



**CITY OF SEWARD
City Council
Regular Meeting
Agenda**

Tuesday, May 3, 2022

7:00 PM

Municipal Building Council Chambers

NOTICE IS HEREBY GIVEN that a meeting of the City Council of the City of Seward, Nebraska will be held at 7:00 PM on Tuesday, May 3, 2022, in the Council Chambers, 142 7th Street, Seward, Nebraska in which the meeting will be open to the public. The Mayor and City Council reserve the right to adjourn into Closed Session as per Section 84-1410 of the Nebraska Revised Statutes. An Agenda for such meeting, kept continually current, is available at the Office of the City Clerk, 537 Main Street, Seward, Nebraska, during normal business hours. Individuals requiring physical or sensory accommodations, who desire to attend or participate, please contact the City Clerk's Office at 402.643.2928 no later than 3:30 PM on the Friday preceding the Council Meeting.

City financial claims and related invoices will be available for Council member review, audit and voluntary signatures at Council Chambers beginning 30 minutes prior to the scheduled meeting time.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

DISCLOSURE OF OPEN MEETINGS ACT & OTHER NOTIFICATIONS

This is an Open Meeting of the Seward Nebraska Governing Body. The City of Seward abides by the Nebraska Open Meetings Act in conducting business. A copy of the Nebraska Open Meetings Act is displayed on the north wall of this meeting room facility as required. Disclosure of meeting recording processes is posted in the Meeting Room. A participant sign-in sheet is available for use by any Citizen addressing the Council. Presenters shall approach the podium, state their name & address for the Clerk's record and are asked to limit remarks to five minutes. All remarks shall be directed to the Mayor who shall determine by whom any appropriate response shall be made. The City of Seward reserves the right to adjust the order of items on this Agenda if necessary and may elect to take action on any of the items listed.

ROLL CALL

CONSENT AGENDA

1. Claims & Payables Reports

CLAIMS LIST

5-3-22

COUNCIL MEETING

Abbreviations: BE, Benefits; BU, Building Upkeep; CI, Capital Improvements; DO, Donations; EQ, Equipment; EX, Expense; FA, Fixed Asset; GS, Gas; GU, Ground Upkeep; IT, Technology; IV, Inventory; MA, Maintenance; MC, Miscellaneous; MH, Merchandise; MI, Mileage; ML, Meals; MS, Memberships; OI, Oil; OP, Operations; PO, Postage; PU, Publications; RE, Repairs; RI, Reimbursement; SA, Salaries, SE, Services; SL, Sales; ST, Sales Tax; SU, Supplies; TG, Training; TO, Tools; TR, Transfer; UN, Uniforms; UT, Utilities.

Altec Industries Inc	RE	48.39
All Road Barricades Inc	SU	230.61
ARPS	CI	2,700.75
Blue Cross Blue Shield Ne	BE	59,753.15
Bluestem Network LLC	SE	100.00
Callaway Golf	MH	369.73
Campbell Cleaning	SE	1,055.00
Capital Business-Dallas	MA	371.00
Cash-Wa Distributing Co	ML	572.94
Chase Card Service		14,180.29
ADQ-Int	MS	43.00
Amazon	SU	928.25
American Red Cross	TG	480.00
Award Decals	SE	60.95
AWWA	TG	1,111.00
Constant Contact	MS	20.00
Costco	EQ	240.72
Dragon Palace	ML	237.35
eBay	SU	957.65
eLifeguard.Inc	UN	816.87
The Fort	UN	347.43
Global Industrial	TO	226.78
GoDaddy.com	IT	740.12
GoTo Pro	IT	374.49
Grainger	RE	180.23
The Home Depot	TO	965.25
Legion Safety Products	UN	234.40
The Lifeguard Store	UN	194.74
Microsoft	MS	158.90
Midwest Door	BU	266.00
OfficeMax	SU	132.89
Runza	ML	235.03
Sam's Club	SU	734.93
Sasquatch Lincoln	SU	118.95
Scheel's	SU	224.64
Sparetime Lounge	ML	123.50
SwimOutlet.com	UN	183.91
Uline	SU	111.46
United Airlines	TG	959.20

USPS	PO	58.65
Valentinos	ML	454.20
Voss Signs	SU	179.14
Walmart	SU	1,865.77
Zoom	MS	213.89
City Seward Buildings/Gr	RI	3,000.00
City Seward Electric Fund	UT	28,797.77
City Seward General Fund	TR	326,465.59
City Seward Library Petty	PO	125.86
City Seward Payroll Accou	SA	199,749.62
Concordia University	SE	1,000.00
Consolidated Fleet Servic	RE	6,010.00
Cornhusker Winnelson Co	BU	188.28
Crooked Creek Golf Club	SU	100.00
D & K Products	SU	389.20
Eakes Office Solutions	SU	254.56
Fastenal Company	SU	292.57
First Wireless Inc	RE	102.67
General Fire & Safety Equ	BU	150.00
Gerhold Concrete Co Inc	CI	2,149.55
Great Plains Communicatio	SE	490.00
Hinze Norma	MC	800.00
Hornung'S Golf Products I	SU	111.33
Johnson Bros Of Nebraska	SU	386.00
Jones Bank	OP	919.55
K & Z Distributing	SU	347.50
Last Mile Network Consult	IT	75.30
Law Enforcement Cord Unit	TG	150.00
Memorial Health Care Syst	MC	1,850.00
Menards North	GU	1,684.46
Mid-American Benefits Inc	BE	2,117.56
Midwest Turf & Irrigation	RE	28.53
Nebraska D A S Acct Ocio	MA	231.00
Nebraska Dept Env/Energy	TG	600.00
Nebraska Health Environme	MA	297.00
Nebraska I.A.I.	TG	100.00
Nebraska Law Enforcement	TG	135.00
Nelson Contracting LLC	BU	462.50
Orscheln Farm & Home	SU	577.59
Principal Financial Group	BE	2,324.81
Quality Brands Of Lincoln	SU	267.10
Quill Corp	SU	369.96
Reams Sprinkler Supply	GU	880.47
Resco	IV	5,190.00
Ridgewood Rehab & Care	MC	2,068.00
Ringler Sandy (Henry)	MC	4,500.00
Sam'S Club (Lib-Rec-Pool)	SU	517.17
Sayler Screenprinting	SU	108.25
Schendt Shana	MI	113.49
Sid Dillon - Crete	FA	48,419.00

