



City of Franklin
December 29, 2025 10:45 AM City Hall

1. Call Meeting to Order Roll Call
2. Verification of Open Meetings Notice

I encourage residents to participate in our council meetings. Public comment is an essential part of our democratic process. To ensure everyone has a fair opportunity to speak, we are implementing a three-minute time limit for each speaker per topic during the public comments section. This will allow us to hear from as many community members as possible. We appreciate your understanding and cooperation as we work to create a space that is respectful and open to all. Thank you

3. Discussion and Action Items

3.a. Discussion and action on Year End Certification of Street Superintendent for Year 2025

3.b. Discussion and action on Resolution 2025-13 Year End Certification of City Street Superintendent 2025

3.c. Discussion and action on a date for an employee recognition event

- January 9th, 23rd or 30th

3.d. Discussion and action on the musical playground and fitness station areas elevation around the surfacing in the City Park with the contractor AB Creative.

3.e. **Public Comments**

4. Adjourn

The City of Franklin follows the Nebraska Open Meetings Act. A copy is displayed in this room as required by state law. The Mayor and City Council may enter an Executive Session anytime during the meeting, even if not listed on the agenda. The Mayor and City Council intend to follow the agenda order but may rearrange items to suit schedules. Individuals who wish to address the council may be allotted a speaking time of three minutes per person, per topic. Speakers are kindly requested to approach the podium and articulate their topic with clarity and professionalism.



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Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2025. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2025. RECORD KEEPING: NDOT recommends that the municipality keep a copy of everything you send to NDOT (the forms and meeting minutes) in a separate file for future reference.

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2025

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: Jan. 1, 2025 to Dec. 31, 2025
(Month) (Day) (Month) (Day)

*(1)(a) The municipality of Franklin certifies that: Ryan Kavan
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)
was the appointed City Street Superintendent during the above period. **IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.**

(b) the superintending services of the above listed individual were provided by: (Check one box)

- Employment with this Municipality
- Contract (consultant) with this Municipality
- Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

(c) and the above listed individual **assisted** in the following: *Reference Neb. Rev. Stat. §39-2512*

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as (Check all boxes that apply) city engineer village engineer
public works director city manager city administrator street commissioner

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- 1427
and Class of License A, and/or
(A or B)

(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

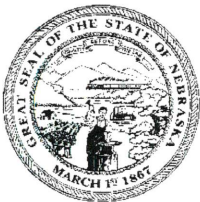
(2) _____

Signature of Mayor Village Board Chairperson
(Check one box)

*(3) If during the calendar year your municipality (a) did not have an appointed City Street Superintendent for any portion(s) of the year; or (b) had one or more appointed City Street Superintendent(s) that were not licensed for any portion(s) of the year; or (c) had one or more appointed licensed City Street Superintendent(s) for any portion(s) of the year, please complete a separate Year-End Certification form for each period. **Copy this form as needed to account for these separate periods.**

(4) The payment amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) the number of full calendar months served by the appointed City Street Superintendent who is licensed or exempted from licensure under the Superintendents Act; (c) class of license, A or B if applicable; and (d) if the appointed City Street Superintendent assisted with the required duties in (1)(c) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) Failure to return by December 31, 2025, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2025 to:

Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759

SUPERINTENDENT(S) APPOINTMENT DOCUMENTATION

Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2025 to the back of this Page: *For most municipalities this information may be found in the **November or December 2024 or the January 2025 meetings minutes**. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds).*

Call (402) 479-4436 or email NDOT.BLSHelp@Nebraska.gov if you have any questions about what to attach for documentation.

RECORD KEEPING: NDOT recommends that the municipality keep a copy of everything you send to NDOT (*the forms and meeting minutes*) in a separate file for future reference.

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RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2025

Resolution No. 2025-13

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor Village Board Chairperson of Franklin (Check one box) (Print Name of Municipality) is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 29 day of December, 2025 at Franklin, Nebraska.
(Date) (Month)

City Council/Village Board Members
Dave Platt
Dave Durkan
Sandy Urbina
Mike Stephens

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed, and billed as adopted.

Attest:

(Signature of Clerk)



Mike Stephens of the City Council of Franklin presents this short summary.

The afternoon of Tuesday the 16th I met with our local NRD "expert", Todd on site at the park. I say "expert" because Todd was a dirt contractor and was willing to volunteer to help and bring his equipment to get elevations around the equipment installations. I myself have many years of working with soils and grading of the soils from my general contracting experience.

We began with a quick visual review of the installations and dirt work around them to assess if we're areas to focus on, etc.

Todd set up his level and we took shots in the middle and high points on the curb to establish zero. From there we got elevations on the curbs and a few feet out as well as an approximate 6 and 12 from the curb in the areas of obvious concern.

For review purposes -- Raquel -- it'd be great to have the details from the pre-work prep and what the details are for installation... Do the plans specify "at grade, etc?" Was there anything written about drainage development during or after install?

What we found is that there is a considerable amount of grading that should be done to ensure permanent drainage to prevent sustained accumulation of rain or snow melt on or directly adjacent to the equipment installations.

The north/musical install is essentially flat from N central curb to center of install, but then has slight fall to the east and to the west and several inches to the south. The concern on the North one is the volume of drainage directed to the installation by the natural slope of the ground. Again this is amplified due to the installation below grade on the north side of the north/musical installation. And this run in conditioned is seen as a high potential for future maintenance issues due to the fact that the installation was set so low in relation to the grade around it that water will not leave the site very easily during snowmelt or rainfall. The southern quote-unquote half of the installation is flat or nearly flat with multiple depressions that would retain rainfall or snow melt at or very near the curb.

The south/exercise install is less of a concern, however still a concern for long-term maintenance due to the lack of drainage away from the installation. I took a few photos that revealed retained moisture and ice melt from the current fall in winter conditions. This installation has less fall from the center of the installation when compared to the north installation. However it does have less of a run in condition with the current grading around the installation. But the lack of drainage away from the installation is the area of concern for the South / exercise installation. This one is as well very close to grade with very poor drainage developed outside of the curb.



The main problem with the North / musical installation is it was dug in and installed too low for the surrounding area. A high quality permanent solution would be to remove a large amount of dirt and create a swale around the northern side of that installation to divert the water away from the equipment installation.

Solutions possible. Without major dirt work on the north side of the north/musical installation.

Considerable amounts of disking and grading on the southern half of both installations is needed to create fall/slope away from and that dirt would need to be removed and site would need to be reseeded.