

City of Franklin
City of Franklin Regular Meeting
May 9, 2023 7:30 PM City Hall

A Copy of the "Open Meetings Act" is posted in the Council Room
This Agenda can be changed up to 24 hours prior to meeting time per open meeting law.

The Board may enter into closed session to discuss any matter on this agenda when it is determined by the council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting, or as otherwise allowed by law. A closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

It is the intention of the Board to take up the items on the agenda in sequential order. However, the Board reserve the right to take up matters in a different order to accommodate the schedules of the board members, persons having items on the agenda, and the public.

1. **Call Meeting to Order Roll Call**
2. **Verification of Open Meetings Notice**
3. **Mayor Communications**
 - Hometown Hero Flags are installed until the end of September
 - Tractor Drive will be in downtown Franklin on June 23rd Friday around noon.
4. **Public comments can be on agenda items only.**
5. **Consent Agenda**
 - 5.a. Minutes of the previous meetings
 - 5.b. **Budget Report**
 - 5.c. **Bank Balances/Treasurer Report:**
 - Cornerstone Bank
 - South Central State Bank
 - Farmers State Bank
 - 5.d. Freedom Claims Monthly Claims Analysis Report
 - 5.e. Payroll
 - 5.f. Claims
6. **Discussion and Action Items**
 - 6.a. Discussion and action on health insurance renewal as of June 1, 2023
 - 6.b. **Discussion and action on Nuisance Abatement program**
 - 6.b.1. **Rescind declared nuisances**
 - Rescind Resolutions of Declare Nuisance on properties that have been brought into compliance with the City's Nuisance Ordinance.
 - 6.b.2. **Declare Nuisances**

- Declare Nuisances by Resolution properties that are out of compliance with the City's Nuisance Ordinance.
- 6.b.3. **Postponement request**
- Consider property owners' written requests for postponement of abatement action. (2022-FRAN-7003 and 2023-FRAN-8013)
- 6.b.4. **Review of properties**
- Review the status of the remaining properties out of compliance with the City's Nuisance Ordinance and discuss options for Council to consider.
- 6.c. Discussion and action public hearing for Black Powder Bar & Grill dba Turning Point CK license
- 6.d. Discussion and action on quotes for updating the HVAC system at City Hall.
- 6.e. Discussion and action on updated job descriptions for City of Franklin full-time employees
- 6.f. Discussion and action on updated Safety Policy for the City of Franklin
- 6.g. Discussion and action on permits: Marlin Masoner; Fence; Maurice Cole, Fence;
- 6.h. Discussion and action on building permit completion date
- 6.i. Discussion and action playground equipment at the park
- 6.j. Discussion and action on fireworks permit for Evan's Epic Fireworks
- 6.k. Discussion and action on purchasing six trees from Steinbrink to be delivered and planted. 4 trees at the RV Park; 1 tree at the City Park by the east pavilion; 1 tree at the Library as a memorial for Angel Dreher
- 6.l. Discussion and action on hiring of Cassydi Wentworth as a Junior Lifeguard at \$8.50 per hour for the summer of 2023
- 6.m. Discussion and action on the recommendation from the Zoning Board to grant permission for Finsishline Construction a conditional use permit to build the storage building five feet from the property line instead of twenty feet per regulations.
- 6.n. Discussion and action on recommendation from the Zoning Board to grant permission for CJ Storage (located on HWY 136) to have outside storage for RV's, boats and trailers temporary storage for one year until more storage units can be built.
- 6.o. Discussion on the storm damage from May 5, 2023 and claims filed with LARM
- 6.p. Discussion and action on extending the spring clean up
- 6.q. Discussion and action on 213 14th AVE - possible closed session
- 6.r. Discussion and action on 213 14th Ave property
- 6.s. Closed session: Request for Proposal for 613 & 615 15th Ave Building
- 6.t. Return to open session at
- 6.u. Discussion and action on 613 & 615 15th Ave building request
7. **Adjourn**

Franklin, Nebraska
April 11, 2023

A meeting of the Mayor and Council of the City of Franklin, Nebraska was held at City Hall in said City on April 11, 2023, at 7:30 PM

Upon roll call, the following Council members were in attendance: Margaret Siel, Fred Beall, Dave Platt, Sandy Urbina, **Absent:** Kasey Loschen.

Mayor Siel gave notice that a copy of the Open Meetings Act was properly posted in the Council Chambers.

Notice of this meeting was simultaneously given to all members of the City Council and a copy of their acknowledgement of receipt of the notice and agenda was communicated in the advance notice as in the notice to the Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Mayor Communications: Invite from FFA for their banquet; Jonathan Spangler got accepted to the basic training at NE Law Enforcement training center.

No public comments on the agenda items.

Motion made by Sandy Urbina, seconded by Fred Beall to approve and/or receive the items on the Consent Agenda and to waive the oral reading of the minutes. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea
Yea: 3, Nay: 0, Absent: 1

AFLAC	INS	\$1,104.30
AMERICAN LEGAL PUBLISHING	FEE	\$1,395.66
BAKER & TAYLOR	SUPP	\$474.73
BCBS	INS	\$12,623.41
BLACK HILLS	GAS	\$304.22
CAPIAN CREATES	FEE	\$69.98
BOB'S AUTO	REPAIR	\$373.39
BOSTON, DREW	SCHOOLING	\$61.83
BOWER, MIKE	SCHOOLING	\$61.83
CHRISTIE MALL	SERV	\$80.00
CITY OF HOLDREGE	DISP.FEE	\$2,295.96
CITY OF RED CLOUD	EQUIP	\$3,500.00
COMFORT INN	SCHOOLING	\$346.74
CPI	FUEL	\$2,439.74

DELTA DENTAL	INS	\$503.88
DEPT OF TREASURY	FEE	\$79.80
DHHS-ACCOUNTING	REIMB	\$339.50
DUNCAN WELDING	MAINT	\$262.68
EAKES	FEE	\$2,229.20
EFTPS	PAYROLL	\$9,149.68
ELECTRIC FUND	ELECTIRCITY	\$4,785.37
ELECTRIC PUMP	MAINT	\$933.05
FARABEE MECHANICAL	MAINT	\$5,857.50
FELZIEN, RAQUEL	SCHOOLING	\$495.00
FLOWERS N MORE	SUPP	\$31.49
FRANLIN AUTO	SUPP	\$446.39
FRANKLIN CO HOSPITAL	FEE	\$246.00
FRANKLIN SHERIFF	FEE	\$320.00
FRANKLIN PUBLIC SCHOOL	FEE	\$200.00
FREEDOM CLAIMS	FEE	\$2,468.00
GERDES FEED	UNIFORM	\$95.00
GLENWOOD TELE.	PHONE	\$529.39
GOLDSTAR	MAINT	\$2,048.83
HOLIDAY OUTDOOR LLC	SUPP	\$1,882.65
JEO CONSULTING	FEE	\$765.00
JR'S WESTERN	UNIFORM	\$1,260.31
KALEIA CHOQUETTE	FEE	\$270.00
KEARNEY WINLECTRIC	MAINT	\$134.49
MARCRO PLASTIC	SUPP	\$14,954.10
MADISON LIFE	INS	\$69.08
MCQUAY LAW	FEE	\$1,400.00
MENARDS	SUPP	\$156.64
MICHAEL TODD	SUPP	\$728.18
MG TRUST	FEE	\$4,306.91
MID-IOWA	MAINT	\$781.84
MINICIPAL SUPPLY	MAINT	\$732.27
MURPHY TRACTOR	MAINT	\$967.84

NE DEPT OF REV	SALES TAX	\$6,481.90
NE DEPT OF REV	PAYROLL	\$1,142.00
NE DEPT OF TRANS	MAINT	\$2,779.70
NE PUBLIC HEALTH	FEE	\$41.00
NMMP	FEE	\$742.89
NEO POST/QUADIENT	FEE	\$350.00
ONE CALL	FEE	\$8.72
ONSOLVE LLC	FEE	\$1,866.77
PAYROLL	PAYROLL	\$28,704.46
PITSTOP	FUEL	\$627.36
PLANK'S HWDE	SUPP	\$318.06
POWER PLANT COMPL.	FEE	\$13,578.75
QUAINDENT FINANCE	FEE	\$179.97
RIGHTWAY	SUPP	\$38.30
S.E. SMITH	SUPP	\$294.29
SAHLING KENWORTH	MAINT	\$1,604.54
SARGENT DRILLING	MAINT	\$745.50
SCHMIDT COMPUTER	SUPP/FEE	\$447.00
SOUTHERN POWER	FEE	\$55,016.58
SUPERIOR TREE SERVICE	FEE	\$2,040.00
TLC PEST	FEE	\$170.00
U.S. BANK	SUPP	\$1,724.72
VERIZON	FEE	\$651.76
VSP	INS	\$179.21
WAPA	POWER	\$5,235.56
	TOTAL	\$209,530.90

Motion made by Dave Platt, seconded by Sandy Urbina to approve Taylor Herrick to finish Angel Dreher's term as a library board member until 2023. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea
Yea: 3, Nay: 0, Absent: 1

Motion made by Sandy Urbina, seconded by Fred Beall to approve using city sales tax funds for cement pads for the story walk around the City Park for the Franklin Public Library. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Discussion on the request for proposal for 613 & 615 15th Ave. The RFP will be published in April 12th and 19th 2023 issues with May 1, 2023 the deadline for May 9th 2023 meeting.

Discussion on hometown hero flags and hardware. These were ordered on March 23, 2023. We received the brackets and flags by April 10, 2023. They are going to be put up before May 31, 2023.

Discussion on Nebraska Dept of Economic Development for Rural workforce housing land development program application. We received a letter March 27, 2023 that we were not selected to get any funding for the grant. Sharon Hueftle from SCEDD will be coming to the May meeting to discuss and give ideas on how to move forward with housing.

Motion made by Sandy Urbina, seconded by Fred Beall to approve donating \$100 to Post Prom for 2023. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Discussion on how to use the ACE funds for community betterment.

Motion made by Dave Platt, seconded by Sandy Urbina to approve funding for Freedom claims to \$3000.00 a month. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Motion made by Fred Beall, seconded by Sandy Urbina to approve resolution 2023-02 Salaries for summer 2023 employees. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Motion made by Fred Beall, seconded by Dave Platt to approve to go into closed session to discuss the notice of application for tax deed at 213 114th Ave, Franklin with Raquel Felzien and Michelle Kahrs present at 8:18 pm. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Motion made by Sandy Urbina, seconded by Fred Beall to return to open session at 8:54 pm. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Motion made by Dave Platt, seconded by Fred Beall to approve having the city lawyer Bryan McQuay look into the application for tax deed on 213 14th Ave, Franklin and report back at the May 9, 2023 meeting. Motion Passed.

Beall: Yea, Loschen: Absent, Platt: Yea, Urbina: Yea

Yea: 3, Nay: 0, Absent: 1

Meeting adjourned at 8:55 pm.

ATTEST:

APPROVED:

Raquel Felzien, City Clerk

Margaret Siel, Mayor

Franklin, Nebraska
April 26, 2023

A meeting of the cemetery board of the City of Franklin, Nebraska was held at City Hall in said City on April 26, 2023, at 5:30 PM

Upon roll call, the following members were in attendance: Betty Davis, Cindy Dean, Dan Dorn, Machelles Havenridge, Dave Platt, Sharon Wiedel.

Cindy Dean gave notice that a copy of the Open Meetings Act was properly posted in the Council Chambers.

Notice of this meeting was simultaneously given to all members of the board and a copy of their acknowledgement of receipt of the notice and agenda was communicated in the advance notice as in the notice to the board of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Motion made by Dan Dorn, seconded by Machelles Havenridge to approve minutes from previous meeting. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Motion made by Dan Dorn, seconded by Machelles Havenridge to appoint Cindy Dean as the chairperson for the board. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Motion made by Dan Dorn, seconded by Sharon Wiedel to appoint Raquel Felzien secretary for the board indefinitely. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Motion made by Dan Dorn, seconded by Dave Platt to get some quotes to repair the old veteran's memorial. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Motion made by Sharon Wiedel, seconded by Dave Platt to have Raquel check with Center Monument from Smith Center for Vet stone and get quotes for repairing stones. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Motion made by Dan Dorn, seconded by Machelles Havenridge to table the action on Neitzke/Long lots until the next meeting. Motion Passed.

Davis: Yea, Dean: Yea, Dorn: Yea, Havenridge: Yea, Platt: Yea, Wiedel: Yea
Yea: 6, Nay: 0

Discussion on the new cemetery computer program. Windy Prairie is working on transferring our records into the new program.

Adjourn meeting at 5:57 PM

Submitted by:
Raquel Felzien
Secretary of Board

Franklin, Nebraska
May 2, 2023

A meeting of the Zoning Board of the City of Franklin, Nebraska was held at City Hall in said City on May 2, 2023, at 5:30 PM

Upon roll call, the following board members were in attendance: Dave Duncan, Jerrell Gerdes, Kim Naden, Steve Schmidt, Mike Stephens.

Jerrell Gerdes gave notice that a copy of the Open Meetings Act was properly posted in the Council Chambers.

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Motion made by Kim Naden, seconded by Steve Schmidt to approve minutes from previous meetings. Motion Passed.

Duncan: Yea, Gerdes: Yea, Naden: Yea, Schmidt: Yea, Stephens: Yea
Yea: 5, Nay: 0

Motion made by Mike Stephens, seconded by Kim Naden to recommend to city council to approve the conditional use permit by Finishline Construction per section 9.11 number. eight (8) changing to five (5) feet adjacent to public right-of-way to other property lines, instead of the required 20 feet as per regulations for storage units. Motion Passed.

Duncan: Yea, Gerdes: Yea, Naden: Yea, Schmidt: Yea, Stephens: Yea
Yea: 5, Nay: 0

Motion made by Dave Duncan, seconded by Kim Naden to recommend to the city council to approve the conditional use permit for temporary outside storage of RV's, boats, trailers for one year (ending May 2024) for CJ Storage located on north highway 136 until more units are built. Motion Passed.

Duncan: Yea, Gerdes: Yea, Naden: Yea, Schmidt: Yea, Stephens: Yea
Yea: 5, Nay: 0

Motion made by Steve Schmidt, seconded by Mike Stephens to approve having secretary of the board to check with Marvin Planning about 1358 Hwy 136 property zoning changes. Motion Passed.

Duncan: Yea, Gerdes: Yea, Naden: Yea, Schmidt: Yea, Stephens: Yea
Yea: 5, Nay: 0

Adjourn meeting at 6:26 PM

Submitted by:
Raquel Felzien, Board Secretary

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
ADMIN DEPARTMENT						
05-00-4100	PROPERTY TAX	13,371.60	52,085.60	31.35	114,063.44	166,149.04
05-00-4103	CITY SALES TAX	9,264.60	63,599.65	50.88	61,400.35	125,000.00
05-00-4211	STATE EQUALIZATION PYMT		41,852.46	34.87	78,161.05	120,013.51
05-00-4300	INTEREST				5,000.00	5,000.00
05-00-4305	MISC REVENUES	1,889.98	12,151.39	81.01	2,848.61	15,000.00
05-00-4310	DOG LICENSE/IMPOUND FEES	30.00	955.00	63.67	545.00	1,500.00
05-00-4320	LIQUOR/TOBACCO LICENSE		2,600.00	74.29	900.00	3,500.00
05-00-4340	FINES & FEES	1,844.42	5,793.56	115.87	793.56-	5,000.00
05-00-4342	SALE OF CAPITAL ASSETS		3,687.30		3,687.30-	
05-00-4348	MOSQUITO SPRAYING/BLOOMINGTON		162.75	32.55	337.25	500.00
05-00-4380	FRANCHISE FEES		3,508.38	70.17	1,491.62	5,000.00
	ADMIN TOTAL	26,400.60	186,396.09	41.73	260,266.46	446,662.55
SUMMER RECREATION DEPARTMENT						
05-01-4010	BALL PARK REGISTRATIONS	175.00	2,050.00	170.83	850.00-	1,200.00
05-01-4014	BALL PARK ADMISSIONS				3,000.00	3,000.00
05-01-4016	BALL PARK CONCESSIONS		298.65		298.65-	
05-01-4640	SUMMER REC DONATIONS	200.00	1,600.00	32.00	3,400.00	5,000.00
	SUMMER RECREATION TOTAL	375.00	3,948.65	42.92	5,251.35	9,200.00
POOL DEPARTMENT						
05-03-4014	POOL ADMISSIONS				5,000.00	5,000.00
05-03-4016	POOL CANDY				1,500.00	1,500.00
05-03-4017	SWIMMING LESSONS				1,500.00	1,500.00
05-03-4108	SWIM TEAM REVENUE				500.00	500.00
	POOL TOTAL	.00	.00	.00	8,500.00	8,500.00
PARK DEPARTMENT						
05-04-4015	RV PARK INCOME	250.00	1,247.63	83.18	252.37	1,500.00
	PARK TOTAL	250.00	1,247.63	83.18	252.37	1,500.00
LIBRARY DEPARTMENT						
05-08-4018	LIBRARY INCOME	164.10	846.70	33.87	1,653.30	2,500.00
05-08-4305	MISC REVENUE - LIBRARY		256.98	10.28	2,243.02	2,500.00
	LIBRARY TOTAL	164.10	1,103.68	22.07	3,896.32	5,000.00
CEMETERY DEPARTMENT						
05-11-4020	CEMETERY INCOME	900.00	6,160.00	61.60	3,840.00	10,000.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	CEMETERY TOTAL	900.00	6,160.00	61.60	3,840.00	10,000.00
	GENERAL TOTAL	<u>28,089.70</u>	<u>198,856.05</u>	<u>41.35</u>	<u>282,006.50</u>	<u>480,862.55</u>
ADMIN DEPARTMENT						
12-00-4100	PROPERTY TAX - STR				154,370.00	154,370.00
12-00-4230	HIGHWAY ALLOCATIONS - STR	15,316.64	99,302.27	709.30	85,302.27-	14,000.00
12-00-4231	MOTOR VEHICLE FEES - STR	1,429.44	10,850.50		10,850.50-	
12-00-4321	ROAD TAX - STR	317.36	1,255.21	35.86	2,244.79	3,500.00
12-00-4331	MOTOR VEHICLE SALES TAX RECEIPT	1,400.16	16,321.23	81.61	3,678.77	20,000.00
12-00-4400	SALE OF EQUIPMENT				2,500.00	2,500.00
	ADMIN TOTAL	<u>18,463.60</u>	<u>127,729.21</u>	<u>65.71</u>	<u>66,640.79</u>	<u>194,370.00</u>
	STREET TOTAL	<u>18,463.60</u>	<u>127,729.21</u>	<u>65.71</u>	<u>66,640.79</u>	<u>194,370.00</u>
16-00-4103	CDA CITY SALES TAX REVENUE	3,088.19	21,211.83	58.92	14,788.17	36,000.00
	ADMIN TOTAL	<u>3,088.19</u>	<u>21,211.83</u>	<u>58.92</u>	<u>14,788.17</u>	<u>36,000.00</u>
	CDA TOTAL	<u>3,088.19</u>	<u>21,211.83</u>	<u>58.92</u>	<u>14,788.17</u>	<u>36,000.00</u>
	TOTAL REVENUE	<u>49,641.49</u>	<u>347,797.09</u>	<u>48.90</u>	<u>363,435.46</u>	<u>711,232.55</u>

SUMMER RECREATION DEPARTMENT

05-01-5010	FUEL				200.00	200.00
05-01-5040	ELECTRICITY BALL PARK		62.85	31.43	137.15	200.00
05-01-5110	SALARIES- SUMMER REC	500.00	500.00	20.00	2,000.00	2,500.00
05-01-5111	UMPIRE FEES				2,000.00	2,000.00
05-01-5120	FICA	38.25	38.25	12.75	261.75	300.00
05-01-5150	PLAYER INSURANCE				400.00	400.00
05-01-5280	UNIFORMS				500.00	500.00
05-01-5310	CHEMICALS		136.45		136.45-	
05-01-5320	MATERIALS/SUPPLIES		182.85	12.19	1,317.15	1,500.00
05-01-5321	EQUIPMENT				2,500.00	2,500.00
05-01-5350	PRINTING		15.70	7.85	184.30	200.00
05-01-5420	MAINT/REPAIRS	132.70	200.85	13.39	1,299.15	1,500.00
05-01-5450	FEES/DUES	540.00	540.00	180.00	240.00-	300.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
05-01-5800	SUMMER RECREATION MISC EXPENSE				500.00	500.00
05-01-5800	CAPITAL OUTLAY- SUM REC	2,040.00	2,040.00	40.80	2,960.00	5,000.00
	SUMMER RECREATION TOTAL	3,250.95	3,716.95	21.12	13,883.05	17,600.00
POOL DEPARTMENT						
05-03-5010	FUEL - PARK				100.00	100.00
05-03-5020	PHONE - POOL		84.52-	16.90-	584.52	500.00
05-03-5030	NATURAL GAS - POOL		37.30	14.92	212.70	250.00
05-03-5040	ELECTRICITY - POOL		440.08	29.34	1,059.92	1,500.00
05-03-5110	SALARIES - POOL				35,000.00	35,000.00
05-03-5120	FICA EXPENSE - POOL				2,750.00	2,750.00
05-03-5140	PROFESSIONAL - POOL		1,128.72	75.25	371.28	1,500.00
05-03-5150	INSURANCE - POOL		3,591.29	119.71	591.29-	3,000.00
05-03-5310	CHEMICALS - POOL				8,000.00	8,000.00
05-03-5320	MATERIAL/SUPPLIES - POOL		44.99	1.50	2,955.01	3,000.00
05-03-5420	MAINTENANCE & REPAIRS - POOL		63.52	.35	17,936.48	18,000.00
05-03-5440	SCHOOLING - POOL				500.00	500.00
05-03-5450	FEES & DUES - POOL		40.00	6.67	560.00	600.00
05-03-5610	MISC EXPENSE - POOL				300.00	300.00
05-03-5611	SWIM TEAM EXPENSES				500.00	500.00
05-03-5630	CONTRACTS & AGREEMENTS - POOL		35.65	14.26	214.35	250.00
05-03-5800	CAPITAL OUTLAY - POOL				1,000.00	1,000.00
	POOL TOTAL	.00	5,297.03	6.90	71,452.97	76,750.00
PARK DEPARTMENT						
05-04-5010	FUEL - PARK	82.78	677.74	33.89	1,322.26	2,000.00
05-04-5020	PHONE - PARK	34.95	244.65	48.93	255.35	500.00
05-04-5040	ELECTRICITY - PARK	199.23	1,704.58	63.13	995.42	2,700.00
05-04-5070	PENSION PLAN - PARK	88.91	520.27	52.03	479.73	1,000.00
05-04-5110	SALARIES - PARK	1,500.55	8,764.50	48.69	9,235.50	18,000.00
05-04-5120	SOCIAL SECURITY - PARK	111.00	638.41	25.54	1,861.59	2,500.00
05-04-5140	PROFESSIONAL - PARK		1,134.08	75.61	365.92	1,500.00
05-04-5150	INSURANCE - PARK		2,693.47	89.78	306.53	3,000.00
05-04-5151	LIFE INSURANCE - PARK	3.20	139.87	39.96	210.13	350.00
05-04-5160	UNEMPLOYMENT - PARK		8.46	8.46	91.54	100.00
05-04-5190	HEALTH INSURANCE - PARK	1,181.67	2,077.29	59.35	1,422.71	3,500.00
05-04-5192	DENTAL/VISION INS	38.71	246.63	61.66	153.37	400.00
05-04-5280	UNIFORMS - PARK	95.00	200.55	100.28	.55-	200.00
05-04-5310	CHEMICALS - PARK		1,095.90	73.06	404.10	1,500.00
05-04-5320	MATERIALS/SUPPLIES - PARK		229.88	11.49	1,770.12	2,000.00
05-04-5340	OFFICE EXPENSES - PARK	46.67	46.67	46.67	53.33	100.00
05-04-5420	MAINTENANCE/REPAIRS - PARK	146.33	2,798.94	55.98	2,201.06	5,000.00
05-04-5450	FEES & DUES - PARK		30.00		30.00-	
05-04-5630	CONTRACTS & AGREEMENTS -PARK	28.32	169.92	48.55	180.08	350.00
	PARK TOTAL	3,557.32	23,421.81	52.40	21,278.19	44,700.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
GENERAL DEPARTMENT						
05-05-5010	FUEL - GEN				100.00	100.00
05-05-5020	PHONE - GEN	133.76	1,082.55	38.66	1,717.45	2,800.00
05-05-5040	ELECTRICITY - GEN	213.67	1,382.02	55.28	1,117.98	2,500.00
05-05-5070	PENSION PLAN - GEN	229.58	1,732.03	49.49	1,767.97	3,500.00
05-05-5110	SALARIES - GEN	3,861.39	36,802.92	49.07	38,197.08	75,000.00
05-05-5120	SOCIAL SECURITY - GEN	224.50	2,445.45	42.53	3,304.55	5,750.00
05-05-5140	PROFESSIONAL - GEN	2,830.66	14,085.82	70.43	5,914.18	20,000.00
05-05-5150	INSURANCE - GEN		13,467.33	89.78	1,532.67	15,000.00
05-05-5151	LIFE INSURANCE - GEN	6.39	44.73	29.82	105.27	150.00
05-05-5160	UNEMPLOYMENT - GEN		8.46	11.28	66.54	75.00
05-05-5190	HEALTH INSURANCE - GEN	4,779.61	23,155.57	92.62	1,844.43	25,000.00
05-05-5192	VISION/DENTAL INS	151.74	1,086.41	77.60	313.59	1,400.00
05-05-5280	UNIFORM - GEN		101.12	25.28	298.88	400.00
05-05-5310	CHEMICALS - GEN		134.50	26.90	365.50	500.00
05-05-5320	MATERIALS/SUPPLIES - GEN	2,639.78	3,115.98	124.64	615.98-	2,500.00
05-05-5340	OFFICE EXPENSES - GEN	32.50	630.73	21.02	2,369.27	3,000.00
05-05-5360	POSTAGE - GENERAL				250.00	250.00
05-05-5420	MAINTENANCE/REPAIRS - GEN	134.49	2,754.45	18.36	12,245.55	15,000.00
05-05-5440	SCHOOLING - GEN	714.96	1,714.53	57.15	1,285.47	3,000.00
05-05-5450	FEES & DUES - GEN	4,948.57	27,091.99	67.73	12,908.01	40,000.00
05-05-5459	ELECTION EXPENSES - GEN		315.94	63.19	184.06	500.00
05-05-5610	MISC - GENERAL		840.65	16.81	4,159.35	5,000.00
05-05-5630	CONTRACTS & AGREEMENTS- GEN	62.20	19,288.96	77.16	5,711.04	25,000.00
05-05-5800	CAPITAL OUTLAY - GEN	2,439.40	3,799.40	15.20	21,200.60	25,000.00
05-05-5910	TRANSFER EXPENSE - GEN		700,000.00		700,000.00-	
	GENERAL TOTAL	23,403.20	855,081.54	315.03	583,656.54-	271,425.00
POLICE DEPARTMENT						
05-06-5010	FUEL - POL	115.75	883.93	19.64	3,616.07	4,500.00
05-06-5020	PHONE - POL	646.46	2,338.35	62.36	1,411.65	3,750.00
05-06-5040	ELECTRICITY	188.67	1,246.31	62.32	753.69	2,000.00
05-06-5070	PENSION PLAN - POL	368.40	2,970.25	66.01	1,529.75	4,500.00
05-06-5110	SALARIES - POL	10,820.51	66,189.01	57.56	48,810.99	115,000.00
05-06-5120	SOCIAL SECURITY - POL	791.09	4,904.55	54.50	4,095.45	9,000.00
05-06-5140	PROFESSIONAL - POL		1,128.72	45.15	1,371.28	2,500.00
05-06-5150	INSURANCE - POL		9,079.50	100.88	79.50-	9,000.00
05-06-5151	LIFE INSURANCE - POL	19.17	57.51	23.00	192.49	250.00
05-06-5160	UNEMPLOYMENT - POL		8.46	3.38	241.54	250.00
05-06-5190	HEALTH INSURANCE - POL	3,691.77	16,718.18	44.00	21,281.82	38,000.00
05-06-5192	DENTAL/VISION INS	353.79	1,325.91	53.04	1,174.09	2,500.00
05-06-5280	POLICE UNIFORMS	47.63	47.63	1.91	2,452.37	2,500.00
05-06-5320	MATERIALS/SUPPLIES - POL	24.00	103.00	8.58	1,097.00	1,200.00
05-06-5340	OFFICE EXPENSES - POL	134.50	232.00	46.40	268.00	500.00
05-06-5360	POSTAGE - POL		8.09	16.18	41.91	50.00
05-06-5420	MAINTENANCE/REPAIRS - POL	587.01	3,956.45	98.91	43.55	4,000.00
05-06-5440	SCHOOLING - POL	246.00	246.00	3.51	6,754.00	7,000.00
05-06-5450	FEES & DUES - POL		205.00	25.63	595.00	800.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, MONTH BALANCE, YTD BALANCE, PERCENT OF BUDGET, REMAINING BUDGET, TOTAL BUDGET. Rows include DOG BOARDING & EUTHANZING - PO, MISCELLANEOUS - POL, CONTRACTS & AGREEMENTS - POL, EQUIPMENT - POLICE, CAPITAL OUTLAY - POL, and POLICE TOTAL.

