

CITY OF CRETE, NEBRASKA
CITY COUNCIL REGULAR MEETING
December 20, 2022

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
- 2. Roll Call

Tom Crisman: Present
Kyle Frans: Present
Jack Oelschlager: Present
Present: 3.

- 3. Items of Business

- 3.A. Provide a recommendation to the City Council on amending the Personnel Rules and Regulations to include 'Christmas Eve' as a paid holiday.

Recommend to the City Council to approve the amendment to the Personnel Rules and Regulations section 4.02 to include 'Christmas Eve' as a (half day) paid holiday with an updated language by the City Administrator and Attorney included. Carried with a motion by Kyle Frans and a second by Jack Oelschlager.

Tom Crisman: Aye, Kyle Frans: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

City Administrator Tom Ourada spoke with the Mayor regarding some years that make the paid half day on Christmas Eve questionable. This year, for example, Christmas is on a Sunday, so having a paid half day on Friday is uncertain due to having Christmas Eve off on Saturday. Ourada recommends changing the language of the 'paid holiday' section to guarantee a paid half day off, no matter when Christmas Eve falls.

- 3.B. Provide a recommendation to the City Council on a quote from Capital City Concepts and Nebraska Pays Surveys to do a wage comparability study for bargaining and non-bargaining unit employees at a cost of \$18,000

Provide a recommendation to the City Council to approve the quote from Capital City Concepts and Nebraska Pays Surveys to do a wage comparability study for bargaining and non-bargaining unit employees at a cost of \$18,000. Carried with a motion by Jack Oelschlager and a second by Kyle Frans.

Tom Crisman: Aye, Kyle Frans: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

City Administrator Tom Ourada informed the Committee that we do an informal wage study each year, going off of the Norfolk Study. However, with so many economic changes happening, there is a need for

a full-blown wage comparability study to be done.

- 4. Officers' Reports
- 5. Adjournment

Mayor

(SEAL)

City Clerk-Treasurer

I, Jerry Wilcox, 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.

City Clerk-Treasurer

(S E A L)

Sec. 4.02 PAID HOLIDAYS

The City recognizes the following holidays as paid holidays and the dates that they will be observed on:

- New Year's Day, January 1
- Martin Luther King Jr. Day, Third Monday in January
- President's Day, Third Monday in February
- Spring Holiday, Monday after Easter
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Labor Day, First Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving Day, Fourth Friday in November
- Christmas Eve, December 24 beginning at 12:00 PM, ~~if it falls on a regularly scheduled workday and it is not the day recognized by the City as the Christmas Day holiday~~
- Christmas Day, December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. When Christmas Eve falls on a Friday, it will be observed on Thursday. When Christmas Eve falls on a Sunday, it will be observed on Friday.

The Mayor with City Council approval may designate such special holidays as circumstances merit.

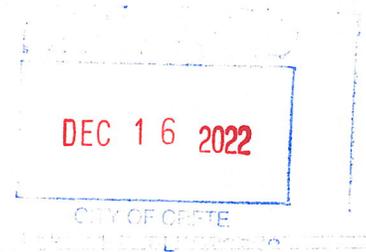
Non-exempt regular full-time and part-time employees who are required to work on a holiday will be granted overtime pay at time and 1/2 for the time period worked.

Regular part-time employees, who work an average of at least 30 hours per week, will be eligible for paid holidays on a prorated basis.

Temporary/Seasonal employees are not eligible for paid holidays, and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

If a holiday occurs while an employee is on Worker's Compensation or other disability compensation, no credit for the holiday will be allowed. In order to receive pay for an observed holiday, an employee must not have been absent without pay on the workday immediately preceding or immediately following the holiday unless excused by his/her supervisor.

February 3, 2016



Tom Ourada
City of Crete
PO Box 86
243 E. 13th Street
Crete, NE 68333-0086

Dear Tom:

I have enclosed a proposal for your compensation and benefit survey, Sheila Schukei asked me to put this together. Please contact either of us with any questions. This study will provide information necessary to establish compensation parameters for the City of Crete.

The comparability study will be conducted under the Nebraska Commission of Industrial Relations guidelines and will utilize current commission methods for the calculations of comparable wages and benefit information.

As was discussed we can conduct a Market Study which is a broader study including cities such as Seward, Blair, Wahoo, and others currently in Metropolitan Statistical Areas that would not be included in a CIR review. At the same time, we would do a CIR Study that would include 7 to 9 cities that are no more than double or less than half Cretes population, which are not located in Metropolitan Statistical Areas. An average HRV cost out would be included in both, as well as separate Police and General employee exhibits.

The study would consist of data collection with each array member, gathering wage data and obtaining specific job match information, while making detailed comparisons of benefit packages at the various locations. The fee for this study would be \$18,000 plus expenses.

Sincerely,

Paul W. Essman
Capital City Concepts L.L.C.

SCOPE OF SERVICES AND ASSOCIATED COSTS

A. OBJECTIVE

To establish pay lines for all employees of Crete. Pay lines that are comparable to the prevalent wage rates within a selected labor market, also to meet the requirements of Nebraska Statute 48-818. Of course, current Commission of Industrial Relations standards would be used to exhibit benefit information.

B. PROCESS

1. A management review of current job descriptions to ensure that the descriptions reflect work being performed.
2. Select survey sources. Survey sources will be selected by consultant, with consultation from City.
3. Design survey package. Consultant will design survey instrument to fit City of Crete information needs.
4. Establish data collection schedule. With some initial contact provided by City of Crete, Consultant will contact array members.
5. Collect data and informational material from each input.
6. Analyze data. Using established Commission criteria.
7. Compute findings.
8. Issue reports.

C. PROJECT COST

1. Wage / Benefit Market Study \$ 18,000.00 *
2. Payment in full after report issued.

* \$250 limit on expenses for travel, word processing, postage, phone calls and the like.

D. PROJECT TIMELINE

This part of the project is dependent upon job description update. The wage study can be completed approximately 90 days after Step B (1) is finished.

E. PROJECT CONSULTANTS

Sheila Schukei
Nebraska Pay Surveys
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Norfolk, NE 68701
(402) 649-1183

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