

AGENDA
CITY COUNCIL MEETING
April 3, 2018

1. [Approval of Minutes – March 20, 2018](#)
2. [Approval of Claims](#)

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Council Chambers.

The City Council may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

3. [Public Hearing: Wayne Community Development Block Grant Loan to Greta Smith, d/b/a “The Flower Cellar” at 221 N. Main Street](#)

Background: Greta Smith, d/b/a “The Flower Cellar” at 221 N. Main Street (former Flowers & Wine building) is applying for Wayne’s CDBG Funds that will be sub-granted to Northeast Economic Development, Inc. (NED, Inc.) NED, Inc., will then loan the funds to Ms. Smith. Ms. Smith is planning to start her own business, the Flower Cellar, to be located at 221 N. Main Street in Wayne. The Flower Cellar will continue the tradition of offering unique and high quality fresh flowers, wine, gifts and services that have been provided by Flowers & Wine for the last 13 years. She will be purchasing Flowers & Wine inventory, supplies, equipment and lease the building and change the name to The Flower Cellar. Total project costs are estimated to be \$71,000 to purchase equipment, inventory, supplies and a delivery vehicle to start The Flower Cellar. BankFirst and Ms. Smith are requesting that the City of Wayne provide a loan in the amount of \$22,000 towards the project. BankFirst will provide a loan of up to \$31,000, and Wayne Area Economic Development (WAED) will provide \$10,000 for the same, plus a new awning. Greta will provide equity of \$8,000 in cash for the project. The project will create two jobs.

The funds that the City of Wayne will lend for this project will be sub-granted to NED, Inc., as a Non-profit Development Organization (NDO), who will in turn lend the \$22,000 to Ms. Smith for this project. The \$22,000 NDO loan will also have a 10 year term at 4.50% (fixed). Payments will be made to NED, Inc. This is the process approved by the Nebraska Department of Economic Development (DED) to de-federalize CDBG funds in the local communities. NED, Inc. will have a subordinate UCC lien on the business personal property and will require a life insurance assignment from Ms. Smith for the amount of the loan for the life of the loan. Other funds include \$10,000 from the Wayne Area Economic Development (WAED) with a 10 year term at 0.00% interest. The Northeast RLF Committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary discussion and recommends this loan for approval.

4. [Resolution 2018-19: Approving a Community Development Block Grant Loan in the amount of \\$22,000 to Greta Smith, d/b/a “The Flower Cellar,” and Sub-Granting the \\$22,000 CDBG Funds to NED, Inc., to loan to Greta Smith, utilizing the Non-Profit Development Organization process as presented and recommended by NENEDD staff and the Northeast Revolving Loan Fund Committee](#)
5. Presentation by Bernie Cevera, Managing Consultant with Guernsey, on “Diesel Engine Generator Addition”

Background: Bernie was retained by the City in 2016 to help it through the electric issues the City was facing as it transitioned away from NPPD as its sole energy provider. Bernie was contracted separately to look into new electric generation for the City of Wayne, mainly a 9MW fast-start unit. He is now giving an alternative to an incremental upgrade with smaller units. He will be at the meeting to discuss his findings, and suggest the next steps with this process.

6. [Ordinance 2018-5: Directing the Sale of Lots 22, 23, and 24, Block 10, College Hill Addition to the Community Redevelopment Authority \(Third and Final Reading\)](#)
7. [Ordinance 2018-6: Amending Wayne Municipal Code Title V Public Works, Chapter 53 Water System, Section 53.038 Approval \(Third and Final Reading\)](#)
8. [Ordinance 2018-7: Rezoning Property from B-1 Highway Business to R-4 Residential — Lot 2, Benscoter Addition PUD Replat 2 \(Second Reading\)](#)
9. [Ordinance 2018-8: Amending Wayne Municipal Code Title XV Land Usage, Section 152.131 Fences and Screens \(Second Reading\)](#)
10. [Resolution 2018-20: Amending Rental Agreement for the use of the City Auditorium and/or North Meeting Room](#)

Background: City Attorney and staff have had discussion on when a Special Designated License (SDL) for alcohol is required. Much of our discussion has turned to City owned facilities. We would like to amend the rental agreement to require a SDL if alcohol will be on the premises (no matter if it is for sale or given away for free and brought in by the renter).

11. [Resolution 2018-21: Amending Rental Agreement for the use of the Fire Hall Meeting Room](#)

Background: City Attorney and staff have had discussion on when a Special Designated License (SDL) for alcohol is required. Much of our discussion has turned to City owned facilities. We would like to amend the rental agreement to require a SDL if alcohol will be on the premises (no matter if it is for sale or given away for free and brought in by the renter).

12. Discussion in regard to amending the Schedule of Fees (e.g. fence permit, right-of-way permit, pool, etc.)

Background: Fee schedules are looked at from time to time to make sure the City is in line with its peers, as well as to adapt to new rules and regulations. A fee schedule is set by resolution, so this agenda item is for discussion only. Staff would like to discuss the new fence permit fee, consider adding a Right-of-Way permit (and eliminating others under this permit, for example, sidewalk, driveway, etc.), and discuss pool passes for additional “family” members on this pass (for example, babysitter, grandparent).

13. Action to accept the resignation of Mayor Ken Chamberlain effective April 15, 2018

14. Adjourn

**MINUTES
CITY COUNCIL MEETING
March 20, 2018**

The Wayne City Council met in regular session at City Hall on Tuesday, March 20, 2018, at 5:30 o'clock P.M. Mayor Ken Chamberlain called the meeting to order with the following in attendance: Councilmembers Cale Giese, Rod Greve, Jon Haase, Terri Buck, Jason Karsky, Matt Eischeid, and Jill Brodersen; City Attorney Amy Miller; City Administrator Wes Blecke; and City Clerk Betty McGuire. Absent: Councilmember Jennifer Sievers.

Notice of the convening meeting was given in advance by advertising in the Wayne Herald on March 8, 2018, and a copy of the meeting notice and agenda were simultaneously given to the Mayor and all members of the City Council. All proceedings hereafter shown were taken while the Council convened in open session.

Councilmember Haase made a motion, which was seconded by Councilmember Giese, whereas, the Clerk has prepared copies of the Minutes of the meeting of March 6, 2018, and that each Councilmember has had an opportunity to read and study the same, and that the reading of the Minutes be waived and declared approved. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried and the Minutes approved.

The following claims were presented to Council for their approval:

VARIOUS FUNDS: APPEARA, SE, 46.76; BACKFLOW APPARATUS, SU, 792.85; BAKER & TAYLOR BOOKS, SU, 844.01; BAKER, ISAAC, RE, 79.74; BARONE SECURITY SYSTEMS, SE, 138.00; BATTERY SOLUTIONS, SU, 109.95; BRIAN PLANTZ, RE, 200.00; CARDENAS, MARIBEL, RE, 1.36; CITY EMPLOYEE, RE, 1425.22; CITY EMPLOYEE, RE, 191.66; CITY EMPLOYEE, RE, 424.41; CITY EMPLOYEE, RE, 211.23; CITY EMPLOYEE, RE, 403.01; CITY EMPLOYEE, RE, 1363.42; CITY EMPLOYEE, RE, 106.98; CITY OF WAYNE, RE, 1666.67; CITY OF WAYNE, PY, 72136.13; CLARK EQUIPMENT COMPANY, SU, 50049.03; CUMING CO. COURT, RE, 300.00; DANKO EMERGENCY EQUIPMENT, SU, 105.00; DAS STATE ACCTG-CENTRAL FINANCE, SE, 67.73; DAVE'S DRY CLEANING, SE, 63.00; DEARBORN NATIONAL LIFE, SE, 2410.14; DUTTON-LAINSON COMPANY, SU, 850.88; ECHO GROUP, SU, 234.01; FLOOR MAINTENANCE, SU, 844.58; GROSSENBURG IMPLEMENT, SU, 26.59; HILAND DAIRY, SE, 80.95; ICMA, SE, 9698.29; INGRAM LIBRARY SERVICES, SU, 587.54; INTERSTATE BATTERY SYSTEM, SU, 245.24; JACK'S UNIFORMS, SU, 614.24; JENKINS, JACI, RE, 102.74; KATHLEEN A LAUGHLIN, CHAPTER 13 TRUSTEE, RE, 243.00; KTCH, SE, 644.00; LEAGUE OF

