



**City of Franklin
City of Franklin Regular Meeting
September 19, 2023 7:30 PM City Hall**

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

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

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

- 1. Call Meeting to Order Roll Call**
- 2. Verification of Open Meetings Notice**
- 3. Mayor Communications**
 - Thank you from Franklin Public School for the Teacher back to school luncheon - City Hall and the Library sponsored a table.
 - We applied for a Safety Grant with LARM - we purchased first aid kits for the buildings and vehicles. We received \$500 of the grant.
 - We applied for an Armor Grant with LARM - we purchased a vest and we received \$700 for the grant.
 - Trunk or Treat will be downtown on October 31, 2023.
- 4. Consent Agenda**
 - 4.a. Minutes of the previous meetings
 - 4.b. Treasurer's Report
 - 4.c. Budget Report
 - 4.d. Freedom Claims Monthly Claims Analysis Report
 - 4.e. Payroll
 - 4.f. Claims
- 5. Discussion and Action Items**
 - 5.a. Discussion and action Joe Schneurle with Schneurle Seed to discuss about sanitation pickup outside city limits.
 - 5.b. Discussion and action on the 1% increase in restricted funds
 - 5.c. Discussion and action on approval of 2023-2024 Fiscal Budget Year
 - 5.d. Discussion and action on Lawrence Stover, Jr resignation letter from his sanitation/recycling position as of December 31, 2023.



5.e. Discussion and action on promoting Cory Davis to the sanitation/ recycling position as of January 1, 2024

5.f. Discussion and action on the roof for the recycling building bid from Midwest Roofing \$9,839.73

5.g. Discussion and update on storm damage to the city's properties

5.h. Discussion and action on city shop roof bids

5.i. Discussion and action on Frontier Communications burying fiber in the alley between 15th Ave and 16th Ave to 805 16th Ave.

5.j. Discussion and action on permits: Jim & Cheryl Higel, new structure; Brandon Herrick, addition to existing structure

5.k. Discussion and action rescind declared nuisances

5.l. Discussion and action on postponement requests for the nuisance program

5.m. Discussion and action on reviewing nuisance parcels in the program

5.n. Discussion and action approve nuisance abatement contractor if needed

5.o. Discussion and action on receiving recycling from citizens outside of Franklin County

5.p. Discussion and action on updated Safety Policy

5.q. Discussion and action on job description updates for all full-time and regular part-time employees

5.r. Discussion and action on the purchase of a motor grader for the street department

5.s. Discussion and action on adding the Traffic Light to our insurance policy

5.t. Discussion and action the future of the police department

5.u. Discussion on an interlocal agreement with the Franklin County Sheriff's Department

5.v. Discussion on setting up times to interview the potential new City Attorney. Deadline for applying is September 30, 2023.

6. Resolution

6.a. Resolution 2023-07 Parade of Lights - November 5, 2023

6.b. Resolution 2023-08 Fiscal Year Budget 2023-2024

6.c. Resolution 2023-09 Salaries Raises

7. Ordinances

7.a. AN ORDINANCE OF THE CITY OF FRANKLIN, NEBRASKA PERTAINING THE RATES TO BE PAID FOR SOLID WASTE DISPOSAL; TO AMEND SECTION 4-613 OF THE MUNICIPAL CODE; TO REPEAL THE ORIGINAL SECTION; TO PROVIDE FOR PUBLICATION IN PAMPHLET FORM; AND TO DECLARE AN EFFECTIVE DATE.

7.b. Discussion on vacant property ordinance, and other updated ordinance

7.c. Discussion on approving Nebraska Building Codes replacing International Building Codes

8. Closed session for potential legal action

9. Adjourn

Lean on



Safety Award

This acknowledges that

The City of Franklin

has been awarded a

Lean on LARM Safety Grant

for fire extinguishers

A handwritten signature in black ink, appearing to read 'David Beckman', is written over a horizontal line.

LARM Safety Committee Member

2022/2023

Shelley Kaler

Jayne
Amel

Linea
Barham

Thanks!
Shannette

Riley
McKee

Carl
James

Christy
Lecher

Hattie
James

Brittany
Marko

Neil
Lecher

Jess
Goosie

Jed
Schmidt

Erin
Benton

Juda
Bush

☺

Becky
Cii

John
Lecher

Katelyn
Gilling

Chris
Lecher

City of Franklin

Debra
Lecher

Karen
Carpenter

Thank you for your support and the gifts we received
at the Teacher & Staff Back to School Luncheon
sponsored by the Franklin Chamber.

Your kindness and support are greatly appreciated!

Heather
Webb

Brittany
Carter

Renee
Krusseman

Val
Scott

Timothy
Ellis

Amy
W.

Abby
M.

Phillip
Baumgart

Jan
Weiss

McGowan

Franklin, Nebraska
August 8, 2023

A meeting of the Mayor and Council of the City of Franklin, Nebraska was held at City Hall in said City on August 8, 2023

Upon roll call, the following board members were in attendance: Margaret Siel, Fred Beall, Dave Platt, Sandy Urbina, and Kasey Loschen arrived at 7:35 PM

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

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

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

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

5R REPAIR	MAINT	\$330.00
AFLAC	INS.	\$736.20
AMANDA SHELTON	REIMB.	\$424.20
AXON ENTERPRISE	EQUIP.	\$3,099.00
BAKER & TAYLOR	SUPP.	\$350.70
BCBS	INS.	\$13,112.74
BLACK HILLS	GAS	\$149.37
CAPIAN CREATES	FEE	\$89.00
CASTLE HILL CONST.	REPAIR	\$1,030.00
CENTRAL NE BOBCAT	REPAIR	\$218.99
CHRISTIE MALL	SERV.	\$80.00
CITY OF FRANKLIN	FEE	\$111.39
CITY OF HOLDREGE	DISP.FEE	\$2,530.12
CPI	FUEL	\$3,824.72
DELTA DENTAL	INS.	\$472.45
DANIEL DORN	FEE	\$200.00
DAVIS, CORY	FEE	\$108.59

DUNCAN WELDING	SUPPLY	\$56.03
DUTTON-LAINSON CO	REPAIR	\$797.54
EAKES	FEE	\$44.99
EFTPS	PAYROLL	\$10,719.68
ELECTRIC FUND	ELECTIRCITY	\$2,858.63
EMILY CLEVELAND	FEE	\$750.00
FRANLIN AUTO	SUPP.	\$704.08
FRANKLIN CO. CHRONICLE	FEE	\$491.24
FRANKLIN SHERIFF	FEE	\$320.00
FREEDOM CLAIMS	FEE	\$3,000.00
GLENWOOD TELE.	PHONE	\$639.89
GLOBE LIFE	INS.	\$271.53
GUARDIAN TAX PARTNERS	FEE	\$2,837.94
GOLDSTAR PRODUCTS	MAINT.	\$2,650.35
HOMETOWN LEASING	FEE	\$392.47
JIM'S OK TIRE	MAINT.	\$339.00
KEARNEY WINLETRIC	REPAIRS	\$525.34
LARM	INS.	\$14.60
LEAGUE OF MUNICIPALITIES	FEE	\$1,678.00
LEAGUE OF MUNICIPALITIES	FEE	\$729.00
MADISON LIFE	INS	\$56.30
MCQUAY LAW	FEE	\$1,500.00
MICHAEL TODD	SUPPLY	\$197.69
MICROFILM IMAGING	REPAIRS	\$698.45
MG TRUST	FEE	\$4,510.60
MINICIPAL SUPPLY	MAINT.	\$2,222.95
NE DEPT OF REV	SALES TAX	\$6,008.89
NE DEPT OF REV	PAYROLL	\$1,272.51
NE POWER REVIEW BOARD	FEE	\$152.58
ONE CALL CONCEPTS	FEE	\$39.22
PAYROLL	PAYROLL	\$37,630.89
PAULSEN INC	MAINT.	\$588.62
PITSTOP	FUEL	\$1,099.84

PLANK'S HWDE	SUPPLY	\$164.78
POWER PLANT COMPLIANCE	MAINT.	\$34,462.87
PRO POWER	MAINT.	\$249.41
QUAIDENT FINANCE	FEE	\$529.97
RETIREMENT PLAN	FEE	\$955.31
RIGHTWAY	SUPPLY	\$650.14
S.E. SMITH	SUPPLY	\$30.24
SAHLING KENWORTH	MAINT.	\$10,020.20
SANITATION PRODUCTS	MAINT.	\$772.78
SCEDD	FEE	\$5,200.29
SCHMIDT COMPUTER	FEE	\$1,441.25
SIEL ASSOCIATES PC	CDA GRANT	\$6,367.35
SOUTHERN POWER	FEE	\$67,227.04
TLC PEST	FEE	\$340.00
U.S. BANK	SUPP.	\$805.22
UNEMPLOYMENT	PAYROLL	\$37.33
VERIZON	PHONE	\$206.07
VSP	INS	\$161.44
WAPA	FEE	\$6,383.65
	TOTAL	\$248,671.66

Motion made by Sandy Urbina, seconded by Dave Platt to approve motion to abate 2023-FRAN-8022. Motion Passed.

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

No taken on rescinding declared nuisance.

Motion made by Fred Beall, seconded by Kasey Loschen to approve the postponement request for nuisance program 2022-FRAN-7003 until 9/10/2023; 2022-FRAN-7020 until 9/30/2023; 2023-FRAN-8012 until 9/30/23; 2023-FRAN-8013 until 9/10/2023. Motion Passed.

Beall: Yea, Loschen: Yea, Platt: Yea, Urbina: Yea
Yea: 4, Nay: 0

No taken on nuisance abatement contractor.

Motion made by Kasey Loschen, seconded by Fred Beall to approve moving forward with SCEDD to apply for the NET grant and set aside \$8,500.00 in our budget for this grant. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Fred Beall, seconded by Sandy Urbina to approve public hearing for liquor license renewal for Black Powder Bar LLC - Class CK dba Turning Point; Topsy Cow - Class CK; Pitstop and Shop Inc. - Class C. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Kasey Loschen, seconded by Fred Beall to approve resignation of City Attorney Bryan McQuay effective August 31, 2023. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Fred Beall, seconded by Kasey Loschen to approve Zach Gray as the interim city attorney and send out a letter to other attorneys requesting services. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Kasey Loschen, seconded by Sandy Urbina decline going with Nebraska Class investment company. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Kasey Loschen, seconded by Dave Platt to approve publishing an RFP for the City shop building roof repairs and demo and remodeling. Motion Passed.

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

Yea: 4, Nay: 0

Motion made by Sandy Urbina, seconded by Fred Beall to table working on storm damage until we get more information from LARM insurance company. Motion Tabled.

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

Yea: 4, Nay: 0

Motion made by Dave Platt, seconded by Sandy Urbina to approve having the city employees take down two pine trees in the city park and check on the other three pine trees to see if they are savable. Motion Passed.

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

Yea: 4, Nay: 0

Discussion on ordinance enforcement officer for the City of Franklin.

Discussion on sanitation rates for the City of Franklin. A new ordinance will be presented at the September meeting with new rates and regulations.

Motion made by Kasey Loschen, seconded by Dave Platt to approve Nate Wentworth; fence permit; Loraine Rogers demo permit; Nicole Henry, addition to existing structure. Motion Passed.

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

Yea: 4, Nay: 0

Review of the budget for fiscal year 2024. Raquel and Margaret will look more into the numbers report back.

Motion made by Sandy Urbina, seconded by Fred Beall to approve resolution 2023-03 Homecoming Parade for Franklin Public School September 22, 2023. Motion Passed.

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

Yea: 4, Nay: 0

Decline Resolution 2023-05 Nebraska Class Investments services.

Discussion on interlocal agreement with the Franklin County Sheriff's Office for fiscal year 2024

The council did not go into closed session for discussion on potential legal action.

Adjourn the meeting at 10:33 PM

ATTEST:

APPROVED:

Raquel Felzien, City Clerk

Margaret Siel, Mayor

Franklin Public Library
Board of Trustees
Regular Meeting
August 7, 2023

The meeting was called to order at 6:20 p.m. by Vice President Susie Headrick. In attendance were Trustees, Melinda Siel, Susie Headrick, Taylor Herrick and Librarian Amanda Shelton.
Absent: Joan Dorn & Linda Herrick Visitors: None

Open Meetings Act posted.
Notice of Meeting posted.

Susie presented the agenda. The minutes of the June meeting were read. Taylor made a motion and Susie seconded the motion to approve the agenda and minutes Motion carried 3-0.

Correspondence & Communication:
No visitor comments

Librarian Report:
Amanda received a \$200 scholarship to the youth retreat at Ashland August 31 and September 1. This is a networking of the library system in programs offered for youth through the library.

Amanda presented a calendar with upcoming activities for the remainder of the year.

The Summer Reading Program was well attended. A total of 108 adults, 296 children, and 21 teens attended the June programs. July outreach programs had a total of 151 attendees.

Circulation statistics for May and June were reviewed.

Other items of interest:

There was no other business. Melinda made a motion to adjourn and Taylor seconded the motion. Motion carried 3-0

Meeting adjourned at 6:40 p.m. The next regular meeting will be October 2, 2023

Melinda Siel, Secretary

Checking Account Balance		Aug - 2023			
Cornerstone Bank & SCSB		for September meeting			
Beginging Balance	\$1,015,083.62				
Credit Transactions	\$256,768.05				
Debit Transactions	\$273,035.74				
ending bank balance	\$998,815.93				
KENO CHECKING	\$759.69				
CDBG checking account	\$20,377.64				
C & D Enterprise Fund	\$49,874.49				
armers State Bank Trust/ Health Acct	\$32,324.88				
TOTAL OF ALL CHECKING ACCOUNTS	\$1,102,152.63				
CD BALANCES CORNERSTONE BANK	CERTIFICATE VALUE	RATE	MATURITY DATE	ACCOUNT TERM	
CSB CD#106490	\$143,459.63	3.50%	9/28/2023	9 MONTHS	
CSB CD#107013	\$252,188.92	4.00%	10/12/2023	9 MONTHS	
CSB CD#107015	\$322,415.72	4.00%	10/12/2023	9 MONTHS	
CSB CD#9251	\$51,764.45	4.00%	6/14/2024	15 MONTHS	
CSB CD#9365	\$52,264.55	4.00%	6/20/2024	15 MOTNHS	
CSB CD#9371	\$141,200.04	4.00%	6/20/2024	15 MONTHS	
Total CBS:	\$963,293.31				
SOUTH CENTRAL STATE BANK	CERTIFICATE VALUE	RATE	MATURITY DATE	ACCOUNT TERM	
SCSB CD#404885	\$109,314.75	2.55%	10/24/2023	15 MONTH	
SCSB CD#405305	\$273,075.82	4.00%	1/29/2024	13 MONTHS	
SCSB CD#405306	\$132,052.85	4.00%	1/29/2024	13 MONTHS	
SCSB CD#405324	\$304,056.29	4.00%	2/12/2024	13 MONTHS	
SCSB CD#405325	\$407,973.60	4.00%	2/12/2024	13 MONTHS	
SCSB CD#405344	\$130,783.88	4.00%	2/29/2024	13 MONTHS	
SCSB CD#405380	\$49,986.28	4.05%	2/15/2024	9 MONTHS	
Total SCSB:	\$1,357,257.19				
Total CD's Investments:	\$2,320,550.50				
GRAND TOTAL CHECKING & CD'S:	\$3,422,703.13				

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
ADMIN DEPARTMENT						
05-00-4100	PROPERTY TAX	4,110.14	127,399.96	76.68	38,749.08	166,149.04
05-00-4103	CITY SALES TAX	11,942.13	110,429.57	88.34	14,570.43	125,000.00
05-00-4211	STATE EQUALIZATION PYMT		99,659.82	83.04	20,353.69	120,013.51
05-00-4300	INTEREST				5,000.00	5,000.00
05-00-4305	MISC REVENUES		12,592.16	83.95	2,407.84	15,000.00
05-00-4310	DOG LICENSE/IMPOUND FEES	40.00	1,275.00	85.00	225.00	1,500.00
05-00-4320	LIQUOR/TOBACCO LICENSE	500.00	3,173.00	90.66	327.00	3,500.00
05-00-4340	FINES & FEES	153.00	7,784.46	155.69	2,784.46-	5,000.00
05-00-4342	SALE OF CAPITAL ASSETS		3,687.30		3,687.30-	
05-00-4348	MOSQUITO SPRAYING/BLOOMINGTON		162.75	32.55	337.25	500.00
05-00-4380	FRANCHISE FEES		3,508.38	70.17	1,491.62	5,000.00
	ADMIN TOTAL	16,745.27	369,672.40	82.76	76,990.15	446,662.55
SUMMER RECREATION DEPARTMENT						
05-01-4010	BALL PARK REGISTRATIONS		2,250.00	187.50	1,050.00-	1,200.00
05-01-4014	BALL PARK ADMISSIONS		4,700.90	156.70	1,700.90-	3,000.00
05-01-4016	BALL PARK CONCESSIONS	764.87	1,063.52		1,063.52-	
05-01-4640	SUMMER REC DONATIONS		2,621.00	52.42	2,379.00	5,000.00
	SUMMER RECREATION TOTAL	764.87	10,635.42	115.60	1,435.42-	9,200.00
POOL DEPARTMENT						
05-03-4014	POOL ADMISSIONS	512.65	6,966.36	139.33	1,966.36-	5,000.00
05-03-4016	POOL CANDY	436.38	2,729.83	181.99	1,229.83-	1,500.00
05-03-4017	SWIMMING LESSONS				1,500.00	1,500.00
05-03-4108	SWIM TEAM REVENUE				500.00	500.00
	POOL TOTAL	949.03	9,696.19	114.07	1,196.19-	8,500.00
PARK DEPARTMENT						
05-04-4015	RV PARK INCOME	738.26	6,937.26	462.48	5,437.26-	1,500.00
	PARK TOTAL	738.26	6,937.26	462.48	5,437.26-	1,500.00
LIBRARY DEPARTMENT						
05-08-4018	LIBRARY INCOME	98.70	1,367.10	54.68	1,132.90	2,500.00
05-08-4305	MISC REVENUE - LIBRARY	220.00	476.98	19.08	2,023.02	2,500.00
	LIBRARY TOTAL	318.70	1,844.08	36.88	3,155.92	5,000.00
CEMETERY DEPARTMENT						
05-11-4020	CEMETERY INCOME	875.00	7,835.00	78.35	2,165.00	10,000.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	CEMETERY TOTAL	875.00	7,835.00	78.35	2,165.00	10,000.00
	GENERAL TOTAL	===== 20,391.13 =====	===== 406,620.35 =====	===== 84.56 =====	===== 74,242.20 =====	===== 480,862.55 =====
ADMIN DEPARTMENT						
12-00-4100	PROPERTY TAX - STR				154,370.00	154,370.00
12-00-4230	HIGHWAY ALLOCATIONS - STR	14,634.87	157,834.38	1,127.39	143,834.38-	14,000.00
12-00-4231	MOTOR VEHICLE FEES - STR	1,683.29	17,748.18		17,748.18-	
12-00-4321	ROAD TAX - STR	101.16	3,065.78	87.59	434.22	3,500.00
12-00-4331	MOTOR VEHICLE SALES TAX RECEIPT	8,635.03	36,096.36	180.48	16,096.36-	20,000.00
12-00-4400	SALE OF EQUIPMENT				2,500.00	2,500.00
	ADMIN TOTAL	----- 25,054.35	----- 214,744.70	----- 110.48	----- 20,374.70-	----- 194,370.00
	STREET TOTAL	===== 25,054.35 =====	===== 214,744.70 =====	===== 110.48 =====	===== 20,374.70- =====	===== 194,370.00 =====
16-00-4103	CDA CITY SALES TAX REVENUE	3,980.70	36,821.78	102.28	821.78-	36,000.00
	ADMIN TOTAL	----- 3,980.70	----- 36,821.78	----- 102.28	----- 821.78-	----- 36,000.00
	CDA TOTAL	===== 3,980.70 =====	===== 36,821.78 =====	===== 102.28 =====	===== 821.78- =====	===== 36,000.00 =====
	TOTAL REVENUE	----- 49,426.18 =====	----- 658,186.83 =====	----- 92.54 =====	----- 53,045.72 =====	----- 711,232.55 =====

