



### **CITY COUNCIL AGENDA**

Tuesday, January 18, 2022 at 7:00 p.m.  
Springfield City Hall  
170 North 3<sup>rd</sup> Street

#### **CALL TO ORDER**

- Public announcement that a copy of the Nebraska Open Meetings Law is posted in the entry to the meeting room
- Roll call
- Pledge of Allegiance

#### **CONSENT AGENDA**

*All consent agenda items are approved in one motion unless removed by a Council Member. Removed items will be placed under the Regular Agenda for consideration and action by the Council.*

1. Approve Minutes of the January 4, 2021 Council Meeting
2. Approve Treasurer's Report
3. Accept Mike Erhart's resignation from the Springfield Board of Health due to his retirement from the Sarpy County Sheriff's Department
4. Appoint Lt. Dennis Svoboda to the Springfield Board of Health

#### **REGULAR AGENDA**

1. Philip Niewohner, Olsson – Consider approval of Highway Corridor Overlay District Design Review for Raven Northbrook development on the southwest corner of Hwy 50 and Capehart Road
2. Consider approval of **Resolution 2022-1** accepting a Declaration of Access Easement from Raven Northbrook, LLC, a Delaware limited liability company, for perpetual nonexclusive easements for access over Lots 1 and 2, Gemini
3. Consider refund of Community Building rental to Banister's Leadership Academy
4. Consider approval of **Resolution 2022-2** declaring intent to incur indebtedness for the construction of paving and related infrastructure improvements at the intersection of Highway 50 and Platteview Road

5. Consider approval of **Resolution 2022-3** declaring intent to incur indebtedness for the construction of paving and related infrastructure improvements in Street Improvement District Nos. 2021-1 and 2021-2
6. Consider approval of **Resolution 2022-4** authorizing the Mayor to enter into a Quitclaim Permanent Easement between the City of Springfield and Sarpy County Agricultural Society, Inc., a Nebraska Non-Profit Corporation, Grantors, and the Sarpy County and Cities Wastewater Agency, granting a permanent easement for the right to construct, maintain and operate a sewer (either for storm or sanitary purposes), drainage structure, and/or drainage way, and appurtenances thereto on the property described therein
7. Consider approval of **Resolution 2022-5** entering into a revised Maintenance Agreement Renewal with the Nebraska Department of Roads for the period January 1, 2022 to December 31, 2022
8. Consider approval of **Resolution 2022-6** authorizing the Mayor to sign the Project CRRSAA Fund Purchase Agreement between the City of Springfield and NDOT
9. Consider approval of **Resolution 2022-7** amending Section 307 Sick Leave Benefits of the Employee Handbook
10. Consider approval of **Resolution 2022-8** amending Section 320 457(b) Deferred Compensation Plan of the Employee Handbook
11. Consider approval of **Resolution 2022-9** amending Section 309 Bereavement Leave of the Employee Handbook
12. Consider adopting a pandemic preparedness plan and pandemic leave pay
13. Consider adopting COVID exposure and illness guidelines and policies
14. Authorize advertisement for the position of City Clerk; consider wage scale
15. Consider hiring for full-time maintenance, seasonal maintenance, and/or mowing position

#### **DEPARTMENT REPORTS**

1. Sewer Department – Mike Neitzel
2. Library & Community Building – Michael Herzog
3. Water & Parks Department – Kacie Murtha
4. Street Department – Dan Craney
5. Mayor’s Report – Bob Roseland
6. City Staff Reports

*The Mayor and City Council reserve the right to adjourn into executive session per Section 84-1410 of the Nebraska Revised Statutes.*

## **ADJOURNMENT**

### **MINUTES**

A regular meeting of the Mayor and Council of the City of Springfield, Nebraska was held at 7:00 o'clock p.m. at City Hall on Tuesday, January 18, 2022. Present were Mayor Bob Roseland; Council Members: Mike Neitzel, Michael Herzog, Kacie Murtha, Dan Craney. Notice of this meeting was given in advance by posting in three public places, one of the designated methods of giving notice. Notice of this meeting was given in advance to the Mayor and all Council Members and a copy of their receipt of notice is attached to these Minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public. The Mayor publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held.

### **Consent Agenda**

Motion by Herzog, seconded by Craney, to approve the Consent Agenda. AYES: Herzog, Neitzel, Murtha, Craney. NAYS: None. Motion carried.

