

City of Terrytown

Regular Council
November 9th, 2023
6:30 p.m.

Regular City Council Meeting of the Terrytown City Council, November 9th, 2023 at 6:30 p.m. at Housing Partners of Western Nebraska Community Room. 89A Woodley Park Road, Gering, NE

CALL TO ORDER

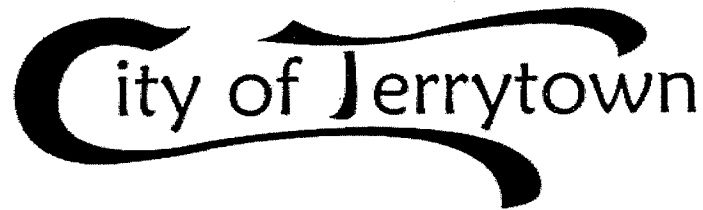
Recital of the Pledge of Allegiance
Roll Call

OPEN MEETINGS ACT – NEB.REV. STAT. CHAPTER 84, ARTICLE 14

As required by State Law, public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room. Agenda items may be moved up or down on the agenda at the discretion of the Mayor. As required by State Law, additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless they are considered under this section of the agenda and Council determines that the matter requires emergency action.

Notice of changes in Agenda by the Clerk (additions may not be made to the agenda less than 24 hours before the beginning of the meeting unless added as an emergency agenda item)

1. Emergency Agenda items.
2. Mayor, Chris Perales
 - a. Review and approve Mayor's appointment to fill the City Council Member Ward Vacancy by the resignation of Bill Fedorchik effective October 19th, 2023, whose term will expire on December 31, 2024.
 - b. Oath of Office of new Council Member
3. Review excusal of Brandon Ettleman from the October 12th, 2023 Regular City Council Meeting.
4. Review and approve meeting minutes from the September 14th, 2023 Regular Meeting.
 - a. With Attachment for Scottsbluff Police payments
 - b. Correction to February payment to Hennings Construction
 - c. Correction to spelling of Ordinance
5. Review and approve meeting minutes from October 12th, 2023 Regular Meeting
6. Review and approve meeting minutes from October 19th, 2023 Special Meeting
7. Review, discuss and approve Ordinance No 479 AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, ESTABLISHING SALARIES AND COMPENSATION FOR THE CITY OFFICIALS AND EMPLOYEES REPEALING ORDINANCE NO. 472 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE.



- a. First reading
 - b. Waive three readings
8. Review and approve Payment of Regular Claims for:
 - a. October 2023
9. Receipt of Revenue & Expense Report
 - a. October 2023
10. Review and decide on attendance for the Twin City Development Annual Meeting
 - a. November 30, 2023 11:30 a.m. – 1:00 p.m.
11. Review and Approve Letter from Platte Valley Bank regarding Single Bank Pooled Collateral Program
 - a. Email from Vince Ryan, Casey Peterson, LTD
12. City Engineer, Jeff Wolfe:
 - a. A Public Hearing on the One (1) and Six (6) year Street Improvement Program for the City of Terrytown, Nebraska, will be held at 89A Woodley Park Rd, Gering, Nebraska at 6:30 P.M., November 9, 2023. The purpose of the hearing is to propose to the residents of the City, One (1) Year Street Improvement Program and Six (6) Year Tentative Street Improvement Program, in compliance with Section 39-2115 and 39-2119 of Chapter 39 of the Cumulative Supplement of the Revised Statutes of Nebraska, 1943.
 - b. Approve Resolution 23-06 RE: 1-6 Year Street Plan
 - c. Troy Haenfler, co-owner of Monument View Estates
 - i. Review, discussion, and decision regarding financial assistance for current sewer issues
 - d. Review and Approve (2) Final Pay Application
 - i. K.L. Wood & Co
 - ii. Mobile Avenue Lift Station
 - iii. \$15,967.00
 - e. Review and approve Resolution 23-07 SIGNING OF THE YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT 2023
 - f. Review and Approve Year-End Certification of City Street Superintendent
 - i. For Determining Incentive Payment in Calendar Year 2023
13. City Attorney, Libby Stobel
 - a. Review, discuss, and decide on presented employee manual
 - b. Discuss and decide on use of Covid funds in the amount of \$206,000
14. Police Chief, Kevin Spencer:
15. Jack Medearis: 59 Ridge Drive
 - a. Review corrected customer water use history
 - b. Resident request for assistance in adjustment for usage

City of Jerrytown

16. Public Comment – The purpose of this item is to allow for public comment of items on the agenda currently and for potential discussion at a future Council Meeting. Comments brought to the council are for information only. The Board will not take any action on an item except for referring it to staff to address or for placement on a future board agenda. This comment period will be limited to three (3) minutes per person.
17. Adjourn until next Regular Meeting

CITY OF TERRYTOWN
Regular City Council Meeting
September 14, 2023

The City of Terrytown Council met on Thursday, September 14th, 2023, at 6:30 PM, for their regular monthly meeting at the Housing Partners of Western Nebraska Community Room, at 89A Woodley Park Road in the City of Terrytown. Notice of said meeting was posted in three prominent places: The Carpenter Center, Housing Partners of Western Nebraska, and Badly Bent Bar and Grill according to Nebraska State Law. The meeting was called to order at 6:30 p.m. by President Tyler Feil. Feil conducted the meeting in the absence of Mayor Christopher Perales. Other Council Members present were Brandon Ettleman, Bill Fedorchik, and Mike Minzey. Absent: Mayor Christopher Perales. City Clerk Jennifer Mattern was present and took minutes.

The Pledge of Allegiance was recited by those in attendance. President Feil pointed out the location of the poster for the Open Meetings Act, a copy which is also available on the City of Terrytown website.

Cinda Munoz of Buyers Reality was present on behalf of Triple H Properties, who owns properties located on Ridge Drive. She presented a claim for repairs on the properties since October of 2020, which Triple H Properties believes were caused by the water project. Minzey moved at 6:48 p.m. to go into closed session for the reason that it is clearly necessary for the protection of the public interest to have a strategy session related to the claim filed by Triple H Properties for damages to their sewer system on September 6th, 2023. It is requested that in addition to Council Members, City Engineer Jeff Wolfe, and Attorney, Libby Stobel be present. Fedorchik seconded the motion. Aye's: Feil, Fedorchik, Minzey, and Ettleman. Nay's: none. Motion carried. Closed session adjourned at 7:13 p.m. on the motion of Ettleman, and second of Minzey. Aye's: Feil, Fedorchik, Minzey, and Ettleman. Nay's: none. Motion carried. Back in open session, - Ettleman moved to take no action other than to acknowledge the claim filed by Triple H Properties in regards to sewer damage in the amount of \$25,774.34. Fedorchik seconded the motion. Aye's: Feil, Fedorchik, Minzey, and Ettleman. Nay's: none. Motion carried.

Minzey, a member of the Tri-City Active Living Advisory Committee, reported to the council that he had been spending time discussing tentative upgrades to signage on the Monument Pathways project through Terrytown, and believes 10 signs will be added/replaced throughout Terrytown. Signage would be at no cost to the City.

Ettleman moved to approve Regular Meeting Minutes from the July 13th, 2023 City Council Meeting. Minzey seconded the motion. Aye's: Ettleman, Fedorchik, Feil, and Minzey. Nay's: none. Motion carried.

Minzey moved to approve Special Meeting Minutes from the August 29th, 2023 Special City Council Meeting. Ettleman seconded the motion. Aye's: Fedorchik, Feil, Minzey, and Ettleman. Nay's: none. Motion carried.

Ettleman moved to postpone approval of Special Meeting Minutes from September 7th, 2023. Fedorchik seconded the motion. Aye's: Fedorchik, Ettleman, Feil, and Minzey. Nay's: none. Motion carried.

Fedorchik moved to approve regular claims for February, March, April, May, June and July 2023. Ettleman seconded the motion. Aye's: Feil, Fedorchik, Ettleman, and Minzey. Nay's: none. Motion carried.

Payment of Claims – February 2023

General: Scotts Bluff County Clerk – General Election, \$300.00; Western Nebraska Papers – Publications, \$67.62; Simmons, Olsen Law Firm – Legal Services, \$2,500.00; Scotts Bluff County - Region 22 EM Management, 582.48; Pitney Bowes – Postage/Lease, \$443.16; Intralinks – Internet Support, \$179.00; Century Business – Copier, \$165.81; Allo Communications – Internet/Landline/SCADA, \$246.34; Ace Hardware – Shop Supplies, \$27.97; Print Express – Envelopes, \$280.47; VISA – Supplies, \$847.99; Twin City Auto – Vehicle Repairs, \$1,288.40; Cyclone Express – Gas/Oil, \$476.45; NE Child Support – Garnishment, \$470.80; Britney Metter – Education/Meeting Reimbursement, \$145.00; Scottsbluff Police Department – \$32,999.90; Blue Cross Blue Shield – Health Insurance, \$5,625.13; Guardian Insurance – Life Insurance, \$70.00; Staples – Office Supplies, \$314.83; Gering Public Schools – Liquor License, \$500.00; Carpenter Center – Rent, \$1,211.83; Principal Insurance – Vision Insurance - \$44.88; Capital Bank & Trust – IRA, \$1162.24; NPPD – Utilities, \$755.40; EFTPS – Taxes, \$5,933.17; NE Dept. of Rev – Taxes, \$943.77 **Water:** Hennings Construction – Parts and Labor, \$1840.00; Enviro Services – Lab Fees, \$50.00; City of Scottsbluff – Wastewater, \$20,284.39; Terry Carpenter, Inc – Well Lease, \$876.00; NPPD – Utilities, \$37.69; NPPD – Utilities, \$452.94 **Sewer:** One Call Concepts – Locates, \$27.00; Enviro Services – Lab Fees, \$430.00; Waste Connections – Trash Collection, \$7,263.74; Terry Carpenter, Inc – Sewer Lease, \$300.00 **Electric:** City of Gering – Electricity, \$28.79 **Street:** Schaff & Associates, Engineering Services - \$500.00; NPPD – Utilities, \$3,444.36; **Keno:** NPPD – Utilities, \$326.94; Terry Carpenter INC. – Lake Lease, \$4,000.00; Jennifer Mattern – Education/Per diem, \$634.76; Verizon – Cell Phones, \$410.64; Allo Communications – Internet/Landline/SCADA - \$251.77; **Payroll:** \$22,480.83

Payment of Claims – March 2023

General: EFTPS – Taxes, \$6,072.45; NE Dept of Revenue - Sales/Use tax, \$1,476.72; Platte Valley Bank – Chargeback, \$161.94; Intralinks – Internet Support, \$304.00; Western Nebraska Papers – Publications, \$541.27; Panhandle Partnership – Luncheon, \$35.00; NE County Court – Criminal Cases, \$34.00; Simmons Olsen Law Firm – Legal Services, \$1,740.00; Farm Plan/ John Deere –

Shop Supplies, \$124.96; Panhandle Humane Society – Contracted Services, \$450.00; Scb/Gering Chamber of Commerce – Dues, \$484.00; Century Business – Copier, \$130.70; Ace Hardware – Shop Supplies, \$64.64; Chris Perales – Per Diem, \$147.50; Britney Metter – Per Diem, \$206.50; Jennifer Mattern – Per Diem, \$265.50; NE Child Support Center – Garnishment, \$470.80; Terry Carpenter, Inc – taxes, \$3,717.48; Terry Carpenter, Inc – Lake Lease, \$5,000.00; Britney Metter – Education, \$508.20; Jennifer Mattern – Education, \$408.20; Guardian – Life Insurance, \$56.00; Visa – Supplies, \$815.33; Staples – Office Supplies, \$257.37; Principal – Vision Insurance, \$44.88; NPPD – Electric, \$559.29; Marketing Consultants – Shirts, \$213.00 **Water:** Terry Carpenter, Inc – Well Lease, \$438.00; Nebraska Rural Water Association – Dues, \$350.00; Enviro Services – Water Labs, \$50.00; Hennings Construction – Water Repairs, \$1,150.00; City of Gering – Water, \$16,709.87; Neptune – Software, \$1,648.08; NPPD – Electric, \$405.84 **Sewer:** Terry Carpenter, Inc – Sewer Lease, \$150.00; Enviro Services – Sewer Labs, \$230.00; City of Scottsbluff – Waste Water Fee, \$9,397.35; One Call Concepts – Locates, \$19.12; Waste Connections – Trash Collection, \$7,249.85; NPPD – Electric, \$378.57 **Street:** Hi Performance Car Wash – Truck Wash, \$34.25; PowerPlan – Truck Supplies, \$36.43; Frank Parts – Truck Parts, \$59.96; Twin City Auto – Truck Repairs, \$72.22; NPPD – Electric, \$1,690.60 **Electric:** City of Gering – Electric 2120 Country Club, \$34.81; NPPD – Electric, \$31.58 **Payroll:** \$24,418.52

Payment of Claims – April 2023

General: NE Child Support Center – Garnishment, \$706.20; Air Medicare Network - Air Med Insurance, \$260.00; Allo Communications – Landline/Internet/SCADA, \$243.89; Intralinks – Tech Support, \$434.48; NMPP – Dues & Membership, \$882.23; Pitney Bowes – Postage, \$1000.00; Print Express – Code Enforcement Paper, \$55.20; Sandberg Implement, Inc – Mower repairs, \$360.00; Simmons, Olsen – Legal Services, \$3,900.00; Verizon Wireless – Cell Phones, \$1,180.77; Beam – Dental Insurance, \$104.88; BCBS – Health Insurance, \$5,626.13; Carpenter Center – Office Rent, \$1211.83; Panhandle Humane Society – Pest Control, \$450.00; Jennifer Mattern – Postage Refund, \$63.00; Principal – Vision Insurance, \$44.88; Scb Police – Contracted Services, \$10,833.33; Guardian – Life Insurance, \$56.00; Capital Bank & Trust – Simple IRA, \$1,209.90; NE Lottery Tax Return – Taxes, \$756.00; Marketing Consultants – Shirts, \$326.00; Simmons Olsen – Legal Services, \$3,200.00; Visa – Supplies, \$689.36; Wyoming First Aid & Safety – First Aid Kits, \$78.46; BCBS – Health Insurance, \$5,625.13; EFTPS – Taxes, \$6,967.43 **Water:** Municipal Supply – Meter, \$1,323.06; Terry Jessen – Refund, \$280.00; Terry Carpenter, Inc – Well Land Lease, \$438.00; NPPD – Electric, \$329.49 **Sewer:** Terry Jessen – Refund, 654.80; City of Scottsbluff – Monthly Wastewater/Sewer Jet Rental, \$11,563.39; Terry Carpenter, Inc – Sewer Land Lease, \$150.00; Waste Connections – Trash Services, \$7,263.74 **Street:** City of Scottsbluff – Street Sweeping, \$2,576.00; Home Depot – Quikrete, \$1,041.01; NPPD – Electric, \$265.34; Cyclone Express – Gas/Oil, \$2,046.50; Barco – Posts, \$482.13 **Electric:** Tim’s Electric – Re-Lamp/Wiring, \$492.00; City of Gering – Electric 2120 Country Club, \$34.81 **Payroll:** \$25,408.98

Payment of Claims – May 2023

General: Scb Police – Contracted Services, \$10,833.33; Principal – Vision Insurance, \$44.88; Pitney Bowes – Postage, \$500.00; Pitney Bowes – Machine Lease, \$169.29; Panhandle Humane Society – Pest Control, \$450.00; Century Business – Copier, \$475.54; Carpenter Center – Office Rent, \$1,211.83; Beam – Dental Insurance, \$104.88; NE Child Support – Garnishment, \$235.40; Dana Holmes – Overpayment, \$8.54; Ace Animal Care – Animal Start-up, \$517.50; Western Nebraska Papers – Publications, \$1,053.26; Westco – Fertilizer, \$1,169.26; Intralinks – Datto Back-up, \$358.00; NPPD – Electric, \$955.41; Action Communications – Siren Repairs, \$221.80; Allo Communications – Landline/Internet/SCADA, \$252.12; Scotts Bluff County – Region 22, \$615.62; Contractor’s Materials, Inc – Shop Supplies, \$220.99; SoGreen Irrigation - Sprinkler Repairs, \$1,865.00; Hi Performance Car Wash – Truck Wash, \$7.25; NMPP – Membership, \$2,050.00; Ace Hardware – Shop Supplies, \$190.12; Verizon – Cell Phones, \$205.20 **Water:** Municipal Supply Inc. – Meter Supplies, \$3,569.38; Terry Carpenter, Inc – Water Well Lease, \$438.00; Ally Properties – Water Over Charge, \$145.88; NPPD – Electric, \$1,098.33; Enviro Services – Lab Fees, \$100.00; Hennings Construction – Water Repairs, \$6,075.00; Ace Hardware – Supplies, \$15.04 **Sewer:** - Terry Carpenter, Inc – Sewer Land Lease, \$150.00; Ally Properties – Stormwater Over Charge, \$5.00; Enviro Services – Lab Fees, 860.00; Waste Connections – Trash Collection, \$7,305.41; One Call Concepts – Locates, \$36.18; Ace Hardware – Repairs, \$28.88 **Street:** NPPD – Electric, \$3,724.70; Ben’s Construction – Repairs, \$9,220.00; Cyclone Express – Gas/Oil, \$851.09 **Electric:** NPPD – Electric, \$63.16; City of Gering – Electric 2120 Country Club, \$28.79 **Payroll:** \$25,336.18

Payment of Claims – June 2023

General: Staples – Supplies, \$370.33; Visa – Supplies, \$244.76; NE Child Support Center – Garnishment, \$235.40; Ace Hardware – Shop Supplies, \$69.31; Allo Communications – SCADA/Landline/Internet, \$245.31; BCBS – Health Insurance, \$5,625.13; Bluffs Facility Solutions – Air Fresheners, \$44.40; Hugo Chairez – Mower Repairs, \$146.01; Cyclone Express -Gas/Oil, \$480.00; Hullinger Glass & Locks – Lexan, \$92.02; Intralinks – Tech Support, \$211.40; Marketing Consultants – Shirts, \$7.00; NPPD – Electric, \$217.46; Principal – Vision Insurance, \$44.88; Public Alliance – Dues, \$200.00; Sandberg Implement, Inc – Radio Installation, \$638.11; SoGreen – Sprinkler Repairs, \$6,195.50; Western Nebraska Papers – Publications, \$1,063.59; Twin City Auto – Vehicle Repairs, \$306.84; Wholesale Motive Service – Shop Supplies, \$80.78; Guardian – Life Insurance, \$112.00; Jennifer Mattern – Per Diem/Reimbursement, \$282.62; Verizon – Cell Phones, \$586.61; Visa – Misc Supplies, \$1,065.35; Beam – Dental Insurance, \$157.32; Jennifer Mattern – Per Diem/Incidentals, \$256.00; Farm Plan – Mower Repairs, \$756.94; Pitney Bowes – Postage, \$500.00; Staples – Water/Paper, \$523.60; BCBS – Health Insurance, \$5,625.13; Carpenter Center – Office Rent, \$1,211.83; Century Business – Copier, \$143.63; Panhandle Humane Society – Pest Services, \$450.00; Scotts Bluff County Clerk – Court Cases, 34.00; Scb Police – Contracted Services, \$10,833.33; NE Child Support – Garnishment, \$235.40; Capital Bank & Trust – Simple IRA, \$1,196.61 **Street:** Farm Plan – Cap, \$67.14; Frank Parts – Truck Supplies,

\$178.55; Hennings Construction – South Terry Blvd Repairs/Fire Hydrant, \$4,030.00; NPPD - Electric, \$1,746.60; Powerplan – Backhoe Repairs, \$1,014.14; NPPD – Electric, \$280.34 Sewer: Budge-It Drain Services – Hydro Jet Storm Drains, \$615.00; City of Scottsbluff – Wastewater, \$9,520.97; One Call Concepts – Locates, \$86.76; Waste Connections – Trash Pick-up, \$7,324.66; City of Scottsbluff – Wastewater/Sewer Jet Rental, \$11,004.37; Terry Carpenter, Inc – Sewer Land Lease, \$150.00; NPPD – Electric, \$331.77 Water: City of Gering – water and labs, \$1,792.31; Northwest Pipe – Water supplies, \$323.61; NPPD – Electric, \$113.24; NPPD – Electric, \$165.67; City of Gering – Water, \$5,216.93; Terry Carpenter, Inc – Water Well Lease, \$438.00; NPPD – Electric, \$518.69 Electric: NPPD – Electric, \$63.16; City of Gering – Electric, \$28.79; Payroll: \$37,984.87

Payment of Claims – July 2023

General: Jennifer Mattern – Education Incentive, \$200.00; Intralinks – Tech Support, \$930.94; Jennifer Mattern – Council Meeting, \$46.62; Print Express – Envelopes, \$546.40; Simmons Olsen Law Firm – Legal Services, \$1,970.00; Western Nebraska Papers – Publications, \$100.37; Verizon Wireless – Cell Phones, \$259.35; Visa – Misc Supplies, \$1,852.37; Cyclone Express – Gas/Oil, \$1,298.87; Allo Communications – Landline/SCADA/Internet - \$243.44; Ace Hardware – Shop Supplies, \$70.99; Pitney Bowes – Postage Lease, \$169.29; Scotts Bluff County Court – Cases, \$17.00; NPPD – Electric, \$188.41; Farm Plan – Shop Supplies, \$192.59; NE Child Support – Garnishment, \$470.80; Ricardo Chairez – Witness Fees, \$23.93; Capital Bank & Trust – Simple IRA, \$1,204.26; Beam – Dental Insurance, \$131.10; BCBS – Health Insurance, \$5,625.13; Carpenter Center – Office Rent, \$1,211.83; Panhandle Humane Society – Pest Control, \$450.00; Principal – Vision Insurance, \$44.88; Scb Police – Contracted Services, \$10,833.33; Guardian – Life, \$56.00 Water: City of Gering – Water/Labs, \$5,114.86; Hennings Construction - #5 South/Well #3; \$2,845.00; Municipal Supply Inc – Water Supplies, \$1,424.10; Northwest Pipe Fittings – Water Supplies, \$83.76; Enviro Services – Water Lab Fees, \$50.00; NPPD – Electric, \$78.94; Nebraska Dept of Enviro Services – SRF Payments, \$24,501.25; Terry Carpenter, Inc – Water Well Lease, \$438.00 Sewer: Waste Connections – Trash Collections, \$7,319.30; Enviro Services – Sewer Lab Fees, \$430.00; Frank Parts – Generator Parts, \$45.65; City of Scottsbluff – Wastewater, \$9,846.33; Terry Carpenter, Inc – Sewer Land Lease, \$150.00 Streets: Home Depot – Quikrete, \$1,056.28; NPPD – Electric, \$1,722.18 Electric: NPPD – Electric, \$31.58; City of Gering – Electric, \$32.76; Payroll: \$25,471.44

Council received Revenue/Expense and Budget Financials for February, March, April, May, June, and July 2023.

