sup>th</sup> day of February at 6:45 o'clock P.M.

Roll call was held and present were: Mayor Smith; Council Members: Born, Janovec, and Doty  
Absent: Sanne

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 Posting, a designated method for giving notice, as shown by the Certificate of Posting 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.

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

A discussion on the general liability insurance effective 3/1/2025 was held. Dennis Johnson was present to talk about EMC Insurance and the changes they have gone through recently. Johnson has reviewed all of the policies that LARM offers and recommends that the City utilize LARM for their insurance. Clint Simmons of LARM was present to discuss the proposal for the City of Plainview and stated that Johnson would remain as the City's local agent. The City's total expense would be \$98,853.

Council member Doty motioned to amend following resolution by deleting all options except for the three year commitment with a 5% discount and moved for its adoption:

**RESOLUTION #716**

**WHEREAS**, The City of Plainview is a member of the League Association of Risk Management (LARM);

**WHEREAS**, section 8.10 of the Interlocal Agreement for the Establishment and Operation of the League Association of Risk Management provides that a member may voluntarily terminate its participation in LARM by written notice of termination given to LARM and the Nebraska Director of Insurance at least 90 days prior to the desired termination given to and that members may agree to extend the required termination notice beyond 90 days in order to realize reduced excess coverage costs, stability of contribution rates and efficiency in operation of LARM; and

**WHEREAS**, the Board of Directors of LARM has adopted a plan to provide contribution credits in consideration of certain agreements by members of LARM as provided in the attached letter.

**BE IT RESOLVED** that the governing body of The City of Plainview, Nebraska, in consideration of the contribution credits provided under the LARM Board's plan, agrees to:

- Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2028. **(180 day and 3 year commitment; 5% discount)**

Council member Born seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted Aye; Doty, Born, Janovec Nay: None. Whereupon the Mayor declared said motion carried and Resolution #716 is passed and adopted.

Born moved to approve the Agreement for the Establishment and Operation of the League Association of Risk Management under the Intergovernmental Risk Management Act and the Interlocal Cooperation Act State of Nebraska. Doty seconded the motion. Motion carried 3-0.

Born moved to adjourn the meeting. Janovec seconded. Motion carried 3-0

TIME: 7:09 P.M.

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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 2/27/2025; 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)

# Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u> <u>Name</u>	<u>Amount</u>	<u>Amount</u>
20538	2/28/2025	<b>ALLIED BENEFIT SERVICES</b>		<b>15,623.97</b>
	2100-513	EMP HEALTH INSURANCE	667.70	
	2100-513	EMP HEALTH INSURANCE	2,003.07	
	2400-513	EMP HEALTH INSURANCE	1,669.22	
	2600-513	EMP HEALTH INSURANCE	2,537.22	
	2800-513	EMP HEALTH INSURANCE	667.70	
	2800-513	EMP HEALTH INSURANCE	2,537.22	
	3200-513	EMP HEALTH INSURANCE	1,669.22	
	3200-513	EMP HEALTH INSURANCE	2,537.22	
	3500-513	EMP HEALTH INSURANCE	667.70	
	4400-513	EMP HEALTH INSURANCE	667.70	
20539	2/28/2025	<b>ALTWINE HARDWARE &amp; HOME LLC</b>		<b>320.89</b>
	2100-532	SUPPLIES	61.06	
	2400-532	SUPPLIES	189.59	
	3500-532	SUPPLIES	15.18	
	4200-532	SUPPLIES	55.06	
20540	2/28/2025	<b>BIG IRON AUCTIONS</b>		<b>806.56</b>
	2100-532	SUPPLIES INV I1451410	81.24	
	4600-532	SUPPLIES INV I1451410	725.32	
20541	2/28/2025	<b>BLACK HILLS ENERGY</b>		<b>1,696.77</b>
	1000-526	SVC JANUARY 2025	289.44	
	2100-526	SVC JANUARY 2025	443.68	
	2800-526	SVC JANUARY 2025	507.25	
	4400-526	SVC JANUARY 2025	456.40	
20542	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>7,285.98</b>
	9500-202	POOL SALES TAX DECEMBER 2024	7,285.98	
20543	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>4,857.33</b>
	9500-202	LIBRARY SALES TAX DECEMBER 2024	4,857.33	
20544	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>4,857.33</b>
	9500-202	MANOR SALES TAX DECEMBER 2024	4,857.33	
20545	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>4,857.33</b>
	9500-202	ECO DEV SALES TAX DECEMBER 2024	4,857.33	
20546	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>381.07</b>
	1000-529	IRP LOAN INTEREST PMT PURE REVIVAL	56.68	
	1000-570	IRP LOAN PRINCIPAL PMT PURE REVIVA	324.39	
20547	2/28/2025	<b>24 CITY OF PLAINVIEW</b>		<b>346.43</b>
	1000-529	RBDG LOAN INTEREST PMT PURE REVIV	50.99	
	1000-570	RBDG LOAN PRINCIPAL PMT PURE REVIV	295.44	
20548	2/28/2025	<b>CLOVER MERCHANT BANKCARD</b>		<b>708.96</b>
	2400-526	CREDIT CARD PROCESSING FEES	236.32	
	2600-526	CREDIT CARD PROCESSING FEES	236.32	
	3500-526	CREDIT CARD PROCESSING FEES	236.32	
20549	2/28/2025	<b>COLONIAL LIFE PROCESSING CENTER</b>		<b>412.58</b>
	2800-513	EMP INS 61873480213509	167.30	
	2800-513	EMP INS 61873480213509	110.82	
	3200-513	EMP INS 61873480213509	134.46	
20550	2/28/2025	<b>CRASHPLAN PRO</b>		<b>9.99</b>
	1000-532	MONTHLY SVC INV 1831-373652	9.99	
20551	2/28/2025	<b>137 ELECTRONIC FEDERAL TAX</b>		<b>5,950.39</b>
	2100-511	PAYROLL TAXES	492.49	
	2100-514	PAYROLL TAXES	314.21	
	2400-511	PAYROLL TAXES	609.05	
	2400-514	PAYROLL TAXES	241.90	
	2600-511	PAYROLL TAXES	209.69	
	2600-514	PAYROLL TAXES	138.17	
	2800-511	PAYROLL TAXES	919.62	

# Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct# Name</u>	<u>Amount</u>
	2800-514	PAYROLL TAXES	498.40
	3200-511	PAYROLL TAXES	726.88
	3200-514	PAYROLL TAXES	387.54
	3400-511	PAYROLL TAXES	59.05
	3400-514	PAYROLL TAXES	59.05
	3500-511	PAYROLL TAXES	511.67
	3500-514	PAYROLL TAXES	261.23
	4400-511	PAYROLL TAXES	276.08
	4400-514	PAYROLL TAXES	127.62
	3900-511	PAYROLL TAXES	58.87
	3900-514	PAYROLL TAXES	58.87
<b>20552</b>	<b>2/28/2025</b>	<b>137 ELECTRONIC FEDERAL TAX</b>	<b>6,132.28</b>
	2100-511	PAYROLL TAXES	491.74
	2100-514	PAYROLL TAXES	325.46
	2400-511	PAYROLL TAXES	501.43
	2400-514	PAYROLL TAXES	214.14
	2600-511	PAYROLL TAXES	209.69
	2600-514	PAYROLL TAXES	138.17
	2800-511	PAYROLL TAXES	919.62
	2800-514	PAYROLL TAXES	498.40
	3200-511	PAYROLL TAXES	689.30
	3200-514	PAYROLL TAXES	372.24
	3400-511	PAYROLL TAXES	78.34
	3400-514	PAYROLL TAXES	78.34
	3500-511	PAYROLL TAXES	541.75
	3500-514	PAYROLL TAXES	276.76
	4400-511	PAYROLL TAXES	393.89
	4400-514	PAYROLL TAXES	247.12
	3900-511	PAYROLL TAXES	87.21
	3900-514	PAYROLL TAXES	68.68
<b>20553</b>	<b>2/28/2025</b>	<b>EMPOWER RETIREMENT</b>	<b>2,140.78</b>
	2100-511	PENSION	108.32
	2100-515	PENSION	108.32
	2400-511	PENSION	131.67
	2400-515	PENSION	131.67
	2600-511	PENSION	193.68
	2600-515	PENSION	99.68
	2800-511	PENSION	325.81
	2800-515	PENSION	325.81
	3200-511	PENSION	114.58
	3200-515	PENSION	114.58
	3500-511	PENSION	199.25
	3500-515	PENSION	124.53
	4400-511	PENSION	81.44
	4400-515	PENSION	81.44
<b>20554</b>	<b>2/28/2025</b>	<b>EMPOWER RETIREMENT</b>	<b>2,140.78</b>
	2100-511	PENSION	108.32
	2100-515	PENSION	108.32
	2400-511	PENSION	131.67
	2400-515	PENSION	131.67
	2600-511	PENSION	193.68
	2600-515	PENSION	99.68
	2800-511	PENSION	325.81
	2800-515	PENSION	325.81
	3200-511	PENSION	114.58
	3200-515	PENSION	114.58
	3500-511	PENSION	199.25
	3500-515	PENSION	124.53
	4400-511	PENSION	81.44
	4400-515	PENSION	81.44

# Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u> <u>Name</u>	<u>Amount</u>	<u>Amount</u>
20555	2/28/2025	FIRST DATA MERCHANT SVCS		26.75
	1000-532	CREDIT CARD MACHINE	26.75	
20556	2/28/2025	DEARBORN LIFE INSURANCE CO.		60.00
	2100-513	EMPLOYEE LIFE INSURANCE	6.00	
	2100-513	EMPLOYEE LIFE INSURANCE	6.00	
	2400-513	EMPLOYEE LIFE INSURANCE	6.00	
	2600-513	EMPLOYEE LIFE INSURANCE	6.00	
	2800-513	EMPLOYEE LIFE INSURANCE	6.00	
	2800-513	EMPLOYEE LIFE INSURANCE	6.00	
	3200-513	EMPLOYEE LIFE INSURANCE	6.00	
	3200-513	EMPLOYEE LIFE INSURANCE	6.00	
	3500-513	EMPLOYEE LIFE INSURANCE	6.00	
	4400-513	EMPLOYEE LIFE INSURANCE	6.00	
20557	2/28/2025	FRANCOTYP-POSTALIA, INC.		1,000.00
	1000-532	METER POSTAGE FOR MACHINE	1,000.00	
20558	2/28/2025	FRANCOTYP-POSTALIA, INC.		303.24
	1000-532	INV RI106515244 POSTAGE MACHINE	303.24	
20559	2/28/2025	HEALTHPLAN SERVICES, INC		75.90
	2100-513	EMP INS	17.40	
	2600-513	EMP INS	29.40	
	2800-513	EMP INS	11.70	
	3200-513	EMP INS	17.40	
20560	2/28/2025	JARECKI SHARP & PETERSEN P.C. L.L.O.		16.00
	1000-564	LEGAL SVC- DEED IN LIEU OF FORECLO	16.00	
20561	2/28/2025	MASA		140.00
	2100-513	INV 2040363 EMP INS	14.00	
	2100-513	INV 2040363 EMP INS	14.00	
	2400-513	INV 2040363 EMP INS	14.00	
	2600-513	INV 2040363 EMP INS	14.00	
	2800-513	INV 2040363 EMP INS	14.00	
	2800-513	INV 2040363 EMP INS	14.00	
	3200-513	INV 2040363 EMP INS	14.00	
	3200-513	INV 2040363 EMP INS	14.00	
	3500-513	INV 2040363 EMP INS	14.00	
	4400-513	INV 2040363 EMP INS	14.00	
20562	2/28/2025	15 MIDWEST BANK		50.00
	1000-532	MERCHANT CAPTURE SVC	50.00	
20563	2/28/2025	15 MIDWEST BANK		881.00
	2400-511	HSA EMPLOYEE CONT FEB	191.00	
	2600-511		50.00	
	2800-511	HSA EMPLOYEE CONT FEB	440.00	
	3200-511	HSA EMPLOYEE CONT FEB	200.00	
20564	2/28/2025	367 MITCH'S FOOD CENTER		728.69
	2400-532	SUPPLIES	13.55	
	2400-532	SUPPLIES- BOTTLED WATER	671.87	
	4400-532	SUPPLIES- LIBRARY	43.27	
20565	2/28/2025	MWC ENTERPRISES INC		2,960.00
	3500-554	INV M22943 TRASH TOTES (40)	2,960.00	
20566	2/28/2025	NDEE-FISCAL SERVICES		40.00
	4100-521	SWIMMING POOL PERMIT 2025	40.00	
20567	2/28/2025	NEBRASKA CLASS		2,732.67
	1000-121	JANUARY 2025 GEN ACCT INTEREST	2,732.67	
20568	2/28/2025	69 NEBRASKA DEPARTMENT OF REVENUE		1,998.37
	2100-511	STATE W/H TAX JANUARY 2025	487.14	
	2400-511	STATE W/H TAX JANUARY 2025	229.57	
	2600-511	STATE W/H TAX JANUARY 2025	79.14	

## Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct# Name</u>		<u>Amount</u>
	2800-511	STATE W/H TAX JANUARY 2025	489.76	
	3200-511	STATE W/H TAX JANUARY 2025	485.81	
	3400-511	STATE W/H TAX JANUARY 2025	28.41	
	3500-511	STATE W/H TAX JANUARY 2025	47.17	
	4400-511	STATE W/H TAX JANUARY 2025	116.85	
	3900-511	STATE W/H TAX JANUARY 2025	34.52	
<b>20569</b>	<b>2/28/2025</b>	<b>69 NEBRASKA DEPARTMENT OF REVENUE</b>		<b>1,503.11</b>
	9500-202	SALES & USE TAX JANUARY 2025	1,503.11	
<b>20570</b>	<b>2/28/2025</b>	<b>NEW YORK LIFE</b>		<b>92.20</b>
	2600-513	EMP INSURANCE 022097704	92.20	
<b>20571</b>	<b>2/28/2025</b>	<b>51 PLAINVIEW NEWS</b>		<b>1,175.46</b>
	1000-524	ADS/LEGALS	261.55	
	1000-532	SUPPLIES	354.68	
	2400-524	ADS/LEGALS	247.50	
	4400-524	ADS/LEGALS	6.55	
	4400-532	SUPPLIES	80.00	
	4400-535	NEWSPAPER SUBSCRIPTION	52.00	
	3900-524	ADS/LEGALS	173.18	
<b>20572</b>	<b>2/28/2025</b>	<b>70 POSTMASTER</b>		<b>72.30</b>
	2400-532	POSTAGE WATER SAMPLES	72.30	
<b>20573</b>	<b>2/28/2025</b>	<b>70 POSTMASTER</b>		<b>32.70</b>
	2400-532	POSTAGE	32.70	
<b>20574</b>	<b>2/28/2025</b>	<b>POWERMANAGER</b>		<b>703.54</b>
	2400-532	INV PMGFORM0004 UTILITY BILLS	234.51	
	2600-532	INV PMGFORM0004 UTILITY BILLS	234.51	
	3500-532	INV PMGFORM0004 UTILITY BILLS	234.52	
<b>20575</b>	<b>2/28/2025</b>	<b>401 SCHAEFER GRAIN CO.</b>		<b>255.00</b>
	3500-532	SCALE TICKETS	255.00	
<b>20576</b>	<b>2/28/2025</b>	<b>60 STEINKRAUS SERVICE</b>		<b>2,522.50</b>
	2100-532	FUEL	393.00	
	2100-532	GREASE	169.70	
	2100-532	SUPPLIES	42.85	
	2400-532	FUEL	113.50	
	2600-532	FUEL	89.00	
	2800-532	FUEL	80.00	
	3200-532	FUEL	24.00	
	3500-532	FUEL	1,568.45	
	3900-532	FUEL	42.00	
<b>20577</b>	<b>2/28/2025</b>	<b>290 STREET IMPROVEMENT</b>		<b>17,183.77</b>
	6000-561	PAVING ASSESSMENT PRINCIPAL PMT	12,002.33	
	6000-562	PAVING ASSESSMENT INTEREST PMT	5,443.12	
	6000-529	PAVING ASSESSMENT INTEREST PMT	(261.68)	
<b>20578</b>	<b>2/28/2025</b>	<b>SYNCHRONY BANK/AMAZON</b>		<b>25.62</b>
	2400-532	CELLPHONE CASE CURT HART	25.62	
<b>20579</b>	<b>2/28/2025</b>	<b>500 UNITED INDUSTRIES, INC.</b>		<b>661.20</b>
	4100-532	INV 6076306-IN POOL SUPPLIES	661.20	
<b>20580</b>	<b>2/28/2025</b>	<b>139 UNITED STATES POSTAL SERVICE</b>		<b>320.88</b>
	2400-532	POSTAGE UTILITY BILLS	106.96	
	2600-532	POSTAGE UTILITY BILLS	106.96	
	3500-532	POSTAGE UTILITY BILLS	106.96	
<b>20581</b>	<b>2/28/2025</b>	<b>VERIZON WIRELESS</b>		<b>468.57</b>
	2100-522	CELLPHONE INV 6104941727	42.94	
	2100-522	CELLPHONE INV 6104941727	42.94	
	2400-522	CELLPHONE INV 6104941727	42.96	
	2800-522	CELLPHONE INV 6104941727	47.94	
	3200-522	CELLPHONE INV 6104941727	42.94	



### Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>
	3200-522		CELLPHONE INV 6104941727	80.02
	3200-522		CELLPHONE INV 6104941727	42.94
	3200-522		CELLPHONE INV 6104941727	40.01
	3500-522		CELLPHONE INV 6104941727	42.94
	3900-522		CELLPHONE INV 6104941727	42.94
<b>20582</b>	<b>2/28/2025</b>		<b>WESTERN OIL, INC</b>	
	2100-532		FUEL	171.42
	3200-532		FUEL	153.79
	3900-532		FUEL	190.45
<b>20583</b>	<b>2/28/2025</b>		<b>ZOOM VIDEO COMM INC</b>	
	1000-532		INV 294436084 MONTHLY SVC	15.99

Report Setup  
 Report selection: Check Register - Detail  
 Banks: Single  
 Bank Acct#: 150541 - Midwest Bank (City Acct.)  
 Starting Check Number: 20538  
 Ending Check Number: 20583  
 Starting Date: 2/28/2025

Total Non-Void Checks 95,090.54

payroll 2-14-2025 21,895.75  
 payroll 2-28-2025 20,242.32

Claims other than General Account

3

Acct	Check #	Vendor	Description	Amount
Economic Development Sales Tax	1303	Jarecki Sharp & Petersen	Filing Fees	223.75
Street Improvement	ACH	Wire Bond Payment	Bond Pmt	28,640.00
Housing Authority	1041	Jarecki Sharp & Petersen	Filing Fee	21.25

## Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>	<u>Amount</u>	<u>Amount</u>
25891	3/11/2025		<b>AFLAC</b>		286.94
	2100-513		INV 242511 EMP INS	30.94	
	2100-513		INV 242511 EMP INS	65.78	
	2800-513		INV 242511 EMP INS	60.46	
	3200-513		INV 242511 EMP INS	60.46	
	3500-513		INV 242511 EMP INS	30.94	
	4400-513		INV 242511 EMP INS	38.36	
25892	3/11/2025		<b>ALLO BUSINESS</b>		158.40
	1000-532		INV 4007 MICROSOFT 365 SUBSCRIPTIOI	79.20	
	1000-532		INV 4542 MICROSOFT 365 SUBSCRIPTIOI	79.20	
25893	3/11/2025		<b>ALLSTAR PARTS LLC</b>		36.37
	2400-532		SUPPLIES	36.37	
25894	3/11/2025		<b>ALTWINE HARDWARE &amp; HOME LLC</b>		83.98
	2400-532		SUPPLIES	41.07	
	3500-532		SUPPLIES	7.99	
	4200-532		SUPPLIES	34.92	
25895	3/11/2025		<b>50 AUTO VALUE- NORFOLK</b>		79.66
	2100-532		INV 860042204 SUPPLIES	76.53	
	2100-532		INV 860042349 SUPPLIES	3.13	
25896	3/11/2025		<b>86 BARCO</b>		806.40
	2100-532		INV IN251312 SUPPLIES	806.40	
25897	3/11/2025		<b>BOMGAARS</b>		313.86
	2100-532		SUPPLIES	32.99	
	2400-532		SUPPLIES	68.92	
	3500-532		SUPPLIES	79.98	
	4200-532		SUPPLIES	131.97	
25898	3/11/2025		<b>BUD'S SANITARY SERVICE, LLC</b>		5,517.00
	3500-532		SVC FEBRUARY 2025	5,517.00	
25899	3/11/2025		<b>CASEY'S BUSINESS MASTERCARD</b>		63.86
	3200-532		FUEL	63.86	
25900	3/11/2025		<b>554 CITY OF NORFOLK</b>		407.59
	2600-532		INV 15261 SEWER LAB FEES	407.59	
25901	3/11/2025		<b>24 CITY OF PLAINVIEW</b>		191.73
	1000-529		IRP LOAN INTEREST PMT 3RD & BELL	68.92	
	1000-570		IRP LOAN PRINCIPAL PMT 3RD & BELL	122.81	
25902	3/11/2025		<b>CITY OF PLV OSM/PLV HOUSING</b>		50.60
	1000-531		HOUSING LOAN PRINCIPAL PMT	42.31	
	1000-531		HOUSING LOAN INTEREST PMT	8.29	
25903	3/11/2025		<b>328 CLASSIC RENTALS</b>		265.37
	1000-532		SUPPLIES	112.00	
	2400-532		SUPPLIES	103.37	
	4400-532		SUPPLIES- LIBRARY	50.00	
25904	3/11/2025		<b>CMBA ARCHITECTS</b>		950.00
	1200-521		INV 65123 COMMUNITY CENTER	950.00	
25905	3/11/2025		<b>CURT HART</b>		18.27
	2600-532		REIM MEALS WW CLASS CROFTON	18.27	
25906	3/11/2025		<b>DALLAS SNYDER</b>		57.25
	2400-520		METER DEPOSIT REFUND	57.25	
25907	3/11/2025		<b>379 EAKES OFFICE SOLUTIONS</b>		67.83
	3200-532		INV627356 COPIER CONTRACT POLICE	67.83	
25908	3/11/2025		<b>GREAT AMERICAN BUSINESS PRODUCTS</b>		258.99
	4200-532		INV 43398280 DROPBOX CAMPER	258.99	
25909	3/11/2025		<b>HOLLMAN MEDIA</b>		100.00
	1000-532		INV 164107- 2025 DOMAIN	25.00	

## Check Register - Detail

City of Plainview

<u>Check #</u>	<u>Date</u>	<u>Acct#</u>	<u>Name</u>		<u>Amount</u>
25928	3/11/2025		NORTHEAST NEBRASKA CLERKS ASSOCIATION		20.00
	1000-521		INV 2025-1 DUES 2025 C RETZLAFF	20.00	
25929	3/11/2025		PIERCE BROADBAND NETWORKS		56.64
	2400-522		INV 10165977 SVC 329-6000	18.88	
	2600-522		INV 10165977 SVC 329-6000	18.88	
	3200-522		INV 10165977 SVC 329-6000	18.88	
25930	3/11/2025		PLAINVIEW BALL BACKERS, LLC.		556.67
	4600-532		SVC- SEEDING AT LEGION FIELD	556.67	
25931	3/11/2025		132 PLAINVIEW PUBLIC SCHOOLS		300.00
	1000-532		LIQUOR LICENSE FEES	300.00	
25932	3/11/2025		53 PLAINVIEW TELEPHONE CO., INC.		1,120.20
	1000-522		PHONE SVC FEBRUARY 2025	177.33	
	1000-554		CAMERA/PHONE LEASE	262.91	
	2100-522		PHONE SVC FEBRUARY 2025	79.56	
	2400-522		PHONE SVC FEBRUARY 2025	53.50	
	2400-522		PHONE SVC FEBRUARY 2025	62.98	
	2400-522		PHONE SVC FEBRUARY 2025	54.93	
	2400-522		PHONE SVC FEBRUARY 2025	61.38	
	2600-522		PHONE SVC FEBRUARY 2025	50.49	
	3200-522		INTERNET- POLICE	188.97	
	4400-522		PHONE SVC FEBRUARY 2025	67.71	
	3900-522		PHONE SVC FEBRUARY 2025	60.44	
25933	3/11/2025		70 POSTMASTER		350.00
	1000-532		PERMIT PI #1 FIRST CLASS PRESORT	350.00	
25934	3/11/2025		56 WALTON APPLIANCE & REPAIR		27.90
	3500-532		INV 1591 SUPPLIES	27.90	
25935	3/11/2025		WEST HODSON LUMBER		525.20
	2100-532		SUPPLIES- STATEMENT 2/25/2025	525.20	
25936	3/11/2025		WESTERN OIL, INC		656.16
	2100-532		FUEL	182.90	
	3200-532		FUEL	299.98	
	3900-532		FUEL	173.28	

<p>Report Setup</p> <p>Report selection: Check Register - Detail</p> <p>Banks: Single</p> <p>Bank Acct#: 150541 - Midwest Bank (City Acct.)</p> <p>Starting Check Number: 25891</p> <p>Ending Check Number: 25936</p> <p>Starting Date: 3/11/2025</p>
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Total Non-Void Checks 92,448.02

4

**Plainview Manor Board of Directors Meeting**

February 26<sup>th</sup>, 2025 – 4:00 p.m.

**Notation:** Next meeting to be held on March 26<sup>th</sup>, 2025 at 4:00 p.m.

**OPEN MEETING LAW:** Posted in meeting room

**CALL TO ORDER AND ROLL CALL**

Approval of agenda

**UNFINISHED BUSINESS**

Approval of Minutes from the last Board Meeting held on January 29<sup>th</sup>, 2025

Administrator Contract Renewal

Staff Updates

Architect Update/Decision

Other Unfinished Business

**NEW BUSINESS**

Department heads on agenda

Grievance policy

Discussion on meeting time change

Complaint Survey- 2-18-25- Not Substantiated

Other New Business

**EXECUTIVE SESSION**

## Plainview Manor Board of Directors Meeting

January 29<sup>th</sup>, 2025

The Plainview Manor Board of Directors met Wednesday, January 29<sup>th</sup>, 2025, at 4:00 p.m. in the multi-purpose room pursuant to the public notice. President Wolken called the meeting to order at 4:00 p.m. with the following board members present: Kim Wolken, Melissa Hoffart, Joan Alexander and Melissa Tarr. Mayor Bob Smith, city council member Corrine Janovec, administrator Julieen Johnson, Jodie Beaudette, Rachel Torrey and Cheryl McCabe were also present. Absent Traci Gaylor.

Motion made by Tarr to approve the agenda and seconded by Alexander. Roll call vote: Aye Wolken, Alexander, Hoffart and Tarr; Nay, none. Absent Gaylor.

Motion made by Hoffart to approve the minutes from the last board meeting held on December 23<sup>rd</sup>, 2024, seconded by Alexander. Roll call vote: Aye Wolken, Alexander, Hoffart, and Tarr; Nay, none. Absent Gaylor.

Johnson updated the board on staffing and said we are going to be getting a CNA from Alabama through the temp agency.

The Architect firms of CMBA Architects and Clark & Enersen were discussed. After further discussion with administrator Johnson, she will be reaching out to the representatives to come and present their plans and ideas to the council and manor board members at the next city council meeting held February 11<sup>th</sup>, 2025.

Nebraska State Auditor findings were discussed and reviewed. Johnson stated that an investigation was conducted concerning the payment of bonuses to the facility administrator, use of manor funds was also used to purchase alcohol for residents, memorials for funerals of residents and gifts for employees. No action taken.

Longevity policy was presented with a motion made by Alexander and seconded by Tarr for approval.

Discussion was held on the assisted living medicaid survey results.

Administrator Johnson presented the Auditor's, Lutz, report that came back the previous week with minor flags.

Discussion was held on changing future board of directors meeting dates for May and December. After further discussion the board agreed that the meeting for May will now be held on the 21<sup>st</sup> and December's meeting date will be the 30<sup>th</sup>.

In other new business, Rachel Torrey, MDS Coordinator, expressed her concerns about the facility and how it is run by administrator Johnson. She feels there needs to be better communication and professionalism from the administrator.

Motion was made by Hoffart and seconded by Tarr to enter an executive session at 4:52 p.m. to discuss personnel issues. Roll call vote: Aye Wolken, Alexander, Hoffart and Tarr; Nay, none. Absent Gaylor. Those

present in the executive session were all present board members, administrator Johnson, mayor Smith, and city council member Janovec.

At 7:43 p.m. motion was made by Tarr and seconded by Hoffart for president Wolken to reconvene into the regular board meeting with no action taken. Roll call vote: Aye Wolken, Alexander, Hoffart and Tarr; Nay, none. Absent Gaylor.