Sidlo Sara	MC	35.00
Siteone Landscape Supply	GU	734.40
Sommerfeld Allison N	MC	15.00
Sports Express	GU	135.00
State Distributing Co	SU	136.70
Taylor'S Drain & Sewer	GU	675.00
The Bridge	SE	436.56
Time Warner Cable	SE	787.40
Trimax Mowing Systems	RE	201.45
Uv Superstore Inc	MA	5,789.66
Verizon Wireless	SE	341.19
	CLAIMS TOTAL	\$733,566.46

2. Refuse Hauler's Annual License Application - Seward Trailer Rentals & Rolloffs LLC

SEWARD NEBRASKA

P.O. Box 38, 537 Main Street, Seward, Nebraska 68434. Phone: 402-643-2928. Fax: 402-643-6491. www.CityofSewardNE.gov

2022 APPLICATION FOR LICENSE TO COLLECT, HAUL OR CONVEY GARBAGE OR REFUSE FOR HIRE

Application is hereby made to the City of Seward, Nebraska for an annual Refuse Hauler's License in accordance with Chapter 335, Article II of the Municipal Code of the City of Seward by:

Seward Trailer Rentals & Roloff's LLC 402-641-8961
 APPLICANT'S NAME TELEPHONE NO.

4540 Holdrege Rd Beaver Crossing NE 68313
 APPLICANT'S ADDRESS CITY STATE ZIP

700 E Hwy 34 Seward NE 68434
 BUSINESS LOCATION CITY STATE ZIP

The Following Vehicles will be used for these services:

Travis, Kusty & Tracy Dickey 1 / 2008 F350 Roloff's
 OWNERSHIP NUMBER/KIND OF VEHICLE DESCRIPTION

OWNERSHIP NUMBER/KIND OF VEHICLE DESCRIPTION

OWNERSHIP NUMBER/KIND OF VEHICLE DESCRIPTION

OWNERSHIP NUMBER/KIND OF VEHICLE DESCRIPTION

OWNERSHIP NUMBER/KIND OF VEHICLE DESCRIPTION

Please return this form, along with \$25.00 per vehicle, to the City of Seward, P.O. Box 38, Seward, NE 68434 - No later than December 31, 2021

Kusty Dickey 4/28/2022
 SIGNATURE OF APPLICANT DATE

BOND FILED WITH THE CITY CLERK IN THE SUM OF \$1,000.00

Dated: 4/28/22 Bonding Company: Auto - Owners Insurance

\$25.00 4/28/22 _____
 LICENSE FEE OWED DATE PAID LICENSE ISSUED/DATES

Date approved by City Council: _____

 City Clerk

3. Draft Minutes of April 19, 2022 Meeting

April 19, 2022

The Seward City Council met at 7:00 p.m. on Tuesday, April 19, 2022 with Mayor Joshua Eickmeier presiding and City Clerk Derek Bargmann recording the proceedings. Upon roll call, the following Councilmembers were present: Ellen Beck, Alyssa Hendrix, Sid Kamprath, Jessica Kolterman, Karl Miller, John Singleton, Jonathon Wilken, Matt Stryson. Councilmembers Absent: None. Other officials present: City Administrator Greg Butcher, City Attorney Kelly Hoffschneider, City Engineer Michael Oneby, and Police Sergeant Russ Frazey.

Notice of the meeting was given in advance thereof, and Mayor Eickmeier announced that a copy of the Open Meetings Act and tonight's agenda is posted in the meeting room and is accessible to members of the public. Mayor Eickmeier led those in attendance in the Pledge of Allegiance.

CONSENT AGENDA CONSIDERATION ITEMS

The following Consent Agenda items were approved in one single motion made by Councilmember Singleton, seconded by Councilmember Miller:

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$458,839.06)
4. Police Department Report
5. Draft Minutes of April 5, 2022 Council Meeting
6. Re-appoint Ken Schmieding to the Parks & Recreation Board for a Term of 3-Years

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None.

Motion carried.

PUBLIC HEARINGS

1. TAX INCREMENT FINANCING (TIF) APPLICATION BY SPD OPCO, LLC FOR EXPANSION

- A. PRESENTATION AND REVIEW OF TIF APPLICATION
- B. PRESENTATION AND REVIEW OF THE REDEVELOPMENT PLAN AMENDMENT AND COST BENEFIT ANALYSIS
- C. PRESENTATION AND REVIEW OF REDEVELOPMENT AGREEMENT

Andrew Willis, TIF Attorney, presented the application, redevelopment plan and redevelopment agreement as submitted by the applicant. This proposal will expand their current facilities as Phase II of their growth plan and will be effective January 1, 2023. Mr. Willis noted that this was approved by the Planning Commission and Community Redevelopment Authority (CRA) as presented. Mayor Eickmeier opened the public hearing at 7:11 p.m.

Ryan Eccleston, Acting Director of Finance for Petsource, expressed gratitude on behalf of the applicant and appreciated the ongoing support from the community. Mayor Eickmeier closed the public hearing at 7:13 p.m.

Councilmember Hendrix inquired as to how many TIF applications could be submitted for expansions of an existing project. Mr. Willis responded that due to the parceling of the property as a condominium, it is essentially a different project because it does not utilize the same legal parcel as the initial construction. Mayor Eickmeier added that an owner may do as many construction phases as they see fit because they would be adding structures within different legal parcels of the property that was previously approved for TIF.

- D. CONSIDERATION OF A RESOLUTION APPROVING THE REDEVELOPMENT PLAN AMENDMENT AND ADOPTING A COST BENEFIT ANALYSIS FOR THE REDEVELOPMENT PROJECT

Councilmember Kamprath introduced **Resolution 2022-13**, including the Phase Two of the Project Superior Redevelopment Project as part of the redevelopment plan. Councilmember Kolterman moved, seconded by Councilmember Miller, to approve Resolution 2022-13.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None.

Motion carried.

April 19, 2022

E. CONSIDERATION OF A RESOLUTION APPROVING THE REDEVELOPMENT PLAN AGREEMENT FOR A REDEVELOPMENT PROJECT INCLUDING THE ISSUANCE OF TIF INDEBTEDNESS FOR THE REDEVELOPMENT PROJECT AND OTHER SUCH ACTIONS UNDER THE COMMUNITY DEVELOPMENT LAW

Councilmember Kolterman introduced **Resolution 2022-14**, authorizing the community redevelopment authority to enter into said agreement. Councilmember Beck moved, seconded by Councilmember Wilken, to approve Resolution 2022-14.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.
Nay: None. Motion carried.