City Attorney, Libby Stobel, addressed the council regarding correspondence she had received regarding the purchase of Terry's Lake. All the leased properties would be sold together. City Engineer, Jeff Wolfe, reinforced to the council that the land the wells and lift stations sit, which are presently leased, on are vital for the City to own.

Feil moved to approve ratification of the councils decision regarding donating \$2500.00 to the Old West Balloon Fest from the Keno Fund from the July 10th City Council Meeting. Minzey seconded the motion. Aye's: Ettleman, Fedorchik, Feil, and Minzey. Nay's: none. Motion carried.

Fedorchik moved to ratify Mayor Perales' decision to approve Resolution No 23-02: League of Association of Risk Management 2023-2024 Renewal Resolution for 180-day termination and 3-year commitment for a 5% discount. Feil seconded the motion. Aye's: Fedorchik, Feil, Minzey, and Ettleman. Nay's: none. Motion carried.

Minzey moved to approve Resolution 23-03 SIGNING OF THE MUNICIPAL ANNUAL CERTIFICATION OF PROGRAM COMPLIANCE 2023 for the Nebraska Board of Public Roads Classification and Standards. Fedorchik seconded the motion. Aye's: Feil, Minzey, Ettleman, and Fedorchik. Nay's: none. Motion carried.

Feil moved to approve MUNICIPAL ANNUAL CERTIFICATION OF PROGRAM COMPLIANCE TO NEBRASKA BOARD OF PUBLIC ROADS CLASSIFICATIONS AND STANDARDS 2023. Fedorchik seconded the motion. Aye's: Minzey, Ettleman, Fedorchik, and Feil. Nay's: none. Motion carried.

Wolfe updated the Council regarding the Lift Station. The project is projected to be completed this year; however, he will obtain written confirmation to provide the Council.

There was no update on the City Hall.

Wolfe updated the Council regarding the 2023 Street Project, he let them know that the Mobile Avenue would not be done this year.

Fedorchik moved to waive all remaining readings on the repeal Ordinance 477, repealing Ordinance 476 RE: **AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, CONCERNING RATES CHARGED FOR CITY-OWNED WATER AND SEWER UTILITIES REPEALING PRIOR ORDINANCES AND PROVIDING FOR AN EFFECTIVE DATE.** Ettleman seconded the motion. Aye's: Ettleman, Fedorchik, Feil, and Minzey. Nay's: none. Motion carried.

Fedorchik moved to approve Ordinance 477 repealing Ordinance 476 RE: **AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, CONCERNING RATES CHARGED FOR CITY-OWNED WATER AND SEWER UTILITIES REPEALING PRIOR ORDINANCES AND PROVIDING FOR AN EFFECTIVE DATE.** Ettleman seconded the motion. Aye's: Fedorchik, Feil, Minzey, and Ettleman. Nay's: none. Motion carried.

Feil moved to approve Lease Agreement with Terry Carpenter In regarding the sewer plants/lift station land. Fedorchik seconded the motion. Aye's: Feil, Minzey, Ettleman, and Fedorchik. Nay's: none. Motion carried.

The Council reviewed the letter from City Administrator, Pat Heath, regarding the proposed water increase to the City of Terrytown.

The Council reviewed the 2018 Scottsbluff Police Services agreement providing for a CPI increase every five years. Beginning October 2023, payment to the City of Scottsbluff for police services shall be \$137,540/annually or \$11,461.67/monthly.

There were no questions on the 2021-2022 Fiscal Year Audit. Feil moved to approve the 2021-2022 Fiscal Year Audit. Minzey seconded the motion. Aye's: Minzey, Ettleman, Fedorchik, and Feil. Nay's: none. Motion carried.

At 8:14 p.m. Fedorchik moved to adjourn until the Public Hearing and Special meeting for Budget Approval to be held on September 27th, 2023. Ettleman seconded the motion. Aye's: Ettleman, Fedorchik, Feil, and Minzey. Nay's: none. Motion carried.

Mayor, City of Terrytown

ATTEST:

City Clerk

VENDOR SUMMARY

Vendor#	614	Police Department	Phone (308)632-7176		
Alpha ID SCB POLICE	1801 Avenue B	Last Inv#	10.2023	Purchases YTD	65,628.32
Contact:		Last Inv Dt	9/22/23	Purchases LYR	
FAX	Scottsbluff, NE	Last Payment	11,461.67	Purchases 2YR	
Cell	69361	Last Pmt Date	9/22/23	On Order Bal	
		Last Check #	20240	Balance	

Check #	Date	Amount	Invoice #	Inv Date	PO Number	Description	Cleared?
19616	1/01/2023	10,833.33	1.1.2023	1/01/2023		Contracted services	Yes
19654	2/28/2023	21,666.66	2022	2/28/2023		Nov & Dec missed pmts	Yes
19662	1/27/2023	10,833.33	2.2023	1/27/2023		Contracted services	Yes
19733	2/28/2023	10,833.33	3.2023	2/28/2023		Contracted services	Yes
19808	5/01/2023	10,833.33	Services	5/01/2023		Contracted services	Yes
19938	4/21/2023	10,833.33	5.2023	4/21/2023		Contracted services	Yes
20018	6/27/2023	10,833.33	7.2023	6/27/2023		Contracted services	Yes
20087	7/31/2023	10,833.33	8.2023	7/31/2023		Contracted services	*
20149	8/21/2023	10,833.33	9.2023	8/21/2023		Contracted services	No
20240	9/22/2023	11,461.67	10.2023	9/22/2023		Contracted services	No

CITY OF TERRYTOWN
Regular City Council Meeting
October 12th, 2023

The City of Terrytown Council met on Thursday, October 12th, 2023, at 6:29 PM, for their regular monthly meeting at the Housing Partners of Western Nebraska Community Room, at 89A Woodley Park Road in the City of Terrytown. Notice of said meeting was posted in three prominent places: The Carpenter Center, Housing Partners of Western Nebraska, and Badly Bent Bar and Grill according to Nebraska State Law. The meeting was called to order at 6:30 p.m. by Mayor Christopher Perales. Council Members present were Bill Fedorchik, Tyler Feil, and Mike Minzey. Absent: Brandon Ettleman. City Clerk Jennifer Mattern was present and took minutes.

The Pledge of Allegiance was recited by those in attendance. President Feil pointed out the location of the poster for the Open Meetings Act, a copy which is also available on the City of Terrytown website.

Feil move to approve excusal of Mayor Perales from the September 14th, 2023 Regular City Council Meeting. Minzey seconded the motion. Aye's: Feil, Fedorchik, and Minzey. Nay's: none. Absent: Ettleman. Motion carried.

Feil moved to approve the revised meeting minutes from the September 7th, 2023 Special Meeting. Fedorchik seconded the motion. Aye's: Fedorchik, Minzey, and Feil. Nay's: none. Absent: Ettleman. Motion carried.

Minzey requested clarification on the September 14th, 2023 regular meeting minutes. It appears there was over payment to Scottsbluff PD, however, Mattern stated she would double check and bring them next month. Minzey also noted there was a typo Hennings Construction – Water Repairs, \$1,150,000. There was no action taken.

Minzey moved to approve meeting minutes from the September 27th, 2023 Budget Hearing and Special Meeting. Fedorchik seconded the motion. Aye's: Minzey, Feil, and Fedorchik. Nay's: none. Absent: Ettleman. Motion carried.

Fedorchik moved to approve Regular Claims for August and September 2023. Feil seconded the motion. Aye's: Minzey, Fedorchik, and Feil. Nay's: none. Absent: Ettleman. Motion carried. Regular Claims will be listed at the end of the minutes.

City Engineer, Jeff Wolfe, addressed the Council regarding the 1 – 6 year Street Plan. Fedorchik asked about re-doing the road that connects Country Club and Michael. Wolfe clarified, that he was not talking about extending the road to the Carpenter Center, Fedorchik agreed, it was just

redoing the existing road. Council discussed the need for repairs on Terry Blvd from the Canal west.

Jack Medearis of 59 Ridge Drive requested the Council review his water bill. After having a leak, he requested the Council take a portion of his usage off. Feil noticed on the billing history that the meter readings were inconsistent and, therefore, would prefer not to make a determination until they can see the actual usage and billed amount. Feil moved to waive all late and reconnect fees until the corrected history can be discussed. Fedorchik seconded the motion. Aye's: Minzey, Feil, and Fedorchik. Nay's: none. Absent: Ettleman. Motion carried.

Ryan Keller, of Small Computer Solutions request the Council re-instate Keno at Badly Bent. He presented a new agreement with Badly Bent and is proposing additional training. Feil moved for Badly Bent have Keno re-instated. Minzey seconded the motion. Aye's: Minzey, Fedorchik, and Feil. Nay's: none. Absent: Ettleman. Motion carried.

Mattern presented to the Council Form C-4-2018, Employment of immediate Family Members Disclosure Statement NADC Form C-4. She told the Council that until recently she was unaware that this form was needed to be filled out. She suggested that the Deputy Clerk be allowed to sign any thing regarding the Immediate Family Member that was employed by The City of Terrytown and recommended a firesafe locked box be held by the family members immediate supervisor to hold onto all personnel files. Fedorchik moved to accept Mattern's C-4-2018. Minzey seconded the motion. Aye's: Minzey, Fedorchik, and Feil. Nay's: none. Absent: Ettleman. Motion carried.

Mayor Perales told the Council that the Employee Evaluations would not be done in an open meeting and that he would not be providing paper copies at the open meeting.

Council discussed the Utility Assistant II and Deputy Clerk positions becoming full-time. Feil believes there would be personal gain on behalf of Mattern if the Utility Assistant II became full-time, that he believes she has been too involved in the day-to-day activity of said position, including but not limited to him reporting to her when not going to be in for his shift and giving direction as to daily duties. Mayor Perales stated that it was strictly advised that the Utility Assistant II directly report to Hugo Chairez for Utility Duties and to Anne Reker for Animal Control Duties. Feil asked Chairez if this is how it has been from the beginning, Chairez stated yes. Feil stated that he didn't believe there was merit earned for promotion for either position. He stated that he can go to the office any time between the hours of 8:00 a.m. and 5:00 p.m. and there is no one at the office. Minzey does not believe the positions should be full time based on the job descriptions and employee manual he has reviewed. Feil moved to take no action on request for the Utility Assistant II and Deputy Clerk to be full time positions. Fedorchik seconded the motion. Aye's: Fedorchik, Feil, and Minzey. Nay's: none. Absent: Ettleman. Motion carried.

During discussion regarding Ordinance No 479 AN ORDINANCE OF THE CITY OF TERRYTOWN NEBRASKA, ESTABLISHING SALARIES AND COMPENSATION FOR CITY OFFICIALS AND EMPLOYEES

REPEALING ORDINANCE NO. 472 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE. Feil moved to take no action on Ordinance No 479 AN ORDINANCE OF THE CITY OF TERRYTOWN NEBRASKA, ESTABLISHING SALARIES AND COMPENSATION FOR CITY OFFICIALS AND EMPLOYEES REPEALING ORDINANCE NO. 472 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE, due to the positions of Utility Assistant II and Deputy Clerk discussion. Minzey seconded the motion. Aye's: Minzey, Fedorchik, and Feil. Nay's: none. Absent: Ettleman. Motion carried.

Feil moved to approve Resolution 23-5 A RESOLUTION OF THE CITY OF TERRYTOWN, CLARIFYING THAT TWO ORDINANCES PASSED AS ORDINANCE #478 SHALL NOW BE KNOWN AS ORDINANCE #478-A AND #478-B RESPECTIVELY. Fedorchik seconded the motion. Aye's: Fedorchik, Feil, and Minzey. Nay's: none. Absent: Ettleman. Motion carried.

Fedorchik moved at 7:39 p.m. to adjourn the meeting until the next regular meeting. Feil seconded the motion. Aye's: Minzey, Fedorchik, and Feil. Nay's: none. Absent: Ettleman. Motion carried.

PAYMENT OF REGULAR CLAIMS AUGUST 2023

GENERAL: Principal – Vision Insurance, \$44.88; Guardian – Life Insurance, \$56.00; Beam – Dental Insurance, \$262.20; BCBS – Health Insurance, \$5,625.13; Mason Powell -Education Incentive, \$100.00; FICA – Taxes, \$1,164.42; Scotts Bluff County, 2022-2023 Interlocal Agreement, \$6,480.00; City of Gering – USGS Joint Funding Agreement, \$548.55; League of Nebraska Municipalities – Dues, \$1,364.00; Scotts Bluff County – Tri-City RoadRunner, \$1,000.00; PADD – Dues, \$930.16; Region 22 EM – Agreed Services, \$652.74; Cyclone Express – Gas/Oil, \$833.33; Hi Performance Car Wash – Vehicle Car wash, \$26.75; B&C Steel – Flat Bar, \$31.13; NPPD – Electric, \$211.35; Allo Communications – Landline/Internet/SCADA, \$246.90; Verizon – Cell Phones, \$259.40; Simmons Olsen Law Firm, Legal Services, \$9,770.00; Gardner Loutzenhiser, Audit - \$7,363.27; Star-Herald – Publications, \$110.77; Carpenter Center - Office Rent, \$1,211.83; SoGree – Sprinkler Repair, \$946.16; Scb Police – Contracted Services, \$10,833.33; Intralinks – Datto Back-up, \$179.00; Century Business Pro – Copier, \$214.43; Pitney Bowes – Postage, \$500.00; Simple Clean – Gel Soap, \$33.50; Ace Hardware – Shop Supplies, \$86.55; Wyoming First Aid – First Aid Supplies, \$202.08; Home Depot – Fly Traps, \$25.44; Visa – Office/Shop Supplies, \$119.18; Marketing Consultants – Shirts, \$83.00; Hugo Chairez – Phone Case, \$19.99 **PAYROLL:** \$15,226.96 **STREETS:** City of Scottsbluff – Street Striping, \$1,886.00; John Deere – Sweeper Repair, \$447.73; NPPD – Electric, \$2,006.43; EFTPS – Taxes, \$224.78; **PAYROLL:** \$2,938.51 **KENO:** Charitable Gaming – Taxes, \$1,482.42 **WATER:** EFTPS – Taxes, \$285.85; NERWA – Dues, \$105.00; Northwest Pipe – Compression Curb/Ss Stiffner, \$373.44; Independent Plumbing – Elbow/Ball Valve/Tape, \$21.13; Roy's Plumbing, Parts/Labor, \$912.12; NPPD – Electric, \$275.96; Terry Carpenter, Inc – Water Well Land Lease, \$438.00; NE Dept of Revenue – Sales and Use Tax, \$1,525.29; Enviro Services – Water Lab Fees, \$75.00; City of Gering – Water Lab Sampling, \$38.46; City of Gering – Cost of Water, \$6,642.92; NERWA – Conference Fees, \$550.00 **PAYROLL:** \$3,736.77 **ELECTRIC:** NPPD – Electric, \$31.58 **SEWER:** EFTPS – Taxes, \$218.76; One Call Concepts – Locates, \$150.00; Terry Carpenter, Inc – Sewer Land Lease, \$150.00; Enviro Services – Sewer Lab Fees, \$430.00; City of Scottsbluff – Wastewater, \$8,352.33 **PAYROLL:** \$2,859.49

PAYMENT OF REGULAR CLAIMS SEPTEMBER 2023

GENERAL: EFTPS – Taxes, \$1,195.87; BCBS – Health Insurance, \$5,625.13; Guardian – Life Insurance, \$56.00; Beam – Dental Insurance, \$5.25; Principal – Vision Insurance, \$44.88; Region 22 EM – Expenses, \$152.83; NE Clerk Institute – Clerk Dues, \$300.00; CNA Surety – Bonds, \$175.00; Cyclone – Gas/Oil, \$1,493.64; Nebraska Fire & Safety – Fire Extinguishers, 225.00; Ace Hardware – Drill Bits/Knife, \$31.11; Matheson/Linweld – Supplies, \$127.50; Hi Performance Car Wash – Truck Wash, \$7.25; Hennings Construction – 30 Mobile Ave/101 Ridge Drive, \$4,450.00; Intralink – Internet Support, \$65.50; John Deere – Supplies, \$454.33; Alarm Security Tech – Alarm Maint., \$85.00; Allo Communication – Landline/Internet/SCADA, \$246.08; Verizon – Cell Phones, \$259.40; NPPD – Electric, \$262.38; League of Nebraska Municipalities – Insurance, \$31,774.00; SB County Court – Criminal Cases, \$17.00; Simmons, Olsen – Legal Services, \$1853.00; Star-Herald – Publications, \$110.63; Carpenter Center – Office Rent, \$1211.83; A&A Porta-Potties – Park Potties, \$600.00; Ace Hardware – Supplies, \$50.70; Northwest Pipe – Supplies, \$15.94; Print Express – Date Stickers, \$96.00; Scb Police – Contract Services, \$11,461.67; Century Business – Copier Expense, \$162.49; Intralinks, Inc – Datto Back up, \$179.00; Print Express – Perforated Statements, \$47.30; Century Business Pros – Copier Lease, \$178.08; Bluffs Facility Solutions – Blue Glo/Bar Towels/Gallon Pump, \$40.847; Cyclone Express – Gas/Oil, \$118.00; Ace Hardware – Lysol, \$33.52; Visa – Supplies, \$501.66; Joseph Hewgley – Architectural Services, \$7,692.50; SB Court – Criminal Cases, \$34.00 **PAYROLL:** \$15,637.25 **STREETS:** EFTPS – taxes. \$139.27; Cyclone – Gas/Oil, \$1,496.76; NE Safety & Fire – Fire Extinguishers, \$145.43; Twin City Auto – Chevy Repairs, \$497.04; Co-op – Tire Repairs, \$20.00; NPPD – Electric, \$1,958.74; Mc Schaff – Street Budget, \$200.00 **PAYROLL:** \$1,820.48 **KENO:** NPPD – Electric, \$108.98 **WATER:** EFTPS -Taxes, \$259.44; Contractors Materials – Water Supplies, \$241.00; Hennings Construction – Sample Station/ 5 South Street, \$52,845.00; NPPD – Electric, \$57.74; Terry Carpenter, Inc – Well Land Lease, \$5692.61; Enviro Services – Water Lab Fees, \$25.00; Ne Dept of Environment – Water Labs, \$485.00; City of Gering – Cost of Water, \$7,805.969; Pitney Bowes – Postage, \$500.00; Municipal Supply – Under Payment, \$8.33 **ELECTRIC:** NPPD – Electric, \$31.58; City of Gering – Electric, \$36.34 **PAYROLL:** 3,391.54 **SEWER:** EFTPS – Taxes, \$332.48; League of Nebraska Municipalities – Membership, 577.00; Mc Schaff – Design Phase for Lift Station, \$3,000.00; Imperial Pump – Sewer Pump Cleaning, \$172.50; One Call Concepts – Locates \$10.74; NPPD – Electric, \$208.82; Waste Connections – Trash Collections, \$15,946.20; Terry Carpenter Inc, - Sewer Land Lease, \$650.00; Enviro Services – Sewer Lab Fees, \$215.00; City of Scottsbluff – Wastewater Fee, \$10,291.21; Imperial Pump – Mileage, \$708.00 **PAYROLL:** \$3,391.54

CITY OF TERRYTOWN
Special City Council Meeting
October 19th, 2023

The City of Terrytown Council met on Thursday, October 19th, 2023, at 6:30 PM, for their regular monthly meeting at the Housing Partners of Western Nebraska Community Room, at 89A Woodley Park Road in the City of Terrytown. Notice of said meeting was posted in three prominent places: The Carpenter Center, Housing Partners of Western Nebraska, and Badly Bent Bar and Grill according to Nebraska State Law. The meeting was called to order at 6:30 p.m. by Mayor Chris Perales. Council members present: Brandon Ettleman, Bill Fedorchik, Tyler Feil, and Mike Minzey. City Clerk Jennifer Mattern was present and took minutes.

