

AGENDA
CITY COUNCIL, YORK, NEBRASKA
Thursday, January 15, 2026
5:30 PM

THE OPEN MEETINGS ACT IS POSTED ON THE EAST WALL OF THE COUNCIL
CHAMBERS

Public participation in City Council meetings follows the rules established in the City of York Ordinances and the state Open Meetings Act. Pursuant to section 2-32(a) of the City Code and the Open Meetings Act, the presiding officer allows public comments during council meetings on matters designated as public hearings and on matters on the agenda that require passage or other action by the Council. Public comment is not allowed after a motion is made by a council member to pass or act on an agenda item. Comments are not allowed on any item that is not on the agenda to ensure full transparency of discussion items to the public before the meeting as required by the Open Meetings Act.

1. The Open Meetings Act is posted on the East Wall of the Council Chambers
2. Notice of this meeting was published in the York News Times on January 8, 2026
3. Pledge of Allegiance
4. Roll Call
5. Minutes of December 18, 2025
6. Claims of Elected Officials
 - 6.1. Claim for Tony North of North Printing and Office Supply in the amount of \$1,788.07
 - 6.2. Claim for Jeff Pieper of Pieper's Inc. in the amount of \$4,446.83
 - 6.3. Claim for Jeff Pieper of Pieper's Pottys in the amount of \$200.00
 - 6.4. Claim for Stephen Postier of the York County Development Corporation in the amount of \$9,061.75
7. Claims for the period of December 19, 2025 through January 15, 2026
8. Consider approval of the Department Activities Reports for the month of December 2025
9. Consider approval of the cash balances for the month of September 2025

10. Consider approval of the cash balances for the month of December 2025
11. City Administrator Report
12. Consider approval of an appointment for the Library Director position
13. Public Hearing on Preliminary and Final Plats
 - 13.1. Consider approval of the preliminary and final plat of York Creekside 2nd Subdivision, City of York, York County, Nebraska
 - 13.2. Consider approval of the preliminary and final plat of Northwest York Industrial Park, City of York, York County, Nebraska
14. Public Hearing on Special Use Permit
 - 14.1. Consider approval of a special use permit filed by Hoppy Days LLC dba Elm Brewing Co LLC for a distillery, brewery, or winery for on and off-site sale liquor on Lot 2 Holthus Subdivision 6th Addition, City of York, York County, Nebraska
15. Consider approval for an RMS CAD User Group agreement for the police department
16. Consider approval of a quotes from FirstWireless Inc. for the installation of the Fire Station alerting system in the amount of \$73,263.75
17. Consider approval of the snow removal and road maintenance agreement revision between the City of York and the County of York, for a term of five years, amount due to the City is \$1,520.40
18. Consider approval of a bid from WyAd Enterprises LLC for the Reed Bed Cleanout for the wastewater department, for an amount not to exceed \$35,000.00
19. Ordinance No. 2419 - to amend Section 2-454 of the York City Code to authorize notice to be sent by regular mail delivery
 - 19.1. Suspend the rules for Ordinance No. 2419
 - 19.2. Passage of Ordinance No. 2419
20. Ordinance No. 2420 - to amend Section 16-23 of the York City Code to authorize notice to be sent by regular mail delivery
 - 20.1. Suspend the rules for Ordinance No. 2420
 - 20.2. Passage of Ordinance No. 2420

21. Ordinance No. 2421 - to amend Section 32-5 of the York City Code to authorize notice as provided in this section and to change the period to comply to 14 days
 - 21.1. Suspend the rules for Ordinance No. 2421
 - 21.2. Passage of Ordinance No. 2421
22. Ordinance No. 2422 - to amend Section 40-1 of the York City Code to authorize notice to be sent by regular mail delivery
 - 22.1. Suspend the rules for Ordinance No. 2422
 - 22.2. Passage of Ordinance No. 2422
23. Ordinance No. 2423 - to amend Section 54-88 of the York City Code to authorize notice to be sent by regular mail delivery
 - 23.1. Suspend the rules for Ordinance No. 2423
 - 23.2. Passage of Ordinance No. 2423
24. Ordinance No. 2424 - to amend Section 56-1 of the York City Code to authorize notice to be sent by regular mail delivery
 - 24.1. Suspend the rules for Ordinance No. 2424
 - 24.2. Passage of Ordinance No. 2424
25. Ordinance No. 2425 - to amend Section 56-2 of the York City Code to authorize notice as provided in Section 56-1 and to change the period to comply to 14 days
 - 25.1. Suspend the rules for Ordinance No. 2425
 - 25.2. Passage of Ordinance No. 2425
26. Ordinance No. 2426 - to amend Section 56-49 of the York City Code to authorize notice to be sent by regular mail delivery
 - 26.1. Suspend the rules for Ordinance No. 2426
 - 26.2. Passage of Ordinance No. 2426
27. Ordinance No. 2427 - to amend Section 56-51 of the York City Code to authorize notice to be sent by regular mail delivery

27.1. Suspend the rules for Ordinance No. 2427

27.2. Passage of Ordinance No. 2427

28. Ordinance No. 2428 - to amend Section 56-137 of the York City Code to authorize notice as provided in Section 56-1 and to change the period to comply to 14 days

28.1. Suspend the rules for Ordinance No. 2428

28.2. Passage of Ordinance No. 2428

29. Adjournment

What to watch THURSDAY

January 8, 2026

All times Central. Start times can vary based on cable/satellite provider. Confirm times on your on-screen guide.

His & Hers

Netflix ■ New Series
There are two sides to every story, which means someone is always lying. This twisty, psychological thriller is set in the sweltering heat of Atlanta, where Anna (Tessa Thompson) lives as a recluse, fading away from her friends and career as a news anchor. But when she overhears about a murder in Dahlonega — the sleepy town where she grew up — Anna is snapped back to life, pouncing on the case and searching for answers. Detective Jack Harper (Jon Bernthal) is strangely suspicious of her involvement, chasing her into the crosshairs of his own investigation.

CFP Semifinal: Vrbo Fiesta Bowl

ESPN, 6:30 p.m. Live
A berth in the national championship game is on the line in the Vrbo Fiesta Bowl semifinal matchup at State Farm Stadium in Glendale, Arizona.

9-1-1
ABC, 7 p.m. ■ Midseason Premiere
Hen's (Aisha Hinds) attempts at keeping her mysterious health issues private are starting to impact more than just her physical well-being in the midseason premiere "Secrets."

Golden Eve
CBS, 7 p.m.
Sarah Jessica Parker is presented with the Golden Globes' Carol Burnett Award and Dame Helen Mirren receives the Cecil B. DeMille Award in this new hourlong special. *Golden Eve* offers viewers an unprecedented insider's look at the honorees' legacy, personal stories, unforgettable Golden Globes moments and curated career retrospectives.



LINDSAY SIU, NBC

Hell's Kitchen
FOX, 7 p.m.
The culinary competition nears the season finale with the new episodes "Queens of the Kitchen" and "Who's the Boss." The final four chefs are given only 10 minutes and \$25 to grocery shop for their first challenge's dish. Later, they're tasked with making an aesthetically pleasing dish for Gordon Ramsay's social media followers who will help decide which chef survives the challenge.

Law & Order
NBC, 7 p.m. ■ Midseason Premiere
An injured woman's sudden disappearance from the hospital leads to a murder investigation in the midseason premiere "Snowflakes."

9-1-1: Nashville
ABC, 8 p.m. ■ Midseason Premiere
Season 1 of the procedural drama continues with "You've Been Boarded." Nashville

is under siege, and each missed ransom escalates the stakes and descends the city deeper into chaos.

The Valley: Persian Style
Bravo, 8 p.m. ■ New Series
This spinoff of *The Valley* follows a tightknit group of Persian friends who have traded Beverly Hills for suburban life in the Valley. As they juggle marriages, parenthood and thriving careers, cracks in their relationships — both between lovers and friends — begin to emerge.

Law & Order: Special Victims Unit
NBC, 8 p.m. ■ Midseason Premiere
Season 27 resumes with "Purity," in which the hunt for a murder suspect uncovers a crime with shocking legal and ethical implications.

Grey's Anatomy
ABC, 9 p.m. ■ Midseason Premiere
Season 22 of the medical drama continues with the winter premiere "Skyfall."

The Hunting Party
NBC, 9 p.m. ■ Midseason Premiere
The high-concept crime procedural about a small team of investigators led by former FBI profiler Rebecca "Bex" Henderson (Melissa Roxburgh) assigned to track down some of the most dangerous fugitives is back for Season 2. This season's guest stars include Eric McCormack, Finnigan McCormack, Kelsey Grammer, Niecy Nash-Betts, Elizabeth Gillies and Jefferson White.

CATCH A CLASSIC

Star of the Month: Jean Arthur

TCM, beginning at 7 p.m.

Turner Classic Movies' Thursday night salute to the froggy-voiced Jean Arthur (pictured) continues tonight. The Academy Award nominee was known for several comedies in the 1930s and 1940s, a few of which start the evening, including 1937's **Easy Living** and the more darker buddy comedy **History is Made at Night**. Immediately following is Arthur's breakthrough role: at age 34, she starred in John Ford's **The Whole Town's Talking** (1935), a gang-



COLUMBIA PICTURES

ster farce where she portrayed a coworker of Edward G. Robinson, who appears in dual roles as a mild-mannered clerk and the gangster he closely resembles. Her film marathon continues late into the evening with **Too Many Husbands** (1940) and **Public Hero No. 1** (1935).

MOVIES YOU'LL LOVE



20TH CENTURY FOX

- Bad Boys for Life** (2020, Action) Will Smith, Martin Lawrence **FX, 4:30 p.m.**
- The Princess Diaries** (2001, Children) Julie Andrews, Anne Hathaway **Freeform, 4:50 p.m.**
- Indiana Jones and the Raiders of the Lost Ark** (1981, Adventure) Harrison Ford, Karen Allen **SHO, 5 p.m.**
- Fatherhood** (2021, Comedy-drama) Kevin Hart, Alfre Woodard **BET, 6 p.m.**
- The Replacements** (2000, Comedy) Keanu Reeves, Gene Hackman **AMC, 6 p.m.**
- Billy & Molly: An Otter Love Story** (2024, Documentary) Billy Mail, Susan Mail **NGC, 6:13 p.m.**
- Gone in 60 Seconds** (2000, Action) Nicolas Cage, Angelina Jolie **FX, 7 p.m.**
- The Stepdaughter** (2024, Suspense) Annie Ilonzhé, Blue Kimble **LMN, 7 p.m.**
- Zero Dark Thirty** (2012, Drama) Jessica Chastain, Jason Clarke **Paramount, 8 p.m.**
- Rocky V** (1990, Drama) Sylvester Stallone, Talia Shire **BBC America, 8:30 p.m.**
- My Cousin Vinny** (1992, Comedy) Joe Pesci, Marisa Tomei **AMC, 8:45 p.m.**
- Ford v Ferrari** (2019, Historical drama) Matt Damon, Christian Bale **FX, 9:30 p.m.**

From the editors of TV Weekly and tvinsider.com



98+

Pages of daily TV programming

Plan Your TV Time with TV Weekly

1-855-524-6304 | www.tvweekly.com/bestof

ORDER NOW LESS THAN \$1/wk

Trump voters back action in Venezuela

JESSE BEDAYN, MIKE CATALINI, MIKE HOUSEHOLDER, SOPHIE BATES, OBED LAMY, AND CALVIN WOODWARD
Associated Press

It's been only days since an audacious U.S. raid snatched Nicolás Maduro from a Venezuelan military base and sped him to a Brooklyn prison, yet Detroit-area Trump supporter Aaron Tobin can already see it all playing out on the big screen. It'll be the subject of movies for years to come, he predicts. "I am thrilled." Plenty of others who voted for President Donald Trump and spoke to The Associated Press about the raid are applauding, too — at least for now.

The seizure of Venezuela's authoritarian leader and his wife has forced another reckoning on the "Make America Great Again" coalition, already rocked by the Trump administration's handling of the Jeffrey Epstein files and strained by rising health insurance premiums and the cost of living. Trump promised his voters that "America First" would stand against more foreign entanglements. Instead, he intervened with force and without congressional approval in a new frontier, a South American capital so far from Washington that Google Maps says it "can't seem to find a way there." The geopolitical action film that Tobin sees in his mind is only at its opening scene, before all the complexities of uprooting a foreign government by a U.S. president's fiat come rushing in. U.S. forces entered and exited swiftly. But what happens next? Early on, the pushback from congressional Republicans and Trump's core constituencies was guarded. Against that backdrop,



MIKE HOUSEHOLDER, ASSOCIATED PRESS

Aaron Tobin, a supporter of President Donald Trump, listens to a question during an interview Monday in Bloomfield Hills, Mich.

Trump voters interviewed by AP journalists around the country praised the operation and expressed faith in Trump's course. But not always limitless faith. "I support him so far," Paul Bonner, 67, said while browsing at a Trump merchandise store in Bensalem, Pennsylvania. "Until he messes up, I support him." Trump's apparent willingness to stay involved in Venezuela and his intensifying rhetoric about expanding U.S. power elsewhere in the hemisphere are making some of his die-hard supporters nervous. Not all of them are reaching for the popcorn yet. Chase Lewis, 24, of Philadelphia, Mississippi, said he isn't sure whether he supports the raid. "It's good that they're finally freed from that dictatorship," he said of Venezuelans, "but I don't know what it's going to cost us." He added: "I don't want my friends that are serving

right now to be dragged into a war because we went and stuck our nose in Venezuela's business." He noted that Trump campaigned against starting new wars. "Depending on how you look at it," he said, "this was an act of war." To Trump voter Travis Garcia, leaning against his red pickup truck on a chilly evening in Castle Rock, Colorado, it's a slam-dunk. "Of course I'm going to be happy that they captured a dictator that's constantly sending drugs our way," he said, "If we're not gonna do it, who's gonna do it?" The 45-year-old, who works in remodeling, said the operation reinforces Trump's stature as "a powerful man who follows through on his word and isn't going to be shy and timid and let other countries run the rules." Mary Lussier, 48, a flight attendant from Larkspur, was so amazed by the success of the mission in Venezuela that she would be OK with more such operations.

Fewer bad leaders "would make the world a little bit lesser of a bad place." Still, Lussier wouldn't want U.S. soldiers stuck in a prolonged conflict, and much of her admiration for the operation hinged less on the possible benefits to the U.S. than on the efficiency and bravado of the raiders. Outside a Safeway grocery store in Castle Rock, Patrick McCans, 66, said delicately that Trump's intervention was "a little contrary to what he campaigned on." "I would like to see more of a diplomatic way of making change," said the retired engineer. Still, he said, pondering for a moment, "I think in this case it might have been warranted." The Colorado Trump supporters interviewed by AP all applauded the military operation's smoothness and "class," as one described it. But that support could waver if the U.S. gets into a longer conflict, which none of them would support.

At the Golden Dawn Diner in Levittown, Pennsylvania, Ron Soto, 88, expressed unreserved faith in the president's ability to manage what comes next. Maduro is an "awful man," said the retired tractor-trailer driver. But should U.S. forces go into other countries, too, like Cuba? "I don't think they'll have to," he said. "Because he (Trump) put the fear in them." In Bensalem, retired firefighter Kevin Carey, 62, pronounced himself supportive of what Trump did but aware of the risks. "I wouldn't say thrilled but I'm cautiously optimistic," he said. Carey recalled the seizing of U.S. hostages by Iranian revolutionaries in 1979 as an indication of what might happen if the conflict escalates. But "he'll take all actions to avoid that, I believe," he said of Trump. On any further foreign intervention, Carey broke out laughing when he said: "He wants Greenland to be part of America!" Exiting a Walmart in Martinsville, Indiana, Mark Edward Miller, 75, from nearby Mooresville, said the only thing that surprised him about Trump's intervention was that word of it did not leak in advance. The consistent Trump voter is a retired aircraft maintenance specialist in the Air Force. "I don't feel like he's actually taken over a country," Miller said. "I believe that he's doing exactly what our country should be doing — supporting, especially in our hemisphere, governments that are friendly with us" and challenging those that are hostile. Tobin, the man in Michigan who sees a cinematic future for the raid, not only approved of the operation but wants more.

"Especially if they were as successful as this last one where we didn't lose any troops, we didn't lose any planes or ships," he said. His takeaway: "President Trump does not speak idly. If he says he's going to do something, he does something."

LEGAL NOTICES

Legals

NOTICE OF MEETING
Notice is hereby given that a meeting of the City Council of the City of York, Nebraska, will be held at 5:30 o'clock p.m. on Thursday, January 15, 2026 in the Council Chambers, York Municipal Building, 100 East 4th Street, which meeting will be open to the attendance of the public. An agenda of such meeting, kept continuously current, is available for public inspection at the office of the City Clerk. Individuals requiring physical or sensory accommodations should contact the City Clerk at 402-363-2600. Requests need to be made by 5:00 p.m. on the Friday prior to the meeting.

Amanda Ring, City Clerk
January 8, 2026
COL-NE-1600827 ZNEZ

CITY OF YORK NOTICE OF OPEN HOUSE

Notice is hereby given that an OPEN HOUSE will be held for purpose of public input on the updated comprehensive plan for the City of York, Nebraska, from 5 – 7 p.m. on Thursday, January 22, 2026 in the Council Chambers, York Municipal Building, 100 East 4th Street. A quorum of the York Comprehensive Planning Steering Committee may be present.

Amanda Ring, City Clerk
January 8, 15, 2026
COL-NE-1600925 ZNEZ

NOTICE OF PUBLIC MEETING
The Upper Big Blue Natural Resources District will hold the Board of Directors meeting on Thursday, January 15, 2026, at 1:30 p.m. in the NRD Administrative Office Building, 319 East 25th Street, York, Nebraska. The agenda, which is kept continually current, shall be readily available for public inspection at the same address, during normal business hours.
January 8, 2026
COL-NE-1600958 ZNEZ

REGULAR MEETING
CITY COUNCIL – YORK, NEBRASKA
December 18, 2025
5:30 PM

A meeting of the Mayor and City Council of the City of York, Nebraska, was convened in open and public session at 5:30 o'clock p.m. in the Council Chambers.

The Mayor announced that the Open Meetings Act was posted on the East Wall of the Council Chambers.

Notice of this meeting was given in advance thereof by publication in the York News Times on December 11, 2025, the City's designated method for giving notice, a copy of the proof of publication being attached to these minutes. Notice of this meeting was given to the Mayor and all members of the City Council and a copy of their acknowledgment and receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in advance notice to the Mayor and City Council for this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Oath of Office to Doreen Lopez

The City Clerk administered the Oath of Office to Doreen Lopez, whereupon she signed her Oath of Office and Bond and was seated as an Official of the Governing Body of the City of York.

Mayor: Barry Redfern: Present. Councilmembers: Doreen Lopez: Present, Jeff McGregor: Present, Tony North: Present, Jeff Pieper: Present, Stephen Postier: Present, Jennifer Sheppard: Present, Scott Van Esch: Present, Jerry Wilkinson: Present. The following City Officials were present: City Administrator Dr. Sue Crawford, Police Chief Edward Tjaden, Public Works Director James Paul, Fire Chief Tony Bestwick, Planning Director Dan Aude, Human Resource Director Denise Pfeifer and City Clerk Amanda Ring.

Minutes

Motion to approve the minutes of the December 4, 2025 meeting. Ayes with a motion by Stephen Postier and a second by Jennifer Sheppard. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Claims of Elected Officials

Motion to approve the claim for Tony North of North Printing and Office Supply in the amount of \$551.58. Ayes with a motion by Jerry Wilkinson and a second by Stephen Postier. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Abstain (With Conflict), Jennifer Sheppard: Yea, Stephen Postier: Yea.

Motion to approve the claim for Jeff Pieper of Pieper's Inc. in the amount of \$2,109.55. Ayes with a motion by Jerry Wilkinson and a second by Stephen Postier. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Abstain (With Conflict), Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Claims

Motion to approve the claims for December 5, 2025 through December 18, 2025. Ayes with a motion by Jerry Wilkinson and a second by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Department Activities Reports for November 2025

Motion to approve the departmental activities reports for the month of November 2025. Ayes with a motion by Tony North and a second by Scott Van Esch. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Preliminary Cash Balances for September 2025

Motion to approve the preliminary cash balances for the month of September 2025. Ayes with a motion by Jeff Pieper and a second by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

City Administrator Report

Dr. Crawford referenced the Strategic Planning and Mayoral 2025 Goals document that was attached to the agenda. It highlights goals identified through the strategic planning meeting, mayor and department head goals that have been completed in this calendar year. She stated she was very proud of all the hard work that went into completing these goals. She thanked Lisa Hurley and the York County Development Corporation for their collaboration on some of these projects. It was also shared that Cindy Pettygrove processed 8,256 claims in the last year for the City. She thanked Cindy, Pellie and the Finance Committee for their diligence in keeping track of the expenses.

Transfer of funds from York Housing & Development Corporation

Dr. Crawford explained these funds are allowed to be transferred to another program for housing-related purposes or otherwise turned back to a regional pool within the state. Lisa Hurley with YCDC shared that these funds will be utilized for rural workforce housing. There is an application process and two sets of guidelines to follow for this type of housing fund. Funds will be utilized county-wide, not specific to the City of York.

Motion to approve the transferring of funds previously used for York Housing and Development Corporation to the York County Development Corporation for housing purposes, in the amount of \$39,955.50, plus accumulated interest, effective December 31, 2025. Ayes with a motion by Jeff Pieper and a second by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Maintenance Agreement No. 25 for 2026

James shared this was a continuation from the original agreement in 2022. It states the city does surface maintenance and the state does snow removal for 9.16 lane miles identified in the agreement, then shows the amount due to the City for the difference in amounts due to each respective entity.

Motion to approve the Agreement Renewal for the Maintenance Agreement No. 25 between the Nebraska Department of Transportation and the City of York for January 1, 2026 through December 31, 2026. Ayes with a motion by Scott Van Esch and a second by Tony North. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Annual Physicals for Fire Dept – Front Line Mobile Health PLCC

Tony shared this is a project he has been working on for some time for his department. The physicals they contracted for locally were not up to the standard desired. This company was suggested by the League and Fire Chiefs Association. The employees will have to drive to Columbus for the annual testing.

Motion to approve the agreement between Front Line Mobile Health PLCC and the York Fire Department for health and wellness testing, not to exceed \$950 per test, effective through September 30, 2026. Ayes with a motion by Jerry Wilkinson and a second by Jeff Pieper. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Public Hearing for a Special Use Permit

The Mayor declared this was the time and place for a public hearing on a special use permit filed by PCRV Haven LLC for a storage facility with future sales and service at Lot 2, Staehrway Business Park, City of York, zoned C-3 Highway Commercial District. Brock Manley, 1413 Birch Street, Aurora, Nebraska, shared details on the project. It is being designed to house large RV/semi-sized equipment. The buildings will be steel structures with roll-up doors. TIF financing was mentioned for this project. He anticipates the museum building will be kept for a retail space with plans to expand and repair the space. The residence is anticipated to stay for future employee purposes. The lot is 5.09 acres. There was discussion of storm water retention/re-use plans for non-potable water use. Dan stated the property is currently Lee's Marble Museum and the planning commission recommended this special use permit. The special use permit will be assigned to PCRV Haven LLC and the conceptual plan will be approved when the building permit is issued. There was no other public comment.

Motion to approve the special use permit filed by PCRV Haven LLC for a storage facility with future sales and service at Lot 2, Staehrway Business Park, City of York, zoned 'C-3' Highway Commercial District. Ayes with a motion by Jerry Wilkinson and a second by Jennifer Sheppard. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Mayor Appointments

Motion to approve the appointment of Councilmember Lopez to the Finance Committee and Insurance and Benefits Committee. Ayes with a motion by Scott Van Esch and a second by Jeff Pieper. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Abstain (With Conflict), Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

The Mayor thanked Jean Gardner for her time spent serving on the York Housing Authority Board.

Motion to approve the appointment of Chandra Berlin to the York Housing Authority for a term expiring November 1, 2030. Ayes with a motion by Stephen Postier and a second by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Motion to approve the reappointment of Michael Runge and Richard McDougall to the Planning Commission for a term expiring January 1, 2029. Ayes with a motion by Jeff Pieper and a second by Tony North. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

The Mayor thanked Ben Northrop for his service on the Planning Commission.

Motion to approve the appointment of Jordan Dickson to the Planning Commission for a term expiring January 1, 2029. Ayes with a motion by Jeff McGregor and a second by Scott Van Esch. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Motion to approve the reappointment of Jennifer Sheppard and Ben Royal to the Park and Recreation Advisory Board for a term expiring January 1, 2029. Ayes with a motion by Jeff Pieper and a second by Jerry Wilkinson. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Abstain (With Conflict), Stephen Postier: Yea.

The Mayor thanked Nicky Eimermann and Vicki Northrop for their service on the Park and Recreation Advisory Board.

Motion to approve the appointment of Doreen Lopez and Paul Jaekel to the Park and Recreation Advisory Board for a term expiring January 1, 2029. Ayes with a motion by Stephen Postier and a second by Jeff Pieper. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Abstain (With Conflict), Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Motion to approve the reappointment of Sheldon Sandall to the Public Works Advisory Board for a term expiring June 1, 2028. Ayes with a motion by Jerry Wilkinson and a second by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

The Mayor thanked Vicki Northrop for her time serving on the Anna Bemis Palmer Museum Advisory Board.

Motion to approve the appointment of Doreen Lopez to the Anna Bemis Palmer Museum Advisory Board. Ayes with a motion by Jeff Pieper and a second by Tony North. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Abstain (With Conflict), Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Resolution 2025-30 – Personnel Manual Update

Denise shared that her and Sue have spent a lot of time working on the personnel manual. It has been approximately four years since there has been a full review. In the process, the city contracted with Zelle to review and format the new handbook. The revised manual was presented to the insurance and benefits committee. Chesney Ksionzek, Zelle HR Project Manager, 5825 S. 14th Street, Lincoln, Nebraska, stated that she met with Sue and Denise to review changes made and then met with department heads to review and answer any questions and update the manual further. She was available to answer any questions of the Council.

Motion to approve resolution 2025-30 to update the personnel manual for the employees of the City of York, effective January 26, 2026. Ayes with a motion by Jeff McGregor and a second by Tony North. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

RESOLUTION NO 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YORK, NEBRASKA, TO UPDATE THE PERSONNEL MANUAL FOR THE EMPLOYEES OF THE CITY OF YORK.

WHEREAS, the Mayor and Council of the City of York, Nebraska, have previously adopted and revised a Personnel Manual for the employees of the City of York, and,

WHEREAS, the Personnel Manual is periodically updated as needed to reflect the current policies of the City affecting its employees,

WHEREAS, the Mayor and Council of the City of York, Nebraska, desire to adopt an updated Personnel Manual replacing all previously adopted and revised versions,

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of York as follows:

Section 1. That the Personnel Manual of the City of York, Nebraska, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted, effective January 26, 2026, as the City's personnel manual and shall be applicable to all employees, appointed and elected city officials unless preempted by state or federal law or in conflict with an existing employment contract or collective bargaining agreement.

Section 2. That any and all previously adopted or revised versions of the personnel manual for the City of York, Nebraska shall be repealed.

Section 3. That the original of such Personnel Manual shall be maintained in the office of the Human Resource Director, and copies to be made available to all employees of the City.

Passed and approved this 18th day of December, 2025.


Barry Redfern, Mayor

Attest:


Amanda Ring, City Clerk



EXHIBIT A



City of York
Personnel Manual

Effective January 26, 2026

Table of Contents

Section 1: Introduction	5
1.0 Adoption of Rules	5
1.1 Amendment of Rules	5
1.2 Department Regulations	5
1.3 Availability of Rules	5
1.4 Duty to Update	5
1.5 Nebraska Statutes	5
1.6 Application of Rules and Regulations	5
Section 2: Employment Policies and Rights	6
2.0 Code of Ethics	6
2.1 Equal Opportunity Employer	6
2.2 Harassment, Discrimination, Sexual Harassment, and Offensive Conduct	7
2.3 Reporting Harassment, Discrimination, Sexual Harassment, and/or Offensive Conduct	8
2.4 Workplace Accommodations	8
2.5 Employee Protection Policy	10
2.6 Grievance Procedure	10
2.7 Nursing Mothers Policy	11
Section 3: Employment Relationship	12
3.0 At-Will Employment	12
3.1 Job Descriptions	12
3.2 Employment Applications	12
3.3 Introductory Period	12
3.4 Employment Testing	13
3.5 Personnel File and Information Changes	13
3.6 Performance Appraisals	14
3.7 Progressive Disciplinary Process	14
3.8 Separation of Employment	14
3.9 Personal Relationships at Work	15
3.10 Employment of Relatives	15
3.11 Conflicts of Interest	16
3.12 Non-Solicitation and Distribution	16
3.13 Political Activity	16
3.14 Secondary Occupations	16
Section 4: Employment Classification, Hour, and Wage Policies	17
4.0 Classification of Employment	17

4.1 Attendance and Punctuality	17
4.2 Meal and Rest Breaks	18
4.3 Pay Period and Payroll Deductions	18
4.4 Work Schedules	18
4.5 Recording Work Time	18
4.6 Overtime Pay	19
4.7 Compensatory Time	19
4.8 Complaint Procedure Regarding Deductions/Overtime Eligibility	19
Section 5: Rules of Conduct	21
5.0 Technology Device Usage	21
5.1 IT Security Policy	22
5.2 Social Media Policy	23
5.3 Defamation of the City	24
5.4 Property and Equipment	24
5.5 Work-Related Social Events	25
5.6 Remote Work Policy	25
5.7 Smoking and Tobacco Use	25
Section 6: Employee Benefits	26
6.0 Benefit Programs are Subject to Change	26
6.1 Group Insurances	26
6.2 Retirement Benefits	26
6.3 Longevity Pay	26
Section 7: Leave Policies	27
7.0 Vacation Leave	27
7.1 Sick Leave	27
7.2 Holidays	28
7.3 Family and Medical Leave Act (FMLA)	29
7.4 Leave of Absence	32
7.5 Parental Leave	32
7.6 Military Leave	33
7.7 Bereavement Leave	33
7.8 Court and/or Jury Duty	34
7.9 Voting Leave	34
Section 8: Standards and Expectations	35
8.0 Dress Code	35
8.1 Gifts, Gratuities, and Business Courtesies	35

8.2 Reporting Criminal Activity	35
8.3 Business Travel.....	35
Section 9: Health, Safety, and Security Policies	37
9.0 Workplace Accidents and Injuries.....	37
9.1 Worker’s Compensation	37
9.2 Return to Work After a Workplace Accident or Injury.....	37
9.3 Drug and Alcohol-Free Workplace.....	37
9.4 Workplace Violence Prevention Policy.....	38
9.5 No Weapons Policy	39
9.6 Inclement Weather	39
Section 10: Handbook Receipt, Acknowledgement, and Consent	40

Section 1: Introduction

1.0 Adoption of Rules

These rules shall become effective when adopted by the York City Council (Council). Upon adoption, the rules shall supersede any and all previous versions of this personnel manual.