NEBRASKA MUNICIPALITIES, FE, 1500.00; LUNDAHL, EARL, FE, 350.00; METERING & TECHNOLOGY SOLUTIONS, SU, 2910.28; MIDWEST LABORATORIES, SE, 161.50; NE SALT & GRAIN CO, SU, 1,790.58; NPPD, SE, 317929.86; NICOLE WEHRER, RE, 500.00; NORFOLK DAILY NEWS, SE, 75.00; NNEDD, SE, 1320.00; NORTHEAST NEBRASKA NEWS, SU, 32.00; NORTHEAST POWER, SE, 31.01; OLLIS BOOK CORP/OLYMPIA BOOK CO, SU, 94.19; ORIENTAL TRADING CO, SU, 103.39; OVERDRIVE, INC, SU, 363.83; PITNEY BOWES, SE, 1497.56; QUALITY 1 GRAPHIC, SU, 125.00; QUALITY FOOD CENTER, SU, 100.09; ROBBIE GAMBLE, RE, 92.18; ROBERT WOehler & SONS, SE, 600.00; SHOPKO, SU, 82.95; SPARKLING KLEAN, SE, 3674.95; STAPLES ADVANTAGE, SU, 36.25; STATE NEBRASKA BANK & TRUST, RE, 950.00; SUNSET LAW ENFORCEMENT, SU, 2571.42; UTILITIES SECTION, FE, 480.00; VERIZON, SE, 317.98; WAYNE AUTO PARTS, SU, 818.84; WAYNE COUNTY CLERK, SE, 16.00; WAYNE COUNTY COURT, RE, -300.00; WAYNE COUNTY COURT, RE, 150.00; WAYNE HERALD, SE, 2060.85; WAYNE HERALD, SU, 48.00; AMAZON.COM, SU, 304.88; AMERICAN BACKFLOW, FE, 75.00; AMERITAS, SE, 60.16; AMERITAS, SE, 2536.00; AMERITAS, SE, 126.31; AMERITAS, SE, 72.00; APPEARA, SE, 54.00; BORDER STATES INDUSTRIES, SU, 27510.72; BROWN PLUMBING, SE, 134.15; BSN SPORTS, SU, 280.00; C. H. GUERNSEY & COMPANY, SE, 672.00; CITIZENS STATE BANK, RE, 4901.60; CORE & MAIN, SU, 436.51; CORNERSTONE LLC, RE, 250.00; COURTNEY MAAS, RE, 74.58; CRESCENT ELECTRIC SUPPLY, SU, 117.45; EAKES OFFICE PLUS, SE, 326.22; ECHO GROUP, SU, 136.09; GALE/CENGAGE LEARNING, SU, 59.48; HAWKINS, SU, 956.78; HILAND DAIRY, SU, 43.33; IRS, TX, 12445.16; IRS, TX, 9254.09; IRS, TX, 2910.56; MARCO TECHNOLOGIES, SE, 169.61; MCLAURY ENGINEERING, SE, 236.00; NE DEPT OF REVENUE, TX, 3727.84; NE DEPT OF TRANSPORTATION, FE, 5.00; NE PUBLIC HEALTH ENVIRONMENTAL LAB, SE, 108.00; NORFOLK DAILY NEWS, SU, 159.00; NORTHEAST POWER, SE, 12842.38; STAPLES ADVANTAGE, SU, 352.63; UNITED HEALTHCARE, SE, 35527.48; USA BLUE BOOK, SU, 351.08; WAYNE RENTALS, RE, 973.18; WESCO, SU, 115.56; WESTERN RIDGE III, RE, 10442.78; WINDOM RIDGE, RE, 3033.99; ZEE MEDICAL SERVICE, SU, 102.95

Councilmember Haase made a motion, which was seconded by Councilmember Greve, to approve the claims. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Mayor Chamberlain advised the public that a copy of the Open Meetings Act was located on the south wall of the Council Chambers and was available for public inspection. In addition, he advised the public that the Council may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

Phil Monahan, Fire Chief, introduced Dennis Mosley and requested Council consideration to approving his membership application to the Wayne Volunteer Fire Department.

Councilmember Giese made a motion, which was seconded by Councilmember Haase, approving the membership application of Dennis Mosely to the Wayne Volunteer Fire Department. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Rusty Parker, representing the Wayne Country & Golf Club, was present concerning their application for an addition to their liquor license premises. They are requesting Council approval to having the new description read as follows: **two-story clubhouse approximately 48'x48' including the entire golf course of approximately 165 acres.** Mr. Parker noted that once the clubhouse addition is completed, they would again be back before Council requesting an amendment to the description on the liquor license premises.

Councilmember Brodersen made a motion, which was seconded by Councilmember Giese, approving the Application for Addition to Liquor License Premises – Wayne Country & Golf Club (new description to read: two-story clubhouse approximately 48'x48' including the entire golf course of approximately 165 acres). Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Mayor Chamberlain requested Council consideration to the appointment of Galen Wiser to the Civil Service Commission.

Councilmember Eischeid made a motion, which was seconded by Councilmember Buck, approving the appointment of Galen Wiser to the Civil Service Commission. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Mayor Chamberlain requested Council consideration to the appointment of Deb Finn to the Civil Service Commission.

Councilmember Eischeid made a motion, which was seconded by Councilmember Buck, approving the appointment of Deb Finn to the Civil Service Commission. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Pam Adams, Marketing Manager/Account Executive, Shane Morris, Network Operations Manager, and Cory Sandoz, Supervisor, of American Broadband updated the Council on current services provided to the City of Wayne and gave a report of planned network upgrades to provide higher speeds for residential and business customers.

Mayor Chamberlain declared the time was at hand for the public hearing regarding the submittal of a grant application for the purchase of an additional handi-van.

The Wayne Senior Center is submitting a grant application to the State of Nebraska Department of Roads (NDOR) for funds to purchase a seven-passenger Dodge van. This vehicle will replace the 2008 seven-passenger Chevy Uplander van. The total cost of the van is \$23,000, of which the Federal share is 80% or \$18,400, State share is 10% or \$2,300 and the City's share is 10% or \$2,300. Any maintenance done to this new van after it is purchased will be paid for 100% by the NDOR. The 2008 handi-van will be put up for sealed bids or offers, and the City will be able to keep anything under \$5,000.

City Clerk McGuire had not received any comments for or against this public hearing.

There being no further comments, Mayor Chamberlain closed the public hearing.

Councilmember Giese introduced Resolution 2018-16, and moved for its approval; Councilmember Greve seconded.