ADMINISTRATIVE ITEMS

1. APPROVAL OF SEWARD 4TH OF JULY COMMITTEE REQUESTS FOR ANNUAL JULY 4TH FESTIVITIES:

A. CONSIDERATION OF A STREET CLOSURE PERMIT

Councilmember Singleton moved, seconded by Councilmember Kolterman to approve the street closure permit submitted by the 4th of July Committee for the annual parade.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.
Nay: None. Motion carried.

B. CONSIDERATION OF A RESOLUTION FOR A PARADE

Councilmember Kolterman introduced **Resolution 2022-15**, closing Hwy 15 and Hwy 34 for a period of time to allow for the festivities to be held on the Fourth of July. Councilmember Kamprath moved, seconded by Councilmember Beck, to approve Resolution 2022-15.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.
Nay: None. Motion carried.

2. ACCEPTANCE OF A MASTER AGREEMENT FOR PROFESSIONAL SERVICES WITH OLSSON, INC

City Administrator Butcher noted that the master agreement with Olsson for electrical services has not been updated for approximately ten years. It is expected that, if approved, work orders would be issued for smaller-scale projects undertaken by the City.

Councilmember Kolterman moved, seconded by Councilmember Wilken to accept the master services agreement from Olsson, Inc. as presented.

Aye: Beck, Hendrix, Kamprath, Kolterman, Singleton, Stryson, Wilken.
Nay: Miller. Motion carried.

3. CONSIDERATION OF AN OFFER RECEIVED TO PURCHASE LAND WITHIN THE COMMERCIAL RAIL CAMPUS DEVELOPMENT AREA

Mr. Butcher noted that an offer to purchase land has been received by IHC Properties, LLC for a property located in the northeast portion of the rail campus. The total offer is \$257,178.24 or about \$2.40 per square foot. It is the intent of the purchaser to construct an industrial building for a contracted tenant.

A. CONSIDERATION OF A PURCHASE AGREEMENT WITH IHC PROPERTIES, LLC

Councilmember Kolterman moved, seconded by Councilmember Kamprath to accept the purchase offer.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.
Nay: None. Motion carried.

B. CONSIDERATION OF AN ORDINANCE TO DIRECT THE CONVEYANCE OF REAL PROPERTY TO IHC PROPERITES, LLC

Councilmember Wilken introduced Ordinance No. 2022-5. Councilmember Miller moved, seconded by Councilmember Singleton to dispense with the statutory rule. Councilmember Beck moved, seconded by Councilmember Kolterman, that the minutes of the proceedings of the Mayor and Council of the City of Seward,

April 19, 2022

Seward County, Nebraska in the matter of passing and adopting: **Ordinance No. 2022-5**, AN ORDINANCE TO DIRECT THE CONVEYANCE OF REAL PROPERTY TO IHC PROPERTIES, LLC; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None. Motion carried.

Councilmember Miller moved, seconded by Councilmember Singleton that all ordinances be added to the permanent record.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None. Motion carried.

4. AMENDMENT TO THE RULES & REGULATIONS FOR SEWARD CEMETERIES: UPDATED CEMETERY FOUNDATION REQUIREMENTS

Mr. Butcher noted that consideration of revising the regulations occurred due to spacing issues of the current pin to pin monument foundations. The Cemetery Board had a special meeting on April 11, 2022 and recommended the change to regulation #9 as presented to the Council.

Councilmember Kamprath moved, seconded by Councilmember Kolterman to revise the Seward cemeteries rules and regulations as presented.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None. Motion carried.

5. UPDATE ON PROGRESS FOR RESTRICTING TRUCKS ON E SEWARD AND E JACKSON, BETWEEN N COLUMBIA AVENUE AND LINDELL AVENUE

Mr. Butcher stated City staff was still researching some methods to achieve this objective. City Engineer Oneby is inquiring with the City of Norfolk regarding a designated truck route within City limits and how it was established in their City. A resolution for formal action will be forthcoming.

6. CONSIDERATION OF A RESOLUTION PLACING A SPEED BUMP ON E SEWARD STREET BETWEEN N COLUMBIA AVENUE AND LINDELL AVENUE

A petition for the placement of a speed bump on E Seward Street was submitted to City Administration with 24 signatures in support from residents on E Seward Street. Mr. Butcher stated the Traffic Committee—consisting of Butcher, Street Superintendent Miers, Chief of Police Peters and Engineer Oneby—met regarding this item and did not have any specific concerns about the request. The plan will be for placement of a permanent speed bump on the concrete portion before Lindell Avenue and snow removal procedures for the street will be revised.

Councilmember Wilken and Councilmember Stryson expressed concern about the precedent this will set if it is approved. They expressed concern about receiving more requests throughout the City.

Marcia Karel, 194 E Seward Street, mentioned the petition was initiated as a means to slow traffic.

Joe Mazurek, 140 E Seward Street, believes this is a unique situation presented to the Council in which residents of a street agree on an action to be undertaken on their behalf.

Councilmember Kamprath believes the best practice moving forward is to handle these requests on a case-by-case basis. Councilmember Beck inquired as to how many requests for speed bumps have been submitted to the City. Mr. Butcher responded that no other formal requests have been received in his time, but informally a few locations within the City have been considered. Councilmember Beck believes this is a reasonable request.

Councilmember Singleton introduced **Resolution 2022-16**, placing a speed bump on E Seward Street, before the Lindell Avenue intersection. Councilmember Beck moved, seconded by Councilmember Hendrix, to approve

April 19, 2022

Resolution 2022-16.

Aye: Beck, Hendrix, Kamprath, Kolterman, Singleton.

Nay: Miller, Stryson, Wilken.

Motion carried.

7. CONSIDERATION OF AN INTERLOCAL COOPERATION AGREEMENT WITH SEWARD COUNTY FOR THE EAST SEWARD STREET IMPROVEMENTS PROJECT (CITY LIMIT TO HWY 34) AND AUTHORIZATION FOR MAYOR TO SIGN ALL DOCUMENTS

Mr. Butcher noted that this interlocal agreement would set the project responsibilities for both the City and County in regards to construction and funding.