1.1 Amendment of Rules

Suggestions for amendments to these rules are welcome at any time from any City of York ("City") employee and should be submitted in writing to the Human Resource Director. Amendments to these rules shall be in effect upon approval of the Council.

1.2 Department Regulations

1.2a A department head may establish such supplemental personnel regulations as are deemed necessary for efficient and orderly administration and for maintaining the proper discipline, conduct and behavior of departmental employees.

1.2b All supplemental regulations shall be subject to the approval of the City Administrator, and a copy shall be made available to each employee of the department. City Administrator approval of department regulations will require that department regulations remain overall consistent with personnel policies adopted by the City Council and collective bargaining agreements where applicable. The City Administrator may request council approval for department regulations that they determine are not sufficiently consistent with these approved personnel policies.

1.3 Availability of Rules

1.3a Copies of these regulations shall be issued to all employees as part of new hire orientation. A current copy will be on file in the Human Resource Director's office.

1.3b Other employees who wish to examine these personnel regulations shall have a copy made available to them upon request to their immediate supervisor or HR Director.

1.4 Duty to Update

Holders of copies of the rules shall be responsible for keeping their copies up to date by inserting revisions and additions as the Human Resource Director issues them.

1.5 Nebraska Statutes

The provisions of this policy manual shall be followed except where these provisions are in conflict with existing and current Nebraska Statutes. All full-time paid sworn-in Police and Fire Department personnel are under the jurisdiction of the York Civil Service Commission. The Commission is charged with the responsibility of recommending the appointment, promotion, transfer, suspension, or discharge of Police and Fire Department personnel. All appointments to and promotions within these departments shall be made solely on merit, efficiency, and fitness determined by open competitive examinations and impartial investigations. In such instances where a conflict exists, the current statutes shall take precedence over the provisions of this policy manual.

1.6 Application of Rules and Regulations

The provisions of the City of York Personnel Rules and Regulations shall apply to all employees of the City of York. The provisions shall not apply to any elected officials of the City of York. Civil Service Regulations and collective bargaining agreements take precedence if they conflict with provisions in the City of York Personnel Manual.

Section 2: Employment Policies and Rights

2.0 Code of Ethics

The City of York expects all employees to maintain the highest standards of ethical conduct in their work. As representatives of the city, employees must always act in a manner that strengthens public confidence and supports the mission of local government.

The following ethical standards apply to all City employees regardless of position, department, or length of service.

2.0a Public Service

Employees are expected to place the interests of the community above personal interests and to serve the public with fairness, respect, and dedication.

2.0b Integrity and Honesty

Employees must be truthful and transparent in all communications, avoid misrepresentation, and accept responsibility for their actions and decisions.

2.0c Fairness and Impartiality

Employees shall not grant special treatment, privileges, or advantages to any individual or group. All members of the public and co-workers must be treated with dignity and respect.

2.0d Use of City Resources

City equipment, facilities, funds, and time must be used only for official city business. Personal use of city resources is prohibited unless specifically authorized by policy.

2.0e Conflicts of Interest

Employees must avoid activities or relationships that create, or appear to create, a conflict between personal interests and official responsibilities. Potential conflicts must be disclosed to a supervisor immediately.

2.0f Professional Conduct

Employees are expected to maintain a professional work environment. Harassment, discrimination, or disrespectful behavior will not be tolerated.

2.0g Confidentiality

Employees must protect confidential and sensitive information obtained through their work and may not release such information unless authorized by law or city policy.

2.0h Compliance with Laws and Policies

Employees must follow all applicable federal, state, and local laws, as well as City of York ordinances, rules and procedures.

2.0i Commitment to Quality Service

Employees are encouraged to pursue excellence in job performance, continuous improvement, and positive representation of the City of York in all interactions.

All employees are responsible for understanding and following this Code of Ethics. Questions about ethical standards should be directed to a supervisor or the Human Resources Department.

2.1 Equal Opportunity Employer

The City of York is an equal opportunity employer and aims to provide equal opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, sex (including pregnancy), disability, marital status, or any other basis protected or recognized by applicable federal, state, or local law. This applies to hiring and promotion (e.g., classification, recruitment, selection); compensation (pay and benefits); discipline (including termination); and other terms, conditions, and privileges of employment (e.g., training and development, relationships and associations, accommodation of disabilities and religious beliefs, freedom from workplace harassment). It is the City's policy to select the most qualified person for each position with the City, whether that is a new hire, a transfer to another position, or a promotion. Nothing in this policy shall require the City to act in a manner contrary to federal, state, or local law.

2.2 Harassment, Discrimination, Sexual Harassment, and Offensive Conduct

The City of York is committed to providing a work environment free of harassment and discrimination. All forms of harassment or discrimination directed to or suffered by any employee based on race, color, national origin, religion, sex (including pregnancy), disability, marital status, or any other basis protected or recognized by applicable federal, state, or local law is prohibited. In addition, the City will protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

Each employee has the right to work in a professional environment that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Statements or actions employees make regarding fellow employees, whether done jokingly or otherwise, may create feelings of ill will and interfere with productivity. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

In general, statements, slurs, jokes, and other verbal or physical conduct relating to any of the protected classes, characteristics, or bases listed above, constitute unlawful harassment. Such conduct is strictly prohibited. Prohibited conduct may include, but is not limited to the following:

- Epithets, racial “jokes”, slurs or negative stereotypes, intimidating or hostile acts based upon protective classification, and/or written or graphic material that belittles or shows hostility or aversion to persons of a protected class that is posted or circulated on City property.
- Verbal harassment and unwelcome discussions relating to or motivated by a person’s protected characteristic or class.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates, especially when submission to such conduct is a condition of employment, or when submission or rejection of such conduct is used as a basis for employment decisions affecting the individual.
- Unwelcome or unwanted sexual advances, such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, sexual flirtations, or any other similar contact.
- Using coercive sexual behavior to control or affect the career, salary, or performance review of another employee.
- Verbal harassment or unwelcome kidding of a sexual nature, such as telling “dirty” jokes and comments about body parts, appearance, or clothing, where such comments go beyond mere courtesy or are unwelcome.
- Making threats of retaliation a term or condition of employment (explicitly or implicitly).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal, physical, or visual forms of conduct of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as a basis for employment decisions or when the conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment does not have to involve conduct of a sexual nature in order to constitute improper behavior. For example, abusive, offensive, or demeaning behavior that is directed to members of one gender only (whether male or female) may be deemed a form of sexual harassment, even though the conduct was not motivated by sexual desire or gratification. In addition, harassment of a male by another male, or a female by another female also constitutes a form of sex discrimination. Likewise, disparate treatment motivated by any other protected characteristic is discrimination and will not be tolerated.

If there are questions about whether conduct is permissible under this policy, employees should refrain from conduct. Any person found to be engaging in any type of discrimination or harassment may be subject to disciplinary action, up to and including termination of employment.

Any employee with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring issues to the City's attention by immediately reporting concerns or conduct to their immediate supervisor, Department Head, or Human Resources Director.

2.3 Reporting Harassment, Discrimination, Sexual Harassment, and/or Offensive Conduct

All employees of the City have a responsibility to promote equal employment opportunities, and the City expects everyone to share this commitment. If an employee believes they have been subjected to any form of discrimination, harassment, sexual harassment, and/or offensive conduct, the employee must take the following action immediately:

Step 1: Ask the offending party to stop, unless confronting the offending party would be uncomfortable or place the employee in danger, and;

Step 2: Report the complaint to the employee's immediate supervisor. If the employee's immediate supervisor is unavailable or if the immediate supervisor is the person responsible for the discrimination, harassment, sexual harassment, or offensive conduct, or if the employee believes it would be inappropriate to contact the immediate supervisor or would feel uncomfortable doing so, the employee must immediately report the complaint to the HR Director or City Administrator.

Note that the complaint must be reported in accordance with Step 2, even if the offending party is asked to stop. The City will not know of the discrimination, harassment, sexual harassment, or offensive conduct unless it is reported, and the City cannot correct it if the City does not know about it.

If an employee has reason to believe someone else has been subjected to discrimination, harassment, sexual harassment, or offensive conduct, the employee must report the conduct in accordance with Step 2 above.

The City takes all discrimination and harassment complaints seriously and will immediately investigate any concerns and/or complaints. The City will take appropriate disciplinary action under the circumstances after completion of an investigation, including but not limited to separation from employment. The City will maintain confidentiality of all complaints to the extent possible when conducting an investigation.

Employees can raise concerns and make reports without fear of retaliation. The City prohibits retaliation against any individual who reports discrimination, harassment, sexual harassment, or participates in an investigation of such reports. If an employee feels they have been retaliated against, report such conduct to the HR Director, immediately.

2.4 Workplace Accommodations

2.4a General Provisions

The City complies with all applicable federal, state, and local fair employment practices law and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the City will provide reasonable accommodations to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the City.

If an employee requires an accommodation because of a disability, it is the employee's responsibility to notify the Human Resources Director. Employees may be asked to provide a medical certification from the employee's doctor including relevant information such as: (1) confirmation the employee has a medical condition requiring an accommodation; (2) a description of the proposed accommodation; (3) the reason the employee needs an accommodation; (4) how the accommodation will help the employee perform the essential functions of their job; and (5) how long the employee may need the accommodation.

After receiving the request and/or medical certification, the City will engage in an interactive process with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could allow the employee to perform the essential functions of their job. All medical information received by the City in connection with a request for accommodation will be treated as confidential and only shared with those within the City who have a business necessity to know and only to the extent necessary.

The City encourages employees to suggest specific reasonable accommodations that the employee believes would allow them to perform their job. However, the City is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the City.

An approved accommodation may be reevaluated at any time, at the discretion of the City. If an approved accommodation becomes substantial or disruptive to the operations of the City, a new interactive process will be initiated.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other City provided leave where permitted by applicable state and federal law.

The City does not discriminate or tolerate retaliation based upon an employee's pregnancy, childbirth and/or related medical condition, a request for an accommodation and/or for participating in rights afforded by applicable state or federal pregnancy discrimination or accommodation law.

2.4b Pregnant Workers Fairness Act

In addition, the City provides reasonable accommodations to qualified employees and applicants who have known limitations, a physical or mental condition related to, affect by, or arising out of pregnancy, childbirth and/or related medical conditions unless doing so poses an undue hardship. A qualified employee is one that can perform their essential job functions, the inability to perform essential functions is for a temporary period, the employee can perform the essential function(s) in the near future, and the inability to perform essential functions can be easily accommodated. Examples of accommodations related to pregnancy, childbirth, and related conditions include but are not limited to: the ability to sit or drink water; receive closer parking; have flexible hours; receive appropriately sized work attire and/or safety apparel; receive additional break time to use the bathroom, eat, and rest; take leave or time off to recover from childbirth; and be excused from strenuous activities and/or activities that involve exposure to compounds not safe for pregnancy. Consistent with this commitment, the City will provide reasonable accommodations to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the City.

2.4c Religious Accommodations

The City respects the sincerely held religious beliefs, practices, and/or observances of all employees and will make, on request and in accordance with applicable laws, an accommodation for such beliefs, practices, and/or observances when a reasonable accommodation is available that does not create an undue hardship on the operation of the City.

Requesting a Religious Accommodation

An employee whose religious beliefs, practices, and/or observances conflict with their job, work schedule, or with the City's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to the Director of Human Resources. The written request must include the type of religious conflict that exists and the employee's suggested accommodation.

Providing a Religious Accommodation

The Director of Human Resources will evaluate the request considering whether a conflict exists due to a sincerely held religious belief, practice, and/or observance and whether an accommodation is available that is reasonable and that would not create an undue hardship on the operation of the City. An accommodation may include, but is not limited to, a change in job, using paid leave or leave without pay, or allowing a modification to the dress and appearance code that does not affect safety requirements.

The Director of Human Resources and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the Director of Human Resources will implement the decision. An employee who is dissatisfied with the final determination may appeal the decision, in writing, to the City Administrator.

Confidentiality

All requests for religious accommodations will be handled with sensitivity and confidentiality, shared only with those involved in the review and implementation process.

Non-Retaliation

Retaliation against employees who request or receive a religious accommodation is strictly prohibited and may result in disciplinary action.

2.5 Employee Protection Policy

If any employee reasonably believes some policy, practice, or activity of the City, or of a city employee, is in violation of law, or city policy, a written complaint must be filed by that employee with the Human Resources Director.

Anyone filing a complaint or concern must do so in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

All employees are protected from victimization, harassment, or disciplinary action because of any disclosure, where the disclosure is made in good faith and is not made maliciously or for personal gain. All complaints will be kept as anonymous as possible, though in some situations it may not be possible.

If at any point in time an employee is not satisfied with the resolution of or response to their complaint, or if the complaint is not resolved in a timely manner, the employee should bring the matter to the attention of the City Administrator. If the City Administrator is unavailable or the complaint is about the City Administrator, the employee may go to the Mayor.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the City.

2.6 Grievance Procedure

2.6a Initiation of Grievance

An employee shall present a grievance in the form of a signed letter to the department head as soon as possible but no later than 10 business days after the action which gives rise to the grievance. The letter must state the pertinent facts relating to the cause of the complaint being filed. The department head shall then meet with the employee to discuss the grievance and shall respond with a decision, in writing, as soon as possible but within 10 business days. If possible, the grievance should be settled at this level.

2.6b First Appeal

When a grievance is presented, the burden of proof rests on the appealing employee to show that the action complained of constitutes unfair treatment. If a grievance is not settled to the satisfaction of the employee by the department head, the employee may present the grievance to the City Administrator in the form of a signed letter,

as soon as possible but no later than 10 business days of the receipt of the decision of the employee's department head. The grievance shall then be discussed by the employee, the department head, and the City Administrator in an attempt to resolve the matter. The City Administrator shall notify the employee, in writing, of the decision as soon as possible but within 10 business days of the receipt of the grievance.

2.6c Appeal to the City Personnel Board

An employee shall have the right to request an appeal of the City Administrator's decision to the City Personnel board no later than 10 days after receiving the City Administrator's decision. The request for an appeal must be filed with the HR director in writing. The Personnel Board will conduct a hearing on the employee's grievance and render a decision in writing, which decision shall be binding upon the appointment authority. The employee may be represented by anyone of the employee's choice. The Personnel Board has the power to administer oaths, subpoena witnesses and compel the production of pertinent records and books.

2.6d Failure to Act in Time Specified

Failure to present a grievance within the time period specified shall void the grievance and shall bar any further consideration of the grievance. Failure to appeal a grievance to the next step within the time specified shall act to settle the grievance and all further appeals shall be barred. Failure to answer within the time allowed shall allow the person filing the grievance to appeal to the next step.

2.6e Other Grievance Meetings

None of the above precludes the possibility of meeting at any step of the grievance procedure among the parties involved to discuss and attempt to settle the issues involved.

2.6f Copies of Grievances

Copies of the grievance and the answers thereto at all steps in the procedure outlined above shall be submitted to the City Administrator as they occur.

2.6g Right to be Represented

If an employee is called upon to give oral testimony on his or her grievance, said employee shall have the right to be represented by any person of their choice if the employee so desires.

2.6h Fire and Police Departments Grievances

The grievance procedure of the Fire and Police Department shall be established by the Civil Service Commission. Any grievances not under the jurisdiction of the Civil Service Commission may be appealed to the City Personnel Board.

2.7 Nursing Mothers Policy

The City provides reasonable paid break time for an employee to express breast milk for a nursing child for up to one (1) year after a child's birth each time such employee has need to express milk. A location at the office, other than a restroom, that provides functionality, privacy, and freedom from intrusion from others will be provided upon request. An employee will be completely relieved from duty during the break time. The break will be unpaid unless taken during regular paid break times or if the employee performs work while pumping. To request such a break and/or space, please contact the Human Resources Director. No employee will be subject to retaliation for requesting or utilizing break time for pumping breast milk.

Section 3: Employment Relationship

3.0 At-Will Employment

Unless otherwise altered by written agreement signed by the employee and the City Administrator or governed by a collective bargaining agreement, employment with the City is at will. This means that either the City or the employee may end the employment relationship at any time and for any lawful reason, or no reason at all, with or without prior notice.

Disciplinary action noted through the Handbook is not all inclusive and does not restrict the City's right to terminate employment at will. Cause is not needed to terminate any employee.

Employees covered by a collective bargaining agreement are not considered at-will employees. Their employment terms, including discipline and termination procedures, are governed by the applicable union contract.

Supervisory personnel do not have the authority to make any written or oral representations to employees or applicants concerning the terms or conditions of employment with the City that is inconsistent with policy and this Handbook.

3.1 Job Descriptions

The City attempts to maintain a job description for each position. If an employee does not have a current copy of their job description, the employee should request one from their immediate supervisor. Job descriptions are written by supervisors with oversight from the Department Head and/or Human Resources Director and approved by the City Administrator.

Job descriptions prepared by the City serve only as an outline of job expectations. Due to organizational needs, employees may be required to perform job duties that are not within their written job description. Furthermore, the City may have to revise, add to, or delete from the employee's job duties per organizational needs. On occasion, the City may need to revise job descriptions with or without advance notice to employees.

If employees have questions regarding their job description or the scope of their duties, employees should speak with their immediate supervisor.

3.2 Employment Applications

To be considered for employment, applicants must meet certain minimum qualifications. Specifically, each applicant must be able to produce documentation that establishes both identity and employment eligibility, as required by the United States Citizenship and Immigration Services Form I-9. Additionally, applicants must be qualified to perform the essential functions of the position for which they are applying.

The Human Resource Director or a designated representative will determine the application period for each job opening. Recruitment notices will be posted on the city website and in other locations likely to attract the attention of qualified candidates. Each notice will include the job title and requirements, the posting date (with a posting remaining open for a minimum of seven days or until the position is filled), and instructions on where and how to apply.

All applications must be submitted using a form approved by the Human Resource Director. These forms will require information regarding the applicant's experience, education, and other relevant details necessary for a fair and thorough evaluation of their qualifications and abilities.

3.3 Introductory Period

All full-time employees shall serve an introductory period during the first six months of employment or re-employment, unless otherwise governed by a collective bargaining agreement. The purpose of this introductory period is to allow the employee the opportunity to demonstrate that the employee can perform the job for which they were hired; understands City policies and procedures; is suitable for employment at the City; and is able to

establish a sound record of attendance and punctuality. During this time, supervisors are expected to support and guide the new employee in successfully adjusting to the job.

Full-time employees will receive a performance evaluation after 90 days of employment. This evaluation will include specific action items to be addressed over the following 90 days. A final evaluation will be conducted at the six-month mark to formally conclude the introductory period.

If, at any point during the introductory period, it is determined that the employee's performance is not of acceptable quality, the City Administrator shall provide written notice of termination, including the effective date. A performance report and a copy of the termination notice will be placed in the employee's personnel file. If the department head determines that the employee's performance has been acceptable, the appointment will be confirmed, and the employee will be notified accordingly.

3.3a Promotions During Introductory Period

The serving of an introductory period shall not prevent an employee from being appointed to a position of a higher classification. If an employee is promoted during the introductory period, the introductory period for the class of position to which the employee is promoted shall begin on the date of appointment to that classification. When an employee is promoted from a position in one classification or type of work to a position in another classification or type of work, the department head shall require the employee to serve an introductory period in the new position. This introductory period shall be the same length as the introductory period required for original appointments.

3.3b C. Reassignment During Introductory Period

An employee who is reassigned to a position of another class at their own request during the introductory period shall be required to serve a complete introductory period in the new position. Additionally, any reassignment of an employee during their introductory period must be approved by the City Administrator prior to the reassignment.

3.4 Employment Testing

3.4a Physical Testing

Once a conditional job offer has been made, a physical examination by a physician may be required for any person entering employment with the City. If the results of the examination are unsatisfactory in any respect, the City Administrator may cancel or amend the terms of the offer as deemed necessary. When required by the City Administrator, the expense of the examination shall be borne by the City of York.

3.4b Background Checks

Once a conditional job offer has been made, a background check may be required of any person entering employment with the City of York. Should the result of the background check be unsatisfactory in any respect the City Administrator may cancel or amend the terms of the offer as the City Administrator considers necessary. The cost of the background check, when required by the City Administrator, shall be borne by the City of York.

3.4c Drug Testing

Once a conditional job offer has been made, a drug test may be required for any person entering employment with the City. If the results of the drug test are unsatisfactory in any respect, the City Administrator may cancel or amend the terms of the offer as deemed necessary. When required by the City Administrator, the expense of the drug test shall be borne by the City of York. Additionally, random drug tests may be performed as part of the requirements for obtaining and maintaining an active Commercial Driver's License (CDL). This policy will follow the federal guidelines established for CDL licensing.

3.5 Personnel File and Information Changes

The City of York maintains records on each employee. Records may include the employee's name, address, telephone number, job title, assigned department, current salary and employment status change records. Records may also include information concerning educational achievements, such as high school, college, training schools, and professional or technical courses, and reports of attendance and certifications, discipline and performance improvement reports and performance evaluations. Any changes to your personal information listed above should be communicated as soon as possible to the HR Director so there is not a lapse in information sharing or coverage.

3.6 Performance Appraisals

3.6a Purpose

Each full-time and permanent part-time City employee shall participate in a formal performance appraisal. The purpose of this appraisal is to provide timely and planned feedback to the employees, evaluate their performance in relation to the requirements of the position, and provide a channel of communication between the supervisor and the employee. When conscientiously applied, the program enables the employee to become increasingly aware of the importance of their job, their manner of performance, and the level of performance expected by the supervisor. The performance appraisal also informs the employee of opportunities for improvement and areas of praiseworthy performance. Additionally, performance appraisals may be used in consideration for future promotions and professional development opportunities.

3.6b Process

A performance appraisal shall be prepared annually for all full-time and part-time permanent employees in the City personnel system. The appraisal shall be completed even if an employee is at the maximum monthly salary for their grade and classification. Only in exceptional circumstances shall someone other than the immediate supervisor prepare the performance report; in such cases, the next higher supervisor will be responsible for completing it. Both the employee and the supervisor shall complete portions of the performance appraisal. Once finalized, the supervisor will schedule a meeting to discuss and review the report with the employee. During this meeting, both parties will have the opportunity to provide additional comments and will sign the report to acknowledge receipt of the evaluation. The signed report shall then be forwarded to Human Resources and filed in the employee's personnel file.

3.7 Progressive Disciplinary Process

The City has established regulations to encourage efficient work operations and to encourage employees in correcting work-related issues. Employees are also expected to comply with all federal, state, and city regulations. In cases where an employee fails to abide by regulations, the immediate supervisor, HR Director, or City Administrator will select the appropriate disciplinary action based upon the circumstances. Appropriate disciplinary action may include but is not limited to coaching, verbal warnings, written warnings, performance improvement plan, probation, suspension, demotion, and termination, in no particular order.

The City reserves the right to exercise judgment in determining which level of discipline to impose, including termination, depending on the situation. Thus, any of the steps may be bypassed, skipped, or combined as deemed appropriate by the City under the circumstances.

Note that the same workplace violation or performance issue need not occur in order to progress through additional disciplinary steps. The City reserves the right to immediately terminate employment when conduct and circumstances support such action.

Disciplinary action for Fire and Police departments shall be guided by the Civil Service Rules & Guidelines.

If an employee would like to appeal disciplinary action taken, the appeal procedure can be found in Appendix B.

3.8 Separation of Employment

Employment with the City is at will and may be terminated at any time by the employee or by the City with or without notice or cause. Employees may provide a minimum of two weeks' notice of an intent to voluntarily resign to remain in good standing with the City and be eligible for rehire. The City reserves the right to accept any voluntary resignation immediately or at a date selected by the City at its sole discretion. The City is not obligated to pay out any employee for a voluntary resignation notice period should the City accept the resignation immediately or shorter than the notice period.

Generally, the last day an employee works will be considered the employee's last day of employment and is used to determine all benefits. Prior to the employee's last day, the employee must return all equipment or property. Otherwise, a deduction for the value of any non-returned property/equipment and any other amounts the

employee may owe the City may be made from the employee's final paycheck, as authorized by the employee in the Acknowledgement form of this Handbook. Final pay of wages or other compensation due to an employee will be made in accordance with applicable federal, state, or local laws.

3.8a Job Abandonment

Employees who have been a no call/no show for three (3) consecutive days without notifying the City may be considered, at the discretion of the City, to have voluntarily resigned from employment. Walking off the job mid-shift may also be considered a voluntary termination, and an employee may not be eligible for rehire.

3.8b Rehire Eligibility

An employee who is terminated from service with the City, either because the employee resigns or their position comes to an end, may be re-employed by the City, if the employee complies with all requirements and qualifications for a new employee. The employee shall once again serve an introductory period regardless of whether the employee had completed an introductory period prior to termination of employment. Rehired employees shall be considered new employees for benefit purposes. Employees who were terminated due to misconduct of any kind may not be eligible for rehire.

3.9 Personal Relationships at Work

The City strives to provide a work environment that is respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, to prevent conflicts of interest, perceived favoritism, and maintain a productive, friendly work environment.

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may occupy a position in the same department as the other employee but may not work directly for or supervise the employee with whom they are involved.

The City reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the HR Director. After discussion with the department head and City Administrator, a decision will be made at their discretion as to work assignments.

3.10 Employment of Relatives

The City is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

3.11 Conflicts of Interest

No employee shall engage in any activity or enterprise which conflicts with their duties as a City employee or with the duties, functions, and responsibilities of the department in which they are employed. The following activities shall be a conflict of interest with City employment:

1. Any employment, activity, or enterprise, which involves the use for private gain of the City's time, facilities, equipment, or supplies, or the badge, prestige, or influence of a City office or employment.
2. Involves the receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for performance of an act which the officer or employee would be required or expected to render in the regular course of City employment or as part of his or her duties as a City employee.
3. Involves the performance of an act other than their capacity as a City officer or employee, which may later be subject, directly or indirectly, to the control; inspection; review; audit; or enforcement by such officer or employee or the department by which they are employed.
4. Involves so much of the employee's time that it impairs the employee's attendance or efficiency in the performance of their duties as a City officer or employee.

Should a conflict of interest arise or exist, the employee must disclose it to an immediate supervisor as soon as possible. Should a conflict of interest exist and the employee does not disclose within a reasonable timeframe, the employee may receive disciplinary action up to and including separation of employment.

3.12 Non-Solicitation and Distribution

The City prohibits solicitation and distribution on its premises and through City mail by non-employees. Prohibited acts include but are not limited to soliciting funds or signatures, conducting membership drives, posting information, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representatives of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on City premises.

Additionally, employees are prohibited from: soliciting and distributing literature or other materials to other employees during their working time or the working time of the person being solicited; and distributing literature or other materials in working areas during their non-working time. Non-working time is defined as time not on the clock, including breaks and lunches. Distributing literature or other materials in break areas during their non-working time is permitted—for example, placing a Girl Scout cookie order sheet in the break room.

3.13 Political Activity

An employee may not be dismissed or disciplined for refusing to make a contribution to a political organization or candidate. All City employees must refrain from any campaign activity while on duty as a City employee.

Additionally, employees are prohibited from participating in campaign activities while wearing a City uniform or while operating or riding in a City vehicle. Any City employee who is elected to a City office shall have their employment terminated upon assuming the elected position. The employee will be deemed to have resigned from their employment at the time they take office.

3.14 Secondary Occupations

A full-time employee of the City may hold another position of paid employment or accept pay for services only with the prior written approval of their department head. The employee must inform the department head of the nature of the outside employment, the hours involved, and any other pertinent information. Approval shall be granted unless the outside position creates a possible conflict with the interests of the City. The department head shall not grant permission if the outside employment would fatigue the employees to the extent that they are less than fully productive in their City position, or if there is a conflict with normal working hours. The department head may cancel such approval at any time. In any situation where extra duty is necessary in an employee's regular City work, that duty shall take precedence over the employee's outside employment.

Section 4: Employment Classification, Hour, and Wage Policies

4.0 Classification of Employment

4.0a Employment Classification Definitions

Employment classifications are established as part of the Fair Labor Standards Act (FLSA) as administered by the Wage and Hour Division of the Department of Labor (DOL). Depending on an employee's position, each position is designated as either "non-exempt" or "exempt" from the overtime provisions of the federal and state wage and hour laws under the FLSA.

Understanding the definitions of the employment classifications are important. These classifications do not guarantee employment for any specified period.

Non-Exempt (Hourly) Employees are typically paid by the hour and are entitled to overtime pay under the specific provisions of federal and state laws.