RESOLUTION NO. 2018-16

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR NEBRASKA PUBLIC TRANSPORTATION ACT FUNDS FOR THE PURCHASE OF A HANDI-VAN.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Mayor Chamberlain stated the time was at hand for the public hearing to consider the Planning Commission's recommendation concerning a request to rezone property (Lot 2, Benscoter Addition PUD Replat 2) from B-1 Highway Business to R-4 Residential. The applicant for the rezoning request is Lou Benscoter.

The Planning Commission reviewed the matter at their public hearing on March 5, 2018, and forwarded a recommendation to approve the same subject to the following "Findings of Fact:"

- Consistency with the Comprehensive Plan and the current and future land use maps;

Lou Benscoter was present to answer questions. He noted that all zoning around this property is R-4, which is the reason for the R-4 request, even though he plans on putting in single-family housing. Designating it as R-1 would have been spot zoning.

City Clerk McGuire had not received any comments, either verbal or in writing, for or against this public hearing.

There being no further comments, Mayor Chamberlain closed the public hearing.

Councilmember Brodersen introduced Ordinance No. 2018-7, and moved for approval thereof; Councilmember Eischeid seconded.

ORDINANCE NO. 2018-7

AN ORDINANCE AMENDING THE ZONING MAP AND CHANGING THE ZONING OF PROPERTY LEGALLY DESCRIBED AS LOT 2, BENSCOTER ADDITION PUD REPLAT 2, WAYNE COUNTY, NEBRASKA, FROM B-1 HIGHWAY BUSINESS DISTRICT TO R-4 RESIDENTIAL DISTRICT.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

The second reading will take place at the next meeting.

Mayor Chamberlain stated the time was at hand for the public hearing to consider the Planning Commission's recommendation concerning the Final Plat for the "Southwest Addition." The applicant for the request is the City of Wayne.

The Planning Commission reviewed the matter at their public hearing on March 5, 2018, and forwarded a recommendation to approve the same subject to the following "Finding of Fact:"

- Staff's recommendation.

This plat will allow two of the property owners south of Victor Park to swap some small parts of their property. It will also allow the City to obtain the property on which lies the south driveway and the trailhead. In exchange for this, the City is creating an outlot along the north edge of the property, which we will grant the property owner to the west an easement in order to create a future access, which could someday become a city street, if necessary, for development behind the park.

City Clerk McGuire had not received any comments, either verbal or in writing, for or against this public hearing.

There being no further comments, Mayor Chamberlain closed the public hearing.

Councilmember Eischeid introduced Resolution 2018-17, and moved for its approval; Councilmember Brodersen seconded.

RESOLUTION NO. 2018-17

A RESOLUTION APPROVING THE FINAL PLAT FOR THE "SOUTHWEST ADDITION" OF THE CITY OF WAYNE, WAYNE COUNTY, NEBRASKA.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Mayor Chamberlain stated the time was at hand for the public hearing to consider the Planning Commission's recommendation in regard to amending the Wayne Municipal Code, Title XV Land Usage, Section 152.131 Fences and Screens.

The Planning Commission reviewed this matter at their public hearing on March 5, 2018, and forwarded a recommendation to approve the same subject to the following “Finding of Fact:”

- Staff’s recommendation.

Section 152.131 is proposed to be amended as follows:

§ 152.131 FENCES AND SCREENS.

Except as otherwise specifically provided in this chapter and in other codes and regulations, the following regulations shall apply to the construction of fences and screening.

(A) No **non-agricultural** fence shall be constructed **without a permit and no fence or screen may be constructed** which will constitute a traffic hazard.

(B) No fence shall be constructed in such a manner or be of such design as to be hazardous or dangerous to persons or animals.

(C) Any fence which is designed or constructed with one side being a finished side, or more visually appealing than the other side, shall be built with that side facing the neighboring properties and street.

(D) (1) Fences separating residential land uses shall not exceed six feet in height.

(2) Fences separating residential and non-residential land uses or between two non-residential land uses shall not exceed eight feet in height.

(E) No fence, except fences erected upon public or parochial school grounds or in public parks and in public playgrounds, shall be constructed of a height greater than eight feet; however, the Board of Adjustment may, by granting a variance, authorize the construction of a fence higher than eight feet if the Board of Adjustment finds the public welfare is preserved.

(F) Where fences, screens or obstructions are constructed to **obstruct prohibit** view of ~~obstacles such as garbage cans, air conditioners, open storage and similar uses,~~ **from one side of the fence, screen, or obstruction to the other side, fences or screens shall not exceed the height specified for residential and non-residential areas; and, further,** no such screen or fence shall be located in the front yard, ~~or in the side yard, except the obstruction may be constructed in the side yards; providing, it is located between the rear property lines and the front building lines of the principal structure~~ **when a sidewalk exists on the adjacent terrace. No such screen or fence shall be located within 20 feet of the back of the curb of the adjacent street. The placement of a future sidewalk in the adjacent terrace shall require such screen or fence to be removed from the front yard.**

City Clerk McGuire had not received any comments, either verbal or in writing, for or against this public hearing.

There being no further comments, Mayor Chamberlain closed the public hearing.

Councilmember Eischeid introduced Ordinance No. 2018-8, and moved for approval thereof; Councilmember Brodersen seconded.

ORDINANCE NO. 2018-8

AN ORDINANCE AMENDING TITLE XV LAND USAGE, CHAPTER 152 ZONING, SPECIFICALLY SECTION 152.131 FENCES AND SCREENS; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried. The second reading will take place at the next meeting.

Councilmember Giese introduced Ordinance 2018-3, and moved for approval of the second reading thereof; Councilmember Brodersen seconded.

ORDINANCE NO. 2018-3

AN ORDINANCE TO AMEND WAYNE MUNICIPAL CODE TITLE VII TRAFFIC CODE, SECTION 78-130 PROHIBITED PARKING; SOUTHEAST QUADRANT OF THE CITY; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES AND SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Giese made a motion, which was seconded by Councilmember Eischeid, to suspend the statutory rules requiring ordinances to be read by title on three different days. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Giese a motion, which was seconded by Councilmember Eischeid, to move for final approval of Ordinance No. 2018-3. Mayor Chamberlain stated the motion, and

the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Eischeid introduced Ordinance 2018-4, and moved for approval of the second reading thereof; Councilmember Brodersen seconded.

ORDINANCE NO. 2018-4

AN ORDINANCE TO AMEND WAYNE MUNICIPAL CODE TITLE VII TRAFFIC CODE, SECTION 78-131 RESTRICTED PARKING 12:00 MIDNIGHT TO 5:00 A.M.; SOUTHEAST QUADRANT OF THE CITY; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES AND SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Eischeid made a motion, which was seconded by Councilmember Brodersen, to suspend the statutory rules requiring ordinances to be read by title on three different days. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Eischeid a motion, which was seconded by Councilmember Brodersen, to move for final approval of Ordinance No. 2018-4. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Brodersen introduced Ordinance 2018-5, and moved for approval of the second reading thereof; Councilmember Giese seconded.

ORDINANCE NO. 2018-5

AN ORDINANCE DIRECTING THE SALE OF LOTS 22, 23, AND 24, BLOCK 10, COLLEGE HILL ADDITION TO THE CITY OF WAYNE, WAYNE COUNTY, NEBRASKA, TO THE COMMUNITY REDEVELOPMENT AUTHORITY.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried. The third and final reading will take place at the next meeting.

Councilmember Brodersen introduced Ordinance 2018-6, and moved for approval of the second reading thereof; Councilmember Eischeid seconded.

