

**AGENDA**  
**CITY COUNCIL MEETING**  
**COMMUNITY ROOM**  
**WAYNE COMMUNITY ACTIVITY CENTER**  
**January 5, 2021**

1. [Call the Meeting to Order – 5:30 p.m.](#)

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the southwest wall of the Community Room at the Wayne Community Activity Center as well as on the City of Wayne website at [cityofwayne.org/8/Government](http://cityofwayne.org/8/Government).

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.

2. [Approval of Minutes – December 15, 2020](#)
3. [Approval of Claims](#)
4. [Water/Wastewater Report – Casey Junck, Water/Wastewater Superintendent](#)
5. [Public Hearing: To consider the Planning Commission’s recommendation in regard to amending the Future Land Use Map of the Comprehensive Plan for the City of Wayne \(Advertised Time: 5:30 p.m.\)](#)

**Background:** The Planning Commission does an annual review of the “Future Land Use Map” and has brought forth the following revisions, which will place the zoning request to follow in compliance with the new “Future Land Use Map” should you approve the change. The revision would be in the area south of East 3<sup>rd</sup> Street between Logan and Windom Streets, which currently shows as Multifamily Residential to Mixed Use Residential/Commercial.

6. [Ordinance 2021-1: Amending the Future Land Use Map of the Comprehensive Plan for the City of Wayne](#)
7. [Public Hearing: To consider the Planning Commission’s recommendation in regard to a request to rezone from R-3 \(Residential\) to B-3 \(Neighborhood Commercial\). The applicant, Diana Zach, is seeking the request to rezone 212 Windom Street, 313 E. 3<sup>rd</sup> Street and 321 E. 3<sup>rd</sup> Street, from R-3 to B-3 \(Advertised Time: 5:30 p.m.\)](#)

**Background:** The applicant would like to tear down the old rusty building and put up a new storage facility. She would like to face the building to the south and needs to rezone in order to make the building work with setbacks, even though the use already exists as a legal non-conforming use.

8. [Ordinance 2021-2: Amending the Zoning Map – 212 Windom Street, 313 E. 3<sup>rd</sup> Street, and 321 E. 3<sup>rd</sup> Street from R-3 \(Residential\) to B-3 \(Neighborhood Commercial\)](#)

9. **Public Hearing:** **To consider the Planning Commission’s recommendation in regard to a Preliminary Plat for “Beckman Farm Subdivision.” The applicant is Mann Acres, LLC, and the area of the subdivision is more particularly described as: A tract of land located in the North 1/2 of the Northeast 1/4 of Section 1, T26N, R3E of the 6th P.M., Wayne County, Nebraska. (Advertised Time: 5:30 p.m.)**

**Background:** The owners wish to sell the acreage, which is smaller than the current zoning will allow.

10. **Resolution 2021-1:** **Approving the Preliminary Plat for “Beckman Farm Subdivision”**
11. **Public Hearing:** Land Acquisition from the Wayne Community Redevelopment Authority – Tax Lot 22 in the Northwest Quarter of the Southwest Quarter of Section 18, Township 26 North, Range 4, East of the 6<sup>th</sup> P.M., City of Wayne, Wayne County, Nebraska, for \$24,300 (Advertised Time: 5:30 p.m.)
12. **Resolution 2021-2:** **Approving the Acquisition of Tax Lot 22 in the Northwest Quarter of the Southwest Quarter of Section 18, Township 26 North, Range 4, East of the 6<sup>th</sup> P.M., City of Wayne, Wayne County, Nebraska, from the Wayne Community Redevelopment Authority for \$24,300**
13. **Resolution 2021-3:** Approving the Initial Community-Wide Technology Over-Built Agreement between the City of Wayne and Allo Communications, LLC

**Background:** Allo is continuing to prepare to build-out technology infrastructure to the entire Wayne community in 2021. They are requesting the ability to work city-wide to enhance the efficiencies of the build-out. Allo has submitted detailed plans to staff. Staff felt an additional agreement with them made sense to make sure the over-build went as smoothly as possible. Attorney Miller is working to finalize this agreement.

14. **Ordinance 2021-3:** **Amending Wayne Municipal Code, Title VII Traffic Code, Chapter 78 Parking, Section 78-126 Prohibited Parking; Northeast Quadrant of the City – Vintage Hill Drive**

**Background:** With some new houses being built in the Vintage Hill 3<sup>rd</sup> Addition, staff realized the parking ordinances were never updated to limit parking to one side of the street for the newer streets in that neighborhood. This includes East 21<sup>st</sup> Street, which is a major arterial street, with large trucks using it to access the industrial area to the east side of town. Staff’s recommendation is to prohibit any parking on East 21<sup>st</sup> Street.

15. **Re-evaluate LB840 discussion and action to suspend the payment due dates for City of Wayne LB 840 Loans and Special Assessments without penalty and interest due to COVID-19 situation until February 28, 2021, that was approved on April 7, 2020**

**Background:** In April 2020, Council approved delaying payments on LB 840 loans as well as City-held assessments for businesses. Council had asked at that time that this decision be reviewed in about 6 months. After discussing with Wayne Area Economic Development (WAED), the local business community would appreciate additional time with their LB 840 loan commitments. One proposal is to allow businesses a certain timeframe to generate stable

revenue before loans are due again. This could be sometime in 2022. Luke Virgil, Executive Director for WAED, will be present to speak on behalf of the business community.

16. [Review of the City of Wayne Employee Personnel Manual – Chapters 1-6](#)

**Background:** A seven-member committee was established to review and make recommended changes to the City of Wayne’s Personnel Manual. Once those changes were made, the said Manual was given to City Administrator Blecke and City Attorney Miller to review. The Manual will be brought to you in three sections for review. Once the entire Manual has been reviewed by you, the same will be brought forward in its entirety for approval by Resolution.

17. [Update on Federal Lawsuit Matter – Police Department](#)

18. [City Attorney Performance Review/Evaluation](#)

19. [Adjourn](#)

**MINUTES  
CITY COUNCIL MEETING  
December 15, 2020**

The Wayne City Council met in regular session in the Community Room of the Wayne Community Activity Center on December 15, 2020, at 5:30 o'clock P.M.

Mayor Cale Giese called the meeting to order with the following in attendance: Councilmembers Dwaine Spieker, Terri Buck, Nick Muir, Yasuko Taoka, Chris Woehler, Jason Karsky, Matt Eischeid, and Jill Brodersen; Attorney Amy Miller; City Administrator Wes Blecke; and City Clerk Betty McGuire.

Notice of the convening meeting was given in advance by advertising in the Wayne Herald on December 3, 2020, 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.

Mayor Giese advised the public that a copy of the Open Meetings Act was located on the southwest wall of the Community Room of the Wayne Community Activity Center, as well as on the City of Wayne website at [cityofwayne.org/8/Government](http://cityofwayne.org/8/Government), 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.

Councilmember Brodersen made a motion, which was seconded by Councilmember Buck, to approve the minutes of the meeting of December 1, 2020, and to waive the reading thereof. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried and the Minutes approved.

The following claims were presented to Council for their approval:

**VARIOUS FUNDS:** AMERITAS, SE, 238.03; AMERITAS, SE, 2568.30; AMERITAS, SE, 72.00; AMERITAS, SE, 89.61; APPEARA, SE, 49.89; ARC-HEALTH & SAFETY, FE, 539.00; BAKER & TAYLOR BOOKS, SU, 1095.63; BORDER STATES INDUSTRIES, SU, 747.37; BROWN SUPPLY, SU, 573.79; CHEMQUEST, SE, 695.00; CITY EMPLOYEE, RE, 95.60; CITY EMPLOYEE, RE, 95.60; CITY EMPLOYEE, RE, 5.07; CITY EMPLOYEE, RE, 162.62; CITY EMPLOYEE, RE, 84.51; CITY EMPLOYEE, RE, 5248.02; CITY EMPLOYEE, RE, 6.16; CITY EMPLOYEE, RE, 29.97; CITY OF WAYNE, PY, 80869.36; CITY OF WAYNE, RE, 598.74; COPY WRITE PUBLISHING, SE, 281.64;

COTTONWOOD WIND PROJECT, SE, 19930.69; DEARBORN LIFE INSURANCE COMPANY, SE, 2,543.59; DEICHMANN, ISAAC, RE, 23.83; DEMCO, SU, 442.23; DGR & ASSOCIATES, SE, 185.00; ECHO GROUP INC JESCO, SU, 218.30; ED M. FELD EQUIPMENT, SU, 389.00; ED M. FELD EQUIPMENT, SU, 807.84; FAITH REGIONAL PHYSICIAN SERV, SE, 223.00; FLOOR MAINTENANCE, SU, 93.13; FLOOR MAINTENANCE, SU, 56.15; FREDRICKSON OIL, SU, 530.00; GILL HAULING, SE, 261.25; GLOBAL PAYMENTS INTEGRATED, SE, 40.75; GOVERNMENTAL ACCOUNTING, SU, 307.00; GROSSENBURG IMPLEMENT, SU, 14.69; GUBBELS, LEANNA, RE, 22.00; HAWKINS, SU, 645.91; HEITHOLD, MARY, RE, 250.00; HERITAGE HOMES, RE, 150.00; HILAND DAIRY, SE, 199.27; HILAND DAIRY, SE, 128.77; ICMA, SE, 8010.19; INGRAM LIBRARY SERVICES, SU, 790.04; INTERSTATE BATTERY SYSTEM, SU, 46.50; IOWA PUMP WORKS, SU, 350.00; IRS, TX, 10773.88; IRS, TX, 3215.54; IRS, TX, 13749.34; JACOBSON, TODD, RE, 500.00; JOHN'S WELDING AND TOOL, SE, 14.96; KELLY SUPPLY COMPANY, SU, 748.22; LIBRARY IDEAS, SU, 483.40; LUTT OIL, SU, 3315.34; MATHESON-LINWELD, SU, 34.25; MERCHANT SERVICES, SE, 27.45; MERCHANT SERVICES, SE, 1009.52; MERCHANT SERVICES, SE, 2013.67; MIDWEST LABORATORIES, SE, 182.00; NE DEPT OF REVENUE, TX, 4561.30; NE ECONOMIC DEVELOPERS ASSN, FE, 300.00; NPPD, SE, 26001.91; NORTHEAST POWER, SE, 4948.00; ONE CALL CONCEPTS, SE, 79.18; O'REILLY AUTOMOTIVE STORES, SU, 47.17; OVERDRIVE, SU, 2079.34; PAC N SAVE, SU, 61.98; PAC N SAVE, SU, 735.59; PLUNKETT'S PEST CONTROL, SE, 43.26; QHA CLEANING, SE, 1375.00; QUADIENT LEASING USA, SE, 655.38; QUALITY 1 GRAPHIC, SU, 75.00; QUALITY FOOD CENTER, SU, 32.82; QUALITY FOOD CENTER, SU, 12.28; RON'S RADIO, SU, 67.20; SILVER STATE CONSULTING GROUP, SE, 175.00; STATE NEBRASKA BANK & TRUST, SE, 61.28; STATE NEBRASKA BANK & TRUST, RE, 7023.75; STATE NEBRASKA BANK-PETTY CASH, RE, 96.31; TOM'S BODY & PAINT SHOP, SE, 116.00; TOM'S BODY & PAINT SHOP, SE, 106.48; TOTAL GRAPHICS, SU, 20.00; TR HARRIS CONSTRUCTION, SE, 1575.00; TYLER TECHNOLOGIES, SE, 200.00; US FOODSERVICE, SU, 1534.22; VERIZON, SE, 416.68; WAYNE AUTO PARTS, SU, 1170.27; WAYNE COUNTY CLERK, SE, 20.00; WAYNE COUNTY COURT, RE, 400.00; WAYNE HERALD, SE, 88.13; WAYNE HERALD, SE, 593.15; WAYNE HERALD, SE, 35.00; WAYNE HERALD, SE, 483.50; WAYNE SENIOR CENTER, RE, 300.00; WAYNE VETERINARY CLINIC, SE, 154.00; WAPA, SE, 19224.90; WINNER'S CIRCLE, SU, 126.24; WISNER WEST, SU, 117.78; WORLDPAY INTERGRATES PAYMENTS, SU, 303.66; ACE HARDWARE & HOME, SU, 362.28; ACE HARDWARE & HOME, SU, -362.28; ACE HARDWARE & HOME, SU, 362.27; ARC-HEALTH & SAFETY, SE, 480.00; BENSCOTER, LOUIS, RE, 22962.33; BIG RIVERS ELECTRIC CORPORATION, SE, 120862.72; BMI, FE, 327.60; CITY OF WAYNE, RE, 513.49; DAS STATE ACCTG-CENTRAL FINANCE, SE, 61.04; DAVE'S DRY CLEANING, SE, 33.00; DEMCO, SU, 195.39; DUTTON-LAINSON, SU, 842.31; EAKES OFFICE PLUS, SE, 157.38; FLOOR MAINTENANCE, SU, 329.12; GALE/CENGAGE LEARNING, SU, 125.40; GROSSENBURG IMPLEMENT, SU, 8.31; JOHN'S WELDING AND TOOL, SE, 412.89; LINCOLN WINWATER WORKS, SU, 262.18; MARCO TECHNOLOGIES, SE, 191.17; MIDWEST SERVICE & SALES, SU, 15950.00; NE HARVESTORE, SU, 19.10; NORTHEAST TIRE SERVICE, SU, 140.00; PING TREE SERVICE, SE, 186.00; QUADIENT LEASING USA, SE, 2691.00; SKARSHAUG TESTING LAB, SE, 218.01; SOOLAND BOBCAT, SU, 1418.88; STAPLES, SU, 27.09; SUN RIDGE SYSTEMS, SE, 3075.00; TOTAL GRAPHICS, SU, 414.25; WINDOM RIDGE, RE, 8719.11