Councilmember Kamprath moved, seconded by Councilmember Wilken to accept the interlocal agreement and authorize the Mayor to sign all documents.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None.

Motion carried.

REPORTS

1. CITY ADMINISTRATOR'S REPORT

Councilmember Kamprath moved, seconded by Councilmember Kolterman, that City Administrator Butcher's report of April 19, 2022 be accepted.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None.

Motion carried.

ANNOUNCEMENT OF UPCOMING EVENTS

April 23, 2022 – Seward County clean-up day

April 28, 2022 – Business Anniversaries Luncheon

April 28, 2022 – Highway 15 Project Information Meeting

May 1-5, 2022 – Seward County Gives

MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Kolterman, that the April 19, 2022 City Council Meeting be adjourned.

Aye: Beck, Hendrix, Kamprath, Kolterman, Miller, Singleton, Stryson, Wilken.

Nay: None.

Motion carried.

Adjourned approximately 8:10 p.m.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

4. Re-appoint Juanita Hill and Nancy Lamberty to the Library Board for 4-Years

PUBLIC HEARINGS

1. PUBLIC HEARING - 7:00 P.M. - Discontinuance of Economic Development Revolving Loan Fund Program (ED-RLF)

A. Consideration of a Resolution to Discontinue the Community Development Block Grant - Economic Development Revolving Loan Fund (CDBG-EDRLF)

RESOLUTION NO. 2022-17

WHEREAS, Public Notice was published for Public Hearing before the City Council in consideration of ceasing and discontinuing further economic development activities through the Community Development Block Grant - Economic Development Revolving Loan Fund (RLF) under the previously approved economic development plan of the City of Seward, NE, and

WHEREAS, Public Hearing was heard on this evening at 7:00 p.m. or shortly thereafter in which all interested persons were able to attend in be heard regarding the proposed action as published in the Public Notice.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT:

1. Upon consideration of the proposed request and after opportunity from the Public to come before the City Council and be heard at Public Meeting, the Community Development Block Grant - Economic Development Revolving Loan Fund (CDBG -EDRLF) under the approved Economic Development plan for the City of Seward, NE is ceased and discontinued.

Passed and adopted on the 3rd day of May, 2022 by the City Council of Seward, Nebraska.

THE CITY OF SEWARD, NEBRASKA

ATTEST:

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

ADMINISTRATIVE ITEMS

1. Routine Update of the Following Job Descriptions: Building/Zoning & Code Enforcement Director and Library Director - HR Director Bargmann



Job Title: Building/Zoning & Code Enforcement Director

Department: Building/Zoning

FLSA Status: Exempt, Salaried, Full Time

Revised Date: 5/3/2022 (Council Approval)

Accountability

Under the direction of the City Administrator.

Job Summary

Performs administrative and technical work in the implementation of the Building/Zoning & Code Enforcement services of the City, including managing, supervising, organizing, and overseeing the operations of the Department.

Essential Job Functions

Conducts skilled, on-site visual inspections of building and other structures to assure that construction, alteration, maintenance, structural repairs, plumbing, electrical, mechanical and other related work is done in compliance with provisions of applicable codes and ordinances; checks to assure that buildings and structures are constructed in a safe manner in accordance with approved plans and specifications; checks the quality of materials and methods used in construction; reviews plans and specifications and issues appropriate permits; performs on-site visual inspections of existing buildings or structures to determine hazardous conditions, structural failures or need for maintenance/repair in compliance with housing and building codes; serves as Executive Secretary to the City Planning Commission, including writing letters, preparing meetings and agendas as well as maintaining legal records; serves as a member and Secretary for the City Plumbing and Electrical Boards of Examiners and Appeals; maintains Construction and Trade Contractor license and bond files; serves as Secretary for the Zoning Board of Adjustment, including preparing meetings/agendas and maintaining/filing written records for the Board; acts as the City's nuisance inspector and performs on-site visual inspections related to complaints, code violations, nuisance or other zoning violations; maintains records of inspections, complaint investigations, completed reports and written documentation of recommended corrective actions required; implements and enforces zoning and subdivision regulations, and also reviews subdivision plats, zoning and comprehensive plan amendments; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.

Additional Duties and Responsibilities

Assists in review and development of revisions to City Building Codes, Zoning Codes, or other related codes and/or Ordinances.

Knowledge, Abilities and Skills

Considerable knowledge of building, electrical, plumbing, mechanical, zoning and other related codes; ability to quickly assimilate knowledge of applicable existing and updated codes, regulations and ordinances governing building construction, zoning and nuisance regulations; ability to make skilled on-site visual inspections, to read and interpret plans and specifications, and to prepare written reports. High degree of organizational skills to effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget; ability to attend meetings and/or conferences in town or out of town; ability to establish and maintain effective working relationships with City officials, private contractors, developers, employees and the general public. Ability to drive to work sites and operate a motor vehicle. Ability to work in adverse-weather conditions while performing necessary services; ability to climb up onto and down from step stools, stairs and/or ladders and to work in a stooped, kneeled or crouched position for an extended period of time.

Education and Experience

Graduation from high school or equivalent. Considerable experience—at least five (5) years total—in building construction trades as a builder, carpenter, or other tradesman or certification as an inspector by any of the following or equivalent certification organizations:

- International Conference of Building Officials (ICBO)
- Building Officials of America (BOCA)
- Southern Building Code Congress (SBCC)
- Council of American Building Officials (CABO)
- International Code Council (ICC)

or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities

deemed to be sufficient for the position. Shall become certified as an ICC Combination Residential Inspector within (1) one-year from date of hire.

Special Requirements

Possession of a valid driver's license.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

DRAFT

JOB TITLE: BUILDING/ZONING & CODE ENFORCEMENT DIRECTOR (Salary: Exempt)

ACCOUNTABILITY: Under the direction of the ~~Public-
Facilities/Capital Improvements & GIS Director~~ City Administrator.