SUMMER RECREATION DEPARTMENT

05-01-5010	FUEL		88.40	44.20	111.60	200.00
05-01-5040	ELECTRICITY BALL PARK	17.50	115.35	57.68	84.65	200.00
05-01-5110	SALARIES- SUMMER REC	500.00	2,500.00	100.00		2,500.00
05-01-5111	UMPIRE FEES		2,395.00	119.75	395.00-	2,000.00
05-01-5120	FICA	38.25	191.25	63.75	108.75	300.00
05-01-5150	PLAYER INSURANCE				400.00	400.00
05-01-5280	UNIFORMS		796.50	159.30	296.50-	500.00
05-01-5310	CHEMICALS		136.45		136.45-	
05-01-5320	MATERIALS/SUPPLIES		1,100.69	73.38	399.31	1,500.00
05-01-5321	EQUIPMENT		625.58	25.02	1,874.42	2,500.00
05-01-5350	PRINTING		15.70	7.85	184.30	200.00
05-01-5420	MAINT/REPAIRS		1,429.62	95.31	70.38	1,500.00
05-01-5450	FEES/DUES		985.00	328.33	685.00-	300.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
05-01-510	SUMMER RECREATION MISC EXPENSE		200.00	40.00	300.00	500.00
05-01-5800	CAPITAL OUTLAY- SUM REC		3,475.00	69.50	1,525.00	5,000.00
		-----	-----	-----	-----	-----
	SUMMER RECREATION TOTAL	555.75	14,054.54	79.86	3,545.46	17,600.00
	POOL DEPARTMENT					
05-03-5010	FUEL - PARK				100.00	100.00
05-03-5020	PHONE - POOL	103.69	308.02	61.60	191.98	500.00
05-03-5030	NATURAL GAS - POOL	64.62	236.99	94.80	13.01	250.00
05-03-5040	ELECTRICITY - POOL	544.61	1,784.76	118.98	284.76-	1,500.00
05-03-5110	SALARIES - POOL	10,871.89	33,490.21	95.69	1,509.79	35,000.00
05-03-5120	FICA EXPENSE - POOL	831.74	2,543.73	92.50	206.27	2,750.00
05-03-5140	PROFESSIONAL - POOL		1,128.72	75.25	371.28	1,500.00
05-03-5150	INSURANCE - POOL		3,591.29	119.71	591.29-	3,000.00
05-03-5310	CHEMICALS - POOL		8,125.59	101.57	125.59-	8,000.00
05-03-5320	MATERIAL/SUPPLIES - POOL	748.94	1,818.91	60.63	1,181.09	3,000.00
05-03-5420	MAINTENANCE & REPAIRS - POOL		17,417.04	96.76	582.96	18,000.00
05-03-5440	SCHOOLING - POOL	40.00	40.00	8.00	460.00	500.00
05-03-5450	FEES & DUES - POOL	750.00	790.00	131.67	190.00-	600.00
05-03-5610	MISC EXPENSE - POOL		200.00	66.67	100.00	300.00
05-03-5611	SWIM TEAM EXPENSES				500.00	500.00
05-03-5630	CONTRACTS & AGREEMENTS - POOL	78.81	213.86	85.54	36.14	250.00
05-03-5800	CAPITAL OUTLAY - POOL				1,000.00	1,000.00
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	POOL TOTAL	14,034.30	71,689.12	93.41	5,060.88	76,750.00
	PARK DEPARTMENT					
05-04-5010	FUEL - PARK	135.05	1,320.85	66.04	679.15	2,000.00
05-04-5020	PHONE - PARK	34.95	384.44	76.89	115.56	500.00
05-04-5040	ELECTRICITY - PARK	281.25	2,763.42	102.35	63.42-	2,700.00
05-04-5070	PENSION PLAN - PARK	75.58	864.25	86.43	135.75	1,000.00
05-04-5110	SALARIES - PARK	1,273.87	14,569.64	80.94	3,430.36	18,000.00
05-04-5120	SOCIAL SECURITY - PARK	93.79	1,066.98	42.68	1,433.02	2,500.00
05-04-5140	PROFESSIONAL - PARK		1,134.08	75.61	365.92	1,500.00
05-04-5150	INSURANCE - PARK	14.60	2,708.07	90.27	291.93	3,000.00
05-04-5151	LIFE INSURANCE - PARK	3.19	152.65	43.61	197.35	350.00
05-04-5160	UNEMPLOYMENT - PARK		23.49	23.49	76.51	100.00
05-04-5190	HEALTH INSURANCE - PARK	279.66	3,179.31	90.84	320.69	3,500.00
05-04-5192	DENTAL/VISION INS	35.86	394.07	98.52	5.93	400.00
05-04-5280	UNIFORMS - PARK		200.55	100.28	.55-	200.00
05-04-5310	CHEMICALS - PARK		1,155.78	77.05	344.22	1,500.00
05-04-5320	MATERIALS/SUPPLIES - PARK	36.97	3,959.60	197.98	1,959.60-	2,000.00
05-04-5340	OFFICE EXPENSES - PARK		424.17	424.17	324.17-	100.00
05-04-5420	MAINTENANCE/REPAIRS - PARK	888.62	3,945.54	78.91	1,054.46	5,000.00
05-04-5450	FEES & DUES - PARK		30.00		30.00-	
05-04-5610	MISCELLANEOUS - PARK		282.21		282.21-	
05-04-5630	CONTRACTS & AGREEMENTS -PARK	56.64	283.20	80.91	66.80	350.00
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	PARK TOTAL	3,210.03	38,842.30	86.90	5,857.70	44,700.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
GENERAL DEPARTMENT						
05-05-5010	FUEL - GEN		79.00	79.00	21.00	100.00
05-05-5020	PHONE - GEN	145.41	1,642.66	58.67	1,157.34	2,800.00
05-05-5040	ELECTRICITY - GEN	129.71	1,878.22	75.13	621.78	2,500.00
05-05-5070	PENSION PLAN - GEN	241.17	2,701.39	77.18	798.61	3,500.00
05-05-5110	SALARIES - GEN	4,054.51	53,100.63	70.80	21,899.37	75,000.00
05-05-5120	SOCIAL SECURITY - GEN	303.12	3,617.46	62.91	2,132.54	5,750.00
05-05-5140	PROFESSIONAL - GEN	1,544.50	20,111.26	100.56	111.26-	20,000.00
05-05-5150	INSURANCE - GEN		13,467.33	89.78	1,532.67	15,000.00
05-05-5151	LIFE INSURANCE - GEN	6.39	70.29	46.86	79.71	150.00
05-05-5160	UNEMPLOYMENT - GEN		23.49	31.32	51.51	75.00
05-05-5190	HEALTH INSURANCE - GEN	1,611.06	33,600.52	134.40	8,600.52-	25,000.00
05-05-5192	VISION/DENTAL INS	157.81	1,714.12	122.44	314.12-	1,400.00
05-05-5280	UNIFORM - GEN		308.74	77.19	91.26	400.00
05-05-5310	CHEMICALS - GEN		134.50	26.90	365.50	500.00
05-05-5320	MATERIALS/SUPPLIES - GEN	168.49	4,140.27	165.61	1,640.27-	2,500.00
05-05-5340	OFFICE EXPENSES - GEN	65.00	1,158.41	38.61	1,841.59	3,000.00
05-05-5360	POSTAGE - GENERAL				250.00	250.00
05-05-5420	MAINTENANCE/REPAIRS - GEN	116.39	3,890.50	25.94	11,109.50	15,000.00
05-05-5440	SCHOOLING - GEN	110.25	2,548.36	84.95	451.64	3,000.00
05-05-5450	FEES & DUES - GEN	3,954.00	42,699.47	106.75	2,699.47-	40,000.00
05-05-5459	ELECTION EXPENSES - GEN		315.94	63.19	184.06	500.00
05-05-5610	MISC - GENERAL		3,678.59	73.57	1,321.41	5,000.00
05-05-5630	CONTRACTS & AGREEMENTS- GEN	5,822.38	26,967.04	107.87	1,967.04-	25,000.00
05-05-5800	CAPITAL OUTLAY - GEN	1,175.00	18,145.48	72.58	6,854.52	25,000.00
	GENERAL TOTAL	19,605.19	235,993.67	86.95	35,431.33	271,425.00
POLICE DEPARTMENT						
05-06-5010	FUEL - POL	227.05	1,818.30	40.41	2,681.70	4,500.00
05-06-5020	PHONE - POL	195.79	3,183.69	84.90	566.31	3,750.00
05-06-5040	ELECTRICITY	112.21	1,672.53	83.63	327.47	2,000.00
05-06-5070	PENSION PLAN - POL	368.40	4,512.94	100.29	12.94-	4,500.00
05-06-5110	SALARIES - POL	7,530.01	101,010.19	87.83	13,989.81	115,000.00
05-06-5120	SOCIAL SECURITY - POL	563.38	7,500.26	83.34	1,499.74	9,000.00
05-06-5140	PROFESSIONAL - POL		1,128.72	45.15	1,371.28	2,500.00
05-06-5150	INSURANCE - POL		9,079.50	100.88	79.50-	9,000.00
05-06-5151	LIFE INSURANCE - POL	181.82	440.32	176.13	190.32-	250.00
05-06-5160	UNEMPLOYMENT - POL		23.49	9.40	226.51	250.00
05-06-5190	HEALTH INSURANCE - POL	1,813.37	25,151.90	66.19	12,848.10	38,000.00
05-06-5192	DENTAL/VISION INS	121.80	1,963.74	78.55	536.26	2,500.00
05-06-5280	POLICE UNIFORMS		1,757.03	70.28	742.97	2,500.00
05-06-5320	MATERIALS/SUPPLIES - POL		317.17	26.43	882.83	1,200.00
05-06-5340	OFFICE EXPENSES - POL	116.25	594.00	118.80	94.00-	500.00
05-06-5360	POSTAGE - POL	16.26	129.90	259.80	79.90-	50.00
05-06-5420	MAINTENANCE/REPAIRS - POL		5,490.11	137.25	1,490.11-	4,000.00
05-06-5440	SCHOOLING - POL		486.11	6.94	6,513.89	7,000.00
05-06-5450	FEES & DUES - POL	44.75	414.75	51.84	385.25	800.00
05-06-5460	DOG BOARDING & EUTHANZING - PO		192.00	96.00	8.00	200.00

BUDGET REPORT
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ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
05-06-510	MISCELLANEOUS - POL		73.11	20.89	276.89	350.00
05-06-5630	CONTRACTS & AGREEMENTS - POL	320.00	4,943.00	70.61	2,057.00	7,000.00
05-06-5799	EQUIPMENT - POLICE	3,099.00	5,473.78	182.46	2,473.78-	3,000.00
05-06-5800	CAPITAL OUTLAY - POL		20,394.40	203.94	10,394.40-	10,000.00
	POLICE TOTAL	14,710.09	197,750.94	86.79	30,099.06	227,850.00

LIBRARY DEPARTMENT

05-08-5020	PHONE - LIB	109.72	1,205.07	92.70	94.93	1,300.00
05-08-5040	ELECTRICITY - LIB	148.46	2,939.54	58.79	2,060.46	5,000.00
05-08-5070	PENSION PLAN - LIB	142.49	1,633.13	102.07	33.13-	1,600.00
05-08-5110	SALARIES - LIB	3,426.50	38,321.28	96.77	1,278.72	39,600.00
05-08-5111	SALARIES- CLEANING	50.00	550.00	91.67	50.00	600.00
05-08-5120	SOCIAL SECURITY - LIB	254.62	2,871.20	95.71	128.80	3,000.00
05-08-5140	PROFESSIONAL - LIB		1,128.72	75.25	371.28	1,500.00
05-08-5150	INSURANCE - LIB		1,795.64	89.78	204.36	2,000.00
05-08-5151	LIFE INSURANCE - LIB	45.88	149.27	149.27	49.27-	100.00
05-08-5160	UNEMPLOYMENT - LIB		23.49	23.49	76.51	100.00
05-08-5190	HEALTH INSURANCE - LIB	639.99	6,281.41	87.24	918.59	7,200.00
05-08-5192	DENTAL/VISION INS	49.16	530.77	88.46	69.23	600.00
05-08-5280	UNIFORMS - LIB		197.86	98.93	2.14	200.00
05-08-5310	CHEMICALS - LIB				50.00	50.00
05-08-5320	MATERIALS/SUPPLIES - LIB		2,151.33	134.46	551.33-	1,600.00
05-08-5340	OFFICE EXPENSES - LIB	127.52	1,445.67	96.38	54.33	1,500.00
05-08-5400	MAINTENANCE/REPAIRS - LIB	980.10	1,845.13	30.75	4,154.87	6,000.00
05-08-5440	SCHOOLING - LIB	138.90	787.70	65.64	412.30	1,200.00
05-08-5450	FEES & DUES - LIB		1,460.00	94.19	90.00	1,550.00
05-08-5610	MISCELLANEOUS - LIB		56.98	56.98	43.02	100.00
05-08-5630	CONTRACTS & AGREEMENTS - LIB	218.88	2,654.24	132.71	654.24-	2,000.00
05-08-5662	SUMMER READING PROGRAM - LIB		999.09	99.91	.91	1,000.00
05-08-5800	CAPITAL OUTLAY - LIB		948.40	94.84	51.60	1,000.00
05-08-5801	BOOKS/VIDEOS/MAG. LIB	450.15	5,823.84	97.06	176.16	6,000.00
	LIBRARY TOTAL	6,782.37	75,799.76	89.39	9,000.24	84,800.00

CEMETERY DEPARTMENT

05-11-5010	FUEL - CEM	196.97	732.03	61.00	467.97	1,200.00
05-11-5020	PHONE-CEMETERY				300.00	300.00
05-11-5070	PENSION PLAN - CEM	81.59	681.06	80.12	168.94	850.00
05-11-5110	SALARIES - CEM	1,377.30	11,486.81	76.58	3,513.19	15,000.00
05-11-5120	SOCIAL SECURITY - CEM	101.50	836.53	68.29	388.47	1,225.00
05-11-5140	PROFESSIONAL - CEM		1,128.72	75.25	371.28	1,500.00
05-11-5150	INSURANCE - CEM		897.82	89.78	102.18	1,000.00
05-11-5151	LIFE INSURANCE - CEM	3.20	152.57	15.26	847.43	1,000.00
05-11-5160	UNEMPLOYMENT - CEM		23.49	31.32	51.51	75.00
05-11-5190	HEALTH INSURANCE - CEM	279.67	3,214.49	91.84	285.51	3,500.00
05-11-5192	DENTAL/VISION INS	37.15	349.74	69.95	150.26	500.00
05-11-5310	CHEMICALS - CEM		857.40	428.70	657.40-	200.00
05-11-5320	MATERIALS/SUPPLIES - CEM	108.59	2,351.10	470.22	1,851.10-	500.00

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ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
05-11-5340	OFFICE EXPENSES - CEM				50.00	50.00
05-11-5420	MAINTENANCE/REPAIRS - CEM	124.92	893.08	9.92	8,106.92	9,000.00
05-11-5450	FEES & DUES - CEM		225.00		225.00-	
05-11-5610	MISCELLANEOUS - CEM		282.22		282.22-	
05-11-5630	CONTRACTS & AGREEMENTS - CEM		29.75	29.75	70.25	100.00
05-11-5800	CAPITAL OUTLAY - CEM				9,000.00	9,000.00
	CEMETERY TOTAL	2,310.89	24,141.81	53.65	20,858.19	45,000.00
	GENERAL TOTAL	61,208.62	658,272.14	85.70	109,852.86	768,125.00

ADMIN DEPARTMENT

12-00-5010	FUEL - STR	700.33	9,868.53	98.69	131.47	10,000.00
12-00-5020	PHONE - STR	77.71	854.89	53.43	745.11	1,600.00
12-00-5040	ELECTRICITY - STR	854.44	22,218.77	88.88	2,781.23	25,000.00
12-00-5070	PENSION PLAN - STR	233.86	2,875.84	95.86	124.16	3,000.00
12-00-5110	SALARIES - STR	3,897.60	47,974.49	95.95	2,025.51	50,000.00
12-00-5120	SOCIAL SECURITY - STR	263.58	3,354.23	83.86	645.77	4,000.00
12-00-5140	PROFESSIONAL - STR		4,908.42	94.39	291.58	5,200.00
12-00-5150	INSURANCE - STR		13,467.33	96.20	532.67	14,000.00
12-00-5151	LIFE INSURANCE - STR	5.18	64.24	64.24	35.76	100.00
12-00-5160	UNEMPLOYMENT - STR		23.49	23.49	76.51	100.00
12-00-5190	HEALTH INSURANCE - STR	3,292.15	32,750.17	218.33	17,750.17-	15,000.00
12-00-5192	DENTAL/VISION INS	109.27	1,214.94	81.00	285.06	1,500.00
12-00-5280	UNIFORMS - STR		110.32	55.16	89.68	200.00
12-00-5310	CHEMICALS - STR	142.50	485.19	69.31	214.81	700.00
12-00-5320	MATERIALS/SUPPLIES - STR	284.88	2,779.03	111.16	279.03-	2,500.00
12-00-5340	OFFICE EXPENSES - STR		424.16	424.16	324.16-	100.00
12-00-5380	SAND AND GRAVEL - STR		3,041.28	60.83	1,958.72	5,000.00
12-00-5390	CEMENT - STR	588.62	9,771.24	130.28	2,271.24-	7,500.00
12-00-5400	SIGNS - STR	5.53	6,025.45	602.55	5,025.45-	1,000.00
12-00-5420	MAINTENANCE/REPAIRS - STR	473.67	20,888.71	52.22	19,111.29	40,000.00
12-00-5421	ARMOR COATING - STR		39,190.00	97.98	810.00	40,000.00
12-00-5422	TAC COTE AND COLD MIX - STR				1,000.00	1,000.00
12-00-5423	ICE MELT - STR		1,568.00	31.36	3,432.00	5,000.00
12-00-5450	FEES & DUES - STR				500.00	500.00
12-00-5630	CONTRACTS & AGREEMENTS -STREET	56.80	284.00	28.40	716.00	1,000.00
12-00-5800	CAPITAL OUTLAY - STR				65,000.00	65,000.00
	ADMIN TOTAL	10,986.12	224,142.72	74.96	74,857.28	299,000.00
	STREET TOTAL	10,986.12	224,142.72	74.96	74,857.28	299,000.00

15-00-5640	DONATIONS- COMMUNITY BETTERMNT		100.00	14.97	568.00	668.00
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BUDGET REPORT
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ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	.00	100.00	14.97	568.00	668.00
	COMMUNITY BETTERMENT TOTAL	.00	100.00	14.97	568.00	668.00
16-00-5640	CDA EXPENDITURE		30.58	8.49	329.42	360.00
16-00-5700	REVOLVING LOAN		18,664.31	5.33	331,335.69	350,000.00
16-00-5705	PROFESSIONAL FEES				50,000.00	50,000.00
	ADMIN TOTAL	.00	18,694.89	4.67	381,665.11	400,360.00
	CDA TOTAL	.00	18,694.89	4.67	381,665.11	400,360.00
	TOTAL EXPENSES	72,194.74	901,209.75	61.38	566,943.25	1,468,153.00
	NET PROFIT/LOSS:	22,768.56-	243,022.92-	32.11	513,897.53-	756,920.45-

BUDGET REPORT
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ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	16,745.27	369,672.40	82.76	76,990.15	446,662.55
	SUMMER RECREATION TOTAL	764.87	10,635.42	115.60	1,435.42-	9,200.00
	POOL TOTAL	949.03	9,696.19	114.07	1,196.19-	8,500.00
	PARK TOTAL	738.26	6,937.26	462.48	5,437.26-	1,500.00
	LIBRARY TOTAL	318.70	1,844.08	36.88	3,155.92	5,000.00
	CEMETERY TOTAL	875.00	7,835.00	78.35	2,165.00	10,000.00
	GENERAL TOTAL	20,391.13	406,620.35	84.56	74,242.20	480,862.55
	ADMIN TOTAL	25,054.35	214,744.70	110.48	20,374.70-	194,370.00
	STREET TOTAL	25,054.35	214,744.70	110.48	20,374.70-	194,370.00
	TOTAL REVENUE	45,445.48	621,365.05	92.02	53,867.50	675,232.55
	SUMMER RECREATION TOTAL	555.75	14,054.54	79.86	3,545.46	17,600.00
	POOL TOTAL	14,034.30	71,689.12	93.41	5,060.88	76,750.00
	PARK TOTAL	3,210.03	38,842.30	86.90	5,857.70	44,700.00
	GENERAL TOTAL	19,605.19	235,993.67	86.95	35,431.33	271,425.00
	POLICE TOTAL	14,710.09	197,750.94	86.79	30,099.06	227,850.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	LIBRARY TOTAL	6,782.37	75,799.76	89.39	9,000.24	84,800.00
	CEMETERY TOTAL	2,310.89	24,141.81	53.65	20,858.19	45,000.00
	GENERAL TOTAL	61,208.62	658,272.14	85.70	109,852.86	768,125.00
	ADMIN TOTAL	10,986.12	224,142.72	74.96	74,857.28	299,000.00
	STREET TOTAL	10,986.12	224,142.72	74.96	74,857.28	299,000.00
	TOTAL EXPENSES	72,194.74	882,414.86	82.69	184,710.14	1,067,125.00
	NET PROFIT/LOSS:	26,749.26-	261,049.81-	66.61	130,842.64-	391,892.45-

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
ADMIN DEPARTMENT						
01-00-4010	CONSUMERS REVENUE - ELEC	122,086.27	1,068,927.17	76.35	331,072.83	1,400,000.00
01-00-4050	PENALTY REVENUE - ELEC	681.83	6,192.45	61.92	3,807.55	10,000.00
01-00-4300	INTEREST - ELEC	307.95	2,659.18	177.28	1,159.18-	1,500.00
01-00-4500	METER DEPOSITS	225.00	4,025.00	134.17	1,025.00-	3,000.00
01-00-4610	MISC REVENUES - ELEC	92.00	8,166.91	204.17	4,166.91-	4,000.00
	ADMIN TOTAL	123,393.05	1,089,970.71	76.84	328,529.29	1,418,500.00
POWER PLANT DEPARTMENT						
01-10-4360	NPPD AGREEMENT REV - PP	13,687.50	150,513.31	106.00	8,513.31-	142,000.00
01-10-4361	NPPD PLANT GENERATION - PP		8.19	.82	991.81	1,000.00
01-10-4362	NPPD REIMB NATURAL GAS - PP	64.62	2,797.64	93.25	202.36	3,000.00
01-10-4363	NPPD REIMB CELL PHONE - PP	20.00	200.00	83.33	40.00	240.00
	POWER PLANT TOTAL	13,772.12	153,519.14	104.98	7,279.14-	146,240.00
	ELECTRIC TOTAL	137,165.17	1,243,489.85	79.47	321,250.15	1,564,740.00
ADMIN DEPARTMENT						
02-00-4010	CONSUMERS REVENUE - WTR	23,586.26	200,388.66	87.13	29,611.34	230,000.00
02-00-4011	LRNRD WATER INCOME - WTR	7,650.37	57,944.82	144.86	17,944.82-	40,000.00
02-00-4020	MISC WATER INCOME		2,139.68	71.32	860.32	3,000.00
02-00-4050	PENALTY REVENUE - WTR	156.39	1,557.63	103.84	57.63-	1,500.00
02-00-4300	INTEREST - WATER	307.95	2,659.18	265.92	1,659.18-	1,000.00
	ADMIN TOTAL	31,700.97	264,689.97	96.08	10,810.03	275,500.00
	WATER TOTAL	31,700.97	264,689.97	96.08	10,810.03	275,500.00
03-00-4010	CONSUMERS REVENUE - SWR	10,103.91	105,565.80	91.80	9,434.20	115,000.00
03-00-4050	PENALTY REVENUE - SWR	92.00	919.74	131.39	219.74-	700.00
03-00-4300	INTEREST -SEWER	307.95	2,659.18	265.92	1,659.18-	1,000.00
	ADMIN TOTAL	10,503.86	109,144.72	93.53	7,555.28	116,700.00
	SEWER TOTAL	10,503.86	109,144.72	93.53	7,555.28	116,700.00
SANITATION DEPARTMENT						
04-07-4010	CONSUMERS REVENUE - SAN	16,280.02	146,964.28	101.35	1,964.28-	145,000.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
04-07-4050	PENALTY REVENUE - SAN	140.54	1,121.81	74.79	378.19	1,500.00
04-07-4200	C & D REVENUE - SAN	3,525.90	13,877.90	277.56	8,877.90-	5,000.00
04-07-4300	INTEREST - SAN	307.91	2,659.07	177.27	1,159.07-	1,500.00
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	SANITATION TOTAL	20,254.37	164,623.06	107.60	11,623.06-	153,000.00
WASTE REDUCTION DEPARTMENT						
04-14-4012	RECYCLING REVENUE - WR	167.50	1,475.00	19.67	6,025.00	7,500.00
04-14-4304	COUNTY REIMBURSEMENT/WAGES - W		12,099.12	100.83	99.12-	12,000.00
04-14-4343	GRANT MONEY				9,000.00	9,000.00
		-----	-----	-----	-----	-----
	WASTE REDUCTION TOTAL	167.50	13,574.12	47.63	14,925.88	28,500.00
		=====	=====	=====	=====	=====
	SANITATION/WASTE REDUCT TOTAL	20,421.87	178,197.18	98.18	3,302.82	181,500.00
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	TOTAL REVENUE	199,791.87	1,795,521.72	83.96	342,918.28	2,138,440.00
		=====	=====	=====	=====	=====

ADMIN DEPARTMENT

01-00-5010	FUEL - ELEC	87.00	2,285.48	57.14	1,714.52	4,000.00
01-00-5020	PHONE - ELEC	32.47	406.97	32.56	843.03	1,250.00
01-00-5030	NATURAL GAS - ELEC	41.11	1,216.72	121.67	216.72-	1,000.00
01-00-5041	POWER PURCHASED - ELEC	72,609.69	654,842.48	79.37	170,157.52	825,000.00
01-00-5070	PENSION PLAN - ELEC	518.61	5,519.70	92.00	480.30	6,000.00
01-00-5110	SALARIES - ELEC	8,656.27	88,204.15	88.20	11,795.85	100,000.00
01-00-5120	SOCIAL SECURITY - ELEC	598.73	6,158.17	87.97	841.83	7,000.00
01-00-5140	PROFESSIONAL - ELEC	44.50	1,759.22	87.96	240.78	2,000.00
01-00-5150	INSURANCE - ELEC		8,080.38	80.80	1,919.62	10,000.00
01-00-5151	LIFE INSURANCE - ELEC	19.17	210.87	84.35	39.13	250.00
01-00-5160	UNEMPLOYMENT - ELEC		23.49	23.49	76.51	100.00
01-00-5190	HEALTH INSURANCE - ELEC	5,624.96	54,954.71	109.91	4,954.71-	50,000.00
01-00-5192	DENTAL/VISION INS	277.80	2,943.70	84.11	556.30	3,500.00
01-00-5240	DISTRIBUTION SUPPLIES - ELEC	681.15	12,511.83	69.51	5,488.17	18,000.00
01-00-5280	UNIFORM - ELEC		1,260.31	315.08	860.31-	400.00
01-00-5310	CHEMICALS - ELEC				300.00	300.00
01-00-5320	MATERIALS/SUPPLIES - ELEC	119.13	538.24	35.88	961.76	1,500.00
01-00-5340	OFFICE EXPENSES - ELEC		1,047.00	104.70	47.00-	1,000.00
01-00-5360	POSTAGE - ELEC	87.50	779.24	77.92	220.76	1,000.00
01-00-5420	MAINTENANCE/REPAIRS - ELEC	466.13	2,321.43	38.69	3,678.57	6,000.00
01-00-5440	SCHOOLING - ELEC		906.21	90.62	93.79	1,000.00
01-00-5450	FEES & DUES - ELEC	1,720.58	3,328.47	166.42	1,328.47-	2,000.00
01-00-5620	MISC REBATE REFUND	132.38	1,606.67	107.11	106.67-	1,500.00
01-00-5630	CONTRACTS & AGREEMENTS - ELEC	124.08	4,812.43	63.32	2,787.57	7,600.00
01-00-5800	CAPITAL OUTLAY - ELEC				45,000.00	45,000.00
01-00-5952	COMB BOND PRINCIPAL PYMT - ELE				95,000.00	95,000.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
01-6-53	COMB BOND FUND INTEREST PYMNT				2,447.50	2,447.50
	ADMIN TOTAL	91,841.26	855,717.87	71.74	337,129.63	1,192,847.50
POWER PLANT DEPARTMENT						
01-10-5030	NATURAL GAS - PP	41.11	2,774.13	92.47	225.87	3,000.00
01-10-5110	SALARIES - PP	51.72	4,460.18	127.43	960.18-	3,500.00
01-10-5120	FICA EXPENSE - PP	3.86	358.34	238.89	208.34-	150.00
01-10-5150	INSURANCE - PP		19,752.08	98.76	247.92	20,000.00
01-10-5300	OIL - PP	1,265.00	1,265.00	74.41	435.00	1,700.00
01-10-5320	MATERIALS/SUPPLIES - PP		486.73	97.35	13.27	500.00
01-10-5420	MAINTENANCE/REPAIRS - PP	65,844.57	99,607.49	355.74	71,607.49-	28,000.00
01-10-5630	CONTRACTS & AGREEMENTS - PP	56.64	2,263.20	37.72	3,736.80	6,000.00
	POWER PLANT TOTAL	67,262.90	130,967.15	208.38	68,117.15-	62,850.00
	ELECTRIC TOTAL	159,104.16	986,685.02	78.58	269,012.48	1,255,697.50
ADMIN DEPARTMENT						
02-00-5010	FUEL - WTR	447.84	2,673.94	106.96	173.94-	2,500.00
02-00-5040	PHONE - WTR	76.32	789.58	52.64	710.42	1,500.00
02-00-5040	ELECTRICITY - WTR	1,509.06	21,611.14	77.18	6,388.86	28,000.00
02-00-5070	PENSION PLAN - WTR	153.31	2,145.86	107.29	145.86-	2,000.00
02-00-5110	SALARIES - WTR	2,632.93	36,325.64	103.79	1,325.64-	35,000.00
02-00-5120	SOCIAL SECURITY - WTR	157.42	2,327.49	116.37	327.49-	2,000.00
02-00-5140	PROFESSIONAL - WTR		1,128.72	45.15	1,371.28	2,500.00
02-00-5150	INSURANCE - WTR		5,386.93	89.78	613.07	6,000.00
02-00-5151	LIFE INSURANCE - WTR	59.80	148.39	148.39	48.39-	100.00
02-00-5160	UNEMPLOYMENT - WTR		23.49	23.49	76.51	100.00
02-00-5190	HEALTH INSURANCE - WTR	1,314.03	13,265.81	204.09	6,765.81-	6,500.00
02-00-5192	DENTAL/VISION INS	91.70	1,057.67	105.77	57.67-	1,000.00
02-00-5240	DISTRIBUTION SUPPLIES - WTR	2,456.65	22,664.60	161.89	8,664.60-	14,000.00
02-00-5280	UNIFORMS - WTR		186.42	93.21	13.58	200.00
02-00-5320	MATERIALS/SUPPLIES - WTR	175.56	3,038.43	202.56	1,538.43-	1,500.00
02-00-5340	OFFICE EXPENSES - WTR		869.23	289.74	569.23-	300.00
02-00-5360	POSTAGE - WTR	149.85	995.25	99.53	4.75	1,000.00
02-00-5420	MAINTENANCE/REPAIRS - WTR	1,275.98	36,765.25	147.06	11,765.25-	25,000.00
02-00-5440	SCHOOLING - WTR		2,198.51	146.57	698.51-	1,500.00
02-00-5450	FEES & DUES - WTR		144.70	28.94	355.30	500.00
02-00-5500	LOSS ON DISPOSAL - WATER				3,000.00	3,000.00
02-00-5520	LABORATORY TESTING/MONITORING		1,451.00		1,451.00-	
02-00-5630	CONTRACTS & AGREEMENTS - WATER	58.50	2,682.76	26.83	7,317.24	10,000.00
02-00-5800	CAPITAL OUTLAY - WTR		89,158.24	115.79	12,158.24-	77,000.00
	ADMIN TOTAL	10,558.95	247,039.05	111.68	25,839.05-	221,200.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	WATER TOTAL	10,558.95	247,039.05	111.68	25,839.05-	221,200.00
		=====	=====	=====	=====	=====
03-00-5010	FUEL - SWR		1,003.51	143.36	303.51-	700.00
03-00-5040	ELECTRICITY - SWR	195.42	3,489.44	99.70	10.56	3,500.00
03-00-5070	PENSION PLAN - SWR	131.61	1,583.30	90.47	166.70	1,750.00
03-00-5110	SALARIES - SWR	2,210.94	26,591.90	91.70	2,408.10	29,000.00
03-00-5120	SOCIAL SECURITY - SWR	125.13	1,604.30	72.10	620.70	2,225.00
03-00-5140	PROFESSIONAL - SWR		1,128.72	75.25	371.28	1,500.00
03-00-5150	INSURANCE - SWR		897.82	89.78	102.18	1,000.00
03-00-5151	LIFE INSURANCE	3.20	35.12	35.12	64.88	100.00
03-00-5160	UNEMPLOYMENT		23.49	23.49	76.51	100.00
03-00-5190	HEALTH INSURANCE - SWR	1,304.07	13,006.32	200.10	6,506.32-	6,500.00
03-00-5192	DENTAL/VISION INS	87.87	956.02	95.60	43.98	1,000.00
03-00-5310	CHEMICALS - SWR	2,650.35	16,791.88	279.86	10,791.88-	6,000.00
03-00-5320	MATERIALS/SUPPLIES - SWR		73.98	14.80	426.02	500.00
03-00-5340	OFFICE EXPENSES - SWR		822.57	822.57	722.57-	100.00
03-00-5360	POSTAGE - SWR	87.50	770.00	-	770.00-	
03-00-5420	MAINTENANCE/REPAIRS - SEWER		21,477.11	53.69	18,522.89	40,000.00
03-00-5630	CONTRACTS & AGREEMENTS -SEWER	58.49	1,608.72	8.04	18,391.28	20,000.00
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	ADMIN TOTAL	6,854.58	91,864.20	80.60	22,110.80	113,975.00
		=====	=====	=====	=====	=====
	SEWER TOTAL	6,854.58	91,864.20	80.60	22,110.80	113,975.00
		=====	=====	=====	=====	=====