The City Clerk reported a balance on hand of \$2,218,230.39 in cash assets; Prestige Treasury-\$205,702.38; Prestige Bond-\$1,083,515.83; Keno Community Betterment-\$320,790.65; Keno Progressive Jackpot-\$50,006.30; Water Deposit Savings-\$4,207.06; Refundable Deposit Savings-\$1,228.30; Water Tower Savings-\$247,931.09; Sewer Restricted-\$250,967.98; Water Capital Facilities Fees-\$120,366.04; Sewer Capital Facilities Fees-\$645,492.08; City Sales Tax-\$4,243,555.10; Money Mark Library Bricks-\$971.15; Government Securities-\$116,043.67; Library Savings-\$1,634.89; ASIP at Pinnacle-\$1,784,533.48; Time Certificates as follows: Bond-\$79,657.87; Tower-\$59,593.35; Water-\$131,591.02; Library Bricks-\$13,069.73; Library Restricted-\$41,997.28; Cash Receipts-\$264,035.98; Cash Disbursements-\$1,274,883.30.

### **Regular Agenda**

**Agenda Item 1.** Motion by Herzog, seconded by Neitzel, to approve the Highway Corridor Overlay District Design Review for the second building in the Raven Northbrook development on the southwest corner of Hwy 50 and Capehart Road, subject to an approved design review from JEO. AYES: Herzog, Neitzel, Murtha, Craney. NAYS: None. Motion carried.

**Agenda Item 2.** Council Member Herzog introduced Resolution 2022-1 and moved its adoption. Council Member Murtha seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-1**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, IN THE STATE OF NEBRASKA:

WHEREAS, Raven Northbrook, LLC, a Delaware limited liability company, desires to establish perpetual nonexclusive easements for access over certain portions of Lot 1 and Lot 2, Gemini, a subdivision as surveyed, platted, and recorded in Sarpy County, Nebraska, for the purpose of providing public vehicular and pedestrian access, ingress, egress, and passage of traffic among, to, and from the property and adjacent public and private drives and streets including, but not limited to, Capehart Road and Fairview Road; and

WHEREAS, the easements, covenants, and related terms of said access easements are established and granted by Raven Northbrook, LLC as outlined in the Declaration of Access Easement, attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, NEBRASKA, that the Declaration of Access Easement from Raven Northbrook, LLC, for perpetual nonexclusive easements for access over Lot 1 and Lot 2, Gemini, is hereby accepted.

PASSED AND APPROVED this 18<sup>th</sup> day of January, 2022.

City Council Member Herzog moved the adoption of said resolution.  
City Council Member Murtha seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 3.** Council reviewed a synopsis prepared by Barb Henninger, Community Building Rental Coordinator, outlining rental agreements with Banister's Leadership Academy. Banister's Leadership Academy is asking that the monies they've paid thus far for canceled rentals be applied to future rental dates in 2022. Banister's Leadership Academy were no shows for two rentals in September. They also did not cancel their two October rentals prior to the four-week cancellation window. Those four missed rentals total \$600 in rental fees. To date, Banister's Leadership Academy has only paid \$300 for rental fees plus one \$150 rental deposit. Council agreed that no refund would be given to Banister's Leadership Academy. Council said that Banister's owes rental fees for the two no shows and two cancellations outside of the four-week cancellation window.

**Agenda Item 4.** Council Member Herzog introduced Resolution 2022-2 and moved its adoption. Council Member Murtha seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None.

Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-2**

**A RESOLUTION DECLARING INTENT TO INCUR INDEBTEDNESS FOR INTERSECTION IMPROVEMENTS.**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, IN THE STATE OF NEBRASKA:**

Section 1. The Mayor and Council hereby find and determine that it is necessary and appropriate to declare an official intent to issue tax-exempt street improvement bond anticipation notes or general obligation various purpose bonds or other tax-exempt bonds or notes of the City and, in addition, to declare the City's reasonable expectation to reimburse certain expenditures with the proceeds of such bonds or notes issued by the City in connection with the construction of paving and related infrastructure improvements at the intersection of Highway 50 and Platteview Road, together with engineering, legal, financing and other related project costs.

Section 2. This resolution is a statement of the official intent of the City under Treasury Regulation § 1.150-2 and for such purpose the following information is hereby stated:

(a) The project for which expenditures may be made is paving and related infrastructure improvements, and including engineering, legal, financing and other related project costs.

(b) The principal amount of the bonds or notes expected to be issued by the City for the project as authorized by Nebraska statutes, including specifically Sections 10-137, 17-516, 17-520 and/or 66-4,101 of Reissue Revised Statutes of Nebraska, 2012, is estimated to be \$800,000.