Exempt (Salary) Employees are typically paid by salary and are excluded from overtime provisions of federal and state wage and hour laws.

4.0b Employment Categories

Full-Time Employees are those appointed or hired to work a regular schedule of a minimum of 40 hours per week (2,080 hour in a fiscal year).

Permanent Part-Time Employees are those appointed or hired to work an average of less than 30 hours per week; not to exceed 1,559 hours in a fiscal year. Permanent part-time employees are a regular part of a unit's team and do not have a set end date and are eligible for some of the same programs as full-time employees but do not receive comprehensive benefits.

Temporary Part-Time Employees are those hired to work fewer hours and for a limited duration—typically for a defined term or project. These roles may be seasonal, contract-based, or casual in nature. The employment relationship ends when the term or season concludes.

Interns are those hired to work generally in a limited capacity for a length of time typically not to exceed 6 months. Intern employment may be tied to an area of study with an accredited educational institution.

4.1 Attendance and Punctuality

4.1a Definition of an Absence

The City defines an absence as failure to report for and remain at work as scheduled. The only exceptions to this definition of an absence are those approved in this Handbook.

4.1b Notifying a Department Head

Regular attendance by all employees is an essential function of every position. An employee unable to report for work as scheduled must notify their supervisor as soon as possible. If the absence is excused, such notice must be given as far in advance as possible of the time assigned for reporting to work. Frequent, unexcused absence or tardiness may subject an employee to disciplinary action.

4.1c Expectations

A permanent attendance record for all employees is maintained. Attendance records are reviewed periodically and employees showing attendance problems will be counseled and/or disciplined by their supervisor. Regarding attendance, employees are expected to exercise good judgment with respect to contagious ailments which might have an adverse effect on other employees and attend to personal affairs during non-working hours where possible.

4.1d Reporting Late or Leaving Early

When an employee reports late for work or finds it necessary to leave early, the employee must check with the supervisor. Frequent tardiness may subject the employee to disciplinary action.

4.2 Meal and Rest Breaks

The standard length of scheduled lunch periods is one hour, unless otherwise determined by department regulations or approved by a supervisor to ensure effective and efficient operations. In certain cases, due to the nature of the work and at the discretion of the employee's supervisor, it may be necessary for an employee to eat lunch while continuing to work. When this occurs, no formal lunch period will be scheduled; however, the time typically allotted for lunch will be added to the employees' total hours worked to establish the length of the workday.

While there are no federal or state laws requiring a paid break period in addition to a lunch break, it is the policy of the City to provide employees with such. Rest breaks are counted as paid time worked and are limited to 15-minute periods for each four hours worked. Rest periods should be taken at approximately middle of the morning shift and middle of the afternoon shift and should not be combined one with another, with a meal period or be taken at the start or end of any shift, unless special permission is granted by the employee's supervisor for the effective and efficient operation of the department.

4.3 Pay Period and Payroll Deductions

Employees shall be paid on a biweekly basis, thereby constituting 26 pay periods each year. Payroll shall be deposited by Wednesday unless there is a holiday in the payroll week that may affect the payroll calendar.

Federal and state law requires certain deductions to be taken from each employee's paycheck. These include Federal Income Tax, State Income Tax, Medicare Taxes and Social Security (referred to as FICA), and any local tax withholdings, such as state disability or unemployment insurance. The Fire Department has exclusions from the list above and should reference federal, state, and local law for more information. In addition, there may be other deductions that are mandated by court order such as garnishments, or child support payments, that the City is required to deduct from an employee's paycheck.

4.4 Work Schedules

The standard workweek consists of five days and forty hours, or a shift schedule equivalent to forty hours, except for part-time and temporary employees, those subject to call under department regulations, or as otherwise established by union contract. Work schedules for all employees are set by each department head. Any changes to work schedules should be posted with sufficient notice to keep employees fully informed.

4.5 Recording Work Time

4.4a Exempt Employees

Exempt employees are not required to clock in and out during the workday. Exempt employees are, however, required to request time off for vacation or sick leave.

4.4b Non-Exempt Employees

All non-exempt employees are responsible for using the timekeeping system to record all time worked accurately, without exception, so they will be paid correctly. This includes paid time off. Working off the clock is not permitted. Rest breaks of 15 minutes or less and infrequent restroom breaks are considered time worked and should not be entered on an employee's timecard. Non-exempt employees must clock out at the start of their meal break and clock back in when finished.

Non-exempt employees should not begin working, or clock-in, before their scheduled start time and should not work beyond their scheduled end time without approval from their supervisor. Employees who begin their shift prior to scheduled or stay longer than scheduled without prior approval will be paid for all hours worked but may be disciplined for violating this policy.

Full-time non-exempt employees are required to work 40 hours per week to meet compliance requirements for benefit eligibility. The 40-hour workweek begins 12:01 a.m. Monday and end at 12:00 midnight on Sunday. Should an employee not meet the 40-hour work week threshold, available paid leave will be used to meet the 40-hour threshold. Paid leave will be used in this order when it is available: compensatory time, vacation leave, sick leave.

A timecard is considered a legal document. Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering, or falsifying time records, or recording time on another employee's timecard is a serious infraction of policy and may result in disciplinary action, up to and including termination. Additionally, employees may only clock-in and out for themselves, never for another employee.

4.6 Overtime Pay

Employees who are deemed nonexempt under the Fair Labor Standards Act (FLSA) and who work in excess of forty (40) hours per week will receive overtime pay or compensatory time at a rate of time and one-half (1.5) for all hours worked over forty (40) in a work week. Certain jobs, primarily law enforcement and fire personnel, may be subject to different overtime calculation rules. If so, they will be notified by their Department Head of any special overtime rules.

For the purpose of computing overtime, the work week will commence at 12:01 a.m. Monday and end at 12:00 midnight on Sunday. Days off (with or without pay), such as vacation, sick leave, and compensatory time, will not be included in the accumulation of hours worked for purposes of computing overtime.

Adjustments may be made to an employee's hours in an effort to maintain the hours worked by an employee at or below forty (40) hours in a week. Such adjustments must be made prior to the time that an employee works over forty (40) hours in a week. Once an employee has worked over forty (40) hours, payment for time in excess of forty (40) hours must be at time and one-half (1.5) or given in compensatory time at time and one-half (1.5).

Authorization to work overtime must be obtained from the employee's immediate supervisor prior to working overtime hours. Failure to obtain this authorization before working overtime may subject the employee to disciplinary action. Employees working more than forty (40) hours per week must be credited overtime during the week in which it was earned and paid for it during the same pay period, if possible, or no later than the subsequent pay period, except in cases where compensatory time has been previously agreed upon in lieu of overtime payment.

4.7 Compensatory Time

Any full-time employee not governed by a collective bargaining agreement who wishes to be eligible for compensatory time must meet annually with the department head to request eligibility. If the department head determines that an employee is eligible due to the nature of their work, the department head and employee will establish a written agreement that determines when compensatory time will be earned up to the 40-hour limit. Department heads are responsible for managing these agreements and for reporting correct compensatory time earnings and compensatory time usages to the Human Resources Director, or their designee, for payroll each period. Department heads are responsible for keeping compensatory balances at or below the 40-hour limit. Any overtime earned that is over 40 hours can be paid out as overtime. Overtime hours earned that are not consistent with the established department head agreement will be paid as overtime.

Compensatory time must be exhausted before vacation can be taken. Per Federal law, the city may make payments to cash out compensatory time when the city chooses to do so. At the time of the employee's termination, resignation, retirement, discharge, or death, an employee shall be paid for any unused compensatory time at their regular rate of pay.

To determine overtime and compensatory time guidelines, public safety and service employees, employees should refer to the FLSA provisions and employees covered under a collective bargaining agreement should reference their respective agreements.

4.8 Complaint Procedure Regarding Deductions/Overtime Eligibility

The City respects their obligations under the various federal, state, and local laws that govern the workplace, including the Fair Labor Standards Act (FLSA). Accordingly, the City strictly prohibits the making of improper

deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and that the City does not allow deductions that violate the FLSA.

In the event an employee believes the City has made an improper deduction from an employee's wages, the employee must promptly bring the matter to the attention of the HR Director. If an employee is not satisfied with the handling of the complaint, the employee must bring the matter to the attention of the City Administrator. Reports of improper deductions will be promptly investigated. If it is determined an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Section 5: Rules of Conduct

5.0 Technology Device Usage

5.0a City-Owned Devices

City telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using City devices for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times (meal and break periods) and ensure that friends and family members are aware of this policy.

Employees should exercise proper etiquette when using City phones to conduct business activities as they are directly representing the City. This includes greeting incoming and outgoing phone calls in a positive manner, exercising patience and care on every call, and refraining from using any language that defames, harasses, intimidates, or threatens any other person. Violations of these policies may lead to disciplinary action up to and including separation of employment.

If an employee needs to make or receive a phone call while driving, the employee must pull off the road to a safe location unless the employee has the correct hands-free equipment compliant with applicable state laws.

5.0b Personal Devices

While the City permits employees to bring personal cell phones and other mobile devices (i.e., smart phones, tablets, laptops) into the workplace, employees must not allow the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting, disruptive, and cause a loss of productivity. Employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, employees should use such devices in a manner that is courteous to those in the area. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If an employee has a device with a camera and/or audio/video recording capability, employees are restricted from using those functions on City property unless use is directly related to an employee's essential job function. Employees are expected to comply with these policies regarding the protection of confidential and proprietary information when using personal devices.

If an employee needs to make or receive a phone call while driving, the employee must pull off the road to a safe location unless the employee has the correct hands-free equipment compliant with applicable state laws. Employees may connect personal devices to City network or to equipment (computers, printers, etc.) when it is directly related to the scope of work and performance of job duties.

Employees may have the opportunity to use personal devices for work purposes. Before activating any work-related apps or software other than dual authentication, email, or city-sponsored time tracking, employees must obtain written authorization from their Department Head. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. This procedure ensures the security of City information and networks.

Non-exempt employees must have a legitimate business need for a mobile electronic app (such as email) to be installed on their personal mobile device and the issuance of the same must be approved by their supervisor. The legitimate reasons employees may need an app related to business include frequent time away from their desk, frequent business travel, project deadlines, or for key personnel who must be immediately reachable during an emergency. All non-exempt employees are responsible for tracking time spent on business-related mobile applications (such as email) outside of normal working hours and submitting all time worked to their supervisor. Employees may be subject to disciplinary action up to and including termination of employment for violation of this policy.

5.1 IT Security Policy

This voicemail, email, and internet policy is intended to provide employees with guidelines associated with the use of the City's voicemail/email/internet system (the system). This policy applies to all employees and others accessing and/or using the system through onsite or remote terminals.

5.1a General Provisions

The system, and all data transmitted or received through the system, is the exclusive property of the City. All messages used in connection with the transaction of governmental business constitute a public record and are subject to public inspection, copying, and retention rules. E-mail is discoverable in litigation and subject to public information requests; deleted e-mail will not be necessarily removed from the system. E-mails must be managed consistently with Nebraska Secretary of State retention rules. Employees should not have any expectation of privacy in any communication over this system. If employees are permitted to have access to the system, they will be given voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.

The City reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the City will exercise this periodically and as needed, without prior notice and without prior consent.

Employees should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the system.

5.1b Internet Code of Conduct

Access is provided solely for the benefit of the City and allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the City's public image and to use the City internet in a productive manner. To ensure all employees are responsible, productive City internet users, and are protecting the City's public image, the City has established guidelines for using City internet.

Employees accessing the City internet represent the City. All communications using the City's system should be for professional reasons. Employees are responsible for using the City internet in an effective, ethical, and lawful manner. City internet relay chat channels may be used to conduct official City business or to gain technical or analytical advice. Databases may be accessed for information as needed.

The City internet should not be used for personal gain or advancement of individual views. Solicitation of non-City business or any use of the City internet for personal gain is strictly prohibited. Use of the City internet must not disrupt the operation of the City's network or the networks of other users. It must not interfere with productivity. Each employee is responsible for the content of all text, audio, or images that they place or send over the City internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the City internet should have the employee's name attached. No messages should be transmitted under an assumed name, and users may not attempt to obscure the origin of any message. Information published on the City internet should not violate or infringe upon the rights of others. No maliciously false, harassing, violent, threatening, and abusive language should be transmitted through the system. Employees who wish to express personal opinions on the City internet should be encouraged to obtain their own usernames on other internet systems.

Any employee who violates this policy may be subject to disciplinary action, up to and including termination. If necessary, the City will also advise law enforcement officials of suspected or actual illegal conduct.

5.1c Using Artificial Intelligence in the Workplace

Employees are prohibited from uploading confidential information into an AI platform unless under the strict guidance of department procedures for an approved city AI application. AI uses the data it is given to create its content, potentially exposing confidential information. Failure to protect confidential information may lead to disciplinary action, including termination.

5.1d Cybersecurity Awareness and Phishing Training

All employees must complete cybersecurity refresher training when assigned by their supervisor. Throughout the year, employees may be subject to unannounced phishing simulations designed to evaluate their ability to recognize and respond to phishing attempts. Employees who fail a phishing test, such as by clicking a malicious link or submitting credentials, will be required to complete corrective training. Noncompliance with this policy, including failure to complete assigned training or participate in simulations, may result in temporary suspension of network access and/or disciplinary action. Supervisors are responsible for monitoring compliance within their teams.

5.2 Social Media Policy

The City recognizes social media provides unique opportunities to participate in interactive discussions and share information. However, use of social media also takes certain risks and carries with it certain responsibilities. To minimize risks to the City, all employees are expected to follow the guidelines for appropriate use of social media.

5.2a Guidelines

For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal, or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the City, as well as any other form of electronic communication.

City principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, employees are solely responsible for what is communicated on social media. The employee may be personally responsible for any litigation that may arise should an employee make unlawful defamatory, slanderous, or libelous statements against any customer, manager, or employee of the City.

5.2b Know and Follow the Rules

Employees should ensure postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

5.2c Be Respectful

Employees who decide to post complaints or criticism on personal accounts during nonworking hours should avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, religion, creed, national origin, ancestry, sex, personal appearance, family responsibility, pregnancy, sexual orientation, gender identity, age (40 or older), military, or veteran status, political affiliation, marital status, physical or mental disability, genetic information, or any other status or class protected by law or City policy.

5.2d Maintain Accuracy and Confidentiality

When posting information:

- Employees must maintain the confidentiality of sensitive City information.
- Employees should not create a link from a personal blog, website, or other social networking site to a City website that identifies the employee as speaking on behalf of the City.
- Employees should never represent themselves as a spokesperson for the City if the employee is not authorized to do so. If the City is a subject of the content an employee is creating, the employee may not represent themselves as speaking on behalf of the City. The employee should make it clear in the social media activity the employee is speaking on their own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

5.2e Using Social Media at Work

Employees should not use social media while on their work time, unless it is work related as authorized by their supervisor or consistent with policies that cover equipment owned by the City.

5.2f Media Contacts

Only certain employees are authorized to speak on behalf of the City and no employee shall speak to the media on behalf of the City without prior authorization from the City Administrator or relevant Department Head. All media inquiries for official City response must be directed to the City Administrator or relevant Department Head.

5.2g Retaliation of Employee Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to disciplinary action, up to and including termination.

5.2h City Website and Social Media Accounts

All employees with administrative permissions for city website and social media accounts will receive, sign, and follow the City of York social media/website policy.

5.3 Defamation of the City

Employees may not initiate or participate in slander, libel, or defamation of the City. Employees who do may be subject to disciplinary action, including termination.

5.4 Property and Equipment

5.4a City Vehicles

Department heads and other employees designated by the City Administrator shall be allowed to use City-owned vehicles. Such use shall be in accordance with the rules and regulations of the Internal Revenue Service pertaining to the use of vehicles owned by employers. Such vehicles shall not be used for anything other than official City business and shall be kept clean and driven in a manner that conforms with existing traffic regulations and does not bring discredit to the City. Vehicle use, in addition to use during normal duty hours; such as transportation to and from their homes and to and from their place of work, shall be via special permission only from the City Administrator.

Employees will use issued gas cards to fill city vehicles. If a gas card is not provided, the employee will provide a receipt of gas purchase to their supervisor to be approved for reimbursement.

5.4b Personal Vehicles

Employees may be asked to operate a personal vehicle as part of their employment duties and may be asked to consent to a motor vehicle record check to validate an acceptable driving record. An employee asked to drive must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Any changes in the driving record, including but not limited to, driving infractions or changes to an insurance policy, must be reported to the City within 24 hours of the infraction or change. Employees may be required to submit proof of a valid driver's license on an annual basis for insurance requirements.

If employees use a personal vehicle in the course and scope of employment, employees may not operate such vehicle while:

- Under the influence of drugs, alcohol, or any other substance that might impair judgment or ability to drive; or
- Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If employees use a personal vehicle as part of employment duties, employees must provide the HR Director with current proof of insurance statement or card. New proof of insurance is required every time a policy expires or renews. Note that personal auto insurance is the primary coverage for vehicles even though it is being used for business purposes.

The City of York will pay mileage for all authorized travel at the current rate set by the Internal Revenue Service.

5.4c City Equipment

All city equipment such as computers, phones, manuals, desks, cabinets, copy machines, data files, software, tools, and vehicles are to be used for city-related purposes only and will remain the property of the City and must be returned upon separation of employment. Anything and everything employees do or store on City computers, systems and other property may be monitored or searched. Employees should expect zero privacy with respect to use of City property, systems and equipment.

Any employees of the City found to be responsible for damage to or loss of City property through negligence, carelessness, or abuse shall be subject to the disciplinary action and may be required to reimburse the City for such damage or loss. No City equipment, materials, or supplies shall be removed from their location without the approval of the supervisor, department head or City Administrator, as applicable.

5.5 Work-Related Social Events

On occasions, staff may participate in work-related events that serve alcohol. The prohibitions in the Drug and Alcohol-Free Workplace policy do not apply to the possession or moderate consumption of alcohol when it is served at such events. Employees are reminded that any consumption of alcohol at such an event should be moderate, should not result in the employee becoming intoxicated, and that normal expectation of appropriate workplace behavior continues at such events. Employees are obligated to ensure a designated driver is available or a ride is obtained if it is unsafe to drive.

5.6 Remote Work Policy

Specific positions may allow for the ability to work from a remote location under certain extraordinary circumstances. This is discretionary based on the job role and prior approval from the Department Head or City Administrator.

5.7 Smoking and Tobacco Use

The City is proud to be a tobacco-free workplace and believe it is critical to provide a safe and healthy environment for all employees, customers, and visitors. For those who choose to use tobacco products, it is restricted near City property when it interferes with the functions of City facilities, its programs, or the well-being of employees, customers, or visitors. Product examples include, but are not limited to, cigarettes, cigars, cigarillos, pipes, bidis, electronic cigarettes, spit tobacco, chew, snuff, and tobacco free cigarettes (vaping). This applies to all employees as well as customers and visitors. Any unauthorized tobacco use should be reported to an immediate supervisor or the HR Director. Employees who engage in the use of any tobacco, or illegal drugs, on City property may be subject to disciplinary action.

Section 6: Employee Benefits

6.0 Benefit Programs are Subject to Change

Where benefits are provided by the City to eligible employees, all such benefits shall be controlled by applicable plan documents. The information provided in this Handbook is summary only; detailed information on plans is set forth in plan documents. To the extent there is any discrepancy between plan documents and this Handbook, the plan document shall control.

6.1 Group Insurances

6.1a Medical Insurance

All regular, full-time employees are eligible on the first day of the month following their start date to enroll in the City's medical insurance plan. Refer to the Medical Plan Document and/or Summary of Plan Description for more information regarding the plan. For specific premium questions, contact the HR Director.

6.1b Life and AD&D Insurance

All regular, full-time employees shall be provided with group life and accidental death and dismemberment insurance coverage in the amount of 1x their annual salary.

6.1c Other Insurance

All regular, full-time employees are eligible to voluntarily purchase dental and vision coverage through the City's group insurance plans. Coverage is effective the first of the month following the date of hire. Refer to the Summary of Plan Descriptions for more information regarding the plans. For specific premium questions, contact the HR Director.

6.2 Retirement Benefits

6.2a Sworn Positions in the Fire and Police Departments

Sworn members of the Fire and Police Departments shall be retired in accordance with the provisions of State Statutes covering retirement for their classifications. Employee and city contributions are determined by State Statute. Sworn Fire Department Officers are exempt from social security. The City shall provide the death benefit to all members of the pension plan in accordance as provided by said plan. Sworn members of the Fire and Police Departments wanting to make additional pre-tax or post-tax contribution deductions should see the Human Resource Director.

6.2b Civilian Positions Throughout the City

Regular full-time civilian employees are required to enroll and contribute six and one-half percent (6.5%) of earnings to the pension program. The City shall contribute a matching six and one-half percent (6.5%). Additionally, the City shall provide the death benefit to all members of the pension plan in accordance with said plan. Civilian employees wanting to make additional pre-tax or post-tax contribution deductions should see the Human Resource Director.

6.3 Longevity Pay

Eligible employees who received longevity pay as of September 28, 2020, will continue to receive this dollar amount per hour.

Section 7: Leave Policies

7.0 Vacation Leave

7.0a Introduction

Vacation leave is provided to eligible employees to allow time away from work for rest, relaxation, and personal activities.

7.0b Eligibility

Full-time employees are eligible to earn and accrued vacation leave. New employees are eligible to receive and use vacation leave immediately.

7.0c Accrual Rate/Cap

Length of Service	Accrual Rate per Pay Period	Accruals per Year	Maximum Accrual Cap
Hire Date – 10 Years	4.62 hours	120 hours	160 hours
10 Years – 20 Years	6.15 hours	160 hours	200 hours
After 20 Years	7.69 hours	200 hours	240 hours

7.0d Vacation Leave Usage

Vacation is paid at the employee's base rate of pay. A full week of vacation is typically equal to forty (40) hours, and a full vacation day for most employees is considered to be an 8-hour day, unless specified differently by a collective bargaining agreement

Employees may only use earned vacation leave. Employees may not "borrow" against unearned vacation leave unless approved in writing by the City Administrator, which will only be granted in extraordinary circumstances.

Employees may use vacation leave upon exhaustion of their compensatory time balances.

If an employee has available vacation leave in their bank while on FMLA, the employee will continue to accrue vacation leave as normal. Once exhausted, FMLA will become unpaid, and accruals will cease.

7.0e Vacation Leave is Not Work time

Vacation leave will not be deemed work time for the purposes of computing overtime pay.

7.0f Management of Vacation Leave

Employees cannot earn additional vacation leave beyond the employee's respective maximum cap set forth above. Once an employee has reached their maximum cap, they will not accrue any more vacation leave until some of the time in their vacation leave account has been used to drop below the maximum cap. Only after the balance falls below the maximum cap will employees be able to earn vacation leave on the following applicable pay period. The City encourages employees to utilize available leave so they can continue to earn additional vacation leave.

7.0g Requesting and Approving of Vacation Leave

Vacation leave is to be requested in advance in cases when employees know they will be taking time off. See departmental policies for further guidance. Vacation leave shall be taken at a time that is mutually beneficial to the employee and the department. The City understands unforeseen circumstances do arise and, in those cases, employees should notify the Department Head by phone to make their request and/or absence.

7.0h Pay in Lieu of Vacation Leave

Employees are not entitled to pay in lieu of taking time off for vacation, except at the end of employment.

7.0i End of Employment

In the event of separation of employment, employees will be paid for all accrued, unused vacation leave. This will be paid out in the final paycheck based on the employee's base rate of pay in effect at the time of separation.

7.1 Sick Leave

7.1a Introduction

Sick leave is granted to eligible employees to use for medical appointments, illness, injury, or to care for an immediate family member (spouse, son, daughter, or parent) who is ill or injured. At the discretion of the City Administrator, employees may be eligible to care for family members not listed above.

7.1b Eligibility

Full-time and part-time employees are eligible to earn and accrue sick leave. New employees are eligible to receive and use sick leave immediately.

7.1c Accrual Rate/Cap

Classification	Accrual Rate	Maximum Accrual Cap
Full-Time	3.70 per pay period	960 hours
Part-Time	1 hour per 80 hours worked	56 hours

7.1d Sick Leave Usage; No Use Before Accrual

Sick leave is paid at the employee's base rate of pay. Employees may only use earned sick leave. Employees may not "borrow" against unearned sick leave unless approved in writing by the City Administrator, which will only be granted in extraordinary circumstances.

If an employee has available sick leave in their bank while on FMLA, the employee will continue to accrue paid sick leave as normal. Once exhausted, FMLA will become unpaid, and accruals will cease.

7.1e Sick Leave is Not Work time

Sick leave will not be deemed work time for the purposes of computing overtime pay.

7.1f Management of Sick Leave

Employees cannot earn additional sick leave beyond the employee's respective maximum cap set forth above. Once an employee has reached their maximum cap, they will not accrue any more sick leave until some of the time in their sick leave account has been used to drop below the maximum cap. Only after the balance falls below the maximum cap will employees be able to earn sick leave on the following applicable pay period.

7.1g Requesting and Approving of Sick Leave

Sick leave is to be requested in advance in cases when employees know they will be taking time off. See departmental policies for further guidance. The City understands unforeseen circumstances do arise and, in those cases, employees should notify their Department Head by phone of their request and/or absence before their scheduled work time begins.

7.1h Pay in Lieu of Sick Leave

Employees are not entitled to pay in lieu of taking time off for sick leave.

7.1i End of Employment

In the event of separation of employment, employees will forfeit all accrued, unused sick leave, unless eligible as described below.

An eligible employee is a full-time employee retiring at age 55 or has completed twenty (20) years of continuous service. Eligible employees shall be paid one-fourth (1/4) of their accumulated sick leave to a maximum of two hundred and forty (240) hours of pay. Upon retirement at age 55 and with twenty (20) years of continuous service, eligible employees shall be paid one-half (1/2) of their accumulated sick leave to a maximum of four hundred and eighty (480) hours of pay. Upon death, eligible employees shall be paid one-half (1/2) of their accumulated sick leave to a maximum of four hundred and eighty (480) hours of pay. The amount shall be paid on the employee's final paycheck based on the employee's base rate of pay in effect at the time of separation of employment.

7.2 Holidays

Eligible full-time employees will receive eight (8) hours of straight time pay at their regular rate of pay, unless specified in the collective bargaining agreement, for the observed holidays below:

New Year's Day	Veteran's Day
Martin Luther King Day	Christmas Eve
President's Day	Christmas Day
Memorial Day	Floating Holiday
Independence Day	
Labor Day	
Thanksgiving Day	
Friday After Thanksgiving	

Generally, holidays that fall on a Saturday will be observed on the prior Friday and holidays that fall on a Sunday will be observed on the following Monday. Employees who are required to work on an observed holiday shall receive holiday pay accordingly:

- For time worked on a holiday by an employee when it is their regularly scheduled day to work, the employee shall be paid their hourly rate for the number of hours the employee worked plus holiday pay.
- For time worked on a holiday due to an emergency, the employee shall be paid one and one-half times the employee's hourly rate of pay for hours worked plus holiday pay.

Permanent part-time employees with a fixed schedule will receive holiday pay for their regular hours if the holiday falls on a scheduled workday. If the permanent part-time employee works on the holiday, they will also receive pay for the time worked that day. Employees who have questions about whether they qualify for holiday pay should speak with the Department Head or HR Director.

In the event an employee is on a qualifying FMLA leave with an available paid time off bank, the employee will not receive holiday pay. The paid leave day will count against the allocated time towards the qualifying FMLA leave.

7.3 Family and Medical Leave Act (FMLA)

7.3a Basic Leave Entitlement

The language in this manual is based on the Family Leave Act of 1993 ("FMLA"), amendments to the federal requirements since the effective date of the manual, if in conflict, take precedent. Under the Family and Medical Leave Act of 1993 ("FMLA"), employees may be eligible for up to 12 weeks of unpaid leave. To be eligible for this leave, an employee must: (1) have been employed by the City for at least 12-months; (2) have worked at least 1,250 hours during the 12-months immediately preceding commencement of the leave; and (3) be employed at a location where 50 or more employees are employed or a location where there are 50 or more employees within 75 miles of the employee's location. This leave consists of up to 12-weeks of unpaid leave during a 12-month period for any of the following reasons:

- The birth of a son or daughter to care for such son or daughter.
- The placement of a son or daughter with an employee for adoption or foster care.
- To care for a spouse, son, daughter, or parent with a serious health condition.
- A personal serious health condition which makes the employee unable to perform their job.
- To handle various non-medical "qualifying exigencies" arising out of the fact that an employee's spouse, son, daughter, or parent is a "military member" on "covered active duty" or on call to "covered active-duty status".

Examples of "qualifying exigencies" arising out of the covered active duty, which may qualify for this type of FMLA leave include, but are not necessarily limited to: (a) short-notice deployment (seven calendar days or less); (b) military events and related activities; (c) childcare and school activities; (d) making financial and legal arrangements; (e) personal counseling sessions, the covered military member or for a child or dependent; (f) up to fifteen days of leave to spend time with the covered military member who is on short-term, temporary rest and relaxation leave during the period of deployment; (g) post-deployment activities; (h) parental care leave to care for a military member's parents who is incapable of self-care when the care is necessitated by the member's covered active duty (including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility); and (i) other events and additional activities that arise out of the military duty if we agree these qualify.

A husband and wife who are eligible for FMLA leave and are employed by the City are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken to care for the employee's parents with a serious health condition, for the birth of the employee's son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.

FMLA leave for the birth of a child or placement of a child for foster care or adoption must be completed within one year after the birth or placement.

7.3b Servicemember Family Leave

Additional leave time may be provided for the spouse, son, daughter, parents, or next of kin of an injured or ill “covered servicemember” or “covered veteran” who is undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status, or is otherwise on the temporary disability retired list, for a “serious injury or illness”.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember or covered veteran may be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the injured or ill servicemember or veteran. Leave to care for an injured or ill covered servicemember, when combined with other FMLA qualifying leave, may not exceed 26 weeks in a single 12-month period.