The Pledge of Allegiance was recited by those in attendance. Mayor Perales pointed out the location of the poster for the Open Meetings Act, a copy which is also available on the City of Terrytown website.

Ettleman moved to accept the resignation of Bill Fedorchik from the Terrytown City Council Ward II. Minzey seconded the motion. Aye's: Minzey, Ettleman, and Feil. Nay's: none. Motion carried.

Mayor Perales made Declaration of a Vacancy for Terrytown City Council for Ward II due to the resignation of Fedorchik.

Feil moved to adjourn the Special City Council Meeting at 6:34 p.m. Ettleman seconded the motion. Aye's: Feil, Minzey, and Ettleman. Nay's: none. Motion carried.

Mayor, City of Terrytown

ATTEST:

City Clerk

ORDINANCE NO. 479

AN ORDINANCE OF THE CITY OF TERRYTOWN, NEBRASKA, ESTABLISHING SALARIES AND COMPENSATION FOR CITY OFFICIALS AND EMPLOYEES REPEALING ORDINANCE NO. 472 AND ALL PRIOR ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

Be it ordained by the Mayor and City Council of the City of Terrytown, Nebraska:

- 1. It is the responsibility of the City Council to establish by Ordinance the compensation for officials and employees of the City of Terrytown. Accordingly, the following salaries are determined:

Mayor.....	\$550.00 per month
Council Members.....	\$90.00 per month

It has been determined that beginning October 1, 2023, the following employees of the City will be compensated with the following wages:

Utility Supervisor.....	\$27.77 per hour
Utility Assistant I.....	\$22.35 per hour
Utility Assistant II.....	\$15.11 per hour
Code Enforcement.....	\$19.13 per hour
City Clerk.....	\$22.04 per hour
Deputy City Clerk.....	\$17.78 per hour

- 2. All other compensation paid to appointed officers and staff shall remain the same as when they were appointed at the organizational meeting for the board or council.
- 3. Ordinance No. 472 and all other Ordinances and parts of Ordinances in conflict with this Ordinance are repealed as of the effective date of this Ordinance.
- 4. Following passage, approval, and publication as required by law, this Ordinance shall take effect and be in force beginning November 9th, 2023.

Passed and Approved on November 9th, 2023.

Christopher Perales, Mayor

ATTEST:

Jennifer Mattern, City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
A&A Porta-Potties	Port-A-Potties		300.00	2673	10/13/23
Ace Hardware	Batteries		53.93	20253	10/06/23
Allo Communications	Internet/SCADA/Landline		245.23	20264	10/10/23
Beam Insurance Admin	Denatl Insurance		136.35	20276	10/19/23
Blue Cross Blue Shield	Health Insurance		5,625.13	20277	10/19/23
Budge-It Drain Service	Sewer Jet		1,030.00	20258	10/10/23
NE Child Support	GARNISHMENT	235.40		20252	10/06/23
NE Child Support	GARNISHMENT	235.40	470.80	20294	10/20/23
Cyclone Express	Gas/Oil		300.10	20279	10/19/23
United States Treasury	FED/FICA TAXES		4,956.50	23069029	10/20/23
Enviro Service, INC.	Sewer Labs	480.00		20256	10/10/23
Enviro Service, INC.	Sewer Lab Fees	215.00	695.00	20266	10/10/23
City of Gering	Electric 2120 Country Club		35.71	20267	10/10/23
gWorks	Software		10,714.00	20280	10/19/23
Joseph R Hewgley & Associates	Archictect		10,144.25	20268	10/10/23
K.L. Wood Company	Lift Station		101,213.00	20275	10/13/23
League Assoc. Risk Management	Insurance		31,774.00	20269	10/12/23
Michael Zitterkopf	BackFlow testing		90.00	2678	10/19/23
NEBRASKA LOTTERY	Charitable Gaming Tax			2681	10/31/23
Nebraska Dept. of Revenue	STATE TAXES		863.10	23069030	10/20/23
Nebraska Public Power	2 Lakeview Dr	109.34		2677	10/19/23
Nebraska Public Power	SID#3	756.06		20263	10/10/23
Nebraska Public Power	Streetlights	2,412.89	3,278.29	20282	10/19/23
Nebraska Water Resources Assoc	Dues		105.00	20288	10/19/23
One Call Concepts	Locates	15.92		20257	10/10/23
One Call Concepts	4.30.2023	44.52	60.44	20265	10/10/23
Panhandle Humane Society	November Services		477.00	20281	10/19/23
Pitney Bowes Global Financial	Machine Lease		169.29	20283	10/19/23
Pitney Bowes INC.	Postage		500.00	20284	10/19/23
Principal Life Insurance Co.	Vision Insurance		44.88	20285	10/19/23
Sandberg Implement, INC.	Mower Maint		1,207.36	2676	10/13/23
Police Department	Contracted services		11,461.67	20286	10/19/23
Schaff & Associates, M.C.	Lift Station		7,000.00	20262	10/06/23
Capital Bank and Trust	SIMPLE IRA		1,161.73	20295	10/20/23
Western Nebraksa Papers	PH/Budget		99.40	20260	10/10/23
Terry Carpenter INC.	Water Well Land Lease		962.61	20278	10/19/23
Twin City Auto	Silverado Engine		11,537.82	20259	10/10/23
Verizon Wireless	Cell Phones		259.80	20255	10/10/23
VISA	Attached Invoices		167.67	20287	10/19/23
Waste Connections	Trash Collection		7,806.44	20261	10/10/23
			=====		
Accounts Payable Total			214,946.50		
Payroll Checks			16,390.34		
Report Total			=====		
			231,336.84		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL	97,519.79
110	STREET	4,653.90
120	KENO	1,706.70
130	WATER	5,025.50
140	ELECTRIC	67.29
150	SEWER	122,363.66

	TOTAL FUNDS	231,336.84

REVENUE & EXPENSE REPORT
CALENDAR 10/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
100-100-4000	PROPERTY TAXES	6,474.61	6,474.61	.00	6,474.61-
100-100-4010	NPPD 5% GROSS REVENUE	8,171.01	8,171.01	.00	8,171.01-
100-100-4060	FRANCHISE TAX	17.16	17.16	.00	17.16-
100-100-4070	IN LIEU TAX	.00	.00	.00	.00
100-100-4100	LIQUOR LICENSES	750.00	750.00	.00	750.00-
100-100-4120	BUILDING PERMITS	.00	.00	.00	.00
100-100-4180	LICENSES AND PERMITS	.00	.00	.00	.00
100-100-4190	DOG LICENSES	.00	.00	.00	.00
100-100-4300	INTEREST INCOME	.00	.00	.00	.00
100-100-4301	FINANCE CHARGE BILLED	.00	.00	.00	.00
100-100-4433	MUNICIPAL EQUALIZATION	.00	.00	.00	.00
100-100-4434	HOMESTEAD EXEMPTION	.00	.00	.00	.00
100-100-4440	GRANT INCOME	.00	.00	.00	.00
100-100-4500	MOTOR VEHICLE FEE	.00	.00	.00	.00
100-100-4501	PRORATE MOTOR VEHICLE	.00	.00	.00	.00
100-100-4560	SALES TAX REVENUE	.00	.00	.00	.00
100-100-4700	MISCELLANEOUS INCOME	.00	.00	.00	.00
100-100-4720	INSURANCE PROCEEDS	33,831.49	33,831.49	.00	33,831.49-
100-100-4820	LOAN PROCEEDS	.00	.00	.00	.00
100-100-6010	SALARIES	12,496.55	12,496.55	.00	12,496.55-
100-100-6110	FICA CITY SHARE	955.54	955.54	.00	955.54-
100-100-6150	EMPLOYEE BENEFITS	6,119.23	6,119.23	.00	6,119.23-
100-100-6170	PAYROLL TAX - OTHER	.00	.00	.00	.00
100-100-6210	DUES AND MEMBERSHIPS	792.66	792.66	.00	792.66-
100-100-6331	GAS AND OIL	103.97	103.97	.00	103.97-
100-100-6350	REPAIRS AND MAINTENANCE	11,537.82	11,537.82	.00	11,537.82-
100-100-6351	GIS SYSTEM	.00	.00	.00	.00
100-100-6371	UTILITIES	249.96	249.96	.00	249.96-
100-100-6373	TELEPHONE	1,016.27	1,016.27	.00	1,016.27-
100-100-6407	ENGINEERING	.00	.00	.00	.00
100-100-6408	INSURANCE	32,129.00	32,129.00	.00	32,129.00-
100-100-6411	LEGAL AND ACCOUNTING	.00	.00	.00	.00
100-100-6413	LABOR	.00	.00	.00	.00
100-100-6414	PUBLICATIONS	99.40	99.40	.00	99.40-
100-100-6415	RENT	.00	.00	.00	.00
100-100-6418	SALES TAX EXPENSE	.00	.00	.00	.00
100-100-6490	COMMUNITY BETTERMENT	.00	.00	.00	.00
100-100-6491	LAB FEES	.00	.00	.00	.00
100-100-6492	PEST CONTROL	1,377.00	1,377.00	.00	1,377.00-
100-100-6497	CODE ENFORCEMENT OFFICER	.00	.00	.00	.00
100-100-6499	POLICE LABOR	11,461.67	11,461.67	.00	11,461.67-
100-100-6506	OFFICE EXPENSE	21,889.00	21,889.00	.00	21,889.00-
100-100-6507	SUPPLIES	204.34	204.34	.00	204.34-
100-100-6599	MISCELLANEOUS	.00	.00	.00	.00
100-100-6710	CAPITAL OUTLAY	.00	.00	.00	.00
100-100-6750	COUNTY COMM CTR INTERLOCAL	.00	.00	.00	.00
100-100-6800	CONTIGENCY	.00	.00	.00	.00
100-100-6801	DEBT SERVICE	.00	.00	.00	.00
100-100-6802	DEBT RETIREMENT	.00	.00	.00	.00
100-100-6810	DEPRECIATION GENERAL	.00	.00	.00	.00
100-100-6911	Garnishment	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 10/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
100-910-4830	TRANSFERS IN	.00	.00	.00	.00
100-910-6910	TRANSFERS OUT	.00	.00	.00	.00
100-999-9999	PROFIT HANDLER	.00	.00	.00	.00
110-110-4300	INTEREST INCOME	.00	.00	.00	.00
110-110-4430	HIGHWAY ALLOCATION	.00	.00	.00	.00
110-110-4431	HIGHWAY INCENTIVE	.00	.00	.00	.00
110-110-4432	MOTOR VEHICLE TAX	323.38	323.38	.00	323.38-
110-110-4700	MISCELLANEOUS INCOME	.00	.00	.00	.00
110-110-4820	LOAN PROCEEDS	.00	.00	.00	.00
110-110-6010	SALARIES	2,179.65	2,179.65	.00	2,179.65-
110-110-6110	FICA CITY SHARE	166.71	166.71	.00	166.71-
110-110-6150	EMPLOYEE BENEFITS	34.73	34.73	.00	34.73-
110-110-6210	DUES AND MEMBERSHIPS	.00	.00	.00	.00
110-110-6331	GAS AND OIL	482.90	482.90	.00	482.90-
110-110-6350	REPAIRS AND MAINTENANCE	1,130.74	1,130.74	.00	1,130.74-
110-110-6371	UTILITIES	2,615.01	2,615.01	.00	2,615.01-
110-110-6373	TELEPHONE	.00	.00	.00	.00
110-110-6407	ENGINEERING	.00	.00	.00	.00
110-110-6408	INSURANCE	.00	.00	.00	.00
110-110-6411	LEGAL AND ACCOUNTING	.00	.00	.00	.00
110-110-6414	PUBLICATIONS	.00	.00	.00	.00
110-110-6417	LAND LEASE	.00	.00	.00	.00
110-110-6491	LAB FEES	.00	.00	.00	.00
110-110-6492	PEST CONTROL	.00	.00	.00	.00
110-110-6499	CONTRACT LABOR	.00	.00	.00	.00
110-110-6506	OFFICE EXPENSE	.00	.00	.00	.00
110-110-6507	SUPPLIES	17.26	17.26	.00	17.26-
110-110-6599	MISCELLANEOUS	.00	.00	.00	.00
110-110-6710	CAPITAL OUTLAY	.00	.00	.00	.00
110-110-6727	STREET SIGNS	.00	.00	.00	.00
110-110-6761	STREET IMPROVEMENTS	.00	.00	.00	.00
110-110-6800	CONTIGENCY	.00	.00	.00	.00
110-110-6810	DEPRECIATION - STREET	.00	.00	.00	.00
110-910-4830	TRANSFERS IN	.00	.00	.00	.00
110-910-6910	TRANSFERS OUT	.00	.00	.00	.00
110-999-9999	PROFIT HANDLER	.00	.00	.00	.00
120-120-4300	INTEREST INCOME	.00	.00	.00	.00
120-120-4600	KENO REVENUE	16,727.35	16,727.35	.00	16,727.35-
120-120-4700	MISCELLANEOUS INCOME	.00	.00	.00	.00
120-120-4720	INSURANCE PROCEEDS	.00	.00	.00	.00
120-120-6210	DUES AND MEMBERSHIPS	.00	.00	.00	.00
120-120-6331	GAS AND OIL	101.29	101.29	.00	101.29-
120-120-6350	REPAIRS AND MAINTENANCE	2,026.86	2,026.86	.00	2,026.86-
120-120-6371	UTILITIES	109.34	109.34	.00	109.34-
120-120-6411	LEGAL AND ACCOUNTING	.00	.00	.00	.00
120-120-6490	COMMUNITY BETTERMENT	600.00	600.00	.00	600.00-
120-120-6506	OFFICE EXPENSE	.00	.00	.00	.00
120-120-6599	MISCELLANEOUS	.00	.00	.00	.00
120-120-6600	KENO PAYOUTS	.00	.00	.00	.00
120-120-6601	OPERATORS SHARE	.00	.00	.00	.00
120-120-6602	KENO CONTRACTORS SHARE	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 10/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
120-120-6603	KENO STATE TAX	213.00	213.00	.00	213.00-
120-120-6800	CONTIGENCY	.00	.00	.00	.00
120-910-4830	TRANSFERS IN	.00	.00	.00	.00
120-910-6910	TRANSFERS OUT	.00	.00	.00	.00
120-999-9999	PROFIT HANDLER	.00	.00	.00	.00
130-130-4300	INTEREST INCOME	.00	.00	.00	.00
130-130-4440	GRANT INCOME	.00	.00	.00	.00
130-130-4500	WATER SALES	22,218.88	22,218.88	.00	22,218.88-
130-130-4505	GARBAGE SALES	6,535.16	6,535.16	.00	6,535.16-
130-130-4511	WATER METER SALES	.00	.00	.00	.00
130-130-4560	SALES TAX COLLECTION FEE-WATER	70.90	70.90	.00	70.90-
130-130-4700	MISCELLANEOUS INCOME	1,175.00	1,175.00	.00	1,175.00-
130-130-4720	INSURANCE PROCEEDS	.00	.00	.00	.00
130-130-6010	SALARIES	3,516.59	3,516.59	.00	3,516.59-
130-130-6110	FICA CITY SHARE	269.02	269.02	.00	269.02-
130-130-6150	EMPLOYEE BENEFITS	58.57	58.57	.00	58.57-
130-130-6210	DUES AND MEMBERSHIPS	105.00-	105.00-	.00	105.00
130-130-6331	GAS AND OIL	.00	.00	.00	.00
130-130-6350	REPAIRS AND MAINTENANCE	225.55	225.55	.00	225.55-
130-130-6371	UTILITIES	568.67	568.67	.00	568.67-
130-130-6373	TELEPHONE	.00	.00	.00	.00
130-130-6407	ENGINEERING	.00	.00	.00	.00
130-130-6408	INSURANCE	.00	.00	.00	.00
130-130-6411	LEGAL AND ACCOUNTING	.00	.00	.00	.00
130-130-6414	PUBLICATIONS	.00	.00	.00	.00
130-130-6417	LAND LEASE	562.61	562.61	.00	562.61-
130-130-6418	SALES TAX EXPENSE	.00	.00	.00	.00
130-130-6491	LAB FEES	100.00	100.00	.00	100.00-
130-130-6499	CONTRACT LABOR	.00	.00	.00	.00
130-130-6503	COST OF WATER	.00	.00	.00	.00
130-130-6506	OFFICE EXPENSE	.00	.00	.00	.00
130-130-6507	SUPPLIES	.00	.00	.00	.00
130-130-6599	MISCELLANEOUS	.00	.00	.00	.00
130-130-6710	CAPITAL OUTLAY	.00	.00	.00	.00
130-130-6800	CONTIGENCY	.00	.00	.00	.00
130-130-6801	DEBT SERVICE	.00	.00	.00	.00
130-130-6810	DEPRECIATION	.00	.00	.00	.00
130-130-6899	AMORTIZATION OF LOAN FEES	.00	.00	.00	.00
130-910-4830	TRANSFERS IN	.00	.00	.00	.00
130-910-6910	TRANSFERS OUT	26,888.00	26,888.00	.00	26,888.00-
130-999-9999	PROFIT HANDLER	.00	.00	.00	.00
140-140-4300	INTEREST INCOME	.00	.00	.00	.00
140-140-4520	LEASE TO NPPD	.00	.00	.00	.00
140-140-6371	UTILITIES	67.29	67.29	.00	67.29-
140-140-6414	PUBLICATIONS	.00	.00	.00	.00
140-140-6493	FRONTDESK SERVICE CHARGES	.00	.00	.00	.00
140-140-6810	DEPRECIATION	.00	.00	.00	.00
140-910-4830	TRANSFERS IN	.00	.00	.00	.00
140-910-6910	TRANSFERS OUT	.00	.00	.00	.00
140-999-9999	PROFIT HANDLER	.00	.00	.00	.00
150-150-4300	INTEREST INCOME	.00	.00	.00	.00