Administrator contract renewal was discussed, and a motion was made by Alexander and seconded by Hoffart to give an 8% increase. The contract will be on the next agenda as Hoffart thought it would be good for the board to review and make some changes. Roll call vote: Aye Wolken, Alexander and Hoffart; Nay, Tarr. Absent Gaylor.

With no further action taken, President Wolken adjourned the meeting at 8:10 p.m.

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Plainview Manor Board Secretary

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Plainview Manor Board President

Plainview Manor  
Balance Sheet  
January 31, 2025

ASSETS

Current Assets		
Cash	\$	610,862.57
Cash - Tax Transfer		435.97
Cash - Petty Cash		200.00
Cash - Savings		1,894,190.54
Resident Petty Cash		1,786.94
Cash - Foundation		16,281.30
Cash - CD		1,321,258.57
Account Receivable/Med		128,682.64
Account Receivable/Pri		10.00
Accounts Rec. - Hospice		1,096.88
Accounts Rec. - A/L Private		100.00
Account Rec - A/L Medicaid		3,034.92
Acct. Rec. - Medicare A		6,016.00
Allowance for Doubtful Accts		(2,700.00)
Prepaid Insurance		54,412.41
Accrued Interest Receivable		3,247.68
		<hr/>
Total Current Assets		4,038,916.42
Property and Equipment		
Land		25,000.00
Building		1,793,062.74
Accu. Depr. Building		(1,245,282.97)
Assisted Living Addition		881,307.18
Accum Depr. - A/L		(568,644.32)
Equipment		827,278.69
Accum Depr. Equipment		(639,182.54)
Vehicles		57,350.53
Accum Depr. Vehicles		(41,450.33)
		<hr/>
Total Property and Equipment		1,089,438.98
		<hr/>
Total Assets	\$	<u><u>5,128,355.40</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	39,737.47
Federal & FICA Taxes Payable		6,032.25
State Taxes Payable		5,553.10
Unemployment Taxes Payable		587.11
Accrued Wages		79,875.21
Accrued Provider Tax		8,910.00
Accrued Vacation		89,224.54
Resident Petty Cash		1,786.94
Employee's Deductions		(821.83)
Room Deposits A/L		3,500.00
		<hr/>
Total Current Liabilities		234,384.79
		<hr/>
Total Liabilities		234,384.79



Plainview Manor  
Balance Sheet  
January 31, 2025

Capital		
Retained Earnings	4,702,384.09	
Net Income	<u>191,586.52</u>	
Total Capital		<u>4,893,970.61</u>
Total Liabilities & Capital		<u>\$ 5,128,355.40</u>

Income Statement  
For the Four Months Ending January 31, 2025  
Plainview Manor

	Current Month		Year to Date	
<b>Revenues</b>				
Routine Care - Pri	\$ 151,864.00	49.26	\$ 457,353.00	35.77
Other - Private	90.00	0.03	360.00	0.03
Routine Care - Medicaid	97,291.88	31.56	504,491.87	39.45
Other - Medicaid	0.00	0.00	10.00	0.00
Medicaid-Pri Room	465.00	0.15	1,845.00	0.14
Hospice Care	2,371.88	0.77	55,197.33	4.32
Assisted Living - Private	32,612.00	10.58	133,290.00	10.42
Other - A/L Private	100.00	0.03	484.33	0.04
Assisted Living - Med	5,600.00	1.82	22,256.00	1.74
Medicare A	5,279.27	1.71	24,914.34	1.95
Medicare B	0.00	0.00	3,011.23	0.24
<b>Total Revenues</b>	<b>295,674.03</b>	<b>95.91</b>	<b>1,203,213.10</b>	<b>94.10</b>
<b>Gross Profit</b>	<b>295,674.03</b>	<b>95.91</b>	<b>1,203,213.10</b>	<b>94.10</b>
<b>Expenses</b>				
Administrator Labor	10,850.00	3.52	43,050.00	3.37
Office Labor	5,209.86	1.69	21,006.10	1.64
Office Supplies	239.61	0.08	684.88	0.05
Advertising & Promotion	272.76	0.09	327.96	0.03
Seminars & Education	0.00	0.00	160.00	0.01
Printing & Postage	0.00	0.00	207.91	0.02
Telephone	514.56	0.17	2,066.22	0.16
Licenses & Dues	1,723.60	0.56	4,176.21	0.33
Legal & Accounting	208.25	0.07	3,998.25	0.31
General Liability Insurance	1,900.00	0.62	7,600.00	0.59
Payroll Taxes - Unemployment	587.11	0.19	666.29	0.05
Payroll Taxes - FICA	13,871.99	4.50	55,003.77	4.30
Employee Benefits	20,410.59	6.62	81,780.68	6.40
NE Sales Tax	701.81	0.23	701.81	0.05
Workman's Comp Insurance	1,600.00	0.52	7,562.00	0.59
Dietary Labor	19,547.58	6.34	78,568.24	6.14
Food	8,743.38	2.84	40,099.50	3.14
Dietary Supplies	1,766.19	0.57	4,503.85	0.35
Dietary Equipment	0.00	0.00	1,472.00	0.12
Dietary Consultant	0.00	0.00	533.25	0.04
Dietary Leased Equipment	90.00	0.03	360.00	0.03
Housekeeping Labor	2,810.14	0.91	11,017.05	0.86
Housekeeping Supplies	435.72	0.14	3,530.07	0.28
Seminars, Educ, Staffing	0.00	0.00	41.00	0.00
Laundry labor	4,181.64	1.36	11,363.51	0.89
Linens	0.00	0.00	166.32	0.01
Laundry Supplies	155.25	0.05	1,191.72	0.09
Laundry Equipment	0.00	0.00	962.99	0.08
Director of Nursing - Wages	8,474.07	2.75	33,622.93	2.63
Prof. Nursing Labor	44,076.16	14.30	181,896.56	14.23
Nursing Assistant wages	52,515.31	17.03	211,355.55	16.53
Medical Records Labor	4,920.96	1.60	19,732.18	1.54
Nursing Supplies	6,510.24	2.11	21,749.96	1.70
Temporary Staffing	6,570.00	2.13	12,872.47	1.01
Pharmacist Consultant	1,000.00	0.32	2,000.00	0.16
Restorative Therapy	500.00	0.16	2,000.00	0.16
Physical Therapy	1,281.70	0.42	3,515.70	0.27
OT Consultant	1,724.96	0.56	3,166.98	0.25
Computer Expenses	1,186.27	0.38	4,046.57	0.32
Medicare - Pharmacy	1,646.83	0.53	1,772.70	0.14

Income Statement  
For the Four Months Ending January 31, 2025  
Plainview Manor

	Current Month		Year to Date	
Medicare - Ancillary	180.40	0.06	765.40	0.06
Maintenance Labor	3,037.07	0.99	11,812.09	0.92
Maintenance Supplies	606.32	0.20	2,489.13	0.19
Utilities	4,354.21	1.41	13,020.55	1.02
Routine Repairs Exp	2,798.73	0.91	5,498.23	0.43
Equipment Repairs	0.00	0.00	2,003.76	0.16
Leased Equipment	433.33	0.14	815.82	0.06
Service Contracts	159.00	0.05	636.00	0.05
Auto Expense	87.40	0.03	415.27	0.03
Property/Auto Insurance	3,400.00	1.10	13,600.00	1.06
Activities labor	4,487.13	1.46	15,034.18	1.18
Social Services Labor	2,759.60	0.90	11,131.14	0.87
Recreational & Craft Sup.	136.56	0.04	412.89	0.03
Act/S.S. Expense	0.00	0.00	46.03	0.00
Depreciation Expense	7,298.00	2.37	29,192.00	2.28
Cable TV	801.71	0.26	2,829.43	0.22
A/L Office Labor	1,660.65	0.54	6,318.54	0.49
A/L Office Supplies	17.11	0.01	275.45	0.02
A/L Licenses & Dues	0.00	0.00	771.01	0.06
A/L Dietary Labor	3,784.90	1.23	15,255.33	1.19
A/L Housekeeping Labor	537.31	0.17	1,657.02	0.13
A/L Laundry Labor	1,308.29	0.42	4,387.71	0.34
A/L Professional Nursing	1,181.42	0.38	3,940.43	0.31
A/L Medication Aide	10,986.38	3.56	42,963.19	3.36
A/L Nursing Supplies	166.36	0.05	472.74	0.04
A/L Computer Expenses	174.52	0.06	698.08	0.05
A/L Maintenance Labor	921.18	0.30	3,529.89	0.28
A/L Maintenance Supplies	0.00	0.00	304.65	0.02
A/L Utilities	1,451.41	0.47	4,340.19	0.34
A/L Equipment Repairs	0.00	0.00	1,349.74	0.11
A/L Social Services Labor	894.12	0.29	3,488.04	0.27
A/L Depreciation Exp	1,774.00	0.58	7,096.00	0.55
<b>Total Expenses</b>	<b>281,623.65</b>	<b>91.35</b>	<b>1,087,083.11</b>	<b>85.02</b>
<b>Net Operating Income</b>	<b>14,050.38</b>	<b>4.56</b>	<b>116,129.99</b>	<b>9.08</b>
<b>Other Income</b>				
Miscellaneous Sales	8.00	0.00	16.00	0.00
Refunds	0.00	0.00	94.40	0.01
Interest Income	8,828.43	2.86	37,379.80	2.92
Donations	3,135.00	1.02	6,753.00	0.53
Guest Meals	168.00	0.05	583.00	0.05
Employee Meals	485.00	0.16	2,857.00	0.22
Healthcare Aid for AL	0.00	0.00	26,608.33	2.08
Gain/Loss on Sale	0.00	0.00	1,165.00	0.09
<b>Total Other Income</b>	<b>12,624.43</b>	<b>4.09</b>	<b>75,456.53</b>	<b>5.90</b>
<b>Net Income</b>	<b>\$ 26,674.81</b>	<b>8.65</b>	<b>\$ 191,586.52</b>	<b>14.98</b>