For Servicemember Family Leave, the 12-month period begins on the first day of the leave.

7.3c The 12-Month Period

In calculating entitlement to FMLA leave, the 12-month period is determined on a “rolling” basis, measured forward from the date an employee uses FMLA leave.

7.3d Concurrent Use of Paid Leaves & Worker’s Compensation

Employees will be required to take any available sick leave as part of their FMLA leave that would otherwise be unpaid. Upon exhaustion of available sick leave option, paid leave would then go to compensatory time and/or vacation leave. After sick leave, compensatory time, and vacation leave have been exhausted, the remainder of the FMLA leave will be unpaid. While using those accrued paid leave hours, an employee will continue to accrue paid leave as normal. If an employee exhausts all paid leave, FMLA will become unpaid, and accruals will cease.

Employees on leave for a condition or injury covered by Worker’s Compensation will be required to take FMLA leave concurrently with that Worker’s Compensation leave.

7.3e Notice

In the case of foreseeable leave, employees must provide 30 days’ advance notice, if possible. If 30 days’ notice is not possible, notice must be provided as soon as possible.

Notice must be provided either in writing (for foreseeable leave) or by phone (for unforeseeable leave). When requesting leave for the first time for a FMLA-qualifying reason, the employee must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization, or continuing treatment by a health care provider. Calling in “sick” is not enough and additional information should be provided so that the City is informed that FMLA leave is being requested or may otherwise apply.

Employees must also inform the appropriate City representative if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

7.3f Certification

In the case of leave due to the serious health condition of an employee or their spouse, child, or parent, they will be required to provide appropriate medical certification. This certification must include information such as the date the serious health condition commenced; the probable duration of the condition; the appropriate medical facts within the knowledge of the health care provider regarding the condition; and, in the case of their own serious health, a statement from a health care provider that the employee is unable to perform their job duties. In addition, if their leave is to care for a family member, the health care provider must indicate that they are needed to care for the family member and provide an estimate of the time they will be needed.

In the case of servicemember family leave, the employee must provide appropriate certification to confirm the family member is a “covered servicemember” or “covered veteran”. This certification must include information

such as the date the serious injury or illness commenced, the probable duration of the serious injury or illness, and the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, the health care provider must indicate that the employee is needed to care for the covered servicemember and provide an estimate of the time they will be needed, and if the individual is a covered veteran, confirmation that the military member is a veteran, the date of separation, and whether the separation was other than dishonorable.

In the case of military “qualifying exigency” leave, employees will be required to provide appropriate documentation and certification of the need for leave and certain details related to the leave, including but not limited to, where applicable, a copy of the military member’s Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member’s leave.

7.3g Failure to Provide Notice/Certification

Failure to provide required notices or certifications may result in a delay in the leave of absence or loss of the protections provided by the FMLA. It is vital that employees comply with all notice and certification requirements in a timely manner. The City will do the same with its requirements.

7.23h Response by the City

The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employee’s rights and responsibilities regarding FMLA leave. If an employee is not eligible, the City will provide a reason for the ineligibility. The City will generally notify an employee within 5 business days whether they are eligible for FMLA leave.

The City shall notify the employee in writing if the medical certification is incomplete or insufficient, and state the information needed to cure the deficiency. The employee shall have 7 calendar days to cure the deficiencies.

7.3i Regular Reporting

While on FMLA leave, employees must keep the City informed of their plans to return to work. As a general rule, the employee must contact the HR Director at least once every two weeks. Other reporting schedules may be agreed on between the employee and the HR Director based on the employee’s individual circumstances. Reasonable notice (at least two business days, and more if possible) is required prior to returning to work on any date other than the originally scheduled return date.

7.3j Scheduling Treatment and Intermittent Leave

If it is necessary for employees to take leave to obtain planned medical treatment, they must make a reasonable effort to schedule the treatment, so it does not disrupt the City’s operations. In some cases, employees may need leave on only an intermittent basis. In those cases, they may be assigned to an alternative position which better accommodates their intermittent absences.

7.3k Benefits

Any group insurance an employee had prior to leave, if any, will continue during the term of their leave on the same basis as if they were not absent from work, including their obligation to pay their normal portion of the premium. Please note that if the employee fails to return from their leave, the City may recover from them the cost of any premiums paid on their behalf to continue insurance coverage, as allowed by law.

7.3l Return to Work

Upon return from the employees leave, the City will reinstate them to their former position or to an equivalent position and may be required to complete a physical test. Their seniority and benefits will not continue accruing during any unpaid period of their leave. If they are returning from a leave due to their own serious health condition, they must provide a note, from the healthcare provider responsible for the condition for which leave was taken, indicating that they may return to work and that they can perform all the essential functions of the position, with or without accommodation. For intermittent leave, the City may require a fitness for duty certification as often as every 30 days if the health condition involves a contagious disease, or could reasonably affect the employee’s, a coworker’s, or third party’s safety.

An employee who is unable or declines to return to work upon expiration of FMLA leave, has exhausted all other leave, and is not entitled to any leave under any other applicable law, including the ADA, will be considered to have voluntarily resigned.

7.3m Additional Questions?

It is impossible to cover all aspects of the family and medical leave act in this policy. Therefore, when an employee determines that they will need to take leave under this policy, please contact the HR Director for additional details. For further information, employees may also refer to the Federal Department of Labor's "Employee Rights and Responsibilities" notice.

7.4 Leave of Absence

A leave of absence is an approved absence without pay. Anything over forty (40) hours of consecutive hours of unpaid time off from work requires a leave of absence. Leaves of absence must be requested in writing and will be granted only for special reasons by the City Administrator. Employees will not be eligible for holiday pay during a leave of absence. Leaves of absence will be considered on the basis of City requirements and hardships caused hereby, the employee's performance record, the reason for the request, and the employee's length of service with the City. The determination of whether the request shall be granted rests solely within the discretion of the City Administrator, unless required to provide a leave of absence under applicable federal, state or local law.

A leave of absence may be granted for personal (non-medical) reasons without pay for a period not to exceed thirty (30) days. Whether a leave of absence will be granted beyond thirty days for a medical reason will depend on whether such leave is a reasonable accommodation under applicable federal, state, and local law.

A leave of absence without pay under this policy may also be granted for illness, injury, or pregnancy disability for a period of time deemed to be a reasonable accommodation and does not pose a hardship for the City. If needed to determine restrictions or engage in discussion about reasonable accommodations, an employee may be required to present a certificate from the employee's physician and/or a physician of the employee's own choosing as to the fact of the illness, injury, or pregnancy disability, so that the City can determine the ability of the employee to safely perform essential duties with or without reasonable accommodation.

Employees will be required to take any available vacation, sick, or compensatory time as part of their leave of absence that would otherwise be unpaid. Upon exhaustion of available vacation, sick, or compensatory time, the remainder of their leave be unpaid. While using those accrued paid leave hours, an employee will continue to accrue paid leave as normal. If an employee exhausts all paid time off accruals, the leave of absence will become unpaid, and accruals will cease.

The length of absence may be extended at the discretion of the City Administrator upon further application in writing by the employee prior to the expiration of the initial period. If an employee's leave of absence is in excess of thirty (30) days, an employee's return is subject to job availability. If the employee's position is not available at the end of the employee's leave, the City may make a reasonable effort to return the employee to a substantially similar position.

It will be the responsibility of the employee who has been granted a leave of absence in excess of ten (10) days to pay premiums for any continued group insurance coverage(s), if applicable. Employees should submit payment to the City upfront or enter an agreement for payments per pay period. All premium payments must be submitted by the Wednesday following the end of each pay period covered. If paid leave is being substituted for unpaid leave, premiums will be deducted in accordance with the normal payroll cycle. In the absence of such payment, coverage may be terminated. However, employees will be given the opportunity to convert the policy for individual coverage (COBRA). Failure to return to work on the date scheduled by the City may result in termination of employment. Any group health insurance premiums not exceeding thirty (30) days will be deducted from the employee's paycheck upon return to work.

7.5 Parental Leave

Full-time employees are eligible for parental leave upon hire. Employees who are expecting the birth or placement (adoption or foster care) of a child may continue working as long as they are able to perform their duties effectively. Employees should notify the HR Director as soon as possible for foreseeable parental leave requests but no later than four (4) weeks from the event. The mother or primary adoptive/fostering parent is entitled to up to eight (8) weeks of paid parental leave for the birth or placement of a child. The father or non-primary adoptive

parent is entitled to up to two (2) weeks of paid parental leave. Additional leave may be granted in accordance with the Sick Leave Policy.

Employees do not accrue vacation, sick leave, or other benefits during parental leave. Parental leave for birth, adoption, or foster placement may be taken in one or more non-consecutive blocks within the twelve (12) month eligibility period under FMLA or applicable City policy. Each block must be taken in increments of no less than one (1) week. For the purpose of tracking and using parental leave, employees will only be eligible on a 12-month basis rolling forward from the first day of the event.

7.6 Military Leave

Employees required to be absent from employment for military service, training, and/or examination in the Uniformed Services, as defined by law, will be granted a paid and/or unpaid military leave of absence in accordance with the law. Employees taking such leave must give the City advance notice of the need for military leave unless such notice is impossible, unreasonable, or is prevented by military necessity. Continuation of health insurance benefits, if any, is available as required by law based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. The amount of paid leave depends on how many hours an employee normally works and is normally scheduled to work in three consecutive weeks, as summarized below:

Military members who work or are normally scheduled to work in three consecutive weeks:	Required Military Leave
159 hours or more and includes working 24-hour shifts	168 hours each calendar year
120 hours or more but less than 159 hours	120 hours each calendar year
Less than 120 hours	Equal to the number of hours the military member normally works or is normally scheduled to work, whichever is greater, in 3 consecutive weeks

The City will comply with all laws regarding the re-employment of employees who serve in Uniformed Services.

7.7 Bereavement Leave

The City strives to provide employees with time to heal to be with their family and friends following the loss of a loved one.

Full-time employees will be granted up to three (3) days in the event of the death of any employee's father, mother, spouse, child, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparents, grandchildren, or household member, the employee may be allowed paid leave for reasonable and necessary absence for arrangement and attendance to said funeral or memorial services.

If a memorial or funeral service is delayed, employees may request to split their approved bereavement leave—using a portion immediately following the death and reserving the remainder for the date of the memorial or funeral. Approval for split leave must be obtained from the department head and coordinated in advance with Human Resources.

Additional unpaid days or paid vacation time not included in the Bereavement leave may be used. Employees must promptly notify their supervisor of their intention to take additional time off for this purpose.

7.8 Court and/or Jury Duty

Full-time and permanent part-time employees required to serve as a witness in an official capacity, as a juror in any federal, state, county, police, or municipal court, or as a litigant in a case directly related to their job duties will be granted leave with full pay. Employees testifying in other litigation as a party or serving as an expert witness (not in an official capacity) are not eligible for paid leave but may use vacation or compensatory time or request unpaid leave. Employees called for witness or jury duty must provide their supervisor with the original summons or subpoena and, upon completion, a signed statement from the Clerk of the Court or other proof of attendance. Fees and expense reimbursements for jury service may be retained by the employee. If excused from court service, the employee is expected to return to work.

7.9 Voting Leave

Employees are entitled to two consecutive hours when the polls are open to vote. If an employee does not have two consecutive hours outside their working day to vote, the employee should contact their supervisor to request leave time that, when added with non-working hours when the polls are open, will total two hours. If the request is made before or on Election Day, there will be no deductions from an employee's wages. The City reserves the right to set the hours during which employees may be absent. Retaliation against employees who request leave under this policy is prohibited.

Section 8: Standards and Expectations

8.0 Dress Code

All employees of the City of York shall maintain a clean, well-groomed appearance in keeping with their job and conducive to good public relations. Department Heads shall develop for their respective departments, requirements related to dress, personal appearance, and hygiene. Department employees shall comply with these requirements.

8.1 Gifts, Gratuities, and Business Courtesies

The City is committed to competing solely on the merit of our products and services. Employees must avoid any actions that create a perception that favorable treatment of outside entities by the City was sought, received, or given in exchange for personal business courtesies or gifts.

Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the City does or may do business. Employees must neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulations or policies of the City or customers, or would cause embarrassment or reflect negatively on the City's reputation.

Employees may accept unsolicited gifts, other than the courtesies mentioned above, that conform to the reasonable ethical practices of the City and marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts, or other novelty, advertising, or promotional items.

Employees with questions about accepting business gifts and courtesies should talk to their supervisor or the HR Director prior to accepting a gift or immediately upon receiving one.

8.2 Reporting Criminal Activity

The City is committed to providing a safe and secure environment for our employees, clients and members of the public, and to protect its funds, property and assets. Moreover, the City has legal obligations to ensure its employees are allowed by law to be employed in positions wherein they may provide services to children, vulnerable adults and the general public. An employee arrested or convicted of a crime involving negligence, abuse, domestic violence, theft, robbery, fraud, driving while under the influence, etc. must report the arrest and/or conviction to the HR Director immediately or as soon as reasonably possible, but no later than three (3) days after the arrest and/or conviction. Guilty verdicts, guilty pleas, prayers for judgment and pleas of no contest must be disclosed. Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the City.

Appropriate employment action depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. If an employee is convicted of a criminal offense while employed at the City, the employee may be terminated and, if terminated may be ineligible for rehire. An employee who fails to disclose an arrest or conviction in accordance with this policy is in violation of this policy. A supervisor who is made aware of an employee arrest or conviction and fails to disclose the information in accordance with the procedures is in violation of this policy. Violation of the policy may result in disciplinary action, up to and including termination of employment. Employment may be ended if an employee is unavailable to work for three (3) days or more due to circumstances related to an arrest or conviction.

8.3 Business Travel

8.3a Mileage and Travel Pay

The City adheres to the Employer Guidelines for Payment of Travel Time Away from Home under the Fair Labor Standards Act. See Travel Policy for Non-Exempt Employees in Appendix A. In summary, travel time on public

transportation away from a non-exempt employee's home community must be compensated if it coincides with regular daily normal work hours, even if it occurs on non-working days. Travel time which is outside normal working hours on any day of the week, however, need not be treated as compensable and need not be included in the calculation of hours worked for purposes of overtime. Furthermore, there is no requirement that travel time be compensated on an overtime basis unless the employee actually works in excess of forty hours during the work week.

If an employee elects to drive their own vehicle rather than takes offered public transportation, an employer may elect to count as hours worked either the time spent driving or the time which would have been counted as hours worked if the employee had used offered public transportation. If the employee is not offered public transportation and is required to drive, all driving time, regardless of when it occurs, must be considered hours worked and must be compensated at either the regular or overtime rate because the act of driving is considered work which is required under such circumstances. Employees who use their own vehicle for City business (excluding normal travel to and from work) will be reimbursed on a per mile basis.

8.3b Expense Reimbursements

Employees must provide detailed receipts for all travel costs to their Department Head to be submitted to the Treasurer for reimbursement. The receipts must itemize purchases. No alcohol purchases will be reimbursed. Milage reimbursement requests must be accompanied by documentation of the distance of travel such as a google map. All expenses must be reasonable. GSA standards may be used to determine the reasonable standard.

8.3c Use of Employer Owned Credit Card

Employees must receive and sign the City credit card policy before obtaining a City credit card. All purchases on a City credit card must follow the City of York credit card policy. Employees should use good judgement in purchasing decisions. All receipts for purchases made on an employer issued credit card must be submitted to the Treasurer. Employees receive an email with each credit card statement. Receipts must be submitted promptly for purchases on each statement. Appropriate coding and department approvals must be clearly labeled on the receipts.

Failure to follow the credit card policy may lead to removal of privileges to use the city credit card. Any unauthorized use of a City credit card may be subject to disciplinary action, up to termination of employment.

Section 9: Health, Safety, and Security Policies

9.0 Workplace Accidents and Injuries

The City strives to maintain an environment of safety. In addition, we are required to keep an accurate record of all work-related accidents and to report accidents to the City's insurance carrier. All workplace accidents or injuries (including near-accidents) of visitors and employees must be reported immediately to their immediate supervisor and recorded within 24 hours. Rescue squad services shall be used to transport employees to the hospital, if the accident or injury results in the incapacitation of the employee. If not, the supervisor or department head, along with the employee, will then contact EMC OnCall Nurse (844-322-4668) to report the injury and seek further medical guidance. If a workplace accident or injury occurs, it must be reported and an "Accident/Injury Investigation Report" must be documented completely and signed by the person(s) involved and by the immediate supervisor and turned into the HR Director to ensure proper care is administered and prompt reporting to the City's insurance provider. Employees will continue to work with EMC OnCall Nurse for further guidance and keep their supervisor or department head and HR informed of status.

Employees who have an accident with a City authorized vehicle involving another person or vehicle from the public shall first notify the York Police Department and then their supervisor or department head. This shall be done regardless of how minor the accident may be. Employees in positions compliant with the requirements of the Federal & Motor Carrier Safety Administration may require post-accident drug testing.

9.1 Worker's Compensation

Under the Worker's Compensation Act and the Worker's Occupational Diseases Act, the City covers all employees (regardless of employment category) under worker's compensation insurance. This insurance covers all reasonable medical expenses required to cure or relieve the effects of a work-related injury or illness. Workers' compensation insurance may also provide partial payment of the injured employee's wages until the employee has reached Maximum Medical Improvement (MMI). Deductions for retirement contributions and any other benefit contributions are deducted from the city payment portion. If the City payment portion is not sufficient to cover all deductions, then the employee will work with the Human Resource Director to set up a payment process for any remaining amount required to cover payroll deductions. An employee who wishes to receive the difference in pay from the City and to pay deductibles from benefits from the difference in pay through the payroll process will meet with the Human Resource Director to set up the process. Timely reporting of work-related injury or illness will be considered in determining eligibility of benefits.

9.2 Return to Work After a Workplace Accident or Injury

The City strives to assist employees to return to work at the earliest possible date following a workplace injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the ADA. Employees may be required to complete a physical capacity test upon return to work.

When possible, transitional positions will be made available to injured workers to minimize time lost from work. The City cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

The City will work with employees who are on leave because of workplace injury or illness and receiving worker's compensation benefits to modify work assignments within the worker's physical ability, knowledge, and skills until Maximum Medical Improvement (MMI) is achieved. Employees will be required to provide periodic status updates from the attending physician regarding their medical restrictions.

9.3 Drug and Alcohol-Free Workplace

The City is committed to protecting the safety, health, and well-being of its employees and all those who encounter its employees. Drug and alcohol abuse pose a direct and significant threat to these goals, and to the

goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential. The City is committed to ensuring a drug and alcohol-free working environment for all employees and compliance with this policy is a condition of employment. Violations of the policy may lead to disciplinary actions up to and including termination.

All employees are prohibited from using, selling, or possessing illegal drugs or unauthorized (drugs not prescribed to the employee using it) prescription drugs on City premises or while performing any work for the City. The City reserves the right to conduct an individual drug test, in accordance with applicable law, where there is reasonable suspicion that an employee may be under the influence of alcohol or illegal drugs at work or following a job-related accident or injury.

Furthermore, each employee who observes or has knowledge of other employees in a condition that poses a hazard to the safety and welfare of others is expected to report such conditions promptly to the immediate supervisor, or HR Director.

Any off-duty activities, including drug or alcohol-related activities that lead to an employee's arrest or harms the City's reputation may be grounds for disciplinary actions up to and including termination. All employees are required to report to their jobs in a fashion that allows them to safely and satisfactorily perform the essential functions of their job.

Substance and alcohol abuse are illnesses that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may inform their supervisor for assistance in seeking help to address substance abuse. Employees who are seeking treatment may be entitled to leave to provide time away from work.

To the extent of any provision of this policy conflicts with any federal, state, or local law, the City will fully comply with the applicable law in the interpretation and application of the policy.

9.4 Workplace Violence Prevention Policy

The City is committed to creating and maintaining a work environment that is free from violence and has a zero tolerance for violence in the workplace. Civility, understanding, and mutual respect toward fellow City employees, applicants, vendors, and customers are intrinsic to the existence of a safe and healthy workplace. The City prohibits verbal harassment, violent acts, threats of violence, or any other behavior which by intent, action, or outcome harms another person. Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Using, possessing, or threatening to use weapons, firearms, or other dangerous or hazardous devices or substances;
- Engaging in behavior that creates reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious acts motivated by, or related to, protected class status;
- Any other behavior that causes others to feel unsafe;
- Retaliating against any employee who, in good faith, reports a violation.

It is the responsibility of all City employees to:

- Help maintain a violent-free work environment;
- Report all threatening behavior to the HR Director immediately.

All employees should promptly report any workplace violence to the HR Director. Each allegation of violence will be taken seriously, and an investigation will be conducted by the HR Director and City Administrator. The City prohibits retaliation against an employee for reporting a potentially violent situation.

9.5 No Weapons Policy

The City strives to provide a safe, nonviolent workplace for everyone. No weapons are allowed in the workplace, and any weapons found will be confiscated. Firearms stored in personal vehicles in accordance with Nebraska law are not prohibited by this policy. Sworn law enforcement officers employed by the City are permitted to carry weapons as required by their official duties. Violations of this policy may result in disciplinary action, up to and including termination of employment.

9.6 Inclement Weather

During inclement weather, employees should use their best judgment in trying to get to work. Employees choosing not to work during adverse weather conditions when the City remains open may:

- be required to use earned vacation, earned compensatory time
- make up hours if work and hours are available
- work from home if work and hours are available and the employee is already approved to work from home

It will be the responsibility of the City Administrator to determine if the City will close due to inclement weather. If the weather is so severe that the office starts late, closes early, or is closed for the entirety of the day, affected full-time and scheduled permanent part-time employees will be paid such time off. Employees who are required to work due to the nature of their positions must report to work as scheduled and will be paid usual wages.

Section 10: Handbook Receipt, Acknowledgement, and Consent

I have received the City's Employee Handbook and have either read it or had it read to me carefully. I understand all its rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action up to and including termination of employment. I also understand that this Handbook supersedes all previous inconsistent written and unwritten policies, and any previous handbooks or manuals.

I further understand that the Handbook is not a contract and does not in any way constitute a contract of employment but is instead intended to provide employees with a better understanding of their responsibilities, benefits, and the general policies and philosophy of the City. I understand the City may change, modify, or eliminate any or all the guidelines/policies in this Handbook, in its absolute discretion.

I acknowledge that unless covered by a collective bargaining agreement, my employment with the City is "at will" and may be terminated by myself or the City at any time and for any lawful reason, without prior notice or cause. Nothing contained in this Handbook provides me with an expectation of continued employment.

- I further certify and acknowledge that:
- I know how to access the City Employee Handbook.
- I understand it is my responsibility to read the Handbook, to understand it, and do my best to comply with its provisions.
- I understand I should contact my supervisor or the HR Director for interpretation or clarification of any guideline which I do not understand.
- I understand the Handbook contains information on harassment, discrimination and retaliation which outlines my responsibilities and obligations and provides a grievance method for me to use in case of unlawful harassment, discrimination or retaliation.
- I understand the City may monitor my computer files and activity, internet activity, electronic communications, and voice mail messages for various reasons, and I consent to the same. The City may also disclose such activity and messages to a third party without my consent when it deems such action necessary. I have no expectation of privacy in the use of the City's information systems, or in information or items stored or kept on City premises.
- I understand upon termination of my employment for any reason I must return all City materials, property, uniforms, and equipment issued to me and pay the City any money that I may owe to the City and agree that upon my failure to promptly do either of these, the City can withhold corresponding amounts from my final paycheck and take whatever action the City deems necessary to recover such amounts from me.

Consent to Use Name and Image

I authorize the City to use my name and/or images, including group images, in its marketing materials and/or on its website or social media outlets. I understand that no special compensation will be provided to me for the use of my image(s) and that I may not be informed in advance of the specific use of my image(s). I understand I can opt out later if I authorize this practice now. If I wish to opt out now, I have checked the line below.

I opt out of such practice. _____

Print Name

Employee Signature

Date

Appendix A: Travel Policy for Non-Exempt Employees

The purpose of this policy is to outline pay rules that apply to nonexempt employees when traveling on company business.

Employees in positions classified as nonexempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling¹. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

"Normal work hours," for the purposes of this policy, are defined as an employee's regularly scheduled work hours (e.g., 8:30 a.m. to 5:30 p.m.). This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday). Employees with variable work hours will have their normal work hours defined by human resources prior to travel, based on a review of time records over the previous month.

"Travel time" is defined according to the type of travel involved:

Travel for a one-day assignment in another city. An employee who regularly works at a fixed location and is given a special one-day assignment in another city and returns home the same day will be paid for the time spent traveling to and from the other city, except for the time the employee would normally spend commuting to and from the regular worksite.

Travel during the workday: Time spent by an employee traveling as part of his or her regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.

Travel away from home: Travel that keeps an employee away from home overnight is travel away from home. Travel time that takes place within normal work hours, regardless of the day of the week, is treated as work hours. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours.

Travel time as the driver of an automobile: All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours.

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation. For example, if an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be compensated. Travel time as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their time sheets in accordance with this policy.

Meal periods should be deducted from all travel time.

Appendix B: Disciplinary Appeal Procedure

This disciplinary appeals process applies to appeals of a suspension or dismissal. For concerns regarding admonishments and reprimands, contact the City Administrator to request a meeting.

Disciplinary action proceeds during the appeal process unless the Department Head or City Administrator agrees to postpone the discipline until the appeal or review has been completed.

1. Employee requests a review of the disciplinary action via email to the department head within 3 business days of the disciplinary action.
 - a. If the employee is a department head, the request goes to the city administrator.
2. Department Head/City Administrator will schedule a meeting with the employee within 3 business days of the receipt of a request for a review.
3. After the review meeting, the department head/city administrator provides a written response to the discipline appeal within 3 business days.
 - a. A copy of the written response is sent to the employee, the department head/city administrator, and the human resources director.
 - b. The human resources director will place the response in the employee's file.
4. Within 3 business days of receiving the disciplinary appeal response, the employee may request, via email, a meeting with the city administrator to appeal the disciplinary action and response.
5. The City Administrator will schedule a meeting with the employee within 3 business days of the receipt of the request for a review.
6. After the review meeting, the city administrator provides a written response to the discipline appeal within 3 business days.
 - a. A copy of the written response is sent to the employee, the department head, and the human resources director.
 - b. The human resources director will place the response in the employee's file.
7. Within 3 business days of receiving the City Administrator response, the employee may email the city clerk to request an appeal with the City Personnel Board.
8. The City Clerk will arrange an appeal hearing of the City Personnel Board as soon as is practicable.
 - a. The employee and the City Personnel Board may call witnesses of the hearing.
9. The City Personnel Board will respond to the employee in writing within 5 business days after the hearing.
10. Failure to request a review of a disciplinary action or appeal in the stated timeline shall be a waiver of any future appeal of the disciplinary action.

Third Reading:
Ordinance No. 2411

ORDINANCE NO. 2411

AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF LAND AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2411 to provide for the annexation of a land and to provide for an effective date for this ordinance. Ayes with a motion by Scott Van Esch and a second by Jennifer Sheppard. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Public Hearing on Zoning Changes for Commercial and Industrial Districts

The Mayor stated this was the time and place for a public hearing on zoning changes for commercial and industrial districts to update to add a definition for small animal care services. Dan stated this was reviewed and recommended by the Planning Commission. Lisa Hurley, YCDC, thanked the city for being proactive on this subject. Small animal services are anticipated to grow by 9-10% by 2030. This helps to keep the city current with market trends. There was no other public comment.

Motion to suspend the statutory rule requiring reading on three different days for Ordinance No. 2413 through Ordinance No. 2418. The motion was adopted by a three-fourths vote of the Council and the statutory rule suspended for consideration of said Ordinances on its second and third readings. Ayes with a motion by Jeff Pieper and a second by Doreen Lopez. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2413

ORDINANCE NO. 2413

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND THE ZONING REGULATIONS OF THE YORK CITY CODE, ARTICLE III, SECTION 2 TO ADD A DEFINITION FOR SMALL ANIMAL CARE SERVICES; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2413 to amend the zoning regulations of the York City Code to add a definition for small animal care services. Ayes with a motion by Scott Van Esch and a second by Jeff Pieper. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2414

ORDINANCE NO. 2414

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND ARTICLE XIV, "C-1" CENTRAL BUSINESS DISTRICT OF THE ZONING CODE TO ADD SMALL ANIMAL CARE SERVICES AS A PERMITTED USE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2414 to amend Article XIV, "C-1" central business district of the zoning code to add small animal care services as a permitted use. Ayes with a motion by Jeff Pieper and a second by Tony North. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2415

ORDINANCE NO. 2415

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND ARTICLE XV, "C-2" CENTRAL BUSINESS DISTRICT OF THE ZONING CODE TO ADD SMALL ANIMAL CARE SERVICES AS A PERMITTED USE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2415 to amend Article XV, "C-2" central business district of the zoning code to add small animal care services as a permitted use. Ayes with a motion by Tony North and a second

by Jeff McGregor. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2416

ORDINANCE NO. 2416

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND ARTICLE XVI, “C-3” HIGHWAY COMMERCIAL DISTRICT OF THE ZONING CODE TO ADD SMALL ANIMAL CARE SERVICES AS A PERMITTED USE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2416 to amend Article XVI, "C-3" highway commercial district of the zoning code to add small animal care services as a permitted use. Ayes with a motion by Jerry Wilkinson and a second by Jennifer Sheppard. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2417

ORDINANCE NO. 2417

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND ARTICLE XVII, “C-4” HIGHWAY COMMERCIAL DISTRICT OF THE ZONING CODE TO ADD SMALL ANIMAL CARE SERVICES AS A PERMITTED USE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2417 to amend Article XVII, "C-4" highway commercial district of the zoning code to add small animal care services as a permitted use. Ayes with a motion by Jeff McGregor and a second by Jeff Pieper. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Ordinance No. 2418

ORDINANCE NO. 2418

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND ARTICLE XVIII, “I” INDUSTRIAL DISTRICT OF THE ZONING CODE TO ADD SMALL ANIMAL CARE SERVICES AS A PERMITTED USE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

Motion to approve Ordinance No. 2418 to amend Article XVIII, "I" Industrial district of the zoning code to add small animal care services as a permitted use. Ayes with a motion by Jennifer Sheppard and a second by Doreen Lopez. Jerry Wilkinson: Yea, Scott Van Esch: Yea, Jeff Pieper: Yea, Jeff McGregor: Yea, Doreen Lopez: Yea, Tony North: Yea, Jennifer Sheppard: Yea, Stephen Postier: Yea.