REVENUE & EXPENSE REPORT
CALENDAR 10/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
150-150-4500	SEWER INCOME	23,665.45	23,665.45	.00	23,665.45-
150-150-4501	SEWER LINE FEES	948.83	948.83	.00	948.83-
150-150-4502	STORM SEWER SURCHARGE	590.53	590.53	.00	590.53-
150-150-4505	GARBAGE SALES	.00	.00	.00	.00
150-150-4560	SALES TAX REVENUE	1,349.75	1,349.75	.00	1,349.75-
150-150-4700	MISCELLANEOUS INCOME	.00	.00	.00	.00
150-150-4720	INSURANCE PROCEEDS	8,489.13	8,489.13	.00	8,489.13-
150-150-4820	LOAN PROCEEDS	.00	.00	.00	.00
150-150-6010	SALARIES	3,579.09	3,579.09	.00	3,579.09-
150-150-6110	FICA CITY SHARE	273.81	273.81	.00	273.81-
150-150-6150	EMPLOYEE BENEFITS	61.56	61.56	.00	61.56-
150-150-6210	DUES AND MEMBERSHIPS	2,000.00	2,000.00	.00	2,000.00-
150-150-6331	GAS AND OIL	.00	.00	.00	.00
150-150-6350	REPAIRS AND MAINTENANCE	115,138.44	115,138.44	.00	115,138.44-
150-150-6371	UTILITIES	808.64	808.64	.00	808.64-
150-150-6373	TELEPHONE	.00	.00	.00	.00
150-150-6407	ENGINEERING	.00	.00	.00	.00
150-150-6408	INSURANCE	.00	.00	.00	.00
150-150-6411	LEGAL AND ACCOUNTING	.00	.00	.00	.00
150-150-6413	TRASH COLLECTION	7,806.44	7,806.44	.00	7,806.44-
150-150-6414	PUBLICATIONS	.00	.00	.00	.00
150-150-6417	LAND LEASE	400.00	400.00	.00	400.00-
150-150-6418	SALES TAX EXPENSE	.00	.00	.00	.00
150-150-6491	LAB FEES	1,075.00	1,075.00	.00	1,075.00-
150-150-6495	SEWER USE - SCOTTSBLUFF	8,252.73	8,252.73	.00	8,252.73-
150-150-6499	CONTRACT LABOR	.00	.00	.00	.00
150-150-6507	SUPPLIES	.00	.00	.00	.00
150-150-6599	MISCELLANEOUS	.00	.00	.00	.00
150-150-6710	CAPITAL OUTLAY	.00	.00	.00	.00
150-150-6800	CONTIGENCY	.00	.00	.00	.00
150-150-6810	DEPRECIATION	.00	.00	.00	.00
150-910-4830	TRANSFERS IN	.00	.00	.00	.00
150-910-6910	TRANSFERS OUT	.00	.00	.00	.00
150-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	150,318.28-	150,318.28-	.00	150,318.28
	PROOF	150,318.28-	150,318.28-	.00	150,318.28

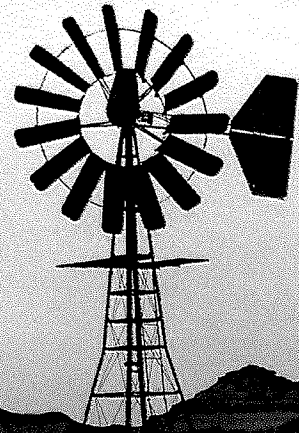
Thursday, November 30th
11:30 am - 1:00 pm

TWIN CITIES DEVELOPMENT

ANNUAL MEETING



**ECONOMIC DEVELOPMENT
FOR WESTERN NEBRASKA**



**Scotts Bluff
Country Club**

RSVP by Nov 24th: info@tcdne.org

Jeni Mattern

From: Vince Ryan <vincentr@caseypeterson.com>
Sent: Thursday, November 02, 2023 1:28 PM
To: Jeni Mattern
Subject: RE: Bank Letter

So cities are required to have their deposits secured for the amount above the FDIC insurance level (what the federal government guarantees should a bank go bankrupt). Currently PVNB identifies specific bonds, stocks or other assets and "pledges" them to Terrytown so that if the bank fails, Terrytown gets those assets or cash equal to the cities bank balance before anyone else gets the banks assets. It is a manual process for the bank and city to monitor that enough assets are pledged by the bank.

What they are doing is automating this process by using a pool as the idea is that the city always has enough assets pledged to them to cover the deposits.

I don't see a issue with approving this.

Vincent Ryan

CPA | Shareholder | Casey Peterson, LTD

- Phone: 308-432-4465
- Fax: 308-432-3218
- Email: vincentr@caseypeterson.com
- Address: 201 Main, PO Box 447 Chadron, NE 69337 • Website: www.caseypeterson.com • Disclaimers: www.caseypeterson.com/privacy-policy
- [Click here for secure file sharing](#)

Investment advisory services are offered through Avantax Planning PartnersSM. Commission-based securities products are offered through Avantax Investment ServicesSM, Member FINRA, SIPC. Insurance services offered through licensed agents of Avantax Planning Partners. 3200 Olympus Blvd., Suite 100, Dallas, TX 75019. The Avantax entities are independent of and unrelated to CP Financial Services.

-----Original Message-----

From: Jeni Mattern <cityofterrytown@cityoftt.com>
Sent: Thursday, November 2, 2023 12:40 PM
To: Vince Ryan <vincentr@caseypeterson.com>
Subject: Bank Letter

CAUTION: This message originated outside of the Casey Peterson, LTD email system. Please exercise caution before opening attachments, clicking links, replying, or providing information to the sender. If you have questions, please contact IT.

Good Afternoon Vince, I am attaching a letter I received from the Bank, can you please help me understand what it is and what I need to do?

Jeni Mattern
Office Manager/City Clerk

Platte Valley Bank

1212 Circle Drive
P.O. Box 2308
Scottsbluff, NE 69363-2308
Phone: (308) 632-7004
Fax: (308) 635-7405

received
9/29/23



Platte Valley Companies

Member FDIC

www.pvbank.com

info@pvbank.com

**City of Terrytown
116 Terry Blvd
Gering, NE 69341**

RE: Single Bank Pooled Collateral Program (SBPC)

Dear: Fred Ruff

This letter is to inform you that Platte Valley Bank is moving to the Single Bank Pooled Collateral Program (SBPC), which is administered by Nebraska Bankers Insurance and Services Company (NBISCO). This program is designed to assure a public entity that the balances at Platte Valley Bank that are over the FDIC insurance limit are covered by adequate collateral pledged by Platte Valley Bank. As we transition you into this program, we want to make sure you are educated on the program. There is information included in this mailing to explain what the program is and how it works. A PVB accounting team member will be reaching out to you soon to discuss the program and answer any questions you may have. PVB will then look at releasing the current collateral that is pledged directly to you and your balances will then be fully covered under the SBPC.

By maintaining your public deposits with PVB utilizing the pooled collateral method, you gain the following:

- Oversight by two entities (PVB and Program Administrator) on a monthly basis;
- Reduced administrative time and expense;
- Reduced audit expense by having all audit information in one location;
- Greater degree of accuracy and safety.

What you need to do:

- **Complete the enclosed consent form to access reports on the pooled collateral website and e-mail it to nepooledcollateral@nebrankers.org and corporateaccounting@pvbank.com**

Once you have read the necessary information and visited with an accounting team member, please reach out to me if you have any further questions. I can be reached at (308) 633-9302.

Best Regards,

Jody Miles
Chief Financial Officer
Platte Valley Bank

**CONSENT TO ACCESS REPORTS ON
ADMINISTRATOR'S WEBSITE**

Nebraska Single Bank Pooled Collateral

All Governmental Units using the Single Bank Pooled Collateral Method are required to review the Single Bank Pooled Collateral Method Disclosure Circular which is attached and is available on the Nebraska Single Bank Pooled Collateral Website:

www.nebankers.org/nepooledcollateral.html

Please complete the acknowledgement form below and return it to

Misty Stoner, NBISCO Financial Program Administrator, (402) 904-7060,
nepooledcollateral@nebankers.org.

Thank you for your cooperation.

Name of Governmental Unit

Tax ID # of Governmental Unit

E-mail Address for Governmental Unit

Check only one below:

The undersigned Governmental Unit agrees to receive reports issued by the Single Bank Collateral Pool Administrator by accessing the reports on the Administrator's website.

The undersigned Governmental Unit does not agree to receive reports issued by the Single Bank Collateral Pool Administrator by accessing the reports on the Administrator's website.

I acknowledge that I have read and understand the Department of Banking and Finance's Single Bank Pooled Method Disclosure Circular

Signature

Title

Printed Name

Date

Single Bank Pooled Collateral Program (SBPC)

Secure your deposits in a more efficient and cost-effective manner.

As public depositors, you want to know that your deposits are secure. The State of Nebraska has revised current law to allow banks to secure public deposits using a new Single Bank Pooled Collateral method. By electing to utilize the pooled collateral method, banks provide public depositors with a greater sense of security knowing that there are two separate entities monitoring deposits and collateral activity on a regular basis.

Not only will your bank monitor the pooled funds and track collateral activity, but the Nebraska Bankers Insurance and Services Company (NBISCO), a subsidiary of the Nebraska Bankers Association and the authorized Administrator of the Single Bank Pooled Collateral Program, will be monitoring deposits and tracking collateral activity, as well.

By maintaining your public deposits with a bank utilizing the pooled collateral method, you gain the following:

- oversight by two entities (bank and Program Administrator) on a monthly basis;
- reduced administrative time and expense;
- reduced audit expense by having all audit information in one location;
- greater degree of accuracy and safety.

NBISCO has been selected by the Nebraska Department of Banking and Finance (NDBF) as Administrator of the SBPC program based on its experience and expertise in performing quality administrative services. NBISCO has established a thorough administrative process and data processing system to receive data from participating banks, to make required reports to public depositors and to track pooled collateral activity associated with each participating bank.

For additional information regarding this exciting new method of collateralization, contact your financial institution or Misty Stoner, at (402) 904-7060 or NEPooledCollateral@nebankers.org.

For more information visit <https://www.nebankers.org/nepooledcollateral.html>

SINGLE BANK COLLATERAL POOL DISCLOSURE CIRCULAR

Neb.Rev.Stat. § 77-2386 et. seq. requires banks to collateralize public funds and *Neb.Rev.Stat. § 77-2398* allows banks to collateralize public funds using either a dedicated or pooled method. Administration of the pooled method ("Pooled Method") is delegated to the Director of the Department of Banking and Finance ("Department") who is authorized to appoint an administrator to carry out its rights and responsibilities in respect to the Pooled Method for the state of Nebraska. The Nebraska Bankers Insurance and Services Company (NBISCO), a wholly-owned subsidiary of the Nebraska Bankers Association, has been appointed and has entered into a contract with the Department to administer the Nebraska Single Bank Collateral Pool ("Pooled Method Administrator"). NBISCO receives monthly reports from banks and qualified trustees to monitor the collateralization of deposits and assesses fees to participating banks for administering the Pooled Method. NBISCO receives no compensation from the Department or the state. All Program Administration fees are paid by participating banks. NBISCO is currently the only approved Pooled Method Administrator.

Each participating bank selects a Qualified Trustee to hold collateral pledged for public funds. Each participating bank pledges a pool of collateral held by a Qualified Trustee to secure all of the public deposits above the FDIC insurance limit. Pooled collateral is assigned to the Pooled Method Administrator instead of each public depositor. A Qualified Trustee is not permitted to release collateral without prior permission from the Pooled Method Administrator.

The list of securities that a bank may use as collateral under the Pooled Method can be accessed at <https://nebraskalegislature.gov/laws/statutes.php?statute=77-2386>.

There are three Agreements required to utilize the Pooled Method that reflect the roles and responsibilities for the Department, Pooled Method Administrator, Banks, and Qualified Trustees in administering the Program. These agreements are the Single Bank Collateral Pool Administrator Agreement, Custodial Agreement, and Security Agreement. Electronic copies of the agreements can be accessed via the Administrator's website at: www.nebankers.org/nepooledcollateral.html. Some banks select the Federal Reserve as qualified trustee to hold pledged collateral. In these instances, the Federal Reserve Bank Operating Circular No. 7 (Book-entry Securities Account Maintenance and Transfer Services) will govern the actions of the Qualified Trustee instead of the Custodial Agreement. The public depositor should be aware that the rules of the Operating Circular may differ from the Custodial Agreement and state or local requirements.

While the Pooled Method provides efficiency for banks as they collateralize public funds, there are certain risks associated with the Pooled Method and such risks are assumed by public depositors. It is advised that public depositors discuss with their depository banks the benefits and risks associated with the Pooled Method as well as the dedicated method.

Public depositors may also contact NBISCO at (402) 474-1555 or nepooledcollateral@nebankers.org with questions or for additional information. The Pooled Method is offered as a convenience for banks and public depositors. The Department assumes no risk associated with accounts secured by pooled collateral under the Pooled Method.



CITY OF TERRYTOWN, NEBRASKA

ONE (1) & SIX (6) YEAR
STREET IMPROVEMENT PROGRAM

2024 - 2029

Prepared by Jeff Wolfe (S-1025)
M.C. Schaff & Associates
818 South Beltline Hwy East
Scottsbluff, NE 69361

GENERAL

The City completed project M-584(44) and performed normal maintenance during the 2023 calendar year. Due to financial limitations the City did not complete projects M-584(50) and M584(46) during the 2023 calendar year.

The City proposes to perform normal maintenance and complete the following projects for the 2024 calendar year:

ONE (1) YEAR PLAN

- M-584(51) Reconstruct intersection at Martha Rd and Stable Club Road at an estimated cost of \$100,000.00
- M-584(52) Cold mill and asphalt overlay Terry Blvd from Woodley Park Road west to dead end at an estimated cost of \$150,000.00

SIX (6) YEAR PLAN

- M-584(37) New PCC pavement, curb, and gutter along Stable Club Drive at an estimated cost of \$150,000.00.
- M-584(40) New curb and gutter and paving at parking lot for Carpenter Shelter at an estimated cost of \$80,000.00.
- M-584(41) New curb and gutter and paving at parking lot for Hascall Shelter at an estimated cost of \$80,000.00.
- M-584(46) Remove existing pavement, curb, and gutter – install new PCC pavement, curb, gutter, and drainage structures. McGuire Street from 10th Street to Lake Drive at estimated cost of \$250,000.00
- M-584(49) Reconstruct intersection at Stable Club Rd and Five Rocks Road at an estimated cost of \$250,000.00
- M-584(50) New Curb, Gutter, and Walk on north/east side of Wyndcrest at an estimated cost of \$100,000
- M-584(53) Cold mill and asphalt overlay Michael Street from Gary Street west to dead end at an estimated cost of \$150,000.00

NOTICE OF PUBLIC HEARING

A public hearing on the One (1) and Six (6) year Street Improvement Program for the City of Terrytown, Nebraska, will be held at 89A Woodley Park Rd, Gering, Nebraska at 6:30 P.M., November 9, 2023. The purpose of the hearing is to propose to the residents of the City, One (1) Year Street Improvement Program and Six (6) Year Tentative Street Improvement Program, in compliance with Section 39-2115 and 39-2119 of Chapter 39 of the Cumulative Supplement of the Revised Statutes of Nebraska, 1943.

Copies of the proposed One (1) and Six (6) Year Street Improvement Programs may be studied in the office of the City Street Superintendent.

Jennifer Mattern, City Clerk

Publish: October 26, 2023

November 9th, 2023

CERTIFICATION

I, Jeff Wolfe, the City Street Superintendent for the City of Terrytown, Nebraska, do hereby certify that I posted the "Notice for Public Hearing" for the Proposed One (1) and Six (6) Year Road Improvement Program in three (3) public places within the City limits of Terrytown, Nebraska:

Scotts Bluff Housing Authority
89 Woodley Park Road

Terry Carpenter Inc.
16 Terry Blvd.

Carpenter Intergenerational Center
116 Terry Blvd.

DATED THIS 9th DAY OF NOVEMBER, 2023

Signed: _____
Jeff Wolfe
Street Superintendent

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: M-584(37)	Work/Project Length: 0.10 miles
	Other Work/Project Number:	Control Number:
REVISIONS	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Name of Other Entity: _____	
	Location Stable Club Dr from 100' West of Martha Rd to 800' east of Terry Blvd. Remove existing Description: bituminous pavement install new PCC pavement, curb, and gutter	
STNDS	If Revision, describe the changes: _____	
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the reason? _____ <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Other: _____ <input type="checkbox"/> Emergency Work/Proj Needed _____ <input type="checkbox"/> Additional Funding Available _____	
SPD	Functional Class National: Minor Collector State: Collector	
	Design Standards Table 2-001. 03. E National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
TRAFF	Design Speed: 25 MPH Posted/Anticipated Speed = 25 MPH	
	Avg Daily Traffic : Initial Year VPD Hvy Trucks % Design Year VPD Hvy Trucks % 2020 300 10 2050 400 15	
ROADWAY	HIGHWAY, ROAD EXISTING PROPOSED IMPROVEMENT	
	OR STREET	Surface Type Width (ft) Surface Type Thickness (in) Width (ft) Work Type
	Traveled Way:	Asphalt 24 Concrete 8 30 N&R
BRIDGES & STRUCTURES	Shoulders:	Earth 4 Concrete 8 Curbed
	BRIDGES AND STRUCTURES EXISTING PROPOSED IMPROVEMENT	
	Structure Number(s) City/County - NBIS	Structure Condition Type SR SD FO Structure Type Size Design Loading and Work Type
OTHER SCOPE	Other Scope of Work: <input checked="" type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure <input type="checkbox"/> Add Auxiliary Lane(s) <input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck <input type="checkbox"/> Sidewalk/Trail <input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail <input type="checkbox"/> Removal of Roadside Obstacles <input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts <input type="checkbox"/> Flatten Vertical Curve(s) <input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other: _____	
	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Cost Effective Analysis Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
ANALYSES	Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Construction Period (estimated): 120.0 working days	
FINANCIAL	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR <input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____	
	Estimated Costs (1,000) County Municipality State Federal Other Total (1,000) 150 150	
Print Name: Jeff Wolfe Title: City Street Superintendent Date: 11/9/2023		
Signature: _____		

