

**MINUTES OF A WAVERLY CITY COUNCIL MEETING HELD ON March 10, 2026**

**CALL TO ORDER**

Mayor Abbey Pascoe called the meeting to order at 6:00 p.m. and led those in attendance in reciting the Pledge of Allegiance. Pascoe acknowledged the Open Meetings Act Poster located on the south wall of the Council Chambers. Mayor Abbey Pascoe and Council Members David Jespersen, Aaron Delahoyde, and Dave Nielson were in attendance. Council Member Brook Ruhter-Engelhardt was absent. Other City Officials present were City Administrator Stephanie Fisher, City Attorney Mark Fahleson, City Clerk Megan Frye, and City Treasurer Cheris Cadwell. Others present were Fire Chief Robin Hoffman and HBE consultants Kiley Wiechman and Lucas Post. Notice of the Meeting and Agenda were given to the Mayor and all Members of the City Council prior to the Meeting. Notice of the Meeting was posted at Russ’s Market Express, the US Post Office, the City Office, and the City website (citywaverly.com).

**ADOPTION OF AGENDA**

Council Member Jespersen moved to adopt the Agenda as presented.. Council Member Nielson seconded the motion.

The following Council Members voted “YEA”: Jespersen, Nielson, and Delahoyde. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

**APPROVAL OF THE CONSENT AGENDA**

**Minutes of the February 24, 2026 City Council Meeting**

**Consideration of Resolution 26-05 Authorizing the Sale of Surplus Personal Property of the City of Waverly**

**Consideration of agreement with Waverly Legion Baseball for the use of Lawson Park Field #1.**

Council Member Jespersen moved to approve the Consent Agenda. Council Member Nielson seconded the motion.

The following Council Members voted “YEA”: Nielson, Delahoyde, and Jespersen. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

**PROCLAMATIONS AND PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**SHERIFF'S REPORT**

No report given.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

**Minutes of the February 24, 2026 City Council Meeting**

Consent Agenda.

**CONSIDERATION OF CLAIMS AND FINANCIAL REPORTS**

**Claims for Payment**

<b>Claims for Payment: February 25<sup>th</sup> - March 10<sup>th</sup>, 2026</b>		
<b>Group A</b>		
<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Terri Dier	Utility Deposit Refund	\$ 100.00

Mackenzie Faust	Utility Deposit Refund	\$ 100.00
Rebecca Hellbusch	Utility Deposit Refund	\$ 32.97
Kendy Heskett	Utility Deposit Refund	\$ 65.44
Landon Michael Sweeney	Utility Deposit Refund	\$ 100.00
Antonio Vasquez	Utility Deposit Refund	\$ 100.00
ADP Fees	Payroll Fees	\$ 224.14
ADP Payroll	Payroll	\$ 42,042.78
Agri-Cross Enterprises	Waverly 11 repair CCV filter	\$ 112.50
Allo Communications	Phone/Internet Services	\$ 1,039.52
Architecture One	Building Evaluation	\$ 850.00
BOK Financial	Cert. of Participation 2020	\$ 3,391.25
Cass County Baseball League	Cass County Baseball Fee	\$ 700.00
Colonial Life	Insurance	\$ 43.92
Commonwealth Electric Company	Replace UV System Disconnect	\$ 1,233.00
Core & Main	Meter & Readout Purchase	\$ 790.77
Cubby's, Inc.	Fuel	\$ 1,401.80
DataVizion, LLC	Microsoft 365 Business, Support	\$ 1,983.36
Frontier	Propane	\$ 573.97
Hawkins, Inc.	Supplies	\$ 8,628.28
Heermann Economic Development	Economic development consulting services	\$ 2,900.00
Horizon Bank	Monthly ACH Fees	\$ 10.00
Interstate All Battery Center	Battery	\$ 183.95
JEO Consulting Group, Inc.	134th & Hwy 6 Drainage Improvements	\$ 4,041.25
John Deere Financial	John Deere tractor repair	\$ 161.44
John Hancock USA	Retirement	\$ 3,921.47
Kelly Supply Company	Tubing & hoses	\$ 2,280.99
Kriha Fluid Power-Lincoln	Hose assy w/fittings, sander repairs	\$ 857.41
Layne Christensen Company	Well #7 troubleshoot readout	\$ 420.00
Life-Assist, Inc.	Medical Supplies	\$ 439.20
Lincoln Electric System	Electricity	\$ 4,712.66
MacQueen Emergency	Fire/Rescue supplies	\$ 769.60
Mammoth Station	Fuel	\$ 385.68
Matheson Tri-Gas, Inc.	Compressed oxygen	\$ 60.38
McMaster-Carr Supply Co.	Threaded rod & chain	\$ 686.45
Menards-Lincoln North	Supplies	\$ 292.43
MGX Equipment Services LLC	Cutting edges for plows	\$ 1,580.98
Midwest Laboratories, Inc.	Lab fees	\$ 408.48
Nebraska Dept Revenue Waste	Utility Sales Tax	\$ 10,495.38
Nebraska Snow Equipment	Cutting edge kit	\$ 900.00
One Call Concepts, Inc.	One-Call Service	\$ 40.96
Paul Davis Restoration, Inc.	Laundering bunker gear	\$ 300.00
Pinnacle Bank	Railroad permit, conferences, vehicle repairs, tools, dog waste station supplies, office supplies	\$ 16,812.97
Robin L. Hoffman	Lumber for broken bay door	\$ 30.72
S.E. Rural Fire Protection Dist.	EMS calls	\$ 3,500.00
The Voice News	Advertising & Printing	\$ 393.26
U.S. Bank Equipment Finance	Ricoh Copier	\$ 143.95
USA Blue Book	Grinder pump, reagents, sampler sections, crane, base, cable, shredder pump, pump leg kit	\$ 11,408.76