JOB SUMMARY: ~~Preforms skilled on-site inspections of building-
construction and repair work to assure compliance with building, plumbing,
electrical, mechanical and other related codes; acts as the City's nuisance
inspector and investigates other complaints or code violations; assists in
the implementation and enforcement of zoning and subdivision regulations,
and review of subdivision plats, zoning and comprehensive plan amendments.
Acts as Executive Secretary to the Planning Commission.
Performs administrative work in the implementation of the
Building/Zoning & Code Enforcement services of the City, including
managing, supervising, organizing and overseeing the operations of
the Department.~~

DUTIES AND RESPONSIBILITIES: Conducts skilled, on-site visual inspections of building and other structures to assure that construction, alteration, maintenance, structural repairs, plumbing, electrical, mechanical and other related work is done in compliance with provisions of applicable codes and ordinances; checks to assure that buildings and structures are constructed in a safe manner in accordance with approved plans and specifications; checks the quality of materials and methods used in construction; ~~assists in the reviews of plans and specifications and issues appropriate permits.~~ ~~Makes permits;~~ ~~Makes Performs~~ on-site visual inspections of existing buildings or structures to determine hazardous conditions, structural failures or need for maintenance/repair in compliance with housing and building codes. ~~S;~~ erves as Executive Secretary to the City Planning Commission, including writing letters, preparing meetings and agendas, ~~as well as~~ maintaining legal records ~~of the Planning Commission and related duties;~~ Serves ~~as a~~ Member and ~~secretary~~ Secretary for the City Plumbing and Electrical Boards of Examiners and Appeals; maintains City Construction and Trade Contractor license and bond files; serves as ~~secretary~~ Secretary for the Zoning Board of Adjustment, including ~~and prepares~~ preparing meetings and agendas, maintaining and filing files all written records for the ~~same~~ Board; ~~Makes~~ acts as the City's nuisance inspector and performs on-site inspections related to complaints, code violations, nuisance or other zoning violations. ~~M;~~ maintains records of inspections, complaint investigations, completed reports and written documentation of recommended corrective actions required; ~~assists in review and development of revisions to City Building Codes, Zoning Codes, or other related codes and/or Ordinances;~~ implements and enforces zoning and subdivision regulations, and also reviews subdivision plats, zoning and comprehensive plan amendments; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.

Additional Duties and Responsibilities

Assists in review and development of revisions to City Building Codes, Zoning Codes, or other related codes and/or Ordinances.

SKILLS/ABILITIES: Considerable knowledge of building, electrical, plumbing, mechanical, zoning and other related codes. Ability to quickly assimilate knowledge of applicable existing and updated of the codes, regulations and ordinances governing building construction, zoning and nuisance regulations. Ability to make skilled, on-site visual inspections, ~~to climb ladders and stairs,~~ to read and interpret plans and specifications, to communicate with the public and to prepare written reports. ~~high degree of organizational skills to~~ effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget; ability to attend meetings and/or conferences in town or out of town; ~~Knowledge of purchasing principles or ability to acquire such knowledge.~~ Ability to establish and maintain effective working relationships with City officials, private contractors, developers, public employees and government

~~officialsthe general public;~~ ~~Ability-ability~~ to drive to work sites and operate a motor vehicle.

EXPERIENCE AND TRAINING: Graduation from High School ~~Diploma, GED~~ or equivalent. ~~and Considerable Experience-at least five (5) years total--~~ ~~3 years of experience~~ in building construction trades as a builder, carpenter, or other tradesman or certification as an inspector by any of the following:

- a. International Conference of Building Officials (ICBO)
- b. Building Officials of America (BOCA)
- c. Southern Building Code Congress (SBCC)
- d. Council of American Building Officials (CABO)
- d-e. International Code Council (ICC)

~~or~~ Or equivalent certification organizations. Shall become certified as an ICC Combination Residential Inspector within (1) one-year from date of hire. or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

REQUIREMENTS: Possession of a valid ~~State of Nebraska Drivers~~ Driver's License ~~or ability or the ability to obtain one within 30 days of employment.~~

Updated 9/20054/2022



Job Title: Library Director
Department: Library
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 5/3/2022 (Council Approval)

Accountability

Under the direction of the City Administrator.

Job Summary

Subject to policy determination of the Library Board and interpretation by the City Administrator, plans, directs, manages, supervises, organizes and oversees the activities and operations of the Seward Memorial Library.

Essential Job Functions

Administrative: Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors staffing, service and resource allocation; identifies opportunities for improvement; plans, directs, and coordinates the department's long-range plan, goals and objectives; represents Seward Memorial Library at regional and state functions and at community meetings; represents City Administrator at Library Board meetings; prepares monthly and annual reports for the Library Board, City Council, and Nebraska Library Commission; reviews and enforces policies of Library Board and City and recommends changes; maintains statistical records for circulation, attendance, collection development, etc.; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; creates monthly budget reports; publicizes library activities, presents programs for community groups; requests grant funding for special projects (from Seward Foundation, Nebraska Library Commission, and others); handles patron complaints; acts as liaison to Friends of Seward Library and as an ex-officio member of the Seward Library Foundation.

Collection Development: Evaluates reviews of new materials (catalog reviews, professional journals, etc.); selects titles and orders them online; weeds collection.

Technical/Computing Services: Creates and implements technology plan; administers e-rate funding program, when applicable; maintains basic computer operations, plans for new technology needs; troubleshoots computer problems; works with IT support; installs new computer programs.

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); collects fines.

Public Services: Offers reader's advisory services; offers patron assistance in-house, electronically and over the phone; assists public with computers; oversees library security measures and patron conduct; offers reference and genealogy assistance using print and electronic resources; participates in special projects; schedules meeting room use.

Personnel/Training: Interviews, selects, trains, motivates, mentors, coaches, and evaluates department personnel; works with staff in creating performance targets; creates staff work schedules and reviews payroll software entries/requests; recommends personnel discipline as needed; plans staff meetings and in-house training sessions, provides orientation for new employees; attends workshops and classes to achieve and maintain state certification; advances library techniques through professional reading and educational activities.

Additional Duties and Responsibilities

Classifies and catalogs collection titles as needed; may assist in contacting patrons for holds, overdue notices and other messages as needed; creates and implements programs for children, young adults, adults in coordination with or in absence of Library Assistant I; leads book groups; may perform other duties of Library Clerk, Library Assistant I/II and Assistant Library Director in coordination with or in absence of.