ORDINANCE NO. 2018-6

AN ORDINANCE TO AMEND WAYNE MUNICIPAL CODE TITLE V PUBLIC WORKS, CHAPTER 53 WATER SYSTEM, SECTION 53.038 APPROVAL; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried. The third and final reading will take place at the next meeting.

Administrator Blecke stated the following Resolution would approve JEO Consulting Group as the engineer on the CIS Grant No. 16-CD-108 – ADA Curb Ramp Project.

A Committee was put together to review the Requests for Qualifications (RFQ) for an engineer to oversee the CIS Grant No. 16-CD-108 – ADA Curb Ramp Project. Six RFQ's were received, and the Committee, along with Jan Merrill of the Northeast Nebraska Economic Development District, reviewed, discussed, and scored those proposals, and are recommending the firm of JEO Consulting Group be approved as the engineer on this project.

Councilmember Giese introduced Resolution 2018-18, and moved for its approval; Councilmember Greve seconded.

RESOLUTION NO. 2018-18

A RESOLUTION APPOINTING JEO CONSULTING GROUP AS THE SPECIAL ENGINEER TO BE USED ON THE ADA CURB RAMP PROJECT WHICH IS IN CONJUNCTION WITH CDBG COMPREHENSIVE INVESTMENT AND STABILIZATION GRANT NO. 16-CD-108.

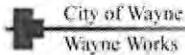
Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried.

Councilmember Brodersen made a motion, which was seconded by Councilmember Buck, to enter into executive session to discuss personnel matters (City Administrator evaluation), to protect the needless injury to the reputation of the City Administrator, and to allow Attorney Miller and City Clerk McGuire to also be in attendance. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried, and executive session began at 6:11 p.m.

Mayor Chamberlain again stated that the matter to be discussed in execution session relates to the evaluation of the City Administrator.

Councilmember Brodersen made a motion, which was seconded by Councilmember Haase, to resume open session. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried, and open session resumed at 6:37 p.m.

Councilmember Giese made a motion, which was seconded by Councilmember Buck, to adjourn the meeting. Mayor Chamberlain stated the motion, and the result of roll call being all Yeas, with the exception of Councilmember Sievers who was absent, the Mayor declared the motion carried and the meeting adjourned at 6:37 p.m.



Vendor	Payable Description	Payment Total
APPEARA	LINEN & MAT SERVICE	104.51
BATTERY SOLUTIONS, LLC	BATTERY RECYCLING BUCKET	219.90
BLACK HILLS ENERGY	GAS BILLS	1,786.44
BOMGAARS	EXTENSION CORD/WRENCH SET-FD	172.96
CENTURYLINK	TELEPHONE CHARGES	417.03
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	155.33
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	340.47
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	3,032.99
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	273.97
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	1,156.25
CITY EMPLOYEE	MEDICAL/VISION REIMBURSEMENT	4,153.00
CITY EMPLOYEE	CLOTHING REIMBURSEMENT	153.70
CLAUSSEN, HEIDI	RUN CLUB LOGO DESIGN	200.00
CORE & MAIN LP	I PERL WATER METERS	1,169.68
DAS STATE ACCTG-CENTRAL FINANCE	TELECOMMUNICATION CHARGES	448.00
DEARBORN NATIONAL LIFE	VFD INSURANCE	106.64
DEMCO INC	STICKERS/BOOKMARKS/BAGS	138.89
DEVAN COLLINS	BUILDING RAZING DEPOSIT REFUND	250.00
DGR & ASSOCIATES CO	ELECTRICAL ENGINEERING MAPPING/CONVERSION	213.00
ECHO GROUP INC JESCO	BULBS/RELAY	11.31
ESRI	ARCGIS/ARCPAD MAINTENANCE	1,625.62
FAIRFIELD INN & SUITES BY MARRIOTT	LODGING-ECHTENKAMP/LISTON	379.80
FLOOR MAINTENANCE	LIDS/GLOVES/PLATES	248.15
GARRY POUTRE	AUDITORIUM DEPOSIT/RENTAL REFUND	400.00
GROSSENBURG IMPLEMENT INC	HOSE/CLAMP	22.44
HASEMANN, SCOTT	ENERGY INCENTIVE	500.00
HILAND DAIRY	SENIOR CENTER FOOD SERVICE	46.09
ICC	MEMBERSHIP DUES	135.00
ICMA RETIREMENT-FIRST NATL BANK -MARYLAND	PAYROLL RETIREMENT	9,619.44
INTERSTATE BATTERY SYSTEM	BATTERIES	227.90
JAMES RUSK	AUDITORIUM DEPOSIT REFUND	150.00
JEO CONSULTING GROUP	SLUDGE RESEARCH REPORT	1,347.50
KATHLEEN A LAUGHLIN, CHAPTER 13 TRUSTEE	PAYROLL DEDUCTION	243.00
KELLY SUPPLY COMPANY	GAUGES/PIPE FITTINGS	96.73
KRISTIE MARTIN	AUDITORIUM DEPOSIT REFUND	200.00
LEAGUE OF NEBRASKA MUNICIPALITIES	NCMA ANNUAL CONFERENCE-W BLECKE	100.00
LUTT, STEVE	PAINT-HANK OVERIN	94.12
MCLAURY ENGINEERING, INC	DORCEY ZONING REPLAT	875.00
MIDLAND COMPUTER	EMAIL SOFTWARE LICENSING	2,730.00
MIDWEST SERVICE & SALES	SNOW PLOW BLADE/EDGING	926.13

Vendor	Payable Description	Payment Total
NE RURAL WATER	ANNUAL CONFERENCE REGISTRATION	750.00
NORTHEAST NE ECONOMIC DEV DIST	WRLF FEB 2018 SERVICES	15.00
OLSSON ASSOCIATES	RICE COMPLIANCE-NDEQ PERMIT	102.75
POSTMASTER	BACKFLOW SURVEYS POSTAGE	91.62
PROPERTY EXCHANGE PARTNERS	DOWN PAYMENT ASSISTANCE	16,400.00
QUALITY 1 GRAPHIC	DECAL ON VEHICLE LIFT GATE	100.00
ROBERTSON IMPLEMENT CO	AIR FILTERS/PLUGS	20.66
SANDY BROWN	FACEBOOK AD	10.00
SIEVERS FARMS	PAYLOADER/EXCAVATOR-LAGOON SLUDGE	1,740.00
STADIUM SPORTING GOODS	REC SOCCER/RUN CLUB T SHIRTS	1,513.00
THE SEED SOURCE	FIREHALL DEPOSIT REFUND	200.00
TIM REINKE	FIREMAN-MILEAGE/HOTEL/REGISTRATION REIMBURSEMENT	427.88
TOM'S BODY & PAINT SHOP	BUMPER REPAIR	110.00
VAC - SHACK	VACUUM FILTERS/BELTS	48.64
VAN DIEST SUPPLY	WEED CONTROL	682.50
VIAERO WIRELESS	CELL PHONE	116.80
VOLKMAN PLUMBING & HEAT	CAC FOUNTAIN BOTTLE FILLER REPAIR	232.00
WESCO DISTRIBUTION INC	LABEL ON TRANSFORMERS	1,151.32
WISNER WEST	FD GASOLINE	194.24
WOLFE CUSTOM HOMES	BUILDING PERMIT DEPOSIT REFUND	250.00
	Grand Total:	58,627.40

Wayne City Council Meeting Agenda

Object: Approve a \$22,000 Community Development Block Grant (CDBG) loan to Greta Smith, d/b/a the Flower Cellar; sub-grant funds to Northeast Economic Development, Inc. (NED, Inc.)