Adjournment

There being no further business to come before the Council, the Mayor adjourned the meeting, the time being 6:10 p.m.

Amanda Ring, City Clerk

Barry Redfern, Mayor

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-00001	CITY OF YORK - WATER DEPT	1	4,684.42	N		
01-00010	GALE	2	177.72	N		
01-00110	MATHESON TRI-GAS	2	134.22	N		
01-00120	JACKSON SERVICES INC	18	1,639.62	N		
01-00200	NEBRASKA MACHINERY CO	3	16,300.95	N		
01-00210	EAKES OFFICE PLUS	4	2,211.32	N		
01-00230	CORNHUSKER STATE IND.	1	18.50	N		
01-00290	NORTH PRINTING & OFFICE S	11	1,788.07	N		
01-00300	BLACK HILLS ENERGY	13	17,045.15	N		
01-00340	BOUND TREE MEDICAL LLC	10	1,721.02	N		
01-00360	CITY OF YORK	3	25,082.25	N		
01-00410	CAROLINA SOFTWARE	1	500.00	N		
01-00490	JOHN DEERE FINANCIAL FSB	2	87.28	N		
01-00540	GLOBAL TECH, INC.	16	18,366.92	N		
01-00600	LICHTI'S INC.	1	14,429.35	N		
01-00640	NEBRASKA PUBLIC POWER DIS	5	45,220.99	N		
01-00680	NE DEPT. OF AERONAUTICS	1	543.33	N		
01-00701	OLSSON ASSOCIATES	1	100.00	N		
01-00710	OVERLAND SAND & GRAVEL	5	6,399.44	N		
01-00740	TK ELEVATOR CORP	1	240.40	N		
01-00750	PIEPERS INC	1	4,446.83	N		
01-00780	PRESTO X COMPANY	15	952.27	N		
01-00800	BURST, LLC	24	1,320.05	N		
01-00840	16TH STREET CARWASH	1	60.00	N		
01-00911	CORNERSTONE INS GROUP	2	566.00	N		
01-00990	ANGLE, MURPHY & CAMPBELL,	1	26.36	N		
01-01280	PLATTE VALLEY COMMUNICATI	1	329.50	N		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-01290	GRAND CENTRAL FOODS, INC.	6	960.72	N		
01-01330	JLC, INCORPORATED	2	62.86	N		
01-01340	KOPCHOS SANITATION, INC	9	1,388.50	N		
01-01350	PROTEX CENTRAL INC.	2	310.00	N		
01-01390	AFLAC	2	897.54	N		
01-01420	NE CHILD SUPPORT PAYMENT	1	424.73	N		
01-0145	ANTHONY BESTWICK	1	999.00	N		
01-01460	PERENNIAL POWER	1	13,616.25	N		
01-01470	SERVI-TECH LABORATORIES	3	552.00	N		
01-01490	NE DEPT OF REVENUE	5	12,477.31	N		
01-01510	HACH CO.	1	568.99	N		
01-01640	INTERNAL REVENUE SERVICE	13	76,132.21	N		
01-01650	UNION BANK	9	55,884.12	N		
01-01670	FRATERNAL ORDER OF POLICE	3	1,440.00	N		
01-01690	UNITED FUND	3	64.58	N		
01-01750	NEBRASKA PUBLIC HEALTH EN	1	196.00	N		
01-01841	CORNERSTONE BANKTRUST	1	452,798.75	N		
01-02010	YORK EQUIPMENT, INC.	4	518.44	N		
01-02060	NE DEPT OF ENVIRONMENT &	1	600.00	N		
01-02080	TYLER TECHNOLOGIES - INCO	1	2,463.75	N		
01-02210	NE DOOR & WINDOW LLC YORK	4	4,920.91	N		
01-02230	MCCORMICK HEATING & AC	1	1,429.34	N		
01-02240	OMAHA WORLD HERALD	1	195.99	N		
01-02530	PEPSI COLA OF LINCOLN/ TO	2	255.50	N		
01-02560	CITYSERVICEVALCON LLC	1	13.06	N		
01-02590	ADOPT A PET	1	3,583.33	N		
01-02620	LEAGUE OF NEBRASKA MUNICI	3	510.00	N		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-02650	O'REILLY AUTO PARTS	3	226.52	N		
01-02730	SCHOOL DISTRICT OF YORK	1	68.10	N		
01-02910	CONCRETE INDUSTRIES INC	1	2,285.00	N		
01-02920	FALLER LANDSCAPE	1	251.00	N		
01-03020	MICHAEL QUBTY	1	118.90	Y		
01-03240	YORK COUNTY DEVELOPMENT C	1	9,061.75	N		
01-03260	HOMETOWN LEASING	3	247.07	N		
01-0357	BRETT SORENSEN	1	141.23	N		
01-03930	YORK CHAMBER OF COMMERCE	1	2,575.00	N		
01-04050	GALLS INCORPORATED	4	763.40	N		
01-05310	SAPP BROTHERS PETROLEUM,	5	5,099.77	N		
01-05330	NSG LOGISTICS LLC	8	29,850.35	N		
01-05870	WEX BANK	1	7,205.25	N		
01-06290	JOHNSEN CORROSIONENGINEE	1	2,830.00	N		
01-06970	SCOTT A. NISSEN DBA NISSE	1	1,557.50	N		
01-07140	ELECTRONIC SYSTEMS, INC	1	162.50	N		
01-08030	YORK PROMOTIONAL PRODUCTS	1	1,920.66	N		
01-08400	CREDIT MANAGEMENT SERVICE	1	10.40	N		
01-09380	VAN KIRK BROS CONTRACTING	1	428,852.84	N		
01-09870	NEBRASKA NOTARY ASSOCIATI	1	41.00	N		
01-09900	ANDERSON FORD	1	48,512.00	N		
01-10070	RAILROAD MANAGEMENT COMPA	1	458.76	N		
01-10110	BADGER METER INC	1	489.72	N		
01-10840	TOTAL ADMINISTRATIVE SERV	5	4,409.49	N		
01-10880	RASMUSSEN MECHANICAL SERV	1	1,124.59	N		
01-11010	VERIZON	1	1,382.44	N		
01-11450	HEIDI GREGG	1	10.94	N		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-12540	TRACTOR SUPPLY COMPANY	2	96.97	N		
01-13140	NEBRASKA EQUIPMENT INC	4	9,319.55	N		
01-14410	LINCOLN WINWATERWORKS	3	2,746.42	N		
01-14740	BRIAN QUICK	1	162.20	N		
01-14770	STRYKER MEDICAL	1	6,102.30	N		
01-14880	ALFRED BENESCH & CO	1	4,705.00	N		
01-15560	OMAHA TRUCK CENTER	2	2,382.25	N		
01-15750	VICKERS CONSULTING SERV I	1	250.00	N		
01-15880	CHARLIE'S U-SAVE RX	1	117.42	N		
01-15930	STERICYCLE INC	1	1,152.53	N		
01-16290	MICHAELA VAN KIRK	1	158.60	N		
01-16710	ONE CALL CONCEPTS INC	1	84.42	N		
01-16900	AQUA-CHEM INC	1	1,137.60	N		
01-16930	BRUCE WAGNER	1	125.00	Y		
01-17960	WILLIAM LEE LUNDY	2	96.58	Y		
01-18120	TERRI CARLSON	1	68.44	N		
01-18350	METERING & TECHNOLOGY SOL	2	4,418.10	N		
01-18410	RCI GROUP II LLC	1	39,764.12	Y		
01-18700	PIEPERS POTTYS	1	200.00	N		
01-19370	NE TECHNOLOGY & TELECOMMU	2	146.56	N		
01-19450	GERHOLD CONCRETE CO INC	3	3,389.32	N		
01-19590	COLONIAL LIFE	4	785.52	N		
01-19600	AMERITAS	11	1,358.20	N		
01-19640	ELECTRONIC CONTRACTING CO	1	87.00	N		
01-19940	OVERDRIVE INC	1	1,259.50	N		
01-20690	KLUTE TRUCK EQUIPMENT	1	1,440.00	N		
01-20850	DEARBORN LIFE INSURANCE C	1	2,051.13	N		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-21320	CULLIGAN	1	15.00	N		
01-21330	THOMAS MOMMENS	1	120.00	N		
01-21770	JANSSEN FORD	2	525.82	N		
01-21900	RDG PLANNING & DESIGN	1	2,500.00	N		
01-22050	HEAVY METAL SUPPLY CO	5	83.72	N		
01-22660	SPECTRUM ENTERPRISE	1	11.20	N		
01-23490	CORNHUSKER INTERNATIONAL	1	259.95	N		
01-23610	MID-AMERICAN RESEARCHCHE	1	3,439.60	N		
01-23820	MACQUEEN EMERGENCY GROUP	1	352.44	N		
01-24090	AXIA PAYMENTS	1	17.00	N		
01-24120	FIRESPRING	1	186.50	N		
01-24640	LEVANDER REVOCABLE TRUST	1	4,813.58	N		
01-25020	911 YORK COUNTY COMMUNICA	1	137,210.63	N		
01-25080	DEARBORN NATIONAL-VOLFIR	1	167.20	N		
01-25530	SAM'S CLUB MC/SYNCB	1	4,696.25	N		
01-25780	B-A-S-H CUSTOM SPRAYING	1	675.00	Y		
01-26300	CENTRAL STATES HYDRAULIC	2	2,128.01	N		
01-26330	QUICK MED CLAIMS	1	6,566.35	N		
01-26510	QUADIENT LEASING	1	686.46	N		
01-26550	JIM'S AGRI-AIR	1	931.08	Y		
01-26670	MIDWEST ALARMSERVICES	1	247.25	N		
01-26990	PINNACLE BANK	1	13,306.17	N		
01-27210	MIDWEST AUTO PARTS INC.	24	1,890.36	N		
01-27340	APEX ELECTRIC	1	5,006.25	N		
01-27420	DAN SLOCUM	2	92.87	N		
01-27570	LINCOLN CREEK ELECTRIC, L	1	6,211.61	N		
01-27690	CRYSTAL COX	1	30.00	Y		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-27730	BENJAMIN FRANCISCO	1	75.00	Y		
01-27780	ROBERT A AILOR	1	956.25	Y		
01-27810	NEW SUN THEATRE COMPANY	2	526.00	N		
01-28080	FIRST NATIONALCOMPANY	1	1,000.00	N		
01-28230	STANDARD INS CO	1	4,704.72	N		
01-28510	LEE ENT ADVERTISING	1	241.11	N		
01-28540	AMAZON BUSINESS	33	3,949.58	N		
01-28570	ERIC ECKERT	1	300.00	N		
01-29200	REGGIE RAFERT	1	54.14	N		
01-29270	ALLO	8	3,472.10	N		
01-29500	AT & T MOBILITY	1	373.88	N		
01-29610	BENEFIT PLANSADMINISTRAT	1	800.00	N		
01-29670	BRITTANY STEINER	1	78.84	N		
01-29690	PAYMENTECH, LLC	1	3,231.10	N		
01-29950	AMERICAN EXPRESS TRAVEL R	1	13.00	N		
01-29980	BOMGAARS	1	321.21	N		
01-30150	CARRIE REMMERS	1	5.82	N		
01-30160	MCLEAN BEEF INC	1	200.00	N		
01-30460	COLLECTION ASSOCIATES	1	269.49	N		
01-31140	THE CAR CLINIC LLC	1	55.00	Y		
01-31160	RAPID FIRE PROTECTION INC	1	275.00	N		
01-31310	TG TECHNICAL SERVICES	1	889.42	Y		
01-31420	CONSTELLATION PAYMENT PRO	1	416.97	N		
01-31460	WHITE CAP	2	3,291.79	N		
01-31490	VESTIS	3	348.03	N		
01-31890	AUTOMATIC SYSTEMS GROUP,	1	380.00	Y		
01-31900	SCHEELE-KAYTON CONSTRUCTI	1	331,733.35	N		

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-32210	INTERMEDIA.NET, INC.	1	2,011.62	N		
01-32550	IWORQ SYSTEMS INC	1	16,500.00	N		
01-32710	BARRY SLATER, INC	1	1,000.00	N		
01-32750	PRODUCTION CREEK LLC	1	17.00	Y		
01-32840	UTILITY CONSULTANTS INC	1	180.00	N		
01-32860	ARNOLD MOTOR SUPPLY, LLP	2	256.83	Y		
01-33080	MID AIR IT LLC	1	255.00	Y		
01-33170	PAYROC LLC	1	216.72	Y		
01-33300	GREAT PLAINS PEST MANAGEM	1	100.00	N		
01-33310	THOMAS KRINGS ETAL	1	206.50	N		
01-33320	ZELLE LLC	1	162.40	Y		
01-33390	JAMIE FUSON	1	1,422.50	N		
01-33410	TN MARKETING LLC	1	1,169.00	Y		
01-33420	US BANK NATIONAL ASSOCIAT	1	5,487.00	N		
01-33430	WORKING FIRE FURNITURE &	1	9,999.99	N		
01-33440	BLACK DIAMOND CONCRETE	1	4,850.00	N		
01-33450	MACKENZIE BURNETT	1	82.52	N		
01-25650	CARDMEMBER SERVICE	1	6,477.29	N		
01-33460	FRESHWORKS INC	1	228.00	N		
*** REPORT TOTALS ***						
		475	2,031,671.22			
		PAYROLL	231,321.31			
		PAYROLL	219,244.37			
		TOTAL	2,482,236.90			

SELECTION CRITERIA

VENDOR SET: 01 CITY OF YORK
VENDOR: ALL
BANK: ALL
VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/19/2025 THRU 1/15/2026	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: VENDOR #
G/L EXPENSE DISTRIBUTION: NO
CHECK RANGE: 000000 THRU 999999

DEPARTMENT REPORTS

December

2025

COMMUNITY CENTER
CONVENTION CENTER
FIRE
KILGORE MEMORIAL LIBRARY
POLICE
PUBLIC WORKS

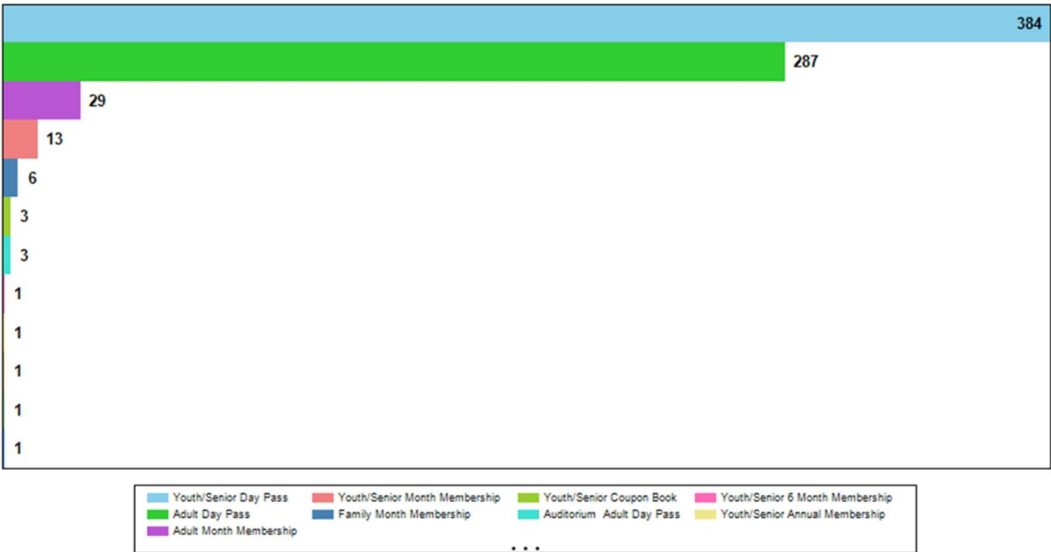
YORK PARKS & RECREATION - DECEMBER 2025

COMMUNITY CENTER

Total Income: \$12,475.10

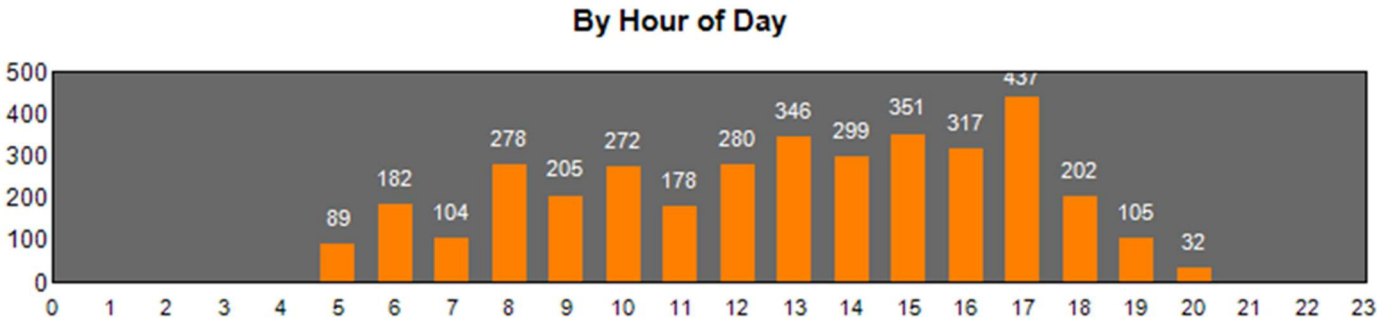
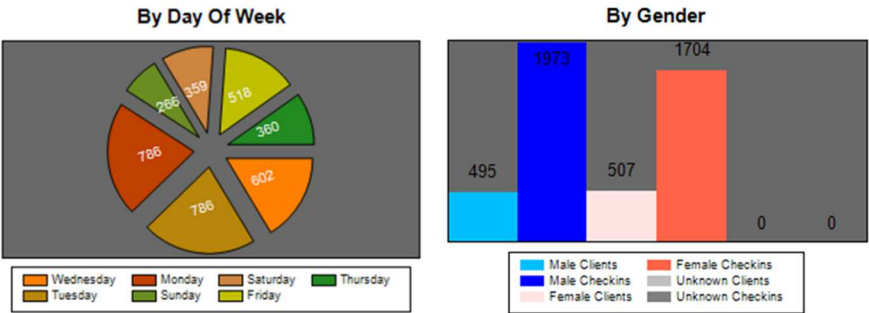
	CASH	CHECK	CREDIT	TOTAL	Center Admissions	Aud Admissions	Center Programs	Center Rentals	Aud Rentals	Miscellaneous
TOTALS	\$2,715.00	\$2,354.00	\$7,406.10	\$12,475.10	\$7,992.10	\$0.00	\$3,033.00	\$800.00	\$650.00	\$0.00

Total Memberships/Day Passes/Coupon Books Sold: 730



Attendance by York University Students: 277

Attendance Total by Membership: 1,587



YORK PARKS & RECREATION - DECEMBER 2025

BALLPARK COMPLEX

Total Income \$4,400.00

	CASH	CHECK	CREDIT	TOTAL	Complex Concessions	Rental Fees	Player Fees	Sponsorships	RV Fees	Registration & Facility Fees
TOTALS	\$0.00	\$4,400.00	\$0.00	\$4,400.00	\$0.00	\$0.00	\$200.00	\$4,200.00	\$0.00	\$0.00

SOCCER COMPLEX

Total Income \$279.25

	CASH	CHECK	CREDIT	TOTAL	Complex Concessions	Rental Fees	Player Fees	Sponsorships	Miscellaneous
TOTALS	\$134.75	\$0.00	\$144.50	\$279.25	\$78.75	\$0.00	\$0.00	\$0.00	\$0.00

FAMILY AQUATIC CENTER

Total Income \$0.00

Total Concession Income \$0.00

	CASH	CHECK	CREDIT	FAC TOTAL	FAC Admissions	FAC Programs	Swim Team Fees	FAC Attendance		CASH	CHECK	CREDIT	FAC Concessions TOTAL
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	TOTALS	\$0.00	\$0.00	\$0.00	\$0.00

PARKS

Total Income \$1,000.00

	CASH	CHECK	CREDIT	TOTAL	Park Rental Income	Levitt Concessions	Miller Concessions	Levitt Rental Income	Misc
TOTALS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00

FACILITY USAGE BY YPR LEAGUES AND PUBLIC RESERVATIONS

Auditorium Rental Days	9	Park Shelter Reservations	0	Ballpark Complex Field Usage	0
Auditorium YPR Program Usage	46	Park Tennis Court Reservations	0	Ballpark Complex Tournaments	0
Auditorium Event Usage	5	Park Volleyball Court Reservations	0	Ballpark Complex Batting Cage Usage	0
Community Center Parties	14	Park YPR Program Usage	1	Levitt Field Usage	0
Community Center Program Usage	54	Family Aquatic Center	0	Levitt Batting Cage Usage	0
Soccer Complex Field Usage	0	Miller Park Field Usage	0	Levitt Rentals	0
*Field usage includes practices and games					

SUPPLY WORKS ORDERS BY DEPARTMENT

Water Department	\$0.00	Auditorium	\$0.00	City Shop	\$0.00
City Offices	\$0.00	Ballpark Complex	\$0.00	Soccer Complex	\$0.00
Police Dept	\$0.00	Airport	\$0.00	Museum	\$0.00
Fire Dept	\$0.00	FAC	\$0.00	Parks	\$0.00
Community Center	\$0.00	Library	\$0.00	Landfill	\$0.00
Total					\$0.00

NOTE: All Total Income figures are unofficial calculations.



December Department Report

Number of Events: 17

- Events held on 12 out of 31 days

Number of Guests: 2,250

The Holthus Convention Center hosted a busy month of events, including the annual holiday parties for York General, Cornerstone Bank, and Platte River Foot & Ankle Surgeons. We also hosted numerous business meetings and training sessions, continuing to serve as a reliable venue for professional gatherings.

A key community event this month was Blue Valley's Santa Workshop, where families were able to select gifts for their children from thousands of toys donated throughout the holiday season, creating a meaningful and festive experience for the community.

The installation of our new audiovisual system began and will be completed early January. While this upgrade temporarily limited event bookings, it represents a significant improvement to our capabilities and will greatly enhance the experience for future events.

Terri Carlson | Director
Holthus Convention Center



York Fire Department

Monthly Report – December 2025

Calls for Service

The York Fire Department responded to a total of **123 calls for service** during December.

- **Fire-related calls (13 total):**
 - 9 automatic fire alarms
 - 1 vehicle fire with an estimated **\$2,000 in damage**
 - 1 water-related call
 - 1 carbon monoxide alarm
 - 1 call canceled en route
- **EMS activity:**
 - 81 emergency 911 EMS calls
 - 29 patient transfers

During the month, there were **4 instances** in which **two units were out simultaneously**.

Department Activities & Community Events

- On **December 14**, the York Fire Department delivered Santa Claus to the **Heart of the Holidays** celebration.
 - The department received a **\$5,000 grant from the Dixon Family Foundation**, which was used to provide **78 gift bags**, each containing a **\$50 Walmart gift card**, to families attending the event.
 - The aerial truck was fully decorated and participated in the holiday parade.
-

Training & Fire Prevention

- Fire Chief Anthony Bestwick conducted **two fire extinguisher training classes**:
 - **December 4** at Cornerstone Building Products with **50 participants**
 - **December 11** at the Bayer Seed Corn Production Facility with **36 participants**
- All three shifts and department volunteers toured the **Champion Homes factory** for fire prevention and facility familiarization.
- **B Shift** completed a walkthrough of the **new addition at Willow Brook**.
- Due to the timing of the Christmas and New Year's holidays, training opportunities were limited this month.
- On **December 9**, crews conducted **hose advancement drills at an acquired structure**.
- The department purchased an **Emergency Plug**, and all shifts and volunteers were trained on its proper use.

Administrative & Personnel Updates

- A departmental meeting was held on **December 16** to discuss staffing issues, during which several recommendations were presented.
- **Brittany Steiner** successfully completed her **EMS Instructor Certification** during the month.

Respectfully submitted,
Anthony Bestwick
Fire Chief
York Fire Department

Kilgore Memorial Library

January, 2026

Prepared by Interim Director, Monica Tidyman

1. We celebrated Deb Robertson's retirement on December 12, 2025 with an open house. The open house was well attended and we wish Deb a happy retirement!
2. During this transitional time, we are preparing the Makerspace for a grand opening celebration on January 23 & 24. Watch for more details.
3. Leo Jacobsen, who has worked as a Library Assistant 2 for the past three years, and as a Library Assistant 1 for four years before that, will be moving on with his last day being January 20th. Chloe Martinez will move up from a Library Assistant 1 position to take his place.

Data Type	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Addition to Physical Collection	333	224	161			
Addition to E-Book Collection	394	332	729			
Physical item circulation	6,716	5,693	5,927			
E-book Circulation	2,551	2,370	2,377			
New Patrons	154	116	136			
Public Computer Logins	717	534	415			
Door Count	3,675	3,352	3,423			
Website Visits		1,531	1,682			
Program Attendance	1,356	446	797			

Found in Apollo

Found at NLC website

Unique applications

Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD
						718
						1455
						18336
						7298
						406
						1666
						10450
						3213
						2599



York Police Department

315 North Grant Ave.
York, Nebraska 68467

Monthly Activity Summary Report December 2025

Total Calls for Service: 829

Types of Calls:

Accidents:	12
Adult/Child Abuse Investigations:	45
Alarms/Security Checks:	38
Animals:	37
Assaults:	18
Assist Outside Agencies:	15
Community Services:	76
Disturbances/Disorderly Conducts:	21
Health/Enumerations:	9
Larceny/Thefts:	31
Traffic:	105
Vandalism/Criminal Mischiefs:	12
Welfare/Mental Health	14

Enforcement Activity:

Criminal Arrest/Citations:	35
Traffic Citations:	45
Traffic Warnings:	236
Health Violations:	4

Miles Patrolled: 11,723

Additional Information:

In December we focused on leadership training with our sergeants. FBI LEEDA training is a four-and-a-half-day intensive seminar designed to prepare law enforcement leaders on best-practice strategies and techniques on the topics of team building for effectiveness and creativity, ethical and command decision-making, resilient leadership, and leading the challenging employee.



DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

December — 2025

STREET DEPARTMENT

During the month of December, the central garage serviced and repaired equipment for all city departments as follows:

Street	96	Airport	0	Park	8	Fire	6
Police	8	Landfill	2	Wastewater	8	Water	9

The street sweeper operated 9 hours in December, during which time 31 miles were swept and 5 cubic yards of material were removed from the city streets.

Other major labor activities included:

Job	Hours
General maintenance	111
Shop cleaning	13
Property maintenance	0
Snow removal	346
Mowing/weed control	0
Tree/shrub maintenance	0
Sidewalk repair	0
Right-of-way maintenance	26
Gravel street/alley maintenance	0
Paved surface maintenance	161
Storm sewer repair	0
Traffic signing/signal installation/repair	43
Trash removal	33
Plant wages	3
Office wages	6
Building maintenance	3
TOTAL	745

PARK DEPARTMENT

Park personnel performed the following activities:

Job	Hours
Property maintenance	9
Mowing/weed control	8
Tree/shrub maintenance	85
Ball field maintenance	162
Playground equipment maintenance	0
Trash removal	0
Plant wages	1
TOTAL	265

AUDITORIUM

Park/Street personnel performed the following activities:

Job	Hours
General maintenance	9
Building maintenance	10
Property maintenance	8
Paved surface maintenance	134
TOTAL	161

WASTEWATER TREATMENT PLANT

Plant operation for December and the comparison figures for December of last year:

	Last Month	2025	2024	Units
Total flow	29,660,426	30,447,199	30,124,483	gallons
Average flow/day	988,681	982,168	971,758	gallons
Average flow/person	123.59	122.77	121.47	gallons
Grit and screenings to landfill	2.03	2.94	2.11	tons
Bio solids wasted	1.263552	1.147624	1.247136	MG

Wastewater Treatment Plant personnel performed the following activities:

Job	Hours
Plant wages	194
Building maintenance	63
Sewer system maintenance	75
Property maintenance	46
One-call locates	18
Laboratory testing	80
Equipment maintenance	191
Sludge removal	0
Snow removal	2
Mow/weed control	4
TOTAL	673

WATER DEPARTMENT

Plant operation figures for December and the comparison figures for December of last year follow:

	Last Month	2025	2024	Unit
Total water pumped	23,286,000	21,342,000	22,980,000	gallons
Total water billed	27,929,843	27,454,583	35,005,508	gallons
Average use per day	751,161	688,452	741,290	gallons
Average use per person	94	86	93	gallons
Total electricity used	44,587	49,967	51,341	kW
Pumps yield	522	427	448	gallons/kW
Peak pumping date	7 th	14 th	20 th	
Peak amount	1,029,000	826,000	1,061,000	gallons

Report of office operations for December and comparison figures for December of last year:

	2025	2024
Water bills	1868	1846
Sewer bills	1793	1771
New taps	1" – 2	1" – 3
Service leaks	0	0
Main leaks	0	1
Diggers Hotline calls	102	128

Water Department personnel performed the following activities:

Job	Hours
Plant wages (monitoring wells, etc.)	36
Distribution maintenance	198
Property maintenance	0
One-call locates	18
Meter reading	31
Final notice collection	4
Meter maintenance	16
Pump/well maintenance	0
General maintenance	12
Paved surface maintenance	75
New main install	132
TOTAL	522

SOLID WASTE RECEIVING CENTER AND LANDFILL

Solid Waste Receiving Center operation figures for December as reported by scale:

	2025		2024	
	Trips	Tons	Trips	Tons
Landfill	778	2252.11	125	370.75
C & D	83	97.74	72	216.44
Transfer Station	88	19.54	68	82.38
Brush Pile	25	17.64	52	47.32
Tire Pile	1	0.00	1	0.00
Metal Roll-off	0	0.00	0	0.00
Total	975	2387.03	318	716.89

Revenue collected during December totaled \$211,326.55. The same period last year totaled \$158,314.75.

