

CITY OF CRETE, NEBRASKA  
CITY COUNCIL REGULAR MEETING

November 17, 2020

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska in the back of the Council Chambers. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting  
Committee Chair Brian Carnes called the meeting to order at 5:19pm.

2. Roll Call  
Travis  
Sears: Absent

Brian  
Carnes Present

:

Ryan Present  
Hinz:

Present: 2, Absent: 1.

3. Items of Business
- A. Discuss job duties and provide a recommendation to the City Council on setting the salary/wage scale for the code enforcement officer position.

Recommend City Council set the salary/wage scale for the code enforcement officer position. Carried with a motion by Ryan Hinz and a second by Brian Carnes.

Brian Carnes: Aye, Ryan Hinz: Aye

Aye: 2, No: 0

4. Officers' Reports
5. Adjournment  
The meeting was adjourned at 5:29pm.

Mayor

(SEAL)

City Clerk

I, Judi Meyer, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

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City Clerk

(S E A L)



**CITY OF CRETE  
CODE ENFORCEMENT OFFICER**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Administrative Sergeant

**Supervisory  
Responsibilities:** None

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**I. GENERAL FUNCTIONS**

Monitor, identify and investigate City code violations, ensure animal control, and provide relevant support to the police and other City departments.

**II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Monitor, identify and investigate city code violations on private and public property and initiate plan for resolution.
2. Receive and respond to reported code violations, initiate plans for resolution, and coordinate with other city departments as needed.
3. Issue warnings, orders, and citations for violations of city ordinances and follow up to educate and guide compliance.
4. Provide tactful, courteous, and impartial service while enforcing relevant code.
5. Locate, capture, and transport animals running at large to the Crete Veterinary Clinic, and work with the clinic and Capital Humane Society to arrange transfer of unclaimed animals.
6. Conduct research for, complete and maintain case documentation.
7. Assist in preparation of cases for review by the administrative sergeant and city attorney.
8. Present evidence and testimony in legal and/or administrative proceedings (nuisance hearings, trials, etc.).
9. Assist police officers with directing traffic, searching for lost children, and other less-hazardous officer duties as needed.
10. Assist with various administrative duties such as transporting mail, directing phone calls, and assisting police department visitors.
11. Actively participate in community engagement activities.
12. Attend department and city meetings as needed.
13. Other duties as assigned.

**III. KNOWLEDGE, SKILLS, ABILITIES**

1. Knowledge of Crete's streets, business names and residential areas.
2. Knowledge of City ordinances.
3. Knowledge of traffic laws.
4. Knowledge of department procedure, rules and regulations.
5. Skill in operating communication equipment and relevant computer programs.
6. Skill in writing accurate records and reports.

7. Skill in understanding and applying relevant city ordinances.
8. Ability to work with people of all ages and backgrounds.
9. Ability to perform duties accurately under pressure.
10. Ability to work independently with minimal supervision.
11. Ability to demonstrate professional and personal integrity, and maintain effective relationships with city officials, coworkers, and the public.
12. Ability to use appropriate tools and equipment necessary for this position.
13. Ability to safely operate city vehicles, including cars and pickup trucks.

**IV. DESIRABLE TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants demonstrating successful experience in similar positions.

**V. MINIMUM QUALIFICATIONS**

1. Must be at least 19 years of age.
2. Possess a valid driver's license.
3. Possess a high school diploma or GED.
4. Must be legally authorized to work in the United States.

**VI. NECESSARY SPECIAL REQUIREMENTS**

1. Must speak, read, and write fluently in English.
2. Reside within 30 minutes of the City of Crete.

**VII. WORKING CONDITIONS & PHYSICAL EFFORT**

This position has a Heavy Work Classification for the essential functions of this position, including lifting animals and moving furniture. Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.

This position's work takes place both indoors and outdoors in a variety of weather conditions. Certain situations may contain distractions and/or physical dangers.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

**VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing

below, I acknowledge that I have read and understand the essential functions for the Code Enforcement Officer position and can perform the essential functions with or without accommodation.

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: November 2020

**ORDINANCE 2113**

**EXHIBIT A**

**NON-BARGAINING UNIT OFFICER AND EMPLOYEE SALARIES & WAGES**

<b>APPOINTED POSITIONS</b>	<b>Maximum Salary</b> Per Bi-weekly Pay Period
Chief of Police	\$3,637.52
City Administrator	\$5,446.44
City Attorney	\$4,730.38
City Clerk	\$3,084.02
Community Assistance Director	\$2,198.42
Director of Economic Development	\$3,069.57
Director of Finance	\$3,319.36
Director of Human Resources	\$2,595.74
Director of Parks & Recreation	\$3,146.34
Director of Public Works	\$4,384.54
Library Director	\$2,593.66
SSAR Report Preparation	1/4 Annual State Incentive Payment
Street Superintendent	3/4 Annual State Incentive Payment

<b>NON-APPOINTED POSITIONS</b>	Per Bi-weekly Pay Period
Building Inspector	\$2,616.62
Economic Development Coordinator	\$2,198.42
Human Resource Coordinator	\$2,198.42
Media Specialist	\$1,808.80
Police Lieutenant	\$2,846.22
Street Supervisor	\$2,413.26
Superintendent - Electric	\$3,476.80
Technology Coordinator	\$2,942.16