**Plainview Manor  
Check Register**

**For the Period From Feb 1, 2025 to Feb 28, 2025**

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

Check #	Date	Payee	Amount
auto pay	2/10/25	US FOODS	2,029.16 Food & supplies
auto pay1	2/10/25	MARTIN BROS.	8,207.52 Food & supplies
55606	2/10/25	AFIAC	2,936.06 Employee Insurance
55607	2/10/25	PAM ALBIN	50.00 Cell Phone
55608	2/10/25	ALTIVINE HARDWARE & F	591.06 Paint & Supplies
55609	2/10/25	BUSH & ROE FINANCIAL II	4,198.00 D&O Insurance
55610	2/10/25	CITY OF PLAINVIEW	641.68 Utilities
55611	2/10/25	JULIE GOUGH	100.00 Entertainment
55612	2/10/25	ASHLEY DENDINGER	1,000.00 Pharmacy Consultant
55613	2/10/25	DIRECT SUPPLY, INC.	1,316.74 Nursing Supplies
55614	2/10/25	HDSUPPLY	259.87 Housekeeping Supplies
55615	2/10/25	HEALTH CARE INFORMAT	264.40 Buying group and Medicare Billing
55616	2/10/25	HILLAND DAIRY	745.73 Food
55617	2/10/25	VALERIE HOFFMAN	731.25 Painting
55618	2/10/25	JULEEN JOHNSON	213.21 Cell Phone, mileage and supplies
55619	2/10/25	KUSTOM PEST CONTROL	75.00 Exterminator
55620	2/10/25	MCKESSON MEDICAL	1,945.97 Nursing Supplies
55621	2/10/25	MEDLINE INDUSTRIES, IN	1,583.43 Nursing Supplies
55622	2/10/25	MITCH FOOD STORE	188.28 Food
55623	2/10/25	MSM ENTERPRISES LLC	1,724.96 Occupational Therapy
55624	2/10/25	NORTHEAST COMMUNITY	200.00 CPR Classes
55625	2/10/25	NORFOLK SHOPPER	272.76 Advertising
55626	2/10/25	OVERLAND REHAB LLC	1,781.70 Physical Therapy & Restorative Services
55627	2/10/25	PENNER PATIENT CARE II	723.92 Parts
55628	2/10/25	PLAINVIEW CHAMBER OF	135.00 Dues
55629	2/10/25	PLAINVIEW FAMILY PHAR	1,657.02 Medicare Prescriptions
55630	2/10/25	PLAINVIEW TELEPHONE	364.56 Phone & Internet
55631	2/10/25	POINTCLICKCARE TECHN	943.29 Nursing Software Support
55632	2/10/25	PRIME TIME HEALTHCARE	3,465.00 Temp Staffing
55633	2/10/25	RADIOLOGY CONSULTAN	92.00 Staff Injury
55634	2/10/25	SCHAFFER GRAIN	417.60 Maintenance Supplies
55635	2/10/25	STEINKRAUS SERVICE	30.00 Gas
55636	2/10/25	TANGEMAN PLUMBING	852.50 Labor - Hot Water Heater
<b>Total</b>			<b>39,737.47</b>

January

Aflac	\$463.54
NE Sale Tax	\$701.81
Fat Cow	\$417.50
Dearborn	\$141.71
Dish	\$676.71
AUL	\$3,658.68
NE Child Support	\$169.85
Velocity	\$80.19
Estate of Gwen mattson	\$450.00
Robert Bates	\$500.00
DHHS	\$27,531.00
Wade Dangler	\$3,350.00
Medica	\$20,349.52
NE Unemployment	\$79.18
Aatrix	\$24.50
NCPD	\$2,776.67
Menards	\$142.16
Lodge Vision	\$125.00
Black Hillies Energy	\$2,387.27
Aatrix	\$183.75
NE Dept of Revenue	\$5,961.72
Marco	\$433.33
Quill	\$85.53
Amazon	\$813.10
AUL	\$3,648.40
NE Child Support	\$169.85
Aflac	\$463.54
Prime Time	\$3,105.00
Family Dollar	\$38.75
State of Nebraska	\$1,588.80
Family Dollar	\$27.10

Employee Insurance
Yearly Sales Tax Payment for Meals
Yearly Web page Fees
Employee Insurance
TV Services
Retirement
Garnishment
Garnishment
Refund
Refund
QA Assessments
Lift & New Step
Employee Insurance
Taxes
Tax Support
Utilities
Supplies
TV Services
Utilities
Tax Support
Taxes
Copier Lease
Office Supplies
Supplies
Retirement
Garnishment
Employee Insurance
Temp staffing
Supplies
Nursing Home License
Supplies

# Statistical report for Month ended January 2025

	January	% OF CHANGE	December
NH 'MEDICAID RESIDENT DAYS	496	-11.11%	558
NH PRIVATE RESIDENT DAYS	487	15.13%	423
MEDICARE SKILLED DAYS	3	-50.00%	6
ADULT DAY CARE DAYS/WC	0	#DIV/0!	0
NH Med HOSPICE DAYS	7	-81.08%	37
TOTAL NH RESIDENT DAYS	993	-3.03%	1024
AVERAGE DAILY CENSUS	32	-3.03%	33
PERCENTAGE OF RESIDENT OCCUPANCY	82%	-3.53%	85%
PERCENTAGE OF BEDS PAID	85%	-2.30%	87%
AL MEDICAID RESIDENT DAYS	62	0.00%	62
AL PRIVATE RESIDENT DAYS	279	0.36%	278
TOTAL AL RESIDENT DAYS	341	-4.21%	356
AVERAGE DAILY CENSUS	11	0.00%	11
PERCENTAGE OF RESIDENT OCCUPANCY	79%	-3.66%	82%
PERCENTAGE OF BEDS PAID	65%	-4.41%	68%
MEALS	4080	-2.28%	4175

TODAY'S CENSUS

35/39 NH 36 beds pd for 11/17 AL- 14 rooms

SPECIAL SAVINGS

\$1,894,190.54

CHECKING ACCOUNT

\$654,309.75

**Subject:** Grievance and complaints

**Policy:** It is the policy of PM/WP to provide employees with an opportunity to present their complaint and to appeal decisions by management through a formal complaint and grievance procedure. Employees will not, under any circumstance, be penalized for doing so. PM/WP will try to resolve complaints with concern for employee's needs as well as PM/WP's needs.

**Procedure:** Any permanent employee, who is aggrieved as a result of the interpretation and/or application of the management policies, disciplinary action, alleged discrimination, unfair treatment, unsafe or unhealthy working conditions, shall have the right to use the Grievance Procedure.

Institution of an appeal from dismissal, suspension, demotion, shall in no way affect the effective date of dismissal, suspension or demotion.

Grievance Procedure

1. Present your grievance in writing to your Department Head. You must present your grievance within five (5) days of its occurrence or within three (3) days of finding out about it.
2. Your Department Head will meet with you and attempt to solve, resolve or come to a decision on the grievance and make suggestions or recommendations.
3. If you are satisfied and accept your Department Head's recommendation, the grievance is over.

Disapproval of Recommendation

1. If you are not satisfied with your Department Head's recommendation, you may request a discussion with the Administrator. This request should be in writing and made within five (5) days after your meeting with your Department Head.
2. The Administrator will arrange a meeting with you within 5 days to discuss the grievance.
3. The Administrator will then provide a short written answer containing his/her recommendations and suggestions to you within five (5) days of your meeting.
4. If the employee is not satisfied with the decision of the Administrator, the employee, within five working days, can file a claim with the American Arbitration Association, Regional Office,

230 West Monroe Street, Chicago, Illinois 60606. There is a cost for filing, which shall be paid by the employee, but refunded if the employee wins the arbitration case.

Exceptions to Procedural Steps

PM recognizes that there may arise certain circumstances in which it may be inappropriate for employees to pursue the resolution of a problem in the prescribed sequence. Consequently, the following exceptions are instances where an employee may bypass steps to seek resolution of a situation by the next higher authority.

1. If the complaint or problem involves a known or suspected violation of the law.
2. If the complaint or problem is clearly not within the authority of the employee's supervisor to resolve.
3. If the employee and supervisor mutually agree to bypass the superior's step.
4. If the nature of the complaint, problem or dispute involves or has been caused by the employee's supervisor, and the employee has reason to believe the supervisor may be less than impartial.

Reports, records, and documents which reflect unfavorably on an employee shall not be placed in the personnel file without their knowledge. In case of a discharge, resignation or retirement of an employee, a copy must be mailed to or signed by the employee before placed into the employee's personnel file

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.