Councilmember Brodersen made a motion, which was seconded by Councilmember Buck, to approve the claims. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Cap Peterson with Northeast Nebraska Insurance Agency presented and reviewed the 2021 Property and Casualty Insurance Package. In an effort to decrease the premium, staff is recommending

the deductible go from \$1,000 to \$10,000 per occurrence on the property portion thereof. The total package is \$374,266; an increase of \$17,572 over last year's package (\$356,694).

Councilmember Spieker made a motion, which was seconded by Councilmember Woehler, approving the 2021 Property & Casualty Insurance Package as presented by Northeast Nebraska Insurance Agency. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Phill Monahan, Fire Chief, introduced Alexis Heaton and requested Council consideration to approving her membership application to the Wayne Volunteer Fire Department.

Councilmember Brodersen made a motion, which was seconded by Councilmember Spieker, approving the membership application of Alexis Heaton to the Wayne Volunteer Fire Department. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

The City has received the Annual Renewal Maintenance Agreement from the State of Nebraska Department of Transportation (NDOT). This is their standard form of renewal agreement, and is the same as last year. The City will pay the NDOT \$2,100.00 per lane mile or \$4,935.00 in 2021 for the surface maintenance on 2.35 lane miles of highway through Wayne.

Councilmember Spieker made a motion, which was seconded by Councilmember Brodersen, approving the Annual Renewal Maintenance Agreement (2021) with the State of Nebraska Department of Transportation. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Joel Hansen, Street and Planning Director, gave the annual report of the Street Department.

Councilmember Brodersen made a motion, which was seconded by Councilmember Buck, certifying the 2020 appointment of Joel Hansen, Class B License number S-1155, as the City Street Superintendent during January 1 thru December 31, 2020, for the purpose of the 2020 calendar year Highway Incentive payment, to be issued to the City by the Nebraska Department of Transportation, in February 2021. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Councilmember Spieker made a motion, which was seconded by Councilmember Brodersen appointing Joel Hansen, Class B License number S-1155, as the City Street Superintendent for calendar year 2021, January 1 thru December 31, 2021, for the purpose of the 2021 calendar year Highway Incentive payment, to be issued to the City, by the Nebraska Department of Transportation, in February 2022. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Mayor Giese requested Council consideration to appointing Marlon Brink to the Library Board. He will replace Tony Carollo. This an internal recommendation.

Councilmember Spieker made a motion, which was seconded by Councilmember Buck, approving the appointment of Marlon Brink to the Library Board (replaces Tony Carollo). Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Mayor Giese requested Council consideration to approving the following staff appointments:

Betty McGuire as City Clerk  
Beth Porter as Finance Director  
Joel Hansen as Street and Planning Director  
Marlen Chinn as Police Chief  
Lowell Heggemeyer, Park and Recreation Director  
Diane Bertrand as Senior Center Coordinator  
Heather Headley as Library Director  
Jeff Triggs as Electric Production Superintendent  
Tim Sutton as Electric Distribution Superintendent  
Casey Junk as Water/Wastewater Superintendent

Councilmember Spieker made a motion, which was seconded by Councilmember Brodersen, approving the following staff appointments:

Betty McGuire as City Clerk  
Beth Porter as Finance Director  
Joel Hansen as Street and Planning Director  
Marlen Chinn as Police Chief  
Lowell Heggemeyer, Park and Recreation Director  
Diane Bertrand as Senior Center Coordinator  
Heather Headley as Library Director  
Jeff Triggs as Electric Production Superintendent  
Tim Sutton as Electric Distribution Superintendent  
Casey Junk as Water/Wastewater Superintendent

Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Mayor Giese requested Council consideration to approving Greg Ptacek and Mike Powicki to the Community Redevelopment Authority.

Councilmember Eischeid made a motion, which was seconded by Councilmember Spieker, approving the appointment of Greg Ptacek and Mike Powicki to the Community Redevelopment Authority. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Mayor Giese requested Council consideration to approving Brad Wieland to the Problem Resolution Team.

Councilmember Eischeid made a motion, which was seconded by Councilmember Spieker, approving the appointment of Brad Wieland to the Problem Resolution Team. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

The following Resolution would amend the Wage and Salary Schedule by including a 2% cost of living increase that was approved in the budget. In addition, some job titles were moved around due to comparability, some were deleted, and some were added. This would be effective with the first payroll period in January, 2021.

Councilmember Eischeid introduced Resolution No. 2020-59 and moved for its approval; Councilmember Buck seconded the motion.

#### RESOLUTION NO. 2020-59

##### A RESOLUTION AMENDING THE WAGE AND SALARY SCHEDULE.

Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Administrator Blecke advised the Council that in order to provide full-time police coverage at this time, we are still unable to grant most requests for vacation leave. Under the City's current policy, employees that have accumulated 280 hours of unused vacation leave can no longer accrue additional vacation leave until they use some of that 280 hours up. Council approved, about three months ago, to temporarily pay out the vacation time the employees are unable to use each pay period until there is enough

staff in place to allow vacation leave when requested, and then to review the matter again at the end of the year.

Mayor Giese stated he had no issue with allowing Administrator Blecke making the decision of when to discontinue the vacation payout.

Councilmember Brodersen made a motion, which was seconded by Councilmember Buck, authorizing the City Administrator to continue to pay out police department (officers) vacation leave in the amount over the accrual limit at current wage rates indefinitely. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Police Chief Marlen Chinn stated that Nebraska Regional Interoperability Network (NRIN) is a statewide microwave network for public safety that was built by the State of Nebraska with grant funds over the past 9 or 10 years. Once the equipment is installed and running, it becomes each entity's responsibility to insure the equipment. In most places, the County runs the dispatch centers, so the counties are usually tasked with insuring it. Since the City owns and operates the 911 center, insuring the same will fall upon the City. Three microwave dishes are being installed in Wayne County to complete a ring or circuit in Northeast Nebraska. This system is tentatively being looked at as a backup system for redundancy for our 911 center, as we proceed with connectivity with other 911 centers to share technology, lessening equipment needs for the Northeast Nebraska Region. The following Resolutions would approve the Memorandums of Understanding with NRIN and also Wayne State College.

Councilmember Brodersen introduced Resolution No. 2020-60 and moved for its approval; Councilmember Spieker seconded.

#### RESOLUTION NO. 2020-60

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WAYNE AND NEBRASKA REGIONAL INTEROPERABILITY NETWORK (NRIN).

Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Councilmember Eischeid introduced Resolution No. 2020-61 and moved for its approval; Councilmember Karsky seconded.

#### RESOLUTION NO. 2020-61

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WAYNE, THE BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES D/B/A WAYNE STATE COLLEGE (WSC), AND THE NEBRASKA REGIONAL INTEROPERABILITY NETWORK (NRIN).

Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Administrator Blecke stated the following Change Order is part of the project that Robert Woehler & Sons Construction is doing at the lagoon. This involves removing the aeration pit at the lagoon. This was not put into the original berm cleanup bid; however, since Woehler's were already on site, it made sense to have them do the work. This Change Order is being initiated by the City, and the work would be done on an hourly basis. This must be done before we can start building any type of roadway into the Summer Sports Complex.

Councilmember Eischeid made a motion, which was seconded by Councilmember Buck approving Change Order No. 1 on the "City of Wayne Lagoon Berm Concrete Removal Project" at the request of City of Wayne staff. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Councilmember Brodersen made a motion, which was seconded by Councilmember Spieker, to adjourn the regular meeting and reconvene as a Committee-of-the-Whole. Mayor Giese stated the motion, and the result of roll call being all Yeas, the Mayor declared the motion carried.

Discussion took place regarding the following retreat topics:

- Shovel Ready Projects – Centennial Road to 21<sup>st</sup> Street to Claycomb Road; S. Sherman Street; 4<sup>th</sup> Street/Thorman/Tomar; Lagoon area (all in preparation of possible stimulus funding)
- Stub Streets – e.g. Vintage Hills area
- Update on Lagoon – sludge is gone; berm is cleaned up
- Annexation – discuss in more detail at retreat next spring; update annexation spreadsheet to show pros and cons of annexation
- Old Pool House Project – begin to gut and renovate

- Sales Tax – going to 7.5%; must have an election approved by 70% of the governing body; there are certain things it has to be used for; we have to have an interlocal cooperation agreement with a joint public agency or the county in which the municipality is located.
- Update on Mask Mandate
- Appointment of Engineer – Review “Master Services Agreement” with JEO Consulting Group for changes/updates.