LIBRARY DEPARTMENT

Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, MONTH BALANCE, YTD BALANCE, PERCENT OF BUDGET, REMAINING BUDGET, TOTAL BUDGET. Rows include PHONE - LIB, ELECTRICITY - LIB, PENSION PLAN - LIB, SALARIES - LIB, SALARIES- CLEANING, SOCIAL SECURITY - LIB, PROFESSIONAL - LIB, INSURANCE - LIB, LIFE INSURANCE - LIB, UNEMPLOYMENT - LIB, HEALTH INSURANCE - LIB, DENTAL/VISION INS, UNIFORMS - LIB, CHEMICALS - LIB, MATERIALS/SUPPLIES - LIB, OFFICE EXPENSES - LIB, MAINTENANCE/REPAIRS - LIB, SCHOOLING - LIB, FEES & DUES - LIB, MISCELLANEOUS - LIB, CONTRACTS & AGREEMENTS - LIB, SUMMER READING PROGRAM - LIB, CAPITAL OUTLAY - LIB, BOOKS/VIDEOS/MAG.LIB, and LIBRARY TOTAL.

CEMETERY DEPARTMENT

Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, MONTH BALANCE, YTD BALANCE, PERCENT OF BUDGET, REMAINING BUDGET, TOTAL BUDGET. Rows include FUEL - CEM, PHONE-CEMETERY, PENSION PLAN - CEM, SALARIES - CEM, SOCIAL SECURITY - CEM, PROFESSIONAL - CEM, INSURANCE - CEM, LIFE INSURANCE - CEM, UNEMPLOYMENT - CEM, HEALTH INSURANCE - CEM, DENTAL/VISION INS, and CHEMICALS - CEM.

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
05-11-5320	MATERIALS/SUPPLIES - CEM				500.00	500.00
05-11-5340	OFFICE EXPENSES - CEM				50.00	50.00
05-11-5420	MAINTENANCE/REPAIRS - CEM		66.48	.74	8,933.52	9,000.00
05-11-5630	CONTRACTS & AGREEMENTS - CEM				100.00	100.00
05-11-5800	CAPITAL OUTLAY - CEM				9,000.00	9,000.00
	CEMETERY TOTAL	2,194.99	11,193.26	24.87	33,806.74	45,000.00
	GENERAL TOTAL	56,522.78	1,072,974.37	139.69	304,849.37-	768,125.00

ADMIN DEPARTMENT

12-00-5010	FUEL - STR	1,081.78	6,849.51	68.50	3,150.49	10,000.00
12-00-5020	PHONE - STR	77.70	544.07	34.00	1,055.93	1,600.00
12-00-5040	ELECTRICITY - STR	2,162.38	16,176.02	64.70	8,823.98	25,000.00
12-00-5070	PENSION PLAN - STR	233.86	1,931.03	64.37	1,068.97	3,000.00
12-00-5110	SALARIES - STR	3,897.60	32,227.55	64.46	17,772.45	50,000.00
12-00-5120	SOCIAL SECURITY - STR	270.86	2,279.95	57.00	1,720.05	4,000.00
12-00-5140	PROFESSIONAL - STR	2,779.70	4,908.42	94.39	291.58	5,200.00
12-00-5150	INSURANCE - STR		13,467.33	96.20	532.67	14,000.00
12-00-5151	LIFE INSURANCE - STR	5.18	43.52	43.52	56.48	100.00
12-00-5160	UNEMPLOYMENT - STR		8.46	8.46	91.54	100.00
12-00-5190	HEALTH INSURANCE - STR	2,852.54	20,021.18	133.47	5,021.18-	15,000.00
12-00-5192	DENTAL/VISION INS	105.73	780.36	52.02	719.64	1,500.00
12-00-5280	UNIFORMS - STR		110.32	55.16	89.68	200.00
12-00-5310	CHEMICALS - STR				700.00	700.00
12-00-5320	MATERIALS/SUPPLIES - STR	31.49	855.50	34.22	1,644.50	2,500.00
12-00-5340	OFFICE EXPENSES - STR	46.66	46.66	46.66	53.34	100.00
12-00-5380	SAND AND GRAVEL - STR				5,000.00	5,000.00
12-00-5390	CEMENT - STR				7,500.00	7,500.00
12-00-5400	SIGNS - STR	40.26	3,179.60	317.96	2,179.60-	1,000.00
12-00-5420	MAINTENANCE/REPAIRS - STR	2,469.09	10,543.94	26.36	29,456.06	40,000.00
12-00-5421	ARMOR COATING - STR				40,000.00	40,000.00
12-00-5422	TAC COTE AND COLD MIX - STR				1,000.00	1,000.00
12-00-5423	ICE MELT - STR		1,568.00	31.36	3,432.00	5,000.00
12-00-5450	FEES & DUES - STR				500.00	500.00
12-00-5630	CONTRACTS & AGREEMENTS -STREET	28.40	170.40	17.04	829.60	1,000.00
12-00-5800	CAPITAL OUTLAY - STR				65,000.00	65,000.00
	ADMIN TOTAL	16,083.23	115,711.82	38.70	183,288.18	299,000.00
	STREET TOTAL	16,083.23	115,711.82	38.70	183,288.18	299,000.00

15-00-5640	DONATIONS- COMMUNITY BETTERMNT	100.00	100.00	14.97	568.00	668.00
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BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	100.00	100.00	14.97	568.00	668.00
	COMMUNITY BETTERMENT TOTAL	100.00	100.00	14.97	568.00	668.00
16-00-5640	CDA EXPENDITURE		30.58	8.49	329.42	360.00
16-00-5700	REVOLVING LOAN		12,296.96	3.51	337,703.04	350,000.00
16-00-5705	PROFESSIONAL FEES				50,000.00	50,000.00
	ADMIN TOTAL	.00	12,327.54	3.08	388,032.46	400,360.00
	CDA TOTAL	.00	12,327.54	3.08	388,032.46	400,360.00
	TOTAL EXPENSES	72,706.01	1,201,113.73	81.81	267,039.27	1,468,153.00
	NET PROFIT/LOSS:	23,064.52-	853,316.64-	112.74	96,396.19	756,920.45-

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	26,400.60	186,396.09	41.73	260,266.46	446,662.55
	SUMMER RECREATION TOTAL	375.00	3,948.65	42.92	5,251.35	9,200.00
	POOL TOTAL	.00	.00	.00	8,500.00	8,500.00
	PARK TOTAL	250.00	1,247.63	83.18	252.37	1,500.00
	LIBRARY TOTAL	164.10	1,103.68	22.07	3,896.32	5,000.00
	CEMETERY TOTAL	900.00	6,160.00	61.60	3,840.00	10,000.00
	GENERAL TOTAL	28,089.70	198,856.05	41.35	282,006.50	480,862.55
	ADMIN TOTAL	18,463.60	127,729.21	65.71	66,640.79	194,370.00
	STREET TOTAL	18,463.60	127,729.21	65.71	66,640.79	194,370.00
	TOTAL REVENUE	46,553.30	326,585.26	48.37	348,647.29	675,232.55
	SUMMER RECREATION TOTAL	3,250.95	3,716.95	21.12	13,883.05	17,600.00
	POOL TOTAL	.00	5,297.03	6.90	71,452.97	76,750.00
	PARK TOTAL	3,557.32	23,421.81	52.40	21,278.19	44,700.00
	GENERAL TOTAL	23,403.20	855,081.54	315.03	583,656.54	271,425.00
	POLICE TOTAL	18,427.86	124,261.68	54.54	103,588.32	227,850.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	LIBRARY TOTAL	5,688.46	50,002.10	58.96	34,797.90	84,800.00
	CEMETERY TOTAL	2,194.99	11,193.26	24.87	33,806.74	45,000.00
	GENERAL TOTAL	56,522.78	1,072,974.37	139.69	304,849.37-	768,125.00
	ADMIN TOTAL	16,083.23	115,711.82	38.70	183,288.18	299,000.00
	STREET TOTAL	16,083.23	115,711.82	38.70	183,288.18	299,000.00
	TOTAL EXPENSES	72,606.01	1,188,686.19	111.39	121,561.19-	1,067,125.00
	NET PROFIT/LOSS:	26,052.71-	862,100.93-	219.98	470,208.48	391,892.45-

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, MONTH BALANCE, YTD BALANCE, PERCENT OF BUDGET, REMAINING BUDGET, TOTAL BUDGET. Includes sections for ADMIN DEPARTMENT, POWER PLANT DEPARTMENT, and SANITATION DEPARTMENT.

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
04-07-4050	PENALTY REVENUE - SAN	93.85	710.54	47.37	789.46	1,500.00
04-07-4200	C & D REVENUE - SAN	119.50	3,720.00	74.40	1,280.00	5,000.00
04-07-4300	INTEREST - SAN	243.18	1,540.90	102.73	40.90-	1,500.00
	SANITATION TOTAL	14,467.34	98,651.73	64.48	54,348.27	153,000.00
WASTE REDUCTION DEPARTMENT						
04-14-4012	RECYCLING REVENUE - WR	20.00	721.30	9.62	6,778.70	7,500.00
04-14-4304	COUNTY REIMBURSEMENT/WAGES - W	2,953.01	8,984.61	74.87	3,015.39	12,000.00
04-14-4343	GRANT MONEY				9,000.00	9,000.00
	WASTE REDUCTION TOTAL	2,973.01	9,705.91	34.06	18,794.09	28,500.00
	SANITATION/WASTE REDUCT TOTAL	17,440.35	108,357.64	59.70	73,142.36	181,500.00
	TOTAL REVENUE	151,566.03	1,124,684.68	52.59	1013,755.32	2,138,440.00

ADMIN DEPARTMENT

01-00-5010	FUEL - ELEC	106.90	1,357.10	33.93	2,642.90	4,000.00
01-00-5020	PHONE - ELEC	37.45	262.15	20.97	987.85	1,250.00
01-00-5030	NATURAL GAS - ELEC	152.90	982.77	98.28	17.23	1,000.00
01-00-5041	POWER PURCHASED - ELEC	58,869.14	422,672.11	51.23	402,327.89	825,000.00
01-00-5070	PENSION PLAN - ELEC	503.02	3,580.53	59.68	2,419.47	6,000.00
01-00-5110	SALARIES - ELEC	7,389.03	57,152.23	57.15	42,847.77	100,000.00
01-00-5120	SOCIAL SECURITY - ELEC	510.21	4,022.08	57.46	2,977.92	7,000.00
01-00-5140	PROFESSIONAL - ELEC	34.99	1,576.15	78.81	423.85	2,000.00
01-00-5150	INSURANCE - ELEC		8,080.38	80.80	1,919.62	10,000.00
01-00-5151	LIFE INSURANCE - ELEC	19.17	134.19	53.68	115.81	250.00
01-00-5160	UNEMPLOYMENT - ELEC		8.46	8.46	91.54	100.00
01-00-5190	HEALTH INSURANCE - ELEC	4,818.82	33,448.98	66.90	16,551.02	50,000.00
01-00-5192	DENTAL/VISION INS	266.41	1,869.79	53.42	1,630.21	3,500.00
01-00-5240	DISTRIBUTION SUPPLIES - ELEC	19.13	2,626.02	14.59	15,373.98	18,000.00
01-00-5280	UNIFORM - ELEC	1,260.31	1,260.31	315.08	860.31-	400.00
01-00-5310	CHEMICALS - ELEC				300.00	300.00
01-00-5320	MATERIALS/SUPPLIES - ELEC		268.97	17.93	1,231.03	1,500.00
01-00-5340	OFFICE EXPENSES - ELEC		862.07	86.21	137.93	1,000.00
01-00-5360	POSTAGE - ELEC		446.74	44.67	553.26	1,000.00
01-00-5420	MAINTENANCE/REPAIRS - ELEC	111.27	551.64	9.19	5,448.36	6,000.00
01-00-5440	SCHOOLING - ELEC	114.95	444.02	44.40	555.98	1,000.00
01-00-5450	FEES & DUES - ELEC	742.89	1,000.39	50.02	999.61	2,000.00
01-00-5620	MISC REBATE REFUND	339.50	1,257.76	83.85	242.24	1,500.00
01-00-5630	CONTRACTS & AGREEMENTS - ELEC	106.49	4,021.64	52.92	3,578.36	7,600.00
01-00-5800	CAPITAL OUTLAY - ELEC				45,000.00	45,000.00
01-00-5952	COMB BOND PRINCIPAL PYMT - ELE				95,000.00	95,000.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
01-60-533	COMB BOND FUND INTEREST PYMNT				2,447.50	2,447.50
	ADMIN TOTAL	75,402.58	547,886.48	45.93	644,961.02	1,192,847.50
POWER PLANT DEPARTMENT						
01-10-5030	NATURAL GAS - PP	504.44	1,127.83	37.59	1,872.17	3,000.00
01-10-5110	SALARIES - PP	1,058.53	2,950.68	84.31	549.32	3,500.00
01-10-5120	FICA EXPENSE - PP	84.84	236.27	157.51	86.27-	150.00
01-10-5150	INSURANCE - PP		19,752.08	98.76	247.92	20,000.00
01-10-5300	OIL - PP				1,700.00	1,700.00
01-10-5320	MATERIALS/SUPPLIES - PP	182.05	338.69	67.74	161.31	500.00
01-10-5420	MAINTENANCE/REPAIRS - PP	19,816.35	33,362.27	119.15	5,362.27-	28,000.00
01-10-5630	CONTRACTS & AGREEMENTS - PP	28.32	1,654.92	27.58	4,345.08	6,000.00
	POWER PLANT TOTAL	21,674.53	59,422.74	94.55	3,427.26	62,850.00
	ELECTRIC TOTAL	97,077.11	607,309.22	48.36	648,388.28	1,255,697.50
ADMIN DEPARTMENT						
02-00-5010	FUEL - WTR	197.39	1,671.18	66.85	828.82	2,500.00
02-00-5040	PHONE - WTR	71.43	499.00	33.27	1,001.00	1,500.00
02-00-5070	ELECTRICITY - WTR	2,292.73	15,746.71	56.24	12,253.29	28,000.00
02-00-5110	PENSION PLAN - WTR	163.90	1,495.50	74.78	504.50	2,000.00
02-00-5120	SALARIES - WTR	2,758.47	25,350.20	72.43	9,649.80	35,000.00
02-00-5140	SOCIAL SECURITY - WTR	174.01	1,661.32	83.07	338.68	2,000.00
02-00-5150	PROFESSIONAL - WTR		1,128.72	45.15	1,371.28	2,500.00
02-00-5160	INSURANCE - WTR		5,386.93	89.78	613.07	6,000.00
02-00-5170	LIFE INSURANCE - WTR	3.20	22.39	22.39	77.61	100.00
02-00-5180	UNEMPLOYMENT - WTR		8.46	8.46	91.54	100.00
02-00-5190	HEALTH INSURANCE - WTR	1,131.65	8,100.14	124.62	1,600.14-	6,500.00
02-00-5200	DENTAL/VISION INS	90.01	692.32	69.23	307.68	1,000.00
02-00-5240	DISTRIBUTION SUPPLIES - WTR	732.27	9,315.12	66.54	4,684.88	14,000.00
02-00-5280	UNIFORMS - WTR		186.42	93.21	13.58	200.00
02-00-5320	MATERIALS/SUPPLIES - WTR		1,474.63	98.31	25.37	1,500.00
02-00-5340	OFFICE EXPENSES - WTR	46.67	869.23	289.74	569.23-	300.00
02-00-5360	POSTAGE - WTR	108.90	546.40	54.64	453.60	1,000.00
02-00-5420	MAINTENANCE/REPAIRS - WTR	876.94	31,778.37	127.11	6,778.37-	25,000.00
02-00-5440	SCHOOLING - WTR	470.40	2,198.51	146.57	698.51-	1,500.00
02-00-5450	FEES & DUES - WTR	8.72	105.48	21.10	394.52	500.00
02-00-5500	LOSS ON DISPOSAL - WATER				3,000.00	3,000.00
02-00-5520	LABORATORY TESTING/MONITORING	41.00	913.00		913.00-	
02-00-5630	CONTRACTS & AGREEMENTS - WATER	58.49	1,316.27	13.16	8,683.73	10,000.00
02-00-5800	CAPITAL OUTLAY - WTR		89,158.24	115.79	12,158.24-	77,000.00
	ADMIN TOTAL	9,226.18	199,624.54	90.25	21,575.46	221,200.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	WATER TOTAL	9,226.18	199,624.54	90.25	21,575.46	221,200.00
03-00-5010	FUEL - SWR		600.87	85.84	99.13	700.00
03-00-5040	ELECTRICITY - SWR	495.03	2,654.86	75.85	845.14	3,500.00
03-00-5070	PENSION PLAN - SWR	136.41	1,044.44	59.68	705.56	1,750.00
03-00-5110	SALARIES - SWR	2,289.97	17,541.64	60.49	11,458.36	29,000.00
03-00-5120	SOCIAL SECURITY - SWR	138.40	1,078.67	48.48	1,146.33	2,225.00
03-00-5140	PROFESSIONAL - SWR		1,128.72	75.25	371.28	1,500.00
03-00-5150	INSURANCE - SWR		897.82	89.78	102.18	1,000.00
03-00-5151	LIFE INSURANCE	3.19	22.34	22.34	77.66	100.00
03-00-5160	UNEMPLOYMENT		8.46	8.46	91.54	100.00
03-00-5190	HEALTH INSURANCE - SWR	1,131.64	7,963.30	122.51	1,463.30-	6,500.00
03-00-5192	DENTAL/VISION INS	84.33	608.08	60.81	391.92	1,000.00
03-00-5310	CHEMICALS - SWR	2,048.83	14,141.53	235.69	8,141.53-	6,000.00
03-00-5320	MATERIALS/SUPPLIES - SWR		73.98	14.80	426.02	500.00
03-00-5340	OFFICE EXPENSES - SWR		822.57	822.57	722.57-	100.00
03-00-5360	POSTAGE - SWR		437.50		437.50-	
03-00-5420	MAINTENANCE/REPAIRS - SEWER	933.05	15,661.98	39.15	24,338.02	40,000.00
03-00-5630	CONTRACTS & AGREEMENTS -SEWER	58.49	1,316.27	6.58	18,683.73	20,000.00
	ADMIN TOTAL	7,319.34	66,003.03	57.91	47,971.97	113,975.00
	SEWER TOTAL	7,319.34	66,003.03	57.91	47,971.97	113,975.00

SANITATION DEPARTMENT

04-07-5010	FUEL - SAN	1,435.77	10,546.72	58.59	7,453.28	18,000.00
04-07-5020	PHONE - SANITATION	69.90	489.30	57.56	360.70	850.00
04-07-5070	PENSION PLAN - SAN	74.34	623.52	77.94	176.48	800.00
04-07-5110	SALARIES - SAN	4,586.38	36,122.53	65.68	18,877.47	55,000.00
04-07-5120	SOCIAL SECURITY - SAN	326.60	2,592.27	57.61	1,907.73	4,500.00
04-07-5140	PROFESSIONAL - SAN		1,128.72	22.57	3,871.28	5,000.00
04-07-5150	INSURANCE - SAN		10,284.90	205.70	5,284.90-	5,000.00
04-07-5160	UNEMPLOYMENT		8.46	8.46	91.54	100.00
04-07-5190	HEALTH INSURANCE - SAN	166.20	1,146.48	45.86	1,353.52	2,500.00
04-07-5192	DENTAL/VISION INS	86.10	634.64	63.46	365.36	1,000.00
04-07-5280	UNIFORMS		161.49	80.75	38.51	200.00
04-07-5320	MATERIALS/SUPPLIES - SAN		44.67	1.49	2,955.33	3,000.00
04-07-5340	OFFICE EXPENSES - SAN	140.00	837.56	167.51	337.56-	500.00
04-07-5360	POSTAGE - SAN		437.50	43.75	562.50	1,000.00
04-07-5420	MAINTENANCE/REPAIRS - SAN	1,604.54	10,278.20	41.11	14,721.80	25,000.00
04-07-5450	FEES & DUES - SAN	765.00	918.00	13.11	6,082.00	7,000.00
04-07-5451	DISPOSAL FEES - SAN	2,295.96	25,649.97	85.50	4,350.03	30,000.00
04-07-5475	C & D TICKET FEE	20.00	210.00	21.00	790.00	1,000.00
04-07-5630	CONTRACTS & AGREEMENTS -SAN	58.50	1,521.17	36.22	2,678.83	4,200.00
04-07-5800	CAPITAL OUTLAY - SAN	14,954.10	18,454.10	82.75	3,845.90	22,300.00

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
04-0.50	C&D CLOSURE/POST-CLOSURE EXP		12,504.00		12,504.00-	
	SANITATION TOTAL	26,583.39	134,594.20	71.99	52,355.80	186,950.00
WASTE REDUCTION DEPARTMENT						
04-14-5010	FUEL - WR	26.73	81.51	32.60	168.49	250.00
04-14-5040	ELECTRICITY - WR	224.90	1,245.75	62.29	754.25	2,000.00
04-14-5140	PROFESSIONAL - WR		1,128.72	94.06	71.28	1,200.00
04-14-5150	INSURANCE - WR		488.96	8.15	5,511.04	6,000.00
04-14-5160	UNEMPLOYMENT		8.40		8.40-	
04-14-5310	CHEMICALS - WR		159.00	53.00	141.00	300.00
04-14-5420	MAINTENANCE/REPAIRS - WR		325.13	10.84	2,674.87	3,000.00
04-14-5800	CAPITAL OUTLAY - WR		575.00	11.50	4,425.00	5,000.00
	WASTE REDUCTION TOTAL	251.63	4,012.47	22.61	13,737.53	17,750.00
	SANITATION/WASTE REDUCT TOTAL	26,835.02	138,606.67	67.71	66,093.33	204,700.00
	TOTAL EXPENSES	140,457.65	1,011,543.46	56.34	784,029.04	1,795,572.50
	NET PROFIT/LOSS:	11,108.38	113,141.22	33.00	229,726.28	342,867.50

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	91,714.59	692,755.79	48.84	725,744.21	1,418,500.00
	POWER PLANT TOTAL	14,211.94	97,019.33	66.34	49,220.67	146,240.00
	ELECTRIC TOTAL	105,926.53	789,775.12	50.47	774,964.88	1,564,740.00
	ADMIN TOTAL	18,402.12	157,317.61	57.10	118,182.39	275,500.00
	WATER TOTAL	18,402.12	157,317.61	57.10	118,182.39	275,500.00
	ADMIN TOTAL	9,797.03	69,234.31	59.33	47,465.69	116,700.00
	SEWER TOTAL	9,797.03	69,234.31	59.33	47,465.69	116,700.00
	SANITATION TOTAL	14,467.34	98,651.73	64.48	54,348.27	153,000.00
	WASTE REDUCTION TOTAL	2,973.01	9,705.91	34.06	18,794.09	28,500.00
	SANITATION/WASTE REDUCT TOTAL	17,440.35	108,357.64	59.70	73,142.36	181,500.00
	TOTAL REVENUE	151,566.03	1,124,684.68	52.59	1013,755.32	2,138,440.00
	ADMIN TOTAL	75,402.58	547,886.48	45.93	644,961.02	1,192,847.50
	POWER PLANT TOTAL	21,674.53	59,422.74	94.55	3,427.26	62,850.00
	ELECTRIC TOTAL	97,077.11	607,309.22	48.36	648,388.28	1,255,697.50

BUDGET REPORT
CALENDAR 4/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	9,226.18	199,624.54	90.25	21,575.46	221,200.00
	WATER TOTAL	9,226.18	199,624.54	90.25	21,575.46	221,200.00
	ADMIN TOTAL	7,319.34	66,003.03	57.91	47,971.97	113,975.00
	SEWER TOTAL	7,319.34	66,003.03	57.91	47,971.97	113,975.00
	SANITATION TOTAL	26,583.39	134,594.20	71.99	52,355.80	186,950.00
	WASTE REDUCTION TOTAL	251.63	4,012.47	22.61	13,737.53	17,750.00
	SANITATION/WASTE REDUCT TOTAL	26,835.02	138,606.67	67.71	66,093.33	204,700.00
	TOTAL EXPENSES	140,457.65	1,011,543.46	56.34	784,029.04	1,795,572.50
	NET PROFIT/LOSS:	11,108.38	113,141.22	33.00	229,726.28	342,867.50

Checking Account Balance	May - 2023	MEETING		
Cornerstone Bank & SCSB				
Beginning Balance	\$932,854.80			
Credit Transactions	\$206,539.31			
Debit Transactions	\$216,397.02			
ending bank balance	\$922,997.09			
KENO CHECKING	\$759.69			
CDBG checking account	\$20,342.71			
C & D Enterprise Fund	\$49,843.42			
Farmers State Bank Trust/ Health Acct	\$26,334.48			
TOTAL OF ALL CHECKING ACCOUNTS	\$1,020,277.39			
CD BALANCES CORNERSTONE BANK (CBS)	CERTIFICATE VALUE	RATE	MATURITY DATE	ACCOUNT TERM
CSB CD#106490	\$142,205.11	3.50%	9/28/2023	9 MONTHS
CSB CD#107013	\$249,698.77	4.00%	10/12/2023	9 MONTHS
CSB CD#107015	\$319,232.14	4.00%	10/12/2023	9 MONTHS
CSB CD#9251	\$51,247.76	4.00%	6/14/2024	15 MONTHS
CSB CD#9365	\$51,742.87	4.00%	6/20/2024	15 MOTNHS
CSB CD#9371	\$139,790.64	4.00%	6/20/2024	15 MONTHS
Total CBS:	\$814,126.65			
SOUTH CENTRAL STATE BANK (SC)	CERTIFICATE VALUE	RATE	MATURITY DATE	ACCOUNT TERM
SCSB CD#404885	\$108,624.17	2.55%	10/24/2023	15 MONTH
SCSB CD# 405172	\$49,621.87	0.90%	3/7/2025	30 MONTHS
SCSB CD#405305	\$270,350.10	4.00%	1/29/2024	13 MONTHS
SCSB CD#405306	\$130,734.73	4.00%	1/29/2024	13 MONTHS
SCSB CD#405324	\$301,054.00	4.00%	2/12/2024	13 MONTHS
SCSB CD#405325	\$403,945.21	4.00%	2/12/2024	13 MONTHS
SCSB CD#405344	\$129,478.45	4.00%	2/29/2024	13 MONTHS
Total SCSB:	\$1,393,808.53			
Total CD's Investments:	\$2,207,935.18			
GRAND TOTAL CHECKING & CD'S:	\$3,228,212.57			

City of Franklin, NE

911143

Monthly Claims Analysis for Freedom Choice

June 1, 2022 through May 31, 2023

	# of Employees	Total Illustrative Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee*	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
June-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 124.91	\$ -	\$ 617.03	\$ 3,085.16	\$ 2,468.13
July-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 301.06	\$ -	\$ 581.80	\$ 2,909.01	\$ 2,327.21
August-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 6,537.70	\$ -	\$ (665.53)	\$ (3,327.63)	\$ (2,662.10)
September-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 680.62	\$ -	\$ 505.89	\$ 2,529.45	\$ 2,023.56
October-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 2,815.99	\$ -	\$ 78.82	\$ 394.08	\$ 315.26
November-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 658.79	\$ -	\$ 510.26	\$ 2,551.28	\$ 2,041.02
December-22	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 3,432.29	\$ -	\$ (44.44)	\$ (222.22)	\$ (177.78)
January-23	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 4,572.88	\$ -	\$ (272.56)	\$ (1,362.81)	\$ (1,090.25)
February-23	9	\$ 16,656.68	\$ 12,978.61	\$ 468.00	\$ 4,350.50	\$ -	\$ (228.09)	\$ (1,140.43)	\$ (912.34)
March-23	10	\$ 18,396.93	\$ 14,334.58	\$ 520.00	\$ 5,185.36	\$ -	\$ (328.60)	\$ (1,643.01)	\$ (1,314.41)
April-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 168,307.05	\$ 131,142.07	\$ 4,732.00	\$ 28,660.10	\$ -	\$ 754.58	\$ 3,772.88	\$ 3,018.30



FreedomChoice

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

620-792-9151 - Telephone

620-792-3389 - Fax

*Negative amounts in this column are not billed as such. Negative amounts will be billed as \$0 Risk Management Fee.