Curt's monthly report Feb 2025

4

Locates

Read Meters

Monthly Water Samples

Removed Boiler out of Plant

Fixed Water Main on N Pine St

Burned Tree Pile and Pallet Pile

Cleaning up at C&D

Changing out ERT's

Plowed Snow

Installed New Water Meter at Farmers Pride

Sweeping Streets

Put New Gutter, and Main Brooms on Street Sweeper

Picked Up Big Iron Supplies

Painting Picnic Tables

Curt and James Attended WW Class in Crofton

# FEBRUARY 2025 Account Balances

## Accounts

<u>HOUSING AUTHORITY</u> XX0509	Available balance <b>\$109,773.69</b>	RECENT ▼
<u>GENERAL CHECKING</u> XX0541	Available balance <b>\$1,291,357.63</b>	RECENT ▼
<u>WATER TOWER</u> XX1009	Available balance <b>\$41,875.46</b>	RECENT ▼
<u>ELECTRICAL SINKING FUND</u> XX0321	Available balance <b>\$139,730.71</b>	RECENT ▼
<u>C&amp;D CLOSURE/POST</u> XXXX3357	Available balance <b>\$80,725.79</b>	RECENT ▼
<u>PLV/OSMOND HOUSING</u> XXXX5161	Available balance <b>\$29,237.51</b>	RECENT ▼
<u>POOL SALES TAX</u> XXXX8263	Available balance <b>\$258,386.22</b>	RECENT ▼
<u>KENO ACCOUNT</u> XXXX9616	Available balance <b>\$45,500.88</b>	RECENT ▼
<u>MANOR SALES TAX</u> XXXX7492	Available balance <b>\$126,551.65</b>	RECENT ▼
<u>BOND RESERVE FUND</u> XX8633	Current balance <b>\$84,822.97</b>	RECENT ▼
<u>C&amp;D SITE SINKING FUND</u> XXXX1067	Available balance <b>\$160,036.42</b>	RECENT ▼
<u>COMMERCIAL/C&amp;D</u> XXX2509		RECENT ▼
<u>ECONOMIC DEVELOPMENT SALES TAX</u> XXXX7514	Available balance <b>\$58,171.05</b>	RECENT ▼
<u>LIBRARY GRANT FUND</u> XXXX0099	Available balance <b>\$39,747.84</b>	RECENT ▼
<u>LIBRARY IMPROVEMENTS</u> XX8630	Current balance <b>\$13,333.70</b>	RECENT ▼
<u>LIBRARY SALES TAX</u> XXXX7503	Available balance <b>\$245,691.08</b>	RECENT ▼

PLANT IMPROVEMENT COD  
XX8621

Current balance  
**\$44,145.62**

RECENT ▼

STREET IMPROVEMENT FUND  
XXXX0286

Available balance  
**\$35,735.25**

RECENT ▼

WATER TOWER COD  
XX8620

RECENT ▼

2018 FORD POLICE INTERCEPTOR  
XXX2927

RECENT ▼

WILKENS INDUSTRIES TRAILER  
XXX2984

RECENT ▼

DTR GRANT FUNDS  
XXXX7590

Available balance  
**\$0.00**

RECENT ▼

IRP FUNDS  
XXXX3773

Available balance  
**\$20,310.44**

RECENT ▼

IRP LOAN RESERVE LOSS FUND  
XXXX5379

Available balance  
**\$20,224.71**

RECENT ▼

NAHTF GRANT FUNDS  
XXXX8448

Available balance  
**\$0.00**

RECENT ▼

RBDG FUNDS  
XXXX3784

Available balance  
**\$59,378.63**

RECENT ▼

**CLERK/TREASURER'S REPORT FOR FEBRUARY 2025**

\*\*\*\*\*

LIGHTS	93.16
SEWER	20,678.44
WATER	28,406.85
SALES TAX	1,548.31

<b>GENERAL:</b>	
*Midwest Bank- Interest on Account	2,519.03
*Housing Loan Payments	150.60
*General Bond	31,389.67
*Fax	23.00
*RBDG Loan Pmt	346.43
*IRP Loan Pmt	572.80
*Alfalfa Rent- Wells	500.00
*ACE Rebate	6,285.00
*Liquor License Fees	425.00
<b>SALES TAX TOTAL:</b>	
*Library	4,857.33
*Manor	4,857.33
*Economic Development	4,857.33
*Pool	7,285.98
*Street	5,301.99
<b>STREET:</b>	
*Highway Allocation	17,590.48
*Highway Incentive	3,000.00
*Void Ck #25747	2,563.31
<b>WATER:</b>	
*Meter Deposits	150.00
<b>SEWER:</b>	
<b>PARK:</b>	
<b>POOL:</b>	
<b>PLANT:</b>	
*NCPPD Lease Payment	21,249.09
<b>POLICE:</b>	
*Dog Tags	50.00
*Gun Permit	5.00

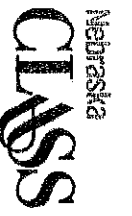
**CLERK/TREASURER'S REPORT FOR FEBRUARY 2025**

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<b>SOLID WASTE: Billings &amp; Fees:</b>	23,000.28
*C&D Site	482.85
*Iron	561.60
<b>HANDIVAN:</b>	
*Fees	633.00
*Grant Payment	1,859.00
<b>LIBRARY:</b>	
*Fines/Fees	58.51
*Rent	50.00
<b>FIRE:</b>	
<b>SUMMER REC:</b>	
<b>DEBT SERVICE:</b>	
*Paving Bond	17,183.77
*Bond Payment County Treasurer	6,774.61

**TOTAL REVENUE JANUARY 2025**

**\$ 215,309.75**



0000028-0000162 PDF 752623  
City of Plainview  
PO Box 757  
Plainview, NE 68769

Summary Statement

February 28, 2025  
Page 1 of 3  
Investor ID: NE-01-0034

Nebraska CLASS

Nebraska CLASS

Average Monthly Yield: 4.3273%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NE-01-0034-0001 General Fund	51,862.06	2,732.67	0.00	179.89	367.89	54,308.37	54,774.62
<b>TOTAL</b>	<b>51,862.06</b>	<b>2,732.67</b>	<b>0.00</b>	<b>179.89</b>	<b>367.89</b>	<b>54,308.37</b>	<b>54,774.62</b>

Tel: (866) 256-6460

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**Account Statement**

February 28, 2025  
Page 2 of 3

Account Number: NE-01-0034-0001

**General Fund**

**Account Summary**

Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
51,862.06	2,732.67	0.00	179.89	367.89	54,308.37	54,774.62

Average Monthly Yield: 4.3273%

**Transaction Activity**

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
02/01/2025	Beginning Balance			51,862.06	
02/04/2025	Contribution	2,732.67			2555
02/28/2025	Income Dividend Reinvestment	179.89			
02/28/2025	Ending Balance			54,774.62	



**Nebraska CLASS**

Nebraska CLASS

Date	Dividend Rate	Daily Yield
02/01/2025	0.000000000	4.3455%
02/02/2025	0.000000000	4.3455%
02/03/2025	0.000118887	4.3393%
02/04/2025	0.000119178	4.3500%
02/05/2025	0.000118486	4.3247%
02/06/2025	0.000118259	4.3165%
02/07/2025	0.000355929	4.3305%
02/08/2025	0.000000000	4.3305%
02/09/2025	0.000000000	4.3252%
02/10/2025	0.000118500	4.3305%
02/11/2025	0.000118385	4.3210%
02/12/2025	0.000118274	4.3170%
02/13/2025	0.000118233	4.3155%
02/14/2025	0.000473436	4.3201%
02/15/2025	0.000000000	4.3201%
02/16/2025	0.000000000	4.3201%
02/17/2025	0.000000000	4.3201%
02/18/2025	0.000118204	4.3145%
02/19/2025	0.000118696	4.3324%
02/20/2025	0.000118457	4.3237%
02/21/2025	0.000355155	4.3210%
02/22/2025	0.000000000	4.3210%
02/23/2025	0.000000000	4.3210%
02/24/2025	0.000118646	4.3306%
02/25/2025	0.000118540	4.3267%
02/26/2025	0.000118583	4.3283%
02/27/2025	0.000118550	4.3271%
02/28/2025	0.000119092	4.3469%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Tel: (866) 256-6460

www.nebraskaclass.com



# Minutes of the Plainview Library Board

Monday, February 3rd, 2025 5:15pm

- I. Members Present: Valerie Tarr, Jody Viterna, Bernice Yilk, Brandi Johansen, Paige Goetzinger, Donna Christiansen, Library Director, Kayle Getzschman, Children's Librarian
- II. Welcome Visitors: None
- III. Welcome New Library Board Member – Paige Goetzinger
- IV. Open Meeting Act was acknowledged.
- V. Minutes: Bernice motioned to approve the minutes as presented. Motion seconded and carried.
- VI. Bills: Donna presented the bills. Jody motioned to pay the bills as presented. Motion seconded and carried.
- VII. Librarian's Reports:
  - a. Donna reported on the receipts and statistics. Donna handed out the fiscal year report to the board for review. This report has been provided to the city to be distributed to the council at the February meeting. Donna reported that she had signed up and received 20 puzzles for the library from Ravensburger to be used for the speed puzzle event in March. Donna has a sign-up sheet available for the family escape room event for Valentine's Day. Participants can sign up for a time slot from Feb 1 – Feb 14<sup>th</sup> at the library. Donna will be sending out the links for the Big Talk Small Libraries webinars for the board to view. These will count toward the board's CEUs.
  - b. Kayle gave the children's librarian report. She has 2 daycares currently signed up. Kayle reported on her after school programs and themes. She distributed flyers for teenage reading buddies to come read to the kids after school. Kayle also reported that she found out that Plainview has a 4H chapter in town but they haven't been active since covid. She reached out to the group leader and they have given permission for her to take over the chapter. Kayle will visit more with the interested parties.
- VIII. Old Business:
  - a. The board discussed sourdough and craft night ideas. Donna reported that she reached out to the Pierce County Extension office but they advised the foundation is currently working on setting up an event for the spring. They are also discussing a craft event. Kayle mentioned that the summer reading event ideas includes a messy art project. Discussed incorporating parents and adults in that event.
  - b. Kayle visited with Mr. Peter at the school briefly about a junior library board. He had a few students in mind. She will follow up with him and other students that have been helping with the younger after school programs.
- IX. New Business:
  - a. Donna was approached by a patron about holding a civics program for patrons to review the legislative bills. Donna will put out a post and see if there is interest.
- X. Announcements: Val reported that the foundation has agreed to increase the board's annual allowance from \$1500 to \$2000 for 2025 due to rising costs.
- XI. Date for the next meeting: Monday, March 3<sup>rd</sup>, 2025 at 5:15pm at the library
- XII. Jody motioned to close. Motion seconded and carried.