VEIT, LLC	Copies	\$ 124.56
Vessco, Inc.	Seepex rotor	\$ 2,241.11
Whitehead Oil Co.	Fuel	\$ 99.41
RecDesk	Monthly deposit charge	\$ 25.00
RecDesk	Monthly deposit charge	\$ 25.00
Round The Bend Steakhouse	Fire department banquet rental	\$ 791.25
	Claims Group A Total	\$ 134,958.40

Council Member Jespersen moved to approve claims in the amount of 134,958.40. Council Member Nielson seconded the motion.

The following Council Members voted “YEA”: Delahoyde, Jespersen, and Nielson. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

**Treasurer's Report and Budget & Expense Report**

Council Member Jespersen moved to approve Treasurer's Report and Budget & Expense Report. Council Member Nielson seconded the motion.

The following Council Members voted “YEA”: Jespersen, Nielson, and Delahoyde. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

**INTRODUCTION OF RESOLUTIONS**

**Consideration of Resolution 26-04 Adopting and Revising the Employee Handbook**

Council Member Jespersen moved to approve Resolution 26-04 Adopting and Revising the Employee Handbook. Council Member Nielson seconded the motion.

Mayor Pascoe advised the handbook is being updated so employees who are called in will receive a minimum of two hours of pay. City Administrator Fisher noted that employees may be called in for a brief task that still takes significant time out of their day. Council Member Nielson expressed support for the change. Fisher stated the starting wage for seasonal employees has been updated to align with Nebraska’s new minimum wages.

The following Council Members voted “YEA”: Nielson, Delahoyde, and Jespersen. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

**RESOLUTION 26-04**

**RESOLUTION ADOPTING AND REVISING THE EMPLOYEE HANDBOOK**

WHEREAS, the establishment of rules and regulations for the hiring and continued employment of City personnel is of benefit to the City, and

WHEREAS, it is advantageous for City personnel to know their rights and terms of employment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, NEBRASKA that the Employee Handbook as revised on November 27, 2018, incorporates revisions to the following sections, attached hereto as Attachment “A”:

**OVERTIME AND COMPENSATORY TIME OFF  
PAY PLAN**

The additions and changes in the above stated section is hereby adopted as policy.

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF MARCH, 2026

**Consideration of Resolution 26-05 Authorizing the Sale of Surplus Personal Property of the City of Waverly**  
Consent Agenda.

**RESOLUTION NUMBER 26-05**

RESOLUTION AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY OF THE CITY OF WAVERLY, NEBRASKA

WHEREAS, the City of Waverly does have in its possession certain machinery and equipment and other items of personal property that are deemed to be surplus property to the City and wishes to dispose of this property; and

WHEREAS, the City of Waverly is hereby authorized to sell the machinery and equipment and other property described above “as is”, with no warranties, for cash; and

WHEREAS, State Statute 17-503.02 allows for the sale of surplus personal property by posting the sale in three prominent places within the City for a period of not less than seven days prior to the sale; and

WHEREAS, the sale shall be conducted in accordance with the following instructions:

1. Such sale shall be conducted through sealed bids to the City Office.
2. The higher bidder shall make the cash purchase or certified check within seven (7) days of the auction. The failure to make such payment will result in either a) the City accepting the next highest bid, or b) the City rejecting all bids and canceling the sale.
3. If the minimum bid is not achieved, the property may be placed for sale on a regional or national equipment sales website or sales service.
4. The City reserves the right to reject any and all bids.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF WAVERLY, NEBRASKA, that the following City property be sold according to the terms listed above, with minimum bid in parentheses.