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: M-584(40)	Work/Project Length: 300.00 feet
	Other Work/Project Number:	Control Number:
REVISIONS	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Name of Other Entity:	
	Location Description: New curb, gutter, and PCC pavement at parking lot ofr Carpenter Shelter	
STDS	If Revision, describe the changes:	
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____	
SPD	Functional Class National: Minor Collector	State: Collector
	Design Standards Table 2-001. 03. F	National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRAFF	Design Speed: 15 MPH	Posted/Anticipated Speed = 15 MPH
	Avg Daily Traffic : Initial Year VPD Hvy Trucks %	Design Year VPD Hvy Trucks %
ROADWAY	2020 100 2	2050 200 2
	HIGHWAY, ROAD OR STREET EXISTING PROPOSED IMPROVEMENT	
BRIDGES & STRUCTURES	Traveled Way: Surface Type Width (ft)	Surface Type Thickness (in) Width (ft) Work Type
	Shoulders: Earth 4	Concrete 8 30 N&R Concrete 8 Curbed
OTHER SCOPE	BRIDGES AND STRUCTURES EXISTING PROPOSED IMPROVEMENT	
	Structure Number(s) Structure Condition Design Loading and Work Type City/County - NBIS Type SR SD FO Structure Type Size and Work Type	
ANALYSES	Other Scope of Work: <input type="checkbox"/> Add Auxiliary Lane(s) <input type="checkbox"/> Sidewalk/Trail <input type="checkbox"/> Removal of Roadside Obstacles <input type="checkbox"/> Flatten Vertical Curve(s) <input type="checkbox"/> Other: _____	
	<input checked="" type="checkbox"/> Grading <input type="checkbox"/> Guardrail <input type="checkbox"/> Fencing <input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Lighting <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Construction Detour <input type="checkbox"/> Remove Existing Bridge/Structure <input type="checkbox"/> Bridge Re-deck <input type="checkbox"/> Bridge Rail <input type="checkbox"/> Storm Sewer or Culverts <input type="checkbox"/> Erosion Control	
FINANCIAL	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
FINANCIAL	Analyses Completed: Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
FINANCIAL	Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Construction Period (estimated): 90.0 working days	
FINANCIAL	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Federal Funds thru NDOR <input type="checkbox"/> Other: _____	
	Estimated Costs (1,000)	County Municipality State Federal Other Total 80 80
FINANCIAL	Print Name: Jeff Wolfe	Title: City Street Superintendent
	Signature:	Date: 11/9/2023

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): <u>Terrytown</u> <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: <u>M-584(41)</u>	Work/Project Length: <u>300.00</u> feet
	Other Work/Project Number:	Control Number:
	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Name of Other Entity: _____	
REVISIONS	Location Description: <u>New curb, gutter, and PCC pavement at parking lot ofr Hascall Shelter</u>	
	If Revision, describe the changes: Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____	
STDS	Functional Class National: <u>Minor Collector</u> State: <u>Collector</u>	Design Standards: <u>Table 2-001.</u> <u>03. F</u> National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Design Speed: <u>15</u> MPH Posted/Anticipated Speed = <u>15</u> MPH	
TRAFFIC	Avg Daily Traffic:	Initial Year <u>2020</u> VPD <u>100</u> Hvy Trucks % <u>2</u> Design Year <u>2050</u> VPD <u>200</u> Hvy Trucks % <u>2</u>
ROADWAY	HIGHWAY, ROAD OR STREET <u>EXISTING</u> PROPOSED IMPROVEMENT	
	Surface Type	Width (ft)
	Thickness (in)	Work Type
Traveled Way:	<u>Gravel</u> <u>24</u>	<u>Concrete</u> <u>8</u> <u>30</u> <u>N&R</u>
Shoulders:	<u>Earth</u> <u>4</u>	<u>Concrete</u> <u>8</u> <u>Curbed</u>
BRIDGES & STRUCTURES	BRIDGES AND STRUCTURES <u>EXISTING</u> PROPOSED IMPROVEMENT	
	Structure Number(s)	Structure Condition
	City/County - NBIS	SR SD FO Structure Type Size Design Loading and Work Type
		<u> </u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
OTHER SCOPE	Other Scope of Work:	
	<input type="checkbox"/> Add Auxiliary Lane(s)	<input checked="" type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure
	<input type="checkbox"/> Sidewalk/Trail	<input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck
	<input type="checkbox"/> Removal of Roadside Obstacles	<input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail
<input type="checkbox"/> Flatten Vertical Curve(s)	<input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control	
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
FINANCIAL	Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Construction Period (estimated): <u>90.0</u> working days	
FINANCIAL	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR <input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____	
	Estimated Costs (1,000)	County <u>80</u> Municipality <u>80</u> State <u>80</u> Federal <u>80</u> Other <u>80</u> Total <u>80</u>
FINANCIAL	Print Name: <u>Jeff Wolfe</u>	Title: <u>City Street Superintendent</u> Date: <u>11/9/2023</u>
	Signature: _____	

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P						
	Work/Project (W/P) Number: M-584(46)		Work/Project Length: 350.00		feet		
	Other Work/Project Number:				Control Number:		
REVISIONS	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Name of Other Entity: _____						
	Location Description: McGuire Street from 10th Street to Lake Drive. Mill and bituminous overlay						
STDS	If Revision, describe the changes: _____						
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____						
TRAFF SPD	Functional Class National: Local		State: Local				
	Design Standards Table 2-001.		03. F		National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
ROADWAY	Design Speed: 25 MPH		Posted/Anticipated Speed = 25 MPH				
	Avg Daily Traffic : Initial Year VPD		Hvy Trucks % Design Year VPD		Hvy Trucks %		
BRIDGES & STRUCTURES	2020 100		5 2050 200		5		
	HIGHWAY, ROAD EXISTING		PROPOSED IMPROVEMENT				
OTHER SCOPE	OR STREET		Surface Type		Width (ft)		Work Type
	Traveled Way:		Concrete 33		Composite Pavement 7		3R
ANALYSES	Shoulders:		Concrete Curbed		Concrete 8		Curbed
	BRIDGES AND STRUCTURES EXISTING		PROPOSED IMPROVEMENT				
FINANCIAL	Structure Number(s)		Structure Condition		Design Loading and Work Type		
	City/County - NBIS		Type SR SD FO		Structure Type		Size
FINANCIAL							
OTHER SCOPE	Other Scope of Work: <input type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure						
	<input type="checkbox"/> Add Auxiliary Lane(s) <input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck						
ANALYSES	<input type="checkbox"/> Sidewalk/Trail <input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail						
	<input type="checkbox"/> Removal of Roadside Obstacles <input type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts						
ANALYSES	<input type="checkbox"/> Flatten Vertical Curve(s) <input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control						
	<input type="checkbox"/> Other: _____						
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A						
	Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A						
ANALYSES	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A						
	Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A						
ANALYSES	Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A						
	Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
ANALYSES	Construction Period (estimated): 30.0 working days						
	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR						
ANALYSES	<input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____						
	Estimated Costs (1,000)		County Municipality		State Federal		Other Total
ANALYSES			250				250
ANALYSES	Print Name: Jeff Wolfe						
	Signature: _____ Title: City Street Superintendent Date: 11/9/2023						

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: M-584(49)	Work/Project Length: 150.00 feet
	Other Work/Project Number:	Control Number:
REVISIONS	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Name of Other Entity:	
	Location	
	Description: Intersection of Stable Club Drive & Five Rocks Road	
STDS	If Revision, describe the changes:	
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____
	Functional Class National: Major Collector	State: Major Arterial
SPD	Design Standards: Table 2-001.	03. F National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Design Speed: 25 MPH	Posted/Anticipated Speed = 25 MPH
	Avg Daily Traffic : Initial Year VPD Hvy Trucks %	Design Year VPD Hvy Trucks %
TRAFF	2020 2500 10 2050 3500 15	
	HIGHWAY, ROAD EXISTING PROPOSED IMPROVEMENT	
	OR STREET Surface Type Width (ft) Surface Type Thickness (in) Width (ft) Work Type	
ROADWAY	Traveled Way: Concrete 36 Composite Pavement 7 36 3R	
	Shoulders: Concrete Curbed Concrete 8 Curbed	
	BRIDGES AND STRUCTURES EXISTING PROPOSED IMPROVEMENT	
BRIDGES & STRUCTURES	Structure Number(s)	Structure Condition
	City/County - NBIS	Type SR SD FO Structure Type Size Design Loading and Work Type
OTHER SCOPE	Other Scope of Work: <input checked="" type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure	
	<input type="checkbox"/> Add Auxiliary Lane(s) <input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck	
	<input type="checkbox"/> Sidewalk/Trail <input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail	
ANALYSES	<input type="checkbox"/> Removal of Roadside Obstacles <input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts	
	<input type="checkbox"/> Flatten Vertical Curve(s) <input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control	
	<input checked="" type="checkbox"/> Other: Concrete Pavement	
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Analyses Completed: Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
FINANCIAL	Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Construction Period (estimated): 60.0 working days	
	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR <input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____	
FINANCIAL	Estimated Costs (1,000)	County Municipality State Federal Other Total
		250 250
FINANCIAL	Print Name: Jeff Wolfe	Title: City Street Superintendent
	Signature:	Date: 11/9/2023

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: M-584(50)	Work/Project Length: 0.20 miles
	Other Work/Project Number:	Control Number:
Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If Yes, Name of Other Entity:
Location		
Description:		NE Side of Wyndcrest Drive - New Curb, Gutter, and Walk
REVISIONS	If Revision, describe the changes:	
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input checked="" type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____
STNDS	Functional Class National: Local State: Local	
	Design Standards Table 2-001. 03. F	National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRAFF/SPD	Design Speed: 25 MPH	Posted/Anticipated Speed = 25 MPH
	Avg Daily Traffic : Initial Year VPD Hvy Trucks %	Design Year VPD Hvy Trucks %
		2020 100 5 2050 500 5
ROADWAY	HIGHWAY, ROAD EXISTING PROPOSED IMPROVEMENT	
	OR STREET	Surface Type Width (ft) Surface Type Thickness (in) Width (ft) Work Type
	Traveled Way:	Bituminous 32 Bituminous 7 36 3R
	Shoulders:	Earth 4 Concrete 8 Curbed
BRIDGES & STRUCTURES	BRIDGES AND STRUCTURES EXISTING PROPOSED IMPROVEMENT	
	Structure Number(s)	Structure Condition
	City/County - NBIS	Type SR SD FO Structure Type Size Design Loading and Work Type
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
OTHER SCOPE	Other Scope of Work:	
	<input type="checkbox"/> Add Auxiliary Lane(s)	<input checked="" type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure
	<input checked="" type="checkbox"/> Sidewalk/Trail	<input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck
	<input type="checkbox"/> Removal of Roadside Obstacles	<input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail
<input type="checkbox"/> Flatten Vertical Curve(s)	<input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts	
<input type="checkbox"/> Other:	<input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control	
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A		Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A
Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Construction Period (estimated):		20.0 working days
FINANCIAL	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR	
	<input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____	
	Estimated Costs (1,000)	County Municipality State Federal Other Total
		100 100
Print Name: Jeff Wolfe		Title: City Street Superintendent
Signature:		Date: 11/9/2023

One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): Terrytown <input checked="" type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P	
	Work/Project (W/P) Number: M-584(51)	Work/Project Length: 150.00 feet
	Other Work/Project Number:	Control Number:
	Interlocal Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, Name of Other Entity:
Location		
Description:		Intersection of Martha Road & Stable Club Road
REVISIONS	If Revision, describe the changes:	
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Other: _____ <input type="checkbox"/> Emergency Work/Proj Needed _____ <input checked="" type="checkbox"/> Additional Funding Available _____
STDS	Functional Class National: Major Collector	State: Major Arterial
	Design Standards Table 2-001. 03. F	National Highway System: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SPD	Design Speed: 25 MPH	Posted/Anticipated Speed = 25 MPH
TRAFF	Avg Daily Traffic :	Initial Year VPD Hvy Trucks %
		2020 500 15
ROADWAY	HIGHWAY, ROAD EXISTING	
	OR STREET	
STRUCTURES	BRIDGES AND STRUCTURES EXISTING	
	PROPOSED IMPROVEMENT	
	Structure Number(s)	Structure Condition
	City/County - NBIS	Type SR SD FO
SCOPE	Other Scope of Work:	
	<input type="checkbox"/> Add Auxiliary Lane(s)	<input checked="" type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure
	<input type="checkbox"/> Sidewalk/Trail	<input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Bridge Re-deck
	<input type="checkbox"/> Removal of Roadside Obstacles	<input type="checkbox"/> Fencing <input type="checkbox"/> Lighting <input type="checkbox"/> Bridge Rail
<input type="checkbox"/> Flatten Vertical Curve(s)	<input checked="" type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Storm Sewer or Culverts	
<input checked="" type="checkbox"/> Other: Concrete Pavement	<input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour <input type="checkbox"/> Erosion Control	
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
FINANCIAL	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
	Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input checked="" type="checkbox"/> N/A	
Nebraska licensed engineer providing design and construction phases services: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Construction Period (estimated): 20.0 working days		
FINANCIAL	Other Funds to be Applied: <input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR	
	<input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____	
Estimated Costs (1,000)		County Municipality State Federal Other Total
		100 100
Print Name: Jeff Wolfe		Title: City Street Superintendent
Signature:		Date: 11/9/2023

RESOLUTION 23-06

TO WHOM IT MAY CONCERN:

At the regular meeting of the City Council for the City of Terrytown, Nebraska, held at 89A Woodley Park Rd, on November 9th, 2023, a hearing was held on the One (1) and Six (6) Year Street Improvement Program at 6:30 P.M., as advertised. Following a discussion by the Council and citizens present, a motion was made to adopt the One (1) and Six (6) Year Street Improvement Program for the fiscal year 2024. Roll call vote brought:” Aye’s, _____; “Nays”, _____. Motion carried.

CERTIFICATION

I, the undersigned, duly qualified and acting Clerk of the City of Terrytown, Nebraska, do hereby certify that the above is a true and certified copy of action passed on November 9th, 2023, and I officially affix my signature and the seal of said City on this 9th day of November 9th, 2023.

Jennifer Mattern, City Clerk

Terrytown
 Monument View Sewer

Main Replacement/Upsizing

Item	Description	Quantity	Unit Price	Extension	
1	Mobilization	1 LS	\$16,000.00 / LS	\$16,000.00	
2	8" Sanitary Sewer Main	1,300 LF	\$65.00 / LF	\$84,500.00	
3	Standard Sanitary Sewer Manhole	4 EA	\$7,500.00 / EA	\$30,000.00	
4	Construct New Connection Manhole	1 EA	\$9,000.00 / EA	\$9,000.00	
5	Restore Gravel Surfacing	1,300 LF	\$5.00 / LF	\$6,500.00	
6	Reclamation of Subgrade	900 CY	\$35.00 / CY	\$31,500.00	
				Construction Cost	\$177,500.00
				Engineering and Inspection	\$35,500.00
				10% Contingency	\$17,750.00
				Total Estimated Construction Cost	\$230,750.00

Service Replacement (Assuming 80 LF service line per mobile home)

Item	Description	Quantity	Unit Price	Extension	
1	Mobilization	1 LS	\$21,000.00 / LS	\$21,000.00	
2	4" Sanitary Sewer Service	2,800 LF	\$35.00 / LF	\$98,000.00	
3	Service Connection	35 EA	\$1,100.00 / EA	\$38,500.00	
4	Seeding	1 LS	\$9,000.00 / LS	\$9,000.00	
5	Reclamation of Subgrade	1,800 CY	\$35.00 / CY	\$63,000.00	
				Construction Cost	\$229,500.00
				Engineering and Inspection	\$45,900.00
				10% Contingency	\$22,950.00
				Total Estimated Construction Cost	\$298,350.00

Do not recreate or revise this document. Revisions and recreations will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2023. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2023.

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

Resolution No. 23-07

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

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

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

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

Be it resolved that the Mayor Village Board Chairperson of _____
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this _____ day of _____, 20____ at _____, Nebraska.
(Date) (Month)

City Council/Village Board Members

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed, and billed as adopted.

Attest:

(Signature of Clerk)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an incentive Payment for Calendar Year 2023.** Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2023.

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2023

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: _____, 2023 to _____, 2023
(Month) (Day) (Month) (Day)

***1(a)** The municipality of _____ certifies that: _____
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)
 was the appointed City Street Superintendent during the above period. **IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.**

(b) the superintending services of the above listed individual were provided by: *(Check one box)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Employment with this Municipality | <input type="checkbox"/> Contract (consultant) with this Municipality | <input type="checkbox"/> Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)
_____ |
|--|---|---|

(c) and the above listed individual **assisted** in the following: *Reference Neb. Rev. Stat. §39-2512*

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as *(Check all boxes that apply)* city engineer village engineer
 public works director city manager city administrator street commissioner

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- _____ and Class of License _____, and/or
(A or B)

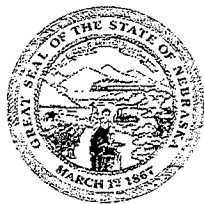
(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

(2) _____
Signature of Mayor **Village Board Chairperson**
(Check one box)

***3)** If during the calendar year your municipality **(a) did not have** an appointed City Street Superintendent for any portion(s) of the year; or **(b) had one or more appointed** City Street Superintendent(s) **that were not licensed** for any portion(s) of the year; or **(c) had one or more appointed licensed** City Street Superintendent(s) for any portion(s) of the year, please **complete a separate Year-End Certification form for each period.** Copy this form as needed to account for these separate periods.

(4) The payment amount will be computed based on **(a)** your most recent Federal Census as certified by the Tax Commissioner; **(b)** the number of full calendar months served by the appointed City Street Superintendent who is licensed or exempted from licensure under the Superintendents Act; **(c)** class of license, A or B if applicable; and **(d)** if the appointed City Street Superintendent **assisted** with the required duties in **(1)(c)** above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) Failure to return by December 31, 2023, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2023 to:

Highway Local Liaison Coordinator
 Boards-Liaison Services Section
 Local Assistance Division
 Nebraska Department of Transportation
 PO Box 94759
 Lincoln NE 68509-4759

Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2023 here:

For most municipalities this information may be found in the November or December 2022 or the January 2023 meetings minutes. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds). Call 402-479-4436 if you have any questions about what to submit for documentation.

**City of Terrytown, Nebraska
Employee Policy Manual**

Nature of Policy Manual: This Policy Manual does not constitute a contract, but rather is a summary of the employment-related policies and guidelines of the City of Terrytown, Nebraska. This Policy Manual is not all inclusive of the policies and guidelines of the City and may be revised unilaterally by the City at any time. This Policy Manual supersedes previous Policy Manuals of the City. Nothing in this Policy Manual is meant to replace or be a substitute for the customary code of workplace conduct and professional standards of the City. Nothing in this manual shall alter, amend, or limit the rights of the City or Employee as granted by the City of Terrytown Municipal Code, Nebraska Revised Statutes or federal, state, or local authority.

Effective Date: _____, 2023

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ADMINISTRATION

City Administrator: The City Administrator is responsible for the administrative responsibilities of the City, as defined in the City of Terrytown Municipal Code. Should the City Administrator position be vacant, the roles delegated to the City Administrator under this manual shall be filled by a Personnel Committee appointed by the Mayor each year in December and shall be comprised of two (2) council members.

Human Resource Director: The Human Resource Director shall be the City Clerk. The Human Resource Director shall be responsible for the task of handling personnel records and related personnel administration functions. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resource Director or ~~his/her~~their authorized agent.

Department Heads: The Utility Supervisor and City Clerk shall serve as Department Heads over other City Employees. Utility and maintenance employees shall report to the Utility Supervisor. Office employees shall report to the City Clerk. All employees shall report to the City Administrator.

Supervisor: A Supervisor may mean any employee serving in a capacity which provides oversight or direction to other employees. This may include employees charged with providing guidance or direction over part-time or seasonal employees, for example.

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Personnel Records and Forms: It is each Employee's responsibility to update the Human Resource Director as soon as possible regarding changes to their personnel file, including but not limited to:

- 1) Tax documentation or withholding requirements, including exemptions on W-4 form
- 2) Payroll withholdings or deductions, including those for child support or benefits
- 3) Legal name
- 4) Home address
- 5) ~~Home~~ telephone number
- 6) Emergency contact
- 7) Number of dependents
- 8) Marital status
- 9) Change of beneficiary
- 10) Driving record or status of driver's license, if the employee operates a City vehicle
- 11) Military or draft status

Coverage or benefits under the City's benefits package, and employee payroll deductions or withholdings may be affected by the information in an Employee's personnel file. It is each Employee's responsibility to keep this information up to date and current.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only officials and representatives of the City who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an Employee may review material in ~~his or her~~their file but only in the City office and in the presence of the Mayor or Human Resources Director.

ACCOMODATIONS AND REPORTING

Disability and Religious Accommodations: If any Employee needs an accommodation which will help the Employee perform ~~his or her~~their job duties, the Employee shall contact the Human Resource Director to request such accommodation. If any Employee needs an accommodation from the City's regular policies which is necessary to allow the Employee to keep or practice ~~his or her~~their religious beliefs, then the

Employee shall contact the Human Resource Director to request such accommodation. The City will make accommodations as required by applicable law.

