

**Business Improvement District Board Meeting**  
**Wednesday, July 9, 2025 2:00 PM**  
**Crete City Hall**  
**243 E 13th Street**  
**Crete, NE 68333**

**1. Open Meeting**

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

**2. Roll Call**

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

**3. Items of Business**

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.

3.A. April 16th, 2025 Minutes

3.B. Accounts Receivable

3.C. Request for Proposal (RFP)

**4. Petitions - Communications - Citizen Concerns**

- Citizen testimony may be limited to 3 minutes per person.
- Please do not repeat testimony that has already be heard.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

**5. Officers' Reports**

- Reports may be given by Officers, City Departments, Committees, or Board members concerning the current operations of the Airport.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

**6. Adjournment**

**Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



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## **BUSINESS IMPROVEMENT DISTRICT BOARD MEETING**

April 16<sup>th</sup>, 2025 at 2:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### **MINUTES**

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street  
Post Office, 1242 Linden Avenue  
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

#### **1. Open Meeting**

##### **2. Roll Call**

Tom Sorensen: Present  
Adam Bauer: Present  
Sherri Heath: Absent  
Crystal Alarcon: Present  
Chris Linhart: Present

#### **3. Items of Business**

##### **3.A. Approve March 13th, 2025 Meeting Minutes**

Tom Sorensen motioned and Adam Bauer seconded to approve the minutes.  
Tom Sorensen: Aye, Crystal Alarcon: Aye, Adam Bauer: Aye, Chris Linhart: Aye

##### **3.B. Discuss draft of bylaws**

There was discussion on the bylaws of the Business Improvement District Board. Board member Chris Linhart asked about number 2. Purpose: if replacing the sidewalks would be one of the activities of the board. City Administrator Tom Ourada explained that could be one of the things if they would like. Board member Adam Bauer asked about the City Ordinance and City

Attorney Anna Burge explained that its City Ordinance and then the Business Improvement District Board.

Ourada explained that the Business Improvement District Board can look at creating a new district and make a recommendation to the City Council and a Public Hearing would have to be held and the council would vote.

Ourada also stated that they would create an AD of the RFP for the board to look at and approve at the next meeting.

Adam Bauer motioned and Crystal Alarcon seconded to approve the draft of the bylaws.  
Tom Sorensen: Aye, Crystal Alarcon: Aye, Adam Bauer: Aye, Chris Linhart: Aye

#### **4. Officers' Reports**

#### **5. Adjournment**

Adam Bauer motioned and Crystal Alarcon seconded to adjourn the meeting.  
Tom Sorensen: Aye, Crystal Alarcon: Aye, Adam Bauer: Aye, Chris Linhart: Aye

Business Improvement District Financials as of 06/30/2025

**STILL OWE AS OF 06/30/2025**

ADDRESS	SEMIANNUAL	ANNUAL
1117 MAIN AVENUE	\$60.48	\$120.96
1230, 1232 & 1236 MAIN AVE	\$126.72	\$253.44
1229 MAIN AVENUE	\$56.16	\$112.32
1235 MAIN AVENUE	\$61.92	\$123.84
1122 MAIN AVENUE	\$190.08	\$380.16
1209 & 1211 MAIN AVENUE	\$120.96	\$241.92
1114 MAIN AVENUE	\$63.36	\$126.72
1103 MAIN AVENUE	\$198.72	\$397.44
1244 MAIN AVENUE	\$63.36	\$126.72
1245 MAIN AVENUE	\$60.48	\$120.96
1225 MAIN AVENUE	\$64.80	\$129.60

SEMI-ANNUAL UNPAID	\$249.12
TOTAL UNPAID	\$2,383.20

BANK STATEMENT	DEBITS	CREDITS	BALANCE
Statement 05/31/2025			\$2,783.40
Interest 06/25/2025		0.22	\$2,783.62
Statement 06/30/2025			\$2,783.62



Date:

To: Prospective Bidders

Subject: Request for Proposals

The City of Crete is accepting proposals for snow removal services in our Downtown Improvement District #1. Reference attached instructions and specifications.

If you wish to bid on these services, please submit your proposals for bid #2025-11-13S no later than 10:00 AM Thursday, August xx 2025. Email your proposal to [RFP@crete.ne.gov](mailto:RFP@crete.ne.gov).

Submit your proposal electronically to the above email address by the bid opening date and time. The City of Crete is not responsible for email bids affected by spam or not received by the bid opening date or time. No fax, verbal, or telephone proposals will be accepted.