SANITATION DEPARTMENT

04-07-5010	FUEL - SAN	1,257.17	15,570.49	86.50	2,429.51	18,000.00
04-07-5020	PHONE - SANITATION	69.90	768.90	90.46	81.10	850.00
04-07-5070	PENSION PLAN - SAN	50.60	920.05	115.01	120.05-	800.00
04-07-5110	SALARIES - SAN	4,183.74	54,611.65	99.29	388.35	55,000.00
04-07-5120	SOCIAL SECURITY - SAN	299.65	3,922.81	87.17	577.19	4,500.00
04-07-5140	PROFESSIONAL - SAN		1,128.72	22.57	3,871.28	5,000.00
04-07-5150	INSURANCE - SAN		10,284.90	205.70	5,284.90-	5,000.00
04-07-5160	UNEMPLOYMENT		23.49	23.49	76.51	100.00
04-07-5190	HEALTH INSURANCE - SAN	121.18	1,698.12	67.92	801.88	2,500.00
04-07-5192	DENTAL/VISION INS	83.50	981.54	98.15	18.46	1,000.00
04-07-5280	UNIFORMS		161.49	80.75	38.51	200.00
04-07-5320	MATERIALS/SUPPLIES - SAN		59.67	1.99	2,940.33	3,000.00
04-07-5340	OFFICE EXPENSES - SAN		837.56	167.51	337.56-	500.00
04-07-5360	POSTAGE - SAN	87.50	770.00	77.00	230.00	1,000.00
04-07-5420	MAINTENANCE/REPAIRS - SAN	11,152.56	30,701.40	122.81	5,701.40-	25,000.00
04-07-5450	FEES & DUES - SAN		5,576.76	79.67	1,423.24	7,000.00
04-07-5451	DISPOSAL FEES - SAN	2,530.12	35,848.66	119.50	5,848.66-	30,000.00
04-07-5475	C & D TICKET FEE	300.00	930.00	93.00	70.00	1,000.00
04-07-5630	CONTRACTS & AGREEMENTS -SAN	94.19	1,849.33	44.03	2,350.67	4,200.00
04-07-5800	CAPITAL OUTLAY - SAN		18,454.10	82.75	3,845.90	22,300.00

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
04-0-50	C&D CLOSURE/POST-CLOSURE EXP		12,504.00		12,504.00-	
	SANITATION TOTAL	20,230.11	197,603.64	105.70	10,653.64-	186,950.00
WASTE REDUCTION DEPARTMENT						
04-14-5010	FUEL - WR	165.65	332.25	132.90	82.25-	250.00
04-14-5040	ELECTRICITY - WR	66.97	1,631.60	81.58	368.40	2,000.00
04-14-5140	PROFESSIONAL - WR		1,128.72	94.06	71.28	1,200.00
04-14-5150	INSURANCE - WR		488.96	8.15	5,511.04	6,000.00
04-14-5160	UNEMPLOYMENT		23.53		23.53-	
04-14-5310	CHEMICALS - WR		159.00	53.00	141.00	300.00
04-14-5420	MAINTENANCE/REPAIRS - WR		1,480.49	49.35	1,519.51	3,000.00
04-14-5800	CAPITAL OUTLAY - WR		575.00	11.50	4,425.00	5,000.00
	WASTE REDUCTION TOTAL	232.62	5,819.55	32.79	11,930.45	17,750.00
	SANITATION/WASTE REDUCT TOTAL	20,462.73	203,423.19	99.38	1,276.81	204,700.00
	TOTAL EXPENSES	196,980.42	1,529,011.46	85.15	266,561.04	1,795,572.50
	NET PROFIT/LOSS:	2,811.45	266,510.26	77.73	76,357.24	342,867.50

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	123,393.05	1,089,970.71	76.84	328,529.29	1,418,500.00
	POWER PLANT TOTAL	13,772.12	153,519.14	104.98	7,279.14-	146,240.00
	ELECTRIC TOTAL	137,165.17	1,243,489.85	79.47	321,250.15	1,564,740.00
	ADMIN TOTAL	31,700.97	264,689.97	96.08	10,810.03	275,500.00
	WATER TOTAL	31,700.97	264,689.97	96.08	10,810.03	275,500.00
	ADMIN TOTAL	10,503.86	109,144.72	93.53	7,555.28	116,700.00
	SEWER TOTAL	10,503.86	109,144.72	93.53	7,555.28	116,700.00
	SANITATION TOTAL	20,254.37	164,623.06	107.60	11,623.06-	153,000.00
	WASTE REDUCTION TOTAL	167.50	13,574.12	47.63	14,925.88	28,500.00
	SANITATION/WASTE REDUCT TOTAL	20,421.87	178,197.18	98.18	3,302.82	181,500.00
	TOTAL REVENUE	199,791.87	1,795,521.72	83.96	342,918.28	2,138,440.00
	ADMIN TOTAL	91,841.26	855,717.87	71.74	337,129.63	1,192,847.50
	POWER PLANT TOTAL	67,262.90	130,967.15	208.38	68,117.15-	62,850.00
	ELECTRIC TOTAL	159,104.16	986,685.02	78.58	269,012.48	1,255,697.50

BUDGET REPORT
CALENDAR 8/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MONTH BALANCE	YTD BALANCE	PERCENT OF BUDGET	REMAINING BUDGET	TOTAL BUDGET
	ADMIN TOTAL	10,558.95	247,039.05	111.68	25,839.05-	221,200.00
	WATER TOTAL	10,558.95	247,039.05	111.68	25,839.05-	221,200.00
	ADMIN TOTAL	6,854.58	91,864.20	80.60	22,110.80	113,975.00
	SEWER TOTAL	6,854.58	91,864.20	80.60	22,110.80	113,975.00
	SANITATION TOTAL	20,230.11	197,603.64	105.70	10,653.64-	186,950.00
	WASTE REDUCTION TOTAL	232.62	5,819.55	32.79	11,930.45	17,750.00
	SANITATION/WASTE REDUCT TOTAL	20,462.73	203,423.19	99.38	1,276.81	204,700.00
	TOTAL EXPENSES	196,980.42	1,529,011.46	85.15	266,561.04	1,795,572.50
	NET PROFIT/LOSS:	2,811.45	266,510.26	77.73	76,357.24	342,867.50

City of Franklin
911143
Monthly Claims Analysis for FreedomChoice
June, 2023

Employee Tier	# of Employees	Illustrative Rates	Total Illustrative Rates	Umbrella Policy Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
Single	3	\$ 1,063.89	\$ 3,191.67	\$ 819.55	\$ 2,458.65	\$ 156.00					
Employee/Spouse	1	\$ 2,127.78	\$ 2,127.78	\$ 1,639.09	\$ 1,639.09	\$ 52.00					
Employee/Child	2	\$ 1,861.81	\$ 3,723.62	\$ 1,434.21	\$ 2,868.42	\$ 104.00					
Family	3	\$ 2,659.73	\$ 7,979.19	\$ 2,048.87	\$ 6,146.61	\$ 156.00					
	9		\$ 17,022.26		\$ 13,112.77	\$ 468.00	\$ 802.16	\$ -	\$ 527.87	\$ 2,639.33	\$ 2,111.46



FreedomChoice

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

620-792-9151 - Telephone

620-792-3389 - Fax

June, 2023 through May, 2024

City of Franklin
911143
Monthly Claims Analysis for Freedom Choice
June 1, 2023 to May 31, 2024

	# of Employees	Total Illustrative Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee*	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
June-23	9	\$ 17,022.26	\$ 13,112.77	\$ 468.00	\$ 802.16	\$ -	\$ 527.87	\$ 2,639.33	\$ 2,111.46
July-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 17,022.26	\$ 13,112.77	\$ 468.00	\$ 802.16	\$ -	\$ 527.87	\$ 2,639.33	\$ 2,111.46



FreedomChoice

Group Health Plan

Freedom Claims Management, Inc

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

City of Franklin
911143
Monthly Claims Analysis for FreedomChoice
July, 2023

Employee Tier	# of Employees	Illustrative Rates	Total Illustrative Rates	Umbrella Policy Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
Single	3	\$ 1,063.89	\$ 3,191.67	\$ 819.55	\$ 2,458.65	\$ 156.00					
Employee/Spouse	1	\$ 2,127.78	\$ 2,127.78	\$ 1,639.09	\$ 1,639.09	\$ 52.00					
Employee/Child	2	\$ 1,861.81	\$ 3,723.62	\$ 1,434.21	\$ 2,868.42	\$ 104.00					
Family	3	\$ 2,659.73	\$ 7,979.19	\$ 2,048.87	\$ 6,146.61	\$ 156.00					
	9		\$ 17,022.26		\$ 13,112.77	\$ 468.00	\$ (671.30)	\$ -	\$ 822.56	\$ 4,112.79	\$ 3,290.23



FreedomChoice

Group Health Plan

Freedom Claims Management, Inc

P.O. Box 1365

Great Bend, KS 67530

620-792-9151 - Telephone

620-792-3389 - Fax

June, 2023 through May, 2024

City of Franklin
911143
Monthly Claims Analysis for Freedom Choice
June 1, 2023 to May 31, 2024

	# of Employees	Total Illustrative Rates	Total Umbrella Policy Rates	TPA Admin Fee	Monthly Medical Claims Paid	Monthly Rx Claims Paid	Risk Management Fee*	Gross Savings of Freedom Choice	Net Savings of Freedom Choice
June-23	9	\$ 17,022.26	\$ 13,112.77	\$ 468.00	\$ 802.16	\$ -	\$ 527.87	\$ 2,639.33	\$ 2,111.46
July-23	9	\$ 17,022.26	\$ 13,112.77	\$ 468.00	\$ (671.30)	\$ -	\$ 822.56	\$ 4,112.79	\$ 3,290.23
August-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December-23	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May-24	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 34,044.52	\$ 26,225.54	\$ 936.00	\$ 130.86	\$ -	\$ 1,350.42	\$ 6,752.12	\$ 5,401.70



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

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
10010 ELECTRIC	138.00	3.31	29.00	6.50	176.81	3248.92	109.16	615.96	169.59	4143.63	745.61
11010 POWER PLANT	3.00	.00	.00	.00	3.00	51.72	.00	.00	.00	51.72	.00
12010 STREET	16.00	.00	64.00	.00	80.00	389.76	.00	1559.04	.00	1948.80	459.92
20010 WATER	59.38	7.19	.00	2.50	78.95	1131.83	173.13	.00	47.60	1540.58	.00
30010 SEWER	47.62	2.43	.00	2.50	62.42	881.43	1.54	.00	47.60	1118.59	.00
40710 SANITATION	93.75	5.07	.00	6.25	105.07	1895.15	177.66	.00	129.00	2201.81	.00
50110 SUMMER REC	.00	.00	.00	.00	.00	500.00	.00	.00	.00	500.00	.00
50310 POOL	513.25	.00	.00	.00	513.25	6224.72	.00	.00	.00	6224.72	.00
50410 PARK	31.00	.00	.00	1.88	32.88	551.94	.00	.00	32.33	584.27	.00
50510 GENERAL	56.50	1.25	23.50	.00	81.25	1281.96	41.38	518.65	.00	1841.99	257.53
50610 POLICE	24.75	.00	.00	.00	24.75	3453.63	.00	.00	.00	3453.63	614.04
50810 LIBRARY	87.50	.00	32.00	2.75	131.25	1185.81	.00	457.60	39.33	1811.44	146.76
50811 LIB- CLEANING	.00	.00	.00	.00	.00	50.00	.00	.00	.00	50.00	.00
51110 CEMETERY	37.00	.00	.00	1.87	38.87	655.38	.00	.00	32.32	687.70	.00
99999 SPLIT PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1163.93
TOTAL	1107.75	19.25	148.50	24.25	1328.50	21502.25	502.87	3151.25	497.77	26158.88	3387.79

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
10010 ELECTRIC	163.06	12.06	15.75	1.19	192.06	3685.14	397.03	410.92	19.55	4512.64	740.38
12010 STREET	48.00	1.25	32.00	.00	81.25	1169.28	.00	779.52	.00	1948.80	459.92
20010 WATER	38.94	8.56	.00	7.19	68.57	692.84	1.54	.00	133.79	1092.35	.00
30010 SEWER	38.93	.56	.00	7.19	60.55	692.84	1.54	.00	133.79	1092.35	.00
40710 SANITATION	87.82	15.57	.00	1.18	115.57	1733.80	1.55	.00	19.54	1981.93	.00
50310 POOL	395.00	.00	.00	.00	395.00	4647.17	.00	.00	.00	4647.17	.00
50410 PARK	37.75	.25	.00	2.25	40.25	650.81	.00	.00	38.79	689.60	.00
50510 GENERAL	80.00	15.50	.00	.00	95.50	1765.60	446.92	.00	.00	2212.52	281.86
50610 POLICE	82.75	.00	.00	.00	82.75	4076.38	.00	.00	.00	4076.38	614.04
50810 LIBRARY	115.75	1.25	.00	.25	117.25	1584.67	26.81	.00	3.58	1615.06	144.77
51110 CEMETERY	37.75	.25	.00	2.25	40.25	650.81	.00	.00	38.79	689.60	.00
99999 SPLIT PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1161.83
TOTAL	1125.75	55.25	47.75	21.50	1289.00	21349.34	875.39	1190.44	387.83	24558.40	3402.80

C CTR DESCRIPTION	REG HRS	OT HRS	VAC HRS	SCK HRS	TOT HRS	REG AMT	OT AMT	VAC AMT	SCK AMT	TOT AMT	DEDUCTIONS
10010 ELECTRIC	166.94	4.88	1.31	5.25	180.88	3915.73	.00	21.61	111.51	4090.00	713.52
11010 POWER PLANT	7.00	.00	.00	.00	7.00	156.08	.00	.00	.00	156.08	.00
12010 STREET	56.50	8.25	23.50	.00	88.25	1376.34	.00	572.46	.00	1948.80	459.92
20010 WATER	53.57	6.63	1.31	.00	66.64	1004.32	77.58	21.61	.00	1194.64	.00
30010 SEWER	53.56	3.63	1.31	.00	63.62	1004.32	.00	21.61	.00	1117.06	.00
40710 SANITATION	89.43	4.36	1.32	.00	104.36	1822.07	103.44	21.59	.00	2127.57	.00
50310 POOL	185.25	.00	.00	.00	185.25	2116.91	.00	.00	.00	2116.91	.00
50410 PARK	38.50	2.00	.00	.00	40.50	681.24	51.72	.00	.00	732.96	.00
50510 GENERAL	61.75	8.25	18.25	.00	88.25	1397.82	66.21	402.78	.00	1866.81	259.02
50610 POLICE	24.25	.00	.00	.00	24.25	3445.88	.00	.00	.00	3445.88	614.04
50810 LIBRARY	116.00	.00	.00	.00	116.00	1623.24	.00	.00	.00	1623.24	146.76
50811 LIB- CLEANING	.00	.00	.00	.00	.00	50.00	.00	.00	.00	50.00	.00
51110 CEMETERY	38.50	2.00	.00	.00	40.50	681.24	51.72	.00	.00	732.96	.00
99999 SPLIT PAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1186.31
TOTAL	891.25	40.00	47.00	5.25	1005.50	19275.19	350.67	1061.66	111.51	21202.91	3379.57

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				CORNERSTONE CHECK ACCT BK#1				
09192023	1	9/19/23	9/19/23	943 ALISSA BUSH RENDERINGS/GENERAL	140.00	05	05-05-5450	1
				INVOICE TOTAL	140.00			
				VENDOR TOTAL	140.00			
09192023	1	9/19/23	9/19/23	794 AMANDA SHELTON MILEAGE/SCHOOLING/LIBRARY	247.59	05	05-08-5440	1
				INVOICE TOTAL	247.59			
				VENDOR TOTAL	247.59			
09192023	1	9/19/23	9/19/23	755 BAKER & TAYLOR BOOKS/LIBRARY	416.38	05	05-08-5801	1
				INVOICE TOTAL	416.38			
				VENDOR TOTAL	416.38			
09192023	1	9/19/23	9/19/23	9 BLADEN SAND & GRAVEL SAND & GRAVEL STREET	934.40	12	12-00-5380	1
				INVOICE TOTAL	934.40			
				VENDOR TOTAL	934.40			
09192023	1	9/19/23	9/19/23	78 BORDER STATE INDUSTRIES INC DIST SUPPLIES/ELECTRIC	203.54	01	01-00-5240	1
				INVOICE TOTAL	203.54			
				VENDOR TOTAL	203.54			
09192023	1	9/19/23	9/19/23	561 BOSTON, DREW MILEAGE/WATER TESTING	212.88	02	02-00-5440	1
				INVOICE TOTAL	212.88			
				VENDOR TOTAL	212.88			
09192023	1	9/19/23	9/19/23	164 MIKE BOWER UNIFORMS/ELECTRIC	171.20	01	01-00-5280	1
				INVOICE TOTAL	171.20			
				VENDOR TOTAL	171.20			
09192023	1	9/19/23	9/19/23	942 CENTER STONWORKS LLC STONE REPAIRS/CEMETERY	6,050.00	05	05-11-5420	1
				INVOICE TOTAL	6,050.00			
				VENDOR TOTAL	6,050.00			
09192023	1	9/19/23	9/19/23	148 CENTRAL HYDRAULIC SYSTEMS MAINT/SANITATION/TRASH TRUCK	163.23	04	04-07-5420	1
				INVOICE TOTAL	163.23			
				VENDOR TOTAL	163.23			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
09192023	1	9/19/23	9/19/23	691 CHRISTIE MALL CLEANING	80.00	05	05-05-5450	1
				INVOICE TOTAL	80.00			
				VENDOR TOTAL	80.00			
09192023	1	9/19/23	9/19/23	15 CITY OF HOLDREGE DISPOSAL FEES	2,710.47	04	04-07-5451	1
				INVOICE TOTAL	2,710.47			
				VENDOR TOTAL	2,710.47			
09192023	1	9/19/23	9/19/23	20 COOPERATIVE PRODUCERS INC FUEL/ELECTRIC	468.67	01	01-00-5010	1
	2			FUEL/WATER	184.41	02	02-00-5010	1
	3			FUEL/SEWER	140.94	03	03-00-5010	1
	4			FUEL/SANITATION	131.31	04	04-07-5010	1
	5			FUEL/STREET	741.48	12	12-00-5010	1
	6			FUEL/CEMETERY	325.25	05	05-11-5010	1
	7			C&D TICKETS	260.00	04	04-07-5475	1
	8			FUEL/POLICE	175.00	05	05-06-5010	1
	9			FULE/PARK	111.40	05	05-04-5010	1
	10			SUPLIES/WA/WATER TESTING	2.99	02	02-00-5320	1
				INVOICE TOTAL	2,541.45			
				VENDOR TOTAL	2,541.45			
09192023	1	9/19/23	9/19/23	897 DATA443 RISK MITIGATION INC SMARTSHIELD/LIBRARY	56.00	05	05-08-5450	1
				INVOICE TOTAL	56.00			
				VENDOR TOTAL	56.00			
09192023	1	9/19/23	9/19/23	940 DORN AUTOMOTIVE LLC REPAIRS LIGHTS/POLICE	85.00	05	05-06-5420	1
				INVOICE TOTAL	85.00			
				VENDOR TOTAL	85.00			
09192023	1	9/19/23	9/19/23	908 DOUGLAS CLINE DIST SUPPLIES/ELECTRIC	150.00	01	01-00-5240	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
09192023	1	9/19/23	9/19/23	688 DUNCAN WELDING REPAIRS/WATER	150.82	02	02-00-5420	1
	2			WELDER COVER/STREET	435.00	12	12-00-5420	1
	3			REPARIS/RECYCLING'	150.75	04	04-07-5420	1
				INVOICE TOTAL	736.57			
				VENDOR TOTAL	736.57			