PASSED AND APPROVED this 18<sup>th</sup> day of January, 2022.

City Council Member Herzog moved the adoption of said resolution.  
City Council Member Murtha seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 5.** Council Member Murtha introduced Resolution 2022-3 and moved its adoption. Council Member Neitzel seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-3**

**A RESOLUTION DECLARING INTENT TO INCUR INDEBTEDNESS FOR CONSTRUCTION OF PAVING AND RELATED IMPROVEMENTS IN STREET IMPROVEMENT DISTRICT NOS. 2021-1 AND 2021-2.**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, IN THE STATE OF NEBRASKA:**

Section 1. The Mayor and Council hereby find and determine that it is necessary and appropriate to declare an official intent to issue tax-exempt street improvement bond anticipation notes or general obligation various purpose bonds or other tax-exempt bonds or notes of the City and, in addition, to declare the City's reasonable expectation to reimburse certain expenditures with the proceeds of such bonds or notes issued by the City in connection with construction of paving and related improvements in Street Improvement District Nos. 2021-1 and 2021-2, together with engineering, legal, financing and other related project costs.

Section 2. This resolution is a statement of the official intent of the City under Treasury Regulation § 1.150-2 and for such purpose the following information is hereby stated:

(a) The project for which expenditures may be made is paving and related infrastructure improvements, and including engineering, legal, financing and other related project costs.

(b) The principal amount of the bonds or notes expected to be issued by the City for the project as authorized by Nebraska statutes, including specifically Sections 10-137, 17-516, 17-520 and/or 66-4,101 of Reissue Revised Statutes of Nebraska, 2012, is estimated to be \$1,400,000.

PASSED AND APPROVED this 18<sup>th</sup> day of January, 2022.

City Council Member Murtha moved the adoption of said resolution.

City Council Member Neitzel seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 6.** Council Member Herzog introduced Resolution 2022-4 and moved its adoption. Council Member Murtha seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-4**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, IN THE STATE OF NEBRASKA:

WHEREAS, the Sarpy County and Cities Wastewater Agency requests the City of Springfield and Sarpy County Agricultural Society, Inc., a Nebraska Non-Profit Corporation, grant a permanent easement for the right to construct, maintain and operate a sewer (either for storm or sanitary purposes), drainage structure, and/or drainage way, and appurtenances thereto, in and through, and under parcels of land described in the Quitclaim Permanent Easement attached hereto as Exhibit "A"; and

WHEREAS, said Quitclaim Permanent Easement would grant the Sarpy County and Cities Wastewater Agency to have the right of ingress and egress from the easement premises for the purpose of constructing, inspecting, maintaining, operating, repairing or replacing its sewer system; and

WHEREAS, following construction of said sewer system, the City of Springfield and Sarpy County Agricultural Society, Inc. may continue to use the surface of the easement premises, subject to the restrictions expressed in the Quitclaim Permanent Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD, NEBRASKA, that the Quitclaim Permanent Easement is hereby approved and the Mayor is authorized to sign the Quitclaim Permanent Easement attached hereto as Exhibit "A."

PASSED AND APPROVED this 18<sup>th</sup> day of January, 2022.

City Council Member Herzog moved the adoption of said resolution.  
City Council Member Murtha seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor  
SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 7.** Council Member Herzog introduced Resolution 2022-5 and moved its adoption. Council Member Murtha seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha. The following voted NAY: Craney. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-5**

**Nebraska Department of Transportation Maintenance Agreement Renewal**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska, as follows:

WHEREAS, the City of Springfield, Nebraska, a Municipal Corporation, and the State of Nebraska Department of Roads, wish to enter into Maintenance Agreement No. 120 Renewal for the purpose of performing surface maintenance and snow removal along Highway 50 lane miles within the Corporate Limits of the City of Springfield; and

WHEREAS, the Agreement shall be for the period January 1, 2022, thru December 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Springfield, Nebraska that the Mayor is authorized to enter into Maintenance Agreement No. 120 Renewal attached hereto as Exhibit "A".

Introduced and Passed this 18<sup>th</sup> day of January, 2022.

City Council Member Herzog moved the adoption of said resolution.