Landfill personnel performed the following activities:

Job	Hours
Scale/Transfer Station Operation	172
Landfill Equipment	595
Wind screen & litter control	0
Recycling Act	0
General maintenance	74
Property maintenance	16
Trash removal	66
TOTAL	923

AIRPORT

Public Works personnel performed the following activities:

Job	Hours
Airport Attendant	64
Building maintenance	0
Mowing/weed control	0
TOTAL	64

SUMMARY BY DEPARTMENT

Department	Hours	Percentage	Full Time Equivalent
Street	745	22	4.7
Parks/Com Center/Aud/FAC	426	13	2.7
Landfill	923	28	5.8
Wastewater	673	20	4.2
Water	522	16	3.3
Airport	64	1	0.4
TOTAL	3353	100	21.1

BUILDING INSPECTIONS AND PERMITS

Our building inspection activity for December and comparison figures for December of last year are as follows:

Inspections:	2025	2024	Permits Issued:	2025	2024
Building	52	48	Building	1	13
Electrical	36	27	Electrical	17	4
Plumbing	27	11	Plumbing	3	4
Mechanical	11	6	Mechanical	6	0
Nuisance	7	5	Curb/Street	0	3
Total	133	97	Total	27	24

One (1) permit was issued in December for a value of \$4,333.00, which brings the total for the year to \$50,870,514.82. (See attached.)

Permits of note issued:

PUBLIC WORKS ADVISORY BOARD

The Public Works Advisory Board did not meet on December 17, 2025 due to several members unable to attend.

Building Permits issued in December 2025

06-Jan-26

OWNER	ADDRESS	LEGAL DESCRIPTION	DESCRIPTION	AMOUNT
Nick Kerwood	1108 N Nebraska Ave		Privacy Fence	4,333.00
				\$4,333.00
Permits Issued:				1

CITY OF YORK
CASH BALANCES
for the Month of September 2025

Fund #	Fund	10/1/2024 Balance	Current Month Receipts	YTD Receipts	Current Month Disbursements	YTD Disbursements	Ending Balance
10-101	General	\$4,264,873.70	\$1,473,089.84	\$15,539,995.36	\$1,024,086.10	\$14,602,661.50	\$5,202,207.56
	American Rescue Plan Act	\$20,934.06	\$0.00	\$0.00	\$0.00	\$20,934.06	\$0.00
10-102	Auditorium	\$0.00	\$19,903.47	\$267,887.93	\$21,761.40	\$259,898.88	\$7,989.05
10-103	Park	\$51,100.00	\$79,710.22	\$919,401.88	\$67,301.46	\$837,593.58	\$132,908.30
10-104	Police	\$49,856.00	\$263,409.36	\$3,179,627.92	\$237,055.68	\$2,950,217.10	\$279,266.82
10-105	Community Center	\$0.00	\$75,484.72	\$862,478.74	\$47,398.92	\$701,678.94	\$160,799.80
10-106	Aquatic Center	\$0.00	\$26,367.88	\$398,826.24	\$33,306.19	\$376,421.97	\$22,404.27
10-110	Senior Center	\$0.00	\$1,928.46	\$23,141.52	\$1,699.48	\$14,197.43	\$8,944.09
10-201	Convention Center	\$0.00	\$79,419.23	\$859,365.61	\$76,687.77	\$728,385.21	\$130,980.40
10-111	Ball Field	\$0.00	\$35,394.59	\$589,820.03	\$47,669.74	\$625,301.79	(\$35,481.76)
10-112	Museum	\$0.00	\$11,288.87	\$121,596.00	\$14,115.59	\$121,004.36	\$591.64
10-113	Soccer Complex	\$25,000.00	\$16,381.79	\$221,350.37	\$36,508.33	\$230,750.35	\$15,600.02
13	User Fees	\$25,587.85	\$1,780.00	\$5,840.00	\$8.73	\$295.37	\$31,132.48
22	Ambulance	\$42,917.30	\$75,928.28	\$2,505,670.28	\$94,164.94	\$2,132,715.28	\$415,872.30
22	Fire	\$0.00	\$72,547.63	\$717,525.67	\$76,463.81	\$626,122.98	\$91,402.69
23	Capital Projects Sinking	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$0.00	\$2,000,000.00
24	Library	\$0.00	\$69,434.85	\$851,801.32	\$79,141.41	\$772,696.65	\$79,104.67
14-000	General Capital-Non-Dept.	\$59,199.08	(\$6,559.50)	(\$6,559.50)	\$36,323.50	\$102,038.58	(\$49,399.00)
14-146	General Capital - Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14-147	General Capital - Ballpark	\$58,818.83	\$0.00	\$406.44	\$0.00	\$59,225.27	\$0.00
14-148	General Capital - Soccer	\$5,071.44	\$0.00	\$35.02	\$0.00	\$5,106.46	\$0.00
14-149	General Capital - Levitt	\$54,265.68	\$0.00	\$394.90	\$0.00	\$54,660.58	\$0.00
14-221	General Cap - Ambulance	\$2,036,751.58	\$0.00	\$2,524,099.86	\$555,316.16	\$2,999,363.57	\$1,561,487.87
14-222	General Capital - Fire	\$2,036,751.65	\$0.00	\$2,524,099.81	\$555,316.16	\$2,999,363.47	\$1,561,487.99
General Balances		\$8,731,127.17	\$2,295,509.69	\$34,106,805.39	\$3,004,325.37	\$31,220,633.38	\$11,617,299.18
11	Keno	\$1,758.16	\$0.00	\$33.91	\$0.00	\$1,792.07	\$0.00
20	Aviation	\$226,641.98	\$43,529.74	\$338,334.08	\$197,705.30	\$510,474.38	\$54,501.68
31	Fire Pension	\$0.00	\$19,722.48	\$238,475.13	\$17,679.46	\$245,161.56	(\$6,686.43)
30	Police Pension	\$0.00	\$9,795.75	\$117,314.34	\$8,431.00	\$110,171.63	\$7,142.71
32	911 Surcharge	\$16,829.12	(\$87.14)	\$3,665.58	(\$80.07)	\$22,067.92	(\$1,573.22)
33	Health Insurance	\$1,708,408.78	\$210,674.19	\$2,013,158.13	\$1,358.96)	\$1,967,420.31	\$1,754,146.60
Total Tax Funds		\$10,684,765.21	\$2,579,144.71	\$36,817,786.56	\$3,226,702.10	\$34,077,721.25	\$13,424,830.52
50	Street	\$4,590,669.19	\$213,016.21	\$2,905,565.59	\$409,563.44	\$6,102,092.92	\$1,394,141.86
70	Landfill-Cash & Invest	\$3,692,209.04	\$266,985.75	\$2,542,895.93	\$656,176.16	\$2,686,932.00	\$3,548,172.97
	Landfill-Operations	\$112,807.75	\$218,911.00	\$1,811,804.09	\$218,911.00	\$1,811,804.09	\$112,807.75
	Landfill-Debt Service	\$286,402.92	\$40,008.13	\$477,870.88	(\$415,691.66)	\$56,065.84	\$708,207.96
78	Old Landfill Closure	\$13,101.33	\$146.28	\$636.27	\$0.00	\$0.00	\$13,737.60
79	Landfill Post Closure	\$3,202,615.29	\$37,139.03	\$285,228.08	\$0.00	\$0.00	\$3,487,843.37
	C&D Site Closure/Post Closure	\$252,634.94	\$3,060.19	\$34,756.48	\$0.00	\$0.00	\$287,391.42
75	Landfill Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Tax Funds		\$ 12,150,440.46	\$ 779,266.59	\$ 8,058,757.32	\$ 868,958.94	\$ 10,656,894.85	\$ 9,552,302.93
12	CDBG Repurpose Projects	\$0.00	\$0.00	\$259,606.98	\$121,430.00	\$126,563.22	\$133,043.76
12	CDBG Revolving Loan	\$89,920.65	(\$272.93)	(\$199.79)	(\$272.93)	\$90,768.78	(\$1,047.92)
12	Housing Grant - Federal Funds	\$123,217.39	\$29.41	\$104,181.06	\$0.00	\$85,896.04	\$141,502.41
12	Buy Rehab Sell	\$168,422.17	\$0.00	\$143.10	\$0.00	\$168,565.27	\$0.00
18	Creative District	\$236.58	\$194.80	\$110,465.87	\$15,114.79	\$83,951.84	\$26,750.61
60	Federal Proj (Blackburn Br))	\$741.86	\$604.84	\$189,955.16	\$0.00	\$50,437.50	\$140,259.52
60	Shadow Brook Project	(\$14,374.68)	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,374.68)
60	Concrete Panel/Asphalt Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19-192	Land Acq - Indust. Park	\$207,422.81	(\$36,261.07)	\$73,187.68	(\$37,828.87)	\$39,284.21	\$241,326.28
19-193	Land Acq - Right-of-ways	\$21,561.20	\$0.00	\$0.00	\$0.00	\$0.00	\$21,561.20
19-194	Land Acq - Parks	\$67,361.72	\$0.00	\$0.00	\$0.00	\$0.00	\$67,361.72
16	Total Bond Funds	\$721,836.79	\$63,261.76	\$978,181.91	(\$2,277.51)	\$1,009,147.49	\$690,871.21
40	Total TIF Funds	\$450,238.48	\$14,980.84	\$133,583.23	\$75,965.39	\$180,604.37	\$403,217.34
Total Misc. Funds		\$ 1,836,584.97	\$ 42,537.65	\$ 1,589,498.22	\$ 50,700.87	\$ 1,708,655.50	\$ 1,850,471.45
Total All Funds		\$ 24,671,790.64	\$ 3,400,948.95	\$ 46,466,042.10	\$ 4,146,361.91	\$ 46,443,271.60	\$ 24,827,604.90

LB 357 Cash Available (from Page 2)
Wastewater Cash Available (from Page 3)
Water Cash Available (from Page 3)

\$2,443,240.35
\$5,973,234.51
\$10,495,612.92
\$43,739,692.68

City of York
LB 357 Funds Summary

	<u>31-Aug-25</u>	<u>30-Sep-25</u>
LB 357 Funds Allocation		
Cash Balance	\$17,372,791.79	\$17,533,193.81
Less: Quiet Zone	(\$1,504,475.21)	(\$1,504,475.21)
School-Owned Properties	(\$1,116,730.34)	(\$1,116,730.34)
Ball Field	(\$9,874,685.69)	(\$9,874,685.69)
City-Owned Properties	<u>(\$2,594,062.22)</u>	<u>(\$2,594,062.22)</u>
Total Cash Available	\$2,282,838.33	\$2,443,240.35
Less Restricted Funds		
Debt Service	(\$979,671.32)	(\$1,123,703.77)
Debt Service Reserve	<u>\$0.00</u>	<u>\$0.00</u>
Total LB 357 Funds	<u><u>\$1,303,167.01</u></u>	<u><u>\$1,319,536.58</u></u>

City of York Public Works Summary

	31-Aug-25	30-Sep-25
Wastewater		
Cash Balance	\$5,837,535.00	\$5,973,234.51
Less: Construction Fund	<u>\$0.00</u>	<u>\$0.00</u>
Total Cash Available	\$5,837,535.00	\$5,973,234.51
Less Restricted Funds		
Operations	\$0.00	\$0.00
Debt Service	(\$242,626.37)	(\$1,441,871.27)
Debt Service Reserve	\$0.00	\$0.00
Renewal & Replacement	<u>\$0.00</u>	<u>\$0.00</u>
Total Unrestricted Funds	<u>\$5,594,908.63</u>	<u>\$4,531,363.24</u>
Water		
Cash Balance	\$9,277,619.76	\$9,198,931.28
Less: Construction Fund	(\$47,417.76)	\$7,737.80
Add: Farm Management Acct	<u>\$1,283,744.35</u>	<u>\$1,288,943.84</u>
Total Cash Available	\$10,513,946.35	\$10,495,612.92
Less Restricted Funds		
Operations	\$0.00	\$0.00
Debt Service	(\$59,959.11)	(\$799,429.08)
Debt Service Reserve	<u>(\$266,500.00)</u>	<u>(\$266,500.00)</u>
Total Unrestricted Funds	<u>\$10,187,487.24</u>	<u>\$9,429,683.84</u>
Landfill		
Cash Balance	\$8,051,306.19	\$8,158,161.07
Less: Construction Fund	<u>\$0.00</u>	<u>\$0.00</u>
Total Cash Available	\$8,051,306.19	\$8,158,161.07
Less Restricted Funds		
Operations	(\$112,807.75)	(\$112,807.75)
Debt Service	(\$252,508.17)	(\$708,207.96)
All Closure Funds	<u>(\$3,748,626.89)</u>	<u>(\$3,788,972.39)</u>
Total Unrestricted Funds	<u>\$3,937,363.38</u>	<u>\$3,548,172.97</u>

City of York
for the Month of September 2025

Auditors Grouping	Total Amount	Restricted or Assigned	Unrestricted	Notes
10 General:				
General	\$5,202,207.56	33,205.59	\$5,169,001.97	Restricted - YCF (Parks, Museum, Police) & Police Memorial Fund
ARP Act \$	\$0.00	\$0.00	\$0.00	Restricted grant money
Senior Center	\$8,944.09		\$8,944.09	
Police	\$279,266.82	\$49,856.00	\$229,410.82	Restricted - Federal equitable sharing money
Community Center	\$160,799.80		\$160,799.80	
Park	\$132,908.30	\$51,100.00	\$81,808.30	Mincks Park splash pad donations & grants
Auditorium	\$7,989.05		\$7,989.05	
Convention Center	\$130,980.40		\$130,980.40	
Aquatic Center	\$22,404.27		\$22,404.27	
Ball Park	(\$35,481.76)		(\$35,481.76)	
Museum	\$591.64		\$591.64	
Soccer Complex	\$15,600.02	\$25,000.00	(\$9,399.98)	Lighting project
Total	\$5,926,210.19	\$159,161.59	\$5,767,048.60	
13 User Fees	\$31,132.48		\$31,132.48	
14 General Capital Projects	\$3,073,576.85	\$3,073,576.85		Bonded project - Fire Station
22 Fire/EMS	\$507,274.99	\$55,488.64	\$451,786.35	Restricted - York Community Foundation
24 Library	\$79,104.67		\$79,104.67	
30 Police Pension	\$7,142.71		\$7,142.71	
31 Fire Pension	(\$6,686.43)		(\$6,686.43)	
Total General	\$9,617,755.46	\$3,288,227.08	\$6,329,528.38	
50 Street	\$1,394,141.86	\$1,394,141.86		
20 Aviation	\$54,501.68	\$54,501.68		
16 Debt Service	\$690,871.21	\$690,871.21		
15 LB 357	\$2,443,240.35	\$2,443,240.35		
23 Capital Projects Sinking	\$2,000,000.00	\$2,000,000.00		
60 Capital Projects	\$125,884.84	\$125,884.84		
12 CDBG	\$273,498.25	\$273,498.25		
18 Creative District	\$26,750.61	\$26,750.61		
11 Kenos	\$0.00	\$0.00		
19 Sinking	\$330,249.20	\$330,249.20		
32 E911	(\$1,573.22)	(\$1,573.22)		
40 TIF	\$403,217.34	\$403,217.34		
Total Governmental	\$17,358,537.58	\$11,029,009.20	\$6,329,528.38	
70 Landfill:				
Landfill	\$3,548,172.97	1,351,061.00	\$2,197,111.97	Rate Stabilization per HDR
Landfill-Operations	\$112,807.75	\$112,807.75		Bond Requirements
Landfill-Debt Service	\$708,207.96	\$708,207.96		Bond Requirements
Old Landfill Closure	\$13,737.60	\$13,737.60		
Landfill Closure/Post	\$3,487,843.37	\$3,487,843.37		
C&D Site Closure/Post	\$287,391.42	\$287,391.42		
Construction	\$0.00		\$0.00	
Total Landfill	\$8,158,161.07	\$5,961,049.10	\$2,197,111.97	
80 Wastewater	\$5,973,234.51	\$1,441,871.27	\$4,531,363.24	Bond Requirements
90 Water	\$10,495,612.92	\$1,065,929.08	\$9,429,683.84	Bond Requirements
Total Enterprise	\$24,627,008.50	\$8,468,849.45	\$16,158,159.05	
33 Heath Insurance	\$1,754,146.60	\$1,754,146.60		Assigned for insurance claims needs
Total City	\$43,739,692.68	\$21,252,005.25	\$22,487,687.43	

CITY OF YORK CASH BALANCES for the Month of December 2025							
Fund #	Fund	10/1/2025 Balance	Current Month Receipts	YTD Receipts	Current Month Disbursements	YTD Disbursements	Ending Balance
10-101	General	\$6,331,601.49	\$736,915.76	\$2,978,953.72	\$1,114,641.37	\$3,955,693.79	\$5,354,861.42
	American Rescue Plan Act	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-102	Auditorium	\$0.00	\$17,879.58	\$58,918.74	\$34,135.59	\$70,482.14	(\$11,563.40)
10-103	Park	\$51,100.00	\$52,953.92	\$167,415.26	\$31,097.58	\$115,641.92	\$102,873.34
10-104	Police	\$49,856.00	\$316,196.92	\$989,844.26	\$346,980.29	\$781,673.27	\$258,026.99
10-105	Community Center	\$0.00	\$48,937.68	\$143,641.74	\$58,324.59	\$159,337.37	(\$15,695.63)
10-106	Aquatic Center	\$0.00	\$27,279.83	\$81,839.49	\$11,560.57	\$32,356.18	\$49,483.31
10-110	Senior Center	\$0.00	\$1,441.58	\$4,324.74	\$1,259.13	\$7,804.71	(\$3,479.97)
10-201	Convention Center	\$0.00	\$67,140.65	\$213,505.30	\$76,907.72	\$247,874.37	(\$34,369.07)
10-111	Ball Field	\$0.00	\$37,951.58	\$130,119.33	\$42,805.09	\$138,204.61	(\$8,085.28)
10-112	Museum	\$0.00	\$10,678.08	\$32,241.07	\$11,005.59	\$31,988.86	\$252.21
10-113	Soccer Complex	\$25,000.00	\$21,284.75	\$91,974.00	\$11,800.45	\$82,264.86	\$34,709.14
13	User Fees	\$31,132.48	\$200.00	\$200.00	\$0.00	\$2,129.50	\$29,202.98
22	Ambulance	\$55,488.64	\$156,287.19	\$578,361.64	\$167,551.26	\$494,404.15	\$139,446.13
22	Fire	\$0.00	\$58,616.50	\$175,849.50	\$57,040.68	\$134,243.97	\$41,605.53
23	Capital Projects Sinking	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
24	Library	\$0.00	\$76,345.27	\$227,901.52	\$109,884.02	\$231,494.13	(\$3,592.61)
14-000	General Capital-Non-Dept.	(\$49,399.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$49,399.00)
14-146	General Capital - Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14-147	General Capital - Ballpark	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14-148	General Capital - Soccer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14-149	General Capital - Levitt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14-221	General Cap - Ambulance	\$1,561,487.87	\$0.00	\$0.00	\$167,222.19	\$502,846.91	\$1,058,640.96
14-222	General Capital - Fire	\$1,561,487.99	\$0.00	\$0.00	\$167,222.17	\$502,846.87	\$1,058,641.12
General Balances		\$11,617,755.46	\$1,630,109.29	\$5,875,090.31	\$2,409,438.29	\$7,491,287.61	\$10,001,558.16
11	Keno	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Aviation	\$54,501.68	\$44,291.06	\$279,791.36	\$54,621.83	\$117,146.08	\$217,146.96
31	Fire Pension	\$0.00	\$21,400.83	\$64,240.33	\$31,237.15	\$68,837.34	(\$4,597.01)
30	Police Pension	\$0.00	\$13,025.09	\$39,069.99	\$19,545.45	\$40,769.81	(\$1,699.82)
32	911 Surcharge	(\$1,573.22)	(\$2.21)	\$1,081.58	\$0.00	\$0.00	(\$491.64)
33	Health Insurance	\$1,754,146.60	\$156,846.33	\$465,919.73	\$209,218.42	\$722,697.91	\$1,497,368.42
Total Tax Funds		\$13,424,830.52	\$1,865,670.39	\$6,725,193.30	\$2,724,061.14	\$8,440,738.75	\$11,709,285.07
50	Street	\$1,394,141.86	\$209,984.30	\$650,461.71	\$215,102.43	\$1,068,447.23	\$976,156.34
70	Landfill-Cash & Invest	\$3,963,864.68	\$249,814.49	\$638,058.36	\$152,297.57	\$372,367.36	\$4,229,555.68
	Landfill-Operations	\$112,807.75	\$112,289.44	\$252,342.97	\$112,289.44	\$252,342.97	\$112,807.75
	Landfill-Debt Service	\$292,516.25	\$40,008.13	\$120,024.39	\$0.00	\$0.00	\$412,540.64
78	Old Landfill Closure	\$13,737.60	\$146.25	\$146.25	\$0.00	\$0.00	\$13,883.85
79	Landfill Post Closure	\$3,487,843.37	\$37,130.72	\$37,130.72	\$0.00	\$0.00	\$3,524,974.09
	C&D Site Closure/Post Closure	\$287,391.42	\$3,059.50	\$3,059.50	\$0.00	\$0.00	\$290,450.92
75	Landfill Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Tax Funds		\$ 9,552,302.93	\$ 652,432.83	\$ 1,701,223.90	\$ 479,689.44	\$ 1,693,157.56	\$ 9,560,369.27
12	CDBG Repurpose Projects	\$133,043.76	\$0.00	\$0.00	\$39,650.60	\$39,650.60	\$93,393.16
12	CDBG Revolving Loan	(\$1,047.92)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,047.92)
12	Housing Grant - Federal Funds	\$141,502.41	(\$7,679.68)	\$8,056.01	\$0.00	\$15,680.00	\$133,878.42
12	Buy Rehab Sell	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Creative District	\$26,750.61	\$165.62	\$10,376.56	\$151.31	\$437.89	\$36,689.28
60	Federal Proj (Blackburn Br))	\$140,259.52	\$574.07	\$1,329.93	\$0.00	\$0.00	\$141,589.45
60	Shadow Brook Project	(\$14,374.68)	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,374.68)
60	Concrete Panel/Asphalt Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19-192	Land Acq - Indust. Park	\$241,326.28	\$4,866.43	\$796,043.71	\$50.00	\$25,255.34	\$1,012,114.65
19-193	Land Acq - Right-of-ways	\$21,561.20	\$0.00	\$0.00	\$0.00	\$0.00	\$21,561.20
19-194	Land Acq - Parks	\$67,361.72	\$0.00	\$0.00	\$0.00	\$0.00	\$67,361.72
16	Total Bond Funds	\$690,871.21	\$78,011.98	\$238,722.67	\$801,557.50	\$914,166.25	\$15,427.63
40	Total TIF Funds	\$403,217.34	\$1,824.71	\$32,742.85	\$0.00	\$31,599.65	\$404,360.54
Total Misc. Funds		\$ 1,717,427.69	\$ 77,763.13	\$ 1,087,271.73	\$ 801,758.81	\$ 987,139.13	\$ 1,910,953.45
Total All Funds		\$ 24,694,561.14	\$ 2,595,866.35	\$ 9,513,688.93	\$ 4,005,509.39	\$ 11,121,035.44	\$ 23,180,607.79

LB 357 Cash Available (from Page 2)
Wastewater Cash Available (from Page 3)
Water Cash Available (from Page 3)

\$1,750,535.87
\$6,005,904.62
\$10,384,932.19
\$41,321,980.47

City of York
LB 357 Funds Summary

	<u>30-Sep-25</u>	<u>31-Dec-25</u>
LB 357 Funds Allocation		
Cash Balance	\$17,533,193.81	\$16,840,489.33
Less: Quiet Zone	(\$1,504,475.21)	(\$1,504,475.21)
School-Owned Properties	(\$1,116,730.34)	(\$1,116,730.34)
Ball Field	(\$9,874,685.69)	(\$9,874,685.69)
City-Owned Properties	<u>(\$2,594,062.22)</u>	<u>(\$2,594,062.22)</u>
Total Cash Available	\$2,443,240.35	\$1,750,535.87
Less Restricted Funds		
Debt Service	(\$1,123,703.77)	(\$480,351.87)
Debt Service Reserve	<u>\$0.00</u>	<u>\$0.00</u>
Total LB 357 Funds	<u><u>\$1,319,536.58</u></u>	<u><u>\$1,270,184.00</u></u>

City of York Public Works Summary

	30-Sep-25	31-Dec-25
Wastewater		
Cash Balance	\$5,973,234.51	\$6,005,904.62
Less: Construction Fund	<u>\$0.00</u>	<u>\$0.00</u>
Total Cash Available	\$5,973,234.51	\$6,005,904.62
Less Restricted Funds		
Operations	\$0.00	\$0.00
Debt Service	(\$1,441,871.27)	(\$0.02)
Debt Service Reserve	\$0.00	\$0.00
Renewal & Replacement	<u>\$0.00</u>	<u>\$0.00</u>
Total Unrestricted Funds	<u>\$4,531,363.24</u>	<u>\$6,005,904.60</u>
Water		
Cash Balance	\$9,198,931.28	\$8,986,963.51
Less: Construction Fund	\$7,737.80	\$251.71
Add: Farm Management Acct	<u>\$1,288,943.84</u>	<u>\$1,397,716.97</u>
Total Cash Available	\$10,495,612.92	\$10,384,932.19
Less Restricted Funds		
Operations	\$0.00	\$0.00
Debt Service	(\$799,429.08)	(\$152,185.15)
Debt Service Reserve	<u>(\$266,500.00)</u>	<u>(\$266,500.00)</u>
Total Unrestricted Funds	<u>\$9,429,683.84</u>	<u>\$9,966,247.04</u>
Landfill		
Cash Balance	\$8,158,161.07	\$8,584,212.93
Less: Construction Fund	<u>\$0.00</u>	<u>\$0.00</u>
Total Cash Available	\$8,158,161.07	\$8,584,212.93
Less Restricted Funds		
Operations	(\$112,807.75)	(\$112,807.75)
Debt Service	(\$708,207.96)	(\$412,540.64)
All Closure Funds	<u>(\$3,788,972.39)</u>	<u>(\$3,829,308.86)</u>
Total Unrestricted Funds	<u>\$3,548,172.97</u>	<u>\$4,229,555.68</u>

City of York
for the Month of December 2025

Auditors Grouping	Total Amount	Restricted or Assigned	Unrestricted	Notes
10 General:				
General	\$5,354,861.42	32,312.39	\$5,322,549.03	Restricted - YCF (Parks, Museum, Police) & Police Memorial Fund
ARP Act \$	\$0.00	\$0.00	\$0.00	Restricted grant money
Senior Center	(\$3,479.97)		(\$3,479.97)	
Police	\$258,026.99	\$49,856.00	\$208,170.99	Restricted - Federal equitable sharing money
Community Center	(\$15,695.63)		(\$15,695.63)	
Park	\$102,873.34	\$51,100.00	\$51,773.34	Mincks Park splash pad donations & grants
Auditorium	(\$11,563.40)		(\$11,563.40)	
Convention Center	(\$34,369.07)		(\$34,369.07)	
Aquatic Center	\$49,483.31		\$49,483.31	
Ball Park	(\$8,085.28)		(\$8,085.28)	
Museum	\$252.21		\$252.21	
Soccer Complex	\$34,709.14	\$25,000.00	\$9,709.14	Lighting project
Total	\$5,727,013.06	\$158,268.39	\$5,568,744.67	
13 User Fees	\$29,202.98		\$29,202.98	
14 General Capital Projects	\$2,067,883.07	\$2,067,883.07		Bonded project - Fire Station
22 Fire/EMS	\$181,051.66	\$59,838.08	\$121,213.58	Restricted - York Community Foundation
24 Library	(\$3,592.61)		(\$3,592.61)	
30 Police Pension	(\$1,699.82)		(\$1,699.82)	
31 Fire Pension	(\$4,597.01)		(\$4,597.01)	
Total General	\$7,995,261.33	\$2,285,989.54	\$5,709,271.79	
50 Street	\$976,156.34	\$976,156.34		
20 Aviation	\$217,146.96	\$217,146.96		
16 Debt Service	\$15,427.63	\$15,427.63		
15 LB 357	\$1,750,535.87	\$1,750,535.87		
23 Capital Projects Sinking	\$2,000,000.00	\$2,000,000.00		
60 Capital Projects	\$127,214.77	\$127,214.77		
12 CDBG	\$226,223.66	\$226,223.66		
18 Creative District	\$36,689.28	\$36,689.28		
11 Keno	\$0.00	\$0.00		
19 Sinking	\$1,101,037.57	\$1,101,037.57		
32 E911	(\$491.64)	(\$491.64)		
40 TIF	\$404,360.54	\$404,360.54		
Total Governmental	\$14,849,562.31	\$9,140,290.52	\$5,709,271.79	
70 Landfill:				
Landfill	\$4,229,555.68	1,351,061.00	\$2,878,494.68	Rate Stabilization per HDR
Landfill-Operations	\$112,807.75	\$112,807.75		Bond Requirements
Landfill-Debt Service	\$412,540.64	\$412,540.64		Bond Requirements
Old Landfill Closure	\$13,883.85	\$13,883.85		
Landfill Closure/Post	\$3,524,974.09	\$3,524,974.09		
C&D Site Closure/Post	\$290,450.92	\$290,450.92		
Construction	\$0.00		\$0.00	
Total Landfill	\$8,584,212.93	\$5,705,718.25	\$2,878,494.68	
80 Wastewater	\$6,005,904.62	\$0.02	\$6,005,904.60	Bond Requirements
90 Water	\$10,384,932.19	\$418,685.15	\$9,966,247.04	Bond Requirements
Total Enterprise	\$24,975,049.74	\$6,124,403.42	\$18,850,646.32	
33 Heath Insurance	\$1,497,368.42	\$1,497,368.42		Assigned for insurance claims needs
Total City	\$41,321,980.47	\$16,762,062.36	\$24,559,918.11	

Preliminary Plat
York Creekside 2nd Subdivision
of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska.