33 DUTTON-LAINSON COMPANY

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
09192023				33 DUTTON-LAINSON COMPANY				
	1	9/19/23	9/19/23	DIST SUPPLIES/ELECTRIC	3,728.61	01	01-00-5240	1
	2			STREET LIGHTS/MAINT	118.09	12	12-00-5420	1
				INVOICE TOTAL	3,846.70			
				VENDOR TOTAL	3,846.70			
09192023				55 EAKES OFFICE SOLUTIONS				
	1	9/19/23	9/19/23	EGOLD FAX	25.49	05	05-08-5450	1
	2			EGOLD FAX	19.50	05	05-05-5450	1
				INVOICE TOTAL	44.99			
			VENDOR TOTAL	44.99				
09192023				36 CITY OF FRANKLIN-ELECTRIC FUND				
	1	9/19/23	9/19/23	ELECTRICITY	621.75	02	02-00-5040	1
	2			ELECTRICITY	142.68	03	03-00-5040	1
	3			ELECTRICITY	336.30	05	05-04-5040	1
	4			ELECTRICITY	137.26	05	05-05-5040	1
	5			ELECTRICITY	187.92	05	05-08-5040	1
	6			ELECTRICITY	1,274.05	12	12-00-5040	1
	7			ELECTRICITY	119.59	05	05-06-5040	1
	8			ELECTRICITY	66.88	14	04-14-5040	1
	9			ELECTRICITY	590.97	05	05-03-5040	1
			INVOICE TOTAL	3,477.40				
			VENDOR TOTAL	3,477.40				
09192023				724 F.A.S.T				
	1	9/19/23	9/19/23	MEMBERSHIP	100.00	05	05-05-5450	1
				INVOICE TOTAL	100.00			
			VENDOR TOTAL	100.00				
09192023				65 FRANKLIN AUTO PARTS				
	1	9/19/23	9/19/23	SUPPLIES/ELECTRIC	43.80	01	01-00-5320	1
	2			MAINT/BUCKET TRUCK/ELECT	21.66	01	01-00-5420	1
	3			MAINT/DIGGER TRUCK/ELECT	91.46	01	01-00-5420	1
	4			MAINT/CEMETERY	14.61	05	05-11-5420	1
	5			MAINT/GRAVELY/STREET	17.06	12	12-00-5420	1
	6			MAINT/STREET LIGHTS	16.32	12	12-00-5420	1
	7			MAINT/SAN TRUCK	435.69	04	04-07-5420	1
8			SUPPLIES/STREET	52.10	12	12-00-5320	1	
			INVOICE TOTAL	692.70				
			VENDOR TOTAL	692.70				
09192023				86 FRANKLIN COUNTY CHRONICLE				
	1	9/19/23	9/19/23	ADS/GENREAL	361.86	05	05-05-5630	1
	2			ADS/BALL PARK	20.26	05	05-01-5350	1
	3			ADS/LIBRARY	83.81	05	05-08-5630	1
			INVOICE TOTAL	465.93				
			VENDOR TOTAL	465.93				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				39 FRANKLIN COUNTY SHERIFF				
09192023	1	9/19/23	9/19/23	COMMUNICATIONS FEE	200.00	05	05-06-5630	1
	2			LAW ENFORCEMENT FEE	90.00	05	05-06-5630	1
				INVOICE TOTAL	290.00			
				VENDOR TOTAL	290.00			
				849 GENERAL TRAFFIC CONTROLS INC				
09192023	1	9/19/23	9/19/23	REPARIS/STREET LIGHT/HAILSTORM	175.00	12	12-00-5420	1
				INVOICE TOTAL	175.00			
				VENDOR TOTAL	175.00			
				891 GERDES FEED & SUPPLY LLC				
09192023	1	9/19/23	9/19/23	MAINT/PARK	9.48	05	05-04-5420	1
				INVOICE TOTAL	9.48			
				VENDOR TOTAL	9.48			
				393 GLENWOOD TELECOMMUNICATIONS				
09192023	1	9/19/23	9/19/23	PHONE/INTERNET	71.95	02	02-00-5020	1
	2			PHONE/INTERNET	37.45	01	01-00-5020	1
	3			PHONE/INTERNET	109.60	05	05-08-5020	1
	4			PHONE/INTERNET	69.90	04	04-07-5020	1
	5			PHONE/INTERNET	103.72	05	05-03-5020	1
	6			PHONE/INTERNET	34.95	12	12-00-5020	1
	7			PHONE/INTERNET	34.95	05	05-04-5020	1
	8			PHONE/INTERNET	39.92	05	05-06-5020	1
	9			PHONE/INTERNET	138.39	05	05-05-5020	1
				INVOICE TOTAL	640.83			
				VENDOR TOTAL	640.83			
				788 GOLDSTAR PRODUCTS INC				
09192023	1	9/19/23	9/19/23	CHEMICALS/SEWER	2,650.37	03	03-00-5310	1
				INVOICE TOTAL	2,650.37			
				VENDOR TOTAL	2,650.37			
				234 GRAINGER				
09192023	1	9/19/23	9/19/23	MAINT/ELECTRIC	41.33	01	01-00-5420	1
				INVOICE TOTAL	41.33			
				VENDOR TOTAL	41.33			
				941 GRAY LAW FIRM LLC				
09192023	1	9/19/23	9/19/23	PROFESSIONAL FEE	1,500.00	05	05-05-5140	1
				INVOICE TOTAL	1,500.00			
				VENDOR TOTAL	1,500.00			
				923 GREAT PLAINS UNIFORMS				
09192023	1	9/19/23	9/19/23	2 VESTS/POLICE	2,457.60	05	05-06-5280	1
				INVOICE TOTAL	2,457.60			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	2,457.60			
09192023	1	9/19/23	9/19/23	60 ISLAND SPRINKLER SUPPLY MAINT/SPRINKLER/PARK	208.49	05	05-04-5420	1
				INVOICE TOTAL	208.49			
				VENDOR TOTAL	208.49			
09192023	1	9/19/23	9/19/23	54 JIM'S OK TIRE INC TIRE REPAIR/KOBOTA TRACTOR	28.00	12	12-00-5420	1
	2			TIRE REPAIR/ELECT PICKUP	20.00	01	01-00-5420	1
	3			TIRE REPAIR/PARK PICKUP	24.50	05	05-04-5420	1
				INVOICE TOTAL	72.50			
				VENDOR TOTAL	72.50			
09192023	1	9/19/23	9/19/23	446 MIDLANDS CONTRACTING, INC SEWER MANHOLES SOUTH OF TOWN	17,675.00	03	03-00-5420	1
				INVOICE TOTAL	17,675.00			
				VENDOR TOTAL	17,675.00			
09192023	1	9/19/23	9/19/23	874 KEARNEY WINLECTRIC CO PARK LIGHTS/PARK	338.52	05	05-04-5420	1
				INVOICE TOTAL	338.52			
				VENDOR TOTAL	338.52			
09192023	1	9/19/23	9/19/23	535 MADISON NATIONAL LIFE INSURANCE	6.39	05	05-08-5151	1
	2			INSURANCE	5.18	12	12-00-5151	1
	3			INSURANCE	6.39	05	05-05-5151	1
	4			INSURANCE	19.17	01	01-00-5151	1
	5			INSURANCE	3.20	05	05-04-5151	1
	6			INSURANCE	3.19	05	05-11-5151	1
	7			INSURANCE	3.20	02	02-00-5151	1
	8			INSURANCE	3.19	03	03-00-5151	1
	9			INSURANCE	6.39	05	05-06-5151	1
				INVOICE TOTAL	56.30			
				VENDOR TOTAL	56.30			
09192023	1	9/19/23	9/19/23	655 MCQUAY LAW OFFICE PROFESSIONAL FEE	1,000.00	05	05-05-5140	1
				INVOICE TOTAL	1,000.00			
				VENDOR TOTAL	1,000.00			
09192023	1	9/19/23	9/19/23	79 MUNICIPAL SUPPLY, INC DIST SUPPLIES/WATER	2,019.29	02	02-00-5240	1
				INVOICE TOTAL	2,019.29			
				VENDOR TOTAL	2,019.29			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
09192023	1	9/19/23	9/19/23	56 MURPHY TRACTOR & EQUIPMENT CO MAINT/REPARIS #23 STREET	6,632.63	12	12-00-5420	1
				INVOICE TOTAL	6,632.63			
				VENDOR TOTAL	6,632.63			
09192023	1	9/19/23	9/19/23	394 NDEQ-FISCAL SERVICES C&D ANNUAL FEE	750.00	04	04-07-5450	1
				INVOICE TOTAL	750.00			
				VENDOR TOTAL	750.00			
09192023	1	9/19/23	9/19/23	58 NE PUBLIC HEALTH ENVIRONMENTAL WATER TESTING	170.00	02	02-00-5520	1
				INVOICE TOTAL	170.00			
				VENDOR TOTAL	170.00			
09192023	1	9/19/23	9/19/23	72 NEBRASKA MUNICIPAL CLERKS ASSN MEMBERSHIP DUES	100.00	05	05-05-5450	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
09192023	1	9/19/23	9/19/23	99 PITSTOP & SHOP FUEL/SANITATION	979.43	04	04-07-5010	1
	2			FUEL/CEMETERY	4.25	05	05-11-5010	1
	3			FUEL/PARK	78.66	05	05-04-5010	1
	4			FUEL/RECYCLING	36.34	14	04-14-5010	1
				INVOICE TOTAL	1,098.68			
				VENDOR TOTAL	1,098.68			
09192023	1	9/19/23	9/19/23	193 PLAINS TSUNAMI SWIM LEAGUE 8 SWIMMERS FEE	224.00	05	05-03-5611	1
				INVOICE TOTAL	224.00			
				VENDOR TOTAL	224.00			
09192023	1	9/19/23	9/19/23	52 PLANKS LUMBER & HARDWARE SUPPLIES/PARK	55.96	05	05-04-5320	1
	2			MAINT/LIBRARY	24.18	05	05-08-5420	1
	3			DIST SUPPLIES/ELECTRIC	1.80	01	01-00-5240	1
	4			SUPPLIES/WATER	6.91	02	02-00-5320	1
				INVOICE TOTAL	88.85			
				VENDOR TOTAL	88.85			
09192023	1	9/19/23	9/19/23	96 PLATTE VALLEY COMM -KEARNEY EQUIPMENT REPAIR/POLICE	267.50	05	05-06-5799	1
				INVOICE TOTAL	267.50			
				VENDOR TOTAL	267.50			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
09192023	1	9/19/23	9/19/23	937 PRO POWER MAINT/MOWER BLADES/CEMETERY	75.42	05		05-11-5420	1
				INVOICE TOTAL	75.42				
				VENDOR TOTAL	75.42				
09192023	1	9/19/23	9/19/23	47 R&R SALES & SERVICES INC REPAIRS/SANITATION	.50	04		04-07-5420	1
	2			REPAIRS/STREET/#22	140.70	12		12-00-5420	1
				INVOICE TOTAL	141.20				
				VENDOR TOTAL	141.20				
09192023	1	9/19/23	9/19/23	63 RIGHTWAY GROCERY ACCT# 212 SUPPLIES/ELECT	3.18	01		01-00-5320	1
	2			ACCT# 212 SUPPLIES/SAN	10.63	04		04-07-5320	1
	3			ACCT# 109 SUPPLIES/BALL PARK	138.03	05		05-01-5320	1
	4			ACCT# 901 SUPPLIES/POOL	69.36	05		05-03-5320	1
	5			ACCT# 134 SUPPLIES/GENERAL	14.99	05		05-05-5320	1
				INVOICE TOTAL	236.19				
				VENDOR TOTAL	236.19				
09192023	1	9/19/23	9/19/23	62 S.E. SMITH & SONS MAINT/POWER PLANT	27.59	01		01-10-5420	1
	2			MAINT/WATER	42.93	02		02-00-5420	1
	3			WIRE/RECYCLING	245.00	04		04-07-5420	1
	4			SUPPLIES/STREET	13.39	12		12-00-5320	1
				INVOICE TOTAL	328.91				
				VENDOR TOTAL	328.91				
09192023	1	9/19/23	9/19/23	634 SAHLING KENWORTH, INC MAINT/SAN TRUCK	657.93	04		04-07-5420	1
				INVOICE TOTAL	657.93				
				VENDOR TOTAL	657.93				
09192023	1	9/19/23	9/19/23	735 SANITATION PRODUCTS MAINT/TRASH TRUCK/SANITATION	2,030.54	04		04-07-5420	1
				INVOICE TOTAL	2,030.54				
				VENDOR TOTAL	2,030.54				
09192023	1	9/19/23	9/19/23	233 SARGENT DRILLING MAINT/3 PHASE MONITORS/WATER	1,118.25	02		02-00-5420	1
				INVOICE TOTAL	1,118.25				
				VENDOR TOTAL	1,118.25				
09192023	1	9/19/23	9/19/23	46 SOUTHERN PUBLIC POWER DIST. POWER	72,178.40	01		01-00-5041	1
	2			POWER	1,019.00	02		02-00-5040	1
				INVOICE TOTAL	73,197.40				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	73,197.40			
09192023	1	9/19/23	9/19/23	828 STELLA-JONES CORPORATION DIST SUPPLIES/POLES/ELECTRIC	6,015.61	01	01-00-5240	1
				INVOICE TOTAL	6,015.61			
				VENDOR TOTAL	6,015.61			
09192023	1	9/19/23	9/19/23	384 TERRY L. CARPENTER, JR. PEST CONTROL	28.32	01	01-10-5630	1
	2			PEST CONTROL	28.32	05	05-08-5630	1
	3			PEST CONTROL	28.32	05	05-04-5630	1
	4			PEST CONTROL	28.32	05	05-05-5630	1
	5			PEST CONTROL	28.32	05	05-05-5630	1
	6			PEST CONTROL	28.40	12	12-00-5630	1
				INVOICE TOTAL	170.00			
				VENDOR TOTAL	170.00			
09192023	1	9/19/23	9/19/23	329 U.S. BANK BOOKS/LIBRARY	31.36	05	05-08-5801	1
	2			OFFICE EXP/LIBRARY	418.58	05	05-08-5340	1
	3			OFFICE EXP/GENERAL	226.89	05	05-05-5340	1
	4			FIRST AID KITS/GENERAL/SAFETY	1,215.50	05	05-05-5320	1
	5			TIMESTATION/POOL	19.95	05	05-03-5630	1
	6			GOOGLE/GENERAL	51.00	05	05-05-5630	1
	7			GOOGLE/ELECTRIC	51.00	01	01-00-5630	1
	8			NEW SLIDE/BALL PARK	187.98	05	05-01-5420	1
	9			OIL/MAINT/PARK	44.03	05	05-04-5420	1
	10			OIL/MAINT/CEMETERY	44.03	05	05-11-5420	1
				INVOICE TOTAL	2,290.32			
				VENDOR TOTAL	2,290.32			
09192023	1	9/19/23	9/19/23	205 VAN DIEST SUPPLY COMPANY CHEMICALS/MOSQUITO SPRAYER	1,215.75	05	05-05-5310	1
				INVOICE TOTAL	1,215.75			
				VENDOR TOTAL	1,215.75			
09192023	1	9/19/23	9/19/23	3 VERIZON WIRELESS PHONE	42.84	12	12-00-5020	1
	2			PHONE	163.14	05	05-06-5020	1
				INVOICE TOTAL	205.98			
				VENDOR TOTAL	205.98			
09192023	1	9/19/23	9/19/23	90 US DEPARTMENT OF ENERGY POWER	6,442.79	01	01-00-5041	1
				INVOICE TOTAL	6,442.79			
				VENDOR TOTAL	6,442.79			
				CORNERSTONE CHECK ACCT TOTAL	156,119.09			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
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TOTAL MANUAL CHECKS	.00						
TOTAL E-PAYMENTS	.00						
TOTAL PURCH CARDS	.00						
TOTAL ACH PAYMENTS	.00						
TOTAL OPEN PAYMENTS	156,119.09						
GRAND TOTALS	156,119.09						

Reviewed and Approved at SEPTEMBER 19 2023			
Date	Vendor	Amount	Item
8/18/23	Aflac	\$736.20	Insurance
8/1/23	BCBS	\$13,112.74	Insurance
8/17/23	Black Hills	\$146.84	Gas bill
8/21/23	Byway 136 Trails	\$35.00	ad
8/16/23	Caspian Creates	\$89.00	Website/Calendar fee
8/25/23	Cornerstone Bank	\$218.14	supplies/checks
8/14/23	Delta Dental	\$540.69	Insurance
8/4/23	EFTPS	\$5,191.47	Payroll taxes
8/18/23	EFTPS	\$4,995.08	Payroll taxes
8/1/23	Freedom Claims	\$3,000.00	Insurance
8/25/23	Globe Life	\$271.53	Insurance
8/25/23	Hometown Leasing	\$392.47	lease agreement
8/17/23	Mid-West Roofing	\$17,011.39	Repairs/Power Plant Roof #1
8/17/23	Mid-West Roofing	\$14,370.31	Repairs/Power Plant Roof #2
8/23/23	Milburn, Laurann	\$132.38	meter deposit refund
8/8/23	MG Trust	\$2,146.55	Payroll retirement
8/18/23	MG Trust	\$2,181.46	Payroll retirement
8/31/23	MG Trust	\$2,132.45	Payroll retirement
8/18/23	NE Dept of Rev	\$6,664.53	Sales Tax
8/30/23	NE Dept of Rev	\$1,333.95	payroll taxes
8/18/23	NE Mosquito	\$100.00	schooling/MB/SC
8/4/23	Payroll	\$18,746.03	Payroll
8/18/23	Payroll	\$17,302.29	Payroll
8/7/23	Quadient Finance/NEO Post	\$350.00	postage
08/23/23	Vancleave, Kelsey	\$4.57	meter deposit refund
08/02/23	VSP	\$179.21	Insurance
	TOTAL CLAIMS REPORT:	\$111,384.28	
	CDA GRANT PAYMENTS		
Date	Vendor	Amount	Item
			CDA COMM. GRANT
			CDA COMM. GRANT
	Approved 09/19/2023 meeting		
	Council Beall		
	Council Platt		
	Council Urbina		

CITY OF FRANKLIN, NEBRASKA

**BUDGET FORM AND INDEPENDENT
ACCOUNTANT'S COMPILATION REPORT**

Year Ending September 30, 2024

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Honorable Mayor and City Council
City of Franklin, Nebraska

Management is responsible for the accompanying financial forecasts of the City of Franklin, which comprise forecasted information for the years ended September 30, 2024 and 2023, included in the accompanying prescribed form and the related summary of significant forecast assumptions in accordance with guidelines for the presentation of a financial forecast established by the American Institute of Certified Public Accountants (AICPA).

Management also is responsible for the accompanying historical financial statements of the City of Franklin, which comprise the financial information for the year ended September 30, 2022, included in the accompanying prescribed form.

We have performed the compilation engagements in accordance with Statements on Standards for Accounting and Review Services, promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit, examine, or review the forecast or the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial forecasts and historical financial statements included in the accompanying prescribed form.

The financial forecasts and historical financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the State of Nebraska Budget Act, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

The forecasted results may not be achieved, as there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and these differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

SHAREHOLDERS:

Robert D. Almquist
Phillip D. Maltzahn
Marcy J. Luth
Heidi A. Ashby
Christine R. Shenk
Michael E. Hoback
Joseph P. Stump
Kyle R. Overturf
Tracy A. Cannon
Jamie L. Clemans

1203 W 2nd Street
P.O. Box 1407
Grand Island, NE 68802
P 308-381-1810
F 308-381-4824
EMAIL cpa@gicpas.com

Management has elected to omit the summary of significant accounting policies and substantially all the disclosures required by guidelines for the presentation of a forecast established by the AICPA other than those related to the significant forecast assumptions. If the omitted summary of significant accounting policies and disclosures were included in the forecast, they might influence the user's conclusions about the City's results of operations for the forecast periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

This report is intended solely for the information and use of management of the City of Franklin and the State of Nebraska Auditor of Public Accounts and is not intended to be and should not be used by anyone other than these specified parties.

AMGL, P.C.

Grand Island, Nebraska
September 6, 2023

2023-2024
STATE OF NEBRASKA
CITY/VILLAGE BUDGET FORM

City of Franklin
 TO THE COUNTY BOARD AND COUNTY CLERK OF
 Franklin County

This budget is for the Period October 1, 2023 through September 30, 2024

Upon Filing, The Entity Certifies the Information Submitted on this Form to be Correct:

The following **PERSONAL AND REAL PROPERTY TAX** is requested for the ensuing year:

\$	172,061.02	Property Taxes for Non-Bond Purposes
\$	-	Principal and Interest on Bonds
\$	172,061.02	Total Personal and Real Property Tax Required

Projected Outstanding Bonded Indebtedness as of October 1, 2023
(As of the Beginning of the Budget Year)

Principal	\$	-
Interest	\$	-
Total Bonded Indebtedness	\$	-

\$	40,624,673	Total Certified Valuation (All Counties) <i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>
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Report of Joint Public Agency & Interlocal Agreements

Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023?

YES NO

If YES, Please submit Interlocal Agreement Report by September 30th.

County Clerk's Use ONLY

Report of Trade Names, Corporate Names & Business Names

Did the Subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2022 through June 30, 2023?

YES NO

If YES, Please submit Trade Name Report by September 30th.

APA Contact Information

Auditor of Public Accounts
 PO Box 98917
 Lincoln, NE 68509

Telephone: (402) 471-2111 **FAX:** (402) 471-3301

Website: auditors.nebraska.gov

Questions - E-Mail: Jeff.Schreier@nebraska.gov

Submission Information

Budget Due by 9-30-2023

Submit budget to:

1. Auditor of Public Accounts -Electronically on Website or Mail
2. County Board (SEC. 13-508), C/O County Clerk

City of Franklin in Franklin County

Line No.	Beginning Balances, Receipts, & Transfers	Actual 2021 - 2022 (Column 1)	Actual/Estimated 2022 - 2023 (Column 2)	Adopted Budget 2023 - 2024 (Column 3)
1	Net Cash Balance	\$ 1,400,346.00	\$ 1,717,869.00	\$ 1,771,658.00
2	Investments	\$ 1,621,870.00	\$ 1,629,251.00	\$ 1,630,000.00
3	County Treasurer's Balance	\$ 3,745.00	\$ 6,238.00	\$ 6,500.00
4	Beginning Balance Proprietary Function Funds (Only If Page 6 is Used)	\$ -	\$ -	\$ -
5	Subtotal of Beginning Balances (Lines 1 thru 4)	\$ 3,025,961.00	\$ 3,353,358.00	\$ 3,408,158.00
6	Personal and Real Property Taxes (Columns 1 and 2 - See Preparation Guidelines)	\$ 149,383.50	\$ 141,014.88	\$ 170,357.45
7	Federal Receipts	\$ 26,494.58	\$ -	\$ -
8	State Receipts: Motor Vehicle Pro-Rate	\$ 323.12	\$ 275.00	\$ 275.00
9		\$ -	\$ -	\$ -
10	State Receipts: Highway Allocation and Incentives	\$ 157,915.52	\$ 154,370.00	\$ 168,109.00
11	State Receipts: Motor Vehicle Fee	\$ 17,565.63	\$ 17,677.95	\$ 17,500.00
12	State Receipts: State Aid	\$ -	\$ -	
13	State Receipts: Municipal Equalization Aid	\$ 124,495.40	\$ 120,013.51	\$ 129,056.68
14	State Receipts: Other	\$ 21,241.61	\$ -	\$ -
15	State Receipts: Property Tax Credit	\$ 7,924.97	\$ 8,000.00	
16	Local Receipts: Nameplate Capacity Tax	\$ -	\$ -	\$ -
17	Local Receipts: Motor Vehicle Tax	\$ 3,782.17	\$ 3,829.80	\$ 4,000.00
18	Local Receipts: Local Option Sales Tax	\$ 166,043.64	\$ 175,560.26	\$ 165,000.00
19	Local Receipts: In Lieu of Tax	\$ -	\$ -	\$ -
20	Local Receipts: Other	\$ 2,351,184.77	\$ 2,161,007.54	\$ 2,547,914.87
21	Transfers In of Surplus Fees	\$ 450,000.00	\$ 325,000.00	\$ 350,000.00
22	Transfers In Other Than Surplus Fees	\$ -	\$ -	\$ -
23	Proprietary Function Funds (Only if Page 6 is Used)	\$ -	\$ -	\$ -
24	Total Resources Available (Lines 5 thru 23)	\$ 6,502,315.91	\$ 6,460,106.94	\$ 6,960,371.00
25	Total Disbursements & Transfers (Line 22, Pg 3, 4 & 5)	\$ 3,148,957.91	\$ 3,051,948.94	\$ 3,995,305.00
26	Balance Forward/Cash Reserve (Line 24 MINUS Line 25)	\$ 3,353,358.00	\$ 3,408,158.00	\$ 2,965,066.00
27	Cash Reserve Percentage			91%
PROPERTY TAX RECAP		Tax from Line 6		\$ 170,357.45
		County Treasurer Commission at 1%		\$ 1,703.57
		Total Property Tax Requirement		\$ 172,061.02

City of Franklin in Franklin County

To Assist the County For Levy Setting Purposes

The Cover Page identifies the Property Tax Request between Principal & Interest on Bonds and All Other Purposes. If your municipality needs more of a breakdown for levy setting purposes, complete the section below.

Property Tax Request by Fund:	Property Tax Request
General Fund	\$ 172,061.02
Bond Fund	\$ -
_____ Fund	_____
_____ Fund	_____
Total Tax Request	** \$ 172,061.02

** This Amount should agree to the Total Personal and Real Property Tax Required on the Cover Page 1.

Cash Reserve Funds

Statute 13-503 says cash reserve means funds required for the period before revenue would become available for expenditure but shall not include funds held in any special reserve fund. If the cash reserve on Page 2 exceeds 50%, you can list below funds being held in a special reserve fund.

Special Reserve Fund Name	Amount
Enterprise funds	\$ 1,728,417.00
_____	\$ -
_____	\$ -
Total Special Reserve Funds	\$ 1,728,417.00
Total Cash Reserve	\$ 2,965,066.00
Remaining Cash Reserve	\$ 1,236,649.00
Remaining Cash Reserve %	38%

Documentation of Transfers of Surplus Fees:

(Only complete if Transfers of Surplus Fees Were Budgeted)

Please explain where the monies will be transferred from, where the monies will be transferred to, and the reason for the transfer.