City Council Member Murtha seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 8.** Council Member Murtha introduced Resolution 2022-6 and moved its adoption. Council Member Neitzel seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-6**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska, as follows:

WHEREAS, NDOT (Nebraska Department of Transportation) has previously entered into an agreement with the Metropolitan Area Planning Agency (MAPA) to purchase federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds that were made available to entities within MAPA;

WHEREAS, the State's total cash payment will be equal to 90% of the CRRSAA federal funds purchased by the state from MAPA.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Springfield, Nebraska that the Mayor of the City of Springfield is hereby authorized to sign the Project CRRSAA Fund Purchase Agreement between the City of Springfield and NDOT, a copy of which is attached hereto as Exhibit "A".

Introduced and Passed this 18<sup>th</sup> day of January, 2022.

City Council Member Murtha moved the adoption of said resolution.  
City Council Member Neitzel seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 9.** Council considered changes to sick leave benefits. Council Member Murtha introduced Resolution 2022-7 with an amendment to allow 800 hours of sick leave to be accrued by full-time employees and the prorated share of the same for regular part-time employees and moved its adoption. Council Member Herzog seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Herzog, Murtha, Craney. The following voted NAY: Neitzel. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-7**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska as follows:

WHEREAS, the City of Springfield reserves the right to establish and update personnel policies and procedures which are within their legal authority; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 307 entitled "Sick Leave Benefits" shall be amended to read as follows:

**307 Sick Leave Benefits**

The City of Springfield provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Regular full-time employees will accrue 8 hours per month of sick leave. Regular part-time employees will accrue 6 hours per month of sick leave. Employees begin earning sick leave benefits after 60 days of qualified employment.

Paid sick leave can be used in minimum increments of thirty (30) minutes. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

Regular full-time employees will be allowed to accumulate 800 hours of unused sick leave benefits. Regular part-time employees will be allowed to accumulate 600 hours of unused sick leave benefits. If the employee's benefits reach this maximum, all additional time will be converted to vacation time at a rate of 2 hours sick leave to 1 hour vacation. This vacation time is subject to the guidelines under "Vacation Benefits."

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Note: See also Bereavement Leave and Personal Time.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 307 entitled "Sick Leave Benefits" shall take effect immediately.

Introduced and passed this 18<sup>th</sup> day of January, 2022.

City Council Member Murtha moved the adoption of said resolution.  
City Council Member Herzog seconded the motion.

Record of Vote:  
Ayes: Herzog, Murtha, Craney  
Nays: None  
Abstain: None  
Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 10.** Council Member Herzog introduced Resolution 2022-8 and moved its adoption. Council Member Murtha seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha, Craney. The following voted NAY: None. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-8**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska as follows:

WHEREAS, the City of Springfield reserves the right to establish and update personnel policies and procedures which are within their legal authority; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 320 entitled "457(b) Deferred Compensation Plan" shall be amended to read as follows:

**320 457(b) Deferred Compensation Plan**

The City of Springfield has established two 457(b) deferred Compensation plans, "Plan A" and "Plan B," to provide employees the potential for future financial security for retirement.

Because your contribution to a 457(b) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457(b) distributions.

Complete details of the 457(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the City Administrator for more information about the 457(b) plan.

"Plan A"

To be eligible to join the "Plan A" 457(b) deferred compensation plan, you must complete 6 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. All employees may participate in the 457(b) plan subject to all terms and conditions of the plan.

The "Plan A" 457(b) deferred compensation plan is an optional plan which allows you to elect how much of the employee salary you want to contribute and to direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

"Plan B"

To be eligible to join the "Plan B" 457(b) deferred compensation plan, you must complete 6 months of service and be 21 years of age or older. You may join the plan only during open enrollment periods. The "Plan B" 457(b) deferred compensation plan is optional and is only available to regular full-time employees.

The required waiting period is waived for existing employees changing from part-time employment classification to regular part-time or full-time employment classifications and having already satisfied the six (6) month waiting period.

The "Plan B" 457(b) deferred compensation plan is a plan which the City of Springfield contributes a sum, which totals 6% of your gross salary, directly to you for the purpose of the 457(b) deferred compensation plan. The employee must match the 6% with his/her own contributions in order to receive the City's 6%. This is an optional plan so if you choose not to participate, you will forfeit the 6% sum offered by the City but still be eligible to participate in "Plan A."

The 6% City contribution shall be included in your gross wage paid out, but not to be considered as part of your hourly wage compensation. "Plan B" is an additional benefit, not an additional hourly compensation. As in "Plan A," you may direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

The maximum amount an employee may contribute in one years time is as follows:

<u>Year</u>	<u>Annual Maximum</u>
2022	\$20,500

Refer to IRS contribution limits for subsequent years.