Contact Persons: Jeff Christensen, NENEDD Business Loan Specialist

For: Action

Loan Applicant: – Greta Smith, d/b/a the Flower Cellar – 221 N. Main St. - Wayne

This loan is being approved using Wayne's CDBG funds that will be sub-granted to NED, Inc. utilizing the NDO process (Non-Profit Development Organization) NED, Inc. will loan the funds to Greta Smith.

I. Project Overview and Description:

Greta Smith is planning to start her own business, the Flower Cellar to be located at 221 N. Main St. in Wayne. The Flower Cellar will continue the tradition of offering unique and high quality fresh flowers, wine, gifts and services that have been provided by Flowers & Wine for the last 13 years. She will be purchasing Flowers & Wine inventory, supplies, equipment and lease the building and change the name to The Flower Cellar. The location already functions as a floral and gift shop equipped with coolers, equipment and storage.

The Flower Cellar will have flowers, wine and gifts displayed in an open but cozy and inviting building with 'industrial chic' elements – wood, metal and warm neutral colors. These items will include several local and other Nebraska products. The design space, currently in the back, will be moved to the front area to be easily accessible to customers. Due to the nature of her work with water, dirt and plants, the current carpet & jewelry cases will be removed and replaced with vinyl flooring and display cases that can be easily cleaned and moved. There will also be private comfortable areas designed for funeral and wedding consultation.

Total project costs are estimated to be \$71,000 to purchase equipment, inventory, supplies and a delivery vehicle to start the Flower Cellar. BankFirst and Greta are requesting that the City of Wayne provide a loan in the amount of \$22,000 towards the project. BankFirst will provide a loan of up to \$31,000 and the Wayne Area Economic Development Industries (WAEDI) will provide \$10,000 for the same plus a new awing. Greta will provide equity of \$8,000 in cash for the project. The project will create two jobs.

II. Sources and Uses

Source	Bank	Wayne RLF	WAED	Equity	Total
Inventory/Supplies	-0-	\$15,000	-0-	-0-	\$15,000
New Inventory	\$13,000	\$7,000	-0-	-0-	\$20,000
Flooring	\$8,000	-0-	-0-	-0-	\$8,000
Leasehold Improvements	\$1,900	-0-	\$4,000	\$5,700	\$11,600
Furniture, Fixtures, Equipment	-0-	-0-	-0-	\$400	\$400
Awning	-0-	-0-	\$6,000	-0-	\$6,000
Vehicle	\$8,100	-0-	-0-	\$1,900	\$10,000
Total	\$31,000	\$22,000	\$10,000	\$8,000	\$71,000

III. Proposed Loan Package and Related Collateral:

BankFirst will provide a loan of up to \$22,900 for this project. The bank's loan of will be amortized over 10 years at an interest rate of 6.00% (variable). The bank will also lend approximately \$8,100 to purchase a used delivery vehicle; rate and term to be determined pending year of vehicle. The bank will secure its loans with a blanket UCC on business assets and title to the vehicle being purchased. The City of Wayne will lend \$22,000 for this project. These funds will be sub-granted to NED, Inc., as a Non-profit Development Organization (NDO), who will in turn lend the \$22,000 to Greta Smith for this project. The \$22,000 NDO loan will also have a 10 year term at 4.50% (fixed). Payments will be made to NED, Inc. This is the process approved by the Nebraska Department of Economic Development (DED) to de-federalize CDBG funds in our local communities.

NED, Inc. will have a subordinate UCC lien on the business personal property and will require a life insurance assignment from Greta for the amount of the loan for the life of the loan.

Other funds include \$10,000 from the Wayne Area Economic Development (WAED) with a 10 year term at 0.00% interest.

The Northeast RLF Committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary discussion and recommends this loan for approval.

Motion: To approve a Wayne CDBG loan of \$22,000 to Greta Smith to start the Flower Cellar, and sub-grant the \$22,000 CDBG funds to NED, Inc. to loan to Greta Smith utilizing the Non-Profit Development Organization (NDO) process as presented and recommended by NENEDD staff and the Northeast RLF Committee.

RESOLUTION NO. 2018-19

A RESOLUTION APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) LOAN TO GRETA SMITH, D/B/A THE FLOWER CELLAR, AND SUB-GRANTING CDBG FUNDS TO NEBRASKA ECONOMIC DEVELOPMENT, INC.

WHEREAS, the City of Wayne, Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as Amended for Small Cities Community Development Block Grant Program; and

WHEREAS, the City of Wayne, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for the amount of \$22,000 of CDBG funds will be used to purchase inventory, furniture, fixtures, equipment, a delivery vehicle and building updates, to start a local business, The Flower Cellar, located at 221 N. Main Street in Wayne. Other funds include bank financing, WAED funds, and owner equity. The Wayne CDBG funds will be used for activities that will meet the CDBG national objective of benefiting low-to-moderate income persons and will create two new full-time equivalent jobs. The CDBG funded activities are not likely to result in the residential displacement of people.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Wayne, Nebraska, that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents, or other memoranda between the City of Wayne and NED, Inc., for this CDBG Loan.

PASSED AND APPROVED this 3rd day of April, 2018.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk

[Back to Top](#)

ORDINANCE NO. 2018-5

AN ORDINANCE DIRECTING THE SALE OF LOTS 22, 23, AND 24, BLOCK 10, COLLEGE HILL ADDITION TO THE CITY OF WAYNE, WAYNE COUNTY, NEBRASKA, TO THE COMMUNITY REDEVELOPMENT AUTHORITY.

BE IT ORDAINED by the Mayor and the Council of the City of Wayne, Nebraska:

Section 1. The Mayor and City Council are directed to convey by Quitclaim Deed to the Community Redevelopment Authority of the City of Wayne, Nebraska, a tract of land legally described as:

Lots 22, 23, and 24, Block 10, College Hill Addition to the City of Wayne, Wayne County, Nebraska,

for the sum of \$1.00 and other valuable consideration.

Section 2. Notice of the sale and the terms contained in Section 1 shall be published for three consecutive weeks in the Wayne Herald, provided that if a remonstrance against said sale signed by legal electors thereof equal in number to 30% of the electors of the City voting at the last regular municipal election held therein, be filed with the governing body within thirty days of the passage and publication of this ordinance, said property shall not then, nor within one year thereafter, be sold.

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

PASSED AND APPROVED this 3rd day of day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

ORDINANCE NO. 2018-6

AN ORDINANCE TO AMEND WAYNE MUNICIPAL CODE TITLE V PUBLIC WORKS, CHAPTER 53 WATER SYSTEM, SECTION 53.038 APPROVAL; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and Council of the City of Wayne, Nebraska.

Section 1. That Title V, Chapter 53, Section 53.038 of the Municipal Code of Wayne, is hereby amended as follows:

53.038 APPROVAL.

All supply pipes, service pipes, stopboxes, water meters, remote meter readouts and other required meter apparatus shall be approved as to quality **and location** by the Water Commissioner or his or her authorized agent.
(2002 Code, § 82-152)

Section 2. The original Section and any other sections in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in full force from and after its passage, approval, and publication or posting, as required by law.

PASSED AND APPROVED this 3rd day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

ORDINANCE NO. 2018-7

AN ORDINANCE AMENDING THE ZONING MAP AND CHANGING THE ZONING OF PROPERTY LEGALLY DESCRIBED AS LOT 2, BENSCOTER ADDITION PUD REPLAT 2, WAYNE COUNTY, NEBRASKA, FROM B-1 HIGHWAY BUSINESS DISTRICT TO R-4 RESIDENTIAL DISTRICT.