City of Franklin, NE
911143
Monthly Claims Analysis for FreedomChoice
March, 2023

Employee Tier	# of Employees	Illustrative Rates	Total Illustrative Rates	Umbrella Policy Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
Single	3	\$ 994.43	\$ 2,983.29	\$ 774.84	\$ 2,324.52	\$ 156.00					
Employee/Spouse	1	\$ 1,988.86	\$ 1,988.86	\$ 1,549.68	\$ 1,549.68	\$ 52.00					
Employee/Child	2	\$ 1,740.25	\$ 3,480.50	\$ 1,355.97	\$ 2,711.94	\$ 104.00					
Family	4	\$ 2,486.07	\$ 9,944.28	\$ 1,937.11	\$ 7,748.44	\$ 208.00					
	10		\$ 18,396.93		\$ 14,334.58	\$ 520.00	\$ 5,185.36	\$ -	\$ (328.60)	\$ (1,643.01)	\$ (1,314.41)



FreedomChoice

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

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June, 2022 through May, 2023

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
10010 ELECTRIC	119.00	3.25	18.50	6.00	146.75	2772.61	107.62	392.94	127.44	3400.61	696.95
11010 POWER PLANT	30.00	1.75	.00	.00	31.75	703.05	68.49	.00	.00	771.54	.00
12010 STREET	80.00	.00	.00	.00	80.00	1948.80	.00	.00	.00	1948.80	412.26
20010 WATER	79.50	5.88	.00	.00	87.38	1449.63	179.95	.00	.00	1667.66	.00
30010 SEWER	58.00	3.37	.00	.00	63.37	1078.97	82.11	.00	.00	1199.16	.00
40710 SANITATION	95.75	8.75	.00	17.75	122.25	1959.08	280.56	.00	366.36	2606.00	.00
50410 PARK	40.25	.00	.00	2.50	43.38	711.41	.00	.00	43.10	765.29	.00
50510 GENERAL	80.00	7.75	.00	.00	87.75	1800.60	256.56	.00	.00	2057.16	681.99
50610 POLICE	133.50	.00	.00	.00	133.50	5356.51	.00	.00	.00	5356.51	719.77
50810 LIBRARY	90.50	.00	8.00	17.50	116.00	1258.59	.00	114.40	250.25	1623.24	128.52
50811 LIB- CLEANING	.00	.00	.00	.00	.00	50.00	.00	.00	.00	50.00	.00
51110 CEMETERY	5.00	.00	.00	2.50	8.12	121.40	.00	.00	43.10	175.27	.00
99999 SPLIT PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1084.19
TOTAL	811.50	30.75	26.50	46.25	920.25	19210.65	975.29	507.34	830.25	21621.24	3723.68

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
10010 ELECTRIC	165.50	3.25	2.44	2.31	173.50	3763.92	127.19	48.49	48.82	3988.42	678.16
11010 POWER PLANT	8.00	2.00	.00	.00	10.00	208.72	78.27	.00	.00	286.99	.00
12010 STREET	80.00	.00	.00	.00	80.00	1948.80	.00	.00	.00	1948.80	412.26
20010 WATER	57.25	6.75	.69	2.06	66.75	1040.38	.00	11.32	39.11	1090.81	.00
30010 SEWER	57.25	.75	.69	2.06	60.75	1040.38	.00	11.32	39.11	1090.81	.00
40710 SANITATION	82.25	8.00	.68	.07	108.00	1617.16	.00	11.31	1.03	1980.38	.00
50110 SUMMER REC	.00	.00	.00	.00	.00	500.00	.00	.00	.00	500.00	.00
50410 PARK	41.75	1.00	.00	.00	42.75	735.26	.00	.00	.00	735.26	.00
50510 GENERAL	78.25	1.50	1.25	.00	81.00	1726.98	49.66	27.59	.00	1804.23	668.92
50610 POLICE	277.75	.00	.00	.00	277.75	5464.00	.00	.00	.00	5464.00	883.62
50810 LIBRARY	115.75	2.75	.00	.50	119.00	1584.18	16.09	.00	7.15	1607.42	125.89
51110 CEMETERY	40.00	2.00	.00	.00	42.00	689.60	.00	.00	.00	689.60	.00
99999 SPLIT PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1059.82
TOTAL	1003.75	28.00	5.75	7.00	1061.50	20319.38	271.21	110.03	135.22	21186.72	3828.67

Reviewed and Approved at MAY 9 2023			
Date	Vendor	Amount	Item
4/28/23	Aflac	\$779.40	Insurance
4/3/23	BCBS	\$17,534.35	Insurance
4/18/23	Black Hills Energy	\$657.34	Power Plant gas bill
4/17/23	Caspian Creates	\$69.99	Website/Calendar fee
4/25/23	Caspian Creates	\$675.00	Ball Park fee
4/10/23	Delta Dental	\$631.06	Insurance
4/14/23	EFTPS	\$4,470.31	Payroll taxes
4/28/23	EFTPS	\$4,380.70	Payroll taxes
4/12/23	Franklin Chamber	\$150.00	ACE open house
4/12/23	Franklin Post Prom	\$100.00	donation Keno
4/3/23	Freedom Claims	\$2,572.00	Insurance
4/6/23	Hometown Leasing	\$392.47	March Lease Agreement
4/25/23	Hometown Leasing	\$392.47	April Lease Agreement
4/21/23	MG Trust	\$2,216.09	Payroll retirement
4/28/23	MG Trust	\$2,108.61	Payroll retirement
4/19/23	NE Dept of Rev	\$6,369.23	Sales Tax
4/14/23	Payroll	\$14,288.00	Payroll
4/28/23	Payroll	\$13,849.80	Payroll
4/28/23	Unemployment Ins	\$128.10	Payroll
4/3/23	VSP	\$214.75	Insurance
4/20/23	Worman, David	\$225.00	Meter Dep. void 3/23 check lost
	TOTAL CLAIMS REPORT:	\$72,204.67	
	CDA GRANT PAYMENTS		
Date	Vendor	Amount	Item
			CDA COMM. GRANT
			CDA COMM. GRANT
	Approved 5/9/2023 meeting		
	Council Beall		
	Council Platt		
	Council Urbina		
	Council Loschen		

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				CORNERSTONE CHECK ACCT BK#1				
				551 AMERICAN LEGAL PUBLISHING CORP				
05092023	1	5/09/23	5/09/23	INTERNET PAGES/ORD. BOOK	142.35	05	05-05-5140	1
				INVOICE TOTAL	142.35			
				VENDOR TOTAL	142.35			
				755 BAKER & TAYLOR				
				BOOKS/LIBRARY				
05092023	1	5/09/23	5/09/23	BOOKS/LIBRARY	350.93	05	05-08-5801	1
				INVOICE TOTAL	350.93			
				VENDOR TOTAL	350.93			
				78 BORDER STATE INDUSTRIES INC				
				DIST. SUPPLIES/ELECTRIC				
05092023	1	5/09/23	5/09/23	DIST. SUPPLIES/ELECTRIC	1,939.66	02	02-00-5240	1
				INVOICE TOTAL	1,939.66			
				VENDOR TOTAL	1,939.66			
				164 MIKE BOWER				
				MILEAGE/MEETING/NPPD COLUMBUS				
05092023	1	5/09/23	5/09/23	MILEAGE/MEETING/NPPD COLUMBUS	192.57	01	01-00-5440	1
				INVOICE TOTAL	192.57			
				VENDOR TOTAL	192.57			
				691 CHRISTIE MALL				
				CLEANING FEE				
05092023	1	5/09/23	5/09/23	CLEANING FEE	80.00	05	05-05-5450	1
				INVOICE TOTAL	80.00			
				VENDOR TOTAL	80.00			
				385 CITY OF FRANKLIN				
				UMPIRE FEES FOR SUMMER 2023				
05092023	1	5/09/23	5/09/23	UMPIRE FEES FOR SUMMER 2023	1,000.00	05	05-01-5111	1
	2			STARTUP MONEY/BALL PARK	200.00	05	05-01-5610	1
	3			STARTUP MONEY/POOL	200.00	05	05-03-5610	1
				INVOICE TOTAL	1,400.00			
				VENDOR TOTAL	1,400.00			
				15 CITY OF HOLDREGE				
				DISPOSAL FEES				
05092023	1	5/09/23	5/09/23	DISPOSAL FEES	2,144.72	04	04-07-5451	1
				INVOICE TOTAL	2,144.72			
				VENDOR TOTAL	2,144.72			
				20 COOPERATIVE PRODUCERS INC				
				FUEL/ELECTRIC				
05092023	1	5/09/23	5/09/23	FUEL/ELECTRIC	325.99	01	01-00-5010	1
	2			FUEL/WATER	157.11	02	02-00-5010	1
	3			FUEL/SEWER	209.48	03	03-00-5010	1
	4			FUEL/SANITATION	137.12	04	04-07-5010	1
	5			PROPANE/RECYCLING	25.08	14	04-14-5010	1
	6			FUEL/STREET	625.58	12	12-00-5010	1
	7			FUEL/BALL PARK	5.18	05	05-01-5010	1
	8			C&D TICKETS	40.00	04	04-07-5475	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	9			FUEL/POLICE	219.92	05	05-06-5010	1
	10			SUPPLIES/WATER TESTING	5.98	02	02-00-5320	1
	11			CHEMICALS/STREET	271.44	12	12-00-5310	1
				INVOICE TOTAL	2,022.88			
				VENDOR TOTAL	2,022.88			
05092023				688 DUNCAN WELDING				
	1	5/09/23	5/09/23	SIGNS/STREET	20.99	12	12-00-5400	1
	2			HOMETOWN HERO POLES/GENERAL	330.10	05	05-05-5420	1
				INVOICE TOTAL	351.09			
				VENDOR TOTAL	351.09			
05092023				33 DUTTON-LAINSON COMPANY				
	1	5/09/23	5/09/23	DIST SUPPLIES/ELECTRIC	1,677.78	01	01-00-5240	1
	2			BATTING CAGE/BALL PARK	228.43	05	05-01-5420	1
				INVOICE TOTAL	1,906.21			
				VENDOR TOTAL	1,906.21			
05092023				55 EAKES OFFICE SOLUTIONS				
	1	5/09/23	5/09/23	EGOLD FEE/GENERAL	34.25	05	05-06-5630	1
	2			EGOLD FEE/LIBRARY	40.74	05	05-08-5630	1
				INVOICE TOTAL	74.99			
				VENDOR TOTAL	74.99			
05092023				36 CITY OF FRANKLIN-ELECTRIC FUND				
	1	5/09/23	5/09/23	ELECTRICITY	809.95	02	02-00-5040	1
	2			ELECTRICITY	340.14	03	03-00-5040	1
	3			ELECTRICITY	284.29	05	05-04-5040	1
	4			ELECTRICITY	152.13	05	05-05-5040	1
	5			ELECTRICITY	234.12	05	05-08-5040	1
	6			ELECTRICITY	1,965.08	12	12-00-5040	1
	7			ELECTRICITY	134.64	05	05-06-5040	1
	8			ELECTRICITY	154.68	14	04-14-5040	1
				INVOICE TOTAL	4,075.03			
				VENDOR TOTAL	4,075.03			
05092023				172 RAQUEL FELZIEN				
	1	5/09/23	5/09/23	MILEAGE/KEARNEY/TREE DAY	66.28	05	05-05-5440	1
				INVOICE TOTAL	66.28			
				VENDOR TOTAL	66.28			
05092023				925 FOX INSURANCE				
	1	5/09/23	5/09/23	BOND/RAQUEL	187.50	05	05-05-5450	1
	2			BOND/RAQUEL	187.50	01	01-00-5450	1
				INVOICE TOTAL	375.00			
				VENDOR TOTAL	375.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
65 FRANKLIN AUTO PARTS								
05092023	1	5/09/23	5/09/23	MAINT/ELECTRIC	58.46	01	01-00-5420	1
	2			SUPPLIES/ELECTRIC	14.34	01	01-00-5320	1
	3			SUPPLIES/POOL	20.46	05	05-03-5420	1
	4			MAINT/BATTERY/TAHOE/POLICE	177.74	05	05-06-5420	1
	5			MAINT/PARK	12.08	05	05-04-5420	1
	6			MAINT/FLAG POLES/GENERAL	29.56	05	05-05-5420	1
	7			MAINT/SANITATION	344.19	04	04-07-5420	1
	8			SUPPLIES/STREET	14.12	12	12-00-5320	1
	9			MAINT/STREET	44.55	12	12-00-5420	1
				INVOICE TOTAL	715.50			
				VENDOR TOTAL	715.50			
86 FRANKLIN COUNTY CHRONICLE								
05092023	1	5/09/23	5/09/23	ADS/MINS/GENERAL/MARCH	289.09	05	05-05-5630	1
	2			ADS/LIBRAR/MARCH	37.54	05	05-08-5630	1
	3			WATER REPORT ADS/MARCH	774.00	02	02-00-5630	1
				INVOICE TOTAL	1,100.63			
				VENDOR TOTAL	1,100.63			
39 FRANKLIN COUNTY SHERIFF								
05092023	1	5/09/23	5/09/23	ENFORCEMENT HOURS	420.00	05	05-06-5630	1
	2			COMMUNICATIONS FEE	200.00	05	05-06-5630	1
				INVOICE TOTAL	620.00			
				VENDOR TOTAL	620.00			
393 GLENWOOD TELECOMMUNICATIONS								
05092023	1	5/09/23	5/09/23	PHONE/INTERNET	71.91	02	02-00-5020	1
	2			PHONE/INTERNET	37.45	01	01-00-5020	1
	3			PHONE/INTERNET	109.44	05	05-08-5020	1
	4			PHONE/INTERNET	69.90	04	04-07-5020	1
	5			PHONE/INTERNET	34.95	12	12-00-5020	1
	6			PHONE/INTERNET	34.95	05	05-04-5020	1
	7			PHONE/INTERNET	37.45	05	05-06-5020	1
	8			PHONE/INTERNET	135.62	05	05-05-5020	1
				INVOICE TOTAL	531.67			
				VENDOR TOTAL	531.67			
923 GREAT PLAINS UNIFORMS								
05092023	1	5/09/23	5/09/23	UNIFORM/SPANGLER	1,276.98	05	05-06-5280	1
				INVOICE TOTAL	1,276.98			
				VENDOR TOTAL	1,276.98			
54 JIM'S OK TIRE INC								
05092023	1	5/09/23	5/09/23	MOWER REPAIRS/STREET	24.50	12	12-00-5420	1
	2			TRASH TRUCK ROTATE TIRES/SAN	80.00	04	04-07-5420	1
	3			TIRES/TAHOE/POLICE	770.00	05	05-06-5420	1
				INVOICE TOTAL	874.50			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	874.50			
05092023	1	5/09/23	5/09/23	924 KIDWELL INC CAMERA SYSTEM FOR PARK/POLICE	10,365.00	05	05-06-5800	1
				INVOICE TOTAL	10,365.00			
				VENDOR TOTAL	10,365.00			
05092023	1	5/09/23	5/09/23	803 MACQUEEN EQUIPMENT MAINT #1/ STREET	2,331.68	12	12-00-5420	1
				INVOICE TOTAL	2,331.68			
				VENDOR TOTAL	2,331.68			
05092023	1	5/09/23	5/09/23	535 MADISON NATIONAL LIFE INSURANCE	6.39	05	05-08-5151	1
	2			INSURANCE	5.18	12	12-00-5151	1
	3			INSURANCE	6.39	05	05-05-5151	1
	4			INSURANCE	19.17	01	01-00-5151	1
	5			INSURANCE	3.20	05	05-04-5151	1
	6			INSURANCE	3.19	05	05-11-5151	1
	7			INSURANCE	3.20	02	02-00-5151	1
	8			INSURANCE	3.19	03	03-00-5151	1
	9			INSURANCE	12.78	05	05-06-5151	1
				INVOICE TOTAL	62.69			
				VENDOR TOTAL	62.69			
05092023	1	5/09/23	5/09/23	655 MCQUAY LAW OFFICE PROFESSIONAL FEE	1,400.00	05	05-05-5140	1
				INVOICE TOTAL	1,400.00			
				VENDOR TOTAL	1,400.00			
05092023	1	5/09/23	5/09/23	51 MICHAEL TODD & CO INC STREET SIGNS	187.77	12	12-00-5400	1
				INVOICE TOTAL	187.77			
				VENDOR TOTAL	187.77			
05092023	1	5/09/23	5/09/23	154 MIDWEST CONNECT LLC SUPPLIES/POSTAGE MACHINE	15.00	01	01-00-5320	1
	2			SUPPLIES/POSTAGE MACHINE	15.00	02	02-00-5320	1
	3			SUPPLIES/POSTAGE MACHINE	15.00	04	04-07-5320	1
	4			SUPPLIES/POSTAGE MACHINE	15.00	05	05-05-5320	1
	5			SUPPLIES/POSTAGE MACHINE	15.00	05	05-06-5320	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
05092023	1	5/09/23	5/09/23	188 MIGHTY DUCTS SWIMMING POOL PAINT/REPAIRS	17,150.00	05	05-03-5420	1
				INVOICE TOTAL	17,150.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	17,150.00			
05092023	1	5/09/23	5/09/23	79 MUNICIPAL SUPPLY, INC DIST SUPPLIES/WATER	3,606.45	02	02-00-5240	1
				INVOICE TOTAL	3,606.45			
				VENDOR TOTAL	3,606.45			
05092023	1	5/09/23	5/09/23	58 NE PUBLIC HEALTH ENVIRONMENTAL WATER TESTING	46.00	02	02-00-5520	1
				INVOICE TOTAL	46.00			
				VENDOR TOTAL	46.00			
05092023	1	5/09/23	5/09/23	569 PAULSEN INC CONCRETE/STORYWALK/FOR LIBRARY	660.00	05	05-05-5420	1
	2			STREET CONCRETE REPAIR	425.50	12	12-00-5420	1
				INVOICE TOTAL	1,085.50			
				VENDOR TOTAL	1,085.50			
05092023	1	5/09/23	5/09/23	99 PITSTOP & SHOP FUEL/SAN	1,133.21	04	04-07-5010	1
	2			FUEL/PARK	73.92	05	05-04-5010	1
				INVOICE TOTAL	1,207.13			
				VENDOR TOTAL	1,207.13			
05092023	1	5/09/23	5/09/23	52 PLANKS LUMBER & HARDWARE SUPPLIES/PARK	80.74	05	05-04-5320	1
	2			SUPPLIES/POOL	76.82	05	05-03-5420	1
	3			BATTING CAGE MAINT/BALL PARK	131.70	05	05-01-5420	1
	4			DIST. SUPPLIES/ELECTRIC	2.22	01	01-00-5240	1
	5			SUMMER READING SUPPLIES/LIB	9.49	05	05-08-5662	1
	6			SUPPLIES/LIBRARY	46.57	05	05-08-5320	1
				INVOICE TOTAL	347.54			
				VENDOR TOTAL	347.54			
05092023	1	5/09/23	5/09/23	63 RIGHTWAY GROCERY ACCT#245 LIBRARY/SUPPLIES	52.20	05	05-08-5320	1
	2			ACCT#212 ELECTRIC/SUPPLIES	17.86	01	01-00-5320	1
	3			ACCT#134 ACE OPEN HOUSE/GEN	362.97	05	05-05-5320	1
	4			ACCT#134 PARK/SUPPLIES	95.15	05	05-04-5320	1
	5			ACCT#134 GENERAL/SUPPLIES	1.59	05	05-05-5320	1
				INVOICE TOTAL	529.77			
				VENDOR TOTAL	529.77			
0509	1	5/09/23	5/09/23	728 RUBENDALL CYNTHIA UNIFORM/SEWING PATCHES/POLICE	25.00	05	05-06-5280	1
				INVOICE TOTAL	25.00			
				VENDOR TOTAL	25.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
62 S.E. SMITH & SONS								
05092023	1	5/09/23	5/09/23	STORYWALK SUPPLIES/GENERAL	386.56	05	05-05-5320	1
	2			GLOVES/SUPPLIES/WATER	16.99	02	02-00-5320	1
	3			HOMETOWN HERO FLAGS/GENERAL	46.69	05	05-05-5320	1
	4			WIRE/RECYCLING	245.00	04	04-07-5420	1
	5			MAINT/SEWER	31.58	03	03-00-5420	1
	6			SUPPLIES/STREET	27.89	12	12-00-5320	1
				INVOICE TOTAL	754.71			
				VENDOR TOTAL	754.71			
857 SAMUEL GERDES								
05092023	1	5/09/23	5/09/23	MOWING/BALL PARK	35.00	05	05-01-5420	1
				INVOICE TOTAL	35.00			
				VENDOR TOTAL	35.00			
735 SANITATION PRODUCTS								
05092023	1	5/09/23	5/09/23	MAINT/TRASH TRUCK/SAN	1,050.21	04	04-07-5420	1
	2			MAINT/BALING WIRE/WR	1,155.36	14	04-14-5420	1
				INVOICE TOTAL	2,205.57			
				VENDOR TOTAL	2,205.57			
233 SARGENT DRILLING								
05092023	1	5/09/23	5/09/23	TESTING OF ALL WATER WELLS	3,658.22	02	02-00-5420	1
				INVOICE TOTAL	3,658.22			
				VENDOR TOTAL	3,658.22			
46 SOUTHERN PUBLIC POWER DIST.								
05092023	1	5/09/23	5/09/23	POWER	49,236.29	01	01-00-5041	1
	2			POWER	1,235.00	02	02-00-5040	1
				INVOICE TOTAL	50,471.29			
				VENDOR TOTAL	50,471.29			
182 SUNSET SPA & SUPPLY								
05092023	1	5/09/23	5/09/23	POOL CHEMICALS	8,125.59	05	05-03-5310	1
				INVOICE TOTAL	8,125.59			
				VENDOR TOTAL	8,125.59			
384 TERRY L. CARPENTER, JR.								
05092023	1	5/09/23	5/09/23	PEST CONTROL	28.32	01	01-10-5630	1
	2			PEST CONTROL	28.32	05	05-08-5630	1
	3			PEST CONTROL	28.32	05	05-04-5630	1
	4			PEST CONTROL	28.32	05	05-05-5630	1
	5			PEST CONTROL	28.32	05	05-05-5630	1
	6			PEST CONTROL	28.40	12	12-00-5630	1
				INVOICE TOTAL	170.00			
				VENDOR TOTAL	170.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				329 U.S. BANK				
05092023	1	5/09/23	5/09/23	SCOREBOARD REMOTES/BALL PARK	1,435.00	05	05-01-5800	1
	2			TARP/BANNER/BALL PARK	155.57	05	05-01-5320	1
	3			PLUGS/BOOKS/BALLS/BALL PARK	304.77	05	05-01-5321	1
	4			DIST SUPPLIES/WATER	220.85	02	02-00-5240	1
	5			WOOD FOR DOORS/WATER	32.68	02	02-00-5420	1
	6			POSTAGE/WATER SAMPLES	43.95	02	02-00-5360	1
	7			PARTS/SPRAYER/STREET	109.98	12	12-00-5420	1
	8			SCHOOLING/GENERAL	52.47	05	05-05-5440	1
	9			SUPPLIES/CHEMICALS/PARK	44.91	05	05-04-5320	1
	10			FLAGS/POLE LIGHTS/CEMETERY	1,496.57	05	05-11-5320	1
	11			2 COMPUTER SCREEN/GENERAL	362.08	05	05-05-5800	1
	12			LABOR POSTER/GENERAL	124.45	05	05-05-5340	1
	13			LABOR POSTERS/ELECTRIC	124.44	01	01-00-5340	1
	14			GOOGLE/GENERAL	50.81	05	05-05-5630	1
	15			GOOGLE/ELECTRIC	50.80	01	01-00-5630	1
	16			CANOPY/CEMETERY	484.00	05	05-11-5320	1
	17			FLAGPOLES/MAINT/CEMETERY	27.99	05	05-11-5420	1
	18			UNIFORMS/POLICE JS JW	371.52	05	05-06-5280	1
	19			EQUIPMENT/POLICE	1,863.78	05	05-06-5799	1
	20			POSTAGE/POLICE	11.16	05	05-06-5360	1
	21			SUPPLIES/JS SCHOOLING	28.76	05	05-06-5340	1
	22			FEE/JS/NLETC	165.00	05	05-06-5450	1
	23			COPY PAPER/LIBRARY	21.60	05	05-08-5340	1
	24			FLAGPOLE/LIBRARY	34.31	05	05-08-5420	1
	25			SUPPLIES/LIBRARY	99.88	05	05-08-5320	1
	26			BOOKS/LIBRARY	146.58	05	05-08-5801	1
	27			SUMMER READING SUPPLIE/LIBRARY	284.63	05	05-08-5662	1
				INVOICE TOTAL	8,148.54			
				VENDOR TOTAL	8,148.54			
				90 US DEPARTMENT OF ENERGY				
05092023	1	5/09/23	5/09/23	POWER	4,404.48	01	01-00-5041	1
				INVOICE TOTAL	4,404.48			
				VENDOR TOTAL	4,404.48			
				184 WOODWARD'S DISPOSAL SERVICE				
05092023	1	5/09/23	5/09/23	CITY WIDE CLEANUP	1,970.18	04	04-07-5450	1
				INVOICE TOTAL	1,970.18			
				VENDOR TOTAL	1,970.18			
				CORNERSTONE CHECK ACCT TOTAL	138,604.10			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	138,604.10			
				GRAND TOTALS	138,604.10			

City of Franklin

Nuisance Abatement Program

Sharon Hueftle, Executive Director
South Central Economic Development District, Inc.
401 East Avenue, 2nd Floor, PO Box 79
Holdrege, NE 68949 | www.scedd.us

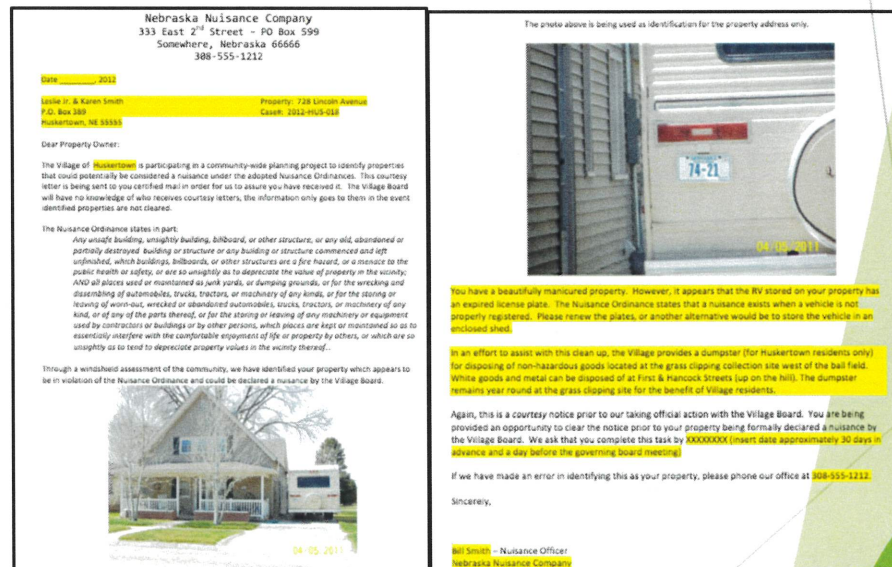
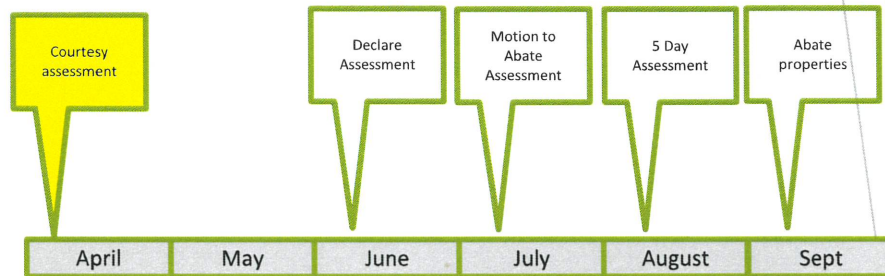


NUISANCE ABATEMENT PROGRAM



Courtesy Assessment

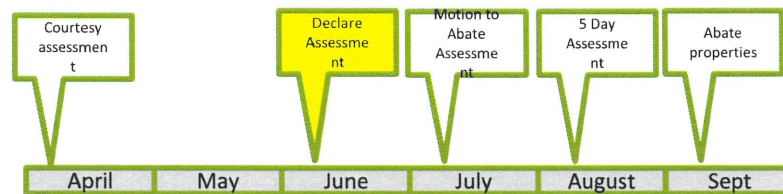
- ▶ Courtesy Assessment
- ▶ Survey re-offenders as provided by City
 - ▶ If additional are noticed, contact City to discuss
 - ▶ Send out certified & first class courtesy letters



Declare Assessment

▶ Motion to Declare

- ▶ Review all properties that received a courtesy letter
- ▶ If they haven't cleaned up, they are declared a nuisance by the city council
- ▶ Property owners given notice
- ▶ Those that cleared issues receive a thank-you card



RESOLUTION NO. _____
DECLARED NUISANCE

The Board Chairman and Village Board of the Village of **Huskertown** (hereinafter the Village), in regular session assembled at the Village Office Building in **Huskertown**, Nebraska on this _____ day of _____, 2012, hereby resolve as follows:

WHEREAS, The Village of **Huskertown** desires to declare Nuisances pursuant to the Village Code of Ordinances (**Ordinance No. 02-03**), **§93.02**.