This limit includes employer and employee contributions.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 320 entitled "457(b) Deferred Compensation Plan" shall take effect immediately.

Introduced and passed this 18<sup>th</sup> day of January, 2022.

City Council Member Herzog moved the adoption of said resolution.

City Council Member Murtha seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha, Craney

Nays: None

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 11.** Council considered separate bereavement leave policies for immediate family members and extended family members. Craney inquired about close friends and suggested that the city put a policy in place to allow employees one day of bereavement leave for extended family or close friends. The other Council Members were not interested in adding extended family or close friends to the bereavement leave policy. The other members recommended immediate family be expanded to include aunts and uncles and that the total number of bereavement days be increased from three to

five. Council Member Murtha introduced Resolution 2022-9 with the amendment to add aunts and uncles to the definition of immediate family and to increase the total number of days for paid bereavement leave from three days to five days and moved its adoption. Council Member Herzog seconded the foregoing motion and on roll call on the passage and adoption of said resolution, the following voted YEA: Neitzel, Herzog, Murtha. The following voted NAY: Craney. Whereupon the Mayor declared said motion carried and said resolution passed and adopted. A true, correct and complete copy of said resolution is as follows:

**RESOLUTION  
2022-9**

BE IT RESOLVED by the Mayor and City Council of the City of Springfield, Nebraska as follows:

WHEREAS, the City of Springfield reserves the right to establish and update personnel policies and procedures which are within their legal authority; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 309 entitled "Bereavement Leave" shall be amended to read as follows:

**309 Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 5 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- \* Regular full-time employees
- \* Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The City of Springfield defines "immediate family" as the employee's spouse, parent, child, sibling, aunt, uncle, grandparent or legal guardian; the employee's spouse's parent, child, sibling, aunt, uncle, grandparent or legal guardian; the employee's child's spouse; or grandchildren.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and the City Council of the City of Springfield, Sarpy County, Nebraska, that the City of Springfield Employee Handbook Section 309 entitled "Bereavement" shall take effect immediately.

Introduced and passed this 18<sup>th</sup> day of January, 2022.

City Council Member Murtha moved the adoption of said resolution.  
City Council Member Herzog seconded the motion.

Record of Vote:

Ayes: Neitzel, Herzog, Murtha

Nays: Craney

Abstain: None

Absent: None

Resolution adopted, signed and billed as adopted.

Approved: Robert Roseland, Mayor

SEAL

Attest: Kathleen Gottsch, City Clerk

**Agenda Item 12.** Council discussed adopting a pandemic preparedness plan and considered whether or not to reinstate pandemic leave pay. Council noted that sick leave was just increased to allow full-time employees to accrue 8 hours per month which will help with illnesses. They discussed vaccination requirements, masking and proof of test results. Council agreed not to reinstate pandemic leave pay.

**Agenda Item 13.** Council reviewed CDC and local health department guidelines for COVID exposure and illness and directed staff to follow these guidelines.

**Agenda Item 14.** Council authorized the City Administrator to advertise for the position of City Clerk. Council discussed a wage scale commensurate with experience.

**Agenda Item 15.** Council authorized the City Administrator to advertise for the positions of a full-time general maintenance worker, seasonal mower, and seasonal summer maintenance workers.

**Department Reports**

**Agenda Item 1.** Neitzel reported that Heath Shemek, water/sewer operator, purchased more water meters for replacements.

**Agenda Item 2.** No Department Report from Herzog.

**Agenda Item 3.** Murtha reported that city staff is submitting a tree grant. She said the maintenance department is starting to prepare for spring projects. The community building will be closed all of February for updates.

**Agenda Item 4.** Craney reported that the street department did a good job plowing snow.

**Agenda Item 5.** Mayor Roseland reported that the city needs to think about future truck replacements for next budget year.

**Agenda Item 6.** Kathleen Gottsch, City Administrator, reported that a training session will be scheduled for the Council to obtain their new tablets.

**Adjournment**

Motion by Herzog, seconded by Neitzel, to adjourn. AYES: Neitzel, Herzog, Murtha, Craney. NAYS: None. Meeting adjourned at 8:50 p.m. Motion carried.

I, the undersigned, City Clerk for the City of Springfield, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on January 18, 2022; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting; and that a current copy of the Nebraska Open Meetings Act was available and accessible to members of the public, posted during such meeting in the room in which such meeting was held.

Kathleen Gottsch  
City Clerk