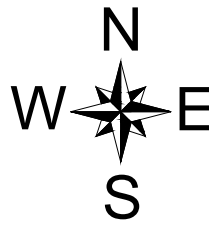
Parcel No. 930116305

- 25' Front and Street Side Setbacks
- 8' Interior Side Setbacks
- 25' Rear Setbacks

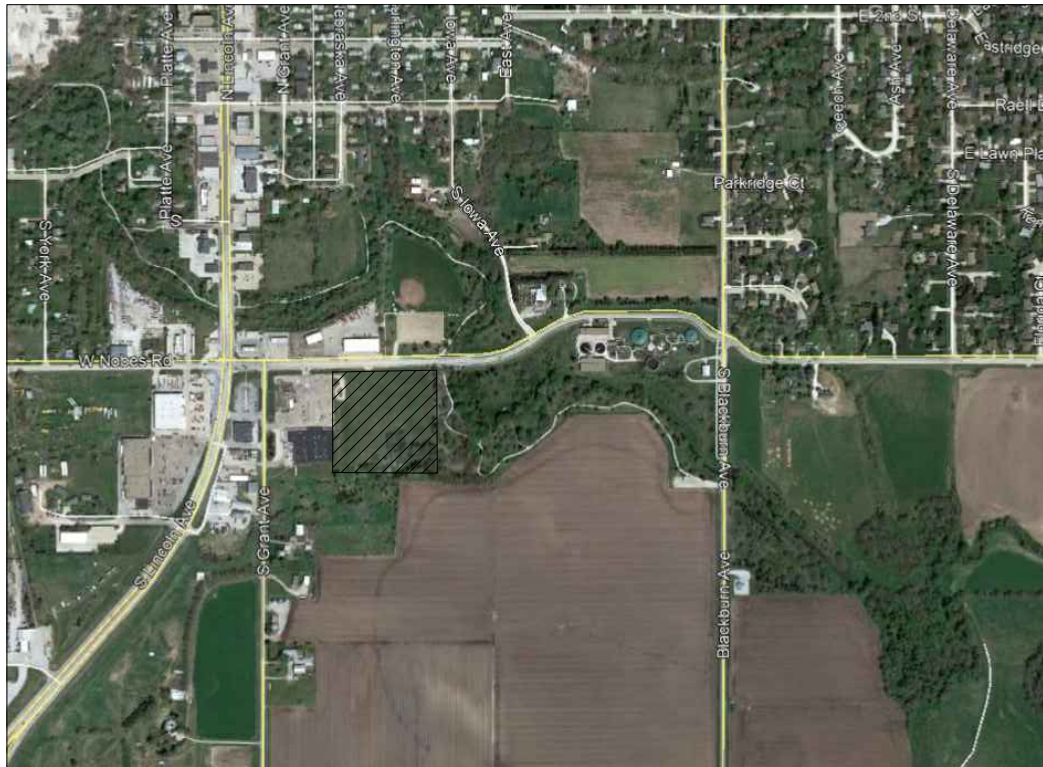
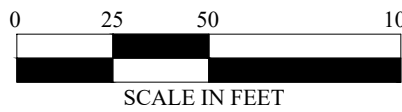
OWNER:
York Creekside Apartments, LLC
Mailing Address: P.O. Box 335
Central City, Nebraska 68826
Property Address: 304 306 E. Nobes Road
York, Nebraska 68467

ENGINEER:
John A. Zwingman
Advanced Consulting Engineering Services
133 West Washington Street
West Point, NE 68788
Phone: 402-372-1923

SURVEYOR:
Terry L. Schulz
Advanced Consulting Engineering Services
133 West Washington Street
West Point, NE 68788
Phone: 402-372-1923



Drawn By: LRR
Date: December 3, 2025
Project Number: S-093-003
Scale: 1" = 50'



LEGEND	
●	Property Corner Found
○	Set Property Corner
R	Recorded Distance
M	Measured Distance
⊠	Telephone Pedestal
⊙	Manhole
⊗	Water Valve
⊕	Fire Hydrant
○	Tree
■	Power Pole
— OHP —	Overhead Electrical
— X —	Fence
— G —	Gas Line
— W —	Water Line
— S —	Sewer Line
Orange Shaded Area	0.2% Annual Chance Flood Hazard
Blue Shaded Area	1% Annual Chance Flood Hazard
Blue Cross-hatched Area	Regulatory Floodway

This survey was prepared at the request of Mesner Development, Central City, Nebraska.

LEGAL DESCRIPTION
Lot 2, York Creekside Subdivision, City of York, York County, Nebraska.

SURVEYOR'S CERTIFICATE
I, Terry L. Schulz, Nebraska Registered Land Surveyor No. 550, duly registered under the Land Surveyor's Regulation Act, do hereby state that I have performed a survey of the land depicted on the accompanying plat; that said plat is a true delineation of said survey performed personally or under my direct supervision; that said survey was made with reference to known and recorded monuments marked as shown, and to the best of my knowledge and belief is true, correct and in accordance with the Land Surveyor's Regulation Act in effect at the time of this survey.



Terry L. Schulz, State of Nebraska, LS #550 _____ Date _____

APPROVAL OF THE PUBLIC WORKS DIRECTOR
This plat is hereby approved by the director of public works, City of York, Nebraska this ____ day of _____, 20__.

Director _____

APPROVAL OF YORK, NEBRASKA PLANNING COMMISSION:
The undersigned _____, the Chairman of the City Planning Commission of the City of York, York County, Nebraska, does hereby certify that the foregoing plat of **York Creekside 2nd Subdivision**, a Subdivision of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska was submitted to the City of York, Nebraska, Planning Commission and upon motion duly made and seconded, said plat was approved in all respects by unanimous vote of such Commission.

Dated this ____ day of _____, 20__.

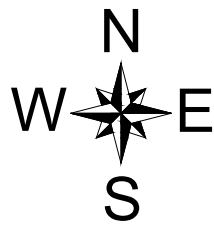
Chairman, City Planning Commission _____

APPROVAL OF YORK, NEBRASKA CITY COUNCIL:
This plat of **York Creekside 2nd Subdivision**, a Subdivision of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska was approved and accepted by this City Council of the City of York, Nebraska.

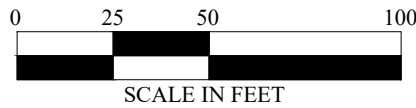
Dated this ____ day of _____, 20__.

Mayor _____ ATTEST: City Clerk, York, Nebraska _____

York Creekside 2nd Subdivision
of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska.



Drawn By: LRR
Date: December 3, 2025
Project Number: S-093-003
Scale: 1" = 50'



LEGEND

- Property Corner Found
- Set Property Corner
- M Measured Distance
- R Recorded Distance (DED) Darrel E. Dangberg, LS#294, dated January 17, 1984, (TLS) Terry L. Schulz, LS#550, dated April 19, 2019.

Nobes Road

594.06' M&R (DED)(TLS)
N 87°12'10" E

439.06' M&R (TLS)

232.32' M

Lot 1
26,915.14 Sq.Ft.±
(0.62 Acres±)

Lot 1, York Creekside Subdivision

155.00' M&R (TLS)

29.09' M

177.65' M

N 02°47'48" W

295.00' M&R (TLS)

16.0'

8' Utility Easement
& Building Setback

8' Utility Easement

155.00' M&R (TLS)

S 87°12'10" W

8' Utility Easement
& Building Setback

Lot 2
297,234.72 Sq.Ft.±
(6.82 Acres±)

Lot 2, York Creekside Subdivision

336.36' M&R (TLS)

632.03' M&R (DED)(TLS)

S 01°14'56" E

631.36' M&R (TLS)

631.25' R (DED)

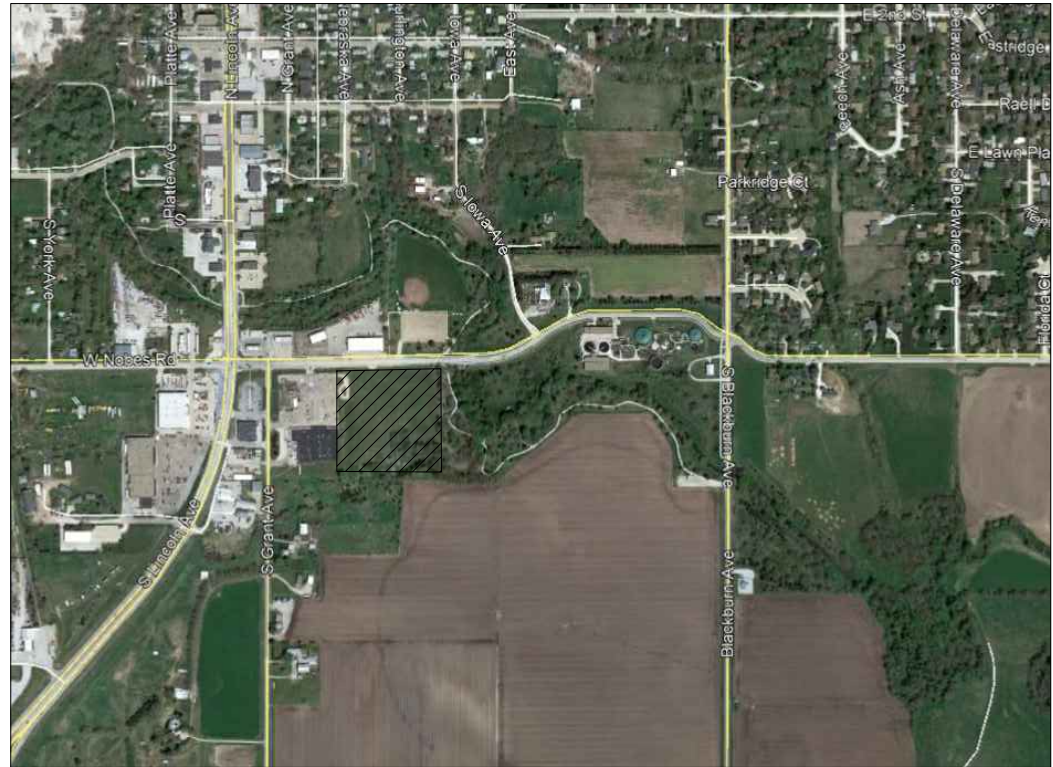
N 02°46'39" W

Lot 1

Existing 16'
Utility Easement

8' Utility Easement

577.20' M&R (TLS)
578.38' R (DED)
S 87°14'46" W



Parcel No. 930116305

- 25' Front and Street Side Setbacks
- 8' Interior Side Setbacks
- 25' Rear Setbacks

OWNER:

York Creekside Apartments, LLC
Mailing Address: P.O. Box 335
Central City, Nebraska 68826
Property Address: 304 306 E. Nobes Road
York, Nebraska 68467

ENGINEER:

John A. Zwingman
Advanced Consulting Engineering Services
133 West Washington Street
West Point, NE 68788
Phone: 402-372-1923

SURVEYOR:

Terry L. Schulz
Advanced Consulting Engineering Services
133 West Washington Street
West Point, NE 68788
Phone: 402-372-1923



This survey was prepared at the request of Mesner Development, Central City, Nebraska.

LEGAL DESCRIPTION

Lot 2, York Creekside Subdivision, City of York, York County, Nebraska.

SURVEYOR'S CERTIFICATE

I, Terry L. Schulz, Nebraska Registered Land Surveyor No. 550, duly registered under the Land Surveyor's Regulation Act, do hereby state that I have performed a survey of the land depicted on the accompanying plat; that said plat is a true delineation of said survey performed personally or under my direct supervision; that said survey was made with reference to known and recorded monuments marked as shown, and to the best of my knowledge and belief is true, correct and in accordance with the Land Surveyor's Regulation Act in effect at the time of this survey.

Terry L. Schulz, State of Nebraska, LS #550

Date

DEED OF DEDICATION:

Know all men by these presents: that we, York Creekside Apartments, LLC, being the owners of the land described heron, have caused the same to be surveyed, platted and designated as **York Creekside 2nd Subdivision** as shown on the accompanying plat thereof, lots to be numbered as shown, and that the foregoing subdivision is made with the free consent and in accordance with the desire of the undersigned owners and proprietors.

York Creekside Apartments, LLC, Representative

ACKNOWLEDGEMENT

State of Nebraska

County of _____

On this _____ day of _____, 2026, before me, a notary public in and for said county came the above named

_____ representative of York Creekside Apartments to be personally known to me to be the identical persons whose names are affixed to the dedication of this plat and they acknowledge the execution thereof to be their voluntary act and deed.

My commission expires on the _____ day of _____, 20__.

Notary Public

APPROVAL OF THE PUBLIC WORKS DIRECTOR

This plat is hereby approved by the director of public works, City of York, Nebraska this _____ day of _____, 20__.

Director

APPROVAL OF YORK, NEBRASKA PLANNING COMMISSION:

The undersigned _____, the Chairman of the City Planning Commission of the City of York, York County, Nebraska, does hereby certify that the foregoing plat of **York Creekside 2nd Subdivision**, a Subdivision of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska was submitted to the City of York, Nebraska, Planning Commission and upon motion duly made and seconded, said plat was approved in all respects by unanimous vote of such Commission.

Dated this _____ day of _____, 20__.

Chairman, City Planning Commission

APPROVAL OF YORK, NEBRASKA CITY COUNCIL:

This plat of **York Creekside 2nd Subdivision**, a Subdivision of Lot 2, York Creekside Subdivision, City of York, York County, Nebraska was approved and accepted by this City Council of the City of York, Nebraska.

Dated this _____ day of _____, 20__.

Mayor

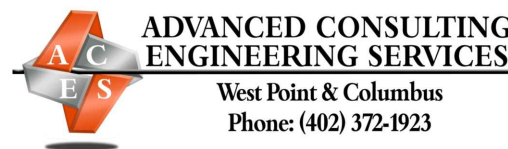
ATTEST: City Clerk, York, Nebraska

COUNTY TREASURER CERTIFICATE

This is to certify that I find no regular or special taxes due or delinquent against the property described and embraced in this plat as shown by records of this office.

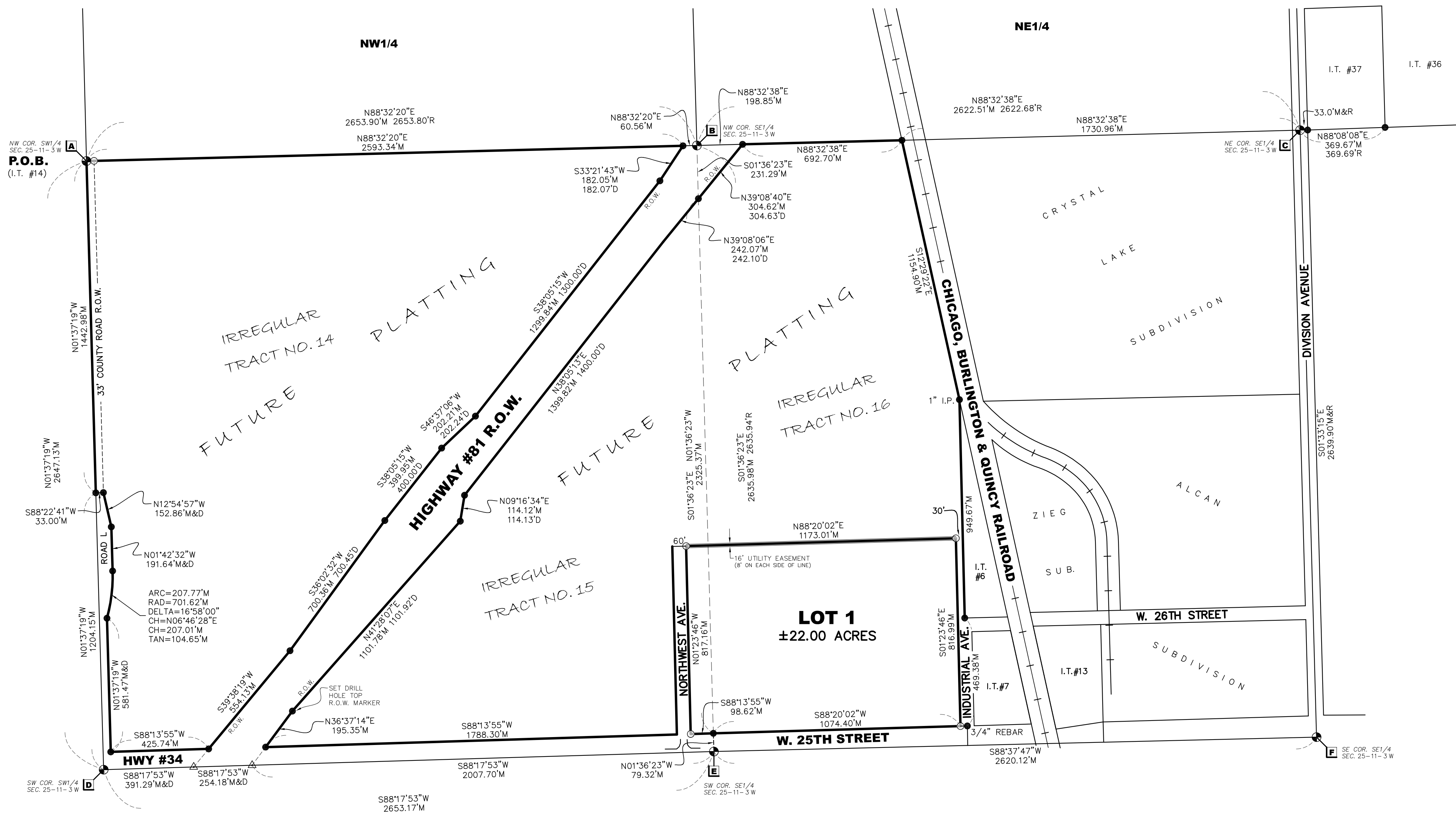
Dated this _____ day of _____, 20__.

County Treasurer



West Point & Columbus
Phone: (402) 372-1923

NORTHWEST YORK INDUSTRIAL PARK

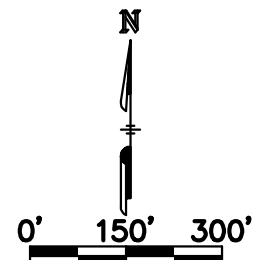


SECTION CORNER TIES:

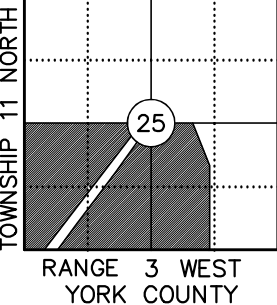
- A** NW COR. SW1/4
FOUND 1-1/2" IRON PIPE AS RECORDED IN YORK COUNTY SURVEY RECORDS, 0.4' BELOW GRADE
33.90' W TO "X" NAILS IN FP
46.71' NW TO "X" NAILS IN FP
33.00' E TO 5/8"x24" REBAR W/PLAST. CAP
37.14' NE TO CAP NAIL IN TOP N END CMP
- B** NW COR. SE1/4
FOUND 5/8" REBAR W/PLAST. CAP AS RECORDED IN YORK COUNTY SURVEY RECORDS, 0.2' BELOW GRADE
IN WEST DITCH OF SOUTHBOUND LANES OF HWY #81
20.10' S TO MAG NAIL & WASHER IN ASPHALT SHOULDER
16.77' E TO MAG NAIL & WASHER IN ASPHALT SHOULDER
60.56' W TO 5/8"x24" REBAR W/CAP ON R.O.W. LINE
198.85' E TO 5/8"x24" REBAR W/CAP ON R.O.W. LINE
- C** NE COR. SE1/4
CORNER MISSING FROM CONCRETE PAVING PROJECT, SET 1"x3" STEEL SURVEY MARKER IN CONCRETE FROM EXISTING TIES AND RECORDED SURVEY MEASUREMENTS
ON CENTERLINE DIVISION AVENUE N-S
33.00' E TO 5/8" REBAR
35.00' SE TO "X" NAILS IN PP
369.67' E TO 3/4" I.B. (SE COR. I.T. #37)
96.03' NNW TO DRILL HOLE IN SE COR. CONC. INLET LID
97.33' N TO CENTER MANHOLE
96.48' NNE TO DRILL HOLE IN SW COR. CONC. INLET LID
2639.90' S TO SE COR. SE1/4 (BRASS CAP)
- D** SW COR. SW1/4
FOUND 1" IRON PIPE AS RECORDED IN YORK COUNTY SURVEY RECORDS, 1' BELOW GRADE
60.30' NW TO GRADER BLADE RM
79.18' NE TO GRADER BLADE RM
83.17' NE TO 5/8"x24" REBAR W/PLAST. CAP ON R.O.W. LINE
76.33' SE TO RH NAIL IN PP
90.73' N TO 3/8" IRON PIPE
- E** SW COR. SE1/4
FOUND MAG NAIL IN ASPHALT AS RECORDED IN YORK COUNTY SURVEY RECORDS AT SURFACE
6' S TO CENTERLINE ASPHALT E-W
98.60' NW TO TOP CENTER GRADER BLADE RM
88.45' NNW TO CAP NAIL IN PP
79.32' N TO 5/8" REBAR
53.05' SSE TO CAP NAIL IN W END CMP
76.41' SE TO CAP NAIL IN E END CMP
- F** SE COR. SE1/4
FOUND BRASS CAP IN CONCRETE AS RECORDED IN YORK COUNTY SURVEY RECORDS AT SURFACE
5.13' WNW TO 3/4" REBAR IN CONCRETE
101.20' SSW TO TOP CENTER GRADER BLADE RM
97.68' SSE TO TOP CENTER GRADER BLADE RM
101.36' SSW TO USSS BRASS CAP BENCH MARK
99.27' SSW TO 5/8" REBAR W/PLAST. CAP
163.50' NNW TO TOP CENTER GRADER BLADE RM

LEGEND

- P PLATTED DISTANCE
M MEASURED DISTANCE
R RECORDED DISTANCE
D DEED DISTANCE
● FOUND CORNER LS#673
○ SET 5/8"x24" REBAR
W/YELLOW PLASTIC CAP
STAMPED "HAYS L.S.#673"
⬢ SECTION CORNER
⬢ CALCULATED POINT
⊗ SET CHISELED "X"
-X- FENCE LINE



SITUATION SKETCH



LEGAL DESCRIPTION:

IRREGULAR TRACT NUMBER 14, 15, AND 16 THE S1/2 OF SECTION 25, TOWNSHIP 11 NORTH, RANGE 3 WEST OF THE 6TH P.M., YORK COUNTY, NEBRASKA.

DEED OF DEDICATION:

KNOW ALL MEN BY THESE PRESENTS: THAT WE, THE CITY OF YORK, BARRY H. REDFERN, MAYOR BEING THE OWNER OF THE LAND DESCRIBED HEREON HAVE CAUSED THE SAME TO BE SURVEYED, PLATTED AND DESIGNATED AS NORTHWEST YORK INDUSTRIAL PARK AS SHOWN ON THE ACCOMPANYING PLAT THEREOF, AND DO HEREBY FREELY AND VOLUNTARILY DEDICATE THE STREETS AND EASEMENTS AS SHOWN THEREON FOR THE LOCATION, CONSTRUCTION, AND MAINTENANCE OF PUBLIC SERVICE UTILITIES, FOREVER, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS THERETO, AND THAT THE FOREGOING SUBDIVISION IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS AND PROPRIETORS.

BY: _____
CITY OF YORK, BARRY H. REDFERN, MAYOR

ACKNOWLEDGMENT:

STATE OF _____ SS.
COUNTY OF _____
ON THIS _____ DAY OF _____, 20____, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY CAME THE ABOVE NAMED CITY OF YORK, BARRY H. REDFERN, MAYOR TO BE PERSONALLY KNOWN TO ME TO BE THE IDENTICAL PERSON WHOSE NAME IS AFFIXED TO THE DEDICATION OF THIS PLAT AND HE ACKNOWLEDGES THE EXECUTION THEREOF TO BE HIS VOLUNTARY ACT AND DEED.

MY COMMISSION EXPIRES ON THE _____ DAY OF _____, _____.

NOTARY PUBLIC _____

COUNTY TREASURER CERTIFICATE:

THIS IS TO CERTIFY THAT I FIND NO REGULAR OR SPECIAL TAXES DUE OR DELINQUENT AGAINST THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATE AND EMBRACED IN THE PLAT AS SHOWN BY RECORDS OF THIS OFFICE.

DATED THIS _____ DAY OF _____, 20____ A.D.

BY: _____
COUNTY TREASURER

CITY COUNCIL ACCEPTANCE:

THIS PLAT OF NORTHWEST INDUSTRIAL PARK LOCATED IN THE S1/2 OF SECTION 25, TOWNSHIP 11 NORTH, RANGE 3 WEST OF THE 6TH P.M., YORK COUNTY, NEBRASKA WAS APPROVED AND ACCEPTED BY THIS CITY COUNCIL OF THE CITY OF YORK, NEBRASKA.

THIS _____ DAY OF _____, 20____ A.D.

BY: _____
BARRY H. REDFERN — MAYOR

ATTEST: _____
AMANDA RING — CITY CLERK

APPROVAL OF THE CITY PLANNING COMMISSION:

THIS PLAT OF NORTHWEST YORK INDUSTRIAL PARK LOCATED IN THE S1/2 OF SECTION 25, TOWNSHIP 11 NORTH, RANGE 3 WEST OF THE 6TH P.M., YORK COUNTY, NEBRASKA WAS APPROVED BY THE CITY PLANNING COMMISSION OF THE CITY OF YORK, YORK COUNTY, NEBRASKA THIS _____ DAY OF _____, 20____ A.D.

BY: _____
CHAIRPERSON

APPROVAL OF THE PUBLIC WORKS DIRECTOR:

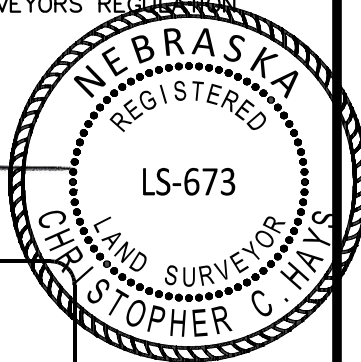
THIS PLAT IS HEREBY APPROVED AND ACCEPTED BY THE DIRECTOR OF PUBLIC WORKS, YORK NEBRASKA THIS _____ DAY OF _____, 20____ A.D.

BY: _____
DIRECTOR

SURVEYOR'S CERTIFICATE:

I, CHRISTOPHER C. HAYS, NEBRASKA REGISTERED LAND SURVEYOR NO. 673, DULY REGISTERED UNDER THE LAND SURVEYORS REGULATION ACT, DO HEREBY STATE THAT I HAVE PERFORMED A SURVEY OF THE LAND DEPICTED ON THE ACCOMPANYING PLAT; THAT SAID PLAT IS A TRUE DELINEATION OF SAID SURVEY PERFORMED PERSONALLY OR UNDER MY DIRECT SUPERVISION; THAT SAID SURVEY WAS MADE WITH REFERENCE TO KNOWN AND RECORDED MONUMENTS MARKED AS SHOWN, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT AND IN ACCORDANCE WITH THE LAND SURVEYORS REGULATION ACT IN EFFECT AT THE TIME OF THIS SURVEY.

CHRISTOPHER C. HAYS, L.S. NO. 673



BASIS OF BEARING
BEARINGS ARE BASED ON
NAD83 NEBRASKA STATE
PLANE GRID

STATE SURVEYOR



PROJECT / TITLE

NORTHWEST YORK INDUSTRIAL PARK
LOT 1

FIELD WORK COMPLETION DATE: NOVEMBER 17, 2025
SURVEY PLAT COMPLETION DATE: NOVEMBER 24, 2025

THIS SURVEY REQUESTED BY: NUTRITION SERVICES

160 North Park St., P.O. Box 432, Osceola, NE 68661 (402) 366-7930 www.HLSNE.com

SHEET
1 of 1

Date Filed: 12-17-25

APPLICATION FOR SPECIAL USE PERMIT

Comes now the petitioner Hoppy Days, LLC DBA White Elm Brewing Co, LLC and hereby submits this application for a Special Use permit and for further representation indicates as follows:

(1) Legal Description of Real Estate:

PIN #930201576
Lot 2 Holthus Sub 6th Add city of York

(2) Application is hereby requested for the purpose of

On & off site sale liquor. "Class C Liquor License"
distillery, brewery, winery

(3) Petitioner hereby agrees to comply with all existing zoning and building regulations of the City of York.

(4) Petitioner is the owner of the above described real estate.