1. Waverly Fire/Rescue: Honda (GX160) powered exhaust fan (\$50.00)
2. Waverly Fire/Rescue: 12-Ton Jacks, Qty 2
3. Waverly Fire/Rescue: portable water pump
4. Waverly Fire/Rescue: AMKUS hydraulic pump & spreader
5. Waverly Fire/Rescue: Ventilation fan (\$25.00)
6. Waverly Fire/Rescue: Rams, Qty 3: 26”, 20”, & 16” with 12’ hose extension
7. Waverly Fire/Rescue: Chains, extension, and accessory tip kip-alternate ends for rams

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF MARCH, 2026.

**INTRODUCTION OF ORDINANCES**

**Consideration of the Third and Final Reading of Ordinance 26-02 Amending Chapter 91 of the Waverly Municipal Code Relating to Fire Regulations; Fireworks; Permissible; Retail Sale, License Required, Fee**

Council Member Jespersen moved to approve the Third and Final Reading of Ordinance 26-02 Amending Chapter 91 of the Waverly Municipal Code Relating to Fire Regulations; Fireworks; Permissible; Retail Sale, License Required, Fee. Council Member Nielson seconded the motion.

City Attorney Fahleson read the ordinance by title:

ORDINANCE NO. 26-02 AN ORDINANCE OF THE CITY OF WAVERLY, NEBRASKA, AMENDING CHAPTER 91 OF THE WAVERLY MUNICIPAL CODE RELATING TO FIRE REGULATIONS; FIREWORKS; PERMISSIBLE; RETAIL SALE, LICENSE REQUIRED, FEE

Council Member Jespersen stated the deadline to submit fireworks permit applications has been extended to May 1.

The following Council Members voted "YEA": Delahoyde, Jespersen, and Nielson. The following Council Members voted "NAY": None. Motion Carried. 3-0.

### **ORDINANCE NO. 26-02**

AN ORDINANCE OF THE CITY OF WAVERLY, NEBRASKA, AMENDING CHAPTER 91 OF THE WAVERLY MUNICIPAL CODE RELATING TO FIRE REGULATIONS; FIREWORKS; PERMISSIBLE; RETAIL SALE, LICENSE REQUIRED, FEE

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, LANCASTER COUNTY, NEBRASKA:

**Section 1.** That Section 91.72 contained within Chapter 91 of the Waverly Municipal Code be amended to read as follows:

#### **§ 91.72 PERMISSIBLE; RETAIL SALE, LICENSE REQUIRED, FEE.**

It shall be unlawful for any person to sell, hold for sale, or offer for sale at retail, any permissible fireworks in the City unless such person has first obtained a license from the City as a retailer.

Any person desiring to sell, or offer for sale, any permissible fireworks as a retailer shall make application to the City for a license authorizing the same. Applications shall be for proposed sales for the current calendar year only and shall be submitted to the City on or between March 1 and ~~March 30~~ **May 1** of the year in which the license is sought. Such application shall include the following information and such additional information as the City shall deem necessary:

1. The name, residence, and address of the applicant.
2. The location of the premises for which the license is sought.
3. When the license is sought in a permanent building, the applicant shall provide an accurate drawing or plan showing the location of the sales display within the building, together with aisles, exits, etc.
4. When the license is sought in a temporary structure or facility, the applicant shall provide a legal description of the premises.
5. A copy of the applicant's valid License for Sale of Fireworks issued by the Nebraska State Fire Marshall.

After consideration of the information contained in the application for license, the Administrator/Clerk/Treasurer may issue a permit after ~~March 30<sup>th</sup>~~ **May 1<sup>st</sup>** upon payment by the applicant of a fee of one thousand dollars (\$1,000.00). Any license issued under the provisions of this Section shall be valid only for the period of June twenty-fifth (25<sup>th</sup>) through and including July fourth (4<sup>th</sup>) and December twenty-ninth (29<sup>th</sup>) through and including December thirty-first (31<sup>st</sup>) of the year in which issued.

Factors that may be considered by the City in deciding whether to issue a license include, but are not limited to:

- A. Presence or absence of any past violations of applicant;
- B. Experience and expertise of applicant;
- C. Safety record of applicant; and
- D. Whether applicant is a civic organization committed to the betterment of the City.

The funds received under the provisions of this Section shall be deposited in the General Fund of the City. One-half of the funds collected may be provided for the July 4<sup>th</sup> community fireworks display. (*Amended by Ord. No. 98-19, 19/7/98, 02-08, 3/4/02; 09-14, 12/7/09; 10-13, 9/7/10*)

**Section 2.** That any ordinance in conflict with this ordinance is hereby repealed.

**Section 3.** This ordinance shall be in full force and take effect from and after its passage, approval and publication according to the law.

PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF MARCH, 2026.