Transfer From: Electric Fund	Transfer To: General Fund
Amount: \$	275,000.00

Reason: Surplus fees

Transfer From: Electric Fund	Transfer To: Street Fund
Amount: \$	75,000.00

Reason: Surplus fees

Transfer From:	Transfer To:
Amount:	_____

Reason:

City of Franklin in Franklin County

Line No.	2023-2024 ADOPTED BUDGET Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	Transfers Out (F)	TOTAL
1	Governmental:							
2	General Government	\$ 520,375.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 545,375.00
3	Public Safety - Police and Fire	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
4	Public Safety - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Public Works - Streets	\$ 238,650.00	\$ 40,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 343,650.00
6	Public Works - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Public Health and Social Services	\$ 37,800.00	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ 46,800.00
8	Culture and Recreation	\$ 218,000.00	\$ -	\$ 59,500.00	\$ -	\$ -	\$ -	\$ 277,500.00
9	Community Development	\$ 440,795.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,795.00
10	Miscellaneous	\$ 50,835.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,835.00
11	Business-Type Activities:							
12	Airport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Nursing Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Electric Utility	\$ 1,131,250.00	\$ -	\$ 51,000.00	\$ -	\$ -	\$ 350,000.00	\$ 1,532,250.00
16	Solid Waste	\$ 208,550.00	\$ -	\$ 16,500.00	\$ -	\$ -	\$ -	\$ 225,050.00
17	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wastewater	\$ 128,300.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 148,300.00
19	Water	\$ 168,750.00	\$ -	\$ 91,000.00	\$ -	\$ -	\$ -	\$ 259,750.00
20	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Proprietary Function Funds (Page 6)					\$ -		\$ -
22	Total Disbursements & Transfers (Lns 2 thru 21)	\$ 3,268,305.00	\$ 40,000.00	\$ 337,000.00	\$ -	\$ -	\$ 350,000.00	\$ 3,995,305.00

- (A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.
- (B) **Capital Improvements** should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.
- (C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).
- (D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.
- (E) **Other** should include Judgments, and Proprietary Function Funds if a separate budget is filed.
- (F) **Transfers** should include Transfers and Transfers of Surplus Fees

City of Franklin in Franklin County

Line No.	2022-2023 ACTUAL/ESTIMATED Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	Transfers Out (F)	TOTAL
1	Governmental:							
2	General Government	\$ 246,847.35	\$ -	\$ 4,161.48	\$ -	\$ -	\$ -	\$ 251,008.83
3	Public Safety - Police and Fire	\$ 197,403.47	\$ -	\$ 22,769.18	\$ -	\$ -	\$ -	\$ 220,172.65
4	Public Safety - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Public Works - Streets	\$ 217,776.00	\$ 39,190.00	\$ -	\$ -	\$ -	\$ -	\$ 256,966.00
6	Public Works - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Public Health and Social Services	\$ 26,107.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,107.11
8	Culture and Recreation	\$ 210,235.27	\$ -	\$ 4,423.40	\$ -	\$ -	\$ -	\$ 214,658.67
9	Community Development	\$ 24,632.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,632.15
10	Miscellaneous	\$ 50,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,125.00
11	Business-Type Activities:							
12	Airport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Nursing Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Electric Utility	\$ 1,082,210.38	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	\$ 1,407,210.38
16	Solid Waste	\$ 196,740.38	\$ -	\$ 19,220.77	\$ -	\$ -	\$ -	\$ 215,961.15
17	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wastewater	\$ 121,465.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,465.90
19	Water	\$ 174,482.86	\$ -	\$ 89,158.24	\$ -	\$ -	\$ -	\$ 263,641.10
20	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Proprietary Function Funds					\$ -		\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 2,548,025.87	\$ 39,190.00	\$ 139,733.07	\$ -	\$ -	\$ 325,000.00	\$ 3,051,948.94

(A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.

(B) **Capital Improvements** should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.

(C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).

(D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.

(E) **Other** should include Judgments, and Proprietary Function Funds if a separate budget is filed.

(F) **Transfers** should include Transfers and Transfers of Surplus Fees

City of Franklin in Franklin County

Line No.	2021-2022 ACTUAL Disbursements & Transfers	Operating Expenses (A)	Capital Improvements (B)	Other Capital Outlay (C)	Debt Service (D)	Other (E)	Transfers Out (F)	TOTAL
1	Governmental:							
2	General Government	\$ 189,615.29	\$ -	\$ 44,562.00	\$ -	\$ -	\$ -	\$ 234,177.29
3	Public Safety - Police and Fire	\$ 191,740.09	\$ -	\$ 151.99	\$ -	\$ -	\$ -	\$ 191,892.08
4	Public Safety - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Public Works - Streets	\$ 152,869.69	\$ 34,050.75	\$ 62,408.25	\$ -	\$ -	\$ -	\$ 249,328.69
6	Public Works - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Public Health and Social Services	\$ 29,148.16	\$ -	\$ 6,442.77	\$ -	\$ -	\$ -	\$ 35,590.93
8	Culture and Recreation	\$ 206,857.09	\$ -	\$ 54,146.45	\$ -	\$ -	\$ -	\$ 261,003.54
9	Community Development	\$ 54,045.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,045.83
10	Miscellaneous	\$ 26,710.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,710.59
11	Business-Type Activities:							
12	Airport	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Nursing Home	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Electric Utility	\$ 965,325.36	\$ -	\$ 1,908.00	\$ 97,374.27	\$ -	\$ 450,000.00	\$ 1,514,607.63
16	Solid Waste	\$ 149,750.02	\$ -	\$ 14,599.00	\$ -	\$ -	\$ -	\$ 164,349.02
17	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wastewater	\$ 80,620.75	\$ -	\$ 135,076.00	\$ -	\$ -	\$ -	\$ 215,696.75
19	Water	\$ 129,532.56	\$ -	\$ 72,023.00	\$ -	\$ -	\$ -	\$ 201,555.56
20	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Proprietary Function Funds					\$ -		\$ -
22	Total Disbursements & Transfers (Ln 2 thru 21)	\$ 2,176,215.43	\$ 34,050.75	\$ 391,317.46	\$ 97,374.27	\$ -	\$ 450,000.00	\$ 3,148,957.91

(A) **Operating Expenses** should include Personal Services, Operating Expenses, Supplies and Materials, and Equipment Rental.

(B) **Capital Improvements** should include acquisition of real property or acquisition, construction, or extension of any improvements on real property.

(C) **Other Capital Outlay** should include other items to be inventoried (i.e. equipment, vehicles, etc.).

(D) **Debt Service** should include Bond Principal and Interest Payments, Payments to Retirement Interest-Free Loans from NDA (Airports) and other debt payments.

(E) **Other** should include Judgments, and Proprietary Function Funds if a separate budget is filed.

(F) **Transfers** should include Transfers and Transfers of Surplus Fees

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME	City of Franklin
ADDRESS	619 15th Avenue
CITY & ZIP CODE	Franklin 68939
TELEPHONE	308-425-6295
WEBSITE	www.franklinnebraska.com

	<u>BOARD CHAIRPERSON</u>	<u>CLERK/TREASURER/SUPERINTENDENT/OTHER</u>	<u>PREPARER</u>
NAME	Margaret Siel	Raquel Felzien	Joseph P. Stump, CPA
TITLE /FIRM NAME	Mayor	Clerk/Treasurer	AMGL, P.C.
TELEPHONE	308-425-3160	308-425-6295	308-381-1810
EMAIL ADDRESS	msiel@sielcpa.com	rfelzien@cityoffranklin.net	jstump@gicpas.com

For Questions on this form, who should we contact (please one): Contact will be via email if supplied.

- Board Chairperson
- Clerk / Treasurer / Superintendent / Other
- Preparer

City of Franklin in Franklin County

2023-2024 LID SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements	(1)	\$ 172,061.02
Motor Vehicle Pro-Rate	(2)	\$ 275.00
In-Lieu of Tax Payments	(3)	\$ -
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.		
Prior Year Capital Improvements Excluded from Restricted Funds (From Prior Year Lid Support, Line (17))	(4)	\$ -
LESS: Amount Spent During 2022-2023	(5)	\$ -
LESS: Amount Expected to be Spent in Future Budget Years	(6)	\$ -
Amount to be included as Restricted Funds (Cannot Be A Negative Number)	(7)	\$ -
Motor Vehicle Tax	(8)	\$ 4,000.00
Local Option Sales Tax	(9)	\$ 165,000.00
Transfers of Surplus Fees	(10)	\$ 350,000.00
Highway Allocation and Incentives	(11)	\$ 168,109.00
	(12)	
Motor Vehicle Fee	(13)	\$ 17,500.00
Municipal Equalization Fund	(14)	\$ 129,056.68
Insurance Premium Tax	(15)	\$ -
Nameplate Capacity Tax	(15a)	\$ -
<hr/>		
TOTAL RESTRICTED FUNDS (A)	(16)	\$ 1,006,001.70

Lid Exceptions

Capital Improvements (Real Property and Improvements on Real Property)	(17)	\$ -
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year (<i>cannot exclude same capital improvements from more than one lid calculation.</i>)		
Agrees to Line (6).	(18)	\$ -
Allowable Capital Improvements	(19)	\$ -
Bonded Indebtedness	(20)	\$ -
Public Facilities Construction Projects (Statutes 72-2301 to 72-2308)	(21)	\$ -
Interlocal Agreements/Joint Public Agency Agreements	(22)	\$ 100,000.00
Public Safety Communication Project (Statute 86-416)	(23)	\$ -
Benefits Paid Under the Firefighter Cancer Benefits Act	(23a)	\$ -
Payments to Retire Interest-Free Loans from the Department of Aeronautics (Public Airports Only)	(24)	\$ -
Judgments	(25)	\$ -
Refund of Property Taxes to Taxpayers	(26)	\$ -
Repairs to Infrastructure Damaged by a Natural Disaster	(27)	\$ -
<hr/>		
TOTAL LID EXCEPTIONS (B)	(28)	\$ 100,000.00

TOTAL RESTRICTED FUNDS For Lid Computation (To Line 9 of the Lid Computation Form) <i>To Calculate: Total Restricted Funds (A)-Line 16 MINUS Total Lid Exceptions (B)-Line 28</i>	\$ 906,001.70
---	----------------------

Total Restricted Funds for Lid Computation **cannot** be less than zero. See Instruction Manual on completing the Lid Supporting Schedule.

City of Franklin
IN
Franklin County

LID COMPUTATION FORM FOR FISCAL YEAR 2023-2024

PRIOR YEAR RESTRICTED FUNDS AUTHORITY OPTION 1 OR OPTION 2

OPTION 1

Prior Year Restricted Funds Authority (Base Amount) = Line (8) from last year's Lid Form	1,452,134.44
	Option 1 - (Line 1)

OPTION 2
Only use if a vote was taken at a townhall meeting to exceed Lid for one year

Line (1) of Prior Year Lid Computation Form		
	Option 2 - (A)	
Allowable Percent Increase Less Vote Taken (Prior Year Lid Computation Form Line (6) - Line (5))		%
	Option 2 - (B)	
Dollar Amount of Allowable Increase Excluding the vote taken Line (A) times Line (B)	-	
	Option 2 - (C)	
Calculated Prior Year Restricted Funds Authority (Base Amount) Line (A) Plus Line (C)	-	
	Option 2 - (Line 1)	

CURRENT YEAR ALLOWABLE INCREASES

1	<u>BASE LIMITATION PERCENT INCREASE (2.5%)</u>	2.50	
		(2)	

2	<u>ALLOWABLE GROWTH PER THE ASSESSOR MINUS 2.5%</u>	-	
		(3)	
	$\frac{226,780.00}{2023 \text{ Value Attributable to Growth per Assessor}} \div \frac{37,291,230.00}{2022 \text{ Valuation}} = \frac{0.61}{\text{Multiply times 100 To get \%}}$	%	

3	<u>ADDITIONAL ONE PERCENT COUNCIL/BOARD APPROVED INCREASE</u>	1.00	
		(4)	
	$\frac{4}{\# \text{ of Board Members voting "Yes" for Increase}} \div \frac{4}{\text{Total \# of Members in Governing Body at Meeting}} = \frac{100.00}{\text{Must be at least 75\% (.75) of the Governing Body}}$	%	

ATTACH A COPY OF THE BOARD MINUTES APPROVING THE INCREASE.

4	<u>SPECIAL ELECTION/TOWNHALL MEETING - VOTER APPROVED % INCREASE</u>		
		(5)	

Please Attach Ballot Sample and Election Results OR Record of Action From Townhall Meeting

TOTAL ALLOWABLE PERCENT INCREASE = Line (2) + Line (3) + Line (4) + Line (5)	3.50	
	(6)	

Allowable Dollar Amount of Increase to Restricted Funds = Line (1) x Line (6)	50,824.71	
	(7)	

Total Restricted Funds Authority = Line (1) + Line (7)	1,502,959.15	
	(8)	

Less: Restricted Funds from Lid Supporting Schedule	906,001.70	
	(9)	

Total Unused Restricted Funds Authority = Line (8) - Line (9)	596,957.45	
	(10)	

LINE (10) MUST BE GREATER THAN OR EQUAL TO ZERO OR YOU ARE IN VIOLATION OF THE LID LAW.

City of Franklin in Franklin County

2023-2024 CAPITAL IMPROVEMENT LID EXEMPTIONS

Description of Capital Improvement	Amount Budgeted
None	

Total - Must agree to Line 17 on Lid Support Page 8

\$ -

Municipality Levy Limit Form

City of Franklin in Franklin County

Municipality Levy

Personal and Real Property Tax Request	(1)		172,061.02
Judgments (Not Paid by Liability Insurance)	(2)	0.00	
Pre-Existing Lease - Purchase Contracts-7/98	(3)	0.00	
Bonded Indebtedness	(4)	0.00	
Interest Free Financing (Public Airports)	(5)	0.00	
Benefits Paid Under Firefighter Cancer Benefits Act	(6)	0.00	
Total Levy Exemptions	(7)		0.00
Tax Request Subject to Levy Limit	(8)		172,061.02
Valuation	(9)		40,624,673
Municipality Levy Subject to Levy Authority	(10)		0.423538
Levy Authority Allocated to Others-			
Airport Authority	(11)		0.000000
Community Redevelopment Authority	(12)		0.000000
Transit Authority	(13)		0.000000
Off Street Parking District Valuation	(14)		
Off Street Parking District Levy (Statute 77-3443(2))	(15)	0.000000	0.000000
Other	(16)		0.000000
Total Levy for Compliance Purposes	(17)		0.423538 (A)

Levy Authority

Municipality Levy Limit	(18)		0.450000
Municipality property taxes designated for interlocal agreements	(19)	100,000.00	0.050000
Total Municipality Levy Authority	(20)		0.500000 (B)
Voter Approved Levy Override	(21)		0.000000 (C)

Note: (A) must be less than the greater of (B) or (C) to be in compliance with the Statutes

This Form is to be completed to ensure compliance with the levy limits established in State Statute Section 77-3442. The levy limit applicable to municipalities is 45 cents plus 5 cents for interlocal agreements.

State Statute Section 86-416 allows for a special tax to fund Public Safety Communication projects, the tax has the same status as bonded indebtedness. State Statute 72-2301 through 72-2308 allows bonds to be issued for Public Facilities Construction Projects. Amounts should be included as Bonded Indebtedness on Line 7 above.

A municipality may exceed the limits in State Statute Section 77-3442 by completing the requirements of State Statute Section 77-3444 (Election or Townhall Meeting). **If an amount is entered on Line 21, a sample ballot and election results MUST be submitted with budget. If voter approved override was completed at a Townhall Meeting, minutes of that meeting, and a list of registered voters in the municipality must be submitted.** Please refer to the statutes to ensure all requirements are met.

2023-2024 ALLOWABLE GROWTH PERCENTAGE COMPUTATION FORM

YES This budget is for a **VILLAGE**; therefore the allowable growth provisions of the Property Tax Request Act **DO NOT** apply.

CALCULATION OF ALLOWABLE GROWTH PERCENTAGE

Prior Year Total Property Tax Request (1) \$ 167,810.53
(Total Personal and Real Property Tax Required from prior year budget - Cover Page)

Base Limitation Percentage Increase (2%) 2.00 % (2)

Real Growth Percentage Increase

$$\frac{226,780.00}{\text{2023 Real Growth Value per Assessor}} \div \frac{34,857,807.00}{\text{Prior Year Total Real Property Valuation per Assessor}} = \underline{0.65} \% (3)$$

Note: Real Growth Value per Assessor for purposes of the Property Tax Request Act (§77-1631) is different than the growth value for purposes of the Lid on Restricted Funds (§13-518). The County Assessor must provide you with separate growth amounts.

Total Allowable Growth Percentage Increase (Line 2 + Line 3) (4) 2.65 %

Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4) (5) \$ 4,446.98

TOTAL BASE PROPERTY TAX REQUEST AUTHORITY (Line 1 + Line 5) (6) \$ 172,257.51

ACTUAL PROPERTY TAX REQUEST

2023-2024 ACTUAL Total Property Tax Request (7) \$ 172,061.02
(Total Personal and Real Property Tax Required from Cover Page)

Property Tax Request is within allowable growth percentage. Political subdivision is NOT required to complete postcard notification requirements, or participate in the joint public hearing.

If line (7) is **greater than** line (6), your political subdivision **is required** to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide your information to the County Assessor electronically by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is **less than** line (6), your political subdivision **is not required** to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

City of Franklin
IN
Franklin County, Nebraska

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 19th day of September 2023, at 7:00 o'clock P.M., at City Hall for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget. The budget detail is available at the office of the Clerk during regular business hours.

2021-2022 Actual Disbursements & Transfers	\$ 3,148,957.91
2022-2023 Actual/Estimated Disbursements & Transfers	\$ 3,051,948.94
2023-2024 Proposed Budget of Disbursements & Transfers	\$ 3,995,305.00
2023-2024 Necessary Cash Reserve	\$ 2,965,066.00
2023-2024 Total Resources Available	\$ 6,960,371.00
Total 2023-2024 Personal & Real Property Tax Requirement	\$ 172,061.02
Unused Budget Authority Created For Next Year	\$ 596,957.45

Breakdown of Property Tax:

Personal and Real Property Tax Required for Non-Bond Purposes	\$ 172,061.02
Personal and Real Property Tax Required for Bonds	\$ -

NOTICE OF SPECIAL HEARING TO SET FINAL TAX REQUEST

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 19th day of September 2023, at 7:00 o'clock P.M., at City Hall for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2022	2023	Change
Operating Budget	3,733,755.50	3,995,305.00	7%
Property Tax Request	\$ 167,810.53	\$ 172,061.02	3%
Valuation	37,291,230	40,624,673	9%
Tax Rate	0.450000	0.423538	-6%
Tax Rate if Prior Tax Request was at Current Valuation	0.413075		

CERTIFICATION OF TAXABLE VALUE AND VALUE ATTRIBUTABLE TO GROWTH

{format for all counties and cities.}

TAX YEAR 2023

{certification required on or before August 20th of each year}

CITY OF FRANKLIN

**TO: 619 15TH AVE
FRANKLIN, NE 68939**

TAXABLE VALUE LOCATED IN THE COUNTY OF: FRANKLIN

Name of Political Subdivision	Subdivision Type (County or City)	Value Attributable to Growth *	Total Taxable Value	Real Growth Value ^a	Prior Year Total Real Property Valuation	Real Growth Percentage ^b
FRANKLIN VILL	City/Village	226,780	40,624,673	226,780	34,857,807	0.65

** Value attributable to growth is determined pursuant to Neb. Rev. Stat. § 13-518 which includes real and personal property and annexation, if applicable.*

^a Real Growth Value is determined pursuant to Neb. Rev. Stat. § 77-1631 which includes (i) improvements to real property as a result of new construction and additions to existing buildings, (ii) any other improvements to real property which increase the value of such property, (iii) annexation of real property by the political subdivision, and (iv) a change in the use of real property; and (v) the annual increase in the excess value for any tax increment financing project located in the political subdivision, if applicable.

^b Real Growth Percentage is determined pursuant to Neb. Rev. Stat. § 77-1631 and is equal to the political subdivision's Real Growth Value divided by the political subdivision's total real property valuation from the prior year.

I LINDA DALLMAN, FRANKLIN County Assessor hereby certify that the valuation listed herein is, to the best of my knowledge and belief, the true and accurate taxable valuation for the current year, pursuant to Neb. Rev. Stat. §§ 13-509 and 13-518.

Linda A Dallman
(signature of county assessor)

8-15-2023
(date)

CC: County Clerk, FRANKLIN County

CC: County Clerk where district is headquarter, _____ County

Note to political subdivision: A copy of the Certification of Value must be attached to the budget document.

CITY OF FRANKLIN, NEBRASKA

SUMMARY OF SIGNIFICANT FORECAST ASSUMPTIONS

For the Years Ending September 30, 2024 and 2023

Forecast results for years ending September 30, 2024 and 2023, were based on actual results from previous years, determined or anticipated additional requirements for the years ending September 30, 2024 and 2023, and input from management.

The forecast presents, to the best of management's knowledge and belief, the expected revenue and expenditures of the City of Franklin for the forecast periods. Accordingly, the forecast reflects management's judgment as of September 6, 2023, the date of this forecast, of expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecast. There will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material.

September 6, 2023

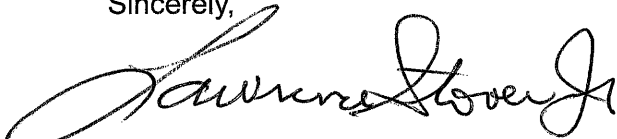
To Mayor and City Council,

I would like to inform you that I will be retiring from my position as the sanitation/recycling supervisor as of December 31, 2023.

As we move forward, I plan on staying as the part-time ordinance officer/zoning administrator/building permit inspector. I plan on working on a year to year basis.

I am looking forward to my new position with the City and moving forward into the future. Thank you for this opportunity and smooth transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence Stover, Jr.", written in a cursive style.

Lawrence Stover, Jr



Mid-West Roofing & Sheet Metal Co., Inc.

525 Avenue M • Kearney, NE 68847 • (308) 233-4310
mid-westroofing.com

PROPOSAL

Date: July 26, 2023

Proposal Submitted To	Work To Be Performed At
Name: City of Franklin	Franklin Recycle Center
Address: 619 15 th Avenue	Address: 1263 Hwy 136
City: Franklin	City: Franklin St: NE
State: Nebraska 68939	Date of Plans: 5 - 31 - 23
Telephone No: (308) 425-6295	Architect: Duro-Last Roofing, Inc.

We hereby propose to furnish materials and perform all the labor necessary for the installation of a complete cool zone roofing system by Duro-Last Roofing, Inc. on the Franklin Power Plant in Franklin, Nebraska approximately 1,600 square feet of total coverage, including lap joints and flashings and encapsulating all parapet walls. The 50 mil thickness Duro-Last Roof (Underwriters Laboratories Hail Resistance Rating of UL Class IV Severe) is to be mechanically fastened to the primary steel deck over Expanded Polystyrene (EPS) 1 ½ # Density Flute fills and a ½" thick Extruded Polystyrene (ExPS) Insulating Recovery Board as per the enclosed drawings and specifications. Edge detail is a 2" face drip edge and a 2" face water stop at the eaves..