Jody Viterna, Secretary

# Minutes of the Plainview Library Board

Monday, March 3rd, 2025 5:15pm

- I. Members Present: Valerie Tarr, Jody Viterna, Bernice Yilk, Brandi Johansen, Paige Goetzinger, Donna Christiansen, Library Director, Kayle Getzschman, Children's Librarian
- II. Welcome Visitors: Mayor Bob Smith
- III. Open Meeting Act was acknowledged.
- IV. Minutes: Brandi 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. Motion seconded and carried.
- VI. Librarian's Reports:
  - a. Donna reported on the receipts and statistics. Donna attended the City Council meeting and gave them the library's report. Donna reported on the Valentine's escape room. She will be starting the puzzle race. Donna also reported on the Big Talk Small Libraries webinar.
  - b. Kayle gave her Children's Librarian report. She has 3 daycares currently signed up. She goes to 2 daycares and 1 comes here for Monday's program. Both preschools also attend programming at the library. Kayle reported on her after school programs and themes.
- VII. Old Business:
  - a. Kayle reported on the Junior Library Board. They have voted in officers for the school year. One of the big ideas from the board was a new water fountain with the water bottle option. They have discussed fundraising ideas. The board asked Kayle to continue their research into this discussion. Donna will research these water fountains.
  - b. Donna reported she has not received any further interest in the legislative bills civics group.
- VIII. New Business:
  - a. Donna reported that National Library Week is April 6 – April 12. The theme this year is Drawn to the Library. She will have a makerspace on display. Discussed having the summer reading information available. The city will do the proclamation for library week.
- IX. Announcements: None.
- X. Date for the next meeting: Monday, April 7th, 2025 at 5:15pm at the library
- XI. Bernice motioned to close. Motion seconded and carried.

Jody Viterna, Secretary

## National Library Week 2025 Proclamation

9

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

**WHEREAS**, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

**WHEREAS**, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

**WHEREAS**, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

**WHEREAS**, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

**WHEREAS**, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

**WHEREAS**, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

**WHEREAS**, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;

**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “**Drawn to the Library**”;

**NOW, THEREFORE**, be it resolved that I, Bob Smith, Mayor, proclaim April 6–12, 2025, as National **Library Week**. During this week, I encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

(10)

# Go **NE** Where

PUBLIC TRANSIT WEEK

WHEREAS: Nebraska Public Transportation week has been declared for April 6-12, 2025.

AND WHEREAS: The date was chosen to honor the public transportation systems across Nebraska, including the local system better known as the Plainview Handivan.

AND WHEREAS: Public transportation systems across the state of Nebraska are celebrating public transportation during this time frame.

AND WHEREAS: Every year thousands of Nebraska citizens are able to participate in using public transportation to help them remain independent.

AND WHEREAS: Plainview has continued to support the use of public transportation throughout the year.

AND WHEREAS: Plainview recognizes the hard work and dedication that the city staff and especially the drivers do to help make the Plainview Handivan service an integral part of the lives of many residents in the community.

NOW THEREFORE BE IT RESOLVED that by virtue of the authority invested in me as Mayor of the City of Plainview, Nebraska, I, Robert Smith, do hereby issue this proclamation to celebrate public transportation and I do hereby declare April 6-12, 2025 to be "Public Transportation Week".

\_\_\_\_\_  
Mayor

**RESOLUTION #717**

(11)

**WHEREAS**, there are federal funds available under Section 5311 of the Federal Transit Act and for the Nebraska Public Transportation Assistance Program, and

**WHEREAS**, the City of Plainview HandiVan desires to apply for said funds to provide public transportation in the city of Plainview area.

**NOW THEREFORE, BE IT RESOLVED;** the Plainview City Council hereby instructs the Plainview HandiVan and the City of Plainview to apply for said funds. Said funds are to be used for the Plainview HandiVan's transportation operations in the FY 2026-2027 Application for Public Transportation Assistance.

PASSED AND APPROVED THIS \_\_\_\_ day of March, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

12

**RESOLUTION #718**

**WHEREAS**, the Mayor and City of Plainview deem it necessary that Lincoln Avenue is closed to thru traffic between the ballfields from Main Street to Pine Street for sporting events hosted by Plainview Public Schools;

**NOW THEREFORE BE IT RESOLVED**, BY THE MAYOR AND COUNCIL OF THE CITY OF PLAINVIEW, NEBRASKA, THAT:

1. Lincoln Avenue will be closed to thru traffic on the following dates and times:

- \*March 25, 2025 3:00-10:00 PM (Track Meet)
- \*April 4, 2025 8:00 AM-7:00 PM (Track Meet)
- \*April 7, 2025 3:00-9:00 PM (Track Meet)
- \*May 7, 2025 7:00 AM-6:00 PM (Track Meet)
- \*May 8, 2025 10:00 AM-8:00 PM (Track Meet)
- \*May 14, 2025 7:00 AM-7:00 PM (Track Meet)
- \*August 29, 2025 5:00-10:00 PM (Football Game)
- \*September 12, 2025 5:00-10:00 PM (Football Game)
- \*September 15 2025 3:00-9:00 PM (Football Game)
- \*September 19, 2025 5:00-10:00 PM (Football Game)
- \*September 22, 2025 3:00-9:00 PM (Football Game)
- \*October 6, 2025 3:00-9:00 PM (Football Game)
- \*October 10, 2025 5:00-10:00 PM (Football Game)

Passed and approved this \_\_\_\_\_ day of March, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

(Seal)

15

## ADMINISTRATOR EMPLOYMENT AGREEMENT

This Administrator Employment Agreement (hereinafter this "Agreement") is effective the date the last signatory executes this Agreement (hereinafter the "Effective Date"), by and between the **City of Plainview**, Nebraska, d/b/a Plainview Manor & Whispering Pines Assisted Living (hereinafter the "City") and **Juleen Johnson** (hereinafter "Administrator").

### RECITALS

WHEREAS, the City wishes to contract with Juleen Johnson for the Management of the Plainview Manor and Whispering Pines Assisted Living (hereinafter, collectively, the "Manor"); and

WHEREAS, Administrator is qualified to perform such services.

In consideration of the above Recitals, the terms and covenants of this agreement, and other valuable consideration, the parties agree as follows:

1. **SERVICES:** It is understood that services provided by Administrator pursuant to this Agreement shall be as a full-time administrator for the Manor.
2. **COMPENSATION:** The City shall compensate and provide benefits to Administrator as follows:
  - A. A salary of \$137,571.79 per year, being paid bi-weekly.
  - B. At the end of each year of employment, the Manor Board will perform an annual review with Administrator.
  - C. Each year, during the annual review of employment, the Manor Board will review year-end financials, State/federal survey results, and satisfaction surveys in order to set the Administrator's salary for the following year, but any increase in salary shall be approved by the City Council.
  - D. Full family health insurance under the contract the Manor has with its current carrier, at no cost to Administrator.
  - E. Life insurance, as set forth in the Manor employee benefit package.
  - F. A retirement plan under the contract the Manor has with up to a 5% employer match.
  - G. Paid Time Off (PTO) based on the current employee benefit package. See PTO policy in the employee handbook.
  - H. Seven Federal holidays with pay. See the employee handbook.
  - I. Travel and education expenses will be paid by the City, within limits as discussed and agreed to by the Manor Board.
  - J. \$100 per month allowance for personal cell phone usage.
3. **LICENSES:** Administrator shall see to it that all licenses are maintained and that the Manor shall remain licensed for at least the same number of beds for which the facility is currently licensed. Any modifications shall require City approval.
4. **RENOVATIONS:** Administrator shall not cause major renovations to the property without the prior written consent of the City.
5. **DUTIES OF ADMINISTRATOR:** Administrator shall:

- A. Exercise dominion over and shall manage and operate the Manor on the City's behalf. Administrator shall exercise authority and discretion in a professional and competent manner.
  - B. Screen, develop, and establish an adequate staff to manage and operate the Manor.
  - C. Review and develop, as necessary, policies and procedures for each department.
  - D. Assist the Manor in securing' all third-party reimbursement contracts sought by the Manor.
  - E. Monitor workers' compensation expenses and develop, as necessary, policies and procedures that are designed to control workers' compensation claims and abuses.
6. **MANAGEMENT SERVICES:** Administrator shall provide the following management services:
- A. Deposit all revenue from the Manor in the Manor's bank account.
  - B. Present said monthly expenses to Manor's designated party for timely approval and signatures.
  - C. Develop and implement the operating capital, bond payments and cash programs.
  - D. Recruit, employ, train, promote, direct and terminate the employment of personnel as needed for the operation of all departments and services of the Manor. Set salary levels, personnel policies and employee benefits within applicable budgetary and regulatory limits and provide performance standards with approval of the Manor Board.
  - E. Monitor price and reimbursement schedules in the service area, develop price and reimbursement schedules for the Manor and assist Manor in seeking approval of appropriate price schedules with third party paying agencies.
  - F. Purchase supplies and equipment and provide to the Manor all benefits resulting therefrom to the extent permitted by law. Where possible and profitable, supplies and equipment will be purchased locally.
  - G. Prepare, analyze, present and explain a monthly operational and management status report to the Manor Board and the City Council.
  - H. Implement small ordinary repairs and maintenance of all of the Manor's equipment, plant and building, as provided under a budget with the approval of the Facilities. Administrator shall be allowed to make any and all repairs up to Twenty-Five Hundred Dollars (\$2,500.00) without the permission of the Facility. For expenditures in excess of \$2,500.00, approval by the Manor Board is required. Emergencies excepted. Total expenditures in excess of the budget requires further explanation and documentation to the Facilities.
  - I. Provide professional managerial expertise and support for Manor account billing and collection and accounts payable.
7. **INDEMNIFICATION:** The City shall defend, indemnify, and save harmless Administrator from any claim, action, liability or suit, arising out of or in any manner related to Administrator's performance of its obligation under the terms of this Agreement. Administrator shall be listed as additional insured on the liability insurance policy of the Manor. Neither Administrator nor the City, by entering into and performing their duties under this Agreement, shall become liable for any of the existing or future obligations, liabilities, or debts of the other party to this Agreement.