Knowledge, Abilities and Skills

Knowledge of the principles, practices and techniques of standard library practices and reference tools; high degree of organizational skills to effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget; ability to lift up to 40 lbs.; ability to climb up onto and down from step stools and/or ladders and to work in a stooped, kneeled or crouched

position for an extended period of time; ability to use phone and computers, microfilm reader, cash register, calculator, and other related machines in order to complete necessary tasks; ability to work weekend and/or evening hours regularly; ability to substitute for others when possible; ability to attend meetings and/or conferences in town or out of town; ability to schedule activities and meetings; ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public; ability to plan, schedule, instruct and supervise work of employees; ability to learn, to follow directions, to achieve objectives independently and creatively; ability to keyboard accurately at 50 wpm;

Education and Experience

Bachelor's degree in Library Science or a related field of study from an accredited four-year college or university. Two (2) years of library work at an Assistant Director level or equivalent; three (3) to four (4) years of experience with various computer programs and functions are preferred; or any equivalent combination of experience and training deemed to be sufficient for the position.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

DRAFT

JOB TITLE: LIBRARY DIRECTOR (Salaried-Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator ~~and in accordance with City Code.~~

JOB SUMMARY: Subject to policy determination of Library Board and interpretation by the City Administrator, plans, directs, manages, supervises, organizes, directs and ~~controls-oversees~~ the activities and operations of the Seward Memorial Library. ~~Supervises professional and clerical staff.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative: Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors staffing, service and resource allocation; identifies opportunities for improvement; plans, directs, and coordinates the department's long-range plan, goals and objectives; represents Seward Memorial Library at regional and state functions and at community meetings; ~~guides-development and implementation of long range plan, goals and objectives;~~ represents City Administrator at Library Board meetings; prepares monthly and annual reports for the Library Board ~~and,~~ City Council, and Nebraska Library Commission; reviews and enforces policies of Library Board and City ~~and;~~ recommends changes; maintains statistical records for circulation, attendance, collection development, etc.; manages and participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; prepares budget request and manages budget, creates monthly budget reports; publicizes library activities, presents programs for community groups; ~~creates and implements technology plan, administers e-rate funding program;~~ requests grant funding for special projects (from Seward Foundation; Nebraska Library Commission, and others); handles patron complaints; acts as liaison to Friends of Seward Library and as an ex-officio member of the Seward Library Foundation.

Collection Development: Evaluates reviews of new materials (catalog reviews, professional journals, etc.); selects titles ~~to be ordered and~~ orders them online; weeds collection.

Technical/Computing Services: Creates and implements technology plan; administers e-rate funding program, when applicable; maintains basic computer operations, plans for new technology needs; troubleshoots computer problems; works with ~~technical-IT support people;~~ installs new computer programs; ~~receives and responds to e-mail from patrons and staff members.~~

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); collects fines.

Public Services: Offers reader's advisory services; offers patron assistance in-house, electronically and over the phone; assists public with computers; oversees library security measures and patron conduct; offers reference and genealogy assistance using print and electronic resources; participates in special projects, ~~;~~ schedules meeting room

use.

Personnel/Training: Interviews, selects, trains, motivates, mentors, coaches, and evaluates department personnel; Supervises all staff; creates personal targets for performance evaluation as per City policy, works with staff in creating performance targets; attends City staff meetings and training sessions as required; creates staff work schedules and reviews payroll software entries/requests; recommends personnel discipline as needed; reviews staff time sheets, tracks leave-hours, etc.; recommends personnel changes and additions, reviews job description for accuracy; plans staff meetings and in-house training sessions, provides orientation for new employees; attends workshops and classes to achieve and maintain state certification; advances library techniques through professional reading and educational activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Collection Development: Classifies and catalogs titles~~if necessary as needed.~~

Public Services: ~~calls may assisting in contacting~~ patrons for holds, overdue notices, and other messages as needed; creates and implements programs for children, young adults ~~and,~~ adults in coordination with or in the absence of Library Assistant I; leads book groups.

Miscellaneous: may perform duties of Library Clerk~~and,~~ Library Assistant I ~~and~~/II and Assistant Library Director ~~not listed here in coordination with or in the absence of; other duties as assigned.~~

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 lbs.; ability to climb up onto and down from step stools and/or ladders and to work in a stooped, kneeled or crouched position for an extended period of time; ability to use step stools, to stoop or kneel; ability to use phone and computers, microfilm reader, cash register, calculator, and other related machines in order to complete necessary tasks. ~~ability to use phone and computers, microfilm reader, cash register, calculator, etc~~

Skills: ability to schedule activities and meetings; ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public; ability to plan, schedule, instruct and supervise work of employees; ability to work well with public; ability to supervise and lead other staff members when necessary; ability to learn, to follow directions, to achieve objectives independently and creatively; ~~to work with or without supervision;~~ ability to keyboard accurately at 50 wpm; ability to understand, implement, and advise others regarding existing or potentially new computer programs and software. three to four years of experience with various computer programs and functions

Knowledge: Knowledge of the principles, practices and techniques of standard library practices and reference tools; high degree of organizational skills to effectively administer all department activities and personnel; knowledge of City purchasing procedures and policies; ability to forecast, develop and manage an annual departmental budget. ~~thorough familiarity with standard library~~

~~practices, and organization reference tools~~

Availability: ability to work weekend and/or evening hours regularly;
ability to substitute for others when possible

EXPERIENCE AND TRAINING: ~~Graduation from College with Bachelor's degree in library science or a related field AND two years library work experience at Assistant Director level or any equivalent combination of training and experience.~~ Bachelor's degree in Library Science or a related field of study from an accredited four-year college or university. Two (2) years of library work at an Assistant Director level or equivalent; three (3) to four (4) years of experience with various computer programs and functions are preferred; or any equivalent combination of experience and training deemed to be sufficient for the position.

(Updated September 2009)

2. Approval of the Recommendation from Consulting Engineer, Miller & Associates, P.C., for the Seward Wells SW3, S4 and Piping Project and Authorization to Enter into Negotiations with Sargent Drilling - City Engineer Oneby

April 19, 2022
Kearney, Nebraska



1111 Central Ave. Kearney, NE 68847-6833

Tel: 308-234-6456

Fax: 308-234-1146

www.miller-engineers.com

Michael Oneby, P.E.
City of Seward
142 North 7th Street
Seward, NE 68434
Michael.oneby@cityofsewardne.gov

Re: Wells SW3, S4 and Piping
Project No. 453-C1-001

Dear Mike,

On April 19th at 10 AM, one bid was received, publicly opened, and read aloud at City Hall. Attached is a bid tabulation sheet. The bid is summarized below:

BIDDER	TOTAL BID
Sargent Drilling	\$988,904.00

The proposal was reviewed, and no errors were noted.