There being no further business to come before the meeting, Mayor Giese declared the meeting adjourned at 7:54 p.m.



Vendor	Payable Description	Payment Total
ACES	WIND ENERGY SERVICE AGREEMENT	956.14
ALARCON-FLORY,PERLA	INTERPRETER SERVICES	25.00
AMERITAS LIFE INSURANCE	AMERITAS ROTH	180.75
AMERITAS LIFE INSURANCE	POLICE RETIREMENT	2,059.28
AMERITAS LIFE INSURANCE	POLICE RETIREMENT 457 AMOUNT	72.00
AMERITAS LIFE INSURANCE	POLICE RETIREMENT 457 PERCENTAGE	29.87
ANDERSON, MAX	DRILL BITS	34.25
APPEARA	TOWEL & MAT SERVICE	102.02
ARC-HEALTH & SAFETY	CPR TRAINING	60.00
AWWA	MEMBERSHIP DUES-C JUNCK	328.00
BLACK HILLS ENERGY	GAS BILLS	1,503.63
BOMGAARS	TOOLS/FASTENERS/PAINT	1,662.15
BROWN SUPPLY CO	CURB RUNNER	230.42
CARHART LUMBER COMPANY	PLYWOOD/FILTERS/TOOLS	927.97
CENTURYLINK	TELEPHONE CHARGES	425.57
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	317.20
CITY EMPLOYEE	VISION REIMBURSEMENT	165.20
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	77.14
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	21.83
CITY EMPLOYEE	VISION REIMBURSEMENT	187.20
CITY EMPLOYEE	MEDICAL REIMBURSEMENT	10.14
CITY EMPLOYEE	TRAINING CENTER CLOTHING REIMBURSEMENT	126.72
CITY OF WAYNE	PAYROLL	77,764.63
CITY OF WAYNE	UTILITY REFUNDS	593.09
CORE & MAIN LP	WATER METERS/REMOTE WIRE	5,342.80
DAS STATE ACCTG-CENTRAL FINANCE	TELECOMMUNICATION CHARGES	448.00
DAVIS, JENNIFER	TREE INCENTIVE	50.00
EAKES OFFICE PLUS	COPY CHARGES	1,988.88
ECHO GROUP INC JESCO	STARTER/SAFETY SWITCH	404.76
FIRST CONCORD GROUP LLC	FLEX FEES	2,697.80
FLOOR MAINTENANCE	PAPER TOWELS/JANITORIAL SUPPLIES	256.66
GENO'S STEAKHOUSE	APPRECIATION DINNER	1,659.57
GERHOLD CONCRETE CO INC.	WESTERN RIDGE CONCRETE	115.72
GROSSENBURG IMPLEMENT INC	FUEL FILTER	113.57
HAWKINS, INC	AZONE	572.50
HILAND DAIRY	SENIOR CENTER FOOD SERVICE	174.06
HTM SALES INC	REBUILD RECIRCULATION PUMP	2,339.58
HYPERION	MONITORING	81.00
ICMA RETIREMENT-FIRST NATL BANK -MARYLAND	PAYROLL RETIREMENT	9,354.24
ICMA RETIREMENT-FIRST NATL BANK -MARYLAND	PAYROLL RETIREMENT	9,655.30
INTERNATIONAL PUBLIC MANAGEMENT	POLICE OFFICER EXAMS	104.00
IRS	FEDERAL WITHHOLDING	10.76
<b>Vendor</b>	<b>Payable Description</b>	<b>Payment Total</b>

IRS	FICA WITHHOLDING	13,217.46
IRS	FEDERAL WITHHOLDING	9,972.45
IRS	MEDICARE WITHHOLDING	3,091.12
IRS	FICA WITHHOLDING	86.80
IRS	MEDICARE WITHHOLDING	20.30
JACK'S UNIFORMS	HOLSTERS/DRUG TESTING KIT	352.80
JASON SEARS FLOORING	BASE ADHESIVE	19.24
JEO CONSULTING GROUP	NEBRASKA STREET/MASTER AGREEMENT	2,748.44
JOHN'S WELDING AND TOOL LLC	CYLINDER FILL	98.84
KASEYA US LLC	CLOUD SERVICES	154.86
MARCO INC	COPIER LEASE	175.92
MICHAEL TODD & CO INC	SIGNS/POSTS	256.41
MIDWEST ALARM SERVICES	FIRE ALARM COMMUNICATOR/FIRE MONITORING SERVICES	978.43
MIDWEST TURF & IRRIGATION	MOWER-WCC	55,272.00
MUNICIPAL SUPPLY INC	WATER METER	771.26
NE AIR FILTER	AIR FILTERS	338.49
NE DEPT OF REVENUE	STATE WITHHOLDING	3.86
NE DEPT OF REVENUE	STATE WITHHOLDING	4,191.66
NE LAW ENFORCEMENT	BASIC TRAINING MATERIAL FEE	135.00
NE PUBLIC HEALTH ENVIRONMENTAL LAB	FLUORIDE/COLIFORM TESTING	138.00
NORTHEAST NE ECONOMIC DEV DIST	19-PW-017 AUG-NOV 2020 SERVICES	630.00
NORTHEAST POWER	WHEELING CHARGES	18,917.44
ROBERT WOehler & SONS	CONCRETE REMOVAL OLD LAGOON	58,637.50
SIOUX SALES COMPANY	HOLSTER	119.95
STADIUM SPORTING GOODS	BASKETBALL UNIFORMS	300.00
STAPLES, INC	OFFICE SUPPLIES	54.99
TYLER TECHNOLOGIES	HARDWARE ANNUAL FEE/CIS FEE/ONLINE BILLING	2,414.76
UNIVERSITY OF NORTHERN IOWA	ECONOMIC DEVELOPMENT COURSE	695.00
USA BLUE BOOK	SEWER PIPE	163.75
VIAERO WIRELESS	CELL PHONE	66.06
WAYNE COUNTY COURT	BOND	150.00
WESCO DISTRIBUTION INC	BOX PAD	588.50
WIGMAN COMPANY	URINAL SPUD	38.46
	<b>Grand Total:</b>	<b>298,029.15</b>

## Betty McGuire - Council Briefing Outline

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**From:** Casey Junck <caseyjunck@yahoo.com>  
**To:** Betty McGuire <betty@cityofwayne.org>  
**Date:** 12/29/2020 5:53 PM  
**Subject:** Council Briefing Outline

---

Betty,

Here is an outline for what I will be discussing Tuesday night:

- Brief introduction of the department.
- Water production totals for 2020.
- Wastewater influent totals for 2020.
- Update on transmission main sampling issues and the possibility of permanently chlorinating our distribution system.
- Update on needed repairs to the south final clarifier.
- Lagoon decommissioning and future needed space for the wastewater treatment plant.
- Meter reading equipment upgrade.
- Future projects and infrastructure upgrades.

Wanted to get this to you in case you wanted to put something in the packet. If you have any questions just give me a call.

Thanks,  
Casey

**CITY OF WAYNE  
INTEROFFICE MEMORANDUM**

**DATE:** December 8, 2020

**TO:** Mayor Giese  
Wayne City Council

**FROM:** Wayne Planning Commission   
Joel Hansen, Staff Liaison

At their meeting held on December 7, 2020, the Wayne Planning Commission made a recommendation on the following public hearings; the results of those recommendations are as follows:

**Public Hearing: Amending the Future Land Use Map; Applicant: City of Wayne**

The Planning Commission took evidence and testimony from the public and thereafter reviewed the information and evidence presented. After deliberation and discussion, a motion was made by Commissioner Schultz and seconded by Commissioner Sorenson to approve and forward a recommendation of approval to the City Council, to amend the future land use map, with the findings of fact being staff's recommendation. Chair Melena stated the motion and second; all were in favor; motion carried.

**Public Hearing: Request to Rezone from R-3 Residential to B-3 Neighborhood Commercial, specifically 212 Windom Street, 313 East 3<sup>rd</sup> Street, and 321 East 3<sup>rd</sup> Street; Applicant: Diana Zach**

The Planning Commission took evidence and testimony from the public and thereafter reviewed the information and evidence presented. After deliberation and discussion, a motion was made by Commissioner Giese and seconded by Commissioner Piper to approve and forward a recommendation of approval to the City Council for the request to rezone from R-3 Residential to B-3 Neighborhood Commercial, specifically 212 Windom Street, 313 East 3<sup>rd</sup> Street, and 321 East 3<sup>rd</sup> Street, with the findings of fact being consistency with the Comprehensive Plan, the Future Land Use Map and staff's recommendation. Chair Melena stated the motion and second; all were in favor; motion carried.

**Public Hearing: Request to Rezone from A-1 Agriculture to A-2 Agriculture Residential; Applicant: Layne Mann**

The Planning Commission took evidence and testimony from the public and thereafter reviewed the information and evidence presented. After deliberation and discussion, a motion was made by Commissioner Sorenson and seconded by Commissioner Schultz to approve and forward a recommendation of approval to the City Council that the area to the north and east of Dog Creek be zoned A-1 Agriculture and the area south and west of Dog Creek be zoned A-2 Agriculture Residential, with the findings of fact being

consistency with the Comprehensive Plan, the Future Land Use map and staff's recommendation. Chair Melena stated the motion and second; all were in favor; motion carried.

**Public Hearing: Preliminary Plat for Beckman Farm Subdivision; Applicant: Mann Acres LLC**

The Planning Commission took evidence and testimony from the public and thereafter reviewed the information and evidence presented. After deliberation and discussion, a motion was made by Commissioner Jones and seconded by Commissioner Sandoz to approve and forward, a recommendation of approval to the City Council for the Preliminary Plat for Beckman Farm Subdivision, with the findings of fact being consistency with the Comprehensive Plan, the Future Land Use Map and staff's recommendation. Chair Melena stated the motion and second; all were in favor; motion carried.

JJH:cb

**ORDINANCE NO. 2021-1**

**AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN FOR THE CITY OF WAYNE.**

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

Section 1. On July 18, 2017, the City of Wayne adopted the “Comprehensive Plan” for the City of Wayne, Nebraska, and then approved the amendment thereof on May 19, 2020.

Section 2. The Planning Commission, upon review of the “Future Land Use Map” of the Comprehensive Plan on December 7, 2020, recommended approval of said amendments thereto, based upon the following “Finding of Fact:”

➤ Staff’s recommendation.

Section 3. The existing “Future Land Use Map” of the Comprehensive Plan for the City of Wayne, Nebraska, is hereby repealed, and the amended “Future Land Use Map” of the Comprehensive Plan for the City of Wayne, Nebraska, of which a copy thereof is attached hereto and incorporated herein by reference, shall now be made a part of said Comprehensive Plan.