Grade	<b>Hourly Wage Scale</b>							
	1	2	3	4	5	6	7	8
<b>ADMINISTRATIVE</b>								
Administrative Assistant	\$14.48	\$15.36	\$16.24	\$17.11	\$17.99	\$18.87	\$19.75	\$20.62
Deputy City Clerk	\$20.34	\$21.36	\$22.38	\$23.40	\$24.42	\$25.44	\$26.46	\$27.48
Purchasing Clerk	\$17.63	\$18.56	\$19.50	\$20.43	\$21.37	\$22.30	\$23.24	\$24.17
<b>POLICE DEPARTMENT</b>								
<b>Code Enforcement Officer</b>	<b>\$17.63</b>	<b>\$18.56</b>	<b>\$19.50</b>	<b>\$20.43</b>	<b>\$21.37</b>	<b>\$22.30</b>	<b>\$23.24</b>	<b>\$24.17</b>
<b>LIBRARY</b>								
Assistant Director Incentive				\$2.00	\$2.53	\$3.05	\$3.58	\$4.10
Children's Librarian	\$16.56	\$17.43	\$18.29	\$19.16	\$20.02	\$20.88	\$21.75	\$22.61
Librarian	\$16.56	\$17.43	\$18.29	\$19.16	\$20.02	\$20.88	\$21.75	\$22.61
Library Clerk	\$14.45	\$15.09	\$15.73	\$16.37	\$17.01	\$17.64	\$18.28	\$18.92

**ORDINANCE 2113**

**EXHIBIT A**

**PUBLIC WORKS**

Admin Asst/Asst Office Manager	\$17.63	\$18.56	\$19.50	\$20.43	\$21.37	\$22.30	\$23.24	\$24.17
Bookkeeper/Billing	\$14.48	\$15.36	\$16.24	\$17.11	\$17.99	\$18.87	\$19.75	\$20.62
Cemetery	\$19.02	\$19.86	\$20.70	\$21.53	\$22.37	\$23.20	\$24.04	\$24.88
Customer Service Rep.	\$19.02	\$20.23	\$21.44	\$22.64	\$23.85	\$25.06	\$26.26	\$27.47
Foreman - Line	\$27.99	\$29.16	\$30.32	\$31.48	\$32.64	\$33.81	\$34.97	\$36.13
Foreman - Water	\$23.58	\$24.76	\$25.95	\$27.13	\$28.32	\$29.51	\$30.69	\$31.88
GIS Technician	\$17.03	\$17.82	\$18.62	\$19.42	\$20.22	\$21.02	\$21.81	\$22.61
Janitor	\$12.84	\$13.28	\$13.71	\$14.14	\$14.57	\$15.00	\$15.44	\$15.87
Line Groundperson	\$19.86	\$20.81	\$21.75	\$22.70	\$23.64	\$24.59	\$25.53	\$26.48
Lineman I	\$25.66	\$26.73	\$27.80	\$28.88	\$29.95	\$31.02	\$32.10	\$33.17
Lineman II	\$22.14	\$23.04	\$23.94	\$24.84	\$25.74	\$26.64	\$27.54	\$28.44
Office Manager	\$20.78	\$21.77	\$22.76	\$23.75	\$24.74	\$25.73	\$26.72	\$27.71
Operator - Power Plant	\$23.24	\$24.09	\$24.94	\$25.78	\$26.63	\$27.48	\$28.33	\$29.18
Operator - Streets	\$18.19	\$19.02	\$19.85	\$20.68	\$21.51	\$22.35	\$23.18	\$24.01
Operator - Wastewater I-IV	\$18.75	\$19.65	\$20.56	\$21.46	\$22.37	\$23.27	\$24.18	\$25.08
Seasonal/Laborer	\$11.00	\$11.38	\$11.76	\$12.13	\$12.51			
Superintendent - Power Plant	\$26.92	\$27.98	\$29.05	\$30.11	\$31.17	\$32.24	\$33.30	\$34.37
Superintendent - Wastewater	\$28.74	\$29.94	\$31.15	\$32.35	\$33.55	\$34.75	\$35.95	\$37.16
Superintendent - Water	\$23.94	\$25.20	\$26.46	\$27.72	\$28.98	\$30.24	\$31.50	\$32.76
Transfer Station	\$14.81	\$15.54	\$16.27	\$16.99	\$17.72	\$18.45	\$19.18	\$19.91
Wastewater Lead Operator	\$24.82	\$26.08	\$27.34	\$28.60	\$29.86	\$31.13	\$32.39	\$33.65
Water Operator IV-II	\$17.92	\$19.28	\$20.65	\$22.01	\$23.38	\$24.74	\$26.11	\$27.47
Additional Duty	\$0.59	\$0.93	\$1.26	\$1.59	\$1.92	\$2.26	\$2.59	\$2.92
Meter Reader	\$0.37 per meter							

**PARKS AND RECREATION**

Parks Groundsperson Custodian	\$15.67	\$16.42	\$17.17	\$17.91	\$18.66	\$19.41	\$20.15	\$20.90
Parks Supervisor	\$21.92	\$22.85	\$23.77	\$24.70	\$25.62	\$26.54	\$27.47	\$28.39
Pool Cashiers	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00			
Pool Lifeguards	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50			
Pool Manager	\$12.40	\$12.76	\$13.13	\$13.50	\$13.87			
Pool Manager - Assistant	\$11.43	\$11.77	\$12.13	\$12.48	\$12.86			
Recreation Coordinator	\$18.61	\$19.28	\$19.96	\$20.63	\$21.30	\$21.97	\$22.64	\$23.31
Referees/Coaches	\$11.00							
Seasonal/Laborer	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00			

**FIRE DEPARTMENT**

	per hour	bi-weekly
Fire Chief		\$417.80
Ambulance Administrator		\$319.73
Assistant Fire Chief		\$250.67
Ambulance Attendants	\$22.55	
Ambulance Maintenance	\$16.02	