All work is to be performed according to the exacting quality control standards set out by Duro-Last Roofing, Inc. A 15 year parts and labor, repair or replacement warranty is in effect. Also, a NDL (No Dollar Limit) Consequential Damages and Products Liability policy on the building and its contents is written by The Aetna Casualty and Surety Co. and The TransAmerica Corp. Final inspection and issuance of the warranty is performed by a Duro-Last Roofing, Inc. Quality Assurance Inspector.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Nine Thousand Eight Hundred Thirty Nine and 73/100 Dollars..... (\$9,839.73)

with the payments to be made as follows:

- Material Payment (\$6,339.73) on order of roof
- Balance (\$3,500.00) upon issuance of the warranty

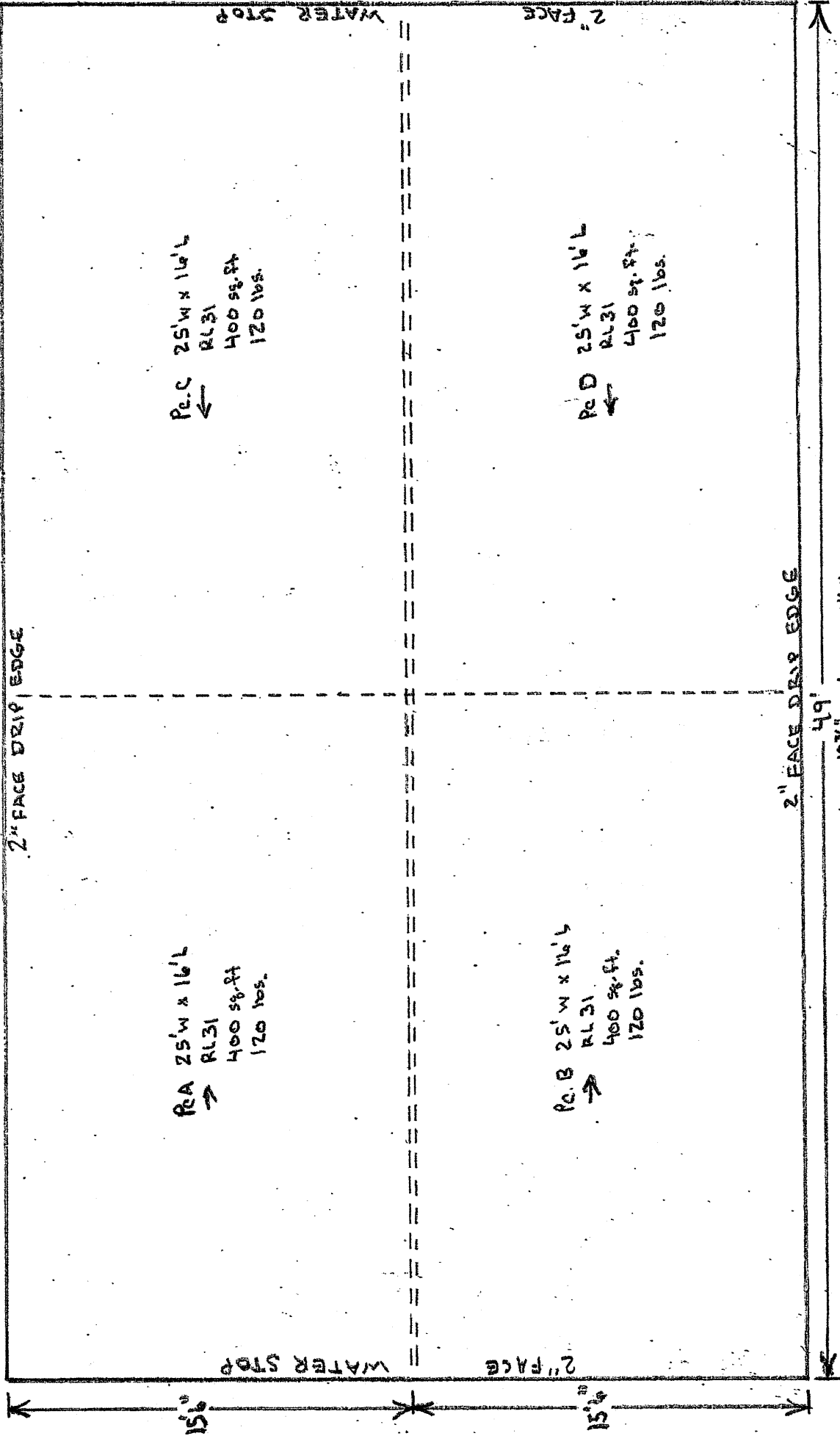
Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workman's Compensation and Public Liability Insurance on above work to be taken out by Mid-West Roofing and Sheet Metal Co., Inc.

Respectfully Submitted

Accepted

By _____

By _____ Date _____



← P.C. 25'W x 16'L
 RL31
 400 sq. ft.
 120 lbs.

← P.C.D 25'W x 16'L
 RL31
 400 sq. ft.
 120 lbs.

→ P.C.A 25'W x 16'L
 RL31
 400 sq. ft.
 120 lbs.

→ P.C.B 25'W x 16'L
 RL31
 400 sq. ft.
 120 lbs.

Date to Return 7-26-23
 Project FRANKLIN RECYCLE
 Description STEEL ARCHITECTURAL
 Scale 1/8" = 1'-0"

Drawings are the sole property of
 Mid-West Roofing and Sheet Metal Co., Inc.

Mid-West Roofing & Sheet Metal Co., Inc.

525 Avenue M • Kearney, NE 68847

MID WEST
 Roofing
 AND SHEET METAL CO. INC.



Date: **8/30/2023**

**City of Franklin
619 15th Ave
Franklin, NE 68939**

To Whom it may concern:

Permission is hereby requested to perform the following: to locate, construct, operate and maintain telephone facilities along the **City** Road(s) as shown on the attached location sketch.

Subject to the following conditions and restrictions:

1. Readjustments due to road rehabilitation shall be at the expense of Frontier.
2. In the case of buried cable, the cable will be placed as shown on the attached sketch. Should unforeseen circumstances cause road damage, Frontier will restore the surface to its original condition. All asphalt, blacktop, and concrete surfaces will be bored unless otherwise noted.
3. We request permission be granted to perform this work and is indicated by dating and signing this form. Please return the signed original or email **rebecca.williams@jsitel.com**, within (15) days of the date of this permit. If there is an objection to our proposed construction, please contact **Rebecca Williams** or our consulting firm at **(920) 354-7012** as promptly as possible in order that he may resolve any conflicts.

Work is to take place during the **2023** construction season.

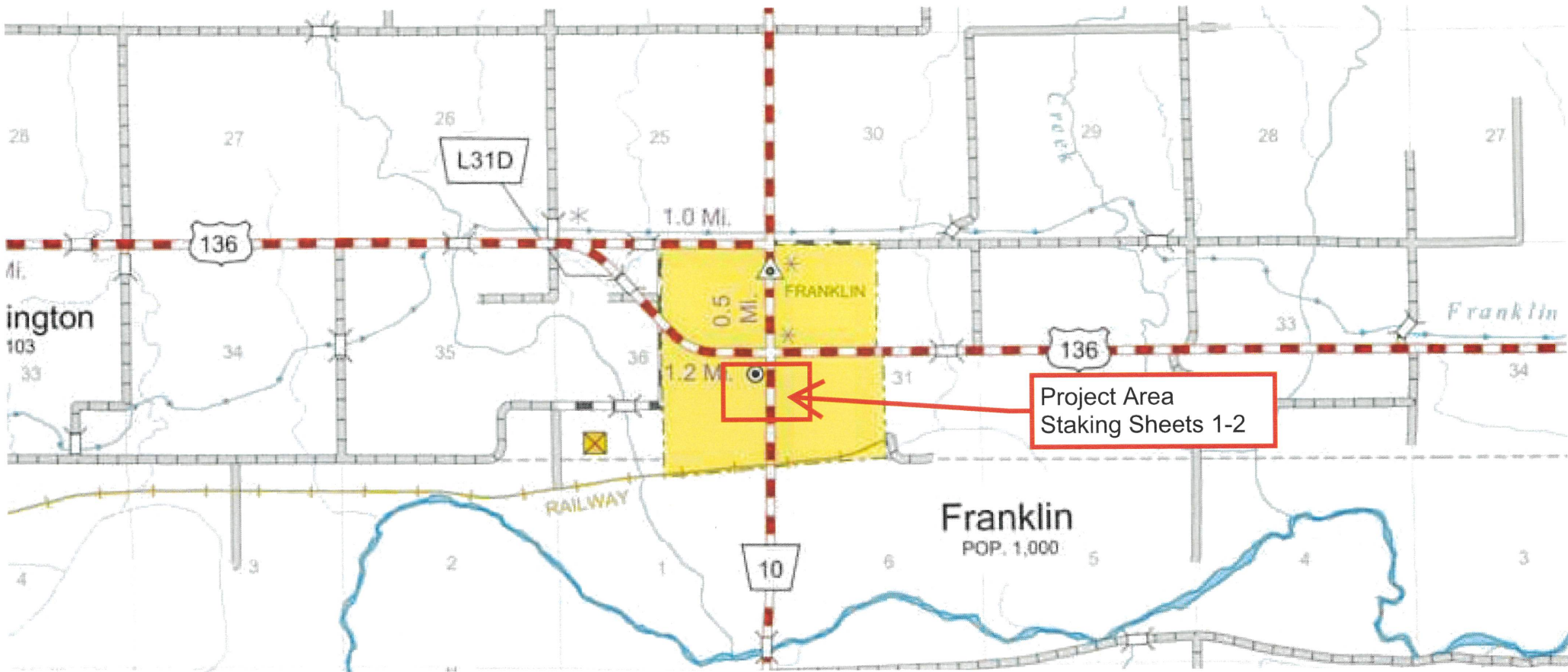
Frontier Exchange#/Name: **Franklin** W.O. #: **2536665**

Rebecca Williams

Rebecca Williams
JSI Engineering, LLC

Permission is given this _____ day of _____ 20 _____.

City Representative



Project Area
Staking Sheets 1-2

1.0 MI.

0.5 MI.

1.2 MI.

136

136

10

L31D

Franklin
POP. 1,000

Franklin



Franklin

RAILWAY

Frontier Communications

2536665 Franklin


Legend

-  805 16th Ave
-  NE T2N

Hutchins Funeral Home
First United Methodist Church

T2N R15W Section 36

T2N R14W Section 31


 Frosty Mug

 CPI Premier Stop


 Wilson Flooring & Furnishings

Cable Route via aerial overlap

 SE Smith & Sons Lumber

 Jim's OK Tire

 805 16th Ave

 South Park Campground

Google Earth

800 ft



T2N R15W Section 36

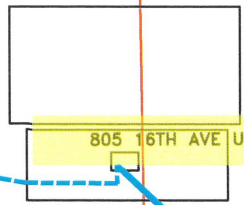
T2N R14W Section 31

OVERLASH 854' ONTO EXISTING COPPER CABLE LEAVING SMALL AMOUNT OF SLACK AROUND EACH COPPER CLOSURE TO ENABLE CLOSURE TO BE ACCESSED.

New Cable via aerial of blue line)

16 AVE

K ST



805 16TH AVE USDA BLDG

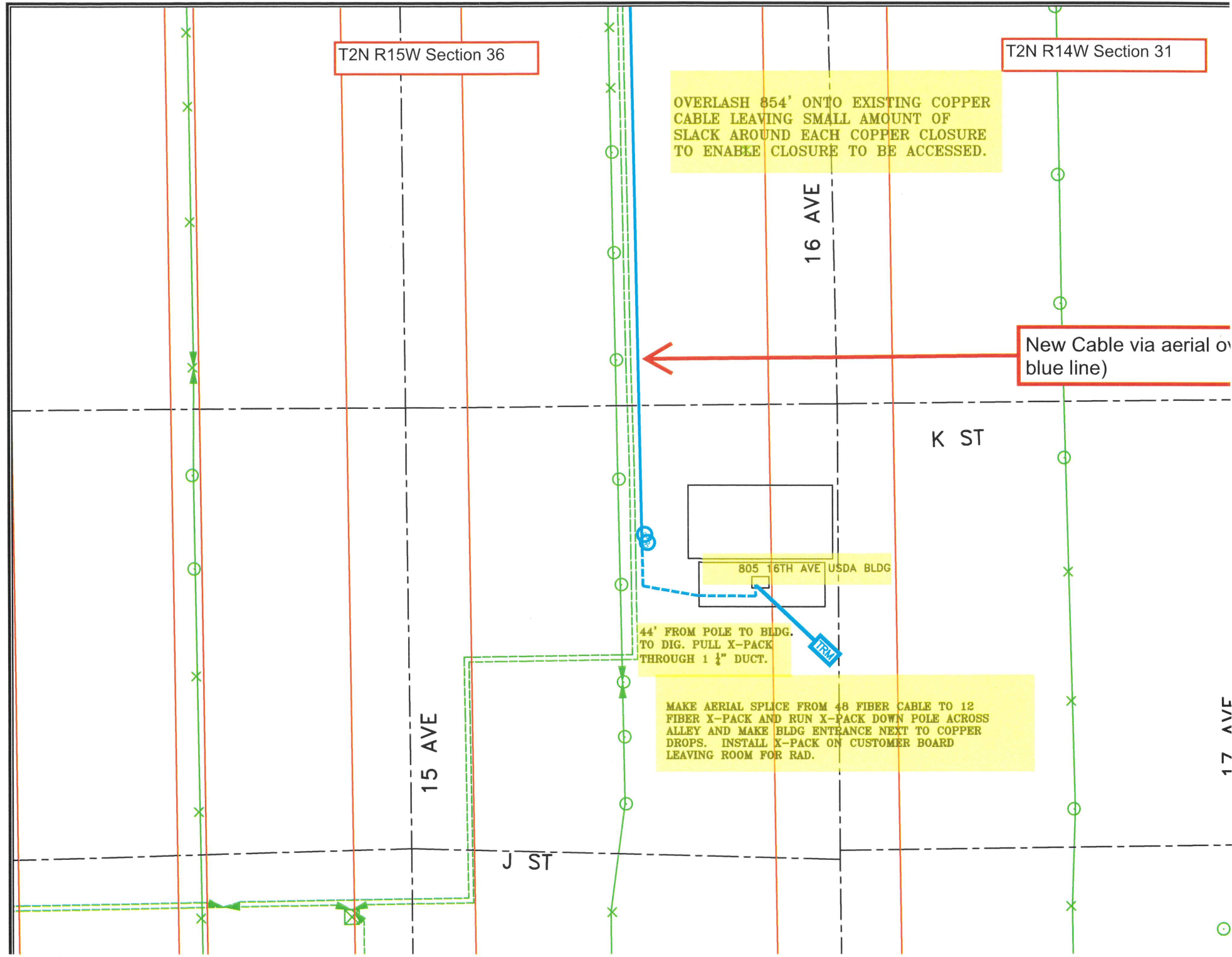
44' FROM POLE TO BLDG. TO DIG. PULL X-PACK THROUGH 1 1/4" DUCT.

MAKE AERIAL SPLICE FROM 48 FIBER CABLE TO 12 FIBER X-PACK AND RUN X-PACK DOWN POLE ACROSS ALLEY AND MAKE BLDG ENTRANCE NEXT TO COPPER DROPS. INSTALL X-PACK ON CUSTOMER BOARD LEAVING ROOM FOR RAD.

15 AVE

J ST

17 AVE



T2N R15W Section 36

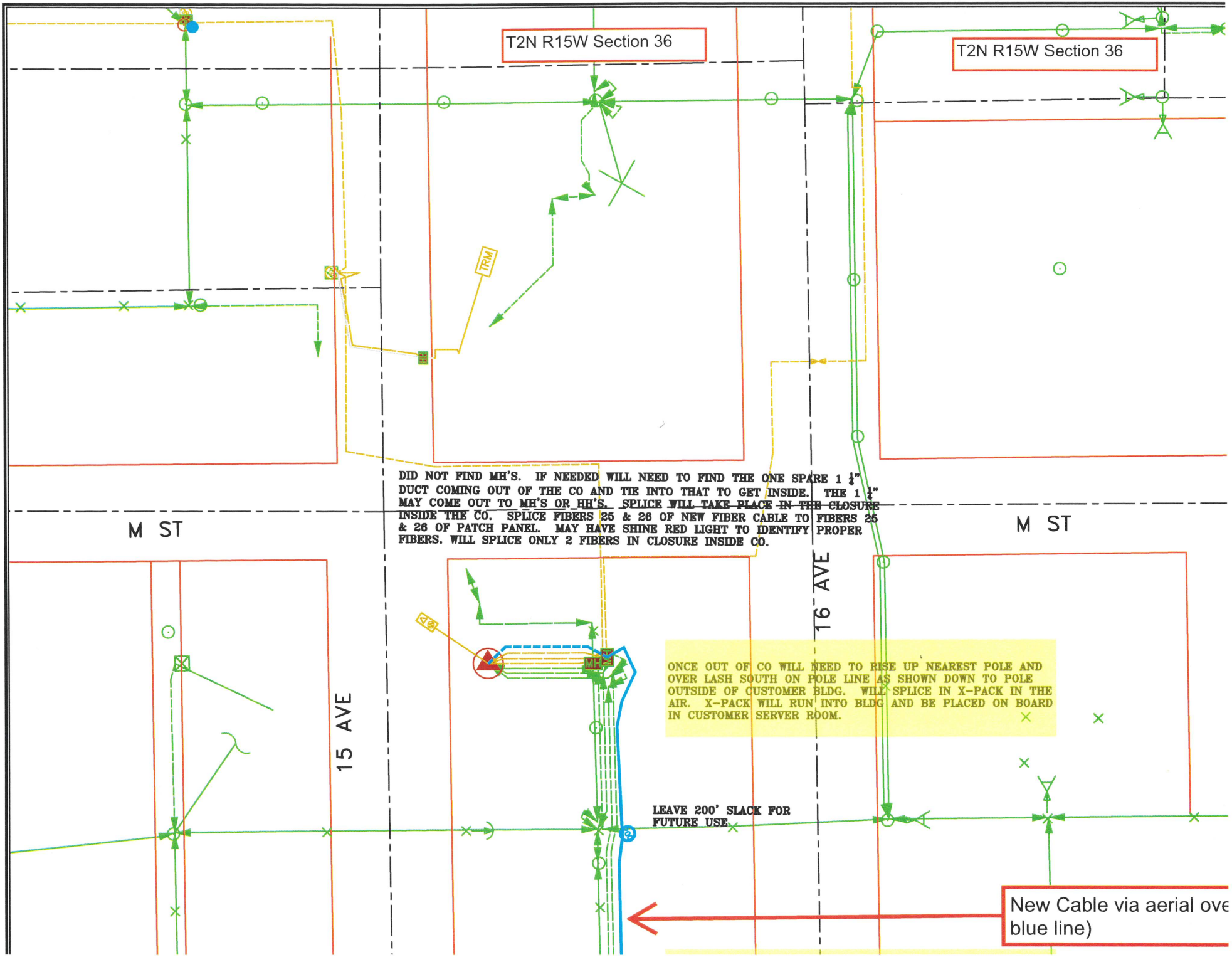
T2N R15W Section 36

DID NOT FIND MH'S. IF NEEDED WILL NEED TO FIND THE ONE SPARE 1 1/2" DUCT COMING OUT OF THE CO AND TIE INTO THAT TO GET INSIDE. THE 1 1/2" MAY COME OUT TO MH'S OR HH'S. SPLICE WILL TAKE PLACE IN THE CLOSURE INSIDE THE CO. SPLICE FIBERS 25 & 26 OF NEW FIBER CABLE TO FIBERS 25 & 26 OF PATCH PANEL. MAY HAVE SHINE RED LIGHT TO IDENTIFY PROPER FIBERS. WILL SPLICE ONLY 2 FIBERS IN CLOSURE INSIDE CO.

ONCE OUT OF CO WILL NEED TO RISE UP NEAREST POLE AND OVER LASH SOUTH ON POLE LINE AS SHOWN DOWN TO POLE OUTSIDE OF CUSTOMER BLDG. WILL SPLICE IN X-PACK IN THE AIR. X-PACK WILL RUN INTO BLDG AND BE PLACED ON BOARD IN CUSTOMER SERVER ROOM.

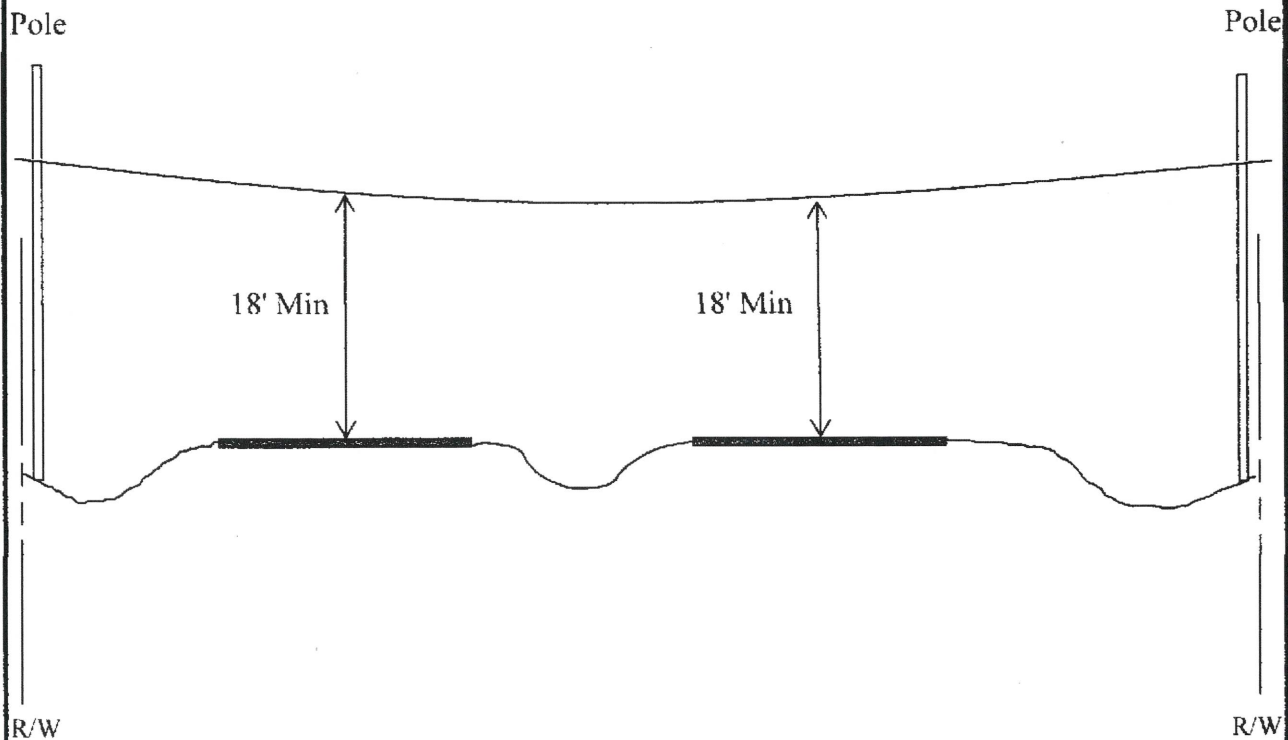
LEAVE 200' SLACK FOR FUTURE USE

New Cable via aerial over blue line)



TYPICAL INFORMATION REQUIRED FOR HIGHWAY PERMIT APPLICATION

CROSS SECTIONS



Notes: The distances from centerline are indicated on the staking sheets (plan views) for the areas involved with construction. See the Key Map for general locations of construction corridors. Clean up for the construction process will commence immediately and be completed no later than 10 working days later. Heights reflect *minimums* for copper and fiber cables. Actual placement heights may vary

depending on contract requirements.

depending on contract requirements.		
Town:	Range:	Section(s):
Company requesting permit:		



CITY OF FRANKLIN

Application for Building Permit

Date of Application: 08/20/2023 Phone Number: 402-984-0154
402-984-6905

Homeowner Name: Jim & Cheryl Higel Email: cheryl.higel@yahoo.com

Legal Description of Property and residence address:

Home (House) 1609 O ST

(east of Hwy 10)

Name of Contractor (business or individual): Jim & Cheryl Higel

PERMIT TYPE & FEE CALCULATION

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

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

Total project valuation: \$ 5,000.00

Describe Work to be Completed:

Wood/Metal/Other structure type and purpose of permit: Wooden deck 16ft x 16ft
for personal use

Continued on Next Page →

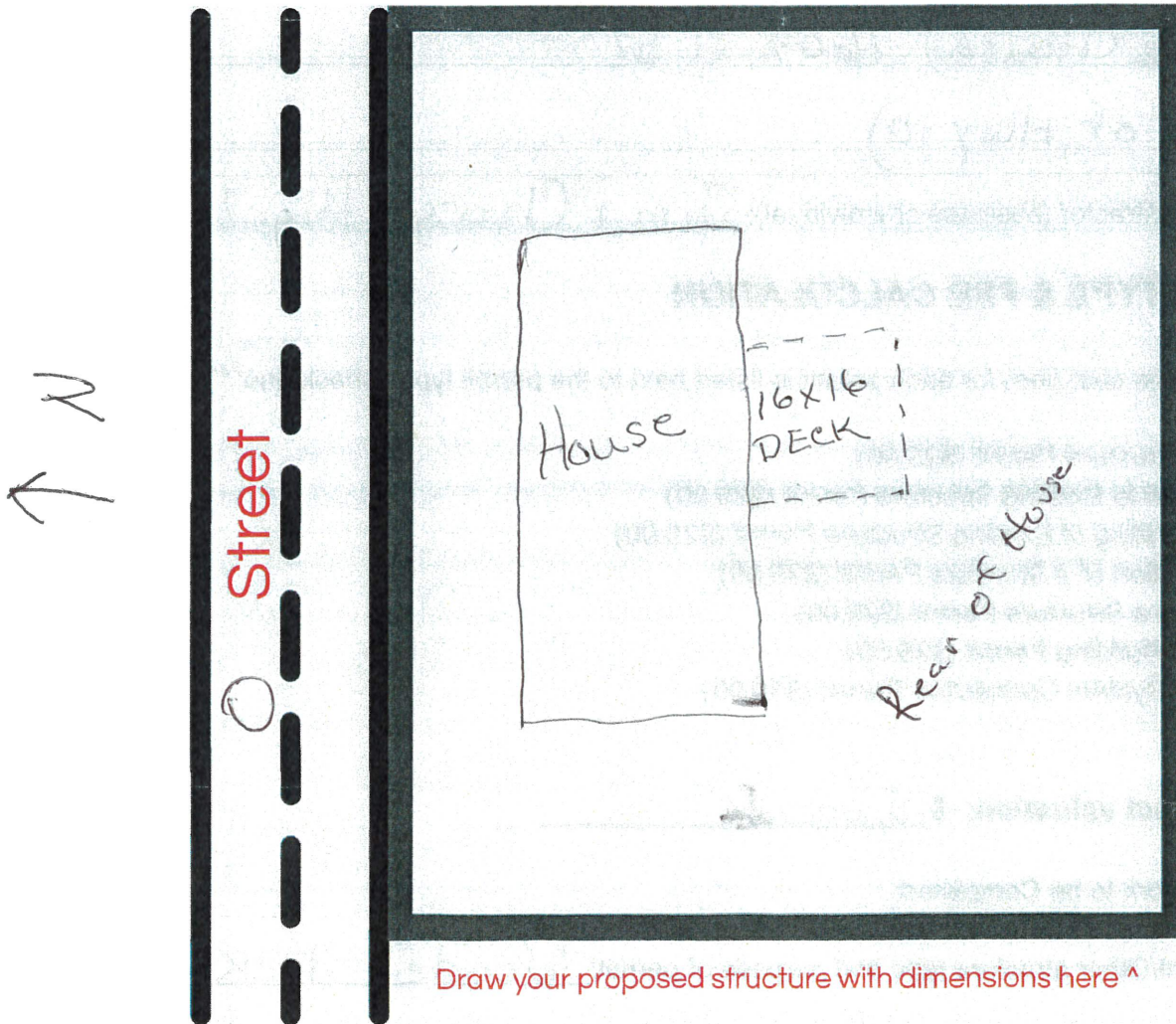




Application for Building Permit

Draw an outline of the structure here (required):

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



Continued on Next Page →



+1 (308) 425-6295



info@cityoffranklin.net



www.franklinnebraska.com



619 15th Ave., Franklin, NE 68939





CITY OF FRANKLIN

Application for Building Permit

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

Applicant Signature: James H. Hugel Date: 8-20-2023

Cheryl Hugel 08/20/2023

OFFICE USE ONLY

Permit# 2023-12

| APPROVED

| DECLINED

Date Approved/Declined: _____

Date of Permit Expiry: _____

If declined, reason for declination: _____

[Signature]
Zoning Enforcement Officer Signature

City Clerk Signature

PAID
✓ 10960 DATE 8/20/2023 \$2500





CITY OF FRANKLIN

Application for Building Permit

Date of Application: 8-21-23 Phone Number: 308 470 1506

Homeowner Name: Brandon Herrick Email: blherrick71@gmail.com

Legal Description of Property and residence address:

509 19th Ave

Name of Contractor (business or individual): Brandon Herrick

PERMIT TYPE & FEE CALCULATION

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

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

Total project valuation: \$ 2500

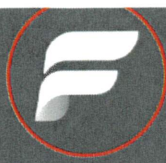
Describe Work to be Completed:

Wood/Metal/Other structure type and purpose of permit: 7ft x 20ft Pd OK #1234
8/21/23

Adding a front porch to front of my house - covering current steps.