NOW THEREFORE:

BE IT RESOLVED that the following property located within the nuisance jurisdiction of the Village of **Huskertown**, Nebraska has been submitted to the Village Board at its regular meeting on _____, 2012: **2012 HUS 018-728 Lincoln Avenue, Huskertown, NE**; and

BE IT FURTHER RESOLVED, that the Village Board found at said meeting that the following property is declared to have nuisances upon it contrary to Huskertown City's Code of Ordinances and that said nuisance is ratified by this resolution:
2012 HUS 018-728 Lincoln Avenue, Huskertown, NE

BE IT FINALLY RESOLVED, that the Village shall proceed as determined under the administrative procedure of **§93.26**.

INTRODUCED AND PASSED THIS _____ DAY OF _____, 2012.

Elaine Smith, Board Chairman

ATTEST:

Rebecca Jones, Village Clerk

Motion to Abate Assessment

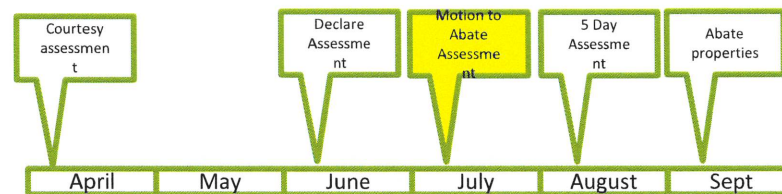
► Motion to Abate

- Review all properties that received a nuisance declaration
- If they haven't cleaned up, the council passes a Motion to Abate
- Property owners given notice

► Court:

- If abatement is not the best option, we ask the city to take to criminal or civil court

- *For those that clear issues, declaration is rescinded and a thank-you card is sent*



Village of Huskertown
PO Box 614
205 North Oak Street
Huskertown, NE 69555
308-555-6666

CERTIFIED MOTION TO ABATE

In the regular meeting of the Huskertown Village Board of Trustees held on _____, 2012 and assembled in the Village Office Building in Huskertown, Nebraska, the Governing Board took the following action:

It was moved by _____ and seconded by _____ to abate the nuisance property identified by the following case number and address:
2012-HUS-018 728 Lincoln Avenue, Huskertown, NE;

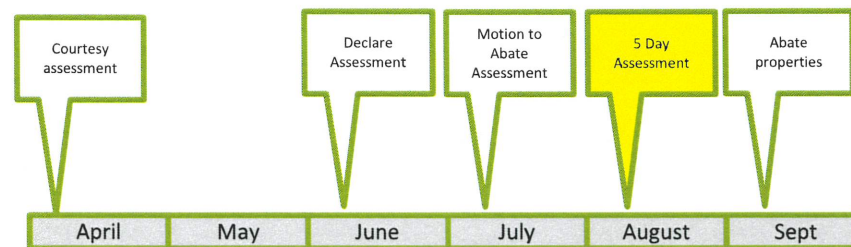
As per Article 3 Section 9 of Nuisance Ordinance No. _____ Roll Call Vote: _____
_____ Motion Carried.

(Village seal) _____
Rebecca Jones - Village Clerk
Date _____

5 Day Notice Assessment

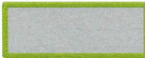
► 5 day Notice

- Review all properties that received a Motion to Abate
- If they haven't cleaned up, the property owners receive a 5 day notice to remove
- After the 5 days, SCEDD/City can go remove the nuisance items




South Central Economic Development District

CERTIFIED MAIL NO. 7016 0600 0000 8208 6811
PUBLISHED IN THE BLUE HILL LEADER NEWSPAPER: SEPTEMBER 20, 2018

September 17, 2018


FIVE-DAY NOTICE TO REMOVE FOR PRIVATE PROPERTY

Property Case Number: 
Property Address: 
Property Legal Description: NORTH 1/2 LOTS 1-5 BLOCK 16 ORIGINAL TOWN BLUE HILL

In a May 8, 2018 courtesy letter, you were notified of potential nuisance violations on your property and were given until June 10, 2018 to have the property cleared. On June 10, 2018, following a property review, the City of Blue Hill City Council declared the above-referenced property a Nuisance by Resolution No. 2018-17. You were given until July 8, 2018, to have the property cleared of nuisances. On July 10, 2018, the City Council certified a Motion to Abate for this property. To avoid abatement by the City, you were notified to clear nuisances prior to our scheduling abatement.

As per State Statute, if the owner fails to remove the nuisance after five-days' notice by publication and certified mail, the City shall remove the nuisance or cause it to be removed and shall assess the cost thereof against the property.

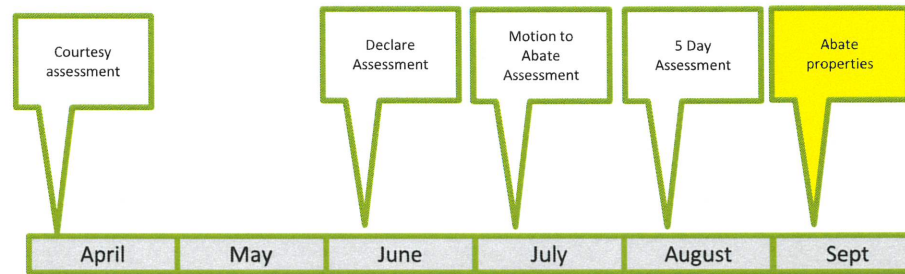
South Central Economic Development District, Inc.
City of Blue Hill Nuisance Officer

Abatement

► Abatement

- City selects contractor(s) to abate
- SCEDD coordinates with contractors to clean up nuisance properties

- *Once cleared, declarations are rescinded*



Rescind Declared Nuisances

2022-FRAN-7020

0 0 LOTS 19-21; BLK 6; PEOPLE'S ADDITION



**Consider Resolutions –
Declare Nuisance**

2023-FRAN-8002

0 0 20 LOTS 10-12; BLK. 1; PEOPLE'S ADDITION; FR. BLOOMINGTON



Last Month



2023-FRAN-8002

0 0 20 LOTS 10-12; BLK. 1; PEOPLE'S ADDITION; FR. BLOOMINGTON



2023-FRAN-8002

0 0 20 LOTS 10-12; BLK. 1; PEOPLE'S ADDITION; FR. BLOOMINGTON



May 8

Last Month



2023-FRAN-8003

0 0 20 E 78' LOTS 1-3; BLK. 5; PEOPLE'S ADDITION; FR. BLOOMINGTON



2023-FRAN-8003

0 0 20 E 78' LOTS 1-3; BLK. 5; PEOPLE'S ADDITION; FR. BLOOMINGTON



2023-FRAN-8008

0 0 20 LOT 20; N 5 LOT 19; BLK. 7; ORIGINAL TOWN; FR. BLOOMINGTON

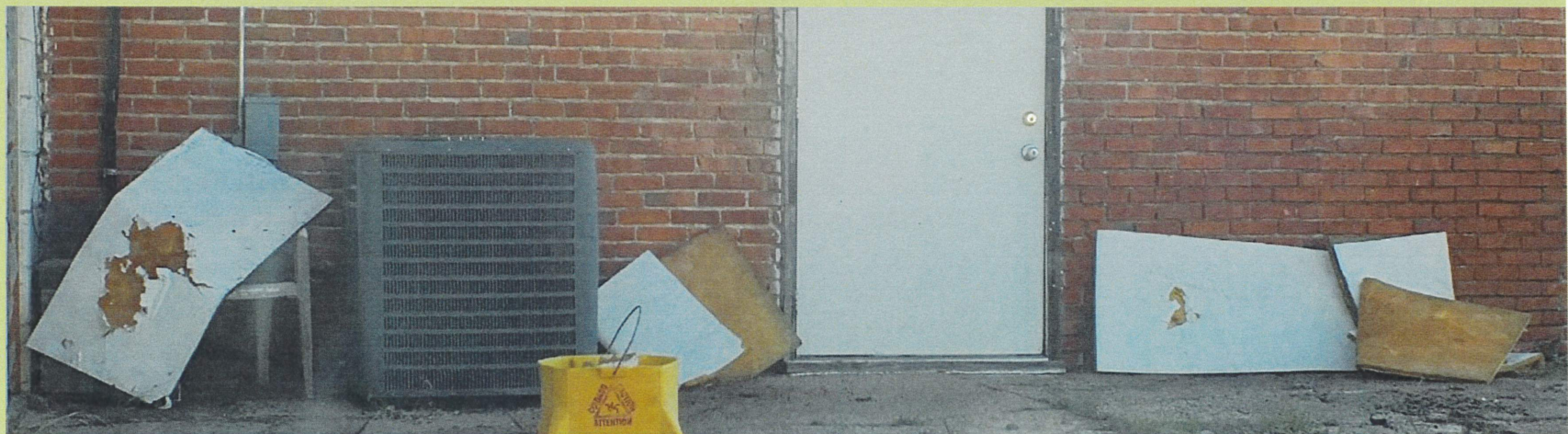


2023-FRAN-8008

0 0 20 LOT 20; N 5 LOT 19; BLK. 7; ORIGINAL TOWN; FR. BLOOMINGTON



Lot to South



Lot to North

2023-FRAN-8010

0 0 20 E 50' LOTS 1-4; BLK. 5; ORIGINAL TOWN; FR. BLOOMINGTON



2023-FRAN-8010

0 0 20 E 50' LOTS 1-4; BLK. 5; ORIGINAL TOWN; FR. BLOOMINGTON



2023-FRAN-8011

0 0 20 W 84' OF LOT 1-4; BLK. 5; ORIGINAL TOWN;FR. BLOOMINGTO



2023-FRAN-8012

. 0 0 20 N 82' OF LOT 3; BLK 1 SHEPPARDS ADD'N FR. BL.



2023-FRAN-8012

. 0 0 20 N 82' OF LOT 3; BLK 1 SHEPPARDS ADD'N FR. BL.



2023-FRAN-8013

0 0 20 N1/2 LOT 5; BLK 1 GARRETT'S 1ST ADD'N FR. BL.

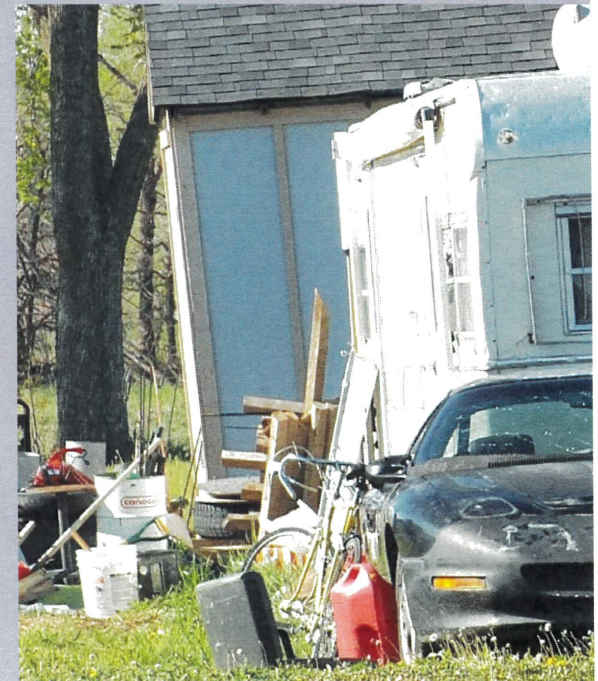


**Postponement
Requested**



2023-FRAN-8014

0 0 20 LOT 1; N1/2 LOT 2; BLK 3; SOUTH ADD'N FR. BL.



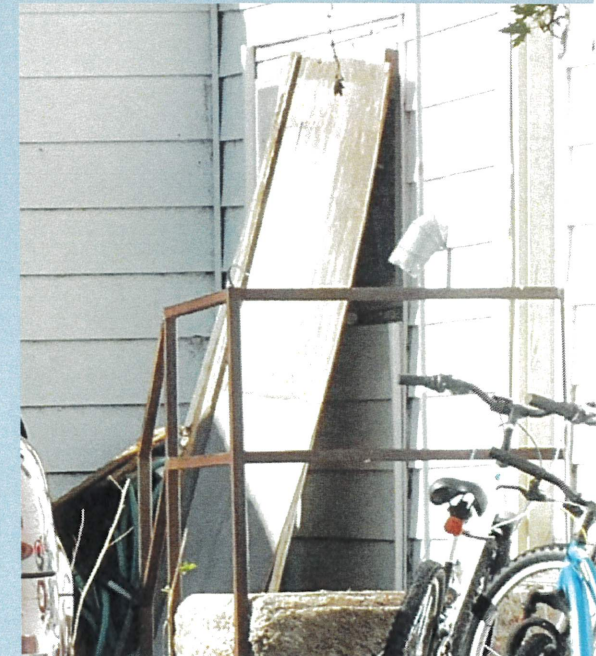
2023-FRAN-8014

0 0 20 LOT 1; N1/2 LOT 2; BLK 3; SOUTH ADD'N FR. BL.



2023-FRAN-8015

W 85' N 72' OF LOT 2; BLK. 8; GAGE'S ADD'N; FR. MR.



2023-FRAN-8016

0 0 20 N 157' OF E 78.39'; BLK. 1; GAGE'S ADD'N; FR. MR.



2023-FRAN-8016

0 0 20 N 157' OF E 78.39'; BLK. 1; GAGE'S ADD'N; FR. MR.



2023-FRAN-8017

0 0 20 LOTS 22-24; BLK. 6; PEOPLE'S ADDITION; FR. BLOOMINGTON



Recommend Resolutions – Declare Nuisance

2023-FRAN-8002

2023-FRAN-8012

2023-FRAN-8015

2023-FRAN-8003

2023-FRAN-8013

2023-FRAN-8016

2023-FRAN-8008

2023-FRAN-8014

2023-FRAN-8017

2023-FRAN-8010

2023-FRAN-8011

Postponements

2022-FRAN-7003

0 0 20 N 48' S 72' LOT 2; BLK. 8; GAGE'S ADD'N;FR. MR.



2023-FRAN-8013

0 0 20 N1/2 LOT 5; BLK 1 GARRETT'S 1ST ADD'N FR. BL.



Recommend Approving Postponements

2022-FRAN-7003

2023-FRAN-8013

REQUEST FOR POSTPONEMENT OF ABATEMENT ACTION

Name: Joseph Partridge

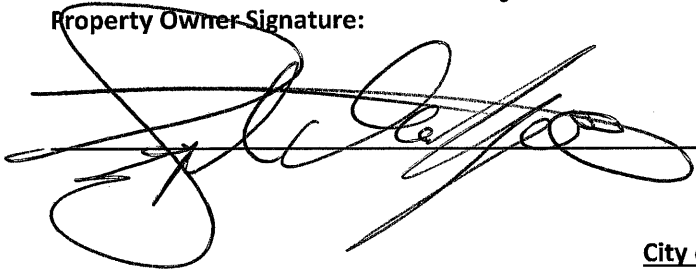
Address of property: 804 17th Ave

Description of work to be completed in order to bring property into compliance with nuisance ordinance:

KITCHEN HAS TO BE COMPLETELY REMODIED
BATHROOM NEEDS SOME REPAIRS.
BASEMENT NEED MORE REINFORCEMENT BEAMS
NEW WATER HEATER - AND A COUPLE OF WINDOWS

Date nuisance will be cleared by: SEPT. 30, 2023

Property Owner Signature:



Date:

APRIL 4, 2023

City of Franklin

In the regular meeting of the City of Franklin City Council held on April 11, 2023, and assembled in City Office within the City of Franklin, the City Council took the following action:

Approve abatement postponement for the property identified by the following, case number and address:

2022-FRAN-7003	804 17 th Ave FRANKLIN	0 0 20 N 48' S 72' LOT 2; BLK. 8; GAGE'S ADD'N;FR. MR.
----------------	--------------------------------------	--

Postponement date approved until:

Raquel Felzien, City Clerk for the City of Franklin

Dated: _____

REQUEST FOR POSTPONEMENT OF ABATEMENT ACTION

Name: Micki Carraker

Address of property: 917 K St

Description of work to be completed in order to bring property into compliance with nuisance ordinance:

Siding. Waiting on finalizing divorce to see who owns the property before putting more money into it. If I get the house it will be completed as soon as possible.

Date nuisance will be cleared by: _____

Property Owner Signature:

Date:

M Carraker

4-21-23

City of Franklin

In the regular meeting of the City of Franklin held on May 9, 2023, and assembled in City Office within the City of Franklin, the City Council took the following action:

Approve abatement postponement for the property identified by the following, case number and address:

2023-FRAN-8013	917 K St, Franklin	0 0 20 N1/2 LOT 5; BLK 1 GARRETT'S 1ST ADD'N FR. BL.
----------------	-----------------------	--

Postponement date approved until:

Raquel Felzien, City Clerk for the City of Franklin

Dated: _____

Review of Properties

2022-FRAN-7003

0 0 20 N 48' S 72' LOT 2; BLK. 8; GAGE'S ADD'N;FR. MR.

Postponement Requested



2022-FRAN-7004

0 0 20 S 24' LOT 2; & N 44' LOT 3; BLK. 8 GAGE'S ADD'N; FR. MR.

Attorney enforcing lien



2022-FRAN-7004

0 0 20 S 24' LOT 2; & N 44' LOT 3; BLK. 8 GAGE'S ADD'N; FR. MR.

Attorney enforcing lien



2022-FRAN-7020

0 0 LOTS 19-21; BLK 6; PEOPLE'S ADDITION



Recognize Great Response to Courtesy Letter

2023-FRAN-8005

0 0 20 LOTS 32-35; BLK. 3; PEOPLE'S ADDITION; FR. BLOOMINGTON



Thank-you!

RECOMMENDATION OF THE NEBRASKA LIQUOR CONTROL COMMISSION

Date Mailed from Commission Office: April 4, 2023

I, _____ Clerk of _____
(City, Village or County)

Nebraska, hereby report to the Nebraska Liquor Control Commission in accordance with Revised Statutes of Nebraska, Chapter 53, Sec. 134 (7) the recommendation of said city, village or county, as the case may be relative to the application for a license under the provisions of the Nebraska Liquor Control Act as applied for by:

Black Power, LLC dba Turning Point
1007 Hwy 136, Franklin / 68939 County, Franklin
Application for Class CK - 124775
45 days – 5.19.2023

1. Notice of local hearing was published in a legal newspaper in or of general circulation in city, village or county, one time not less than 7 nor more than 14 days before time of hearing.

Check one Yes No

The Statutes require that such hearing shall be held not more than 45 days after the date of receipt of this notice from the Commission.

2. Local hearing was held not more that 45 days after receipt of notice from the Nebraska Liquor Control Commission.

Check one Yes No

3. Date of hearing of Governing Body: _____

4. Type or write the Motion as voted upon by the Governing Body. If additional Motions are made by the Governing Body, then use an additional page and follow same format.

5. Motion was made by: _____ Seconded by: _____

6. Roll Call Vote: _____

7. Check one: The motion passed: _____ The motion failed: _____

8. If the motion is for recommendation of denial of the applicant, then list the reasons of the governing body upon which the motion was made.

(Attached additional page if necessary)

Clerk's name **DATE** _____



PROPOSAL

www.fiddelkehvac.com
308-234-2141

Number FIDQ6227
Date Apr 20, 2023

TO	JOB INFORMATION
FRANKLIN CITY HALL RAQUEL FELZIEN 619 15TH AVE FRANKLIN, NE 68939	Phone 308-425-6295 Mobile Email RFELZIEN@CITYOFFRA

Salesperson	Terms	Quote Expiration
John	Net 15	5/5/2023

We hereby submit specifications and estimates for:

Qty	Description	Amount
OPTION #1 BID TO REPLACE BOTH AIR HANDLERS AND HEAT PUMPS FOR THE CITY HALL		
<i>2 TON UNIT LOCATED IN BASEMENT, SOUTH UNIT ON ROOF</i>		
1	TRANE SERIES 4 SINGLE SPEED AIR HANDLER	
1	TRANE - TEM SERIES HEATERS WITH 10 KW HEAT AND CIRCUIT BREAKER	
1	TRANE XR14 - 2 TON 14 SEER2 HIGH EFFICIENT SINGLE STAGE AIR TO AIR HEATPUMP WITH 410A FREON	
<i>3 TON UNIT LOCATED ON MAIN FLOOR, NORTH UNIT ON ROOF</i>		
1	TRANE SERIES 4 SINGLE SPEED AIR HANDLER	
1	TRANE - TEM SERIES HEATERS WITH 15 KW HEAT AND CIRCUIT BREAKER	
1	TRANE XR14 - 3 TON 14 SEER2 HIGH EFFICIENT SINGLE STAGE AIR TO AIR HEATPUMP WITH 410A FREON	
1	LIMITED WARRANTY - 5 YEARS COMPRESSOR, 1 YEAR OUTDOOR COIL, PARTS, AND LABOR	\$0.00
2	INCLUDED: HONEYWELL T6 PROGRAMMABLE THERMOSTAT	\$0.00

SALES TAX IS NOT INCLUDED: IF PROPOSAL IS ACCEPTED, NEBRASKA SALES TAX FORMS 17 AND 13 ARE DUE PRIOR TO EQUIPMENT BEING ORDERED.

WILL REMOVE OLD EQUIPMENT AND INSTALL NEW EQUIPMENT TO EXISTING SUPPLY AND RETURN AIR DUCTWORK. INCLUDES THERMOSTAT, PAD LINESET, DRAIN AND WIRING.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written order, and will become extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Fiddelke HVAC Inc is insured and workers covered by Worker's Compensation Insurance.	Total \$12,809.00
---	------------------------------------

Deposit Information	
The following deposit is required to order equipment and start fabrication of necessary components. Remaining balance is due upon completion of job.	\$6,404.50
Financing charges will apply if balance not paid in net 15 days from completion.	

Payment Options

Financing is available with approved credit to eligible buyers on qualifying equipment. You can apply on financing page @ www.fiddelkehvac.com or apply in person at our office. Notice of Right to Cancel: You may cancel Financing without penalty within three business days. We also accept Visa, Mastercard and Discover Credit Cards,

Acceptance

If proposal is accepted, please sign and return one copy to the office.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.

Date of Acceptance: _____

Signature: _____

City of Franklin, Nebraska
Position Description

Class Title:	Cemetery/ Park Caretaker/Floater
Department:	Cemetery/Park
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$12.50 - \$20.00 per hour
Date Effective:	

GENERAL PURPOSE

Full-time outside position for the City of Franklin as a floater in all departments and perform a variety of job duties as required. Primary responsibility is to maintain all City parks, cemetery, and ballpark.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILTIES – may include, but are not limited to the following:

- Update the mayor/council on the parks, cemetery and ball field by preparing a monthly report, due by Thursday noon prior to the second Monday of each month
- Mowing, trimming around stones and other objects, trimming trees in both city parks, cemetery and ball fields/park
- Spray for weeds, stickers, etc. in the parks, cemetery, ballpark
- Maintain the restrooms in RV park and main city park
- Open and winterize the restrooms at the ballpark
- Operating hand and power tools, mowers, weed eaters, heavy equipment
- Maintain playground equipment and buildings in good condition
- Maintain/perform maintenance on all equipment (mowers, trimmers, chain saws, etc.), as well as other departments as needed
- Keep holes filled in the City parks, cemetery and ball park for liability purposes
- Maintain/perform maintenance on the sprinkler system in the all parks, and ball park
- Dig, flag for headstones, and maintain the graves
- Empty trash cans around parks.
- Install and care for cemetery markers; including flag poles in the cemetery
- Utilize proper safety precautions in all work performed
- Work with the general public and the City's staff in a courteous and efficient manner

- Completes on-call duties as required during on-call period.

**DESIRED MINIMUM QUALIFICATIONS –
Necessary Knowledge, Skills and Abilities:**

- Working knowledge of equipment, materials and supplies used in all departments; knowledge of first aid and applicable safety precautions
- Skill in the operation of hand tools and equipment
- Ability to
 - work independently and to complete daily activities according to work schedule;
 - lift heavy objects, walk and stand for long periods of time, stooping, bending, twisting, and to perform strenuous physical labor under adverse weather conditions;
 - communicate orally and in writing;
 - use equipment and tools properly and safely;
 - understand, follow, and transmit written and oral instructions;
 - establish effective working relationships with employees, supervisors, and the public
 - work hours and weekends as assigned

SPECIAL REQUIREMENTS:

- Valid state driver's license or ability to obtain one prior to employment. CDL license or ability to obtain one within three (3) months of employment.
- If under the age of 18, must provide proof of completion of a state approved driving course, and proof of no moving traffic violation at time of hire.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; stand; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title: City Clerk-Treasurer
Department: Administration
FLSA Classification: Administrative – Exempt
Age Requirement: Minimum - 21 Years / Maximum - none
Salary Range: \$12.50 - \$25.00 per hour
Date Effective:

GENERAL PURPOSE:

Provides a variety of routine and complex supervisory, clerical, accounting, finance, and administrative work in the administration of the City government.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor and City Council.

SUPERVISION EXERCISED:

Exercises supervision over Deputy City Clerk, and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Prepares a variety of studies, reports and related information for decision-making purposes. Prepares reports and surveys for Council Meetings and others as directed.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city council meetings; and all boards within the City of Franklin, oversees or performs an accurate recording of the proceedings, preparation of the minutes proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and distributes agendas, materials, minutes and records of meetings.
- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.
- Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Administers the issuance of municipal licenses, including business, animal, ATV/Golf Cart, various regulatory licenses as assigned, and cemetery deeds, etc. in accordance with applicable city ordinances and other regulations.
- Acts as General Notary Public in accordance with Nebraska Statutes.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Manages investment of city funds in accordance with investment policies and goals, and local, state and Federal regulations.
- Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances. Prepares daily bank deposits.
- Administers the investment program by maintaining required investment records and preparing related reports as required.
- Establishes and maintains records needed for bond payments, fiscal agent, and related redemption ledgers.
- Maintains accounts receivable records, and performs necessary follow-up on collections.

- Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.
- Reconciling general ledger to various cash reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Answers cash management and investment related questions.
- Serves as Administrative Assistant to the Community Development Authority (CDA), maintaining all official records of the CDA, working closely with the CDA Chairman and Board. Responsible for preparing public notices, agendas, and necessary meeting materials in advance of all CDA board meetings. Presenting bills to be paid at all CDA board meetings, receiving TIF payment receipts and processing TIF disbursements to developers. Manage all TIF projects to ensure documents are processed according to Community Development Law, including submitting notice to divide to County Assessor and Treasurer and submitting necessary notices to State annually. Preparing the annual state budget document, and creating financial projections for the upcoming year. Presenting spreadsheets and official records as required during the annual audit.
- Serves as secretary of boards and committees; Cemetery, Planning, Board of Adjustment, and ballpark (in absence of Deputy Clerk) maintaining official records, working closely with the Chairman and Board. Responsible for preparing public notices, agendas, and necessary meeting materials in advance of all board meetings.

PERIPHERAL DUTIES:

- Attend seminars, workshops, and conferences related to City Clerk-Treasurers' duties and responsibilities.
- Makes reservations and travel arrangements for meetings and or conferences for the Mayor, City Council, and all other employees that work for the City.
- Assists in the preparation of ordinances and resolutions as directed.
- Accepts claims for damages and other legal papers served on the City.
- Assists other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma, degree in accounting preferred, obtain a Certified Municipal Clerk Certification (CMC) through University of Omaha (UNO); obtain Master Municipal Clerk Certification if desired.

- Must have the ability and willingness to receive continuing education in municipal government
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to perform arithmetic computations accurately and quickly; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.
- Working knowledge of computers and electronic data processing; Considerable knowledge of investment of public funds; working knowledge of governmental accounting principles and practices.
- Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS:

- Must be bondable
- Valid State Driver's License, or ability to obtain one prior to employment
- Notary public certification within six months.

TOOLS AND EQUIPMENT USED:

- Personal computer including word processing, spreadsheet and database software; 10-key calculator; phone; copy machine; fax machine and postage machine.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview, reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Deputy City Clerk
Department:	Administration
Classification:	Full Time
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$20.00
Supervisor:	City Clerk/Treasurer
Date Effective:	

GENERAL DESCRIPTION: Under the direction of the City Administrator/Clerk/Treasurer the Deputy Clerk is responsible for the detailed, technical and critical administrative work of customer service; accounts payable; accounts receivable; payroll; purchasing; permits; licenses; nuisance abatement; utility processing; records management; zoning; publications; ordinances and resolutions and all other administrative and fiscally related tasks to ensure the efficient and effective operation of the City Clerk's Office.

No other position is quite like it due to the number and complexity of job duties and these are routine responsibilities, tasks that are required by statute and/or necessary to run the administrative office of the City Clerk. This position also plays a critical role as a back-up for the Clerk-Treasurer and to ensure uninterrupted service to the citizens of Franklin, the general public and the governing body.

ESSENTIAL JOB DUTIES: Include but are not limited to the following:

CUSTOMER SERVICE

- Receives citizen and public complaints; records information and/or refers individual(s) to appropriate person/department for resolution; appraises Administrator/Clerk/Treasurer immediately upon receipt of complaint(s).
- Answers questions and provides information to the public, by telephone, email and in person. Assists the Administrator/Clerk/Treasurer in establishing and maintaining positive public relations with the general public, other employees, community groups, other governmental agencies and municipal officials.

ACCOUNTS PAYABLE – Assists the Administrator/Clerk/Treasurer in the following areas:

- Receives, compiles, prepares and verifies listing of monthly accounts payable claims to be submitted to the Mayor/Council.
- Ensures vendor payment records are accurate and current.
- Checks schedule claims listing before each council meeting.
- Resolves payment disputes and discrepancies.

MEETINGS

- Attends Mayor/Council' Regular and Special Meetings as requested by Municipal Officials and in the absence of the City Clerk.
- Creates agendas as directed for regular and special meetings.
- Posts advanced meeting notices of all public, convened meetings to members of the Board, the media and the public by a method designated by the Board and in accordance with Nebraska Open Meeting Rules.
- Keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed.
- Ensures minutes are written and available for inspection within ten working days of the meeting or prior to the next convened meeting, whichever occurs earlier.
- Publish official meeting minutes within thirty days after meeting in a newspaper of general circulation in the city.

BUILDING PERMITS

- Together with the City Clerk receives and processes all building permit applications from the public and contractors.
- Assists in the review of building permits to ensure applications are complete and all documentation and construction plans have met minimum submittal requirements; calculates and collects the appropriate fees.
- Receives and documents citizen and contractor complaints related to permits and follows through as instructed by the Zoning Administrator/Building Inspector.
- Assists the Zoning Administrator/Building Inspector with the application process for zoning actions, variances, and appeals to the Board of Adjustments.

PAYROLL

- Processes new employee documentation including I-9 Verifications and W4s.
- Downloads payroll records on a bi-weekly basis from various City sites for uploading to the main site.
- Checks payroll records for missing or incomplete data, contacting employee(s) and/or supervisors for missing or incomplete information; edits, adds or deletes records based on input received.
- Produces individual employee and total department reports and presents to Clerk/Treasurer for further processing.
- Processes new employee paperwork, including I 9 verifications and W-4s and input of data on Simple City.
- Keeps track of employee leave for payroll purposes.
- Reporting of payroll reports and retirement bi-weekly no later than Friday of each pay period

PERMITS AND LICENSING

- Together with the City Clerk, issues various permits and licenses to the general public, including but not limited to liquor, tobacco, fireworks, animal, occupational and handicapped permits after required postings, hearings and approvals.
- Collect associated license and permit fees and maintain required files and records.
- Maintains lottery records for six years, completing quarterly reconciliation reports from Nebraska Cooperative Lottery.

PURCHASING

- Acts as the Purchasing Agent for all City Departments and Municipal Officials, typing and performing clerical duties related to purchasing.
- Communicates with Department Heads and Municipal Officials to ensure purchases are made in accordance with the Purchasing Policy defined in the Employee Personnel Policies Manual.
- Keeps files and records of materials, prices, inventories and deliveries; interacts with suppliers for quotes and to follow-up purchases.
- Operates computers for costs, calculations, extensions and discount applications.

RECORDS RETENTION/DISBURSEMENT

- Together with the City Clerk serves as custodian of all official City records and public documents; establishing and maintaining complex file and catalog systems by accurately filing City records, documents and correspondence.
- Provides public records and information to citizens, the public, the media and other agencies upon the discretion of City Clerk and in compliance with Nebraska Public Record Statutes.
- Retains public records, disposing only after meeting their retention period as defined by the State of Nebraska and with the approval of the City Mayor/Council.

UTILITY PROCESSING

- Together with the City Clerk, educates new customers on utility rules, rates and regulations, budget plan billing, credit card payments, ACH Payment processing and deposit requirements.
- Prepares meter readings for the monthly reading around the 15th of each month.
- Requests special meter readings or re-verifications when needed for high bills, large variances and potential leakages.
- Prepares and mails utility bills no later than the 20th day of each month.
- Processes payments, posting to customer accounts, balancing receipts, preparing and delivering bank deposits.
- Prepares and executes delinquent account letters, disconnect notices and actual termination of utility services according to Municipal Code and as approved by the City Clerk.
- Provides written notice to all owners of premises or their agents whenever their tenants or lessees are 30 days or more delinquent in the payment of utility charges.

- Submits a request to the City Council for approval to place a lien(s) or send delinquent accounts to Credit Management on properties that remain delinquent for utility services provided by June meeting.
- Starts negotiation procedures, communicating and maintaining approved plans for delinquent utility customers.
- Completes accounting of customer deposits including verifying initial deposits, clarifying deposit origin, maintaining accurate and complete records and issuance of approved refunds.
- Assists the City Clerk in reconciling and preparing monthly reports of utility account revenue and expenses, and delinquencies and deposits for presentation to City Mayor/Council.

GENERAL

- Serves as the City Clerk in his/her absence.
- Serves as notary public.
- Distributes mail to staff and takes outgoing mail to the post office.
- Attends various seminars and conferences to maintain awareness and keep abreast of changes in the industry.
- Performs special assignments as directed by the Administrator/Clerk/Treasurer or the Mayor/Council.
- Responsible for the care and cleaning of the City Office and Meeting Room when needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the policies, procedures and processes of effective customer service.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to establish and maintain effective working relationships with the public, other employees, other governmental agencies and municipal officials.
- Ability to learn the City's role and responsibilities to the public.
- Knowledge of laws related to open meetings, open records and records retention.
- Knowledge of and ability to assess technological applications relevant to the office's operations.
- Ability to work independently and use sound judgment in the performance of duties.
- Ability to accurately prepare and maintain records, reports and other departmental documents.
- Ability to post numerical data accurately.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to perform job duties efficiently while managing frequent interruptions.
- Ability to deal with the general public in a courteous and tactful manner.
- Ability to use computers and computer systems (including hardware and software) to set up functions, enter data, or process information.

- Ability to write articles for publication that conform to prescribed style and format.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to operate standard office equipment, including personal computers.
- Ability to maintain the confidentiality of communications, documents and transactions.
- Ability to understand and follow both oral and written instructions.
- Ability to communicate effectively, verbally and in writing (In English).
- Committed to technology, innovation, and process improvements.

ESSENTIAL PHYSICAL REQUIREMENTS:

Work is generally performed indoors in an office setting requiring the following:

- Ability to hear and communicate verbally and physically perform basic office functions with repetitive motions.
- Ability to perform sedentary work with exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision abilities include close vision, color vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various other pieces of equipment.
- Ability to transport themselves to and from various locations with the City of Franklin.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING, LICENSES, CERTIFICATION & EXPERIENCE:

- business administration or related field
- Minimum two years of related experience in business management, accounting, bookkeeping, or related field
- Any equivalent combination of education and progressively responsible experience, with work experience substituting for the required education on a year to year basis.
- Valid Nebraska Driver’s License, or ability to obtain one prior to employment
- Certification as a Municipal Clerk as directed by the employer

SPECIAL REQUIREMENT(S):

- Must be bondable.

- Must perform duties outlined and continually amended by state and local laws, and municipal code.

Date approved: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Electric Superintendent/ Power Plant Supervisor
Department:	Electric/Power Plant
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$12.50- \$25.00 per hour

GENERAL PURPOSE

Entry level apprentice line worker position performs entry level work in the construction, operation, maintenance and repair of electrical distribution lines. Individuals spend much of the time learning skills, principles, and procedures as outlined in the Standards of Apprenticeship. As experience/ knowledge is obtained, individuals may exercise more independence in accomplishing routine job tasks under close supervision.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read electrical and water meters on a monthly basis (around the 15th of each month, as directed by City Hall).
- Assists with installation, operation, maintenance and repair of overhead and underground electrical power lines and systems.
- Assists in the construction, operation, maintenance and repair of transmission and substation facilities.
- Assists with service calls concerning power outages and electrical problems.
- Learns to operate motorized equipment, use hand tools, and perform routine maintenance on electrical equipment, machinery, and tools.
- Performs janitorial duties as needed in shop areas. May stock and service vehicles to be equipped to respond to emergency situations.
- May be required to work nights, weekends and holidays for extended periods; may be required to perform duties as part of the City's recovery force during emergencies and disasters.
- Follow safety and proper procedures for all activities. Assists in providing proper documentation at completion of tasks for record keeping.
- Completes on-call duties as required during on-call period.
- Other duties include, but are not limited to: locates, service connections and disconnects, traffic signals and street lights, meter install and changes, meter repair and calibration, and security lights.
- Assists other Departments as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent;
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work. A minimum of zero - three years of directly related experience is expected.

Necessary Knowledge, Skills and Abilities:

- Ability and willingness to acquire a working knowledge of methods, materials and tools used in electrical distribution system maintenance work; working knowledge of the occupational hazards and must continue to pass segments of apprenticeship to advance to the next apprentice level.
- Electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations; ability and willingness to acquire skill in climbing poles and working at moderate heights.
- Skill in operation of the listed tools and equipment; skill in the application of first aid methods including artificial respiration within six months.
- Ability to follow proper methods, procedures and safety precautions of line work; ability to understand and follow complex oral and written instructions; ability to communicate effectively verbally and in writing; ability to work under varying weather conditions; ability to establish and maintain effective working relationships with co-workers, and customers.

SPECIAL REQUIREMENTS

- Must possess a valid Nebraska Driver's License and obtain a CDL endorsement within six months of hire.

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including pickup, bucket trucks, diggers, trenchers, forklift, back-hoe; safety equipment, hand tools, all electric handling tools and equipment; phone, radio and first aid equipment.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary for completion of line work and to operate electrical service equipment, tools, computers and other office equipment. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally even greater weight.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed almost entirely in an outdoor setting. Outdoor work is required for completing line work and service work. While performing this job, the employee constantly works in outside weather conditions. The employee works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, and frequent exposure to risk of electric shock.
- The noise level in the work environment is usually moderate.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Appointees will be subject to completion of a standard probationary period.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Electric Lineman/Power Plant Operator
Department:	Electric/Power Plant
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00- \$25.00 per hour

GENERAL PURPOSE

Entry level apprentice line worker position performs entry level work in the construction, operation, maintenance and repair of electrical distribution lines. Individuals spend much of the time learning skills, principles, and procedures as outlined in the Standards of Apprenticeship. As experience/ knowledge is obtained, individuals may exercise more independence in accomplishing routine job tasks under close supervision.

SUPERVISION RECEIVED

Works under the immediate supervision of the Electric Superintendent/Plant Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read electrical and water meters on a monthly basis (around the 15th of each month, as directed by City Hall).
- Assists with installation, operation, maintenance and repair of overhead and underground electrical power lines and systems.
- Assists in the construction, operation, maintenance and repair of transmission and substation facilities.
- Assists with service calls concerning power outages and electrical problems.
- Learns to operate motorized equipment, use hand tools, and perform routine maintenance on electrical equipment, machinery, and tools.
- Performs janitorial duties as needed in shop areas. May stock and service vehicles to be equipped to respond to emergency situations.
- May be required to work nights, weekends and holidays for extended periods; may be required to perform duties as part of the City's recovery force during emergencies and disasters.
- Follow safety and proper procedures for all activities. Assists in providing proper documentation at completion of tasks for record keeping.
- Completes on-call duties as required during on-call period.
- Other duties include, but are not limited to: locates, service connections and disconnects, traffic signals and street lights, meter install and changes, meter repair and calibration, and security lights.
- Assists other Departments as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent;
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work. A minimum of zero - three years of directly related experience is expected.

Necessary Knowledge, Skills and Abilities:

- Ability and willingness to acquire a working knowledge of methods, materials and tools used in electrical distribution system maintenance work; working knowledge of the occupational hazards and must continue to pass segments of apprenticeship to advance to the next apprentice level.
- Electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations; ability and willingness to acquire skill in climbing poles and working at moderate heights.
- Skill in operation of the listed tools and equipment; skill in the application of first aid methods including artificial respiration within six months.
- Ability to follow proper methods, procedures and safety precautions of line work; ability to understand and follow complex oral and written instructions; ability to communicate effectively verbally and in writing; ability to work under varying weather conditions; ability to establish and maintain effective working relationships with co-workers, and customers.

SPECIAL REQUIREMENTS

- Must possess a valid Nebraska Driver's License and obtain a CDL endorsement within six months of hire.

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment including pickup, bucket trucks, diggers, trenchers, forklift, back-hoe; safety equipment, hand tools, all electric handling tools and equipment; phone, radio and first aid equipment.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary for completion of line work and to operate electrical service equipment, tools, computers and other office equipment. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally even greater weight.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed almost entirely in an outdoor setting. Outdoor work is required for completing line work and service work. While performing this job, the employee constantly works in outside weather conditions. The employee works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, and frequent exposure to risk of electric shock.
- The noise level in the work environment is usually moderate.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Appointees will be subject to completion of a standard probationary period.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Assistant Librarian
Department:	Administration
Classification:	Part Time - Residing in Franklin County
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$12.50 per hour
Supervisor:	Library Director
Date Effective:	

Qualification and Skills

- Ability to communicate effectively with a diverse population
- Knowledge of computers, software, and the Internet
- Knowledge of electronic books
- Ability to understand and interpret library policies, procedures, and rules

Duties

Duties may include, but are not limited to the following:

- Assist in day-to-day library operations
- Work well with the public of all ages
- Assist public with computer usage
- Assist public with materials selection
- Shelve books, periodicals, etc.
- Check out and in materials
- Keep the library neat and orderly
- Keep materials on shelves in order
- Collect fines, fees, and other charges that occur with patrons
- Give assistance to patrons for using OverDrive to download electronic materials
- Assist library users in finding and evaluating information for reference and research
- Perform other duties, as required

Physical Requirements

- Ability to perform duties in a library environment
- Ability to work in an environment subject to continuous interruptions and background noises

- ☐ Ability to operate computers with proficiency using library software, word processing, and the Internet
- ☐ Ability to move and/or lift materials up to 25 pounds
- ☐ Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- ☐ Regularly required to talk and/or hear, use hands to operate objects, tools, and controls, and reach with hands and arms
- ☐ Vision and hearing at or correctable to “normal ranges”
- ☐ Ability to read printed materials and information on computer screens
- ☐ Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- ☐ Ability to file books, periodicals, etc. on shelves ranging from 1 to 7 feet from the floor
- ☐ Ability to work Thursdays 10-6, Friday 10-5, and Saturday 9-12 weekly.
- ☐ Ability to work Mondays or Wednesdays if/when Library Director not available.

Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

Cleaning Duties

- ☐ Keep all shelves and materials dusted
- ☐ Wipe down keyboards and mouse and around the computer station each night
- ☐ Dust computer monitors weekly
- ☐ Wash windows twice a year
- ☐ Front doors once a month (or more as needed)
- ☐ Take trash out weekly
- ☐ Water and care of plants indoor and outdoor
- ☐ Bathrooms weekly
 - Clean toilet inside and out
 - Clean sink inside and out
- ☐ Mop the bathrooms, hallway and foyer once a month (or more as needed)
- ☐ Checking shelves yearly making sure materials are in order

Adopted by Library Board of Trustees: August 2015

Adopted by City Council: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Library Director
Department:	Administration
Classification:	Full Time
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$15.00 per hour
Supervisor:	Library Board of Trustees/Mayor City Council
Date Effective:	

General Function

The Library Director, under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operation and services in conformity of the policies established by the Board of Trustees and the regulation of the Nebraska Library Commission, State of Nebraska, and City of Franklin.

Qualification and Skills

- Commitment to the mission and philosophy of public library service
- Excellent leadership skills
- Ability to keep record accurately
- Strong oral and written communication skills
- Ability to work independently
- Ability to work effectively with library trustees, elected officials, and community groups
- Ability to communicate effectively with fellow staff and delegate duties when appropriate
- Ability to communicate effectively with a diverse population
- Advanced knowledge of computers, software, and the Internet
- Advanced knowledge of electronic books
- Ability to plan, organize, and coordinate work routines, scheduling staff as necessary
- Ability to efficiently manage library funds, both donations and those given by local government
- Ability to develop and oversee a variety of services and programs designed to meet the needs of a diverse public
- Ability to understand and interpret library policies, procedures, and rules

- Ability to resolve problems and complaints according to policy approved by the board

Duties

Duties may include, but are not limited to the following:

- Report to the library's board of trustees which has the legal responsibility for governing the library and hiring the library's director
- Report regularly to the officials of local government and to the general public
- Provide administrative support to the library board (Open Meeting Act, current agenda, etc.)
- Attend all board meetings
- Prepare a detailed report of library operations and circulation statistics each month
- Act as technical advisor to the board and to recommend employment of personnel
- Carry out the policies of the library as adopted by the board and to recommend needed policies and changes for board action
- Prepare an annual budget for the library in consultation with the board
- Direct and control the expenditure of funds within the constraints of the budget
- Responsible for the collection and accounting of fines, fees, and other charges
- Accept and acknowledge gifts of money and library materials according to policy approved by the board
- Supervise staff, make general task assignments, schedule work hours and time off, train new staff, and maintain an atmosphere of cooperation and teamwork
- Recruit, train, schedule, and motivate library volunteers
- Develop short term plans to address specific issues facing the library as they arise
- Managing of library collections, including selecting and ordering of all library material according to policies approved by the board, oversight of the cataloging and classifications of the library materials, and the operation of automated systems
- Process requests for library material through Interlibrary Loan
- Select materials to be discarded from collection according to policies approved by the board
- Schedule inventory of materials

- Host basic computer classes for the public, either in a group or one-on-one setting
- Give assistance to patrons for using OverDrive to download electronic materials
- Provide children and adult services and programs at the library and within the community
- Assist library users in finding and evaluating information for reference and research
- Provide readers' advisory services
- Prepare grant proposals for state and federal agencies, foundations, and other organizations and administer grant funds upon award
- Interact with the appropriate city employees to oversee the care and maintenance of the library facility, the ground on which it is located, and all equipment
- Provide routine maintenance and upgrades to all library computers
- Direct a public relations program to promote and publicize the library within the community and through social media, website, Facebook, etc.
- Maintain knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
- Maintain knowledge of new developments in the library professions, including technological advances
- Make use of the services and consultants of the Nebraska Library Commission and the regional library system
- Suggest and carry out plans for the library's future, develop long range goals and a strategic plan. You and the library board are responsible for developing the plan in conjunction with the library community
- Prepare regular reports detailing current progress and future needs of the library
- Prepare and submit any and all required forms and reports to local and state governments, including Nebraska Library Commission
- Evaluate and prepare a report for all library, services, programs, policies, goals, objectives, etc.
- Establish priorities as determined by need
- Perform other duties, as required

Certification

- Obtain and maintain status as a certified public librarian based on the Public Librarian Certification Program

- ☐ Oversee the library boards certification based on the Public Library Board Certification Program. Assist with recording and arranging for board members continuing education

Accreditation

- ☐ Maintain (or improve) the library's accreditation status based on the Public Library Accreditation Program

Physical Requirements

- ☐ Ability to perform duties in an office environment
- ☐ Ability to work in an environment subject to continuous interruptions and background noises
- ☐ Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- ☐ Ability to operate computers with proficiency using library software, word processing, and the Internet
- ☐ Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- ☐ Ability to move and/or lift materials up to 25 pounds
- ☐ Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- ☐ Regularly required to talk and/or hear, use hands to operate objects, tools, and controls, and reach with hands and arms
- ☐ Vision and hearing at or correctable to "normal ranges"
- ☐ Ability to read printed materials and information on computer screens
- ☐ Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- ☐ Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- ☐ Ability to work flexible hours to observe library during all hours of public operation
- ☐ Ability to travel to attend meetings both inside and outside Franklin

Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

Adopted by Library Board of Trustees: August 2015

Adopted by City Council: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Police Officer
Department:	Police
Age Requirement:	Minimum-21 Years / Maximum - none
Salary Range:	\$40,000.00 to \$50,000.00 per year
Date Effective:	

GENERAL PURPOSE:

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant. In absence of a Police Sergeant may be responsible to the Police Chief.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at the scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scenes.

Conducts follow up investigations of crimes committed during assigned shifts. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches the scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Activity reports, reports of investigation, field interrogation cards, alcohol reports, property reports, breathalyzer checklist, In-car Video System logs, vehicle impoundment form, motor vehicle accident reports, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the County Attorney, or City Prosecutor's Office regarding prosecution of cases, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

Attends training classes and programs.

PERIPHERAL DUTIES:

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

Performs other related duties as required or assigned by ranking officers.

Assist other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Entry Level

General:

- (A) Must be 21 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid Nebraska operator's license;
- (C) U.S. citizen;
- (D) High School Diploma or GED;
- (E) Must be able to read, write and understand the English language at the eleventh grade level as demonstrated by the Test of Adult Basic Education;
- (F) Possess good character as determined by a thorough background investigation to include but not limited to consideration of the following:
 - (1) Not convicted or has been pardoned of a crime punishable by imprisonment in a penitentiary for a term of one year or more
 - (2) Not been convicted of driving while intoxicated or under the influence in the two years immediately preceding admission
 - (3) Has not received a punitive discharge from the United States Armed Forces
 - (4) Has not been denied certification status, had certification revoked or currently suspended in this state or another jurisdiction
 - (5) Not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in this state.
 - (6) Not been convicted of any crime involving the threat of or actual sexual assault or abuse.
 - (7) Not convicted of any crime of physical violence or sexual abuse against a child or children.
 - (8) Not convicted of a crime of domestic violence as defined in the United States Code, 18 USC 922(g)(9), that would disqualify you from possessing a firearm.
 - (9) Not subject to an order of protection that would disqualify from possessing a firearm under the provisions of United States Code, USC 922(g)(8)
 - (10) Does not have a past indicative of incompetence, or neglect of duty.
 - (11) Does not have a past indicative of physical, mental or emotional incapacity.
 - (12) Has not been adjudged or convicted of criminal violations with such frequency so as to indicate a disrespect for the law and rights of others.
 - (12) Has not been adjudged or convicted of traffic violations with such frequency so as to indicate a disrespect for traffic laws and disregard for the safety of others within the past three years.
 - (13) Does not have a pattern of substance abuse.
 - (a) Has not used marijuana for any purpose in the two years preceding application
 - (b) Not used illegal drugs or narcotics other than marijuana in the five years preceding application

Lateral Entry:

- (A) Must be able to meet all Entry Level requirements listed above;
- (B) Must be able to pass medical examination;
- (C) Must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application;
- (D) Obtain certification as a Nebraska Law Enforcement Officer within one year of employment.

Education and Experience:

- (A) High school diploma or equivalent supplemented by a two year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, with the ability to apply knowledge to specific situations;
- (B) Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations;
- (D) Ability to perform work requiring good physical condition;
- (E) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- (F) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (G) Ability to follow verbal and written instructions;
- (H) Ability to meet the special requirements listed below;
- (I) Ability to learn the City's geography.
- (J) Some skill in operating the tools and equipment listed below
- (K) Knowledge of first aid principles and skills and their application.

SPECIAL REQUIREMENTS:

- (A) Ability to meet physical and medical standards set by the Nebraska Police Standards Advisory Council;
- (B) Ability to meet or exceed the entry level requirements for the Nebraska Law Enforcement Training Center as established by the Police Standards Advisory Council.

TOOLS AND EQUIPMENT USED:

Police car, police radio, police traffic radar, handgun and other weapons as required, side-handle baton, handcuffs, Intoxilyzer S-D2, Data master CDM, first aid equipment, digital camera and computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate psychological and medical examination; physical testing; oral interview; background investigation; final selection, and physical testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The position of Police Officer is subject to Civil Service procedures.

Date Approved: May 9, 2023

**City of Franklin, Nebraska
Position Description**

Class Title:	Police Chief
Department:	Police
Age Requirement:	Minimum- 21 Years / Maximum - none
Salary Range:	\$45,000 - \$60,000 per year
Date Effective:	

GENERAL PURPOSE:

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Mayor and Council.