Harassment/Reporting: The City prohibits harassment related to age, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, military service or veteran status, or any other status protected by applicable law. Unlawful harassment includes verbal, written, or physical conduct that has the purpose or effect of substantially interfering with an Employee's work or creating an intimidating, hostile, or offensive work environment. It is the responsibility of all City employees and its elected or appointed officials to keep our work environment free of harassment.

If an Employee believes there has been a violation of this harassment policy, he or she shall use the following reporting procedure:

- 1) Any employee, elected official, or appointed official who becomes aware of an incident of harassment must report it to the City Administrator, Human Resource Director, Mayor, City Attorney, or any other elected official of the City with whom the employee feels comfortable.
- 2) Upon receipt of a harassment complaint, the person notified shall immediately report the complaint to the City Administrator, Human Resource Director, Mayor, or City Attorney, except for excluding any of those individuals, if that individual is the subject of or involved in the complaint.
- 3) The notified persons shall investigate the complaint promptly and thoroughly, with due regard for the privacy of the individual(s) involved. The City takes all harassment claims seriously and upon completion of necessary investigation, prompt and appropriate corrective action will be taken. An investigation report will be prepared summarizing interviews, conclusions and discipline taken, if any. This report, along with notes, will be maintained in a separate, confidential file by the Human Resource Director, if any, or the City Attorney. No information about the complaint shall be released to any person not involved in the investigation, except to the Attorneys, individuals or entities required by law, or to further the investigation. An investigation report will be prepared summarizing interviews, conclusions and discipline taken, if any. This report, along with notes, will be maintained in a separate, confidential file by the Human Resource Director, if any, or the City Attorney.

The Employee with a harassment complaint is strongly encouraged to keep a detailed written record of the harassing conduct (e.g. dates of incidents, places of incidents, what was said or done, names of witnesses, etc.). *Each Employee is responsible for reporting, and encouraged to report, harassment observed by the Employee, even when the Employee is not the direct victim of the harassment.*

The City prohibits coercion, intimidation, discrimination, and retaliation against an Employee for filing a complaint under this policy or for assisting in a complaint investigation. If an Employee perceives coercion, intimidation, discrimination, or retaliation for making a complaint or for participating in an investigation, the Employee shall follow the complaint procedure outlined above.

The City will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

EMPLOYMENT

Employment: Employment with the City is at will. The City may terminate any Employee at any time, without notice, except any such notice or other procedure that is otherwise required by law, ordinance, or other applicable authority. Nothing in this Policy Manual should be construed as changing the nature of employment at the City or as creating a contract of employment between an Employee and the City.

Equal Opportunity Employer: The City of Terrytown is an equal opportunity employer. Discrimination on the basis of race, color, sex, national origin, religion, disability, sexual orientation, age, political affiliation, or other protected class with respect to terms and conditions of employment, recruitment, selection, hiring, promotion, demotion, lay off, recalls, transfers, dismissal, termination, or otherwise is prohibited. No person employed by the City shall be appointed, promoted, demoted, dismissed, terminated, disciplined, or otherwise for any reason other than their qualifications, merit, performance, and fitness of service, or lack thereof. The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Recruitment: The City Administrator or Personnel Committee is authorized to recruit full-time and part-time employees ~~below supervisory level~~. The recruiting of personnel for appointed positions and ~~full-time supervisory~~ positions will, at all times, be the responsibility of the Mayor and Council, unless otherwise required by law, ordinance, or other applicable authority.

Selection and Appointment: The selection and appointment of prospective full-time employees shall conform to the following procedure:

- 1) **Opening.** The City Council shall determine when a job opening within the City exists, and a suggested hiring range.
- 2) **Notice.** Upon determination that a job opening exists in the City, existing employees of the City will be given notice of the title, job description, and salary range for the existing opening and interested employees will be able to apply. Additionally, the position will be advertised to the general public so as to give the City the best opportunity to fill the position with a qualified individual.
- 3) **Application.** Applicants will be required to make application for consideration of employment on an application form furnished by the City and will be required to provide all such information as is requested by the application form. All applicants for employment shall be American citizens or otherwise authorize to remain and work in the United States. All such applicants shall also meet any and all legal age requirements. Applications will not be given out unless a job opening exists.
- 4) **Residency.** Employees who are subject to being on-call are required to reside within a ~~fifteen (15)~~-minute response area. New employees subject to this requirement are to comply with the residency requirement within ~~ninety (90)~~ days of the date of employment. Exceptions may be granted when appropriate and necessary.
- 5) **Job Descriptions.** Job descriptions for all City positions are available at the City Clerk's office.
- 6) **Hiring Procedures.** For all open positions, the City Administrator will review all applications and select the qualified applicants to be interviewed. If there is no City Administrator, then the Mayor and Human Resources Director shall review all applications for eligibility and interview scheduling.
 - a. **Interviews.** The City Administrator and Supervisor(s), ~~if any,~~ shall interview qualified applicants. The City may enroll the help of other City staff, or outside individuals with expertise in the field for the interview. The interview may include, when appropriate, physical tests or other examinations, to determine if the applicant is capable of performing the job.
 - b. **Background Checks.** After the interviews, the City Administrator shall determine the most qualified individual(s). That applicant or applicants shall have their references checked. If the position cannot be filled with that applicant or applicants, then references may be checked for the next most qualified applicant(s), and so on.

Commented [LS1]: Standard in other communities that if an employee is on call, they are able to respond within a certain timeframe. This can be minutes, miles, etc.

Commented [LS2]: Throughout, City Administrator means the CA if we have one, or 2 councilmembers comprising the "Personnel Committee" if not.

- c. **Disqualifications.** Any applicant may be disqualified or removed from the hiring process, not interviewed, or removed from the list of eligible applicants or removed from their appointed position (if applicable), if the applicant:
- i. failed to meet the preliminary requirements for employment;
 - ii. made a false statement of material fact on the employment application or in ~~his or her~~their interview;
 - iii. used or attempted to use political pressure or bribery to secure an advantage;
 - iv. directly or indirectly obtained unauthorized information about the position, examination, interview, or administration thereof;
 - v. failed to submit the application fully, correctly, or within the prescribed time limits.
- d. **Recommendation and Approval.** The City Administrator will make a recommendation as to hiring and salary to the City Council. The Council retains final decision-making authority and shall approve all employees for hire.

Probationary Period: Upon approval and acceptance of employment by the City, newly hired Employees shall be considered probationary Employees for the first nine (90) days, during which time it is expected that the Employee becomes proficient in the hired role. During this probationary period, an Employee may be terminated at any time by their ~~Supervisor~~Department Head, the City Administrator, or the Mayor. Employees are to be evaluated prior to completion of a probationary period, at which time, an Employee may be approved for regular employment, terminated, or their probationary period extended for an additional ninety (90) days.

Commented [LS3]: Should there be a limit on probationary periods?

Employment of Relatives. Close Relatives, being defined as married individuals, parent/child, or siblings, shall not be permitted to act in a direct supervisory role of one another. If an Employee holds a position which requires a Close Relative to act as ~~his/her~~their supervisor or Department Head, the Employees' roles shall be adjusted. Employees which may have such a role shall complete a conflict-of-interest disclosure statement as soon as the conflict is known and present the same to the City Council.

EMPLOYMENT REQUIREMENTS

Attendance and Punctuality: Regular attendance is an essential function of each Employee's job and is necessary for the efficient operation of the City. Employees shall be punctual in reporting to work at the beginning of the day and after meal or other breaks. Regular attendance or punctuality issues are grounds for discipline.

If an employee cannot report for work or cannot report for work on time, the employee shall notify ~~his/her~~their Department Head immediately, but no later than within the first half hour of ~~his/her~~their scheduled duty. If the Employee is a Department Head, he/she shall notify the Human Resources Director immediately, but no later than within the first half hour of scheduled duty. Failure on the part of an Employee to comply with these policies shall be cause for discipline. Absence from work for three (3) consecutive days without notifying the Department Head or the City Administrator, as appropriate, will be considered a voluntary resignation.

Department Heads will make a note of any absence or lateness, and the reason, in the Employee's personnel file. An Employee's attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, etc.

Excessive Absenteeism or Lateness. Any consistent pattern of absence or tardiness will be considered excessive, and the reasons for the absences or tardiness may come under question. An Employee's Department Head or the Human Resource Director shall be responsible for determining whether an Employee has a consistent pattern of tardiness. Factors to consider when determining whether an Employee has a consistent pattern of absence or tardiness are as follows:

- Five (5) unexcused absences or instances of tardiness or leaving early will be considered a consistent pattern of absence or tardiness.
- If an ~~individual employee~~ has been tardy or leaves early three (3) days or instances within a 90-day period, each instance of tardiness or leaving early will hold the same weight as an absence.
- Other factors, like the degree of lateness, shall also be considered when determining whether an Employee has a consistent pattern of absence or tardiness.

Commented [LS4]: Should this be over a certain period of time?

A consistent pattern of absence, tardiness, or leaving early is grounds for discipline.

Record of Absence or Lateness. If an Employee is absent because of illness for three (3) or more successive days, the Employee shall submit written documentation from a doctor. If an Employee is absent five (5) or more days because of illness, the Employee may be required to provide written documentation from a doctor that they are able to resume normal work duties before being allowed to return to work.

Commented [LS5]: This was suggested at 3 previously

Hours of Work: The work week of the City shall begin on Sunday and go through Saturday, and shall consist of forty (40) working hours. The nature of the City's business and the various departments make it impossible for departments to operate on the same schedule of working hours. Working hours for the City Clerk, clerical employees and office staff and all other employees not otherwise specified below shall be five (5) day work weeks (Monday through Friday) and eight-hour days (8:00 through 5:00), with an hour for lunch. It is expected that the City Office be staffed during this time. Working hours for the Maintenance, utility, and code enforcement staff shall be five (5) day work weeks (Monday through Friday) and eight-hour days (7:00 through 3:30), with half an hour for lunch.

Rest period. Each Employee may enjoy the privilege of a rest period, once in the morning and once in the afternoon, for a maximum of fifteen (15) minutes each. Rest periods cannot be combined, saved, or accumulated.

Commented [LS6]: Limited to maintenance?

Lunch period. The scheduling of lunch periods will be determined and assigned by each Department Head. Under normal conditions, lunch should be one (1) hour of unpaid time daily, or one-half (½) hour depending on the Department.

No flex time. Employees may not work through lunch or arrive early or work late in order to adjust their work schedules, avoid taking sick or vacation time, arrive late/leave early, or work extra time. If Employees need to leave early or otherwise adjust schedules, they should take sick leave or vacation time, as appropriate.

Time Clock. Employees are responsible for fairly and accurately documenting their time in/time out each morning, evening, and lunch period *at the time* each employee begins their workday, begins their lunch break, resumes their workday, and ends their workday. Workdays reported need to be an accurate representation of hours worked and should generally match the expected work hours for the department. The Employee himself/herself must document their time as required herein- no other person may document time in/time out on behalf of an employee. Dishonesty or failure to report fairly, accurately, and in accordance with the requirements herein is grounds for discipline.

Overtime. From time to time, it may be necessary for Employees to perform overtime work in order to complete a job on time or due to weather requirements or emergency. All overtime must be approved by the Department Head. When it is necessary to work overtime, Employees are expected to cooperate as a condition of their employment. Overtime pay will be calculated in compliance with the Fair Labor Standards Act (FLSA).

Weather-related Closures. During weather-related emergencies declared by the Mayor or City Administrator, non-essential Employees will be encouraged to consider their own safety when deciding whether to travel to and from work. If the non-essential Employee feels unable to safely report to work, the Employee may elect one of the following with the approval of the Department Head: utilize vacation time or one of the following upon approval from the Employee's supervisor/Department Head: work remotely or make up time within the current 40 hour pay period. In the event the Employee does not have vacation and alternative working scenarios are not feasible, leave may be taken without pay.

If Mayor or City Administrator announces closure of City offices and non-essential Employees are unable to work because of the office closure, these Employees will be excused with pay for the hours work cannot be performed for the City.

Commented [LS7]: Can retool. If a snow emergency is declared and an employee does not feel safe driving, they can opt to take vacation or work remotely, if their position allows. It would also allow PT employees to switch a day off. If the City office is closed, then employees who are not required to work are excused with pay.

Employee Development:

Orientation. Each Department Head shall be responsible for facilitating the adjustment of an Employee to his or her their work situation by:

- 1) Providing each Employee with a clear statement of his/her their duties and official relationships;
- 2) Introducing each Employee to those with whom he/she will be working;
- 3) Instructing and guiding the Employee in learning to perform functions;
- 4) Discussing at frequent intervals the progress of the Employee in learning and performing his/her their work;

- 5) Providing a clear statement of fringe benefits available.

Conferences/Conventions. Employees are encouraged to participate in conferences, conventions, and meetings, which have a direct relationship to the employee's position and the City's services. Employee attendance must first be approved by their Department Head. Final approval for attendance at such conferences, conventions, and meetings, and approval of expenses shall be obtained from the City Council.

Evaluations: To achieve the City's goal to train, promote and retain the best qualified Employee for every job, the City shall conduct periodic performance evaluations for all positions. Department Heads are responsible for continual evaluation of their department Employee's job performance. Formal review or evaluations may also be conducted in the event of a promotion, change in duties or responsibilities or as otherwise requested by an Employee, Department Head, City Administrator, or the Mayor. A formal performance review shall be conducted by the Department Head and City Administrator at least annually and shall consider, at a minimum, the following:

Commented [LS8]: Employees should know where they stand by way of continual feedback from their supervisor in an informal setting. Positive or Negative reviews should not be a surprise.

- 1) Attendance & reliability
- 2) Initiative and effort
- 3) Attitude, willingness, ability to take instruction and work as a team
- 4) Knowledge of work
- 5) Quality and quantity of work

Evaluations remain a part of an Employee's personnel record and may be a factor in determining the Employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

Appearance. Employees are expected to dress and groom in accordance with accepted social and business standards, particularly when jobs involve interactions with citizens. Each Department Head, with the approval of the City Administrator, is responsible for establishing and enforcing a reasonable dress code, appropriate to the jobs performed. A neat, tasteful appearance contributes to the positive impression of the City and its citizens. If the Department Head or the City Administrator feels an Employee's attire is out of place, they may be asked to leave the workplace until properly attired. Employees will not be paid for time off the job for this purpose. Violations of dress code are grounds for discipline.

Conduct. Employees shall maintain the highest ethical standards and professionalism in conducting any City affairs and interactions with residents, customers, suppliers, employees, advisors and the community. It is expected that City Employees shall be polite, fair, respectful and courteous toward all with whom they do business. In the case of any problem with any of the aforementioned, the Employee shall, without hesitation, refer the matter to a Supervisor, Department Head, the City Administrator or Mayor for proper handling.

Confidentiality. Disclosure of confidential information is prohibited. Confidential information is any information or documentation that is not otherwise disclosed or required to be disclosed to the public, including but not limited to: personnel information, disciplinary information or actions, trade secrets, files, records, passwords, access to physical or electronic data or locations, customer names and contact information, employee information, or any other information or documentation that is not otherwise public record. Violation of this provision is grounds for discipline.

Suggestions. All City Employees are encouraged to consider each part of their jobs as well as the jobs of others, as well as the operation of the City as a whole, to see what improvements can be made. New ideas relating to safety, efficiency, public relations, employer-employee relations, or any other subject which

might benefit the City, its employees, or citizens are always welcome. In making a suggestion, the Employee should inform his/her/their Department Head or the City Administrator. Ideas conveyed to Department Heads should be relayed to the City Administrator, Mayor, and City Council. It is helpful to present the idea in writing, so that all may understand it fully.

Outside Employment. What Employees do on their free time is their own business. However, outside activities or outside employment shall not interfere with an Employee's ability to properly perform Employee's job duties to the City. If an Employee has a second job it shall not interfere with their job at the City, nor pose a conflict of interest or be incompatible with their duties.

Use Of City Property and Use Of Cellular Telephones/Phones & Equipment. City equipment, material or supplies shall not be used for personal purposes. Cellular telephones/Phones supplied by the City are restricted to City business. It is the employee's responsibility to ensure any City issued cellular telephone is on their person and kept secure to prevent unauthorized use. Employees shall promptly notify the Department Head or City Administrator in the event of loss or damage. Employees should use discretion when using their personal or City-provided cellular telephones/phones during work hours and should limit their use to City-related business or emergency situations only.

Internet. The City provides employees access to the Internet for City business purposes only. Except for occasional personal use, which does not interfere with the user's productivity in performing job duties for the City, City resources shall not be used for extended personal use. Internet use on City-owned devices or City time shall comply with the following:

Commented [LS9]: Limited by time, number, etc.?

- 1) Inappropriate Content shall not be accessed, transmitted, or disseminated. "Inappropriate Content" includes, but is not limited to: gambling, sales, use, or promotion of illegal activity or violence; nudity or sexually explicit or lewd images or content, cartoons, or messages; harassing or offensive; racial, religious, or ethnic slurs, epithets, cartoons or messages. This list is not intended to be exhaustive and employees should refrain from accessing any site which is potentially sensitive or inappropriate for viewing on City premises and from clicking on or engaging in emails which appear to be misleading or may contain spam, malware, or other malicious or fraudulent content.
- 2) Employees are strictly prohibited from violating intellectual property rights belonging to others, including copyrights, trademarks, patents, trade secrets, publicity and privacy rights.
- 3) Extreme caution shall be exercised before downloading files, or opening unknown unfamiliar links, and potential viruses shall be reported immediately. Downloading, copying or saving material to City equipment not directly relevant to an employee's work is prohibited.
- 4) City equipment shall not be used to post or transmit information, except for express business purposes and in accordance with the terms of this policy.

Waiver of Privacy: *Communications over City equipment are not private. The City reserves the right (but does not undertake the duty) to monitor all electronic communications using City equipment, including those sent, received, downloaded, uploaded, stored or deleted by users or which may otherwise be accessible through City equipment (such as the records of web sites visited by users).*

Separation of Employment. The City requests that Employees give the City as much notice as possible, and at least two weeks' notice, if the Employee plans on resigning or retiring from the City.

Grievance Procedure. If an employee has any issue or concern or is unhappy with how a matter was handled, they shall discuss the issue with their direct supervisor (if applicable) or Department Head. If the Employee's issue or concern is with the supervisor (if applicable) or Department Head, the Employee

shall bring the issue or concern to the Human Resource Director or City Administrator. The Human Resource Director or City Administrator will investigate the matter and work with the employee(s) to come to a resolution or escalate the matter to the appropriate individuals or authority as appropriate.

COMPENSATION

Pay Plan: The Mayor and City Council, with the aid of the City Administrator shall review the pay schedule annually. The pay schedule for each Employee shall be determined with due regard to duties, authority, responsibility, qualifications and education required, prevailing rates of pay for comparable work in other public and private employment in the area, cost of living, the financial condition of the City and other relevant considerations. The City Administrator, with the assistance of the appropriate Human Resources Director, shall submit the proposed plan each fiscal year to the City Council as an integral part of the annual budget.

Computing Pay:

Timecards. It is an Employee's responsibility to fairly, accurately, and timely keep track of their time worked in accordance with the policies herein. Timecards are due for hourly employees on or before pay day. Pay day shall be on a bi-weekly basis. Failure to by an Employee to accurately keep their timecard or failure to submit their timecard in a timely manner could result in a delay in pay. Under no circumstances are Employees to report time spent driving to/from work on their time cards.

Pay Periods and Hours. Pay periods of City Employees shall be bi-weekly. Pay day shall be _____ Our payroll work week begins on Monday at 12:01 A.M. and ends on Sunday at 12:00 Midnight.

Commented [LS10]: What is current practice?
Commented [LS11]: On-call employees may work times other than work week. What is current practice?

Exceptions on the pay period and hours may be granted by the Mayor and City Council in writing.