Continued on Next Page →

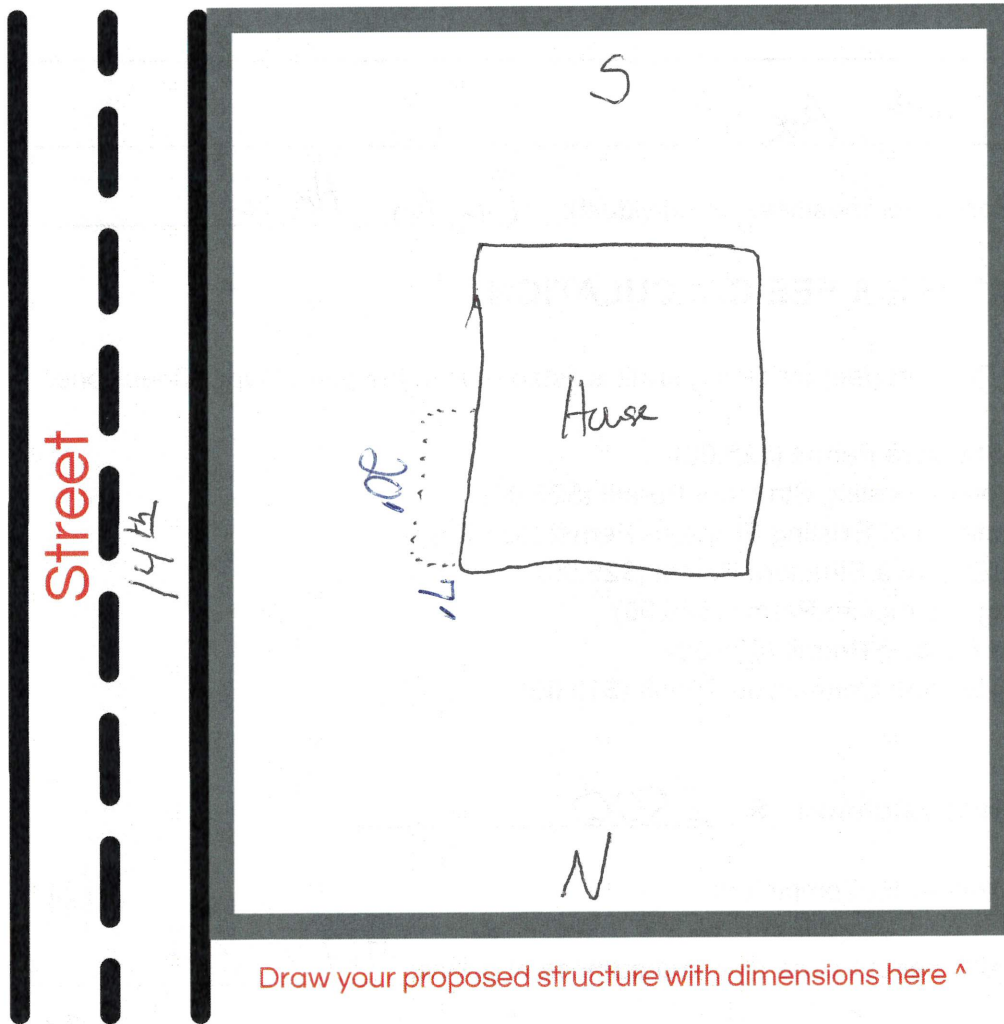




Application for Building Permit

Draw an outline of the structure here (required):

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



Continued on Next Page →





Application for Building Permit

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

Applicant Signature: *[Handwritten Signature]* Date: 7-21-23

OFFICE USE ONLY

Permit# 2023-13

| APPROVED

| DECLINED

Date Approved/Declined: _____

Date of Permit Expiry: _____

If declined, reason for declination: _____

[Handwritten Signature]
Zoning Enforcement Officer Signature

City Clerk Signature



City of Franklin

Nuisance Abatement Program

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



Recommmed Rescinding Declared Nuisances

2022-FRAN-7020

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



**Postponement request
until 9-30-2023**

2022-FRAN-7020

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



Recommend Rescinding – Declared Nuisances

2022-FRAN-7020

Postponement Requests

2022-FRAN-7003

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



**Postponement
requested until...**



2023-FRAN-8013

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

**Postponement request until
10.10.2023 Requested
contractor bids/orders**



2023-FRAN-8013

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

JO-BEN EXTERIORS
ROOFING, SIDING & GUTTERS

ORDER FORM

DATE _____

NAME Micki Carraker

ADDRESS 917 K St

CITY Franklin STATE NE ZIP _____

PHONE 308-470-1278 (308-470-1278)

Total Sq 46 Ridge (30 ft) 7

Color of Shingle Rustic Black Valleys (10 ft) 5

of layers 1 Gutter Apron (10 ft) _____

Pitch 6 Drip Edge (10 ft) _____

How many story 1 Color of Metal _____

Starter (100 ft) 3 Vents 70ft Ridge Vent

Ice & Rain (60 ft) 5 Boots 1 lg 1 sm

Felt (10 sq) 5 Plywood (4x8) _____

Nails (15 sq) 3 Step Flash _____

Plastic Caps (30 sq) 2 Caulk _____

245 ft gutter 6 12ft JS

12.5 sq Vinyl Siding, 15 sq, 13 under-sill

4 out CNR

On 9.12.23, owner, Josh Jones said he thought it would be done by end of September.

Postponement Requests

2022-FRAN-7003

2023-FRAN-8013

REQUEST FOR POSTPONEMENT OF ABATEMENT ACTION

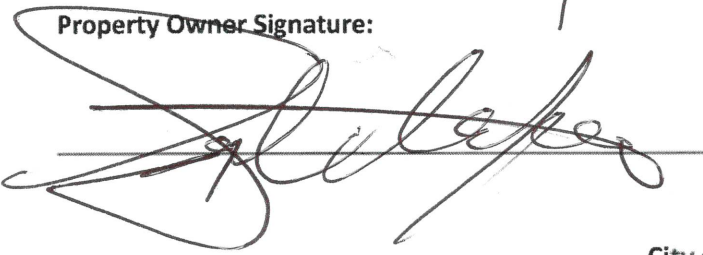
Name: Joseph Partridge

Address of property: 804 17th Ave

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

REMOVED TREES & BRUSH OFF PROPERTY &
N. SIDE OF GARAGE - MOWED FRONT & BACK (NEW)
FRONT DOOR - REMOVED NEIGHBORS TREES OFF ROOF,
SUPPORTED N. POST (HAND RAIL) CLEANED DRIVEWAY -
INSTALLED LITE ON GARAGE.

Date nuisance will be cleared by: COMPLETED

Property Owner Signature: 

Date: 09/18/23

City of Franklin

In the regular meeting of the City of Franklin City Council held on September 19, 2023 and assembled in City Office within the City of Franklin, the City Council took the following action:

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

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

Postponement date approved until:

Raquel Felzien, City Clerk for the City of Franklin

Dated: _____









Review of Properties

2022-FRAN-7004

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

Attorney enforcing lien



2023-FRAN-8012

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

**Postponed until
9-30-2023**



2023-FRAN-8014

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



2023-FRAN-8014

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



2023-FRAN-8022 **AUGUST**

36 2 15 LOT 2; BLK. 1; STOVER'S TRIANGULAR SUBDIVISION 36-2-15



2023-FRAN-8022

36 2 15 LOT 2; BLK. 1; STOVER'S TRIANGULAR SUBDIVISION 36-2-15

Working on siding as I was taking pics on 9/11



2023-FRAN-8022

36 2 15 LOT 2; BLK. 1; STOVER'S TRIANGULAR SUBDIVISION 36-2-15

Yard is much improved!



2023-FRAN-8022 **AUGUST**

36 2 15 LOT 2; BLK. 1; STOVER'S TRIANGULAR SUBDIVISION 36-2-15

Two unlicensed vehicles



Recommend 5-day Notice to Abate

2023-FRAN-8014

Approve Abatement Contractor

FOR ALL MATERIALS, EQUIPMENT, AND LABOR TO COMPLETE ABATEMENT WORK, I (WE) AGREE TO PERFORM ALL THE WORK REQUIRED FOR PROPOSED AMOUNTS:

- PEACE OFFICER FEE: \$ per man/hour
- MOBILIZATION FEE (PER TRIP): \$ 400
- DISPOSAL FEES (PER TRIP): \$52 per ton
- LABOR (please list job & rate, i.e. Supervisor, Laborer, etc.)

- Role: 1 Supervisor
- Role: 3 Laborers
- Role:

- \$60 per man/hour
- \$ per man/hour
- \$ per man/hour
- \$ per man/hour
- \$ per man/hour

HOURLY FEE FOR EQUIPMENT (please list equipment, such as skid loader, trailer, excavator loader, etc.)

- Equipment: Dump Truck = \$150/hr Loaded
- Equipment: Flatbed Trailer = \$100/hr Loaded
- Equipment: mower/trimmer = \$100/hour
- Equipment:

- \$250 per machine/hour skid Steer
- \$ per machine/hour
- \$ per machine/hour
- \$ per machine/hour

- OTHER EXPENSES (please itemize): \$750 per tire disposal + \$7.50 per min/hour

Projected Completion date: depending upon weather and coordinating with Nuisance Officer, scheduled for the earliest possible date

Respectfully submitted this 14th day of June, 2023

[Signature] James Nelson 545 Faithscapes LLC
Name of Title Name of State Name of Business

308 AM-4978 82-2958807

Telephone Number County (include 00 or 011)

734 77 RO 436
Box 199, NE 68927
james@faithscapes.com
Living Address Email Address

Thank-you!



Safety Policy

Date: May – 2008
approve revision September 19, 2023

Safety Committee Representatives

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

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

SAFETY POLICY

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

The objectives are to be accomplished by:

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

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

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

Mayor

MEMO: TO ALL CITY EMPLOYEES

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

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

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

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

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ACCIDENT PREVENTION PROGRAM

The City of Franklin adopts this program for all employees.

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

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

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

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

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

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

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

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

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

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

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

CORRECTIVE MEASURES

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

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

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

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

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

DRUG-FREE WORK PLACE POLICY

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

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

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

HAZARD COMMUNICATION PROGRAM

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

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

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

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

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

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

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

EXPOSURE CONTROL PROGRAM

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

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

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

Employees shall utilize gloves as follows:

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

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

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

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

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

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

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

File all written reports at City Hall.

CLEANING KEY

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

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

EMERGENCY PROCEDURES

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

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

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

RESPONDING TO AN EMERGENCY

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

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

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

EMPLOYEE PROCEDURES FOR TERRORISTIC THREATS

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

STREET DEPARTMENT LEOP

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

ELECTRICAL DEPARTMENT LEOP

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

A Confined space

Has limited means of entry or exit

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

Is not designed for continuous occupancy by the employee

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

Contains or has the potential to contain a hazardous atmosphere

Contains a material that has the potential for engulfing the entrant

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

Contains any recognized serious safety hazards

PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

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

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

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

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

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

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

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

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

It is the intention of this program that employees of the city be trained not only in confined space entry, but also in self-rescue techniques.
15. City employees have cell phones as well as hand held radios for use in summoning rescue services. Make the first call to the Franklin County Sheriff's Office. If in 3 attempts no contact has been made, change the radio frequency and call again. Franklin County 911, City and County Police, City Hall, Power Plant, and City vehicles all have communication ability on one or both frequencies.
16. Permits are required for entry. When the decision has been made that entry is necessary, it becomes the duty of the job supervisor to issue a permit, prepare it properly and brief all workers of the procedures to follow. It then becomes the

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

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

EMPLOYEE WELLNESS PROGRAM

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

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

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

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

Hepatitis A
Hepatitis B
Tetanus
Influenza
Covid 19

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

HEPATITIS B VACCINE DECLINATION

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

NAME: _____

DATE: _____

SIGNATURE: _____

VACCINATION DECLINATION

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

NAME: _____

DATE: _____

SIGNATURE: _____

ACCIDENT INVESTIGATION AND REPORTS

REPORTING PERSONAL INJURIES

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

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

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

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

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

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

REPORTING MUNICIPAL VEHICLE ACCIDENTS

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

GENERAL SAFETY PROCEDURES

OFFICE SAFETY

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

WAREHOUSE SAFETY OPERATIONS

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

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

HOUSEKEEPING

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

TAKING CHANCES

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

EYE PROTECTION

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

HEAD PROTECTION

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

HEARING PROTECTION

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

CLOTHING AND FOOTWEAR

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

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

SAFETY VESTS

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

FIRE PROTECTION

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

GUARDS

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

WARNINGS

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

WARNING DEVICES

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

WORK ZONES

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

FLAGMAN

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

LADDERS

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

HAND AND POWER TOOLS

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

PNEUMATIC TOOLS

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

COMPRESSED GASSES

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

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

CUTTING AND WELDING

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

ELECTRIC WELDING

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

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

HAULING POLES OR LADDERS

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

INDUSTRIAL TRUCKS AND FORKLIFTS

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

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

CRANES, DERRICKS, AND HOISTING EQUIPMENT

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

AERIAL LIFTS

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

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

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

ELECTRICAL DISTRIBUTION

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

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

GROUNDING

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

DE-ENERGIZED LINES

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

TRANSFORMERS

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

CAPACITORS

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

EXCAVATING

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

BASIC SHORING REQUIREMENTS

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

VEHICLE OPERATION

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

PARKING

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

INSPECTION AND MAINTENANCE OF EQUIPMENT

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

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

GENERAL SHOP OPERATIONS

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

BATTERIES

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

EQUIPMENT FLUIDS

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

HYDRAULIC SYSTEMS

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

HAZARDOUS MATERIALS

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

POWERED TRIMMING EQUIPMENT

POWER MOWERS

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

USE OF POWERED EQUIPMENT

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

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

USE OF HERBICIDES AND OTHER CHEMICALS

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

Safety Policy Receipt

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

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

Employee Signature

Date

City of Franklin, Nebraska
Position Description

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

Date Adopted: September
19, 2023

GENERAL PURPOSE

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Completes on-call duties as required during on-call period. If you are out of town for any reason, find a replacement. Must be available within 10 minute response time.
- Submit a monthly report to clerk to be forwarded to Mayor/Council
- Follow safety procedures as outlined in the safety policy.
- Assist other departments as required

DESIRED MINIMUM QUALIFICATIONS

- Working knowledge of equipment, materials and supplies used in all departments; knowledge of first aid and applicable safety precautions

SPECIAL REQUIREMENTS

- Valid state driver's license
- Ability to obtain one prior to employment. CDL license or ability to obtain one within six (6) months of employment.

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting. Outdoor work is required for completing line work and service work.
- Employees must frequently lift and or move up to 75 pounds, and occasionally lift even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Cemetery/Park Caretaker/Floater with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

City of Franklin, Nebraska
Position Description

Class Title:	Deputy City Clerk
Department:	Administration
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$20.00
Date Adopted:	September 19, 2023

GENERAL PURPOSE: The Deputy Clerk is responsible for the detailed, technical and critical administrative work of customer service; accounts payable; accounts receivable; payroll; purchasing; permits; licenses; nuisance abatement; utility processing; records management; zoning; publications; ordinances and resolutions and all other administrative and fiscally related tasks to ensure the efficient and effective operation of the City Clerk's Office. This position also plays a critical role as a back-up for the Clerk-Treasurer and to ensure uninterrupted service to the citizens of Franklin, the general public and the governing body.

SUPERVISION RECEIVED: works under the supervision of the City Clerk/Treasurer

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include but are not limited to the following:

CUSTOMER SERVICE

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

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

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

MEETINGS

- Attends Mayor/Council' Regular and Special Meetings as requested by Municipal Officials and in the absence of the City Clerk.
- Creates agendas as directed for regular and special meetings.

- Posts advanced meeting notices of all public, convened meetings to members of the Board, the media and the public by a method designated by the Board and in accordance with Nebraska Open Meeting Rules.
- Keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed.
- Ensures minutes are written and available for inspection within ten working days of the meeting or prior to the next convened meeting, whichever occurs earlier.
- Publish official meeting minutes within thirty days after meeting in a newspaper of general circulation in the city.

BUILDING PERMITS

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

PAYROLL

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

PERMITS AND LICENSING

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

PURCHASING

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

RECORDS RETENTION/DISBURSEMENT

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

UTILITY PROCESSING

- Together with the City Clerk, educates new customers on utility rules, rates and regulations, budget plan billing, credit card payments, ACH Payment processing and deposit requirements.
- Prepares meter readings for the monthly reading around the 15th of each month.
- Requests special meter readings or re-verifications when needed for high bills, large variances and potential leakages.
- Prepares and mails utility bills no later than the 20th day of each month.
- Processes payments, posting to customer accounts, balancing receipts, preparing and delivering bank deposits.
- Prepares and executes delinquent account letters, disconnect notices and actual termination of utility services according to Municipal Code and as approved by the City Clerk.
- Provides written notice to all owners of premises or their agents whenever their tenants or lessees are 30 days or more delinquent in the payment of utility charges.
- Submits a request to the City Council for approval to place a lien(s) or send delinquent accounts to Credit Management on properties that remain delinquent for utility services provided by June meeting.
- Starts negotiation procedures, communicating and maintaining approved plans for delinquent utility customers.
- Completes accounting of customer deposits including verifying initial deposits, clarifying deposit origin, maintaining accurate and complete records and issuance of approved refunds.

- Assists the City Clerk in reconciling and preparing monthly reports of utility account revenue and expenses, and delinquencies and deposits for presentation to City Mayor/Council.

GENERAL

- Serves as the City Clerk in his/her absence.
- Serves as notary public.
- Distributes mail to staff and takes outgoing mail to the post office.
- Attends various seminars and conferences to maintain awareness and keep abreast of changes in the industry.
- Performs special assignments as directed by the Administrator/Clerk/Treasurer or the Mayor/Council.
- Follow Safety procedures as outlined in the safety policy.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to transport themselves to and from various locations with the City of Franklin.
- The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING, LICENSES, CERTIFICATION & EXPERIENCE:

- High school diploma or degree in accounting is preferred.
- Valid Nebraska Driver's License, or ability to obtain one prior to employment
- Certification as a Municipal Clerk as directed by the employer
- Notary public certification within six months.
- Must have the ability and willingness to to receive continuing education in municipal government

SPECIAL REQUIREMENT(S):

- Must be bondable.

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

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Deputy City Clerk with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

**12City of Franklin, Nebraska
Position Description**

Class Title:	City Clerk-Treasurer
Department:	Administration
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$12.50 - \$25.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE:

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

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Exercises supervision over Deputy City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

- Reconciling general ledger to various cash reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Answers cash management and investment related questions.
- Serves as Administrative Assistant to the Community Development Authority (CDA), maintaining all official records of the CDA, working closely with the CDA Chairman and Board. Responsible for preparing public notices, agendas, and necessary meeting materials in advance of all CDA board meetings. Presenting bills to be paid at all CDA board meetings, receiving TIF payment receipts and processing TIF disbursements to developers. Manage all TIF projects to ensure documents are processed according to Community Development Law, including submitting notice to divide to County Assessor and Treasurer and submitting necessary notices to State annually.
- Preparing the annual state budget document, and creating financial projections for the upcoming year.
- Presenting spreadsheets and official records as required during the annual audit.
- Serves as secretary of boards and committees; Cemetery, Planning, Board of Adjustment, and ballpark (in absence of Deputy Clerk) maintaining official records, working closely with the Chairman and Board. Responsible for preparing public notices, agendas, and necessary meeting materials in advance of all board meetings.
- Attend seminars, workshops, and conferences related to City Clerk-Treasurers' duties and responsibilities.
- Makes reservations and travel arrangements for meetings and or conferences for the Mayor, City Council, and all other employees that work for the City.
- Assists in the preparation of ordinances and resolutions as directed.
- Accepts claims for damages and other legal papers served on the City.
- Assists other City Departments.
- Submits monthly reports to the Mayor and Council.
- Safety procedures follow our safety policy

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma, degree in accounting preferred
- Obtain a Certified Municipal Clerk Certification (CMC) through University of Omaha (UNO); obtain Master Municipal Clerk Certification if desired.
- Must have the ability and willingness to receive continuing education in municipal government

SPECIAL REQUIREMENTS:

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

WORK ENVIRONMENT:

- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to transport themselves to and from various locations with the City of Franklin.
- The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of City Clerk/Treasurer with a Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

City of Franklin, Nebraska
Position Description

Class Title:	Electric/Power Plant Assistant
Department:	Electric/Power Plant
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00- \$25.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE

Performs a variety of activities in the assistance form with work in the construction, operation, maintenance and repair of electrical distribution lines. As experience/knowledge is obtained, individuals may exercise more independence in accomplishing routine job tasks under close supervision.

SUPERVISION RECEIVED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read electrical and water meters on a monthly basis (around the 15th of each month, as directed by City Hall).
- Assists with installation, operation, maintenance and repair of overhead and underground electrical power lines and systems.
- Assists in the construction, operation, maintenance and repair of transmission and substation facilities.
- Assists with service calls concerning power outages and electrical problems.
- Learns to operate motorized equipment, use hand tools, and perform routine maintenance on electrical equipment, machinery, and tools.
- Performs janitorial duties as needed in shop areas. May stock and service vehicles to be equipped to respond to emergency situations.
- May be required to work nights, weekends and holidays for extended periods; may be required to perform duties as part of the City's recovery force during emergencies and disasters.
- Follow safety and proper procedures for all activities as outlined in the safety policy.
- Completes on-call duties as required during on-call period. If you are out of town for any reason, find a replacement. Must be available within 10 minute response time.
- Other duties include, but are not limited to: locates, service connections and disconnects, traffic signals and street lights, meter install and changes, meter repair and calibration, and security lights.

- Assists other Departments as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

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

SPECIAL REQUIREMENTS

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

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting.
- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Electric/power plant assistant with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

**of Franklin, Nebraska
Position Description**

Class Title:	Electric/Power Plant Superintendent
Department:	Electric/Power Plant
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$12.50- \$30.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE

Performs a variety of activities for the construction, transmission, and substation facilities. Operation, maintenance and repair of electrical distribution lines.

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

SUPERVISION EXERCISED: Exercise supervision over electric/power plant assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read electrical and water meters on a monthly basis (around the 15th of each month, as directed by City Hall).
- Assists with installation, operation, maintenance and repair of overhead and underground electrical power lines and systems.
- Assists in the construction, operation, maintenance and repair of transmission and substation facilities.
- Assists with service calls concerning power outages and electrical problems.
- Learns to operate motorized equipment, use hand tools, and perform routine maintenance on electrical equipment, machinery, and tools.
- Performs janitorial duties as needed in shop areas. May stock and service vehicles to be equipped to respond to emergency situations.
- May be required to work nights, weekends and holidays for extended periods; may be required to perform duties as part of the City's recovery force during emergencies and disasters.
- Follow safety and proper procedures for all activities as outlined in the safety policy.
- Completes on-call duties as required during on-call period. If you are out of town for any reason, find a replacement. Must be available within 10 minute response time.
- Teach other utility employees the skills required to understand the basic skills necessary to operate this department during an absence or events including but not limited to a disaster recovery.
- Submit a monthly report to clerk to be forwarded to Mayor/Council

- Other duties include, but are not limited to: locates, service connections and disconnects, traffic signals and street lights, meter install and changes, meter repair and calibration, and security lights.
- Follow safety procedures as outlined in the safety policy.
- Assists other Departments as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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

SPECIAL REQUIREMENTS

- Must possess a valid Nebraska Driver's License
- Obtain a CDL endorsement within six months of hire.
- Required to take calls for the City every 5th or 6th week, which includes checking the city wells, power plant, and sewer lagoons as well as running recycling centers 8 am to 12 pm Saturdays. IF you are out of town for any reason find a replacement. Must be within 10 minutes response time to Franklin.