SUPERVISION EXERCISED:

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, coordinates, supervises and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Council or Manager.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

PERIPHERAL DUTIES:

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

Assist other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; or
- (B) A Two Year college degree in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and an equivalent combination of education, experience, and graduation from a nationally recognized professional institute, i.e. F.B.I. National Academy; and
- (C) Seven (7) years of experience in law enforcement, three years of which must have been equivalent to police sergeant or higher, and
- (D) Certification as a Nebraska Law Enforcement Officer by the Nebraska Law Enforcement Training Center or ability to obtain within one year of employment: and

- (E) Certification as a Nebraska Law Enforcement Supervisor by the Nebraska Law Enforcement Training Center or ability to obtain within one year of employment; and
- (F) Certification as a Nebraska Law Enforcement Manager by the Nebraska Law Enforcement Training Center or ability to obtain within one year of employment; and
- (G) Additional education and training in management and law enforcement administration.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Extensive knowledge of applicable laws, ordinances, and department rules and regulations
- (C) Considerable knowledge of modern methods and practices in criminal investigations.
- (D) Considerable knowledge of rules of evidence.
- (E) Ability to train and supervise subordinate personnel.
- (F) Ability to perform work requiring good physical condition.
- (G) Ability to communicate effectively orally and in writing.
- (H) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- (I) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (J) Ability to give verbal and written instructions.
- (K) Ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid Nebraska Operator's License;
- (B) Ability to meet physical and medical standards set by the Nebraska Police Standards Advisory Council;
- (C) Must possess current certification as a Nebraska Law Enforcement Officer or have the ability to obtain certification within one year of employment or promotion;
- (D) Must possess current certification as a Nebraska Law Enforcement Supervisor or have the ability to obtain certification within one year of employment or promotion; and
- (E) Must possess current certification as a Nebraska Law Enforcement Manager or have the ability to obtain certification within one year of employment or promotion.
- (F) MUST reside within the City limits of Franklin.

TOOLS AND EQUIPMENT USED:

Police vehicle, police radio, police traffic radar, police traffic LIDAR, handgun, patrol rifle,

police shotgun, conducted electrical weapons (TASER), and other weapons as required, expandable baton, handcuffs, preliminary breath testing instruments, Datamaster DMT, first aid equipment, digital camera and computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal notice of vacant position, formal application and resume through rating of education and experience; written tests; oral interview; psychological and medical examination, testing, background investigation; and other job related tests as may be required. Physical tasks performed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer

and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title: Sanitation/Recycling/Zoning Administrator/Building permit inspector
Department: Sanitation/Recycling
Age Requirement: Minimum - 21 Years / Maximum - none
Salary Range: \$9.00 - \$25.00 per hour
Date Effective:

GENERAL PURPOSE:

Performs a variety of administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, and maintenance.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Mayor and City Council.

Essential duties and responsibilities include the following, as well as other duties as assigned.

- Reports to the Mayor/Council.
- Operation and Maintenance of the City of Franklin's Trash Collection Service.
- Coordinate efforts with the City of Holdrege regarding disposal of solid waste and non-recyclable materials. Be mindful of hours of operation with the City of Holdrege, especially around the holidays.
- Operation and Maintenance of the City of Franklin's Recycling Center.
- Maintenance, repairs, and cleaning to the trash compactor truck and other solid waste equipment.
- Maintenance and cleaning of the building, grounds, and equipment.
- Maintain records of maintenance, repairs, hours, etc. on the sanitation truck and equipment.
- Maintain records of receiving, processing, and marketing of recycled materials for the City of Franklin.
- Possess or obtain a commercial driver's license (CDL).
- Acquire and maintain adequate training in sanitation and waste reduction rules and regulations.
- Coordinate efforts in receiving, processing, and marketing of recycled materials for the City of Franklin.
- Position is based upon a 40 hour work week, with overtime as needed. Attendance required during scheduled hours of work. Employees are accountable for making sure hours of operation are covered.
- Hours of operation:
 - **Sanitation Collection:** every Tuesday and Friday – hours will be recommended by the Sanitation/Recycling Department Head and approved by the Mayor/Council.
 - **Recycling Center:** Mondays, Wednesdays & Thursdays 7 AM to 4 PM (closed over lunch hour - 12 to 1:00 pm) and Saturday mornings from 8 AM to 12 PM, when on call (subject to change as needed).
- Required to take calls for the City every 5th or 6th week, which includes checking the city wells, power plant and sewer lagoon, as well as running the Recycling Center from 8 AM to 12 PM.
- Communicate orally and in writing.
- Respond to customer complaints.
- Maintain good fellow employee and customer relations.

- Zoning Administrator for the zoning board and City of Franklin
- Inspects all building permits, and conditional use permits

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; stand; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed almost entirely in an outdoor setting. Outdoor work is required for completing line work and service work. While performing this job, the employee constantly works in outside weather conditions. The employee works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, and frequent exposure to risk of electric shock.
- The noise level in the work environment is usually moderate.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview, reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted: May 9, 2023

City of Franklin, Nebraska
Position Description

Class Title:	Street Commissioner
Department:	Street
Age Requirement:	Minimum-21 Years / Maximum - none
Salary Range:	\$12.50 - \$25.00 per hour
Date Effective:	

GENERAL PURPOSE:

Performs a variety of administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City street systems and storm drainage facilities.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Mayor and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans schedules and implements maintenance duties within the Street Department. Maintains all City streets and alleys for safe public travels.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of street systems and facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance of street systems and other department facilities.
- Requisitions needed supplies for the department and maintained a variety of records relating to personnel, equipment, and supplies.
- Submits annual Reports as required to the State, with the assistance of the assigned Engineer and/or City Clerk/Treasurer.
- Advises Mayor/City Council in matters relating to department activities.
- Responds to complaints regarding street and alley Right of Ways.
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

- Inspects and assists in the control and use of supplies and equipment used in the maintenance and repair of streets and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budgets.
- Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed for effective department operation.

PERIPHERAL DUTIES:

- Operates a variety of power construction and maintenance equipment used in the street department.
- Serves on various employee or other committees as assigned.
- Assist other City Departments as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school education or GED equivalent, and
- Two (2) years of experience relating to the construction, repair and maintenance of roadways and storm drain systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience. Necessary knowledge, Skills and Abilities: Thorough knowledge of equipment, facilities, materials, methods and procedures used in the maintenance of streets and storm drainage systems.
- Skill in operation of the listed tools and equipment.
- Ability to guide, direct and motivate employees
- Ability to operate and maintain various equipment used in street maintenance and repair such as backhoe, dump trucks, grader, loader, etc.
- Ability to organize and supervise the activities of various crews performing construction and maintenance work
- Ability to communicate effectively, verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS:

- Valid state driver's license or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED:

- Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, grader, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common

hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview; reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Adopted:

May 9, 20223

Revision History:

City of Franklin, Nebraska
Position Description

Class Title:	Water/WasteWater Technician/FloodPlain Administrator
Department:	Water/Wastewater/Floodplain Administrator
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$10.00- \$25.00 per hour

GENERAL PURPOSE

Performs a variety of activities required for the new construction, operation, and maintenance of the water distribution system and water wells. Does all related work as required involving sanitary sewer systems, including sewer lagoons.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Mayor and City Council.

EXAMPLES OF DUTIES/WATER – Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; assist in establishing schedules and methods for water distribution line maintenance and construction; implement policies and procedures.
- Plan, prioritize, assign, and review the work involved in water distribution; ensure that job assignments are performed in a satisfactory manner.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; keep records of job costs; assist in preparing estimates regarding materials and equipment for various jobs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Estimate the time required to complete a job assignment; determine and supervise the use of equipment and tools to be used at a job sight; provide instructional guidance to employees unfamiliar with the work procedures of a particular assignment.
- Attend and participate in safety classes and meetings as required; ensure that employees wear safety apparel and observe safety precautions while working.
- Provide assistance to City departments and divisions in accomplishing a job assignment.
- Lay and replace water lines; pull stand-by personnel as necessary; operate a variety of machinery and equipment necessary to complete a job assignment; remain available, as assigned, for on-call duty.

- Consult with plumbers and contractors for information pertaining to line and service installation and maintenance; engage plumbing and contracting services as necessary.
- Prepare a variety of reports concerning operations in the assigned area of responsibility; process all work orders relating to water distribution lines and related services; adjust records, as necessary for new and replaced water services.
- Locate water lines and services for other utilities; review all water maps for accuracy and make necessary changes to keep maps up-to-date.
- Ensure that appropriate tools, equipment and materials are available for use; regularly check inventory; requisition materials as necessary.
- Supervise and oversee all work involving main repairs, water main taps and repair and installation of valves and hydrants; inspect water services.
- Required to take call for the City every 5th or 6th week, which includes checking the city wells, power plant and sewer lagoon, as well as running the Recycling Center from 8 AM to 12 PM.
- Perform other duties as assigned.

State Requirements as a Grade I-IV Water Operator:

- Be inadequate in physical condition.
- Be able to read and write the English language.
- Produce evidence of satisfactory attendance at operator's training meetings or short courses, or completion of education courses available that are consistent with the applicable grade.
- Be able to maintain logs and records of operation and perform maintenance consistent with the applicable grade.
- Produce evidence of good moral character, integrity, ability to cooperate with others, industry, reliability, initiative, and judgment to the degree necessary to secure satisfactory operating results.

State Requirements as a Grade IV Water Operator:

- Complete application.
- Documentation of a high school diploma or equivalent.
- Successful completion of a validated Grade IV Water Operator examination following:
 - Six (6) months experience as a water operator, or
 - A basic training course for water system operators recommended by the Council and approved by the Director, or

- A correspondence course recommended by the Council and approved by the Director.

Continuing Education: Ten (10) hours of approved continuing education are required for renewal of the license. These credits must have been earned between the effective date of the license and 12/31 of the year of expiration. Hours completed prior to this time will not be accepted as meeting the required continuing education hours. Hours earned in excess of the requirement may not be carried over to the next renewal period.

EXAMPLES OF DUTIES/SEWER - Duties may include, but are not limited to, the following:

Lagoon

- Keep dikes and pond edges mowed.
- Maintain perimeter fence.
- Maintain lift station pumps and buildings.
- Keep daily pumping records.
- Monitor the color of lagoon water to ensure the enzymes are working properly.
- Clean the diffuser pit on a monthly basis.
- Monitor erosion along lagoon dikes.
- Prepare the division budget; supervise budget implementation; participate in the forecast of additional funds needed for equipment, materials, and supplies.
- Prepare various reports; prepare and submit compliance reports to regulatory agencies; present reports to City Council and other groups as necessary.
- Identify opportunities for improving service delivery methods and procedures.
- Required to take calls for the City every 5th or 6th week, which includes checking the city wells, power plant and sewer lagoon, as well as running the Recycling Center from 8 AM to 12 PM.

QUALIFICATIONS FOR WATER/SEWER MANAGER

Knowledge of:

- Basic report preparation.
- Installation techniques of laying water lines.
- Principles/procedures relating to the proper operations of water distribution lines.
- Basic plumbing principles and practices.
- Various chemicals and their compositions as applied to water distribution activities and/or sewer lagoons.
- Locations of various water lines, shut off valves, and sewer lines within the City.

- Proper meter installation techniques and backflow prevention.
- Safe work practices.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Schedule preventive maintenance activities to ensure that breakdowns are kept to a minimum.
- Tactfully respond to citizen inquiries and complaints.
- Perform work in adverse weather and under hazardous conditions.
- Perform tasks concerning all facets of water distribution.
- Read and interpret water maps and drawings.
- Operate a variety of machinery, equipment and tools including trucks, backhoes, trenchers, jack hammers, leak detectors, pipe locators.
- Operate a computer to enter all information accurately and efficiently.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.

License or Certificate

- Possession of, or ability to obtain, a valid Grade IV Water Operator's License.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, an appropriate, valid commercial driver's license.

PHYSICAL REQUIREMENTS (include the following, but not limited to:

- Sitting, Climbing Stairs, Handling Standing, Climbing Ladders, Simple Grasping, Walking, Bending, Reaching, Squatting, Kneeling, Twist/Turn, Lifting:
- Waist Level/Chair to Floor: 75# Occasional
- Pushing & Pulling: 100# Occasional
- Carry: Right/Left 50# Occasional
- Use of Feet: Foot Controls (Right/Left) Frequent

EXAMPLES OF DUTIES/SWIMMING POOL - Duties may include, but are not limited to, the following:

- Pump out winter water and remove debris from the pool.
- Power wash pool.
- Paint pool, if needed.

- Reconnect all the water lines.
- Order needed chemicals for the season.
- Fill the pool and add the needed chemicals for startup.
- Install diving boards, ladders, lifeguard stations and handicap chairs at the beginning of the season and remove them at the end of the season.
- Work with the pool manager to maintain the operations of the pool.
- Winterize the pool: drain the pool, as well as drain the water heaters and lines.

FLOODPLAIN ADMINISTRATOR

- Direct to enforce all the provisions of the article and all other ordinances of the city in for hereafter adopted, related to zoning, subdivision or building codes.
- Revisions thereto, as the official map to be used in determining those areas of the special flood hazard.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed almost entirely in an outdoor setting. Outdoor work is required for completing line work and service work. While performing this job, the employee constantly works in outside weather conditions. The employee works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, and frequent exposure to risk of electric shock.
- The noise level in the work environment is usually moderate.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

Adopted: May 9, 2023



Safety Policy

Date: May – 2008
approve revision **May 9, 2023**

Safety Committee Representatives

City Council: Fred Beall and Kasey Loschen
City Employees: Barry Rubendall and Raquel Felzien

Original Version:	1998
Revision #1:	May – 2008
Revision # 2:	July - 20008
	Changes on pages 8 13 14 18 19 21 22 30 31
Revision #3:	February 2009 - Changes made on pages 3 6 7 9 14 15
	16 18 20 25 26 27 29 30 32 34 35 39 41 43 45 47
Revision #4	December 9, 2022
	Changes made on pages 3,12,19, 20, 21,30, 32

SAFETY POLICY

The basic objectives of the Safety Policy are to prevent accidents and injuries and to reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of city funds for medical care, compensation, and liability. It recognizes that to accomplish these tasks, a sound accident prevention safety program must be integrated into the day-to-day activity of each employee. Employees must think, talk, and work safely.

The objectives are to be accomplished by:

1. Providing a safe and healthful environment in which to work and to maintain this environment through periodic inspections, correction, and follow-up;
2. Keeping everyone aware of safety and health factors in their job and creating good safety attitudes among all by establishing and maintaining effective safety training programs;
3. Maintaining safety and health standards that safe-guard the health and welfare of everyone by safe work methods and training; and
4. Compliance with federal, state, and local laws regarding accident prevention and working conditions.

Management recognizes that more than safety is involved because the existence of accident hazards is evidence of a wasteful, inefficient operation. Accidents lead to complaints, dissatisfaction, interference with work plans, and loss of goodwill.

The success of our Accident Prevention Program depends on the sincere, constant, and cooperative effort of all employees and their active participation and support. If you see a hazard, report it immediately, the life you save may be your own.

Mayor

MEMO: TO ALL CITY EMPLOYEES

In order to ensure the safety and health of all our employees, protect the environment, better serve our customers, and comply with current governmental regulations, we are encouraged to hold monthly safety meetings.

Attendance at these meetings will be expected. You will need to let City Hall know if you are not going to be there. Illness or city emergency will be an accepted reason for not attending. An unexcused absence will be documented and placed in your personnel file. This documentation will be taken into consideration when wages are reviewed.

The Safety Committee will meet at least on an annual basis. Employee safety meetings will be held on the second Monday of the month, following our regular employee meeting.

If you have any questions, feel free to contact the Mayor or any City Council member.

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ACCIDENT PREVENTION PROGRAM

The City of Franklin adopts this program for all employees.

This plan shall be effective for all job locations within the City's working area and shall include workers of every class.

Accident prevention is a common goal for all employees. It is the employer's and employees' responsibility to use all available resources and techniques to prevent them. Some engineering controls may be necessary to make situations safe. Employees are encouraged to make safety suggestions and record them on the proper form for the Safety Committee and employer to analyze.

Building cages for isolation, guards, rails, replacing unsafe equipment, etc. are ways to control or eliminate hazards. When these things are not possible, each worksite needs to be evaluated for the need for administrative controls. Talk to employees. Develop proper operating procedures. Provide PPE's, guarding, respirators, and other features that are needed. Evaluate the need for lock out/tag out. Follow the procedures to eliminate the hazard.

Job safety analyses have been performed in conjunction with EMS Insurance Company. The results are published in the Utilities and Street Department Task Force manual. They should be reviewed annually by the Safety Committee and employees to verify that proper changes are being made to update safe work habits and procedures.

Methods for identifying, evaluating, and documenting safety and health hazards are:

1. Use your training to evaluate every situation. Identify potential hazards and remove yourself and others from harm. Do not take a routine situation for granted. When an employee finds a situation unsafe, the unsafe condition shall be mitigated before proceeding with the work. Employee shall contact their supervisor or a member of the Safety Committee if the unsafe condition can not be made safe. Often the general public will point out unsafe situations. Evaluate these situations like any other.
2. When an employee documents a safety suggestion, it will be reviewed by the Safety Committee. Any situation that can be readily corrected should be done by workers and supervisors as they occur. Situations not quickly taken care of shall be assessed by the Safety Committee and Employer.
3. Emergency response by city employees shall be to render first aid and CPR as needed. Call 911 for fire, EMS, and police services. All city employees shall be trained in first aid and CPR. Where first aid kits are supplied, employees shall be familiar with the location, the contents, and instructions provided with the kit. Contents of these kits shall be inspected to maintain adequate supplies for employee protection.

4. It is the policy of the City that the employer will provide orientation and training to new employees or employees new to the work area in a manner that is readily understood. Department training will be carried out by Department Heads.
5. Certain types of work performed by the city employees are potentially dangerous. It will be the employer's duty to provide training that will ensure proper knowledge and safety in those lines of work. Outside sources will be necessary to acquire information as well as in-house training. Job specific training will be needed for specific locations and duties also.
6. The City will provide periodic refresher training and dissemination of information on at least an annual basis for employees regarding the safety rules, policies, and procedures of the Injury Prevention Program.

Monthly safety meetings have been established to allow all employees to give and receive safety training and to submit or review safety suggestions. Any other job specific training needed may be presented as necessary

7. If work operations performed during the day are repetitive and similar, one job briefing conducted at the start of each day shall be acceptable. More extensive discussions shall be held if the work is complicated or dangerous. By virtue of a lack of training and experience a worker cannot be expected to recognize and avoid job hazards.

8. At various places in this manual the term "qualified employee" or "duly qualified employee" is used to describe a person who is authorized or directed to perform certain actions. For the purposes of this manual those terms shall mean an employee who has been trained in the job description and the training has been documented by his or her Department Head.
9. For the purposes of this manual the following terms shall mean:

PPE - Personal Protective Equipment
LEOP - Local Emergency Operations Plan
MSDS - Material Safety Data Sheet
CPR - Cardiopulmonary Resuscitation
EMS - Emergency Medical Services

CORRECTIVE MEASURES

The corrective measures listed below are meant to establish good safety habits on the job.

1. Reminders.
2. Oral warnings (reported to and documented by the Department Head).
3. Written warnings (kept in employee's personnel file).
4. Suspension (Council discretion).
5. Termination (Council discretion).

Depending on the seriousness of the infraction, corrective measures will be followed as listed above with the exception of the following:

1. An employee coming to work under the influence of intoxicating beverages and/or drugs will be subject to the conditions set forth in the Drug-Free Work Place policy.

It is the responsibility of the Department Head to keep an accurate record of any corrective measures concerning their employees and to place a written document in the employee's personnel file. Records of suspension and demotion will also be kept on file.

DRUG-FREE WORK PLACE POLICY

The City of Franklin hereby notifies its employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in the workplace on duty is strictly prohibited. Employees suspected of violating these provisions are subject to chemical testing to determine drug or alcohol content. Any employee found to be in violation of these provisions shall be discharged from employment with the City of Franklin.

An employee shall neither ingest nor possess any controlled substance except as prescribed by their physician; and upon reporting for duty an employee shall advise their supervisor of any drugs or medications being used which might affect their actions, reactions, or the performance of their duty.

The City of Franklin notifies its employees that all City buildings, equipment, and vehicles are considered to be smoke free and the smoking of tobacco products in such, by employees, is prohibited.

HAZARD COMMUNICATION PROGRAM

It will be the responsibility of the employer to identify the need for health procedures to its employees. The workers will evaluate information gathered through Material Safety Data Sheets (MSDS), manufacturer's recommendations, and labels before handling or applying chemicals.

Chemical exposure comes in the forms of inhalation, absorption, injection, or direct contact. It will be the responsibility of the employee to follow the proper procedures for the handling of these products. Prevention of exposure is the goal. If a worker has a question on handling procedures, STOP! Contact your supervisor before you proceed.

Every employee has the right to know about the hazards of the substances around them. Each workplace shall keep a written inventory of the chemicals used and stored there. MSDS shall be filed and readily available for review. MSDS will accompany every chemical transported or used at a remote jobsite. Chemical companies will usually supply MSDS with a shipment and always upon request. Keep your files updated. Although some chemicals are job specific, all employees need to be aware of the hazards.

Do not become part of the problem! Check for damaged containers, proper lids, and labels. Do not pour chemicals from a labeled container into any unlabeled container unless you are going to use it before your shift ends.

Report any spills to your supervisor. Do not attempt to control or clean up spills unless properly trained and have required protective equipment.

If you find chemicals that cannot be identified or are damaged, contact your supervisor. Dispose of the chemical properly.

If any exposure should occur, labels and MSDS will usually give first aid procedures. Call 911 or have someone call for you reporting an exposure. Determine your situation. Report the extent as much as possible allowing EMS to be prepared on arrival. Report to the local hospital immediately for proper treatment.

EXPOSURE CONTROL PROGRAM

Employees should avoid direct contact with blood, vaginal fluids, feces, and other body fluids. Employees shall assume that all patients are potentially infectious and shall use proper barrier precautions.

Employees shall treat all body fluids as infectious and all disposable or non-disposable equipment and supplies contaminated with body fluids as medical waste.

Employees shall utilize masks when the possibility of exposure to the patient's blood or body fluids, including respiratory discharges of sputum, exists. CPR should be performed using masks with one-way valves, bag valve masks, or demand valves.

Employees shall utilize gloves as follows:

1. Medical grade latex or vinyl gloves are worn for all patient care activities which involve the possibility of contamination of the hands with the patient's blood or body fluids. Gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. These gloves shall not be reused.
2. Mid or heavy weight rubber gloves will be worn for handling contaminated equipment, sewer work, spraying, etc. These gloves can be decontaminated for reuse. Check for proper integrity before putting it back into service.
3. Leather gloves may be worn over latex or rubber gloves to protect against cuts and abrasions. Care should be used when removing gloves to limit contamination.
CAUTION - leather cannot be decontaminated. Do not reuse.

All PPEs shall be removed before leaving the work area. Place equipment in proper containers for storage, washing, decontamination, or disposal.

Employees shall wash hands and any other exposed skin immediately after patient contact with soap and water. Flush mucous membranes with water as soon as possible when contact has been made with body fluids and infectious materials.

If an employee's clothing is contaminated, it should be removed immediately or as soon as possible and the employee shall shower, if necessary. Contaminated clothing shall be properly marked and stored for decontamination. Under no circumstances will contaminated clothing be taken home to be washed. This clothing shall be treated as any other contaminated material.

Report to area physician as soon as possible or call 911.

Non-disposable equipment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials before returning to service.

Employees shall submit a written report of exposures from all potentially infectious materials.

File all written reports at City Hall.

CLEANING KEY

- 1 = Dispose
- 2 = Cleaning (detergent)
- 3 = Disinfection or bleach/water solution
- 4 = High level disinfectant (sterilization)
- 5 = Launder

ARTICLE	CLEANING PROCEDURE
Glasses and goggles	2
Gloves (latex, vinyl, etc.)	2
Gloves (protective, non- disposable)	2 or 5
Face masks	1 or 4
Flashlights, penlights	1 or 4
Pocket masks	2
Regulators, tanks	2
Uniforms, clothing	5
Vehicle interior and floors	3

EMERGENCY PROCEDURES

In the event of any emergency, slow down and follow your training. Call 911 for emergency services. Make the scene safe for first aid. Contact your supervisor or other persons in charge.

In the event of a tornado, the basement of City Hall has been designated as a shelter. Supervisors shall account for all employees upon arrival. Employees who work in public buildings shall notify the persons around them that an emergency situation is occurring, offer shelter, remove all persons from the area, and then take shelter.

In the event of fire, employees who work in public buildings should immediately remove all persons from the building. Check the situation carefully before you attempt to extinguish. Be safe! Get out! Call 911!

RESPONDING TO AN EMERGENCY

Responding to an emergency that has just occurred will involve many city personnel including police, fire, EMS, and public works. Some of these procedures are lengthy and detailed. Therefore, they can be found at these locations:

Fire – Fire Station
Police – Basement of City Hall
EMS – Fire Station
Public Works -In this manual

A Local Emergency Operations Plan (LEOP) has been established to provide guidelines for cooperative efforts between all local, state, and federal agencies. Although the LEOP is also lengthy, city employees should be familiar with their part before emergencies occur. Copies of the LEOP for Franklin County and the City of Franklin are on file at City Hall, City Shop and the Power Plant.

EMPLOYEE PROCEDURES FOR TERRORISTIC THREATS

1. Remove all persons from the scene, if possible, as soon as possible.
2. Call 911, preferably from a remote location. Use the cell phone or radio to Contact the Franklin County Sheriff's Office.
3. Give as much information as possible.
4. Instruct all persons to reassemble at the Franklin County Courthouse.
5. Account for all employees to the best of your ability.
6. Contact your supervisor.
7. Contact the City Attorney.
8. Document happenings during or as soon as possible after incident occurs.
9. File documentation at City Hall.

STREET DEPARTMENT LEOP

1. Coordinate work with Utility Department needs.
2. Access streets and alleys accordingly.
3. Provide operators, equipment, and manpower as needed.
4. Follow-up operations as directed by Department Head.
5. Coordinate work with other local emergency agencies.

ELECTRICAL DEPARTMENT LEOP

1. Coordinate work with Utility Department needs.
2. Access streets and alleys accordingly.
3. Provide operators, equipment, and manpower as needed.
4. Follow-up operations as directed by Department Head.
5. Coordinate work with other local emergency agencies

A Confined space

Has limited means of entry or exit

Is large enough for an employee to enter and perform assigned, work and

Is not designed for continuous occupancy by the employee

A permit required confined space is one that meets the definition of a confined space and has one or more of these characteristics.

Contains or has the potential to contain a hazardous atmosphere

Contains a material that has the potential for engulfing the entrant

Has internal configuration that might cause the entrant to be trapped or asphyxiated by inwardly converging walls or a floor that slopes downward and tapers to a smaller Cross section, and or

Contains any recognized serious safety hazards

PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

All utility vaults and sewer manholes within the City's system will be considered permit-required confined spaces.

Before entry is made, a proper permit will be obtained from, and signed by, the City's authorized supervisor. It will be the responsibility of the supervisor and all authorized personnel that the safety procedures of this program are followed. The permit shall be properly prepared and posted at the job site. Names of entrants and attendants will be noted and no unauthorized persons will be allowed within the work zone.

Before entry proceeds, workers will acknowledge and activate lock out/tag out procedures involving any moving objects, valves, or electrical appliances and boxes that may be in the space or in the immediate area that will constitute any danger to workers.

As much as possible, complete safety of all workers is the goal of this program. Workers are to be instructed as follows:

1. Keep manhole lids in place when you are not working in a confined space.
2. Sewer manholes are subject to methane gas collections as well as other gasses not easily detected or identified. Oxygen deficient areas may also be present.

Utility vaults may be subject to gas accumulations from outside sources. Oxygen deficient areas may also be present.

3. When entering permit-required confined spaces, a proper work zone shall be established around the opening and equipment to cause a safe area for entrants and attendants. The work zone shall properly identify the area to motorists and pedestrians and comply with the Manual on Uniform Traffic Control Devices (MUTCD) regarding traffic control.
4. The confined space may be entered only after the atmosphere has been tested, vented properly, retested, and proven safe. Ventilation should be maintained for the duration of work.
5. Once safe access has been attained, the atmosphere shall be tested every 1-hour period.
6. Testing and ventilating equipment shall be provided by the employer and be used by the employees in every permit required entry.
7. Manhole and vault sizes do not always allow communication equipment to be used at all times. However, if conditions exist in which either attendants or Entrants feel hampered, operations shall stop until that equipment is obtained. Radios will be used when the entrant is out of sight of the attendant. Radios must be explosion proof. They are available at the City Shop.