Salary. Should an Employee be "salaried" whose pay is not based on an hourly rate, there may be times when it is necessary to compensate for daily or hourly pay. When this is necessary, the City will compute time on the basis of an eight (8) hour workday, a forty (40) hour work week, a fifty-two (52) week work year and a twelve (12) month work year.

Authorized Deductions. Certain deductions are made from the pay of City employees, either because it is required by law or the employee authorizes such a deduction. These may include, but are not limited to:

- Federal withholding tax..... Mandatory
- Social Security..... Mandatory
- State withholding..... Mandatory
- Pension..... Optional
- Authorized health and medical insurance..... Optional
- Reimbursement for damage to City property..... Optional

Commented [LS12]: Reimbursement is Optional, because the employee must approve. Otherwise we are obligated to pay the entire paycheck, but could still seek reimbursement.

Garnishment, child support, or other required pay deductions may be deducted from employee paychecks, if required by law or Court order.

Pay Rates:

Starting Pay. Generally, all Employees shall receive as starting pay the minimum rate for the assigned position upon appointment to a position in the City service. Temporary or part-time Employees shall receive starting pay on an hourly basis according to the pay plan, as established by Mayor and City Council.

- 1) **Pay Exceptions.** Exception to this provision may be made by the Mayor and City Council in cases where a serious manpower shortage exists for a given position or where appointment of a technical or professional person of unusual qualifications is necessary and where entrance pay above the minimum rate is deemed advisable. This differential is to encourage present and future employees to prepare themselves to do a better job. In-service training or special courses financed by the City shall not necessarily entitle the Employee to an additional pay increase.
- 2) **Re-employment.** An Employee who is separated from service with the City, either because of resignation, indefinite lay-off, seasonal employment, or disciplinary action, may be re-employed in either a regular or temporary position in the same class from which separated, by complying with all requirements of a new employee. Except in the case of a seasonal Employee, the Employee shall once again serve a probationary period regardless of whether the Employee had probationary or permanent status prior to separation. An Employee may be re-employed in a different class of equal or lower pay than for which the Employee is qualified.

Pay Increases. The salary increment date for each Employee shall normally be the beginning of the fiscal year.

- 1) **Annual Increase Eligibility.** Permanent Employees may be eligible for pay increases annually at the beginning of the fiscal year.
- 2) **Probationary Increases.** At the end of successful completion of the probationary period, Employees may be eligible for a salary increase.
- 3) **Certification raises.** If an Employee obtains a required or requested certification, license, or other accreditation relevant to their employment, they may be eligible for an increase in pay. Such increases will result only at the discretion of the City Administrator and City Council.
- 4) **Exceptional Merit Increases.** Permanent Employees may be eligible for exceptional merit increases in pay. Such increases will result only at the discretion of the City Administrator and City Council.

Overtime:

Hourly Employees. Employees who are paid on an hourly basis will be paid for any approved, authorized, or required overtime at the rate of one and a half (1 ½) times their normal hourly rate, in compliance with the Fair Labor Standards Act (FLSA).

Salaried Employees. Salaried Employees shall not be entitled to overtime pay or compensatory time for additional time on duty, unless required by FLSA.

Authorized Overtime. All overtime must be authorized by the applicable Department Head, City Administrator or the Mayor. Department Heads should arrange work schedules so as to minimize overtime usage.

On Call Pay. Maintenance and utility employees may be required to work "On Call" time. "On Call" rates and schedules shall be \$ _____ per hour for on call hours. If an on-call Employee is called into work, their regular rate of pay shall apply while they are on duty. If an on-call Employee is required to report to duty or otherwise called into work, they shall be paid a minimum of two hours' work. For time worked exceeding two hours, they shall be paid for the actual number of hours worked.

Commented [LS13]: Does this need to specify under which circumstances on-call employees are required to report.

Terminal Pay.

- 1) **Suspension.** An Employee who has been suspended as a disciplinary action shall be paid any wages due on the next regular pay day.
- 2) **Termination.** An Employee whose employment is terminated shall be paid any wages, unused earned vacation and accumulated compensatory time, if any, as soon as the amount is certified by the Human Resource Director, but no later than the next regularly scheduled pay day or within two weeks, whichever is sooner, or as otherwise required by Nebraska Revised Statutes and the Department of Labor.
- 3) **Resignation.** An Employee resigning his/her/their position whose date of separation falls between regular established pay dates will be paid any wages, unused earned vacation, and accumulated compensatory time on the next regularly scheduled pay day or within two weeks, whichever is sooner, or as otherwise required by Nebraska Revised Statutes and the Department of Labor.
- 4) **Death.** Upon the death of an Employee, his/her/their estate shall be entitled to payment for any earned wages and accumulated vacation leave and compensatory time as was due to or accumulated by the employee at the time of death, to be paid on the next regularly scheduled pay day or within two weeks, whichever is sooner, or as otherwise required by Nebraska Revised Statutes and the Department of Labor

Commented [LS14]: Should not exist, but has been awarded in the past.

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Wages in Advance Prohibition. No advance on future wages will be allowed.

Commented [LS15]: Wages are used because all employees are currently hourly. Only the Clerk/Utility supervisor would be eligible for salary, but have never considered.

Pay In Lieu Of Vacation Leave Accrued. Since the purpose of vacation leave is to provide Employees the opportunity for rest and relaxation, free from the responsibilities of the job, it is the policy of the City of Perrytown that Employees shall not be paid in lieu of accrued vacation leave, unless staff shortage or emergencies would make it necessary to cancel or postpone an Employee's scheduled vacation leave. Pay in lieu of vacation leave will only be given upon the request of the City Administrator and with the approval of the City Council.

Commented [LS16]: Vacation is typically not lost if not used, but you can have a cap on accrual, so that if the employee fails to use their time, they will not accrue the entirety of their vacation the next year.

Reimbursement:

Official Expense. Employees shall be reimbursed for official travel in the performance of their duties, as well as official expenses related to their position. No reimbursement shall be made without receipts.

- 1) **Travel.** ~~Travel~~ on official business outside the City by an Employee shall be by City owned vehicle whenever possible. If a City-owned vehicle is used, the City-owned vehicle shall be used and the Employee shall be reimbursed for the gas expended on the trip. If an Employee is required to use his/her/their own vehicle, mileage shall be paid at the State of Nebraska's established rate per mile.
- 2) **Subsistence per diem.** Subsistence expenses shall be reimbursed on the basis of an established per diem or per meal rate, as appropriate. Per diem and per meal rates are as set by the City Council.
- 3) **Lodging.** Lodging and miscellaneous expenses shall be reimbursed at cost, upon submission of receipts.

- 4) Subsistence, lodging, and other travel expenses shall be paid by the City only when the expenses are incurred during the performance of official duties as a City Employee and for the City's benefit.

Uniform Allowance. Employees required to wear uniforms shall have said uniforms furnished by the City. This shall include _____ summer shirts and _____ winter shirts. Upon successful completion of an Employee's probationary period, the City will provide up to five (5) short sleeved shirts, three (3) long sleeved shirts or vice-versa, two (2) sweatshirts, and one (1) coat to each Employee working in the maintenance department including Code-Enforcement, that will be replenished as needed, but no more than annually. Coveralls, boots and other PPE will be provided as needed to Employees working in the maintenance department including Code-Enforcement. Uniforms must be kept in neat/clean condition. Office staff will be provided five (5) shirts and two (2) sweatshirts of their choice.

Upon separation of employment, all clothing or uniform items shall be returned to the City office by the Employee.

Commented [LS17]: Question as to what is standard.

BENEFITS

Wages or Salary alone cannot be used to measure the total attractiveness of employment with the City of Terrytown. The term "benefits" or "fringe benefits" refers to those added employment attractions provided by the City to encourage its employees to remain in public service.

Benefits of City employment in Terrytown include the following:

- 1) 10 paid holidays annually
- 2) Vacation leave.
- 3) Sick Leave.
- 4) Life Insurance. (?)
- 5) Optional Group Health/Dental Insurance with City participation.
- 6) Workmen's Compensation Provisions.

Holidays: The City recognizes the following holidays during which Employees are not expected or scheduled to work. On the following City-recognized holidays, full-time Employees shall be paid based on their regularly scheduled hours and at their regular rates of pay:

New Year's Day.....	January 1
Presidents Day.....	Third Monday in February
Arbor Day.....	Last Friday in April
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	1st Monday in September
Veteran's Day.....	November 11
Thanksgiving.....	4th Thursday in November
Day after Thanksgiving.....	4th Friday in November
Christmas Day.....	December 25

Weekend Holidays. When a legally recognized holiday as listed above falls on a Saturday, the preceding Friday shall be observed as the legal holiday. When the holiday falls on a Sunday, the following Monday shall be observed as the legal holiday.

Closure. On all holidays, or on the Monday or Friday being observed as the legal holiday, City offices shall be closed.

Leave Holidays. If a holiday occurs during a period that the employee is on leave or vacation, no leave or vacation time will be charged for that day.

Required Duty. Any employee who does not perform a full day on the working day immediately prior to and following a holiday shall not receive pay for the holiday unless such employee was absolutely unable to perform normal duty for reasons of illness, authorized leave, or other reasons determined by the City Administrator and Human Resource Director to be sufficient.

Part-Time. Part-time employees who are not working are not entitled to pay on City-recognized holidays. Part-time employees who work on a holiday are entitled to their normal, hourly rate.

Workman's Compensation. Every paid employee of the City is eligible for Workmen's Compensation benefits. The City carries insurance to protect itself against this liability.

- 1) Any employee injured on the job, however slightly, must report the fact immediately to their supervisor/Department Head or Human Resources Director. Failure to do this delays medical care and may result in unfavorable action upon a claim for compensation. If an employee is injured to such an extent as to require medical attention or hospitalization, they shall be immediately taken to a physician or hospital of his/her/their choice.
- 2) It shall be the duty of the injured employee's Department Head to obtain the necessary information regarding the accident and to notify the Human Resource Director immediately and make certain that the proper written reports are made to the Workmen's Compensation Court.

Vacation Leave. All permanent full-time Employees (including probationary Employees) earn paid vacation leave. After the Employee's first anniversary, eligible Employees earn vacation time as follows:

1st Anniversary.....	40 hours
2nd Anniversary.....	80 hours
5th or 10th Anniversary.....	(80 hours) 120 hours
15th Anniversary and thereafter.....	(120 hours) 160 hours
20th Anniversary and thereafter.....	(160 hours) 200 hours

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Salaried Employees. Salaried Employees are entitled to the same vacation time as all other permanent full-time Employees, as described above. Salaried Employees are expected to work as many hours as is necessary to complete their job. Sometimes this includes working late, with the option to leave early other days. Salaried Employees are expected to take vacation time (or sick leave, as appropriate) if they are absent from work for a half-day or more.

Accumulation. Employees may carry over vacation/personal leave from year-to-year, but in no event may an Employee accrue more than _____ hours accrual limit. This means that if an Employee does not use his or her/their vacation/personal leave in a year, he or she may accrue less vacation/personal leave in the following year. This is meant to encourage Staff Members to use their vacation/personal leave each year.

Reporting. The Human Resource Director will keep a current balance of Employee vacation time. It is the Employee's responsibility to denote all vacation time used/requested on

his/~~her~~their timecard and to submit to the Human Resource director a Leave Slip, as described below, to ensure that the Human Resources Director is advised of all expected and used vacation time.

Leave Slips. The Human Resources Director has "Leave Slips" that must be completed and turned into the Human Resources Director in order to track all vacation, sick, or other leave time taken. It is the Employee's responsibility to ensure that these slips are completed accurately and fairly and turned into the Human Resources Director each time an Employee wishes to use leave time.

Application. Vacation leave may be used for any reason but must be approved in advance. In order to be granted vacation leave, an Employee must apply for same on a "Request for Leave" form submitted to the Department Head at least two (2) weeks prior to the effective date of the requested leave. Vacation leave for a Department Head or the Human Resources Director must be approved by the Mayor or President of the Council. All "Request for Leave" forms shall be filed with the Human Resource Director upon their approval. "Request for Leave" applications submitted less than two (2) weeks prior to the effective date of the requested leave may be granted, at the discretion of the Department Head (or Mayor or President of Council, if the Vacation leave is for a Department Head). Likewise, "Requests for Leave" may be approved retroactively, at the discretion of the approving authority, in instances where prior approval was not possible.

Department Schedules. Department Heads shall establish vacation schedules and take into account the seasonal demand upon their respective activities when setting up vacation schedules, and spread vacations over as wide a period as possible in order to avoid any marked reduction in available personnel. Vacation Requests for Leave are granted as generously as possible, but can be denied if the department schedule does not allow for it.

Hourly Basis. Vacation time and sick leave is on an hourly basis. Employees will take their vacation or sick leave on an hourly basis per hour normally scheduled. For example, an employee who works five (5) days per week, eight (8) hours per day would take 8 hours of vacation time for a day off or 40 hours of vacation time for a week off. Employees may take only an hour of vacation time at a time, if appropriate.

No Compensatory Time. Employees are not allowed compensatory time. They may not 'save up' hours, work late, come in early, or work through lunch in order to take time off at another time. Any time off must be in accordance with the vacation, sick, or other leave provided herein.

Commented [LS18]: Is this desired?

Sick Leave. Sick leave is a benefit provided by the City to all permanent full-time Employees to provide a feeling of financial security and to prevent endangering the health of other Employees. SICK LEAVE IS NOT A PRIVILEGE AND CANNOT BE USED AT THE DISCRETION OF THE EMPLOYEE. Sick leave will not be given except in cases of actual illness or disability of the Employee or because of illness or death in the immediate family. Sick leave may be used for the following reasons:

- 1) When an Employee is unable to attend work for health-related reasons.
- 2) When an Employee is unable to attend work because he or she needs to care for an immediate family member for health-related reasons. Immediate family members, as it relates to this section, shall mean: Spouse, life-partner, child, or parent.
- 3) To attended health related appointments for the Employee or the Employee's family member when such appointments cannot reasonably be scheduled during non-work hours.
- 4) Bereavement due to the death of a family member not included in family death leave below.

Commented [LS19]: Should employees be able to take sick leave for more attenuated family members: cousins, aunts, uncles, etc.?

- 5) During maternity/paternity leave as allowed in this Policy Manual.
- 6) Similar reasons upon approval of the Department Head or Human Resource Director.

Employees shall notify their Department Head as soon as possible upon knowing that they will be using sick leave but no later than within the first half hour they are scheduled for duty. The Department Head shall notify the Human Resource Director of the Employee's use of sick leave as soon as he/she receives the notification from the employee. Upon return to work, it is the responsibility of the employee to ensure that the Human Resource Director has been notified of the employee's use of sick leave. The Employee must also denote sick leave accordingly on his/her/their timecard and complete a Leave Slip, as defined above.

Employees abusing the sick leave privilege may be subject to immediate suspension. An Employee loses all accumulated sick leave benefits upon termination.

Accrual. Upon successful completion of an Employee's probationary period, sick leave shall accrue at the rate of four (4) hours of leave for each calendar month of service. The Human Resource Director may require a medical certificate from an Employee on sick leave whenever they determine it desirable. Sick leave may be accumulated up to a maximum of 1000.480 hours. Part-time Employees are not entitled to sick leave.

Commented [LS20]: Which of these?
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Accrual During Absence. Employees absent from work on regular holidays, sick leave, vacation, disability arising from injuries sustained during the course of employment, or special leave of absence with pay, shall continue to accumulate sick leave at the regular prescribed rate during such absence.

When Sick Leave Exhausted. In the event a permanent Employee's illness extends beyond his/her/their accumulated sick leave days, the Employee may use his accrued vacation leave days based on a work day basis by applying the same on a "Request for Leave" form.

Advance Sick Leave. The Mayor and City Council may permit up to twelve (12) days "advanced sick leave" per year when an Employee has used accumulated sick leave and vacation leave as provided. To be eligible for such "advance sick leave" the Employee's attending physician must certify that the employee will ultimately be able to return to City duty. Sick leave earned following the Employee's return will first be applied to any sick leave previously advanced.

Commented [LS21]: Is this desired? I.e. can you borrow from next year?

Illness or Injury While Off Duty. If any Employee becomes ill or injured while on vacation, he/she may by written request, have his/her/their vacation status changed to sick leave for the duration of such illness or injury providing he does not exceed his sick leave credit and provided a doctor's certificate is presented with the request and the request is approved by the Department Head and the Human Resource Director.

Donation. Employees may voluntarily donate unused sick leave to another employee. If an Employee wishes to do so, they must notify the Human Resources Director in writing and must include who they are donating their sick leave to and how many hours they would like to donate. Employees wishing to donate sick leave time must maintain a minimum of sick leave balance of 240 hours.

Commented [LS22]: Again, is this desired that other employees can donate time?

Family Death Leave. The death of a member of the Employee's immediate family, but not to exceed five (5) days. This leave is separate from vacation or sick leave and does not require the use of vacation or sick leave. The City Administrator, Mayor, or Human Resource Director may increase the number of

days if circumstances or if the travel distance or special circumstances warrants such an increase. For purposes of this provision, immediate family shall mean: the Employee's spouse, life-partner, child, parent, step-parent, parent in-law, grandparent(child), or sibling.

Military Leave. Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These Employees may apply accrued ~~personal leave~~ and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. Employees are expected to notify their ~~supervisor~~ Department Head as soon as they are aware of the dates the Employee will be on duty so that arrangements can be made for replacement during this absence, whenever possible. The Employee must return to their City position immediately on being relieved from such military service. The City cannot and will not penalize or discriminate against any employee who is absent due to military service or the obligations related thereto.

Jury Duty. Employees are entitled to leave for bona fide jury duty. Employees serving on such jury duty are entitled to compensation for the day(s) that they are so serving. If the dollar amount received for jury duty is less than the Employee's salary computed on a daily basis, the City shall pay the difference between the employee's normal salary and jury duty pay upon presentation of a voucher substantiating the jury duty pay amount. If an Employee is excused from jury duty during ~~his or her~~ their regular work hours, he or she is expected to report to work promptly thereafter.

Leave of Absence. An Employee may be granted a leave of absence without pay for a specific period by the City Administrator or Human Resource Director. Such leave may be granted on a case-by-case basis and in accordance with applicable law.

Extended Illness. A permanent employee who is incapacitated by sickness or injury may be deemed to be on leave of absence after all ~~his/her~~ their accumulated sick leave and vacation leave has been used. Such an employee shall retain ~~his/her~~ their employment privileges with the City up to twelve (12) months from ~~his/her~~ their last day of sick leave or vacation leave credit at which time he/she will be considered to have resigned.

Commented [LS23]: Is this desired or feasible for Terrytown?

Expiration. If a leave of absence is granted, the Employee must report for work or request an extension on or before the leave of absence expires. If the Employee fails to do so, the Employee will be considered as absent, without leave.

Health, Dental, And Life Insurance. The City will provide health insurance, dental insurance, ~~vision insurance~~ and life insurance for permanent full-time Employees. If an Employee wishes to add ~~his/her~~ their family to a health or dental insurance plan, he/she may do so, at ~~his/her~~ their own cost. For information about the provided policies, please contact the Human Resources Director.

Family and Medical Leave Policy. Eligible employees shall be entitled to Family and Medical Leave, in accordance with the Family and Medical Leave Act (FMLA). In relevant part, eligible employees shall be entitled to a total of ~~twelve (12)~~ work weeks of leave during any ~~twelve (12)~~ month period for one or more of the following reasons:

- 1) Because of the birth of a child of the employee and in order to care for such child.
- 2) Because of the placement of a child with the employee for adoption or foster care.
- 3) In order to care for the spouse, life partner, child, or parent of the employee, if such spouse, child, or parent has a serious health condition as defined by Nebraska Revised Statute.
- 4) Because of a serious health condition, as provided by Nebraska Revised Statute, that makes the employee unable to perform the functions of the position of such employee.