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting.
- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Electric/power plant Superintendent with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

**City of Franklin, Nebraska
Position Description**

Class Title:	Assistant Librarian
Department:	Administration
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$12.50 per hour
Date Adopted:	Library Board
Date Adopted:	City Council Sep 19, 2023

SUPERVISION RECEIVED: works under the immediate supervision of the Library Director

GENERAL PURPOSE: To assist the library director in the library operations and services in the conformity of the policies established.

NECESSARY, KNOWLEDGE, SKILLS, AND ABILITIES:

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

SPECIAL REQUIREMENTS:

- Valid Nebraska Driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

- Assist library users in finding and evaluating information for reference and research
- Ability to operate computer programs with proficiency in using library software, word processing, and internet applications.
- Ability to file books, periodicals, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to work Thursdays 10 am to 6 pm, Fridays 10 am to 5 pm and Saturdays 9 am to 12 pm weekly.
- Ability to work Mondays or Wednesdays if/when the Library Director is not available.

- Perform other duties, as required

CLEANING DUTIES:

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

WORK ENVIRONMENT:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. The employee must occasionally lift and/or move up to 25 pounds.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of assistant Librarian with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential

functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the library board of trustees or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

**City of Franklin, Nebraska
Position Description**

Class Title:	Library Director
Department:	Administration
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$15.00 per hour
Date Adopted:	Library Board
Date Adopted:	City Council September 19, 2023

GENERAL PURPOSE:

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

SUPERVISION RECEIVED:

Works under the general supervision from the Library Board of Trustees of the Mayor and City Council.

SUPERVISION EXERCISED:

Exercises supervision over assistant Librarian

SPECIAL REQUIREMENTS:

- Valid Nebraska Driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Commitment to the mission and philosophy of public library service
- Excellent leadership skills
- Ability to keep record accurately
- Strong oral and written communication skills
- Ability to work independently
- Ability to work effectively with library trustees, elected officials, and community groups
- Ability to communicate effectively with fellow staff and delegate duties when appropriate
- Ability to communicate effectively with a diverse population
- Advanced knowledge of computers, software, and the Internet

- Advanced knowledge of electronic books
- Ability to plan, organize, and coordinate work routines, scheduling staff as necessary
- Ability to efficiently manage library funds, both donations and those given by local government
- Ability to develop and oversee a variety of services and programs designed to meet the needs of a diverse public
- Ability to understand and interpret library policies, procedures, and rules
- Ability to resolve problems and complaints according to policy approved by the board

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

and classifications of the library materials, and the operation of automated systems

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

- Submits monthly reports to the Mayor and Council.
- Safety procedures follow our safety policy
- Establish priorities as determined by need
- Perform other duties, as required

SPECIAL REQUIREMENTS:

- Obtain and maintain status as a certified public librarian based on the Public Librarian Certification Program
- Oversee the library boards certification based on the Public Library Board Certification Program. Assist with recording and arranging for board members continuing education

Accreditation

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

WORK ENVIRONMENT:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Ability to transport themselves to and from various locations with the City of Franklin.
- The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Library Director with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the library board of trustees or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job

description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

City of Franklin, Nebraska
Position Description

Class Title:	Sanitation/Recycling/Zoning Administrator/Building permit inspector
Department:	Sanitation/Recycling
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$9.00 - \$25.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE:

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

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

Essential duties and responsibilities:

- Operation and Maintenance of the City of Franklin's Trash Collection Service.
- Coordinate efforts with the City of Holdrege regarding disposal of solid waste and non-recyclable materials. Be mindful of hours of operation with the City of Holdrege, especially around the holidays.
- Operation and Maintenance of the City of Franklin's Recycling Center.
- Maintenance, repairs, and cleaning to the trash compactor truck and other solid waste equipment.
- Maintenance and cleaning of the building, grounds, and equipment.
- Maintain records of maintenance, repairs, hours, etc. on the sanitation truck and equipment.
- Maintain records and coordinate efforts in receiving, processing, and marketing of recycled materials for the City of Franklin.
- Possess or obtain a commercial driver's license (CDL).
- Position is based upon a 40 hour work week, with overtime as needed. Attendance required during scheduled hours of work. Employees are accountable for making sure hours of operation are covered
- Follow safety and proper procedures for all activities as outlined in the safety policy.
- Completes on-call duties as required during on-call period. If you are out of town for any reason, find a replacement. Must be available within 10 minute response time.
- Respond to customer complaints.
- Zoning Administrator for the zoning board and City of Franklin
- Inspects all building permits, and conditional use permits
- Submit a monthly report to clerk to be forwarded to Mayor/Council

SPECIAL REQUIREMENTS

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

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting.
- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Sanitation/Recycling/Zoning Administrator/Building Permit inspector with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

City of Franklin, Nebraska
Position Description

Class Title:	Street Superintendent
Department:	Street
Age Requirement:	Minimum-21 Years / Maximum - none
Salary Range:	\$12.50 - \$25.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE:

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

SUPERVISION RECEIVED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans schedules and implements maintenance duties within the Street Department. Maintains all City streets and alleys for safe public travels.
- Trains and supervises employees performing the duties of maintenance, construction and repair of street systems and facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance of street systems and other department facilities.
- Requisitions needed supplies for the department and maintained a variety of records relating to personnel, equipment, and supplies.
- Submits annual Reports as required to the State, with the assistance of the assigned Engineer and/or City Clerk/Treasurer.
- Responds to complaints regarding street and alley Right of Ways.
- Insures the proper maintenance of equipment and tools by participating in cleaning and checking equipment and tools after use.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance and repair of streets and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budgets.
- Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed for effective department operation.
- Operates a variety of power construction and maintenance equipment used in the street department.
- Serves on various employee or other committees as assigned.
- Submit a monthly report to clerk to be forwarded to Mayor/Council
- Assist other City Departments as required or assigned.
- Follow safety and proper procedures as outlined in the safety policy.

DESIRED MINIMUM QUALIFICATIONS

- **Education and Experience:**
- High school diploma or GED equivalent

SPECIAL REQUIREMENTS

- Must possess a valid Nebraska Driver's License
- Obtain a CDL endorsement within six months of hire.
- Required to take calls for the City every 5th or 6th week, which includes checking the city wells, power plant, and sewer lagoons as well as running recycling centers 8 am to 12 pm Saturdays. IF you are out of town for any reason find a replacement. Must be within 10 minutes response time to Franklin.

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting.
- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position of Street Superintendent with Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

City of Franklin, Nebraska
Position Description

Class Title:	Water & Sewer Superintendent/Floodplain Administrator
Department:	Water/Sewer//Floodplain Administrator
Age Requirement:	Minimum - 21 Years / Maximum - none
Salary Range:	\$10.00- \$25.00 per hour
Date Adopted:	September 19, 2023

GENERAL PURPOSE

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

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

WATER ESSENTIAL DUTIES & RESPONSIBILITIES: – Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; assist in establishing schedules and methods for water distribution line maintenance and construction; implement policies and procedures.
- Plan, prioritize, assign, and review the work involved in water distribution; ensure that job assignments are performed in a satisfactory manner.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; keep records of job costs; assist in preparing estimates regarding materials and equipment for various jobs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Assist other departments as required
- Lay and replace water lines; pull stand-by personnel as necessary; operate a variety of machinery and equipment necessary to complete a job assignment; remain available, as assigned, for on-call duty.
- Consult with plumbers and contractors for information pertaining to line and service installation and maintenance; engage plumbing and contracting services as necessary.
- Prepare a variety of reports concerning operations in the assigned area of responsibility; process all work orders relating to water distribution lines and related services; adjust records, as necessary for new and replaced water services.
- Locate water lines and services for other utilities; review all water maps for accuracy and make necessary changes to keep maps up-to-date.

- Supervise and oversee all work involving main repairs, water main taps and repair and installation of valves and hydrants; inspect water services.
- Follow safety procedures as outlined in the safety policy
- Submit a monthly report to the City Clerk to be forwarded to Mayor/Council.
- Perform other duties as assigned.
- Assist other departments as required.

SEWER ESSENTIAL DUTIES & RESPONSIBILITIES: - Duties may include, but are not limited to, the following:

Lagoon

- Keep dikes and pond edges mowed.
- Maintain perimeter fence.
- Maintain lift station pumps and buildings.
- Keep daily pumping records.
- Monitor the color of lagoon water to ensure the enzymes are working properly.
- Clean the diffuser pit on a monthly basis.
- Monitor erosion along lagoon dikes.
- Prepare the division budget; supervise budget implementation; participate in the forecast of additional funds needed for equipment, materials, and supplies.
- Prepare various reports; prepare and submit compliance reports to regulatory agencies; present reports to City Council and other groups as necessary.

SWIMMING POOL ESSENTIAL DUTIES & RESPONSIBILITIES: - Duties may include, but are not limited to, the following:

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

FLOODPLAIN ADMINISTRATOR

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

SPECIAL REQUIREMENTS

- Must possess a valid Nebraska Driver's License
- Obtain a CDL endorsement within six months of hire.
- Obtain a Nebraska State of Nebraska Grade IV water operator license within six months of employment.
- Required to take calls for the City every 5th or 6th week, which includes checking the city wells, power plant, and sewer lagoons as well as running recycling centers 8 am to 12 pm Saturdays. IF you are out of town for any reason find a replacement. Must be within 10 minutes response time to Franklin.

License or Certificate - State Requirements as a Grade IV Water Operator:

- Possession of, or ability to obtain, a valid Grade IV Water Operator's License.
- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, an appropriate, valid commercial driver's license.
- Complete application.
- Documentation of a high school diploma or equivalent.
- Successful completion of a validated Grade IV Water Operator examination following:
 - Six (6) months experience as a water operator, or
 - A basic training course for water system operators recommended by the Council and approved by the Director, or
 - A correspondence course recommended by the Council and approved by the Director.

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

WORK ENVIRONMENT

- Work is performed almost entirely in an outdoor setting.

- The employee must frequently lift and/or move up to 75 pounds, and occasionally even greater weight.
- Minimal portions of work are administrative in nature and are conducted in an office environment.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position with the Water/Sewer Superintendent/Flood Administrator Revision Date of September 19, 2023. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or city council. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Signature of employee

Print Employee Name

Date

RESOLUTION #2023-07
A RESOLUTION ACKNOWLEDGING NEBRASKA DEPARTMENT OF TRANSPORTATION
REQUIREMENTS FOR THE TEMPORARY USE OF THE STATE HIGHWAY
SYSTEM FOR SPECIAL EVENTS

_____ introduced the following resolution and moved its adoption:

WHEREAS the City of Franklin will allow the Franklin County 4-H to sponsor and organize a Parade of Lights parade/event. We, the City of Franklin, appoint the Franklin County 4-H to organize, on the City of Franklin's behalf, a Parade of Lights parade/event; and

WHEREAS, the City of Franklin accepts control of the highway for the Parade of Lights, which will be held from 1001 M Street east to Main Street (Hwy 136), then south to J Street (beginning and ending locations for closure of the highway) on **Sunday November 05, 2023** from 6:00 p.m. to approximately 7:30 p.m. or immediately after the parade, at which time the city will relinquish control of this section of Highway 136 back to the Nebraska Department of Roads. The highway traffic will be re-routed from 10th and M to 16th & M Streets north to 16th and P Streets then west on P Street to 10th Street then south on 10th Street back to Highway 136; and

WHEREAS, during the above time period of this event, the City of Franklin acknowledges all duties set out in subsection (2) of LB589/N.R.S. Section 39-1359.

NOW, THEREFORE, BE IT RESOLVED, that during the above time period of this event, the City of Franklin, Nebraska, accepts and will carry out all duties set out in subsection (2) of LB589/N.R.S. Section 39-1359.

BE IT FURTHER RESOLVED, by the Mayor and City Council of Franklin, Nebraska, that if a claim is made against the State, it shall indemnify, defend, and hold harmless the State from all claims, demands, actions, damages, and liability, including reasonable attorney's fees, that may arise as a result of the special event.

PASSED AND APPROVED this 19 day of September, 2023

ATTEST:

Raquel Felzien, City Clerk

Margaret M. Siel, Mayor

(SEAL)

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. 2022-08

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of the City of Franklin passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of the City of Franklin resolves that:

1. The 2023-2024 property tax request be set at:

General Fund: 172,061.02 \$

Bond Fund: - \$

2. The total assessed value of property differs from last year's total assessed value by 8.94 percent.

- 3.

The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.413075 per \$100 of assessed value.

- 4.

The City of Franklin proposes to adopt a property tax request that will cause its tax rate to be 0.423538 per \$100 of assessed value.

- 5.

Based on the proposed property tax request and changes in other revenue, the total operating budget of the City of Franklin will increase (or decrease) last year's budget by 7 percent.

6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2023.

Motion by _____, seconded by _____ to adopt Resolution # 2023-07.

Voting yes were: _____

Voting no were: _____

Dated this 19 day of September, 2023

Margaret Siel, Mayor

Raquel Felzien, City Clerk

RESOLUTION 2023-09

WHEREAS, the Mayor and Council of the City of Franklin, Nebraska intend to provide adequate salaries for its appointed officials and employees within the salary range provided by Sec. 1-218 of the Municipal Code; including health insurance renewal rate increase; salaries will be increased by 8.7%.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Franklin, Nebraska that the following salaries are hereby filed for the following named appointed officials and employees:

Drew Boston, Water/Sewer Operator	\$ 20.70 per hour
Mike Bower, Electric Supt/Plant Supt.	\$ 28.36 per hour
Shannon Carraher, Elect/Plant Assistant	\$ 23.09 per hour
Cory Davis, Park/Cemetery	\$ 18.74 per hour
Raquel Felzien, City Clerk/Treasurer	\$ 24.00 per hour
Michelle Kahrs, Deputy City Clerk	\$ 17.89 per hour
Barry Rubendall, Street Superintendent	\$ 26.48 per hour
Cindy Seifert, Assistant Librarian	\$ 13.41 per hour
Amanda Shelton, Library Director	\$ 15.54 per hour
Lawrence Stover, Sanitation/Recycling/ Zoning Administrator	\$ 22.44 per hour

FURTHER RESOLVED, that said salaries shall be effective as of September 27, 2023, the first day of the October 13, 2023 payroll of fiscal year 2024.

Passed and approved this 19, day of September 2023.

Attest:

Raquel Felzien, City Clerk

Margaret M. Siel, Mayor

ORDINANCE NO. 910

AN ORDINANCE OF THE CITY OF FRANKLIN, NEBRASKA PERTAINING TO THE RATES TO BE PAID FOR SOLID WASTE DISPOSAL; TO AMEND SECTION 4-613 OF THE MUNICIPAL CODE; TO REPEAL THE ORIGINAL SECTION; TO PROVIDE FOR PUBLICATION IN PAMPHLET FORM; AND TO DECLARE AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FRANKLIN, NEBRASKA:

Section 1. That Section 4-613 of the Municipal Code of the City of Franklin, Nebraska, is hereby amended to read as follows:

§ 4-613 SOLID WASTE; RATES.

Each customer who is served by the Municipal solid waste collection service shall pay a fee for such service.

The rates to be paid by private residential customers shall be as follows:

- For each household \$20.00 per month
- For an additional toter (no more than two toters at any residence) \$15.00 per month

The rates to be paid by commercial and governmental customers, hospitals, nursing homes, schools, and apartment buildings or residential complexes containing more than one residential unit shall be based upon the capacity of the disposal container required to contain the volume of solid waste usually generated by the customer in a normal week. The rates to be paid based on the volume of such containers are as follows:

- Toter cart ----- \$20.00 per month
- An additional toter ----- \$15.00 per month

<u>Containers</u>	<u>Once a Week</u>	<u>Twice a Week</u>
2 yard	\$45.00	\$ 85.00
3 yard	\$60.00	\$115.00

Containers in residential areas will be picked up once each week. Commercial, governmental, and multiple occupancy customers will receive weekly service unless a more frequent pickup is agreed upon. Any additional services required by the customer may be negotiated between the customer and the contract hauler and will be at the customer's own expense.

The rates to be paid by private residential customers, commercial and governmental customers, hospitals, nursing homes, schools, and apartment buildings or residential complexes containing more than one residential unit who request a disposal container of and who do not require once a week or twice a week pickup service, shall be based upon

the capacity of the disposal container requested as follows and shall be subject to the following terms and conditions:

<u>Containers</u>	<u>Disposal Fee</u>
3 yard	\$63.00/\$21.00 PER YARD OF WASTE

A monthly fee equal to the disposal fee for the applicable container size is in addition to the above fees for each thirty (30) day period the container is not picked up for disposal by the city. Under no circumstances, may any customers keep a disposal container for longer than six (6) months without said container being picked up for disposal by the city during that period.

The Mayor and Council may, by motion or resolution, determine a periodic fuel surcharge to be added to the charges to be paid for collection of solid waste. The base cost of fuel to be used in determining such fuel surcharge shall be \$2.88 per gallon as the "average diesel fuel price". The surcharge shall be calculated in the following manner:

(Average price of fuel) minus (base price of fuel) times average consumption of fuel per month for solid waste collection and disposal divided by (the number of customers being served by the City's solid waste collection system).

The fuel surcharge as thus determined shall be added to each customer monthly bill and shall be collected by the Municipal Clerk as part of the cost of solid waste collection and disposal.

Bills for solid waste collection and disposal shall be rendered and collected as provided in Section 4-608.

Section 2. That the original provisions of Sec. 4-613 of the Municipal Code are hereby repealed.

Section 3. That this ordinance shall be published in pamphlet form as part of the Municipal Code of the City of Franklin, Nebraska.

Section 4. That this ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND APPROVED this 19 day of September 2023.

APPROVED:

ATTEST:

Mayor.
(SEAL)

City Clerk.

ORDINANCE NO. 6-2023

AN ORDINANCE RELATING TO VACANT PROPERTY; ADDING NEW PROVISIONS RELATED TO REGISTERING VACANT PROPERTY, COLLECTING FEES FOR VACANT PROPERTIES, PLANNING FOR REHABILITATION OF VACANT PROPERTIES, AND ENCOURAGING OCCUPANCY OF VACANT PROPERTIES; TO HARMONIZE WITH STATE LAW; TO REPEAL CONFLICTING ORDINANCES AND SECTIONS; AND TO PROVIDE AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WAKEFIELD, NEBRASKA:

Section 1. There is hereby added the following Article to Chapter 9 – Building Regulations, of the Municipal Code of the City of Wakefield, Nebraska regarding vacant property:

Chapter 9, Article 8: Registration of Vacant Property

Section 9-801: For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(1) Commercial Building: Any building used for commercial purposes. Examples of commercial buildings include, but are not limited to, offices, retail spaces, warehouses, and factories.

(2) Owner: The person, persons or legal entity shown to be the owner or owners of record on the records of the Register of Deeds.

(3) Program Administrator: The City Administrator or his or her designee shall be the Program Administrator, or in the absence thereof, the City Clerk.

(4) Property: Either a residential building or a commercial building located within the corporate limits of the City of Wakefield, Nebraska, but does not include property owned by the federal government, the State of Nebraska, or any political subdivision thereof.

(5) Residential Building: A house, condominium, townhouse, apartment unit or building, mobile home, or any other structure used or designed for use as a residence.

(6) Vacant: A property is vacant if any condition or circumstance that on its own, or in combination with other conditions or circumstances, would lead a reasonable person to believe that the property is vacant. Such conditions or circumstances may include, but are not limited to:

- (a) Overgrown or dead vegetation, including grass, shrubbery, and other plantings;
- (b) An accumulation of abandoned personal property, trash, or other waste;
- (c) Visible deterioration or lack of maintenance of any building or structure on the property;
- (d) Graffiti or other defacement of any building or structure on the property; or
- (e) Any other condition or circumstance reasonably indicating that the property is not occupied for residential purposes or being used for the operation of a lawful business.

Storage does not constitute occupancy unless authorized by the zoning ordinance of the City.

Section 9-802: The owner of a vacant property must register such property with the program administrator if the property has been vacant for one-hundred eighty (180) days or longer. At the time of registration, the owner must submit a plan for occupancy for the property detailing how and when the property will be occupied or used.

Section 9-803: The program administrator may, but is not obligated to, determine a property is vacant. The program administrator will provide written notice to the owner of any such determination by certified mail to the owner at the address maintained in the Register of Deeds office at least ten (10) days prior to such a determination.

Section 9-804: The vacant property registration fee shall be two-hundred fifty dollars (\$250.00) for a residential building and one thousand dollars (\$1,000.00) for a commercial building, due and payable one-hundred eighty (180) days after the initial registration of the vacant property or three-hundred sixty (360) days after the property becomes vacant, whichever is earlier.

Section 9-805: Every six months following the assessment of the initial registration fee, the owner of a vacant property must pay a supplemental registration fee of five-hundred dollars (\$500.00) for a residential building or two thousand dollars (\$2,000.00) for a commercial building for as long as the property remains vacant. The total supplemental registration fee may not exceed then times the initial registration fee amount.

Section 9-806: An owner who, in good faith, advertises a vacant property for sale or lease is exempt from the above registration and fee requirements.

Section 9-807: The following exemptions apply to the vacant property registration and fee requirements:

(1) A residential building used only as a seasonal residence is exempt provided the building is seasonally occupied;

(2) A property damaged by fire, weather, explosion, act of God, or vandalism within six months prior to becoming vacant is exempt from the requirement. Such damaged properties are no longer exempt after the six month period;

(3) A property under construction or renovation is exempt to the extent the construction or renovation is ongoing and in compliance with all relevant building permits and codes;

(4) A residential building where the owner is temporarily absent, but who has demonstrated his or her intent to return is exempt un less it is subsequently determined the owner does not intend to return; and

(5) Property which is subject to divorce, probate, or estate proceedings is exempt until the end of the respective proceeding.

Section 9-808: Any subsequent owner of a vacant property subject to this Ordinance assumes the obligations of the previous owner.

Section 9-809: The program administrator may annually inspect the interior and exterior of a registered vacant property so long as the property remains on the vacant property registration database. An owner will be provided at least ten (10) days' notice prior to an annual inspection.

Section 9-810: Upon written notice from the owner of a registered vacant property to the program administrator that the property is no longer vacant, the program administrator will within thirty (30) day inspect the interior and exterior of the property to confirm the property is no longer vacant. The owner must pay any supplemental registration fee that comes due during the period between the owner's written notice and the program administrator's inspection, but upon the program administrator's confirmation the property is no longer vacant, the program administrator may refund the supplemental registration fee so occurring.

Section 9-811: After the program administrator confirms a property is no longer vacant, the program administrator will remove the property from the vacant property registration database within seven (7) days. No supplemental registration fee will be assessed after confirmation a property is no longer vacant irrespective of the property's presence on the registration database.

Section 9-812: Owners have the right to appeal adverse decisions of the program administrator to the City Council. Such appeal shall be taken by filing with the City Clerk within ten (10) days after a notice of the decision has been mailed to the owner's last known address, a written statement setting forth the grounds for the appeal. The City Council shall set the time and place for a hearing on such appeal which shall be no later than thirty (30) days from the date of receiving the notice of appeal. Prior notice of the hearing date shall be given to the owner by certified or registered mail, postage prepaid, at the owner's last known address. The order of the City Council on such appeal shall be final.

Section 9-813: Any person violating any provision of this Article shall be fined for failure to comply in an amount of not more than \$500.00, with each day of violation being a separate offense. The City may enforce the collection of vacant property registration fees and/or fines by civil action in any court of competent jurisdiction. Unpaid vacant property registration fees and unpaid fines for any violation of this Article shall become a lien on the applicable property upon the recording of a notice of such lien in the office of the Register of Deeds for the County in which the property is located. The lien created under this section shall be subordinate to all liens on the applicable property recorded prior to the time the notice of such lien under this section is recorded.

Section 9-814: The requirements and remedies in this section are supplemental and in addition to any other laws of the State of Nebraska and the ordinances of this Code relating to vacant property. Nothing in this Article shall be deemed to abolish or impair existing remedies of the City authorized by this Code or by State law.

Section 2. All ordinances or resolutions or parts of ordinances or resolutions in conflict with the provisions of this ordinance are hereby repealed.

Section 3. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof, not adjudged invalid or unconstitutional.

Section 4. This ordinance is adopted and approved for publishing in pamphlet form, and shall be in full force and effect from and after its passage, approval, and publication or posting as provided by law.

PASSED AND APPROVED this _____ day of _____, 2019.

CITY OF WAKEFIELD, NEBRASKA

By _____
Jim Lehmkuhl, Mayor

Attest:

Pam Vander Veen, City Clerk