The bids were set up to install one well (SW3) in this fiscal year and one well (S4) in the following fiscal year. Both projects are to be completed by May 31, 2023. Based on the Bid Schedule, Sargent will expend approximately \$445,400 on SW3 and the remaining funds on S4 in next budget year.

Advertisements for Bids were posted in the local newspaper and transmitted to Contractors and suppliers in the area. The attached list of Contractors were plan holders on the project.

We reviewed the costs in the bid and found them to be commensurate with other bids we have been seeing for this type of project. If your budget allows, we would recommend awarding the bid to Sargent Drilling in the amount of \$988,904.00 and authorization given to your authorized representative to execute agreements.

Respectfully submitted,
MILLER & ASSOCIATES
CONSULTING ENGINEERS, P.C.

Chris A. Miller, P.E.

CAM/jh

Enclosures

MILLER & ASSOCIATES
Consulting Engineers, P.C.

BID TABULATION

Date Opened: April 19, 2022 at 10:00 AM (Local Time)				1	
Project Name: Seward Wells SW3, S4 and Piping				SARGENT DRILLING	
Project Location: Seward, Nebraska					
Project Number: 453-C1-001				TOTAL BID	\$988,904.00
Addendums Issued/Acknowledged: Two (2)				Two (2)	
Bid Guarantee (type and amount)				5% Bid Bond	
No.	Description	Quantity	Unit	Unit Price	Total Price
Well Construction					
1	Mobilization	1	L.S.	\$41,827.00	\$41,827.00
2	Construction of Gravel Pack Well, Test Pumping and Water Quality Test, complete in place				
	a. Well SW3	1	L.S.	\$86,610.00	\$86,610.00
	b. Well S4	1	L.S.	\$212,020.00	\$212,020.00
3	Backfill and Grade Drillers Pit with On-site Soils to 90% Standard Density; Replace Topsoil	2	Each	\$1,866.00	\$3,732.00
SUBTOTAL PART A					\$344,189.00
Well Completion					
4	Mobilization	1	L.S.	\$37,144.00	\$37,144.00
5	Furnish & Install Well Pumps, Well Motors, Column Piping, Pitless Unit, Discharge Head, Discharge Piping, water main and connections, Well Pedestal, Yard Piping, Fill Material, Seeding, Drain Line, Site Grading, Concrete Pads and Flat Work, Warning Signs, and all Related Site Work and appurtenances, complete in place				
	a. Well SW3, Site and Well House foundation and floor	1	L.S.	\$243,660.00	\$243,660.00
	b. Well S4, Site and Pitless Unit	1	L.S.	\$212,250.00	\$212,250.00
6	Furnish & Install Fencing, Gates, and appurtenances as indicated on the Drawings and Specifications, complete in place				
	a. Well SW3	4	L.S.		
	b. Well S4	4	L.S.		
7	Abandon Wells in accordance with NDHHS Title 178 Chapter 12 Regulations and Detailed Specifications and complete necessary abandonment forms				
	a. Unknown/unregistered 4" Test Well South of SW3	1	Each	\$720.00	\$720.00
	b. 6" Test Well 2021-1 South of SW3	1	L.S.	\$960.00	\$960.00
	c. South Irrigation Well (G-058654) 135 feet deep owned by the City of Seward	1	L.S.	\$4,117.00	\$4,117.00
	d. 6" Test Well 2020-2 (G-191110) adjacent to S4	1	L.S.	\$3,880.00	\$3,880.00
8	Furnish & Install all Electrical Conductors, Conduits, Enclosures, Coordination with other bid packages and Owner, etc. for Power Supply				
	a. Well S4	1	L.S.	\$77,918.00	\$77,918.00
	b. Well SW3	1	L.S.	\$64,066.00	\$64,066.00
SUBTOTAL PART B					\$644,715.00
TOTAL CONSTRUCTION COST FOR A & B					\$988,904.00

No.	Description	Unit	Unit Price	
A.	Add or deduct per lineal foot of Drilling Water Well depth including gravel pack, excluding casing screen and column pipe for increase or decrease in specified well depth.	V.F.	\$135.00	
B.	Add or deduct per lineal foot of well casing depth for increase or decrease in specified casing length.	L.F.	\$138.00	
C.	Add or deduct per lineal foot of stainless steel well screen for increase or decrease in specified screen length.	L.F.	\$442.00	
D.	Add or deduct per hour of test pumping for increase or decrease in specified time.	\$/Hour	\$235.00	
E.	Deduct per hour of well development for a decrease in specified time.	\$/Hour	\$430.00	
F.	Add or deduct per 10 foot increments or less of pump column and shaft for increase or decrease in specified pump setting depth.	\$/10 L.F.	\$98.00	
G.	Add or deduct per 10 foot increments or less for submersible column piping for increase or decrease in specified pump setting depth.	\$/10 L.F.	\$116.00	

PLAN HOLDERS LIST

SEWARD WELLS SW3, S4 AND PIPING

Seward, Nebraska

M&A Project No. 463-C1-001-21

Bid Date/Time: April 19, 2022, 10:00 AM Local Time

Mellen CBIA
3404 S 11th Street
Council Bluffs, IA 51501
Eric Deters
edeters@melleninc.com
712-322-9333

Rieschick Drilling Company
70656 649th Avenue
Falls City, NE 68355
Roy Rieschick
rdcwells@sentco.net

Sargent Drilling
846 S 13th Street
Geneva, NE 68361
Doug Yantzie
waterwells@sargentdrilling.com
402-759-3902

Downey Drilling
Adam Messenger
P.O. Box 278
Lexington, NE 68850
amessenger@downeydrilling.com

3. Consideration of a Resolution Removing Parking on the East Side of Karol Kay Boulevard, Beginning at 1950 Karol Kay Boulevard Address to Overflow Baseball Field Parking Lot - City Administrator Butcher

RESOLUTION NO. 2022-18

WHEREAS, Section 382-4.4 of the City Municipal Code of the City of Seward, Nebraska provides that the City may, by Resolution, prohibit or fix the time for parking or stopping of vehicles on any street or streets as may be designated in such resolution, and

WHEREAS, it is deemed necessary to prohibit or fix the time for parking and stopping of vehicles on portions of streets as hereinafter designated in the City of Seward, Nebraska.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT:

1. No vehicles shall be parked or permitted to stand or stop, whether attended or unattended at any time during the day or night on the following describe areas or portions of streets, to-wit:

- a. The east side of Karol Kay Boulevard, beginning at the fire hydrant located at or near the address of 1950 Karol Kay Boulevard, thence northerly a distance of approximately seventy feet (70') to the entrance of the overflow baseball field parking lot.

