



City of Franklin
April 29, 2026 4:30 PM City Hall

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

The Open meeting notice is posted on the north wall for viewing.

We 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 Sam McKinney's resignation from the park/cemetery caretaker floater position.

- 3.b. Discussion and action on extra duties for city employees and possible hiring of a part-time employee or contractor

- 3.c. **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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Raquel Felzien <rfelzien@cityoffranklin.net>

Fwd: Resignation Letter

Sam McKinney <sam.mckinney@cityoffranklin.net>
To: Raquel Felzien <rfelzien@cityoffranklin.net>

Thu, Apr 23, 2026 at 10:59 AM

----- Forwarded message -----

From: **Sam McKinney** <sam.mckinney@cityoffranklin.net>
Date: Wed, Apr 22, 2026 at 9:30 PM
Subject: Resignation Letter
To: Margaret Siel <msiel@cityoffranklin.net>, Dave Duncan <dave.duncan@cityoffranklin.net>, Dave Platt <dplatt@cityoffranklin.net>, Sandy Urbina <surbina@cityoffranklin.net>, Mike Stephens <mstephens@cityoffranklin.net>

I am writing to formally resign from my position at The City of Franklin effective May 6th.

I sincerely appreciate the opportunity to have been part of the team and am grateful for the support, guidance, and experience I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you again for the opportunity. I wish you and the team continued success.

Sincerely,
Samuel McKinney

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 - \$25.00 per hour - revised 11/12/25
Date Adopted: September 19, 2023, revised 10/10/2023

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 the on-call period. If you are out of town for any reason, find a replacement. Must be available within 30 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 October 10, 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