BE IT ORDAINED by the Mayor and Council of the City of Wayne, Nebraska.

Section 1. That the real estate area shown on the attached map be changed and rezoned from B-1 (Highway Business) to R-4 (Residential). The area being rezoned is described as:

Lot 2, Benscoter Addition PUD Replat 2, Wayne County, Nebraska.

Section 2. That the Planning Commission held a public hearing on March 5, 2018, regarding this rezoning request, and have recommended approval thereof subject to the following "Findings of Fact:"

- Consistency with the Comprehensive Plan and the current and future land use maps;

Section 3. The official zoning map shall be forthwith changed by the zoning officials to properly show the real estate hereinabove described as now in an R-4 (Residential District) zone.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby amended and repealed.

Section 5. This ordinance shall take effect and be in full force from and after its passage, approval, and publication or posting as required by law.

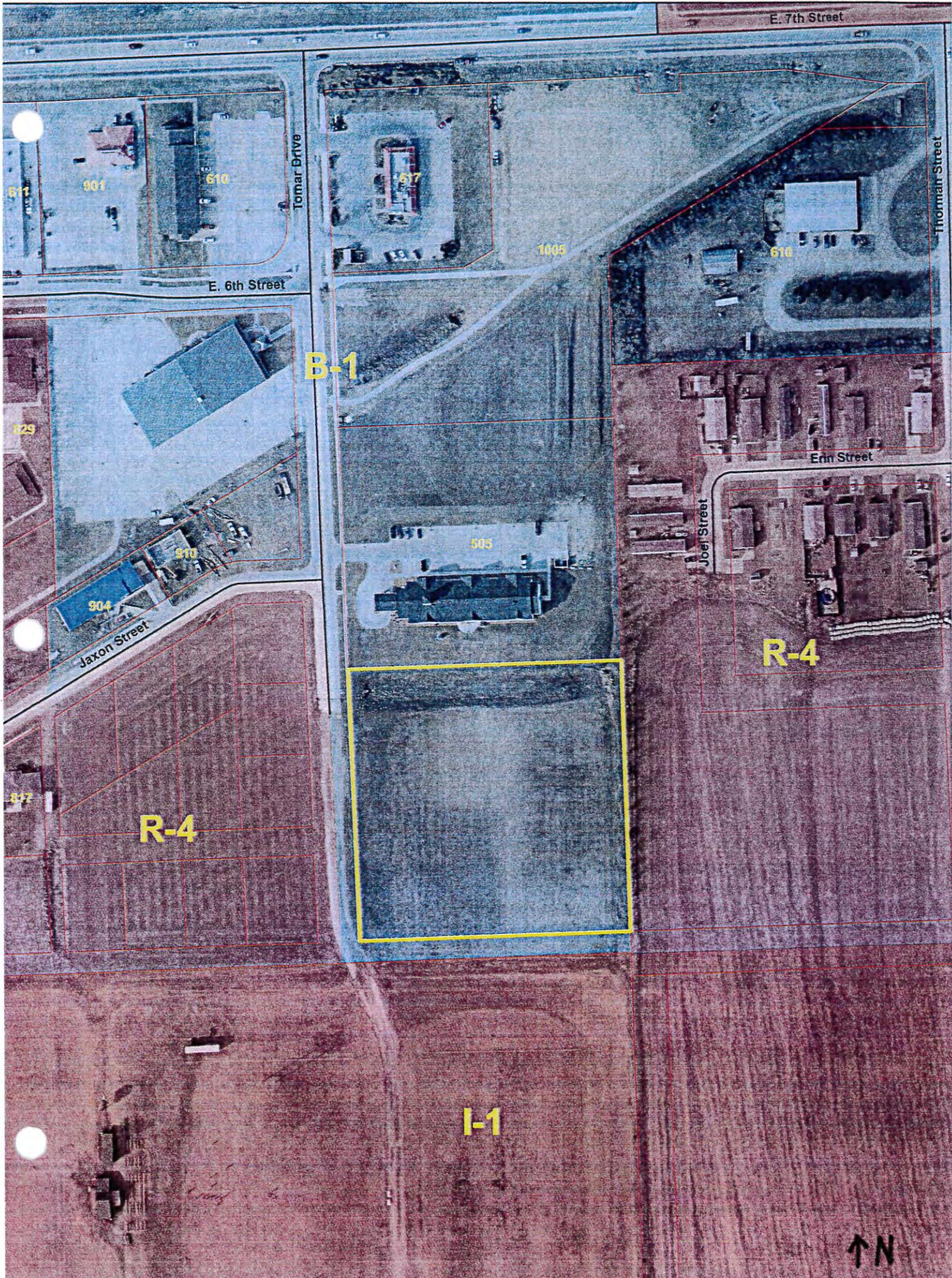
PASSED AND APPROVED this ____ day of April, 2018.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk



E. 7th Street

Tomar Drive

Thorman Street

E. 6th Street

B-1

Erin Street

Joel Street

Jaxon Street

R-4

R-4

I-1

↑ N

ORDINANCE NO. 2018-8

AN ORDINANCE AMENDING TITLE XV LAND USAGE, CHAPTER 152 ZONING, SPECIFICALLY SECTION 152.131 FENCES AND SCREENS; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; AND TO PROVIDE FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and Council of the City of Wayne, Nebraska:

Section 1. That Title XV, Chapter 152, Section 152.131 of the Wayne Municipal Code is hereby amended to read as follows:

§ 152.131 FENCES AND SCREENS.

Except as otherwise specifically provided in this chapter and in other codes and regulations, the following regulations shall apply to the construction of fences and screening.

(A) No **non-agricultural** fence shall be constructed **without a permit and no fence or screen may be constructed** which will constitute a traffic hazard.

(B) No fence shall be constructed in such a manner or be of such design as to be hazardous or dangerous to persons or animals.

(C) Any fence which is designed or constructed with one side being a finished side, or more visually appealing than the other side, shall be built with that side facing the neighboring properties and street.

(D) (1) Fences separating residential land uses shall not exceed six feet in height.

(2) Fences separating residential and non-residential land uses or between two non-residential land uses shall not exceed eight feet in height.

(E) No fence, except fences erected upon public or parochial school grounds or in public parks and in public playgrounds, shall be constructed of a height greater than eight feet; however, the Board of Adjustment may, by granting a variance, authorize the construction of a fence higher than eight feet if the Board of Adjustment finds the public welfare is preserved.

(F) Where fences, screens or obstructions are constructed to ~~obstruct~~ prohibit view ~~of obstacles such as garbage cans, air conditioners, open storage and similar uses~~, from one side of the fence, screen, or obstruction to the other side, fences or screens shall not exceed the height specified for residential and non-residential areas; and, further, no such screen or fence shall be located in the front yard, or in the side yard, except the obstruction may be constructed in the side yards; providing, it is located between the rear property lines and the front building lines of the principal structure when a sidewalk exists on the adjacent terrace. No such screen or fence shall be located within 20 feet of the back of the curb of the adjacent street. The placement of a future sidewalk in the adjacent terrace shall require such screen or fence to be removed from the front yard.
(2002 Code § 90-702) (Ord. 93-11, passed 9-28-1993)

Section 2. That the Planning Commission held a public hearing on March 5, 2018, regarding this matter, and have recommended approval thereof subject to the following "Finding of Fact:"

➤ Staff's recommendation

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

Section 4. This ordinance shall take effect and be in full force from and after its passage, approval, and publication or posting as required by law.