2. All previous resolutions in conflict with this resolution as they relate of the above described area or portion of street are hereby revoked.

3. Appropriate signs or markings shall be placed limiting and prohibiting parking at appropriate locations in accordance with this resolution.

Dated: 3rd day of May, 2022

THE CITY OF SEWARD, NEBRASKA

ATTEST:

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

CITY ADMINISTRATOR'S REPORT

CITY ADMINISTRATORS REPORT – 5/3/22

- Monitoring a number of street projects Waverly Road (seeding and painting), design work on East Seward, East Hillcrest, Plum Creek Bridge on Hillcrest.
- Working on finalizing grants for Petsource/Rail Campus – EOP.
- Assisting City Attorney with a number of real estate items and related matters.
- Briefed with Wellness Center Committee on a number of legislative items related to grant funding. Reviewed budget for Wellness Center with various entities. Presented at the League of Women Voters/SCCDP forum. Met with DED Director Goins and Sen. Mark Kolterman on legislative updates to grant programs.
- Attended the full NDOT Open House at Civic Center on 4/28/22 for the Highway 15 project.
- Held LB 840/DTR Committee meeting on 4/27/22 to review DTR Applications.
- Held CDBG Reuse Loan Fund meeting on Bottle Rocket Brewing Loan.
- Reviewed a number of floodplain permits.
- Worked with City Engineer on truck route options, signage, and location.
- On site review of sidewalk project on north side of Courthouse Square.
- Reviewed a cemetery monument placement dispute and advised parties involved.
- Assisted City Clerk/HR Director with deduction authorization requirements for City staff.
- Met with County Commissioners on draft interlocal agreement for East Seward Street improvements, approval of \$250,000 in funding for the project.
- Met with City Clerk to work on updates to Employee Handbook.
- Worked on ROW fee items related to ALLO implementation.
- Filed ARPA funds annual report.
- Met with Mitch Hyde (Bluestem Energy) regarding wind turbine Renewable Energy Credits (RECs).
- Prepared item for the annual arbor day celebration.

The departments are working on the following projects to name a few:

Police Department

- Fraud/Scam presentation Tuesday at Senior Center.
- NDOT Hwy 15 project meeting at Civic Center.
- E-911 Board meeting on Thursday at the Municipal Building.
- Background investigations on three PO-I candidates.
- Officer Philips begins Academy training on Sunday.

City Clerk/Human Resources/City Hall

- Completing ARPA Report that is due April 30th; webinar on April 25th regarding report submission.
- Working with Department Heads on getting some details modernized for updated job descriptions.
- Awaiting next steps from Chief Peters on Police Officer Vacancy.
- Bringing draft of Sec 2-3 to Dept. Head (5-3-22) next week to receive feedback on changes to the Employee Personnel Handbook.
- Working with Department Heads on updating job descriptions.

Water/Wastewater Department

- Pool water return line break repairs (waiting for parts).
- Order 300 gallon sodium hypochlorite tank and install/order chemical.
- Follow up on Electrical repair for new pump installed at pool.
- Nitrate sampling at well SW1 and SW2 (split sample and send off.)
- Go over Sargent Drilling bid and schedule.
- Total spring cleanup on everything at RO plant.

Parks and Rec/Cemetery/Golf/Pool

- Finishing up interviews for summer help this week.
- Baseball Tournament Friday through Sunday on all 6 fields.
- Spraying for weeds when wind isn't blowing.
- Picking up branches and trimming up trees from high winds over the weekend.

Civic Center

- Wednesday Quiz Bowl.
- NDOT Thursday from 3-8pm.
- Concordia vocal jazz performance Friday from 7-9pm.
- Regular cleaning, changing light bulbs etc. Rumery will be starting a landscaping project this week, pulling out dead bushes, trimming, replacing mulch and dead plants. Sprinklers were serviced and some areas were not working properly and will be fixed this week.

Electric Department

- Splice 3 phase on E. Seward and finish connections, due to fire damage.
- Replace 3 phase primary cabinet on 1st and Pinewood.
- Work on Tenneco Project.
- Replace entrance lights at Senior Center.
- Replace lights on Pickle Ball Court.

Street Department

- Start 2nd phase of downtown Seward Street project.
- Grade gravel roads.
- Spring sweeping.
- Stumping.

Library

- PLTS Zoom Spring meeting.
- Candidates Night Monday and Tuesday.
- Summer hours begin May 1, so the Library will not be open Sunday.
- Planning May the 4th Star Wars party.
- Promotion of all Seward Reads Title
- Looking for Arthur Clarke Diversity Lecture Series speaker for fall.

Building Inspection/Planning Department

- PetSource submitted electronic building plans for review and will start breaking ground in June. They would like the staging areas fenced and usable by mid-May.
- Hampton Construction will be submitting plans Tuesday for an interior remodel of David Hall in Concordia.
- Working with Scott Dinslage on what he needs to do to update the ULDO for Pet Services to allow outdoor play areas for May PC.
- Property maintenance violation follow-ups.
- Inspections and plan reviews.

Engineering

- Set stakes to define excavation for drainage at Seward Rail Campus.
- Complete SRF funding application, review and comment on 90% plans, for the Water Tower.
- Locate and forward survey information to SHE for the WWTP Upgrade.
- Review and comment on updated plan set and detention basin outlet structure design for East Seward Street.
- Stormwater management for ULDO updates.

Finance Dept.

- Utility franchise fees.

- Provide examples for employee handbook revisions.
- Prep for month-end.
- Semi-annual treasurer's report.

**FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE
ACTION
ANNOUNCEMENT OF UPCOMING EVENTS
MOTION TO ADJOURN**

I, Derek Bargmann, the duly appointed qualified and acting City Clerk of the City of Seward, Nebraska, hereby certify that the foregoing Notice of Meeting and Agenda for such meeting has been posted in the following places: Seward City Hall, Seward Municipal Building, Seward County Courthouse, Seward Memorial Library and CityofSewardNE.gov

IN WITNESS WHEREOF, I have hereunto set my hand officially and affixed the seal of the City.

Derek Bargmann, City Clerk

Date