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

PASSED AND APPROVED this 5<sup>th</sup> day of January, 2021.

THE CITY OF WAYNE, NEBRASKA

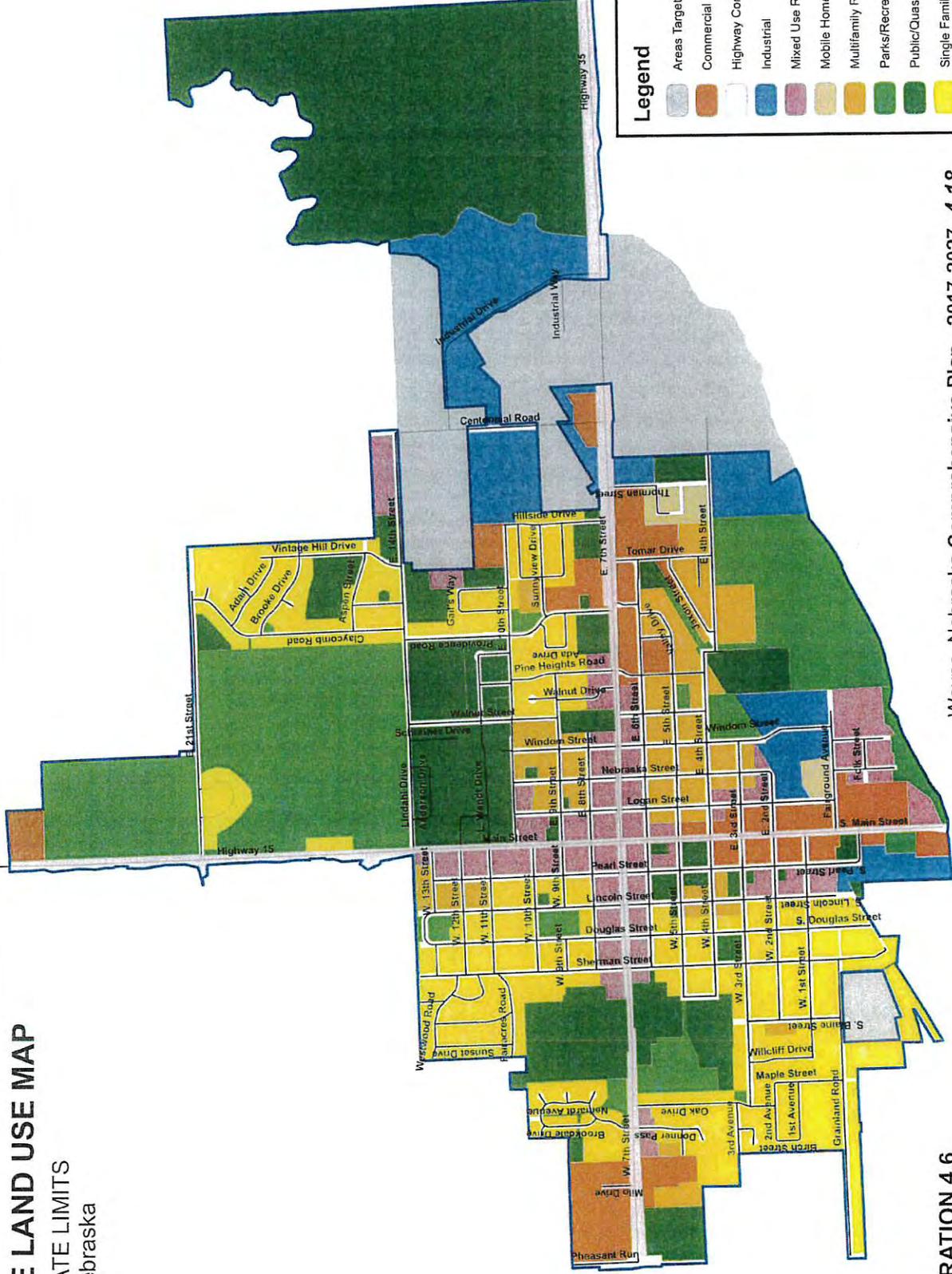
By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**FUTURE LAND USE MAP**  
**CORPORATE LIMITS**  
Wayne, Nebraska  
2027



**Legend**

- Areas Targeted for Annexation
- Commercial
- Highway Corridor
- Industrial
- Mixed Use Residential/Commercial
- Mobile Home Residential
- Multifamily Residential
- Parks/Recreation
- Public/Quasi-Public
- Single Family Residential

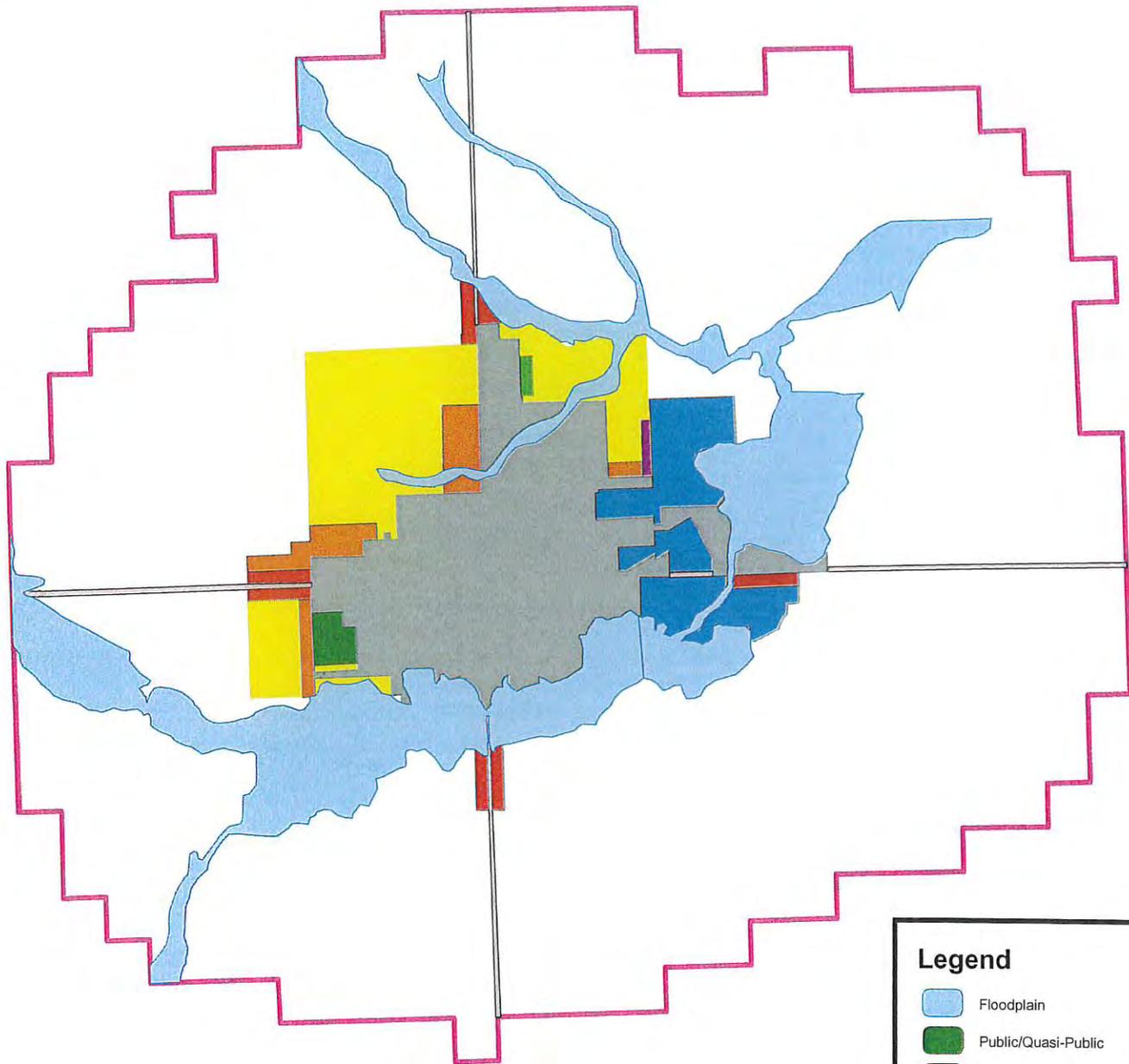
**ILLUSTRATION 4.6**  
Wayne, Nebraska Comprehensive Plan - 2017-2027 4.18

# FUTURE LAND USE MAP

TWO-MILE PLANNING JURISDICTION

Wayne, Nebraska

2027



## Legend

- Floodplain
- Public/Quasi-Public
- Industrial
- Highway Corridor
- Commercial
- Single Family Residential
- Parks/Recreation
- Multifamily Residential
- Wayne Incorporated Area
- Mixed Use Residential/Commercial

**ILLUSTRATION 4.7**

**ORDINANCE NO. 2021-2**

**AN ORDINANCE AMENDING THE ZONING MAP AND CHANGING THE ZONING OF PROPERTY OR AREA KNOWN AS 212 WINDOM STREET, 313 E. 3<sup>RD</sup> STREET, AND 321 E. 3<sup>RD</sup> STREET, CITY OF WAYNE, FROM R-3 (RESIDENTIAL) TO B-3 (NEIGHBORHOOD COMMERCIAL 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 R-3 (Residential) to B-3 (Neighborhood Commercial). The area being rezoned is described as: 212 Windom Street, 313 E. 3<sup>rd</sup> Street and 321 E. 3<sup>rd</sup> Street, from R-3 to B-3.

Section 2. That the Planning Commission held a public hearing on December 7, 2020, regarding this rezoning request, and have recommended approval thereof, with the “Findings of Fact” being:

- Consistency with the Comprehensive Plan and the future land use map; and
- Staff’s recommendation.

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 a B-3 (Neighborhood Commercial 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 January, 2021.

THE CITY OF WAYNE, NEBRASKA,

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



### REQUEST FOR REZONING PROPERTY

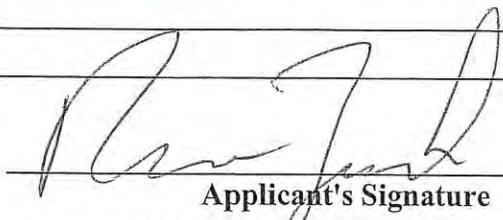
Applicant Diana L. Zach Date 9-17-2020

Address 212 Windom St.

Legal Description E 75' of Lot 8 Blk 15 Original Wayne

Rezoning Change From B-3 To B-3

Reason for Rezoning Replace old Quonset with new storage build.

  
Applicant's Signature

\*\*\*\*\*

#### Summary of Chapter 152 – Zoning

From time to time changes in the boundaries of the existing Zoning Districts may be made. The changes can be initiated by the City Council, Planning Commission, or by the owner of the property involved in the change. A Request for Rezoing is first submitted to the Planning Commission for consideration and their recommendation is submitted to the City Council for final action. If passed, the zoning change becomes an Ordinance and is recorded n the public records.