(5) Declaration of Restrictions: Petitioner further agrees that if the special use permit is granted, the property will be used only for the use specified in the application. Additionally, should the use be abandoned, discontinued or changed, any subsequent use will conform with City of York zoning regulations.

Douglas Roberts, Member 
Petitioner

- (1) This form must be accompanied by a check in the amount of \$35.00
- (2) This form must be filed twenty (20) days before the Planning Commission meeting
- (3) This form must be accompanied by all items called for in the provisions for Special Use Permits as outlined in the York Municipal Code



Cody Holoch
402-366-1989

ADDENDUM #3

**EXTENDING THE EXPIRATION DATE FOR THE INTERLOCAL AGREEMENT
FOR COOPERATIVE PUBLIC SAFETY SOFTWARE, HARDWARE,
AND RELATED SERVICES BY AND AMONG
THE COUNTIES OF BUTLER, SALINE, SEWARD AND YORK,
AND THE CITIES OF SEWARD, YORK, MILFORD, CRETE, AND DAVID CITY**

THIS AGREEMENT made and entered into by and between the Counties of Butler, Saline, Seward, and York and the participating Cities of Seward, York, and Milford, and the City of David City, the City of Crete, and Butler County 911, all being political subdivisions of the State of Nebraska, hereinafter referred to collectively as the “Parties” and individually as a “Party.”

WITNESSETH:

WHEREAS, the Interlocal Cooperation Act, *Neb. Rev. Stat. §§13-801 et seq.* (Reissue 2012), authorizes units of local governments in the State of Nebraska to cooperate with other localities on a basis of mutual advantage and thereby provide services in a manner that will best serve local communities; and

WHEREAS, the Interlocal Cooperation Act provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity, or other undertaking which each public agency entering into the contract is authorized by law to perform; and

WHEREAS, the Parties previously entered into an Interlocal Agreement to jointly utilize cooperative public safety software provided and maintained by Zuercher Technologies LLC, now CentralSquare Technologies (hereinafter “CentralSquare”); and

WHEREAS, said Interlocal Agreement was fully executed on January 14, 2020 for a term of five (5) years commencing on the Go Live date of November 30, 2020; and

WHEREAS, the Interlocal Agreement is scheduled to expire by its terms on November 30, 2025; and

WHEREAS, many provisions of the existing Interlocal Agreement pertain to implementation and initial setup of the public safety software and are no longer applicable to its ongoing operation; and

WHEREAS, the Parties desire to continue the joint law enforcement case management system under updated terms more appropriate for the operational phase of the system; and

WHEREAS, to allow time for development and approval of a new Interlocal Agreement governing ongoing participation, maintenance, and cost allocation, the Parties wish to extend the term of the current Interlocal Agreement for an additional six (6) months;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, and pursuant to the authority granted by the Interlocal Cooperation Act, the Parties agree as follows:

1. Extension of Existing Agreement

The Parties hereby agree to extend the term of the Interlocal Agreement for a period of six (6) months beyond its current expiration date of November 30, 2025. The Agreement shall therefore remain in full force and effect until May 31, 2026, unless terminated earlier in accordance with its terms or by written agreement of all Parties.

2. Purpose of Extension

This extension is intended solely to allow sufficient time for the Parties to negotiate, draft, and execute a new Interlocal Agreement governing the continued operation, maintenance, and cost-sharing of the public safety software supported by CentralSquare.

3. Continuation of Obligations

Except as expressly modified herein, all other terms, conditions, rights, and obligations set forth in the original Interlocal Agreement and related Service Agreements shall remain in full force and effect during the period of this extension.

4. Future Agreement

The Parties acknowledge and agree that this extension does not obligate any Party to enter into a new Interlocal Agreement. Execution of any subsequent Interlocal Agreement shall be contingent upon approval by the governing body of each participating Party.

5. Execution and Effective Date

This Agreement shall be effective upon full execution by all Parties and shall remain effective through May 31, 2026, unless superseded or terminated as provided herein.

FOR SEWARD COUNTY

[Seward County Sheriff, Seward County Attorney, Seward County E911]

Dated this ____ day of _____, 2025 SEWARD COUNTY BOARD OF COMMISSIONERS Seward, Nebraska BY: _____ CHAIRPERSON	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Seward County Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR SALINE COUNTY

Dated this ____ day of _____, 2025 SALINE COUNTY BOARD OF COMMISSIONERS Wilber, Nebraska BY: _____ CHAIRPERSON	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Saline County Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR BUTLER COUNTY

[Butler County Sheriff, Butler County E911]

Dated this ____ day of _____, 2025 BUTLER COUNTY BOARD OF SUPERVISORS Wilber, Nebraska BY: _____ CHAIRPERSON	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Butler County Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR YORK COUNTY

Dated this ____ day of _____, 2025 YORK COUNTY BOARD OF COMMISSIONERS York, Nebraska BY: _____ CHAIRPERSON	APPROVED AS TO FORM this ____ day of _____, 2025 _____ York County Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR THE CITY OF YORK

Dated this ____ day of _____, 2025 BY: _____ Name: _____ Title: _____	APPROVED AS TO FORM this ____ day of _____, 2025 _____ York City Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR THE CITY OF SEWARD

Dated this ____ day of _____, 2025 BY: _____ Name: _____ Title: _____	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Seward City Attorney
---	--

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR THE CITY OF MILFORD

Dated this ____ day of _____, 2025 BY: _____ Name: _____ Title: _____	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Milford City Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR THE CITY OF DAVID CITY

Dated this ____ day of _____, 2025 BY: _____ Name: _____ Title: _____	APPROVED AS TO FORM this ____ day of _____, 2025 _____ David City, City Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----

FOR THE CITY OF CRETE

Dated this ____ day of _____, 2025 BY: _____ Name: _____ Title: _____	APPROVED AS TO FORM this ____ day of _____, 2025 _____ Crete City Attorney
---	---

-----THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK-----



FirstWireless,® Inc.
Communications for the Midwest.

QUOTE

MOBILE RADIO
SERVICES INC.

D&D
COMMUNICATIONS

Quote Number	QTE15497
Date	12/29/2025
Valid Until	1/28/2026
Project Name	USDD Fire Station Alerting Install Labor

Corporate Office:
13444 L Street
Omaha NE 68137
(402) 895-6100

Sales Office:
3511 North 40th Street
Lincoln, NE 68504
(402) 466-8188

Ship To:

YORK FIRE DEPARTMENT
TONY BESTWICK
815 N GRANT AVE
YORK NE 68467-2539

Bill To:

YORK FIRE DEPARTMENT
TONY BESTWICK
815 N GRANT AVE
YORK NE 68467-2539

Customer Contact/Phone:

TONY BESTWICK (402) 363-2610

Item Number	Description	Quantity	UOM	Unit Price	Ext. Price
INSTALL	Installation Labor	1	EA	\$45,400.00	\$45,400.00
ENGINEERING	Testing and Commissioning Labor	1	EA	\$2,320.00	\$2,320.00
FSC	Fuel/Truck Surcharge	1	EA	\$486.00	\$486.00
HOTEL	Hotel-4 techs/10 days	4	EA	\$1,738.00	\$6,952.00
PER DIEM	Per Diem-4 techs/10 days	4	EA	\$800.00	\$3,200.00

CAVEATS: - LABOR IS ESTIMATED. ACTUAL AMOUNTS WILL BE REFLECTED ON FINAL INVOICE.
- POTENTIAL TARIFF CHARGES OR PRICE INCREASES MAY APPLY TO SPECIFIC PRODUCTS.
- THIS CHARGE WILL BE ASSESSED TO AFFECTED ITEMS PER ORDER AND INVOICED ACCORDINGLY.

NOTES: THIS QUOTE INCLUDES THE LABOR AS REQUIRED TO INSTALL A USDD FIRE STATION ALERTING SYSTEM AT THE NEW YORK FIRE STATION. WORK WILL INCLUDE MOUNTING AND INSTALLATION OF ALL ALERTING SYSTEM COMPONENTS, INCLUDING SPEAKERS, CONTROL EQUIPMENT, CABLING, AND ASSOCIATED HARDWARE IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS.

FINAL COMMISSIONING AND SYSTEM VERIFICATION WILL BE PERFORMED ALONGSIDE HONEYWELL-USDD TO ENSURE THE ALERTING SYSTEM OPERATES AS INTENDED AT TURNOVER.

Subtotal: \$58,358.00

Inbound Freight: \$0.00

CC Fee: \$0.00

Estimated Tax: \$0.00

Total: \$58,358.00

Signature: _____

Printed Name: _____

Date: _____

[Signature]
DARRY REOFERN
12/29/25

[Signature]
Sue F.S. Crawford
12/29/25

**FirstWireless,® Inc.**

Communications for the Midwest.

MOBILE RADIO**D&D
COMMUNICATIONS**

QUOTE

Quote Number	QTE15494
Date	12/29/2025
Valid Until	1/28/2026
Project Name	USDD Fire Station Alerting Install Parts

Corporate Office:

13444 L Street
Omaha NE 68137
(402) 895-6100

Sales Office:

3511 North 40th Street
Lincoln, NE 68504
(402) 466-8188

Bill To:

YORK FIRE DEPARTMENT
TONY BESTWICK
815 N GRANT AVE
YORK NE 68467-2539

Ship To:

YORK FIRE DEPARTMENT
TONY BESTWICK
815 N GRANT AVE
YORK NE 68467-2539

Customer Contact/Phone:

TONY BESTWICK (402) 363-2610

Item Number	Description	Quantity	UOM	Unit Price	Ext. Price
CAT6	Plenum Shielded Cat5E	3000	EA	\$0.68	\$2,040.00
18/4-PLENUM	Plenum Shielded 18-4 Wire	3000	EA	\$0.90	\$2,700.00
VC-70	70 Volt Volume Control (SS/Black)	6	EA	\$186.90	\$1,121.40
T-BRIDGE	Tile Bridge	45	EA	\$29.55	\$1,329.75
S-BOX	Speaker Back Box	45	EA	\$38.40	\$1,728.00
UGBKIT-0412	Buss Bar 1/4" x 4" x 12"	1	EA	\$178.60	\$178.60
RENT1	Lift Rental	1	EA	\$3,180.00	\$3,180.00
SHOPSUPPLIES	Shop Supplies, Conduit Fittings, Wall Plates, Gang Boxes	1	EA	\$1,680.00	\$1,680.00

CAVEATS: - ADDITIONAL FREIGHT CHARGES MAY BE ADDED TO THE FINAL INVOICE.
- PARTS ARE ESTIMATED. ACTUAL AMOUNTS WILL BE REFLECTED ON FINAL INVOICE.
- POTENTIAL TARIFF CHARGES OR PRICE INCREASES MAY APPLY TO SPECIFIC PRODUCTS.
- THIS CHARGE WILL BE ASSESSED TO AFFECTED ITEMS PER ORDER AND INVOICED ACCORDINGLY.

Subtotal: \$13,957.75
Inbound Freight: \$948.00
CC Fee: \$0.00
Estimated Tax: \$0.00
Total: \$14,905.75

NOTES: THIS QUOTE INCLUDES THE INSTALLATION MATERIALS REQUIRED TO INSTALL A USDD FIRE STATION ALERTING SYSTEM AT THE NEW YORK FIRE STATION.

Signature:**Printed Name:****Date:**

[Signature] *[Signature]*
Barry Redfern Sue F.S. Crawford
12/29/25 12/29/25

Sue Crawford

From: Tony Bestwick
Sent: Monday, December 29, 2025 3:01 PM
To: Sue Crawford
Cc: Barry Redfern
Subject: Authorization Request – Communications & Alerting Systems at New Fire Station
Attachments: QTE15494 USDD Fire Station Alerting Install Parts.pdf; QTE15497 USDD Fire Station Alerting Install Labor.pdf

Sue,

We have encountered an issue related to the installation of the communications system at the new fire station. As a result, I am requesting that the City Administrator be authorized, by Resolution 2025-4, to approve the quote from First Wireless of Lincoln, Nebraska, for the installation of our communications and alerting systems at the new fire station, **to avoid undue additional or substantial inconvenience or expense to the City.**

This issue arose due to the required approval needed to begin work. Due to the New Year's holiday, we are unable to have these quotes approved until the January 15 City Council meeting, which will be too late to order parts for the alerting system installation. Work on the communications system is scheduled to start tomorrow, and parts will need to be ordered for the alerting system in advance of its scheduled installation date of January 19, 2026.

Thank you for your assistance with this matter,

Tony



Tony Bestwick | York Fire Department
Fire Chief
815 N Grant Avenue | York, NE 68467
tbestwick@cityofyork.ne.gov | 402-363-2610 | Cell 402-366-4243



Administrative Offices
P.O. Box 276
100 E. 4th Street
York, NE 68467

January 6, 2026

Snow Removal & Road Maintenance Agreement Revision between the City of York and the County of York. Snow Removal entails plowing and salting operations. Road Maintenance entails grading and gravel replacement.

Time period for this agreement is 5 years, unless lane mile rates need to be updated. This agreement can be terminated upon 30 days written notice by either party.

Below are the historical locations of snow removal:

- West 4th Street, from the city limits to the Highway 81 bypass
 - Total Lane Mileage – 1.5 miles
 - County Lane Mileage – City of York to provide snow removal
- Country Club Ave (West Nobes), from Nobes Road to the Highway 81 bypass
 - Total Lane Mileage – 0.9 miles
 - County Lane Mileage – City of York to provide snow removal
- Lincoln Ave, from the city limits to the Highway 81 bypass
 - Total Lane Mileage – 1.04
 - County Lane Mileage – City of York to provide snow removal
- East 25th Street, from the city limits to Delaware Ave
 - Total Mileage – 0.92 miles
 - County Lane Mileage – City of York to provide snow removal
- Road L to 25th Street
 - Total Mileage – 0.66 miles
 - City Lane Mileage – County of York to provide road maintenance

The above-mentioned areas for snow removal equals approximately 4.36 lane miles, which includes a rate of \$665.00 per lane mile. The above-mentioned area of road maintenance equals approximately 0.66 miles, which includes a rate of \$2,090.00 per land mile. The city requests a payment in the amount of \$1,520.40 per this agreement, within 30 days of billing to the City of York.

York County, NE Board of Commissioners Acceptance

City of York, NE Acceptance

Signature: _____

Signature: _____

Date: _____

Date: _____



Administrative Offices
P.O. Box 276
100 E. 4th Street
York, NE 68467

REQUEST FOR PROPOSALS FOR

"Reed Bed Cleanout"

SUBMITTAL DUE DATE: 1/13/2026 at 2:00 PM

PROPOSALS MUST BE MAILED OR DELIVERED TO:

City of York, Attn: City Clerk
100 East 4th St., York NE 68476

Please mark your envelope "Reed Bed Cleanout"

EIN/SSN (Required) 86-2607396

Federal I.D. Number

COMPANY NAME Wyad Enterprises LLL

ADDRESS: 1903 N. Division Ave

CITY/STATE/ZIP York NE 68467

PHONE 402-366-8158

PRINTED NAME Sheldon Sandall

AUTHORIZED SIGNATURE [Signature]

TITLE Member EMAIL sheldon@wyadco.com

Signature acknowledges that Proposer has read the bid documents thoroughly before submitting a proposal, will fulfill the obligations in accordance to the scope of work, terms and conditions and is submitting without collusion with any other individual firm. You must submit this page with an authorized signature.

ALL QUESTIONS MUST BE SUBMITTED BY EMAIL TO THE FOLLOWING PERSON:

Chris Wize, Superintendent, cwizw@cityofyork.ne.gov

Questions must be submitted no later than 1/9/2026. Questions submitted after that date will not be considered.



Administrative Offices
P.O. Box 276
100 E. 4th Street
York, NE 68467

BIDDERS MUST SUBMIT THESE PAGES WITH ANY PROPOSAL

Request for Proposals

Project Name: *Reed Bed Cleanout*

Required Specifications:

- Provide "Not to exceed" Bid to remove solids from Reed Bed located at the City of York Wastewater Treatment Facility
- Solids to be transported by contractor to the York Area Solid Waste Landfill for disposal

Format/Place to which sealed bids can be delivered:

Bid Deadline: 1/13/2026 2:00 PM at 100 East 4th Street, York, NE 68467

Contact person with the City of York for Questions:

Chris Wize, Superintendent

Email: cwize@cityofyork.ne.gov

James Paul may make a recommendation to the City Council on 1/15/2026. The City Council will select the lowest responsible bidder. This Request for Proposals does not commit the City of York to award an agreement, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of York reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the City of York to do so.

WyAd Enterprises LLC Proposal

1903 N Division Ave York NE 68467

Cell: 402-366-8158 Email: sheldon@wyadco.com

Project: Reed Bed Cleanout Date: 12/29/2025

Not to Exceed - One Reed Bed Cleanout with Long Reach and Hauled to Landfill \$35,000.00

Total: \$35,000.00

Thank you for your consideration, we look forward to working for you. Please reach out if you have any questions at all.

ORDINANCE NO. 2419

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 2-454 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 2-454 shall be amended as follows:

Sec. 2-454 Disciplinary action procedure.

(a) No employee in the civil service who shall have been permanently appointed or inducted into civil service shall be removed, suspended, demoted or discharged except for cause and then only upon the written accusation of the police chief or fire chief, city administrator or any citizen or taxpayer.

(b) The written accusation shall set forth the alleged misconduct, charges, or grounds for investigation against the employee. The written accusation shall be filed by the complainant with the secretary of the commission, who shall cause a copy of such written accusation to be delivered within 72 hours after the filing to the police chief or fire chief, to the city administrator and to the employee personally or by regular mail delivery, addressed to the employee at the residence address of the employee shown in the personnel records. The secretary of the commission shall cause a return showing such delivery or mailing to be executed and filed in the secretary's office.

(c) The police chief or fire chief shall have the authority to immediately suspend, with pay, an employee against whom such written accusation has been filed, pending the confirmation of the suspension, or a decision of the city administrator to reinstate the employee, remove, demote, discharge, or suspend the employee, with or without pay.

(d) Prior to the decision of the city administrator to reinstate the employee or remove, demote, discharge or suspend the employee, with or without pay, the police chief or fire chief shall within a reasonable period of time investigate the alleged misconduct, charges or grounds against the employee and explain the basis of the employer's evidence to the employee and provide the employee an opportunity to present their version of the circumstances which resulted in the filing of the written accusation. If the chief's investigation reveals other misconduct, charges or grounds the chief shall amend the written accusation to include the other misconduct, charges or grounds by filing an amendment to the written accusation with the secretary of the commission, who shall cause a copy of such amended accusation to be delivered within 72 hours after the filing to the police chief or fire chief, to the city administrator, and to the employee personally or

by regular mail delivery, addressed to the employee at the residence address of the employee shown in the personnel records. The secretary of the commission shall cause a return showing such delivery or mailing to be executed and filed in the secretary's office. In the event that a police chief or fire chief is being disciplined, the city administrator shall follow the same procedures as are followed by the police chief or fire chief in disciplining employees under the Act. Upon completion of this procedure within a reasonable period of time, the police chief or fire chief shall recommend in writing to the city administrator that the alleged misconduct, charges or grounds set forth in the written accusation be deemed:

- (1) To be without merit;
- (2) To not warrant disciplinary action;
- (3) To warrant disciplinary action less severe than removal, demotion, discharge or suspension, with or without pay, such as an oral or written reprimand; or
- (4) To warrant removal, demotion, discharge or suspension, with or without pay.

(e) Within five calendar days after receiving the written recommendation of the police chief or fire chief, the city administrator shall decide to accept the recommendation of the police chief or fire chief, or shall decide that the alleged misconduct, charges or grounds for investigation against the employee set forth in the written accusation be deemed:

- (1) To be without merit;
- (2) To not warrant disciplinary action;
- (3) To warrant disciplinary action less severe than removal, demotion, discharge or suspension, with or without pay, such as an oral or written reprimand; or
- (4) To warrant removal, demotion, discharge or suspension, with or without pay.

The city administrator shall file a copy of their decision within three calendar days after receiving the written recommendation of the police chief or fire chief with the secretary of the commission, who shall cause a copy of such decision to be filed within 72 hours after the filing to the police chief or fire chief, and delivered to the employee personally or by regular mail delivery, addressed to the employee at the residence address of the employee shown in the personnel records. The secretary of the commission shall cause a return showing such delivery or mailing to be executed and filed in the secretary's office.

(f) Any employee so removed, suspended, demoted or discharged may, within ten calendar days after receiving written notice of the city administrator's decision, file a written demand for an investigation and public hearing by the civil service commission. The employee shall file the request for the hearing with the secretary of the commission and simultaneously send a copy of the request to the city administrator. The failure to file such a request with the secretary of the commission within ten calendar days of receipt of notice

of the action by the city administrator shall constitute a waiver of the employee's right to review by the civil service commission and the city administrator's decision shall become final.

(g) Within five calendar days of receipt of the employee's notice of appeal, the city administrator shall cause to be mailed or delivered the following notice to the employee and secretary of the civil service commission:

- (1) A statement of the charges;
- (2) The names of the witnesses who will be called on behalf of the city administrator and a general statement of the nature of their testimony;
- (3) Copies of the documents to be introduced.

(h) Within five calendar days of the filing of the written demand for an investigation and public hearing by the commission, the employee shall mail or deliver the following upon the city administrator and commission:

- (1) A response to the statement of the charges;
- (2) The names of the witnesses who will be called on behalf of the employee and a general statement of the nature of this testimony;
and
- (3) Copies of the documents to be introduced.

(i) Upon receipt of a written demand, the commission shall conduct an investigation. The commission may be represented in such investigation and public hearing by the city attorney if authorized by the city administrator. If the city attorney does not represent the commission, the commission may be represented by special counsel appointed by the commission for any such investigation and hearing. The investigation shall consist solely of a review of the written submissions of the city administrator and employee to determine whether any individuals or documents should be subpoenaed by the commission for the subsequent public hearing before the commission ultimately to determine whether the city administrator acted in good faith for cause. Good faith for cause shall mean that the action was not arbitrary or capricious and was not for political or religious reasons.

(j) The commission shall schedule a public hearing no less than ten nor more than 20 calendar days from the date of filing of the employee's written demand for an investigation. The commission shall notify the city administrator and employee in writing at least five calendar days prior to the date of the hearing of the date, time and place of the hearing.

(k) The city administrator shall be permitted to appear in person and by counsel and to present the administrator's case. The city administrator may present evidence by testimony and documents and shall be permitted to cross examine the employee's

witnesses. At the hearing, the employee shall be permitted to appear in person and by counsel and to present defense. The employee may present evidence by testimony and documents and shall be permitted to cross examine the witnesses called by the city administrator.

(l) The commission may affirm the action taken by the city administrator if such action is supported by a preponderance of the evidence. If the commission filed that the removal, suspension, demotion or discharge was made for political or religious reasons or was not made in good faith for cause, it shall order the immediate reinstatement or reemployment for such employee in the position or employment from which such employee was removed, suspended, demoted or discharged, which reinstatement shall, if the commission in its discretion so provides, be retroactive and entitle such person to compensation and restoration of benefits and privileges from the time of such removal, suspension, demotion or discharge.

(m) After the hearing, in lieu of affirming the removal, suspension, demotion or discharge, the commission may modify the order of removal, suspension, demotion or discharge by directing a suspension, with or without pay, for a given period and the subsequent restoration to duty or demotion in position or pay. No later than ten days after the hearing the commission shall certify its findings in writing to the employee and the city administrator who shall enforce them.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

F:\NET\NODE3\CHARLIE\YORK\ORDINANCES\Section2-454 ORD.wpd

ORDINANCE NO. 2420

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 16-23 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HERewith, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 16-23(i) shall be amended as follows:

Sec. 16-23(i) Regulations; duties; unlawful acts.

(i) At the time of the second false alarm for any permit within any permit year, the director shall notify the alarm permit holder by regular mail delivery to the permit holder's last known address of such occurrence and that additional false alarms during the permit year will require the payment of fees as set forth in this section. Failure to receive notice shall not be deemed to extend the term of conditions of the permit.

Section 2. Except as amended herein, section 16-23 shall remain in full force and effect.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication pursuant to law.

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2421

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 32-5 OF THE YORK CITY CODE TO AUTHORIZE NOTICE AS PROVIDED IN THIS SECTION AND TO CHANGE THE PERIOD TO COMPLY TO 14 DAYS; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 32-5 shall be amended as follows:

Sec. 32-5 Abatement and removal authorized.

Notice to abate and remove nuisances and offensive conditions set forth in sections 32-1 and 32-2 shall be given to each owner of the lots and pieces of ground upon which such nuisances or offensive conditions exist or such owner's duly authorized agent and to the occupant, if any, by personal service or notice by regular mail at such persons' last known addresses. If no person can be found to whom such notice can be given, the director of public works shall post a copy of such notice on the premises. If the owner or occupant of the said lot or piece of ground does not request a hearing with the City or fails to comply with the order to abate and remove such nuisance and offensive condition within 14 days after the date of such notice or posing of such notice, the City may have such work done and may levy and assess the costs and expenses of the work upon the lot or piece of ground in the same manner as other special taxes for improvements are levied and assessed.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2422

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 40-1 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 40-1 shall be amended as follows:

Sec. 40-1 Definitions.

Notice means all notices required under section 40-75 shall be by regular mail to the person's last-known address or personal service to the person listed on the hauler's license application form, or if no application form exists, then to the last known business/residence address for said person.

Section 2. Except as amended herein, section 40-1 shall remain in full force and effect.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication pursuant to law.

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2423

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 54-88 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 54-88 shall be amended as follows:

Sec. 54-88 Service of notice.

The notice to connect to the city sewer system and notice to make repairs and/or replace an existing septic system issued under the provisions of this article shall be served upon the owner of record of the property by personal service or regular mail delivery at the last known address.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2424

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 56-1 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 56-1 shall be amended as follows:

Sec. 56-1. Shrubbery constituting traffic hazard – Removal.

Whenever the chief of police or the director of public works shall determine that a traffic hazard exists by reason of the location, height or other character of shrubbery or other obstruction in the space between any lot and curblin in the city, the chief of police or the director of public works shall notify the owner or owner's duly authorized agent and the occupant, if any, by personal service notice or by regular mail to the last-known address of the owner and occupant to remove such obstruction or to cut or reduce it to a specified height or shape within 14 days of the date of the notice. If no person can be found to whom such notice can be given, the director of public works shall post a copy of such notice on the premises.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2425

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 56-2 OF THE YORK CITY CODE TO AUTHORIZE NOTICE AS PROVIDED IN SECTION 56-1 AND TO CHANGE THE PERIOD TO COMPLY TO 14 DAYS; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 56-2 shall be amended as follows:

Sec. 56-2. Shrubbery constituting traffic hazard – Failure to remove.

Any person notified as provided in section 56-1, who fails to comply with such notice to remove such obstruction or to cut or reduce it to a specified height or shape as ordered within 14 days of the date of the notice or posting of such notice, shall be punished upon conviction as provided in section 1-9. If the owner or occupant of the property does not request a hearing within ten days of the date of the notice or fails to comply with such order, the City may have such work done and may levy and assess the cost and expenses of the work upon the lot or piece of ground in the same manner as other special taxes for improvements are levied and assessed.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2426

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 56-49 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HERewith, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 56-49 shall be amended as follows:

Sec. 56-49. Notice of violation.

If the chief of police or director of public works, or their authorized agent or representative, shall find any violation of the provisions of this section, such chief or director or authorized agent or representative shall give notice to each owner or owner's duly authorized agent and to the occupant, if any, of such premises by personal service or notice by regular mail to the owner or owner's agent and to the occupant at their last-known addresses to comply with the terms of this article. If no person can be found to whom such notice can be given, the director of public works shall post a copy of such notice on the premises.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2427

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 56-51 OF THE YORK CITY CODE TO AUTHORIZE NOTICE TO BE SENT BY REGULAR MAIL DELIVERY; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 56-51 shall be amended as follows:

Sec. 56-51. Action by city upon failure of compliance with notice.

If the notice provided in section 56-49 is not complied with within 14 days of the date of such notice or such posting, or if the owner or occupant of the property does not request a hearing with the City within ten days of the date of the notice, the City may have such work done and may levy and assess the costs and expenses of the work upon the lot or pieces of ground in the same manner as other special taxes for improvements are levied and assessed.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk

ORDINANCE NO. 2428

AN ORDINANCE OF THE CITY OF YORK, NEBRASKA TO AMEND SECTION 56-137 OF THE YORK CITY CODE TO AUTHORIZE NOTICE AS PROVIDED IN SECTION 56-1 AND TO CHANGE THE PERIOD TO COMPLY TO 14 DAYS; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, AND TO PROVIDE AN EFFECTIVE DATE FOR THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF YORK, NEBRASKA:

Section 1. Section 56-137 shall be amended as follows:

Sec. 56-137. Shrubs and hedges; special assessments.

Upon the failure, neglect or refusal of an owner or occupant of property abutting the sidewalk space upon which shrubs or hedges have been planted, to maintain such shrub or hedge in accordance with the requirements of this article, whether or not the same have been planted pursuant to the provisions of this article, the director shall give the owner or owner's duly authorized agent, and to the occupant, if any, of the premises where the same are situated, notice to comply with the requirements of this article, by personal service or regular mail to the owner and occupant at their last known address. If no person can be found to whom such notice can be given, the director of public works shall post a copy of such notice on the premises. If the owner or occupant of the premises so notified does not request a hearing with the City or fails to comply with such order within 14 days after mailing of such notice or posting of such notice, the City may have such work done and may levy and assess the cost and expenses of the work upon the premises in the same manner as other special taxes for improvements are levied and assessed.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

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

PASSED AND APPROVED by the York City Council this _____ day of January, 2026.

Barry Redfern, Mayor

ATTEST:

Amanda Ring, York City Clerk