PASSED AND APPROVED this _____ day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

[Back to Top](#)

RESOLUTION NO. 2018-20

A RESOLUTION AMENDING RENTAL AGREEMENT FOR THE USE OF THE CITY AUDITORIUM AND/OR NORTH MEETING ROOM.

WHEREAS, on April 27, 2004, and October 6, 2009, the City Council developed and amended the rental agreement for the use of the auditorium and the north meeting room; and

WHEREAS, it has been deemed necessary to review the agreement; and

WHEREAS, the amendments herein, if approved, shall become effective immediately.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that the original Rental Agreement for the use of the City Auditorium and/or North Meeting Room is hereby approved as amended, and a copy is attached hereto and incorporated herein by reference.

PASSED AND APPROVED this 3rd day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

Dates of Use: _____ Incident Number: _____

**RENTAL AGREEMENT
FOR USE OF CITY AUDITORIUM AND/OR
NORTH MEETING ROOM
WAYNE, NEBRASKA**

1. Name of Renter: _____

2. Purpose of Rental: _____

3. Rental of (*check all that apply*):

Auditorium _____ North Meeting Room _____

Kitchen _____ Sound System _____

4. Period of Auditorium Use:

Number of Days: _____ Hours of Day: _____

Dates of Use: _____ Day(s) of Week: _____

5. Rental Charge: \$ _____ Date _____

Security Deposit: \$ _____ Date _____

Total Charge: \$ _____

6. RENTAL FEES MUST BE PAID AT LEAST ONE MONTH IN ADVANCE

Checks will be made payable to the City of Wayne.

7. Cancellations must be given **48 hours** in advance to receive the **rental fee refund** and **30 days** in advance to receive the **security deposit refund**.

8. A security deposit of \$150 is required from all renters. The deposit will NOT be returned unless all requirements for usage have been met.

The Undersigned agrees to the terms and conditions set forth herein (including Addendum Nos. 1 & 2 attached hereto), and the City acknowledges receipt of payment of the rental charge specified in Section 4 above.

CITY OF WAYNE, NEBRASKA

Renter: _____

Address: _____

Telephone: _____

By _____

**Rental Terms & Cleaning Packet Received: _____

(Signature of Renter)

ADDENDUM NO. 2 TO RENTAL AGREEMENT

Rental Fees/Reservations:

Auditorium: \$250/day; \$100/day for State registered, non-profit organizations (proof of status required); \$35 for any youth organization (18 years or younger) for non-fundraising events.

North Meeting Room: \$75/day; \$45/day for State registered, non-profit organizations (proof of status required); \$45 for breakfast or lunch meetings (2 hours).

Kitchen: Included with rental of Auditorium or North Meeting Room.

Sound System: There will be a \$200 refundable deposit for use of the system and mikes (this includes the \$150.00 security deposit).

The deposit may be picked up after 4:00 P.M. one week following the reserved date.

Reservations will be kept in the Police Department. Dates for an event **will not be held** without the appropriate **security deposit**. The deposit may be picked up after 4:00 P.M. one week following the reserved date.

**Rent is payable in advance and is subject to change without notice. The remainder of the rental fee shall be paid in full 30 days in advance of the event.

Rental Fee for Setup Time - Auditorium: If Renter needs time to set-up or decorate the day prior to the event, the rental fee will be as follows: \$100 if set-up takes place after 3:00 p.m. the day prior to event; \$250/day if set-up takes place before 3:00 p.m. the day prior to event; no exceptions.

Auditorium Clean-up: The renter is allowed to clean the auditorium (facility) the day after the event if another party has not rented the facility that day. It will be the responsibility of the Renter to contact the Police Department to verify that the facility has not been rented the day after their event to determine clean-up time. If the facility has been rented the following day, then the renter will be required to clean the facility after their event.

Maximum Occupancy: Auditorium – 850; North Meeting Room – 59 (*These numbers reflect seating only and do not include area for tables, decorations, etc.*)

Keys: Auditorium and north meeting room keys may be picked up and signed for at the Police Department. The keys are to be returned to the Police Department any time the user does not have someone in the Auditorium and/or North Meeting Room. All doors are to be pulled shut and locked.

Responsibility: The user, organization, or group renting the Auditorium and/or North Meeting Room is responsible for initial setup, tear down, and clean up of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed. If the Auditorium and/or North Meeting Room are unfamiliar to you, i.e. lights, sound, etc., or if extensive electrical hookups are required, contact the Police Department one day prior to use. **NO TAPE SHALL BE PLACED ON THE GYM OR STAGE FLOOR. DO NOT SLIDE EQUIPMENT ACROSS THE GYM OR STAGE FLOOR.**

When the Auditorium and/or North Meeting Room is rented for an auction, articles that are not sold and all remaining boxes/packaging must be disposed of by the auctioneer at his expense. Any articles that are sold but cannot be picked up on the day of the sale, must be placed in front hallway and removed by noon the following day.

If there are any problems with the heating or air conditioning system, notify the Police Department.

No tobacco products are allowed.

Usage of the Auditorium and/or North Meeting Room shall not extend past 1:00 A.M., with an approximate time of one and one-half hours (or time as needed) thereafter being allowed for cleanup (2:30 A.M.).

The City of Wayne is not responsible for any lost or stolen items.

**PLEASE SEE REVERSE SIDE FOR
AUDITORIUM AND/OR NORTH MEETING ROOM
CLEAN-UP CHECKLIST.
CAC, Reservations 375-4803**

CLEAN-UP CHECKLIST

This checklist has been provided for your use in proper clean-up.

All tables and chairs will be returned to their respective places. In the North Meeting Room, tables (6) will be placed on the carts provided, and chairs (32) will be placed back into the cart that is provided.

All auditorium seats will be placed in an upright position.

All paper, beverage containers, and debris shall be picked up in seating area, hallways, bathrooms, and from gym/stage floors.

Lobby, gym floor, seating area, and stage shall be swept.

Dumpsters are provided for your usage and are located in the alley. The renter shall be responsible for disposing of any trash over and above what will fit in the dumpsters (e.g. hauling trash to transfer station, obtaining dumpster). Extra garbage bags are provided for you and are in the bottom of those trash containers located inside the building. Any additional garbage bags needed is the responsibility of the renter.

Stools and urinals will be flushed.

All countertops will be cleaned off.

All dust mops, dust pans, small mop/bucket are located on the north wall of the stage area and will be returned and mops will be hung up on respective hooks.

Kitchen floors will be mopped.

Refrigerators and freezers will be wiped out.

Stove top will be cleaned off and the inside of oven cleaned out.

All sinks will be rinsed out and free of food, debris, etc.

All equipment or material moved or removed from lobby or stage will be returned. *Please refer to additional signs posted on the stage for proper storage of the tables and chairs.*

All lights, including restroom lights, shall be turned off upon leaving the Auditorium and/or North Meeting Room.

AUDITORIUM CLEAN-UP

The cleaning supplies (**dust mop, broom, dust pan and brush, along with a mop bucket and wringer with a wet mop**) are located in the janitor's closet. Water can be obtained in the janitor's closet or in the men's or women's restroom (a hydrant is located under the sinks). When finished mopping, use **water only, no soaps, detergents, or other cleaning agents will be used.**

The **plastic rectangle** tables are to be stacked on 4 carts (15 tables to a cart carts are marked) and will be secured with **2 tie down straps** (do not over tighten straps - just snug so tables will not shift on cart). The **plastic round** tables will be placed on the 3 carts provided (7 tables on one cart and 8 tables on the other). These are marked for your convenience. No straps are needed on the round tables.