8. **RECORDS:** Administrator shall maintain financial records and reports on premises at the Manor, which shall be open to the inspection of the Manor Board at any reasonable time.
9. **DURATION AND TERMINATION:** This Agreement shall become effective on the Effective Date set forth above and shall continue for a period of one year. This Agreement shall automatically renew for additional one-year periods under the same terms and conditions of this Agreement unless otherwise terminated as provided herein.
10. **TERMINATION:** This Agreement may be terminated by either party immediately for cause, and with or without cause at any time, on thirty (30) days' prior written notice.
11. **WAIVER OF RIGHT TO HEARING:** As a result of the termination method set forth above, Administrator waives any and all rights to a hearing regarding termination of this Agreement, including, but not limited to, a *Loudermill* hearing, a pre- or post-termination grievance hearing, or a Due Process hearing.
12. **SEVERANCE:** In the event this Agreement is terminated by the City without cause, Administrator shall be paid six months of Administrator's salary. In addition, Administrator will continue to be covered by the Manor's family health insurance provider at no cost to Administrator. These severance benefits are provided in exchange for a release of all claims against the City, its elected and appointed officials, managers, employees, and agents, for any and all claims of any nature whatsoever that may arise by reason of such termination, including, but not limited to, an alleged breach of this Agreement (or any express or implied contract), or any federal law, state law, or local ordinance, or a constitutional process claim that Administrator's termination by the City deprived Administrator of a property interest and continued employment with the City and of a liberty interest in Administrator's name and reputation. Such severance will be paid in bi-weekly installments. However, neither the severance pay nor the post-termination insurance coverage will be provided if this Agreement is terminated for cause by the City.
13. **ASSIGNMENT:** The rights of Administrator under this Agreement are personal to Administrator and may not be assigned or transferred to any other person, firm or corporation without the prior written consent of the City.
14. **ENTIRE AGREEMENT:** This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
15. **MODIFICATION:** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by authorized representative of each party.

**IN WITNESS WHEREOF**, each party to this agreement has caused it to be executed at Plainview, Nebraska, on the dates indicated below.

Date: \_\_\_\_\_

\_\_\_\_\_  
Juleen Johnson

City of Plainview, Nebraska

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Robert Smith, mayor

16

ORDINANCE NO. 1007

AN ORDINANCE TO CREATE A PURCHASING CARD POLICY FOR CITY AND MANOR USE.

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

SECTION 1. The City Council of Plainview hereby adopts the following purchasing card policy set forth in the sections of this Ordinance

SECTION 2. The purpose of this policy is to establish procedures for use of the City of Plainview ("City") Purchasing Card ("P-Card") to enable P-Card holders to quickly and efficiently purchase goods and services.

SECTION 3. This policy is applicable to all City employees who utilize P-Cards or process payments for P-Cards. This includes, but is not limited to, employees of the Plainview Manor.

SECTION 4. All purchases made with a P-Card will be on behalf of the City. Purchasing on behalf of the City requires special sensitivity on the part of the purchaser to obtain fair and reasonable prices and spread purchases among many suppliers. Individual employees authorized to use a P-Card are hereinafter referred to as "Cardholder". The City Clerk shall act as the City's P-Card Coordinator for all transactions initiated by employees other than the Manor employees. The Manor Administrator shall act as the City's P-Card Coordinator for all transactions initiated by Manor employees. City P-Cards are intended to be the only source of credit card payment for goods and services. City employees shall not use any other credit cards, set up charge accounts, or pay with personal credit cards without written approval of the City Council or, in the case of employees of the Manor, the Manor Board.

SECTION 5. The P-Card Coordinator, may suspend, deactivate, or revoke a P-Card at any time it is deemed in the best interest of the City, including during an investigation of possible misuse. If misuse of a P-Card involves personal transactions, the Cardholder must repay to the City all personal amounts, including any applicable State, County or City taxes.

SECTION 6. Before a Cardholder can receive a P-Card and be authorized to make purchases on behalf of the City, the Cardholder will be required to:

- a) read and understand this policy; and
- b) sign an agreement that the employee understands and agrees to follow this policy.

SECTION 7. All purchases must be made by the Cardholder. No member of Cardholder's family, other employees, supervisor, or anyone else may use the card. The

P-Card must not be used for personal purchases. Cardholders must protect the security of the P-Card and the P-Card number. Cardholders must not exceed \$4,999.00 per transaction or \$10,000.00 per month for all P-Cards held by the City. Cardholders must not split purchases to circumvent the transaction limit or to circumvent any applicable competitive bidding thresholds. Cardholders must not accept any gift or gratuity from any source when it is offered or appears to be offered to influence decisions regarding P-Card purchases. Any and all rebates or special offers offered to the Cardholder must be received by the City. If a Cardholder has questions about the limitations on P-Card usage, the Cardholder should contact the P-Card Coordinator before proceeding with the transaction. Cash advances are prohibited P-Card transactions.

SECTION 8. The P-Card may be used to make transactions over-the-counter, by mail, via telephone, or online. The Cardholder is required to account for all transactions made using the P-Card. This includes maintaining original, detailed receipts (printed confirmations of online transactions) and reconciliation of all transactions. Such original documents should be filed with the P-Card Coordinator. Original documents shall be stored according to City records and retention schedules. If a contract is currently not in place for materials or services purchased, Cardholders must use reasonable efforts to obtain three quotations, either verbal or written, and shall use their best judgement in determining an appropriate vendor based on the quotes acquired. If a product will be shipped or delivered, the Cardholder shall instruct the vendor to enclose or mail a copy of the receipt/invoice with each shipment.

SECTION 9. The P-Card may be used to pay for business-related registration fees including lodging and airline/travel expenses. Conference and seminar registration fees may be billed on a P-Card. The name of person, purpose of trip, travel dates, and destination must be included in the supporting documentation. Meals associated with travel may not be charged on a P-Card if a per diem rate has been established by the City Council.

SECTION 10. A Cardholder must maintain a purchase record, with detailed documentation to substantiate purchases. Documentation should include the name of the supplier/vendor, the date, the items description and pricing, applicable taxes and ancillary charges. The following are examples of supporting documentation:

- a) Cash or sales receipts;
- b) Invoices;
- c) E-mailed order confirmations;
- d) Online screen prints of purchases;
- e) Subscription forms or dues statements;
- f) Conference registration forms; and
- g) Airline or lodging confirmation documents and invoices/statements.

SECTION 11. Any subscription, maintenance agreement, or other type of service which includes a contract, agreement, or set of terms and conditions associated with the purchase must be reviewed and approved by the City Council or, in the case of Manor employees, the Manor Board prior to paying for the services with a P-Card.

SECTION 12. It is the responsibility of the P-Card Coordinator to verify the correctness of bank statements against the purchase record and receipts.

SECTION 13. The P-Card Coordinator will conduct random audits of P-Card use. The primary purpose of these audits is to ensure that the P-Card program procedures are being followed and that:

- a) Purchase volume appears reasonable;
- b) The card is being used for appropriate transactions; and
- c) Information is being submitted properly and paper copies, once reconciled, are forwarded for records retention.

SECTION 14. Any records generated by a P-Card purchase may be considered a public record pursuant to applicable Nebraska statutes and may be subject to disclosure during an investigation or litigation.

SECTION 15. A Cardholder must notify the P-Card Coordinator immediately when it is discovered that a card is lost or stolen. The P-Card Coordinator shall notify the bank of the incident and begin the process of reissuing a new card, if necessary.

SECTION 16. Exceptions to the P-Card restrictions may be granted, in advance of the purchase, upon written request from the Cardholder to the City Council. In emergency circumstances, (i.e., lost card, malfunction, etc.), employees who are not able to use the P-Card must notify the P-Card Coordinator of the situation. The P-Card Coordinator will determine if an alternate card or some other option is available to eliminate the need for use of a personal credit card. If the P-Card Coordinator cannot develop a viable option or if the P-Card Coordinator cannot be reached, the employee may use their personal card. If a situation occurs after business hours, the employee may use their personal card, but must call the P-Card Coordinator as soon as possible the next business day to inform them of the issue. If the employee had to use their personal card for the reasons described above, the employee may submit claims for reimbursement to the City Council for review in the following manner:

- a) Within ten (10) working days after the transaction, the employee shall complete, and submit to the P-Card Coordinator, an itemized claim, attaching all necessary supporting receipts, and other documentation. The employee must also indicate on the reimbursement claim why a P-Card was not utilized.
- b) The P-Card Coordinator shall examine the employee's claim for proper accounting and documentation. They shall ensure that all necessary supporting documentation and/or statements of explanation are attached before signing the claim and submitting the same to the City Council for its consideration.

SECTION 17. As a rule, the City is exempt from paying State and Local sales tax. In the event a Vendor charges sales tax, the Cardholder and P-Card Coordinator shall work with the Vendor to remove sales tax from billing.

SECTION 18. All ordinances or parts of ordinances in conflict be and the same hereby are repealed.

SECTION 19. Three-fourths of the City Council voted to suspend the requirement that this ordinance be read by title on three different days.

SECTION 20. This ordinance shall be effective from and after its passage, approval and publication as provided by law.

SECTION 21. This ordinance shall be published in pamphlet form and available for public inspection during normal City Office business hours.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

(Seal)

\_\_\_\_\_  
Clerk