8. When entering sewer manholes or handling the equipment for retrieval of objects, etc., rubber gloves or other chemical resistant hand protection shall be worn by all entrants. Rubber boots shall be worn as opposed to street shoes or leather boots. Access will not be allowed if water has accumulated. Hard hats shall be worn. Face shields or protective eye-wear shall be worn.
9. Any barriers or shields existing or needed within vaults or manholes shall be installed and maintained for protection of splash, electrical contact, or other existing conditions.
10. The tripod man lift will be used on all manholes over 5-feet deep. However, it will be on site for all vertical confined space entries. Any ladders that meet code specifications for location and do not inhibit worker safety may be used in addition to the lift.
11. The entry supervisor shall terminate entry and cancel the entry permit when the entry operations covered by the permit have been completed or a condition that is not allowed under the permit arises in or near the permit area.
12. The employer shall retain each canceled entry permit for at least 1 year to allow the review of the permit required confined space program. Any problems encountered during an entry operation shall be noted on the permit so that appropriate revisions to the permit-required confined space program can be made.
13. If the attendant is monitoring more than one space, communication equipment shall be made available and its use will be implemented. The attendant shall be able to communicate with entrants and with rescue services without being distracted from or removed from responsibilities.
14. City employees of Sewer, Electrical, Water, and Street Departments shall be cross-trained as entrants, attendants, entry supervisors, and air monitors. All Employees involved with confined space operations will be certified in CPR. A situations may occur at any time regardless of who is available on that day.

It is the intention of this program that employees of the city be trained not only in confined space entry, but also in self-rescue techniques.

15. City employees have cell phones as well as hand held radios for use in summoning rescue services. Make the first call to the Franklin County Sheriff's Office. If in 3 attempts no contact has been made, change the radio frequency and call again. Franklin County 911, City and County Police, City Hall, Power Plant, and City vehicles all have communication ability on one or both frequencies.
16. Permits are required for entry. When the decision has been made that entry is necessary, it becomes the duty of the job supervisor to issue a permit, prepare it properly and brief all workers of the procedures to follow. It then becomes the

duty of all workers to assure the safety of each other at all times as well as getting the job done correctly. If at any time, one of these attendants or entrants sees an unsafe safe condition arising, work will stop. Remove all entrants. Assess the situation. When it is declared unsafe to resume the work, the permit will be canceled. A new permit will not be issued until all conditions are acceptable again.

17. To prevent confusion at an entry site with more than one employer and more than one entrant, the personnel will follow this permit program. Briefings and tailgate meetings identifying procedures and known hazards will create a safe environment. Communication systems must coordinate to allow work to proceed smoothly.
18. When an unsafe condition is identified by any worker involved, that worker will declare the area unsafe. All work must stop. Entrants must exit regardless of danger they cannot sense. Check the area and conditions. Monitor the atmosphere. Work may resume if conditions can be made safe. If the area is unsafe, follow your training and clear the area as necessary. Cancel the permit. Note all unsafe conditions and acts. File the permit for review.
19. Review entry operations when the employer has reason to believe the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized.
20. Review the permit space program using the canceled permits retained within 1 year after each entry. Revise the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards. If no entries are made within a 12-month period, no review is necessary.

EMPLOYEE WELLNESS PROGRAM

The City of Franklin offers the following as a part of an Employee Wellness Program.

By decree of the City Council, all city buildings and vehicles are declared “No Smoking” facilities.

First aid and CPR training will be provided to all employees of full time and regular part time status. This training will be mandatory for all employees.

The City of Franklin offers, at no cost to its employees, the following vaccinations

Hepatitis A
Hepatitis B
Tetanus
Influenza
Covid 19

The vaccination series is offered to all employees of full time and regular part time status. Employees are encouraged to receive this vaccination; however, if the employee declines receiving the vaccination a form will need to be signed by the employee stating they have elected not to receive the vaccination. This form will be kept in the employee’s personnel file at City Hall.

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood materials I may be at risk of acquiring Hepatitis A or Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated at no charge to myself. However, I declined the vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis A or Hepatitis B, serious diseases

NAME: _____

DATE: _____

SIGNATURE: _____

VACCINATION DECLINATION

I understand the risks involved with not having a vaccine or booster for Tetanus, Influenza, or Covid. I have been provided the opportunity, at no charge to myself, to receive this vaccination. However, I declined a vaccination at this time.

NAME: _____

DATE: _____

SIGNATURE: _____

ACCIDENT INVESTIGATION AND REPORTS

REPORTING PERSONAL INJURIES

When an accident and/or injury occurs at work, the Department Head is responsible for taking emergency action to have first aid administered, obtaining professional medical attention as soon as possible, and protecting other employees and equipment.

The Department Head must begin to investigate the circumstances of the accident.

1. Go to the scene of the accident at once, if feasible.
2. Talk with the employee involved when possible. Talk to witnesses. Collect as many facts as possible. Ask open ended questions.
3. Listen for clues in the conversations around you. Unsolicited comments often have merit.
4. Encourage people to give their ideas for preventing a similar accident.
5. Study possible causes - unsafe conditions, unsafe practices.
6. Confer with interested persons for possible solutions.
7. Write your accident report giving a complete, accurate account of accident - who, what, why, where, when, and how.
8. Follow-up to make sure conditions or practices are corrected. If conditions cannot be readily corrected, complete an employee suggestion sheet and file it for review at City Hall.

In order for the accident report to be effective it should contain as a minimum a detailed answer to the following questions:

1. What is the time and date of the accident and/or injury?
2. What department is reporting the accident and/or injury?
3. Who is involved in the accident?
4. What caused the accident?
5. Describe the accident.
6. What recommendations are made to prevent a like incident from occurring again?
7. Who are the witnesses?

NOTE: The information you gather during the investigation will be used in completing the claim for the insurance company and Workman's Compensation.

REPORTING MUNICIPAL VEHICLE ACCIDENTS

1. The driver shall report accurately and immediately every accident to a vehicle in their possession. Additional reports shall be made to the appropriate law enforcement officials.
2. The driver shall not discuss or argue the causes or results of an accident with other parties, but shall secure all pertinent facts and information. They shall answer questions when asked by proper authorities, but under no circumstances shall admit fault or negligence or sign any statement for anyone except proper representatives of the Municipality.
3. Should the driver demand immediate action, they shall be referred to the employee's Department Head.
4. The driver, when involved in an accident, shall stop and give his or her name and address, and the Municipality's name and address. They shall secure the names and addresses of others involved, and witnesses to the accident.
5. Follow standard emergency procedures for accidents involving injury.

GENERAL SAFETY PROCEDURES

OFFICE SAFETY

1. Employees shall report all accidents, regardless of severity, to the Department Head.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Caution shall be exercised when walking around blind corners.
4. Only one drawer of a file cabinet shall be pulled out at a time in order to avoid over-balancing, unless the cabinet is securely fastened to the wall or to other cabinets.
5. Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
6. Boxes, chairs, etc. shall not be used in place of ladders.
7. The floor shall be kept free of tripping hazards such as telephone cords, electric extension cords, paper cartons, pencils, etc.
8. Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on lower shelves.
9. Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.
10. Unsafe electrical cords, faulty electrical equipment, or any other unsafe condition shall be reported to the Department Head.
11. Broken glass and other sharp objects shall not be placed in waste paper containers.

WAREHOUSE SAFETY OPERATIONS

1. Warehouse materials shall be stored in a manner that will prevent shifting or falling.
2. Stored materials shall not be allowed to protrude in or obstruct aisles.
3. When stacking materials, consideration shall be given to the size of the material for stability of the stack.
4. Material shall not be stored too close to overhead or wall mounted appliances such as lights, heaters, electrical panels, and similar devices.

5. Do not carry loads on hand trucks, carts, fork trucks or alone with load blocking a clear view of the pathway unless a signal person is used.

HOUSEKEEPING

1. Work locations, vehicles, and buildings (inside and out), shall be kept clean and orderly at all times.
2. Permanent floors, platforms, and sidewalks shall be kept free of dangerous projections or obstructions and shall be maintained free from oil, grease, or water. Where the type of operations produce slippery conditions mats, grates, cleats, or other methods shall be used to reduce the hazard of slipping.
3. Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free of obstructions, depressions, and debris.
4. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate trip/fall hazards.

TAKING CHANCES

1. Before commencing any work that may be hazardous, care should be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees shall understand the procedures to be followed.
2. Employees shall always place themselves in a safe and secure position.

EYE PROTECTION

1. Suitable eye protection such as goggles, face shields, or safety glasses with side shields, shall be worn when performing certain job assignments.
2. Jobs requiring eye protection shall include but not be limited to grinding, buffing, welding, chain sawing, tree trimming, operating a cutting torch, and brush clipping, flying particles caused by workers or natural causes.
3. Any time there is a possibility of electrical flash, safety glasses shall be worn. If a worker may be exposed to an electrical hazard, all protective headwear, including prescription eyewear, must have an appropriate non-conductive rating. The employer shall ensure employees are equipped with non-metallic prescriptive eyewear.

HEAD PROTECTION

1. Hard hats will be worn when falling objects, electrical contacts, or other hazards may cause head injury (i.e., tree trimming, construction sites as determined by the Safety Committee, electrical substations, overhead work, etc.).

HEARING PROTECTION

1. Hearing protection will be worn when there is any possibility of hearing damage occurring (i.e., jack hammers, tampers, equipment operation, etc.).

CLOTHING AND FOOTWEAR

1. All employees shall always wear clothing and shoes that are suitable for the particular type of work which they are doing. The employer shall ensure that each employee who is exposed to the hazards or flames or electric arcs does not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee.
1. Clothing made of non-melting, flame resistant and flame-retardant material is acceptable under all conditions. An electrical safety hat shall be worn when working on or near live parts where the possibility of an electric arc exists. Clothing made of acetate, polyester, nylon or rayon (either alone or in blends) may not be worn unless it has been adequately treated or is worn in such a manner as to eliminate the ignition and melting hazards.
2. When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles such as keys or watch chains, rings, or wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts. When working in the vicinity of moving equipment, employees should avoid pinching hazards, crush hazards, and avoid loose clothing which can catch on exposed hardware or extend into energized areas.
3. Each employee shall wear gloves suitable for the work. Rubber glove protectors shall not be used as work gloves. Metal articles such as rings, watches, bracelets, and other objects which could increase the opportunity for glove failure shall be removed prior to wearing rubber gloves.
4. Finger rings or unnecessary jewelry shall not be worn while climbing on or off structures or vehicles or while performing any task where the ring might be caught under or snagged by a projecting item. Ring bands, wrist watches with metal case and watch bands shall not be worn while working on or near energized equipment or lines. Medical alert bracelets may be worn with transparent bands that hold the bracelets snugly to the skin.

5. Due to the potential for heat-related illness when wearing protective clothing in ambient temperatures greater than 78F, employers shall provide employees additional awareness training regarding the recognition and prevention of signs and symptoms of heat-related illness.

SAFETY VESTS

1. Employees will wear reflective vests when exposed to state highway traffic.

FIRE PROTECTION

1. Extinguishers shall be located in each City building and vehicle. Except for inspection, repair, or actual fire fighting, do not remove this equipment.
2. Employees shall be familiar with both the location and use of fire protection equipment.
3. Employees shall know the classes of fire, their characteristics, and the extinguishing agent to be used.

GUARDS

1. No guarding shall be removed from any machine or equipment except to perform required maintenance.
2. Guards removed to perform maintenance shall be replaced immediately and the machine shall not be operated while the guards are removed.

WARNINGS

1. Persons in a dangerous situation shall be warned without being startled. Employees not required to be near dangerous places shall keep away from them.

WARNING DEVICES

1. Warning signs shall be heeded. Only those signs, standards, barricades, flags, and cones which conform to federal, state, or local codes shall be used.
2. Warning devices and equipment shall be removed as soon as the hazard is eliminated.
3. Warning devices and equipment not in use shall be stored in a manner that will not deceive traffic or pedestrian flow.

WORK ZONES

1. A proper work zone shall be constructed around any area that constitutes a hazard to traffic, pedestrians, or workmen at a job site.
2. The intention of a work zone is to allow safe traffic and pedestrian flow as well as provide persons with a safe place to work. Use the Manual On Uniform Traffic Control Devices for proper placement of barricades, cones, tapes, etc.

FLAGMEN

1. Flagmen or other appropriate traffic controls shall be used whenever there is any doubt that effective protection can be provided by signs, signals, and barricades.
2. Flagmen shall wear red or orange or yellow warning vests with reflective strips for night and day use.
3. Flagmen shall place themselves in a protected position to reduce possibility of injury from traffic.
4. Flagmen shall ensure they can fully observe the operation and shall guide vehicle traffic in such a manner as to minimize the possibility of accidents or injury.
5. When flagmen are positioned at both ends of a job site, reliable communications or prearranged signals shall be used to ensure proper traffic flow.
6. Flagmen shall face traffic when giving signals.
7. Flagmen shall give positive, direct signals which leave no doubt as to their meaning.

LADDERS

1. General. Do not use any ladder that has cracked, loose, or broken rungs, broken side rails, or broken braces. Do not substitute ladders with boxes, crates, chairs, etc. Only one person shall be on a ladder at a time. Be sure the ladder is approved for the job. Do not use a metal ladder for electrical work. Have someone hold the ladder when necessary.
2. Straight ladders. The feet of the ladders shall be in good condition and shall be equipped with safety shoes. Do not stand or work on the top two rungs of a ladder. Do not splice two ladders together. Be sure the feet are placed on a solid base.
3. Step ladders. Do not work off the top two steps of a step ladder. Step ladder legs shall be fully spread and locked into place.

HAND AND POWER TOOLS

1. All tools shall be of an approved type and maintained in good condition. A Department Head has the authority and responsibility to condemn unserviceable tools.
2. Always use the proper tool for the job.
3. Electric tools and cords must be supplied with a grounded plug and connected to a 3-prong outlet.
4. All electrical tools will be equipped with ground fault interrupters when used in manholes, sewer lines, or standing water.
5. The frame of all electrical generators will be grounded including portable generators.
6. Electrical tools will be unplugged before making adjustments or repairs.

PNEUMATIC TOOLS

1. Pneumatic tools and compressed air tools should be used with caution.
2. Secure the tools to the hose by some positive means.
3. Shut off air supply and bleed system before breaking connections.

COMPRESSED GASSES

1. Care shall be used in handling all compressed gas cylinders.
2. Cylinders shall have the valve cap in place unless the cylinder is in use or connected to a welding set.
3. Do not lift by the valve.
4. Contents shall be properly identified.
5. Cylinders shall be stored and transported in an upright position and secured to prevent upset.
6. Do not use cylinder within 5 feet of an electrical outlet or any situation that could cause cylinder to come into electrical contact.
7. Do not tamper with relief valves.

8. Do not force connections.
9. Bleed pressure before breaking connections.
10. Do not use a leaking cylinder. Remove it from any building and ignition source.
11. Do not allow oil, grease, or similar materials to come into contact with any valve, fitting, regulator, or gauge.

CUTTING AND WELDING

1. Welding and cutting shall be performed only by experienced and properly trained persons.
2. When welding and cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material.
3. Keep suitable fire extinguishers at all locations where welding and cutting equipment is being used.
4. A friction lighter or stationary pilot shall be used to light a torch.
5. Matches or butane lighters shall not be carried by welders or helpers during operations.
6. A fire watch shall be maintained when welding or cutting near combustible materials.
7. Be sure floors are swept clean of combustible material.
8. Use approved flow check valves on gas welding rigs.
9. Do not repair welding hoses or cables with tape.
10. Machinery, tanks, equipment, shafts, or pipes that could contain flammable materials shall be thoroughly cleaned prior to application of heat. Conditions shall include ventilation of gasses, dusty atmosphere, etc.
11. Maintain adequate ventilation during the welding process.

ELECTRIC WELDING

1. Properly ground the machine.
2. Use instructions supplied with the machine or recommended by the manufacturer.

3. Wear appropriate PPE associated with welding and cutting: welding face shields including clear protection while chipping and grinding and leather hand protection. Helpers shall wear appropriate PPE.
4. Protective measures shall be used whenever other persons could be exposed to the arc.
5. Remove electrode rod from welder lead when not in use.

HAULING POLES OR LADDERS

1. Poles, ladders, pipe, etc. shall not be wider than the truck width.
2. Materials shall be fastened securely.
3. Any material extending more than 4 feet beyond the truck or trailer shall have warning devices attached. Red flags for day, and red lights for night.
4. When hauling long loads into a heavy traffic or congested area, an escort vehicle displaying warnings should be used.

INDUSTRIAL TRUCKS AND FORKLIFTS

1. Industrial trucks shall be operated only by persons who are trained in their use.
2. Equipment shall be operated at a safe speed for existing conditions.
3. Before moving the equipment, check for persons in your pathway, and look for proper clearances in all directions.
4. On inclines, all types of loaded trucks shall be driven with the load on the upgrade side of the drive whether ascending or descending.
5. Lift bars on fork or lift trucks which are moveable or replaceable shall be firmly locked in place by a proper securing pin.
6. Use only manufacturer approved attachments.
7. Unless a proper seat is provided, no riders shall be allowed other than the operator except during operator training.
8. When an industrial truck is unattended, lower the load to the ground and shut off power.

9. Slow moving vehicle signs or warning beacons must be on vehicles if used on public streets.

CRANES, DERRICKS, AND HOISTING EQUIPMENT

1. Only authorized, trained persons shall be permitted to operate any lifting equipment.
2. No persons shall be permitted to ride the hook of any lifting equipment.
3. Loading shall not exceed manufacturer's load limits.
4. Manufacturer's recommended procedures for maintenance and operation shall be followed.
5. Be sure to check lifting equipment for weak cables, cracks, frays, leaks, etc.
6. Adjust slings and bindings after every load.
7. All slings and other fittings shall be of sufficient strength, proper type, and safe for their intended use.
8. Signals to the operator shall be given by one specified person. The operator shall obey a stop signal given at any time, by anyone.
9. Lifting equipment used near energized lines shall be properly grounded, insulated, isolated, or considered energized.
10. No one shall be under suspended loads or inside the angle of the winch line.
11. No one shall stand or work near a cable, chain, or rope under tension unless the nature of their work requires it.
12. Winch cables, ropes, or wire cables shall not be guided by hand when standing within reach of a drum.
13. Operators shall not leave their controls while a load is suspended.

AERIAL LIFTS

1. Only authorized and qualified persons shall operate this equipment.
2. Manufacturer's recommendations for maintenance and operation shall be followed.
3. Manufacturer's load limits for boom and basket shall not be exceeded. Shock loading (sudden stops and starts) shall be avoided.

4. Aerial lifts shall not be field modified unless recommended by the manufacturer. The insulating portion shall not be modified in any manner that might reduce its insulating value.
5. Prior to its use, the equipment shall be given a warm up period. The hydraulic system and the live controls shall be checked and tested daily before use to determine their working conditions. Malfunctions or unsafe operational conditions shall be reported.
Unsafe equipment shall not be used.
6. Articulating boom and extensible boom platforms, primarily used as personnel carriers, shall have both upper and lower controls.
7. Lower controls shall not be operated unless permission has been obtained from the person in the lift, except in an emergency.
8. The truck shall not be moved unless the boom is lowered.
9. Employees shall not ride in the bucket while the truck is traveling, with the exception of short moves at the same location if the basket is cradled for each move and the employee faces the direction of travel.
10. When someone is in the bucket, the brakes shall be set, and wheel chocks or outriggers shall be used to provide protection. Adjust outriggers so the truck is sitting approximately level.
11. When outriggers are used, they should be set on solid ground or pads.
12. When working from an aerial lift, a body harness shall be worn and a lanyard attached to the boom.
13. Safety rules governing the use of hot-line tools, rubber goods, personal protective equipment, and general safe practices shall also apply to work done from aerial baskets.
14. When a boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.
15. The operator shall always face the direction in which the basket is moving and they shall see that the path of the boom or bucket is clear when it is being moved.
16. Employees shall not stand or sit on top of or on the edge of the bucket or on ladders placed in the bucket.

17. When two linemen are working in the bucket, care shall be taken to avoid one man contacting poles, cross arms, or other grounded or live equipment while the second lineman is on equipment at a different potential.
18. In no case shall more than one energized conductor or phase be worked on at one time.
19. When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.
20. When work is being performed from a bucket there will be one person on the ground capable of operating the lower controls, at all times.

ELECTRICAL DISTRIBUTION

1. Only qualified employees shall work on or near energized lines or equipment.
2. When two or more employees are working on the same energized section, they shall work on only one potential conductor at a time.
3. Employees shall report any condition which may be hazardous or likely to interrupt service to their Department Head.
4. Any employee working alone shall get assistance if he is not satisfied that he can complete the job safely. Employees shall not work voltages over 600 alone.
5. Employees shall wear the proper PPEs at all times ((i.e., rubber gloves and rubber sleeves (leather covers are not to be used as work gloves), and appropriate classification hard hat)).
6. PPEs shall be inspected before each use.
7. When working on energized lines or equipment, other energized conductors within reach shall be covered with rubber protective equipment.
8. Rubber blankets, gags, hoods, etc. shall be visually inspected before each use.
9. When work is performed in the vicinity of exposed energized parts of equipment or lines, employees shall remove all exposed conductive articles.
10. All underground cables and apparatus energized at voltages greater than 600 volts shall be de-energized before work is done on the conductor or before the cables are cut into or spliced.

11. All employees working on or in the vicinity of lines or equipment exposed to voltages higher than those guarded against by the safety protective equipment provided shall assure themselves that the equipment or lines on which they are working are free from dangerous leakage or induction, or have been effectively grounded.

GROUNDING

1. All previously energized conductors shall be considered energized until tested and properly grounded.
2. Voltage Testing: De-energized conductors and equipment, which are to be grounded, shall first be tested for the presence of voltage.

DE-ENERGIZED LINES

1. Primary conductors shall be treated as energized until they are proven to be dead and grounded.
2. New construction may be worked as de-energized if the hazard of induced voltage or contact with energized lines is absent.
3. Before making an opening in or removing a part of the sheath or sleeve of a cable, the line shall be grounded at the first possible grounding point on each side of the work location.

TRANSFORMERS

1. The primary leads of a transformer shall be considered energized until the primary lead is disconnected and the secondary leads are disconnected or grounded.

CAPACITORS

1. Before capacitors are treated as de-energized, they shall be allowed five minutes to drain and then be shunted to ground.

EXCAVATING

1. Before excavation begins call Diggers Hotline to locate all possible utilities.
2. The exact locations shall be done by careful probing and hand digging. Proper support shall be given to existing utilities when they are uncovered.
3. Trees, poles, or similar obstacles should be removed or soundly secured before digging begins.
4. Inspection should be done by a competent person after every rainstorm, before reentry into trenches by workers.
5. Excavated or stored material shall not be placed within four feet of the edge of the hole.
6. Diversion ditches, dikes, or other means should be used to prevent water from entering an excavation and to provide drainage away from the work area. All precautions should be taken to keep water out of the hole.
7. a. Water is to be removed from the excavation (as much as possible) before work begins.
 1. A backup pump will be on hand to ensure expedient water removal.
 2. No employee will enter the excavation until the entrapment hazard has been removed.b. When conditions exist in which the water cannot be completely removed and a flow of water continues into the excavation:
 1. Entrapment hazards removed and diverted as much as possible before entry.
 2. Backup pump will be used in conjunction with normal pump operations until water flow has been stopped and the danger of entrapment has been abated.
 3. An employee will remain on the surface to operate pumps and evaluate excavation conditions while workers are employed in the excavation.
8. a. In those locations where oxygen deficiency or gaseous conditions are possible, air in the hole must be tested.
 - b. When gasses are present, adequate ventilation shall be provided and sources of ignition shall be removed.
 - c. Attended rescue equipment such as breathing apparatus, harness, and lines shall be readily available where adverse atmospheric conditions may exist or develop.

BASIC SHORING REQUIREMENTS

1. Banks more than four feet high shall be shored, benched, or sloped flatter than the angle of repose.
2. Wood materials used for shoring or bracing must be sound and free from large, loose knots and shall be designed and installed to be effective to the bottom of the excavation.
3. Additional precautions by way of shoring or bracing shall be taken to prevent cave-ins from railroad or highway traffic, operation of machinery, or any other source that may cause soil vibration.
4. Means of egress from trench excavations such as a stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are more than four feet in depth. The means of egress shall be located so an employee does not have to travel laterally more than 25 feet. When a ladder is used it must extend three feet above the top of the trench. The ladder must be placed within the protection system.
5. The walls of the trench may be benched to reduce the overall slope of the walls and to provide earthen steps to climb out of the excavation. Bench height shall be no more than 2 feet high and bench width shall be no less than 2 feet wide.
6. It should be noted that no matter how short the period of work, every effort possible shall be made for the safety of the workers and public.

VEHICLE OPERATION

1. Only authorized persons who possess a valid operator's license or permit shall operate a municipality owned vehicle or personally owned vehicle on municipal business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
3. The driver shall operate at speeds no greater than that permitted by law. Existing conditions will be given consideration in the safe speed of vehicle operation.
4. The use of seat belts is required by law.

PARKING

1. When parking on a roadway, park on the right-hand side in the direction of traffic flow.
2. Park off the traveled road surface as much as possible.
3. Use appropriate warning lights, beacons, flashers, etc.
4. Use appropriate barricading and channeling devices according to the Manual on Uniform Traffic Control Devices.
5. Vehicles left overnight must be equipped with proper flares or reflective triangles.

INSPECTION AND MAINTENANCE OF EQUIPMENT

1. Drivers and operators shall perform a walk-around inspection on any vehicle or heavy equipment before operations begin. Include such items as brakes, tires, glass, wipers, lights, backing alarms, etc.
2. Do not operate the engine of a vehicle inside a garage facility without opening overhead garage doors or utilizing proper exhaust gas ventilation equipment.
3. In cases where there is a question about the condition of the equipment, a competent person should be consulted and necessary repairs completed promptly.
4. Proper maintenance of fiberglass components is essential for the components to maintain their dielectric properties and appearance. The exterior surface of fiberglass components, including upper control tubes, lower boom inserts, etc, should be cleaned and inspected to manufacturer's recommendations. This fiberglass maintenance should be performed as indicated in the manufacturer's operation and maintenance manual.
5. Repairs to fuel and maintenance systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
6. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
7. All parts of any industrial truck requiring replacement shall be replaced by only parts equivalent as to safety as to those used in the original design.
8. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall not be returned to service until the cause for overheating has been eliminated.

9. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point {below 100 degrees F} shall not be used. High flash point solvents {at or above 100 degrees F} may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent used.
10. Equipment parked outside as a normal practice will have the keys removed. The keys will be hung in a designated area of the shop.
11. When the keys are not readily available in the designated area the equipment will be considered out of service until the mechanic designates it as operable again.
12. Equipment that is not to be put back into service for any reason will be equipped with a tag out device stating that purpose.

GENERAL SHOP OPERATIONS

1. Stationary jack stands or supports must be used when working under vehicles or equipment.
2. Vehicle lift devices are to be operated by authorized personnel only.
3. Dump boxes, booms, and other lifting or loading units shall be securely blocked during servicing.
4. Wheels shall be chocked as appropriate on vehicles and equipment during servicing.

BATTERIES

1. Batteries in storage must be maintained in a well-ventilated area.
2. Battery charging and jump starting shall be done in accordance with industry practice by connecting and disconnecting the positive and negative terminals in a manner that will prevent sparking.

EQUIPMENT FLUIDS

1. All fluids shall be contained in the proper container when draining systems.

HYDRAULIC SYSTEMS

1. Checking for hydraulic leaks requires the proper tools and procedures. No employee shall use their hands to check for a hydraulic leak.

HAZARDOUS MATERIALS

1. Employees shall be knowledgeable in the use and handling of all chemicals including oils, greases, solvents, aerosol products, paints, and any other product of this nature prior to using the product.
2. Chemicals as mentioned above shall be disposed of using proper methods and in accordance with current regulations.
3. Proper labels shall be attached to all chemical containers and shall be legible at all times.

POWERED TRIMMING EQUIPMENT

POWER MOWERS

1. Be sure all guards are in place before starting.
2. Shut off the mower and disengage before making adjustments.
3. Remove foreign objects from the area to be mowed.
4. Avoid placing the body in front of the discharge opening.
5. Wear appropriate PPE.