Rezoning procedures begin with the property owner submitting an application to the City Planner. This Rezoning Request gives the legal description of the property, the zoning change, and reasons for the rezoning. In addition to the Rezoning Request, a list of property owners with 300 feet of the proposed rezoning must be submitted. The list must include the property owner and a mailing address.

The Rezoning Request and list must be filed with the City Planner at least 15 days prior to the Planning Commission meeting along with a filing fee, currently \$200 per hearing. The Rezoning Request is then placed on the agenda. At least 10 days prior to the Planning Commission meeting the adjacent property owners are notified of the proposed rezoning along with the School District. A public notice is published in the local newspaper.

The Planning Commission may rule on the Rezoning Request immediately following the Public Hearing or table the item until the next meeting. The recommendation by the Planning Commission is then presented to the City Council at their next meeting for final action. The City Council shall approve or disapprove the Rezoning Request or return it to the Planning Commission.

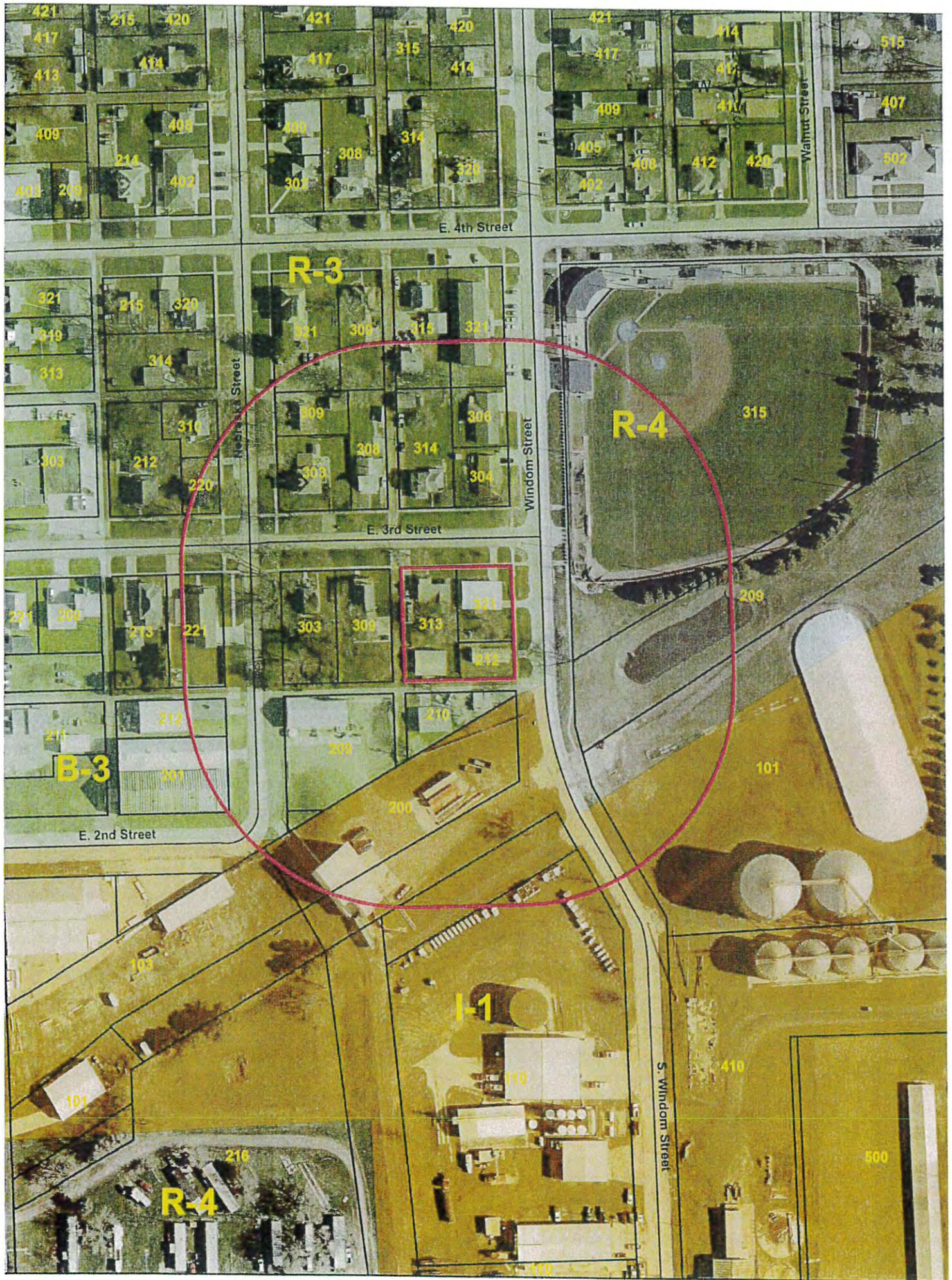
\*\*\*\*\*

Date Rezoning Request Approved/Denied by Planning Commission December 7, 2020

Date Rezoning Request Approved/Denied by City Council \_\_\_\_\_

Current Fee: \$200 per Hearing, Two Hearings Required (Planning Commission & City Council)

306 Pearl Street  
Wayne, NE 68787  
402-375-1733  
cityofwayne.org



R-3

R-4

B-3

I-1

R-4

E. 4th Street

E. 3rd Street

E. 2nd Street

Nebraska Street

Windom Street

S. Windom Street

Walnut Street

421  
417  
413

215  
414

421  
417

420  
414

421  
417

414  
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211  
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205

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308

101

200

210

101

216

110

110

410

500

**RESOLUTION NO. 2021-1**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR THE  
"BECKMAN FARM SUBDIVISION" OF THE CITY OF WAYNE, WAYNE  
COUNTY, NEBRASKA.**

WHEREAS, the Planning Commission, upon review of the Preliminary Plat of the "Beckman Farm Subdivision" of Wayne County, Nebraska, legally described as:

**Legal Description:**

A tract of land located in the North 1/2 of the Northeast 1/4 of Section 1, T26N, R3E of the 6th P.M., Wayne County, Nebraska, more particularly described as follows:

Beginning at the Northwest Corner of the Northeast 1/4 of Section 1, T26N, R3E of the 6th P.M., Wayne County, Nebraska; thence N 88°26'30" E on the North line of said Northeast 1/4, 2406.07 feet to a point on the West Right-of-Way line of Highway #15; thence S 75°19'49" E on said Right-of-Way line, 192.08 feet; thence S 01°58'26" E on said West Right-of-Way line, 806.35 feet; thence S 88°00'34" W and perpendicular to said West Right-of-Way line, 433.05 feet to the East Bank of Dog Creek; thence S 31°19'10" E on said East Bank, 142.90 feet; thence S 29°10'11" E on said East Bank, 198.97 feet; thence S 39°16'00" E on said East Bank, 200.48 feet to a point on the South line of the North 1/2 of said Northeast 1/4; thence S 88°11'25" W on said South line, 2442.71 feet to the Southwest Corner of said North 1/2; thence N 01°49'59" W on the West line of said North 1/2, 1332.97 feet to the Point of Beginning, containing 75.66 acres more or less.

on December 7, 2020, recommended approval thereof, based upon the following "Findings of Fact:"

- Consistency with the Comprehensive Plan and the future land use map; and
- Staff's recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that the Preliminary Plat of the "Beckman Farm Subdivision" of Wayne County, Nebraska, be approved subject to the recommendations of the Planning Commission and the foregoing "Findings of Fact."

PASSED AND APPROVED this 5<sup>th</sup> day of January, 2021.

THE CITY OF WAYNE, NEBRASKA

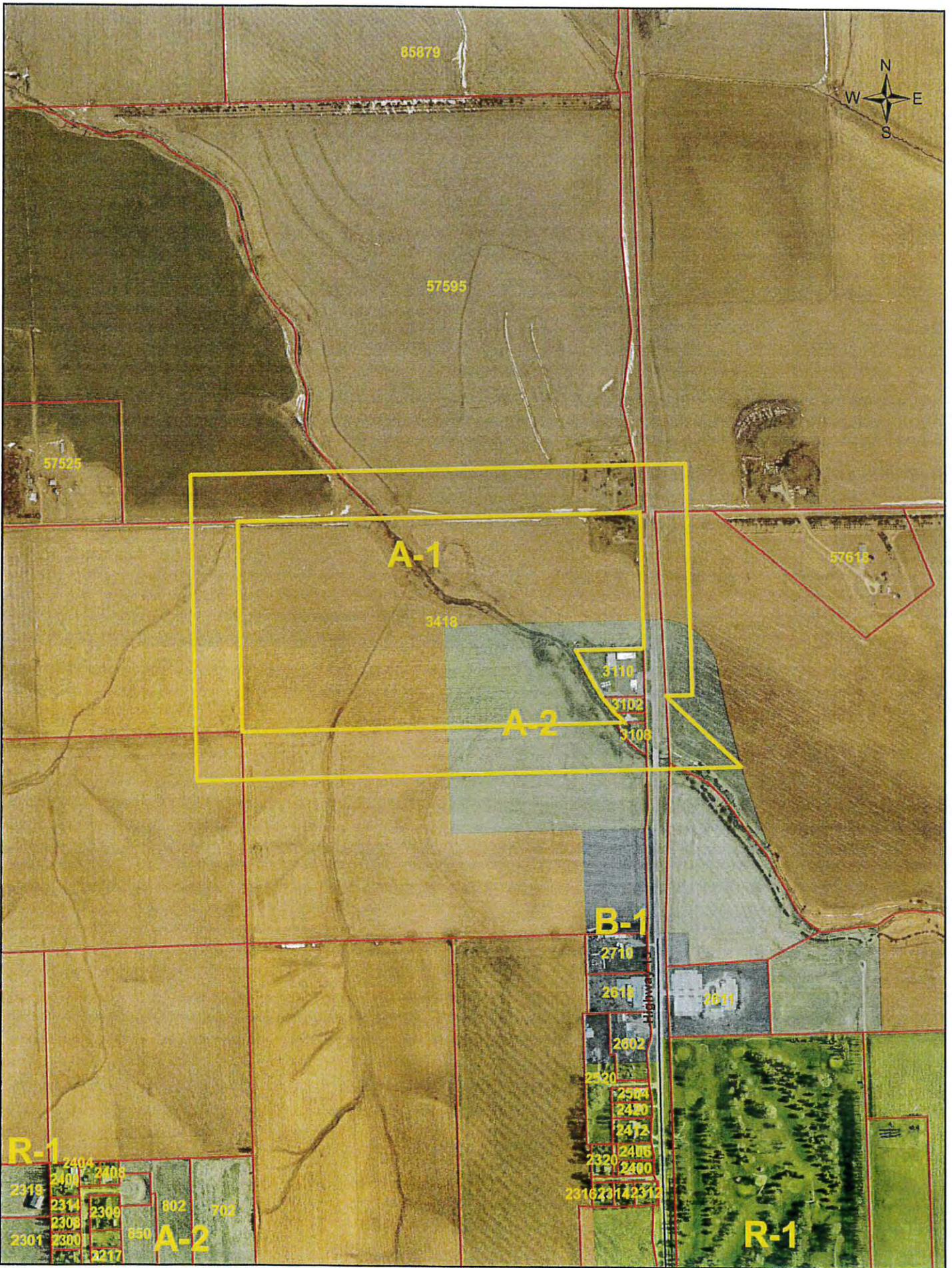
By \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Clerk





**RESOLUTION NO. 2021-2**

**A RESOLUTION APPROVING THE ACQUISITION OF TAX LOT 22 IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 26 NORTH, RANGE 4, EAST OF THE 6<sup>TH</sup> P.M., CITY OF WAYNE, WAYNE COUNTY, NEBRASKA.**

WHEREAS, the Mayor and/or City Administrator have concluded negotiations for the acquisition of the property legally described as follows:

Tax Lot 22 in the Northwest Quarter of the Southwest Quarter of Section 18, Township 26 North, Range 4, East of the 6<sup>th</sup> P.M., City of Wayne, Wayne County, Nebraska; and

WHEREAS, the owner of said property, the Wayne Community Redevelopment Authority, is willing to receive the sum of \$24,300 and other good and valuable consideration as offered by the City of Wayne.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska, that the City of Wayne shall purchase the property, legally described as:

Tax Lot 22 in the Northwest Quarter of the Southwest Quarter of Section 18, Township 26 North, Range 4, East of the 6<sup>th</sup> P.M., City of Wayne, Wayne County, Nebraska,

for the sum of \$24,300.00, and that the Mayor is hereby authorized to execute the necessary documents to carry out the acquisition.