Chairs are hung on the racks provided - **4 racks** will hold **84 chairs each** with the rest put in the chair rack located on the north side of the front lobby (25).

The tables and chairs, when stacked on the carts, may be left on the gym floor against the north and south wall.

Illustrations showing how the tables and chairs are to be stacked are attached for your assistance and convenience in cleaning up.

NORTH MEETING ROOM CLEAN-UP

There are to be **6 tables** left in the **North Meeting Room**. Store tables on the cart provided.

There are **32 chairs** in the **North Meeting Room**. Store chairs on the cart provided.

REMINDERS

After the completion of moving in supplies, equipment, etc., all doors must be closed due to air conditioning and heating costs.

If the dumpster is used for trash disposal, the dumpster lids **MUST** be kept closed between disposals.

Turn cooler off and Report any table damage prior to your event.

RESOLUTION NO. 2018-21

A RESOLUTION AMENDING RENTAL AGREEMENT FOR THE USE OF THE FIRE HALL MEETING ROOM.

WHEREAS, on April 13, 2004, and February 28, 2006, the City Council developed and amended the rental agreement for the use of the Fire Hall Meeting Room; and

WHEREAS, courtesy use by members of the Wayne Volunteer Fire Department is allowed; and

WHEREAS, the City or its departments may use the meeting room under the same conditions as stated in the rental policy at no charge; and

WHEREAS, it has been deemed necessary to review the current policy for the Fire Hall Meeting Room and/or Lounge; and

WHEREAS, the amendments herein, if approved, shall become effective upon the passage of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that the original Rental Policy for the use of the Fire Hall is hereby amended, and a copy is attached hereto and incorporated herein by reference.

PASSED AND APPROVED this 3rd day of April, 2018.

THE CITY OF WAYNE, NEBRASKA

By _____
Mayor

ATTEST:

City Clerk

FIRE HALL MEETING ROOM RENTAL POLICY

Reservations: Reservations will be kept by the City Clerk's Office at City Hall, 375-1733 and coordinated with the Fire Chief. Reservations must be made ten (10) business days prior to rental. Any cancellations must be given 48 hours in advance to receive a rental fee refund. Priority will be given to Fire Department events. The hours of rental shall be from 8:00 a.m. to 9:00 p.m. during the weekdays and weekends. The facility will not be available for rental on City scheduled Holidays. All events, including City sponsored events, shall be scheduled in advance.

Capacity: The seating capacity is 85. The parking lot capacity is 85 stalls.

Rental Fees and Deposits: The rental fee and deposit must be paid prior to rental of the facility. Payment can be made in the City Clerk's office on Monday through Friday from 8:30 a.m. to 5:00 p.m. The rental fee is **\$200.00** per day. A cleaning/damage deposit of **\$200.00** is required from all renters. This deposit will NOT be returned unless all rental requirements are met. The deposit may be picked up at the City Clerk's office on the second business day after rental.

There will be a custodian on duty during the time of the rental, including set-up. The renter(s) will directly pay the custodian for his time at the conclusion of the event. The minimum rate for the custodian is \$45 per day, and the maximum rate is equal to the rental fee per day. Failure to pay the custodian is cause for not refunding the deposit. If there is damage in excess of the deposit, the renter is responsible for the cost of repairs.

Set-Up Fees: If set-up takes place after 3:00 p.m. the day prior to an event, the fee is \$75. If set-up takes place before 3:00 p.m. the day prior to an event the fee is \$200.

Opening and Securing Facility: The custodian will be responsible for opening, cleaning and securing the facility.

Responsibility: The group renting the Fire Hall will be responsible for set-up, tear down and clean up of the premises. Use of the sink, outlets, and serving counter located in the kitchen is allowed. Use of a fryer or frying on the stove is not allowed. In case of accidental spills on the carpet, contact the custodian immediately. Anything brought into the Fire Hall by the renter shall be removed on that day. There shall be no hangings on the walls. All rules will apply to City employees with no exceptions. Renters shall turn off all lights, including the lights in the bathrooms.

No tobacco products are allowed. Because of potential fire hazards, smoking is prohibited in the building and on the outside property grounds.

**RENTAL AGREEMENT
FOR USE OF FIRE HALL MEETING ROOM
WAYNE, NEBRASKA**

1. Name of Renter: _____

2. Purpose of Rental: _____

3. Period of Fire Hall Meeting Room Use:

Dates of Use: _____ Day(s) of Week: _____

Number of Days: _____ Hours of Day: _____

4. Rental Charge: \$ _____ (daily)

Cleaning Deposit: \$ _____

Total Charge: \$ _____ (if for several days)

5. RENTAL FEES MUST BE PAID IN ADVANCE

Checks will be made payable to the City of Wayne. The Cleaning Deposit is required to be in cash.

The Undersigned agrees to the terms and conditions set forth herein (including Addendum No. 1 attached hereto), and the City acknowledges receipt of payment of the rental charge specified in Section 4 above.

CITY OF WAYNE, NEBRASKA

By _____

Renter

Address: _____

Telephone: _____

**ADDENDUM NO. 1 TO RENTAL AGREEMENT
FOR USE OF FIRE HALL MEETING ROOM**

Agreement for Consumption of Alcoholic Beverages

1. I/We, _____, request
(Responsible Party for Agreement Referenced Above)
permission to serve alcoholic beverages on _____,
(Date(s) of Use)
during my/our use of the Fire Hall Meeting Room for
_____.
(Purpose of Use)

2. I am/We are at least twenty-one (21) years of age.

3. I/We agree that consumption of alcoholic beverages will be in compliance with the applicable liquor laws, rules and regulations of the State of Nebraska, Wayne County, and City of Wayne. Any activity requiring approval of the Nebraska Liquor Control Commission will be obtained and evidence of said compliance will be furnished to the City of Wayne at least three (3) days prior to my/our use of the Fire Hall Meeting Room. I/We further agree to hold the City of Wayne, Nebraska, and their agents harmless for and from any violation that may occur during this use period.

4. Alcoholic beverages will be available to attendees.

YES

NO

If YES then a special designated liquor license permit will be required.

5. I/We understand that failure to comply with any of these conditions will result in the immediate cancellation of the use agreement. I/We further agree to release the City of Wayne and its agents of all obligations and hold them harmless from any loss I/we may suffer as a result of such cancellation.

RESPONSIBLE PARTY:

CITY OF WAYNE, NEBRASKA

By _____ By _____

Date: _____ Date: _____

**Fire Hall Meeting Room and/or Lounge Area
Clean-Up Checklist**

Date of Rental: _____ Time: _____

Reason: _____

This checklist has been provided for your use in proper clean-up. Each line must be initialed upon completion of the task and signed below by the individual renting the facility. Please return this checklist to the City Clerk's office to secure your deposit refund.

- _____ 1. All tables and chairs will be cleaned off and returned to their respective places.
- _____ 2. All paper and debris shall be picked up and placed in the provided wastepaper baskets. (Garbage bags are to be provided by the renter.)
- _____ 3. All materials brought to the meeting shall be removed.
- _____ 4. All lights, including bathroom lights, shall be turned off upon leaving the meeting room.
- _____ 5. The doors shall be secured.
- _____ 6. The custodian is to be paid.

Renter's Signature

Renter's Signature