Eligible employee. An eligible Employee is one that has been an employee of the City for at least twelve (12) months and has worked a minimum of 1,250 hours during the twelve (12)-month period prior to requesting the leave. FMLA further requires that the City employ fifty (50) employees within seventy-five (75) miles of the jobsite. While it is not anticipated that the City will have 50 or more employees, this information shall still be provided.

Pay and Exhausting other leave. In attaining the twelve (12) work weeks of allowable leave, the eligible Employee must first expend all compensable leave (sick, compensatory time, and vacation leave). Sick and vacation leave will be paid at the appropriate rate. Any additional leave taken, as provided for by the Family Medical Leave Act, will not be paid by the City.

Notice. The eligible Employee must provide the City with at least a thirty (30) day advance notification, or as much notice as is practicable, of the need to use such FMLA leave.

Information. If leave is used in regards to a health condition, medical certification may be requested by the City to obtain the appropriate medical facts, and probable duration of the condition.

Guarantee of employment and benefits. During the period of time that the eligible Employee is excused on Family Medical Leave, the eligible Employee will not lose any employment benefits which accrued prior to the date the leave commenced. The eligible Employee shall remain on the City's health insurance program during leave, although those Employees who have family coverage will be responsible for payment of the Employee's contribution on a monthly basis.

Updates. The City may require an eligible Employee on leave to report periodically to the City Administrator or Human Resource Director on the status and intention of the Employee to return to work.

FMLA. For additional information regarding FMLA, please see the Family and Medical Leave Act.

HEALTH AND SAFETY

Use of City-Owned Equipment and Vehicles. City owned vehicles may be used by Employees as transportation during normal duty hours. Such vehicles shall not be used for other than official and approved City business. Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Said Employees may be asked to submit a copy of their driving record from time to time, and report any changes affecting an employee's license or to their driving. Failure to do so is grounds for discipline. Concealed weapons, or weapons of any kind, are not permitted in City vehicles, except by Certified Law Enforcement Officers.

City equipment is for City use only. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Please notify the ~~supervisor~~ Department Head if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. The ~~respective Department Head~~ supervisor can answer any questions about an Employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Driving. The following rules apply to driving during work time, and are applicable whether driving a personal vehicle or City vehicle:

- 1) Only Employees may ride in City vehicles.
- 2) Seat belts must be worn by all occupants of the vehicle.
- 3) An Employee shall not drive while distracted. Distractions include, but are not limited to: texting, emailing, or viewing a mobile device, or driving while impaired. Cell phone use while driving shall be limited to necessary work-related communications.
- 4) All applicable laws, ordinances, rules, or regulations related to driving shall be strictly followed.
- 5) An Employee must immediately report all motor vehicle violations and accidents to their ~~supervisor~~ Department Head and the Human Resources Director. Any traffic citation received shall be the responsibility of the Employee.

Safety & Protective Equipment. Every Employee is responsible for maintaining a safe work environment and following the City's safety rules. Supervisors shall train Employees to work safely under all conditions. Each Employee shall be certain he/she knows the proper procedures use and location of first aid supplies in case of an accident. Negligence in adherence to on-the-job safety standards could be considered grounds for discipline and/or termination. Each Employee shall promptly report all unsafe or potentially hazardous conditions to their Supervisor(s) who will make every effort to remedy problems as quickly as possible.

The City will provide hearing and vision protective equipment to Employees who work in departments where their use is a necessity. The Employee shall notify their ~~S~~supervisor immediately if their hearing and vision protective equipment becomes broken or needs to be replaced. It is the Employee's responsibility to wear protective equipment when necessary.

In the case of an accident, Employees shall immediately notify their ~~S~~supervisor (if any) or Department Head immediately. If the injury requires medical attention, the Employee may consult his family doctor as desired. Emergency unit services shall be used to transport Employees to the hospital if the accident or injury results so warrants. Within twenty-four (24) hours of the accident, the affected Employee or ~~Employee's supervisor~~ respective Department Head shall file an accident-injury report with

the City Administrator. Any Employee who shall have an accident with a City owned vehicle shall notify both law enforcement and ~~his/her~~ their supervisor-Department Head who shall then notify the City Administrator.

Smoking. Smoking is prohibited in all public and City-owned and occupied buildings. Please be courteous of fellow employees and others. It is prohibited to smoke in restricted areas. It is required that City Employees abide by citizen, customers, or other business's smoking policies when working at another site or location. Smoking is prohibited in City vehicles.

Drug and Alcohol Policy. Alcohol and drug abuse adversely affects job performance, an Employee's opportunities for successful employment, and the health and safety of the Employee and ~~his/her~~ their co-workers and citizens. A drug-free workplace is in the best interest of Employees and non-employees alike.

Prohibitions.

- 1) No ~~EE~~Employee shall report to work under the influence of alcohol, any controlled substances, or any other drugs or medications that may affect the Employee's alertness, coordination, reaction, response, judgment, decision-making, or safety. All Employees are prohibited from consuming alcoholic beverages during on-call periods, lunch periods, dinner periods, or breaks when returning to perform work on behalf of the City of Terrytown is likely or possible. If an Employee has been prescribed or is taking medication that may affect their ability to perform job related duties, the Employee is responsible for advising their Department Head immediately, so that precautions or accommodations can be made.
- 2) No Employee shall operate, use, or drive any equipment, machinery, or vehicle of the City of Terrytown while under the influence of alcohol, any controlled substances, or any other drugs or medications that may adversely affect every Employee's ability to operate such equipment, machinery, or vehicle. Every Employee is under an affirmative duty to immediately notify the City Administrator if they are not in an appropriate mental or physical condition to operate, use, or drive any equipment machinery, or vehicle or otherwise safely perform their job duties.
- 3) No Employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance or illegal drugs in the workplace or otherwise.

Violation of any provision hereunder is grounds for discipline.

The City of Terrytown shall notify the appropriate law enforcement agency, licensing boards, and other relevant authorities when it has reasonable suspicion to believe that any Employee may have illegal drugs in ~~his or her~~ their possession at work.

Alcohol And Drug Testing. As part of the City of Terrytown's commitment to an alcohol and drug-free workplace, the City of Terrytown reserves the right to require that applicants or employees submit to drug or alcohol testing. This policy represents the notice required under Nebraska law.

Who May be Subjected to Testing:

- 1) **Job Applicants.** The City of Terrytown may require that all applicants for permanent full-time or permanent employment be tested for drugs or alcohol after receiving a conditional offer of employment. If the applicant tests positive for drugs or alcohol, a conditional offer may be withdrawn.

- 2) Random Testing. The City of Terrytown may require any Employee to undergo testing on a random selection basis.
- 3) Reasonable Suspicion Testing. The City of Terrytown may require any Employee to undergo drug or alcohol testing if The City of Terrytown reasonably suspects that the employee is under the influence of drugs or alcohol, has been involved in an incident that causes property damage to The City of Terrytown or any other person or member of the general public, has sustained or caused another Employee to sustain personal injury; or has caused a work-related accident requiring medical treatment above and beyond, OSHA's definition of, first aid, or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Discipline. In addition to the disciplinary procedures outlined in the Employee Manual herein, the City may also take the following course of discipline if an Employee or applicant is in violation of any of the drug or alcohol provisions herein, the City has reasonable suspicion that the Employee or applicant is in violation of the provisions herein, or if he/she tests positive for drug or alcohol use.

- 1) Temporary Suspension: The City of Terrytown reserves the right to temporarily suspend any Employee pending the outcome of any drug or alcohol test. An Employee who is suspended without pay will be reinstated with back pay if the test or any requested retest is negative.
- 2) Termination: The City of Terrytown may terminate an Employee for any positive test result. If the City chooses not to terminate the Employee, the City may take any other appropriate disciplinary action, including but not limited to required counseling or rehabilitation, as determined by a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. The Employee will be responsible for paying all costs associated with any evaluation and subsequent treatment themselves. An Employee who refuses or fails to participate in, cooperate with, or complete the evaluation or recommended treatment will be terminated. An Employee who successfully completes treatment may be subject to random follow up testing for a period of two years.

Privacy. Test results and other information acquired as a result of the City's drug or alcohol testing program or any drug and alcohol related provision herein is private and confidential information and will not be disclosed by the City of Terrytown or the testing laboratory without written consent of the Employee or applicant or as otherwise required by law, judicial or arbitration proceedings, collective bargaining agreement, administrative hearing. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive result may also be disclosed to a substance abuse treatment facility, court, or probation office, if required for treatment, court proceedings, probation, or otherwise.

The City will provide an Employee with access to information in the Employee's personnel file regarding test results and related reports and information acquired in the testing process as well as conclusions drawn from or actions taken based upon such information.

DISCIPLINE

It shall be the responsibility of Department Heads to reasonably and impartially supervise, and when necessary, discipline the personnel in their designated department. Department Heads shall exercise good judgment and discretion in implementing or recommending disciplinary action. They shall endeavor to ensure that the extent of the penalty is not unreasonable or excessive in relationship to the seriousness of the violation or circumstances for which the Employee is penalized. In taking or recommending disciplinary action of any type, Department Heads shall do so on the basis of what is best for the Department, the City of Terrytown and its Employees. Any disciplinary action shall be reported to the City Administrator and the Human Resource Director. If the Employee is a Department Head, City Administrator, Human Resource Director, or appointed official, disciplinary action shall be taken by the Mayor and City Council.

Cause. In addition to those violations or causes named throughout the Employee Manual, the following is a non-exhaustive list of cause for discipline:

- 1) Violation of any provision herein or of any City rule, policy, or requirement.
- 2) Insubordination or refusing to obey instructions properly issued by the Department Head pertaining to an employee's work.
- 3) Unsatisfactory performance- including careless work; failure to perform work as assigned by the Department Head or other supervisor, if any; failure to meet production or quality standards; mistakes due to carelessness or failure to get necessary instructions; failure to report for work at the assigned time; sleeping on the job; loitering or loafing during working hours,
- 4) Absence, tardiness, or other attendance concerns, including leaving work before the end of a workday or not being ready to work at the start of a workday without approval of the Department Head; stopping work early, failure to report an absence or late arrival; excessive absence or lateness.
- 5) Failure to properly use an employee timecard; alteration of an employee timecard or records or attendance documents or causing another to alter a timecard or records.
- 6) Failure to immediately report damage to, or an accident involving City equipment to a Department Head.
- 7) Failure to maintain a neat and clean appearance in terms of the standards established by the Department Head; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- 8) Disclosure of confidential information, including personnel information, disciplinary information, or any other information that is described herein as confidential or otherwise not public record or information.
- 9) Any act of harassment, sexual, racial, or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- 10) Immoral conduct or indecency on company property.
- 11) Obscene or abusive language toward any Department Head, Employee or customer or threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
- 12) Indifference or rudeness towards a customer or fellow employee; any disorderly or antagonistic conduct on City premises.
- 13) Dishonesty; willful falsification or misrepresentation; misrepresentation or dishonesty on an application for employment or other work records; lying or misrepresenting sick or personal-vacation leave; falsifying reason for a leave of absence or other data requested by the City; alteration of City records or other City documents.

- 14) Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- 15) Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, or customers in any manner.
- 16) Willful violation of security or safety rules or failure to observe safety rules or the City safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.
- 17) Negligence or any careless action which endangers the life or safety of another person.
- 18) Being intoxicated or under the influence of controlled substance drugs while at work or on duty; use or possession or sale of controlled substance drugs in any quantity while on City premises, with the exception of the use or possession of medications prescribed by a physician which do not impair work performance.
- 19) Unauthorized possession of firearms, weapons, or explosives on City property or while on duty.
- 20) Engaging in criminal conduct or acts of violence; or making threats of violence toward anyone on City premises or when representing the City; fighting, or horseplay or provoking a fight on City property, or negligent damage of property.
- 21) Conducting a lottery or gambling on City premises.
- 22) Theft of City property or the property of fellow employees or the property of citizens.
- 23) Unauthorized possession or removal of any City property, including removal of documents, from the premises without prior permission from management.
- 24) Unauthorized use of City equipment or property for personal reason or advantage.
- 25) Acceptance of a gift, fee, money or other valuable consideration given with the intent of influencing the employee in the performance of his/~~her~~their duty.
- 26) Improper use of authority or official position for personal profit and advantage.
- 27) Smoking in restricted areas or at non-designated times, as specified by department rules.
- 28) Creating or contributing to unsanitary or unsafe conditions.
- 29) Speeding, careless, or reckless operation of any City vehicles.
- 30) Any deliberate action that is extreme in nature and is obviously detrimental to the City's efforts to operate profitably.
- 31) Any other act or failure to act which is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.

Disciplinary Options. Employees are expected to comply with all policies and requirements of employment. Whenever an Employee fails to do so, appropriate corrective action will be imposed. The nature of the disciplinary action will be determined as the discretion of the Employee's Department Head, the City Administrator, or Human Resource Director.

Whenever possible, corrective action will be designed to correct the Employee and help him/her to improve his/~~her~~their performance. However, when appropriate or necessary, severe action, including suspension or termination may be taken without prior warning or reprimand.

Disciplinary action will generally include, but is not limited to:

- 1) **Reprimand.** Department Heads may reprimand orally or in writing, Employees assigned to them when in their opinion such reprimand will benefit the Employee and the department. Reprimands shall be made in a constructive, businesslike manner. Department Heads utilizing a reprimand as a method of discipline, shall endeavor to do so with reason and with an attitude to not only admonishing or warning the Employee, but also to lead,

guide, direct, and instruct the employee in how to correct and avoid repeating the mistake, infraction, deficiency or whatever the problem may be. All reprimands shall be reported to the Human Resource Director. A written reprimand will be submitted to the Human Resource Director by the Department Head, and such record will become a part of the Employee's personnel file.

- 2) **Suspension.** Department Heads may recommend to the City Administrator that an Employee be suspended.
 - a. In recommending suspension, the Department Head will state all facts surrounding the recommendation to the City Administrator in writing and recommend a course of action, including the number of days of suspension. The City Administrator, will then either adopt or revise the recommendation of the Department Head and implement the suspension accordingly, as appropriate.
 - b. Suspension will only be used when the Department Head and City Administrator, determines that a lesser form of disciplinary action will not correct the mistake, infraction or deficiency problem.
 - c. Suspension will consist of relieving the employee from work, without pay, for a specific period of time depending on the seriousness of the occurrence bringing about disciplinary action. Suspension without pay shall not exceed thirty (30) days.
 - d. In the event of a serious violation of this manual, immediate suspension without pay can also be ordered by the Mayor.
- 3) **Termination.** The City Administrator or Mayor may terminate an Employee for cause, as determined in the discretion of the City Administrator or Mayor. The City Administrator or Mayor may terminate Department Heads for cause, at the discretion of the City Administrator and Mayor. Such action shall be taken only when other forms of disciplinary action are deemed inappropriate or have proven ineffective in dealing with the particular Employee. An officer or official appointed by the City Council may only be terminated by the Council.

Procedure. Any Employee affected by a disciplinary action shall be notified of the reason for such disciplinary action in writing by the Department Head, City Administrator, or Human Resources Director, as appropriate. Any Employee who believes the disciplinary action is unjust, too severe, or unwarranted may appeal the action.

Appeal. If the Employee desires to appeal any disciplinary action, including termination, the Employee must notify the Human Resource Director in writing within five (5) working days of Employee being informed of the disciplinary action in writing. The Employee's appeal must specify the Employee's objections to the recommended action and the relief sought by the Employee. If the Employee makes an appeal, the Mayor and City Council shall conduct a hearing giving the Employee a chance to rebut the reasons for the disciplinary action. The hearing may be conducted in closed session if the Employee so requests. Within 10 working days of the hearing, the City Council shall enter its finding. A copy of which shall be forwarded to the Employee within five (5) working days. If the Mayor and City Council find that he/she shouldn't be disciplined, he/she shall be reinstated with full pay. If there has been a termination and the Mayor and City Council determines the termination shall be upheld, the termination shall be effective as of the date of suspension or written disciplinary action. If an Employee doesn't appeal within the prescribed timeframe, the disciplinary action shall be final. Any termination shall be final as of the date of suspension or written disciplinary action.

City Ordinance and Statutory Authority. Nothing in this manual shall alter, amend, or limit the rights of the Mayor to discipline or terminate the employment of an appointed or hired Employee granted by the City of Terrytown Municipal Code or Nebraska Revised Statutes.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Policy Manual describes important information about this organization, and I understand that I should consult the Human Resource Director or City Administrator regarding any questions not answered in the Policy Manual.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Policy Manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the ability to adopt any revisions to the policies in this Policy Manual.

I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship with or without cause, at any time.

I have received the Policy Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Policy Manual and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

ACCOUNT NUMBER 10490001 STATUS Active
 NAME JACK MEDEARIS (308)220-8080
 PROPERTY 59 RIDGE DR

SV SERIAL #	MULTIPLIER	DIGITS	INS DATE	SERV DATE	LOCATION	NOTE
WA 1562404852	1000.00000	4		4/28/2023		
WA 1562564168	1000.00000	4		5/15/2023		

BILL DATE	SERV	READ DATE	PRES	PREV	EST	BILL CONS	CHARGE
10/26/2023	WA	10/26/2023	2077	2059		18000	52.98
	WA	10/26/2023	2	2			29.40
9/26/2023	WA	9/26/2023	2059	1952		107000	169.57
	WA	9/26/2023	2	2			29.40
8/28/2023	WA	8/28/2023	1952	1724		228000	328.08
	WA	8/28/2023	2	2			29.40
7/31/2023	WA	BAL ADJUST					126.92
	WA	BAL ADJUST					41.08-
7/25/2023	WA	7/25/2023	1724	1672		52000	97.52
	WA	7/25/2023	2	2			29.40
6/25/2023	WA	6/26/2023	1672	1619		53000	98.83
	WA	6/26/2023	2	2			29.40
5/25/2023	WA	5/23/2023	1619	1570		49000	93.59
	WA	5/23/2023	2	2			29.40

BILL DATE	SERV	DMD ACTUAL	DMD BILLED	MULT	DMD TOTAL	CHARGE
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BILL DATE	SERV	READ DATE	PRES	PREV/DMD	MULT	CONS	LST YR	PCT CHNG
10/26/2023	WA	10/26/2023	2077	2059		18000		
	WA	10/26/2023	2	2				
9/26/2023	WA	9/26/2023	2059	1952		107000	228000	53.07-
	WA	9/26/2023	2	2				
8/28/2023	WA	8/28/2023	1952	1724		228000		
	WA	8/28/2023	2	2				
7/25/2023	WA	7/25/2023	1724	1672		52000		
	WA	7/25/2023	2	2				
6/25/2023	WA	6/26/2023	1672	1619		53000		
	WA	6/26/2023	2	2				
5/25/2023	WA	5/23/2023	1619	1570		49000	1540000	96.82-
	WA	5/23/2023	2	2			2000	100.00-

BILL DATE	SERV	READ DATE	PRES	PREV	CHARGE	LST YR	PCT CHNG
10/26/2023	WA	10/26/2023	2077	2059	52.98		
	WA	10/26/2023	2	2	29.40		
9/26/2023	WA	9/26/2023	2059	1952	169.57	328.08	48.31-
	WA	9/26/2023	2	2	29.40	29.40	
8/28/2023	WA	8/28/2023	1952	1724	328.08		
	WA	8/28/2023	2	2	29.40		
7/31/2023	WA	BAL ADJUST			126.92		
	WA	BAL ADJUST			41.08-		

UTILITY BILLING CONSUMPTION INQUIRY

ACCOUNT NUMBER 10490001 STATUS Active
 NAME JACK MEDEARIS (308)220-8080
 PROPERTY 59 RIDGE DR

BILL DATE	SERV	READ DATE	PRES	PREV	CHARGE	LST YR	PCT CHNG
7/25/2023	WA	7/25/2023	1724	1672	97.52		
	WA	7/25/2023	2	2	29.40		
6/25/2023	WA	6/26/2023	1672	1619	98.83		
	WA	6/26/2023	2	2	29.40		
5/25/2023	WA	5/23/2023	1619	1570	93.59	2046.80	95.43-
	WA	5/23/2023	2	2	29.40	32.02	8.18-