USE OF POWERED EQUIPMENT

1. Employees operating powered trimming equipment shall wear suitable eye and face protection.
2. Chainsaw operators shall inspect the saw before each use to assure that all handles and guards are in place and tight. That all controls function properly and that the muffler is operational.
3. Chainsaw operators shall follow manufacturer's instructions on operation and maintenance.
4. Power saws weighing more than 15 pounds that are used in trees shall be supported by a separate line, unless the work is performed from an aerial lift or no supporting limbs are available.
5. When starting a chainsaw, it shall be placed on or against a solid support and the area cleared of all co-workers.

6. The saw bumper shall be against a tree or limb before starting a cut.
7. Chainsaw operators shall, when necessary, clear the immediate area around their work to make certain that brush will not interfere with either the chainsaw or operator.
8. The chainsaw engine or motor shall be stopped for the following:
 - a. When working on any part of the chain or cutting bar.
 - b. When the saw is being moving from one location to another, including being carried up into the tree.
 - c. While unit is unattended.
9. A gasoline driven chainsaw engine shall be stopped when being refueled. If gas is spilled on the chainsaw during refueling, it shall be wiped off before the engine is started. Chainsaws shall not be started within 10 feet of a fueling area.
10. A gasoline driven chainsaw shall not be used at a distance that would require the operator to relinquish a safe grip on the saw.
11. Employees shall not approach a chainsaw operator within the reach of the saw while the saw is in operation.

USE OF HERBICIDES AND OTHER CHEMICALS

1. Before using any herbicide or other chemical, employees shall read the label carefully and follow the directions and precautions listed.
2. Employees shall avoid skin contact with, or breathing mist of, spray material.
3. When working with toxic materials, proper respirator protection must be used.
4. Spray equipment shall be cleansed daily when using oil solutions.
5. Spraying shall not be done when wind exceeds 15 mph unless specifically authorized by the supervisor.
6. Brush shall not be sprayed at a distance greater than 15 feet from a power spray nozzle.
7. Herbicides and other chemicals shall never be left where they would create a hazard to persons or property.
8. Empty containers shall be disposed of in a safe manner. They shall never be thrown into ponds, lakes, or streams.
9. Where applicable, all employees who apply pesticides or herbicides shall be licensed or work under the direct supervision of a licensed operator.
10. Spray wastes shall be disposed of in a safe manner and in accordance with federal, state, and local regulations.

Safety Policy Receipt

I, _____ acknowledge receipt of a copy of the City of Franklin safety policy. I understand it is my duty to read, study, and abide by these safety guidelines and work procedures as they apply to the duties I shall perform for the City of Franklin.

I further understand that failure to abide by these rules and procedures may result in disciplinary action.

Employee Signature

Date



Application for Building Permit

Date of Application: 4-24-2023 Phone Number: 308-470-0788

Homeowner Name: Marlin Masoner Email: Allhoursplumbing@Hotmail.com

Legal Description of Property and residence address:

1199 10th AVE.

Franklin Ne 68939

Name of Contractor (business or individual): Owner

PERMIT TYPE & FEE CALCULATION

NOTE: The cost (fee) for each permit is listed next to the permit type. Check one

- | New Structure Permit (\$25.00)
- | Addition to Existing Structure Permit (\$25.00)
- | Remodeling of Existing Structure Permit (\$25.00)
- | Demolition of a Structure Permit (\$25.00)
- | Moving a Structure Permit (\$25.00)
- | Fence Building Permit (\$25.00)
- | Water System Connection Permit (\$10.00)

Total project valuation: \$ 5,600

Describe Work to be Completed:

Wood/Metal/Other structure type and purpose of permit: adding fence to The

Existing fence line across the front. Going from Wood to Metal.
(Wood Panel 6', Euro Black Wire Panel)

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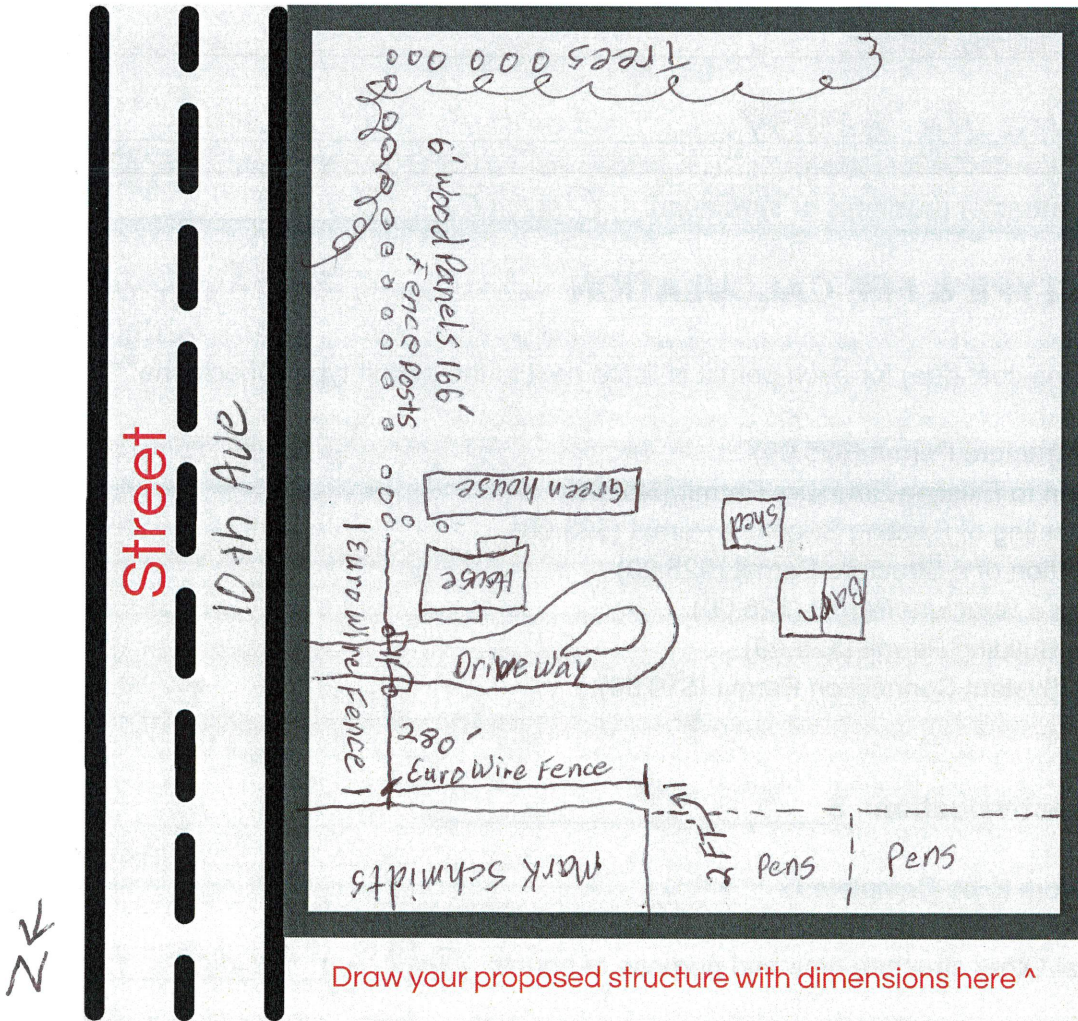


Application for Building Permit

Draw an outline of the structure here (required):

***Show all dimensions of the lot, building, front yard, side yards, rear yard, garages and other buildings. The proposed structure in residential must be at least five (5) feet on the sides and (7) feet inside the rear yard (10) feet from front property lines unless you are a corner lot.

Commercial storage units ask for regulations.



Continued on Next Page →



+1 (308) 425-6295



info@cityoffranklin.net



www.franklinnebraska.com



619 15th Ave., Franklin, NE 6893





CITY OF FRANKLIN

Application for Building Permit

I, the undersigned, hereby certify that the above statements are true and correct to the best of my knowledge. I also certify that, if a permit is issued, all work will be completed in accordance with the ordinances of the City of Franklin, Nebraska.

Applicant Signature: Marlin J. Masoner Date: 4-24-2023

OFFICE USE ONLY

Permit# 2023-03

| APPROVED

| DECLINED

Date Approved/Declined: _____

Date of Permit Expiry: _____

If declined, reason for declination: _____

[Signature]

Zoning Enforcement Officer Signature

City Clerk Signature

pd CK#1139



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info@cityoffranklin.net



www.franklinnebraska.com



619 15th Ave., Franklin, NE 68939





Application for Building Permit

Date of Application: 4-28-2023 Phone Number: 308-991-3801

Homeowner Name: Maurie Cole Email: mdcjr@mdcjr@gmail

Legal Description of Property and residence address:

905 14th Ave

Name of Contractor (business or individual): myself

PERMIT TYPE & FEE CALCULATION

NOTE: The cost (fee) for each permit is listed next to the permit type. Check one

- | New Structure Permit (\$25.00)
- | Addition to Existing Structure Permit (\$25.00)
- | Remodeling of Existing Structure Permit (\$25.00)
- | Demolition of a Structure Permit (\$25.00)
- | Moving a Structure Permit (\$25.00)
- | Fence Building Permit (\$25.00)
- | Water System Connection Permit (\$10.00)

This permit has to be applied for by the owner of the property which is Jackie Mulave and she is not willing to do that.

Total project valuation: \$ 25

Describe Work to be Completed:

Wood/Metal/Other structure type and purpose of permit: metal- Fence around garden to keep animals out of garden measure 3' high.

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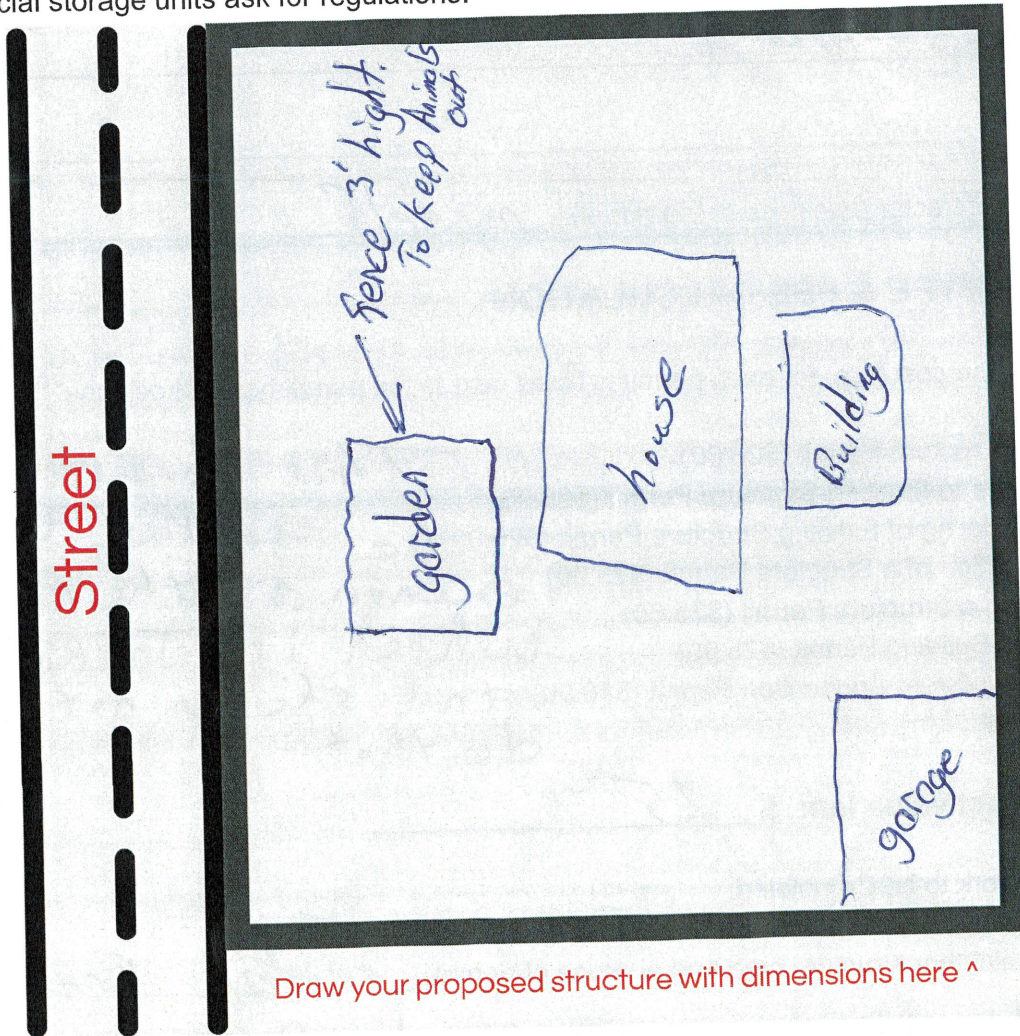




Application for Building Permit

Draw an outline of the structure here (required):

***Show all dimensions of the lot, building, front yard, side yards, rear yard, garages and other buildings. The proposed structure in residential must be at least five (5) feet on the sides and (7) feet inside the rear yard (10) feet from front property lines unless you are a corner lot. Commercial storage units ask for regulations.



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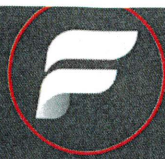


www.franklinnebraska.com



619 15th Ave., Franklin, NE 68931





CITY OF FRANKLIN

Application for Building Permit

I, the undersigned, hereby certify that the above statements are true and correct to the best of my knowledge. I also certify that, if a permit is issued, all work will be completed in accordance with the ordinances of the City of Franklin, Nebraska.

Applicant Signature: *[Signature]* Date: 4-28-2023

OFFICE USE ONLY

Permit# 2023-04

| APPROVED

| DECLINED

[Signature] Does not meet requirements

Date Approved/Declined: _____

Date of Permit Expiry: _____

If declined, reason for declination: _____

Zoning Enforcement Officer Signature

City Clerk Signature

7 Paid ^{\$25} CASH 4/28/2023









FIREWORKS PERMIT

Application is hereby made to the Mayor and Council of the City of Franklin, Nebraska, by Evan's Epic Fireworks

Under the provisions of Section 28-1246, R.R.S. Nebraska reissue 1943, as amended, for a permit to sell permissible fireworks at retail at

607 16th Ave, Franklin, Nebraska

Between Jun 24th through July 5th, 2023. (ruling from State Fire Marshal advise fireworks cannot be sold until 12:01 AM June 25th)

The undersigned hereby represents that it is now duly licensed to sell permissible fireworks within the boundaries of, by the State.

The undersigned hereby pledges itself to sell permissible fireworks at such location, if the requested permit is issued, strictly in accordance with all statutes, of the State of Nebraska, and all City Ordinances.

Dated at Franklin, Nebraska, this 9 Day May, 20 23

State License #: 2023-RP-78146536-233-03

Fee enclosed \$20.00

Jodi Eckhout

Applicant Signature



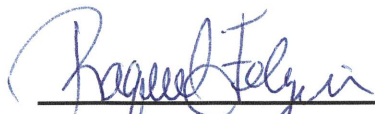
LICENSE FOR PERMIT TO SELL PERMISSIBLE FIREWORKS AT RETAIL

This is to certify that under the provisions of Section 28-1246, R.R.S., Nebraska reissue 1943, as amended, Evan's Epic Fireworks has this day been granted a license to sell permissible fireworks at retail, in strict accordance with the statutes of the State of Nebraska, and the ordinances of the City of Franklin, Nebraska between June 24th through July 5th, 2023.

This license is issued by order of the Mayor and Council of the City of Franklin, Nebraska.

In witness whereof, I have this day set my hand and caused to be affixed the Seal of said City, this 4 day of May, 2023.

STATE LICENSE #: 2023-RP-78146536-233-03
CITY LICENSE #: 2023-01 COF



Raquel Felzien, City Clerk
City of Franklin

NEBRASKA STATE FIRE MARSHAL

246 South 14th Street
Lincoln, NE 68508-1804

LICENSE FOR SALE OF FIREWORKS

Permissible fireworks may be sold at retail commencing 12:01 AM June 25 and ending 11:59 PM July 4 OR 12:01 AM December 29 and ending 11:59 PM December 31 and must be purchased from a licensed distributor or jobber. A jobber may not sell retail. Invoice copies for all fireworks must be kept available for inspection and must show the license number of the distributor or jobber. Fireworks may not be sold outside the city limits of an incorporated town or village. Violations of State Fire Marshal regulations may result in immediate revocation of this license.

LICENSE GOOD ONLY FOR CALENDAR YEAR IN WHICH ISSUED

This copy signed, dated and numbered by the STATE FIRE MARSHAL constitutes issuance of a LICENSE pursuant to the provisions of Nebraska Revised Statute 28-1246 (1994 Supp.). Such license shall be displayed at licensee's place of business.

DATE RECEIVED:

May 05, 2023 11:52 AM

TYPE OF LICENSE AND FEE:

Retail Permit (July) - \$25.00

LOCATION OF OUTLET FOR RETAIL SALE OF FIREWORKS:

607 16th Ave
Franklin
Trailer in parking lot

COUNTY:

Franklin

STORAGE LOCATION:

DISTRIBUTOR(S)/JOBBER(S):

Twisted Thunder Fireworks (2023-RP-75971504-18)
Winco Fireworks International, LLC (2023-RP-75771096-11)
Wild Willys Fireworks (2023-RP-75735554-9)
Crazy Cracker Fireworks LLC (2023-RP-76468554-24)

SALES TAX NUMBER:

DATE ISSUED:

May 03, 2023 05:44 PM



STATE FIRE MARSHAL

LICENSE HOLDER:

Evans Epic Fireworks

LICENSE NUMBER:

2023-RP-78146536-233-02



2010 30TH AVE
KEARNEY NE 68845

Invoice

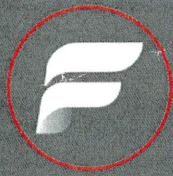
DATE	INVOICE NO.
4/26/2023	10585

CITY OF FRANKLIN
619 15TH AVE
FRANKLIN, NE 68939

TERMS	DUE DATE	REP	PHONE
	4/26/2023	Brock	308-234-6670

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
		TREES SELECTED AT STORE ON 4/21/23 BY RAQUEL & CORY		
4	136566- 2"	TO BE PLANTED BY STEINBRINK AT RV PARK 906 15 AVE OAK-BUR-NO WARRANTY	399.99	1,599.96
4	100005	LABOR-PLANTING	200.00	800.00
4	100004	LABOR-MULCHING & STAKING	40.00	160.00
1	136315- 20G	TO BE PLANTED BY STEINBRINK AT LIBRARY 1502 P ST CRABAPPLE-SPRING SNOW-WARRANTY	399.99	399.99
1	109	DISCOUNT-25% OFF SALE	-100.00	-100.00
1	100005	LABOR-PLANTING	150.00	150.00
1	100004	LABOR-MULCHING & STAKING	40.00	40.00
1	136529- 2"	TO BE PLANTED BY STEINBRINK NEXT TO PARK AT PAVILION 205 16TH AVE MAPLE-AUTUMN BLAZE-WARRANTY	499.99	499.99
1	100005	LABOR-PLANTING	200.00	200.00
1	100004	LABOR-MULCHING & STAKING	40.00	40.00
2	050009	ROOT-N-GROW PLANT START-QT	13.99	27.98
53	100002	LABOR-DELIVERY PER LOADED MILE	3.00	159.00

Thank you for your business.	Total	\$3,976.92
	Payments/Credits	\$0.00
ADDITIONAL 3% FEE FOR PAYMENT VIA CREDIT CARD	Balance Due	\$3,976.92



CITY OF FRANKLIN

CITY OF FRANKLIN, NEBRASKA | 619 15TH AVENUE, FRANKLIN, NE 68939 | INFO@CITYOFFRANKLIN.NET | WWW.FRANKLINNEBRASKA.COM

CONDITIONAL USE PERMIT REQUEST

DATE: 12-20-22

APPLICATION FEE \$25.00

APPLICATION# 2023-01

APPLICANT NAME: ^{DBA} Finaline Construction Wm Grube

ADDRESS: _____

CITY/STATE/ZIP: Franklin Ne 68939

PHONE: 308-991-7025

EMAIL: _____

CONDITIONAL USE REQUEST:

The location of property and distance from
other neighbors. Asking for 5 ft distance
other than 20 ft. building code.

DBA Finaline Const.

Wm Grube

Applicants signature

pd Rec 5/25/23 v# 7526



CITY OF FRANKLIN

Application for Building Permit

Date of Application: 10-28-22 Phone Number: 308-470-0998

Homeowner Name: FinishLine Email: _____

*Issues
Setback*

Legal Description of Property and residence address:

East 140 Feet of Lot 16 in Block 2 Buck + Green-
Wood's Addition to the new City of Franklin Franklin, NE.

Name of Contractor (business or individual): FinishLine Construction

PERMIT TYPE & FEE CALCULATION

NOTE: The cost (fee) for each permit is listed next to the permit type. Check all that apply.

- | New Structure Permit (\$25.00)
- | Addition to Existing Structure Permit (\$25.00)
- | Remodeling of Existing Structure Permit (\$25.00)
- | Demolition of a Structure Permit (\$25.00)
- | Moving a Structure Permit (\$25.00)
- | Fence Building Permit (\$25.00)
- | Water System Connection Permit (\$10.00)

*Note on Rear
Property line setback to be
set at 20' not 5'*

Total Application Fee: \$ 25⁰⁰

Describe Work to be Completed: Pour concrete Pad. Metal structure, For boat storage, entry to the south.

Wood/Metal/Other structure type and purpose of permit: Metal structure - Concrete Pad.
32 Ft x 100 Ft Boat storage.

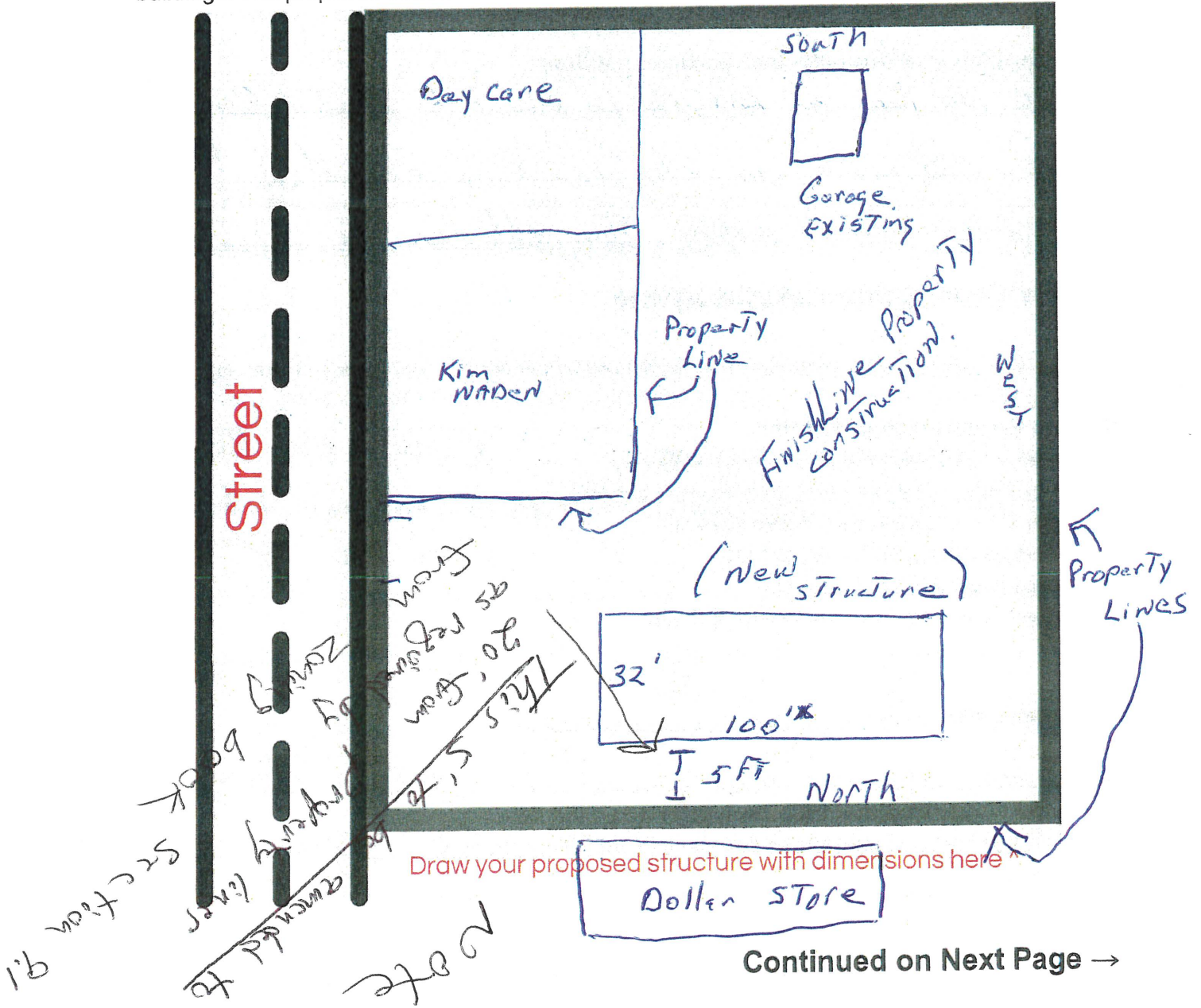
Continued on Next Page →



Application for Building Permit

Draw an outline of the structure here (required):

***Show all dimensions of the lot, building, front yard, side yards, rear yard, garages and other buildings. The proposed structure must be at least five (5) feet inside your property lines.





CITY OF FRANKLIN

Application for Building Permit

I, the undersigned, hereby certify that the above statements are true and correct to the best of my knowledge. I also certify that, if a permit is issued, all work will be completed in accordance with the ordinances of the City of Franklin, Nebraska.

(DBA FinishLine)

Applicant Signature: [Signature] Date: 10-28-22

OFFICE USE ONLY

Permit# 2022-17

APPROVED
 DECLINED

Date Approved/Declined: 11/08/22

Date of Permit Expiry: 11/08/23

If declined, reason for declination: _____

[Signature]
Zoning Enforcement Officer Signature

[Signature]
City Clerk Signature

pd By ✓ 11/6/20 - 750.00 (2) PERMITS





CITY OF FRANKLIN

Request for Future Agenda Item

NOTE: If you have a specific topic that you would like to bring before the City Council to discuss at a future meeting, please list your name, address, phone number and the specific topic you would like to discuss. You must also provide at least 2-3 solutions to your topic for the City Council to consider. The item(s) will be reviewed and possibly scheduled for a future meeting, or forwarded to City of Franklin staff for appropriate action. The deadline for Agenda Item Requests is at 12pm the Thursday before the next City Council meeting. **With the exception of items of an emergency nature, the agenda shall NOT be altered later than (a) 24 hours before the next scheduled City Council meeting, or (b) 48 hours before the next scheduled City Council meeting for requests submitted from individuals residing outside the corporate limits of the municipality.**

REQUESTOR INFORMATION

Full Name: Andy Gimbe Phone: 308-470-0998

Address: 1304 Q st.

Date of Request: 4/18/2023

Description: Property Line Building permit

Solutions (need to offer 2-3): Change Building
Distance from Property Line

OFFICE USE ONLY

Request Forwarded to Mayor/Council // Request Received/Reviewed by City Staff

Initials: _____ Date Completed: _____ // Initials: RJP Date Completed: 4/18/23





CITY OF FRANKLIN

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CONDITIONAL USE PERMIT REQUEST

DATE: 4/12/23

APPLICATION FEE \$25.00

APPLICATION# _____

APPLICANT NAME: Christine Ridder PHONE: 308-991-3267

ADDRESS: 2415 Lincoln St EMAIL: christinemj@live.com

CITY/STATE/ZIP: Holdrege NE 68949

CONDITIONAL USE REQUEST:

Outdoor storage for RV's, boats, trailers
temporarily until more units are built.
on Hwy 136, CJ Storage.

Christine Ridder

Applicants signature

Legal Pt lot 1; lot 2; Block 2; Academy Addition, Franklin, Bloomington.
(5000 535)

DDV #25 4/12/23 - RAB