## **INTRODUCTION OF BUSINESS AND COMMUNICATIONS**

### **Presentation and consideration of 2024-25 Annual Audit as prepared by HBE, LLC.**

HBE, LLC auditors Kylie Weichman & Luke Post presented the City's FY 2024-2025 audit for the period ending September 30, 2025. They reported an unmodified and qualified opinion consistent with prior years, highlighted increases in grants and donations largely due to a Land and Water Conservation Fund grant, and noted higher water and sewer revenues driven by increased consumption and fee adjustments. The auditors reported no material adjustments or disagreements.

Mayor Pascoe commended City Treasurer Cadwell for the quality of the financial records and the smooth audit process. Post noted having no material adjustments for a city of Waverly's size is a great kudos. Attorney Fahleson shared their firm recommends HBE.

Council Member Jespersen moved to accept the 2024-25 Annual Audit. Council Member Nielson seconded the motion.

The following Council Members voted "YEA": Jespersen, Nielson, and Delahoyde. The following Council Members voted "NAY": None. Motion Carried. 3-0.

**Consideration of agreement with Waverly Legion Baseball for the use of Lawson Park Field #1.**  
Consent Agenda.

## **COMMITTEE REPORTS**

**Human Services (Park & Recreation): Council Member Nielson**

Council Member Nielson reported pool passes and party reservations opened; swim lesson registration opening soon. Hiring pool staff is in progress: rehiring staff with positive evaluations; minimum age 14 to work concessions. Also working on hiring umpires and seasonal parks workers. Some park maintenance projects will be handled by an independent contractor as one staff member reduces time with the city. Reference checks were underway for hiring a pool manager, with an offer expected soon.

Nielson reported recreational teams are coordinating with Eagle Parks and Rec for field use and fields are filling up for practices and games. Spring soccer has about 220 registered; coaches needed. Baseball dugout bat/helmet boxes were purchased with shared costs between the school, Legion, and parks department. The high school shop teacher will build a new equipment shed for Lawson Park. Adult co-ed volleyball concluded March 11.

Nielson reported new dog waste stations were installed at Wayne, Lawson, and Sharp Parks using grant funding. A compost pile is being maintained for lawn and leaf debris. Work is planned on drainage improvements in the Eastbourne Street park parking lot. Educational walking tours and pruning classes are planned. A tennis court remodel is scheduled for May. Crack sealing requires temperatures of at least 50 degrees. Lighting in that area is being evaluated. The city signed a contract with Verizon to install a communications tower; proceeds will pay for fencing for the dog park. Turf improvements were made at the Wayne Park batting cages and bleacher areas. Field top dressing work continues.

**Public Works (Utilities & Street): Council Member Jespersen**

No report.

**Public Health (Fire & Safety): Council Member Delahoyde**

Council Member Delahoyde reported there have been 14 calls for service since the previous meeting, including medical calls, car fires, a vehicle accident, a grass fire, gas leaks, and a carbon monoxide detector call. The fire department is applying with the Secretary of State to formally register as Waverly Fire/Rescue as their trade name. Attorney Fahleson provided historical context, explaining that due to past misuse of the department's name for fundraising, the city registered multiple trade names to prevent unauthorized fundraising.

Delahoyde reported firefighters conducted training exercises with new members involving primary search operations in a live fire environment. Radios were installed in the new ambulance Waverly 10, which is nearing readiness for service.

Delahoyde provided an update on a countywide effort to upgrade the rural fire radio system. Rural fire departments in Lancaster County are exploring financing options and may ask the city to participate in an interlocal agreement because Waverly's fire department is jointly funded by the city and the suburban fire district. More information will be presented at the next council meeting.

Mayor Pascoe reported the fire department conducted a house burning training in February, and photos from the exercise are posted on the city website.

**Fiscal and Economic Development: Council Member Ruhter-Engelhardt**

No report.

**City Administrator Fisher**

City Administrator Fisher reported the well siting project will begin test well drilling on March 18, weather permitting. The city has begun the closeout process for its ARPA funds after receiving notice from the federal government to begin final reporting. Work has started on the Anderson North Park 10<sup>th</sup> Addition development, beginning with sewer main installation for the 18-lot subdivision. Preliminary

information was received from Windstream regarding potential installation of buried fiber infrastructure throughout the city; more information to come.

**ADJOURNMENT**

Council Member Nielson moved to adjourn the meeting at 6:24pm. Council Member Jespersen seconded the motion.

The following Council Members voted “YEA”: Nielson, Delahoyde, and Jespersen. The following Council Members voted “NAY”: None. Motion Carried. 3-0.

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Abbey L. Pascoe  
Mayor

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Megan K. Frye  
City Clerk/Human Resources Assistant