PASSED AND APPROVED this 5<sup>th</sup> day of January, 2021.

THE CITY OF WAYNE, NEBRASKA

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

ORDINANCE NO. 2021-3

AN ORDINANCE AMENDING WAYNE MUNICIPAL CODE TITLE VII TRAFFIC CODE, CHAPTER 78 PARKING, SECTION 78-126 PROHIBITED PARKING; NORTHEAST QUADRANT OF THE CITY; 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 VII Traffic Code, Chapter 78 Parking, Section 78-126 of the Municipal Code of Wayne, Nebraska, is hereby amended to read as follows:

§ 78-126 PROHIBITED PARKING; NORTHEAST QUADRANT OF THE CITY.

(A) No person shall, at any time, park a vehicle upon the following described streets or parts of streets:

All of Lloyd Court from the southerly line of Brooke Drive to and including the entire circle
The east side of the centerline of Vintage Hill Drive from the north line of East 14th Street north to a point 125 feet north of the north line of Adam Drive
<b>The north side of the centerline of Vintage Hill Drive from the east line of Claycomb Road east to a point 117 feet east of the east line of Claycomb Road</b>
<b>The south side of the centerline of East 21<sup>st</sup> Street from the east line of Main Street east to the city limits</b>
<b>The north side of the centerline of East 21<sup>st</sup> Street from the east line of Main Street east to the city limits</b>
<b>The south side of the centerline of Adam Drive from the east line of Claycomb Road east to the west line of Vintage Hill Drive</b>
<b>The east side of the centerline of Jordan Drive from the north line of Adam Drive north to a point 155 feet north of the north line of Adam Drive</b>
The east side of the centerline of Eastview Drive from the north line of Poplar Street to the south line of Sycamore Street
The east side of the centerline of Ada Drive from Sunnyview Drive to the north line of Poplar Street
The east side of the centerline of Hillside Drive from the north line of East 7th Street north to the city limits
The east side of the centerline of North Main Street from the north line of East 7th Street north to the south line of East 14th Street
The east side of the centerline of Claycomb Road from the north line of East 14th Street north to the city limits

The east side of the centerline of Providence Road from the north line of East 7th Street north to the south line of East 14th Street
The east side of the centerline of Lilac Lane from the north line of East 10th Street north to the south line of Hillcrest Road
The east side of the centerline of Pine Heights Road from the north line of East 7th Street north to the south line of East 10th Street
<del>The east side of the centerline of the north-south alley west of Walnut Street from the north line of East 10th Street north a distance of 150 feet</del>
The east side of the centerline of Logan Street from the north line of East 7th Street north to the south line of East 10th Street
The east side of the centerline of Nebraska Street from the north line of East 7th Street north to the south line of East 10th Street
The east side of the centerline of Windom Street from the north line of East 7th Street north to the south line of East 10th Street
The east side of the centerline of Walnut Drive from the north line of East 7th Street north to the south line of East 9th Street
The east side of the centerline of Walnut Street from the north line of East 9th Street north to the south line of East 14th Street
The east side of the centerline of Linden Street from the north line of East 14th Street north to the south line of Aspen Street
The east side of the centerline of Memory Lane from the north line of East 10th Street north to the south line of Gail's Way
The east side of the centerline of Angel Avenue from the north line of East 10th Street to the north line of Gail's Way
The north side of the centerline of East 10th Street from the north-south alley between Walnut Street and Windom Street to the west line of Walnut Street
The north side of the centerline of East 10th Street from the east line of Main Street east to the west line of Logan Street
The north side of the centerline of East 7th Street from the east line of Main Street east to the city limits
The north side of the centerline of 14th Street between the east boundary of the Wayne State College Technology Building Lot on the quarter section line east to Claycomb Road
The south side of the centerline of Aspen Street from the east line of Claycomb Road east to the city limits
The south side of the centerline of East 14th Street from the east line of Providence Road east to the city limits

The south side of the centerline of Poplar Street from the west line of Ada Drive to the west line of Providence Road
The south side of the centerline of East 10 <sup>th</sup> Street from the east line of Main Street east to the east line of Providence Road.
The south side of the centerline of East 10 <sup>th</sup> Street from 221 feet east of the east line of Providence Road east to the west line of Hillside Drive
The south side of the centerline of Hillcrest Road from the east line of Walnut Street east to the point where Hillcrest Road turns south and then on the east side of the centerline to the north line of East 10th Street
The south side of the centerline of Poplar Street from the west line of Hillside Drive to the east line of Eastview Drive
The south side of the centerline of Sunnyview Drive from the west line of Hillside Drive to the east line of Providence Road
The south side of the centerline of East 9th Street from the east line of Main Street east to the west line of Pine Heights Road
The south side of the centerline of Sunnyview Drive from the west side of Providence Road to the east line of Alda Drive
The south side of the centerline of Sycamore Street from the west line of Hillside Drive to the east line of Eastview Drive
The south side of the centerline of Brooke Drive from the east line of Claycomb Road east to the city limits
The south side of the centerline of Sycamore Street from the west line of Hillside Drive to the east line of Eastview Drive
The south side of the centerline of Gail's Way from the east line of Memory Lane to the west line of Angel Avenue
The south side of the centerline of East 8th Street from the east line of Main Street to the north-south alley east of Windom Street
The west side of the centerline of Logan Street from the north line of East 7th Street north for a distance of 150 feet
The west side of the centerline of Walnut Street from 10th Street north to J.G. Lewis Drive
The west side of the centerline of Providence Road from the north line of East 7th Street north to the south line of East 14th Street
The west side of the centerline of Circle Drive from the north line of East 9th Street north to the circle and the entire circle
The west side of Claycomb Road from the north line of 14th Street going north a distance of 104 feet

The west side of the centerline of Pine Heights Road from the north line of East 7th Street north for a distance of 25 feet
The west side of the centerline of Walnut Drive from the north line of East 7th Street north for a distance of 190 feet
The west side of the centerline of the north-south alley west of Walnut Street from the north line of East 10th Street north for a distance of 150 feet
The south side of the centerline of Summerfield Drive from the east line of Centennial Road to the west line of Industrial Drive
The north side of the centerline of Summerfield Drive from the east line of Centennial Road to the west line of Industrial Drive
The west side of the centerline of Industrial Drive from the north line of East 7th Street to the south line of Summerfield Drive
The east side of the centerline of Industrial Drive from the north line of East 7 <sup>th</sup> Street to the south line of Summerfield Drive

(B) Appropriate signs shall be placed to advise the public of these prohibited parking regulations.

(2002 Code, § 78-126) (Ord. 2005-22, passed 8-9-2005; Ord. 2008-18, passed 9-16-2008; Ord. 2008-21, passed 10-21-2008; Ord. 2013-36, passed 8-6-2013; Ord. 2014-2, passed 3-4-2014; Ord. 2014-21, passed 6-17-2014; Ord. 2018-19, passed 8-7-18; Ord. 2020-1, passed 6/16/20)

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 \_\_\_\_\_ day of \_\_\_\_\_, 2021.

THE CITY OF WAYNE, NEBRASKA,

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# **CITY OF WAYNE**

# **PERSONNEL MANUAL**

**Benefits**

**Policies**

**Procedures**

**Regulations**

**Last Amended**

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## INTRODUCTION

Welcome to the City of Wayne! We are happy to have you as a part of the City personnel team.

We realize a new job, with its unfamiliar surroundings and people can be overwhelming. That is the purpose of this Personnel Manual. It will help you to get acquainted and feel comfortable with us. If you have any questions, please don't hesitate to ask your supervisor or the Personnel Department.

Sincerely,

Personnel Manager

## **INTRODUCTION TO PERSONNEL MANUAL**

The purpose of this employee manual is to serve as a guide to inform you about those matters which have a direct bearing on you as an employee of the City of Wayne and to outline City policies and how they are administered. These guidelines shall not be construed as a contract. The City reserves the right to make changes in content or application as it deems appropriate and these changes will be implemented even if they have not been communicated, reprinted, or substituted in this employee manual. It should also be understood that employment is terminable at the will of the employee the employee or the company, as permitted by law, at any time and for any reason.

This employee manual supersedes all other employee manuals issued before \_\_\_\_\_, 2020.

## CHAPTER ONE

### PERSONNEL MANAGEMENT SYSTEM

#### **Sec. 1.1 Purpose**

The personnel management system of the City of Wayne, of which these rules are a part, is designed to bring to the City service a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices. Objectives of these rules include the following:

- (a) To inform employees of their rights and obligations in relation to their employer.
- (b) To inform department heads ~~division heads~~, and other supervisors of their obligations toward and their right to assign and instruct subordinate employees.
- (c) To ensure compliance with applicable laws.
- (d) To promote and increase efficiency, responsiveness to the public, and economy in the City service.
- (e) To provide fair and equal opportunity for a qualified person to enter and progress in the City service based on merit and fitness as ascertained through fair and practical personnel management methods.
- (f) To enhance the attractiveness of City career and encourage employees to give their best efforts to the City and the public.

#### **Sec. 1.2 Coverage of the Rules**

These rules shall apply to all departments ~~divisions~~, and employees of the City except in cases of conflict with applicable State or Federal laws or regulations or with the rules of the City of Wayne Civil Service Commission as statutorily applicable.

#### **Sec. 1.30 Definition**

An employee is defined as any person who has been appointed to a position of employment on the City payroll, excepting any person serving on a retainer contract basis.