Before submitting proposal, check to be sure that"

The Proposal form is signed and witnessed.

Any addenda received are acknowledged.

Note: Electronic submission becomes your authorized signature.

Thank you for your participation,

Tom Ourada

City of Crete

**City of Crete**  
**Bid Instruction and General Information**  
**Snow Removal Services**  
**Bid #2025-11-13S**

1. The City of Crete's sales tax exempt no. is 47-6006154
2. The service term is from October 1, 2025 through September 30, 2026
3. The contractor shall furnish all labor, tools, materials, equipment, labor, and supervision necessary to keep the fore mentioned area in a neat and orderly appearance throughout the term of the agreement.
4. Reference the attached specifications for complete scope of work.
5. Record all pricing information on the attached proposal sheet in its entirety or the proposal may be rejected.
6. At the City of Crete, socially responsible procurement and sustainability is highly valued. We support and encourage local supplier participation and that is reflective of the diverse business community and of our desire to procure environmentally friendly products when possible.
7. The City of Crete reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The City reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The City reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
8. Contact Tom Ourada with any questions concerning this proposal via email – [tom.ourada@crete.ne.gov](mailto:tom.ourada@crete.ne.gov)

**The City of Crete**  
**Snow Removal Services**  
**Weed Removal Services**  
**Bid #2025-11-13S**

Scope of Work

- 1.0 The contractual arrangements are for snow removal, salting/sanding, and weed/vegetation management.
  - 1.1 Each business owner shall have the right to choose a preference of salt or sand at their store front entrance.
  - 1.2 The walk path shall be salted, with the exception being if concrete has been replaced. If new concrete exists, only sand is allowed in the immediate area and 25' in either direction.
- 2.0 The contract (Attachment A) and oversight will be with the City of Crete.
- 3.0 The expectations and evaluation will be set by the Main Street Business Improvement District Advisory Board and communicated to the City.
- 4.0 Communication to the contractor will be through the City.
- 5.0 Contractual arrangements will be between the City and contractor.
- 6.0 The contractor is to supply appropriate equipment and labor to remove snow in front of participating businesses in the downtown district outlined in the map in Attachment B.
  - 6.1 Passenger type vehicles e.g., pickups or other full size vehicles with snow plows will not be allowed on sidewalks. Smaller vehicles such as UTV's that can be operated safely around pedestrian traffic may be allowed after review and written approval. Walk behind equipment is allowed.
  - 6.2 The contractor will be expected to maintain all sidewalks on Main Avenue in Crete, NE from 13<sup>th</sup> Street to 11<sup>th</sup> Street. They will also be expected to maintain the sidewalks along the south side of 13<sup>th</sup> street, north side of 11<sup>th</sup> Street, and both sides of 12<sup>th</sup> Street to the alleyways parallel to Main Avenue.
- 7.0 The contractor should have sufficient resources to remove snow within a one hour time period from start to finish in the district.

- 8.0 The minimum necessary requirement would entail removal within the entire district to be completed before 8:00 am on the day of the snow event.
- 9.0 The possibility exists that under extreme circumstances, it may be necessary to perform this service again during or after the lunch hour.
  - 9.1 This possibility should be factored into the bidders staffing model.
- 10.0 The contractor will coordinate with City forces on the removal of snow from the actual district.
  - 10.1 The contractor will not be expected to remove snow, but to not push snow into the right-of-way without City coordination and consent specifically for each event.
- 11.0 The contractor will be expected to manage weed and vegetation growth in the district.
  - 11.1 Weeds should at no time exceed six (6) inches in height.
  - 11.2 Chemical use should be carefully planned so there is no risk of runoff and to ensure that any application is dry before 8:00 am or after 10:00 pm.
  - 11.3 If there is a breeze exceeding five (5) miles per hour, no herbicide will be applied in the district.
  - 11.4 If weeds are physically pulled, the remnants or debris should be gathered and disposed of. No remnants shall be deposited or be left in the district.
  - 11.5 Weed-eaters may be utilized but the debris must be removed directly after the weeds are cut. Any objectionable staining of the concrete must also be removed, thus weed-eating, while allowed, is discouraged.
- 12.0 The contractor shall purchase and maintain throughout the contract period Worker's Compensation Insurance and General Liability Insurance in the amount of 1,000,000.00. Contractor shall furnish evidence of insurance coverage with their bid offering or at the time of bid award and shall provide updated evidence of insurance coverage upon request.