#### **Sec. 1.4 Adoption of the Rules**

These rules shall become effective when adopted by the Mayor and City Council, whereupon any conflicting rules, regulations, policies, or procedures previously adopted by the Mayor and City Council or by administrative directive shall be superseded to the extent of the conflict.

#### **Sec. 1.5 Amendment of the Rules**

Written suggestions for amending these rules are welcome at any time from City employees and should be submitted, through supervisory channels, to the City Administrator. Amendments shall become effective upon approval by the Mayor and City Council.

**Sec. 1.6 Availability of the Rules**

Each department head ~~division head~~, and other supervisor as designated shall maintain an up-to-date copy of these rules for review by any subordinate employee so requesting. At commencement of employment, each employee will be given a copy of this employee manual.

**Sec. 1.7 Supplemental Personnel Regulations**

Department ~~and Division~~ heads may establish such supplemental personnel regulations as are necessary for efficient and orderly administration and for ensuring the proper conduct and discipline of their employees. Supplemental personnel regulations shall be subject to approval by the City Administrator and shall be consistent with these rules, administrative directives, and other requirements of the City Administrator or the Mayor and City Council. Copies of supplemental personnel regulations shall be made available to employees in the same manner as are copies of these rules.

**Sec. 1.8 Role of Mayor and City Council**

The Mayor and City Council shall be the ultimate policy-making authority for all matters pertaining to personnel management in the City government.

**Sec. 1.9 Role of the City Administrator**

The City Administrator, as chief executive officer, shall be responsible for the proper administration of the personnel management system by:

- (a) Ensuring that appointments are based on merit and fitness.
- (b) Maintaining a sound position classification plan.
- (c) Equitably administering the compensation plan.
- (d) Ensuring that the City is an equal opportunity employer.
- (e) Maintaining employee discipline.
- (f) Ensuring high employee productivity.
- (g) Maximizing employee development opportunities.
- (h) Providing fair and effective appeal and grievance procedures.
- (i) Fostering good employee relations.
- (j) Issuing such administrative directives as are necessary to implement these rules.

**Sec. 1.90. Role of Personnel Officer**

**The City Administrator or his/her designee shall act as the Personnel Officer. ~~Central personnel services shall be provided by the Personnel Officer.~~** The Personnel Officer shall be responsible for:

- (a) Announcing and advertising employment opportunities as appropriate.
- (b) Receiving and initially processing employment applications.
- (c) Referring applicants to department ~~and division~~ heads in accordance with established procedures.
- (d) Processing appointments, separations, terminations, and other actions.
- (e) Developing general personnel forms.
- (f) Maintaining official personnel records, classification and compensation plan materials, and such other records and materials as are necessary for the day-to-day operation of the personnel management system.
- (g) Compiling statistical information and preparing reports concerning City personnel.
- (h) Providing information and technical assistance to department heads, ~~division heads~~, other supervisors, ~~and~~ their subordinate employees.
- (i) Performing other personnel functions as directed ~~by the City Administrator~~.

**Sec. 1.11 Role of Department ~~and Division~~ Heads**

Department ~~and division~~ heads shall have full responsibility for managing their assigned personnel and for taking or recommending any personnel actions in accordance with the authority delegated to them by the City Administrator and the applicable provisions of these rules.

## CHAPTER TWO

### EQUAL EMPLOYMENT OPPORTUNITY

#### **Sec. 2.1 Policy**

The City of Wayne is an equal opportunity employer. Discrimination against any person in recruitment, selection, appointment, classification, compensation, duty assignment, work schedule, working condition, leave authorization, training, promotion, discipline, retention, or any other aspect of personnel management because of political or religious opinions or affiliations, or because of race, color, national origin, marital status, veteran status, or other non-merit factor is prohibited. Discrimination on the basis of age, sex, or physical requirements is prohibited except where specific age, ~~sex~~, or physical requirements constitute statutory or other bona fide occupational qualifications necessary to proper and efficient administration.

#### **Sec. 2.2 Equal Employment Officer**

The City Administrator shall act as or shall designate an Equal Employment Officer, who shall initiate or maintain any special records or controls necessary to implement the policy of equal employment opportunity. The Equal Employment Officer shall identify and analyze problem areas, develop realistic program objectives, assess progress, and periodically update the objectives as necessary. He or she shall recommend any changes rules, regulations, policies, or procedures which, however unintentional, may operate as unnecessary barriers inhibiting equality of opportunity. All City employees shall cooperate with the Equal Employment Officer in attaining the program objective

#### **Sec. 2.3 Affirmative Action**

The Equal Employment Officer will review the City work force in relation to the available skills in the relevant labor markets regarding minorities, including women, and, if there should be a significant imbalance, the Equal Employment Officer shall establish goals, relevant time tables, and hiring projections regarding the City work force. If an affirmative action plan is required, department **division** heads shall be involved in both the development and implementation of the plan. The plan should include outreach recruitment, employee development, and other targeted activities to produce well qualified minority, including women, applications where appropriate.

#### **Sec. 2.4 Discrimination Complaints**

Employees alleging prohibited discrimination shall have the option of using the established appeal and grievance procedures as appropriate. Outside applicants shall have the option of filing complaints with the Equal Opportunity Officer, who shall respond in a timely and appropriate manner after conducting investigations. No person shall be subject to reprisal for good faith participation in a discrimination complaint proceeding in any official forum.

## CHAPTER THREE

### METHOD OF FILLING VACANCIES

#### **Sec. 3.1          Vacancy Identification**

Department ~~and division~~ heads, using the prescribed form, shall notify the Personnel Officer as soon as they become aware of actual or impending vacancies in their organization. No vacancy may be filled without the authorization of the City Administrator who shall specify the selection process or processes to be used.

#### **Sec. 3.2          Promotion Policy**

A promotion is the assignment of an employee from a position in one class to a position in another class having a higher maximum salary. The City may provide promotional opportunities whenever feasible. City employees may also apply and be considered for any position in the same manner as members of the general public.

#### **Sec. 3.3          Competitive Selection**

When a competitive selection process is to be used, the City Administrator, according to the best interest of the City, may designate the area of consideration of applicants from the following:

- (a)     The selection process may be limited to persons in the City service or a segment thereof.
- (b)     The selection process may be opened to the general public without special preference of consideration for any City employees who apply.
- (c)     The selection process may include both City employees and members of the general public, with City employees given preference in application and consideration, if permissible by law.

#### **Sec. 3.40        Noncompetitive Selection**

When in the best interest of the City, a noncompetitive selection process may be specified by the City Administrator. Vacancies may be non-competitively filled with qualified persons by the following means:

- (a)     Reinstatement of a former City employee, as described elsewhere in these rules.
- (b)     Demotion for cause, as described elsewhere in these rules.
- (c)     Voluntary demotion.
- (d)     Promotion of an employee previously demoted in lieu of layoff.
- (e)     Lateral transfer.
- (f)     Special employment program.

**Sec. 3.5 Voluntary Demotion**

Demotion is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. An employee may be demoted at his or her own request if in the best interest of the City.

**Sec. 3.6 Demotion in Lieu of Layoff**

An employee may be demoted as an alternative to layoff. Such demotion may be fully or partially rescinded at any time through noncompetitive promotion.

**Sec. 3.7 Lateral Transfer**

Lateral transfer is any assignment from one position to another not involving a promotion or demotion. A lateral transfer may be affected at an employee's request or for reasons of administrative necessity. In appropriate circumstances, the Personnel Officer shall ensure that notices are posted in City departments ~~and divisions~~ soliciting applications for lateral transfer.

**Sec. 3.8 Special Employment Programs**

From time to time, the City Administrator, in furtherance of legitimate public policy objectives may specify that vacancies be filled with persons eligible for inclusion in particular special employment programs without regard to other provisions of this chapter concerning selection processes. Special employment programs include but are not limited to internships employment programs, work-study programs, intergovernmental mobility assignments, vocational rehabilitation programs, and seasonal employees.

**Sec. 3.9 Temporary Positions**

The City Administrator may authorize any fair and practical means of filling temporary or seasonal positions without regard to other provisions of this chapter concerning selection processes.

## CHAPTER FOUR

### RECRUITMENT AND SELECTION

#### Sec. 4.10. — Vacancy Announcements.

The Personnel Officer shall announce all vacancies for which a competitive selection process has been specified. At a minimum, vacancies shall be advertised in a local newspaper, listed with the Nebraska Job Service, and posted in all City departments and divisions, and areas accessible to the public such as the Wayne Public Library or City Auditorium. For specialized position or when necessary to meet equal employment opportunity objectives, additional publicity shall be targeted to likely sources of qualified applicants such as community organizations, educational institutions, and other governmental entities. Advertisements may also be placed in appropriate professional journals and out-of-town newspapers. Each vacancy announcement shall include at a minimum, the following information:

- (a) — Title and salary range of the position.
- (b) — Summary of the qualifications for the position.
- (c) — Method of and deadline for filing applications.
- (d) — A statement that the City is an equal opportunity employer.

#### Sec. 4.20. — Purpose and Design of Application Forms.

The Personnel Officer shall develop one or more general application forms for use in applying for City employment. The Personnel Officer or department and division heads may also develop specialized or supplemental application forms for use in appropriate circumstances. Any forms developed by department and division heads shall be reviewed by the Personnel Officer for technical adequacy, utility, and equal employment opportunity compliance. Application forms shall be used in making fair determinations of qualifications for employment. Information concerning non-merit factors shall only be requested as necessary to satisfy equal employment opportunity and other legal requirements. Information required only at the time of selection or appointment shall not be solicited at the time of initial application.

#### Section 4.30. — Filing of Application.

Applications shall be filed with the Personnel Officer as specified in the applicable vacancy announcements. The City Administrator may authorize the acceptance of late applications if in the best interest of the City. The Personnel Officer shall provide all reasonable assistance to persons requesting help in completing their application. All information submitted shall be subject to verification. The City may cease accepting or processing applications at any time in accordance with operational requirements.

#### Sec. 4.40. — Initial Processing of Application.

The Personnel Officer shall be responsible for the initial processing of employment

~~applications as directed by the City Administrator. Information collected solely for equal employment opportunity purposes shall be detached from the main body of each application upon receipt. The information shall be separately and securely filed by the Personnel Officer and shall not be used in the selection process.~~

~~Sec. 4.50. — Evaluation of Qualifications.~~

~~Applicants shall be required to provide any information and undergo any examinations necessary to demonstrate their qualifications for the City service and the positions involved. Depending on the nature of the vacancy, applicants may be required to undergo written, oral, performance, physical agility, background, medical, physiological, and other evaluation procedures which are fair, practical, and job related. Applicants may be required to grant releases to permit review of criminal, medical, employment, educational, financial, and other records necessary to properly evaluate the applicant for the position. Conviction of a crime is not an automatic bar to employment — all circumstances will be considered. The City reserves the right to conduct a motor vehicle record check on applicants applying for positions that require the operation of City vehicles.~~

~~Sec. 4.60. — Disqualification.~~

~~An applicant may be disqualified from further consideration at any stage of the selection process for any of the following reasons:~~

- ~~— (a) — Applicant is an illegal alien or an alien with a visa specifically precluding their working.~~
- ~~— (b) — Applicant will not have attained his or her 16th birthday at the time of appointment, except that a lower minimum age may be established for certain temporary positions and a higher minimum age and/or maximum entry age may be established for certain positions when required by law or when otherwise constituting a bona fide occupational qualification.~~
- ~~— (c) — Applicant is not medically qualified to perform the duties of the position as ascertained in a manner prescribed by the City Administrator, except that handicapped persons shall not be disqualified on medical grounds if their handicaps can reasonably be accommodated in the work place and if the handicapped person, if selected, can substantially perform the duties of their position without endangering themselves, other persons, or property.~~
- ~~— (d) — Applicant is not of exemplary moral character to the extent that his or her job performance would be impaired or that significant discredit or excessive risk would be brought upon the City by his or her employment.~~
- ~~— (e) — Applicant will not comply with the applicable response time requirement unless proper waiver has been obtained.~~
- ~~— (f) — Appointment of the applicant will violate a prohibition of the employment of relatives.~~
- ~~— (g) — Appointment of the applicant will create a conflict of interest situation required for the position.~~

- ~~———— (h) ——— Applicant lacks the education, experience, aptitude, or similar qualification required for the position.~~
- ~~———— (i) ——— Applicant is addicted to the use of drugs or intoxicating beverages.~~
- ~~———— (j) ——— Applicant has been convicted of a crime of such nature as to constitute an excessive risk to the City if he or she is employed.~~
- ~~———— (k) ——— Applicant has been or is about to be dismissed from employment or military service for reasons indicating current unfitness for the position or constituting an excessive risk to the City if he or she is employed.~~
- ~~———— (l) ——— Applicant has made a false statement of facts or has committed or attempted to commit a fraudulent, illegal, or unethical act or has attempted to exert political influence at any point in the application or selection process.~~
- ~~———— (m) ——— Applicant will not possess any required license or certificate or will not be able to comply with any other requirement or condition of employment at the time of appointment.~~

~~Sec. 4.70. — Selecting Officials.~~

~~The City Administrator shall select department and division heads subject to approval of the Mayor and City Council. Department or division heads shall otherwise select their subordinates and shall forward their selection recommendations and supporting information to the City Administrator for approval.~~

~~Sec. 4.80. — Interviews.~~

~~Selection officials shall interview applicants in competitive selection processes who on the record appear to be the best qualified for the positions involved. A written summary of interview questions and answers shall be prepared and forwarded to the Personnel Officer for retention. Interviews shall be conducted in a consistent job-related and nondiscriminatory manner and shall focus on the following:~~

- ~~———— (a) ——— Clarification of items listed on the application.~~
- ~~———— (b) ——— Clarification of an applicant's qualifications.~~
- ~~———— (c) ——— Clarification of an applicant's availability.~~
- ~~———— (d) ——— Discussion of City salaries, benefits, career opportunities, policies, and working conditions.~~
- ~~———— (e) ——— Discussion of the nature and duties of the position involved.~~

~~Sec. 4.90. — Documentation and Notification.~~

~~The Personnel Officer shall devise necessary forms and procedures pertaining to the selection process. Disqualification and selection decisions shall be thoroughly documented by the responsible officials. Selecting officials shall be responsible for conducting reference checks of successful applicants. The Personnel Officer shall also respond to any written requests from applicants concerning the reasons for their disqualification or non-selection.~~

**CHAPTER FIVE FOUR**

**APPOINTMENT**

**Sec. 4.1           Appointing Authority**

No person shall be employed by the City unless appointed by proper authority. The Mayor, with the approval of the City Council, is the appointing authority for department heads, **division heads**, and any similar positions mandated by statute or ordinance. The City Administrator is the appointing authority for all other positions. Appointment actions shall be required for entering the City service and for subsequent position changes.

**Sec. 4.2           Appointment Types**

Appointments shall be designated either regular or temporary. Regular appointments shall be made to full time or part time positions. Limited term regular appointments may be made in unusual circumstances. Temporary appointments shall not exceed one year in duration and shall be subject to termination at any time, and may be made to full time or part time positions requiring continuous, seasonal, or intermittent performance or requiring service in a public emergency. Initial or successive temporary appointments shall not be used in circumstances where the nature and expected duration of the work indicate that regular appointments are more appropriate. Appointments shall be subject to the applicable provisions of these rules regarding probationary periods.

**Sec. 4.3           Employment of Relatives**

Notwithstanding Section 49-1499 and subsection (3) of Section 49-14,101 of Nebraska Revised Statutes, an immediate family member of a public official or public employee may be employed by the City of Wayne if that public official or public employee has no management or supervisory responsibility of said employee. In addition, said public official or public employee must not abuse his or her official position and must make a full disclosure on the record to the governing body or a written disclosure to the person in charge of keeping records for the governing body. No public official or public employee shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment.

Except for making a full disclosure provided by Sections 49-1499.01 and 49-14,103.01 to 49-14,103.06 of Nebraska Revised Statutes, this section shall not apply to an immediate family member of a public official or public employee who

- (1) was previously employed in a position subject to this section prior to the election or appointment of the public official or public employee or
- (2) was employed in a position subject to this section prior to **the implementation of this Personnel Manual July 17, 1986.**

Any newly elected or appointed public official or employee shall make a full disclosure of any immediate family member employed in a position subject to this section, prior to or as soon as reasonably possible after the official date of taking office.

**Sec. 4.4            Residence**

1. Residency is not a requirement for employment by the City of Wayne. However, in the best interest of the City, the allowable **maximum mileage measure** ~~response time~~ for all City employees, with the exception of those in subparagraph 2, shall be **fifteen minutes** ~~thirty miles~~. ~~Response time shall mean the time elapsing between an employee's receipt of an emergency call and his or her arrival at his or her duty station.~~ It shall be the duty of each **division department** head to maintain ~~response time~~ **maximum mileage measure** of the employees and to report any discrepancies to the City Administrator.
2. **Police Department employees (officers) and Electric Distribution Department employees shall be required to reside within the zoning jurisdiction upon completion of probationary period.**

**Sec. 4.5            Processing and Orientation**

New and reinstated employees shall report to the Personnel Office as directed for completion of personnel and payroll forms and for a general orientation to the City government, the personnel management system, and the City policy of equal employment opportunity. Department ~~and/or division~~ heads shall provide further orientation on such matters as the probationary period, employee rights and responsibilities, assigned duties, level of performance expected, organizational structure and interrelationships, hours of work, safety, and the substance and availability of these rules and any applicable supplemental personnel regulations. Employees should be made to feel welcome and should be especially encouraged to ask questions during their first days of employment.

## CHAPTER SIX FIVE

### PROBATIONARY PERIOD

#### **Sec. 5.1 Requirement**

Every person who is initially appointed to or who receives a promotion in the City service under a regular appointment or under a temporary appointment for other than seasonal or intermittent work shall be required to successfully complete a probationary period of six months as a condition of continued employment in the position. A former employee who is reinstated to a position in the same class shall only be required to complete any remaining portion of the applicable previous probationary period. On a case-by-case basis, the City Administrator may require the completion of a probationary period following other kinds of personnel actions.

#### **Sec. 5.2 Purpose**

The probationary period is the final step of the selection process and shall be used by department heads, ~~division heads~~, and other supervisors to closely observe and evaluate the conduct, work, and fitness of subordinates and to encourage them to adjust to their jobs. Supervisors shall provide necessary training and counseling to their probationary employees, whose performance shall be thoroughly documented as administratively prescribed. Upon successful completion of his or her probationary period, an employee may receive a salary increase.

#### **Sec. 5.3 Failure of Probation**

At any time during the probationary period, an employee may be dismissed from the City service or may be reassigned by lateral transfer or demotion if his or her conduct, quality of work, or fitness are insufficient to merit continuation in the position. The selecting official may provide an employee with additional time in which to demonstrate acceptable performance by extending probation for **one period of no longer than three months** ~~no longer than one period of three months~~. The employee and the Personnel Officer shall be notified of any such extension. An employee shall have no right to appeal a failure of probation except on the grounds of prohibited discrimination. A newly promoted employee who fails probation shall be returned to his or her former position, if open, or shall otherwise be assigned to any available position for which he or she qualifies and which is at or below the level of the former position.

## CHAPTER SEVEN SIX

### EMPLOYEE DEVELOPMENT AND EVALUATION

#### **Sec. 6.1 Employee Development Policy**

The City Administrator, **and** department heads, ~~and division heads~~ shall establish appropriate programs to develop the capacity of employees to render more effective service to the City. Such programs may include formal courses, seminars, workshops, demonstrations, directed readings, special assignments, and other activities designed to improve employee knowledge, skill, and job effectiveness with due consideration for the personal career objectives of employees and the enhancement of equal employment opportunity. Employee development activities shall be conducted during regular working hours to the extent possible.

#### **Sec. 6.2 Performance Evaluation Requirement**

The work performance of each regular employee shall be objectively evaluated on a periodic basis. An evaluation, on the prescribed form, shall be made by the immediate supervisor acting as rater and shall become official when reviewed and approved, with any necessary modifications, by the next higher supervisor, if any, provided that such final reviewer shall be at or above the ~~division~~ **department** head level. Subject to any necessary delay to allow the rater to have supervised the employee for at least three months, an employee's performance shall be evaluated at the following times:

- (a) Each year the anniversary month of his or her initial hiring, promotion, or other appointment to the position provided that an evaluation has not been completed within the preceding three months.
- (b) Immediately before a change of supervisor, provided that an evaluation has not been completed within the preceding three months.
- (c) Upon a change of position, provided that an evaluation has not been completed within the preceding three months.
- (d) Upon termination of employment, provided that an evaluation has not been completed within the preceding three months.
- (e) Whenever the supervisor desires to recognize meritorious or deficient service or whenever an evaluation would otherwise be in the best interest of the City.

#### **Sec. 6.3 Purpose of Evaluations**

Performance evaluations are designed to help supervisors and employees measure how well work is performed in relation to applicable job requirements, to encourage improvement in such performance, and to provide a tool for management decisions concerning employee development, merit salary increases, retention, and other matters. Performance evaluations may also be considered in making promotions to the extent that current or past performance may be relevant to the requirements of the position to be filled. Performance evaluations, as well as day-to-day feedback and counseling activities, shall be used to recognize and reinforce position performance and to correct negative performance. Employees shall be shown copies of their performance evaluations for discussion and for acknowledgment by signature. Employees disagreeing with

their evaluations may seek adjustment through use of the established grievance procedure.

**Sec. 6.4            Rewards**

Department heads, ~~division heads~~, and other supervisors shall reward outstanding performance by subordinate employees. Examples of appropriate grounds for reward are superior quality or quantity of work, outstanding leadership, exceptional courtesy or service to the public, or submission of a suggestion of unusual merit. A reward may take the form of a letter of commendation, special performance evaluation, merit salary increase or when the outstanding performance is relevant to the requirements of a higher level position, favorable consideration for promotion.