



CITY OF SEWARD
City Council
Regular Meeting
Agenda

Tuesday, July 5, 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, July 5, 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

7-5-22

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.

ADE	BU	75.00
AKRS Equipment Inc	RE	408.96
All Road Barricades Inc	SU	1,850.93
Altec Industries Inc	TO	546.31
Amazon.Com Credit Service	SU	878.49
Aqua-Chem Inc	MA	5,683.00
Austin Terrence (Tj)	SE	320.00
Axon	EQ	255.88
Baker & Taylor	SU	2,253.77
Barco Municipal Products	GU	2,100.58
Bizco Technologies	FA	1,379.15
Black Hills Energy	UT	576.84
Bluestem Network Llc	SE	100.00
Bobcat Of Omaha	FA	2,500.00
Border States Industries	IV	10,989.33
Callaway Golf	MH	234.54
Campbell Cleaning	SE	1,055.00
Capital Business-Dallas	MA	371.00
Carroll Construction Supp	SU	195.00
Cash-Wa Distributing Co	ML	1,046.11
Cerny Dan	OP	90.00
Chase Card Service		19,778.73
ABM Omaha Airport	TG	80.00
Amazon	SU	956.28
American Flags Express	SU	568.85
American Floor Mats	SU	415.10
American Red Cross	TG	876.00
Ariat International	UN	149.69
Best Buy	SU	549.99
Constant Contact	MS	20.00
Crown Awards Inc.	SU	1,071.56
Denny's Inc	TG	86.34
Dragon Palace	ML	123.92
Fimco Schaben Agspray	SU	363.76
The Fort	UN	1,229.51
Greenkeeper	MS	600.00
Gus's Fried Chicken	TG	14.27
Home Depot	SU	1,218.85
La Quinta Inn	TG	751.84

The Lifeguard Store Inc	SU	143.52	
McDonald's	TG	6.94	
Menards	SU	190.79	
Microsoft	MS	158.90	
Office Depot	SU	171.59	
OMG National	SU	342.59	
Paypal	SU	42.72	
PGA of America	MS	587.00	
The RK Culinary Group LLC	TG	14.50	
Runza	ML	245.61	
Sam's Club	SU	6,143.21	
Sparetime Lounge	ML	111.45	
Taxi VIP Service	TG	75.25	
Trashcansunlimited	SU	516.46	
USPS	PO	55.15	
Valentino's	ML	92.57	
Walmart	SU	1,139.57	
Wrangler	UN	152.37	
Zoom	MS	512.58	
City Seward Electric Fund	UT		54,834.51
City Seward Library Petty	PO		143.68
City Seward Payroll Accou	SA		203,195.14
Commonwealth Electric Co	RE		287.00
Consolidated Management	TG		80.38
Control Services Inc	BU		427.50
Craftsman Window Covering	BU		150.00
Davis Dean	SE		140.00
Eakes Office Solutions	SU		68.83
Ecolab	BU		16.11
Electric Pump	RE		852.00
Envision Electric LLC	RE		255.00
Faller Landscape	SU		1,631.70
Fast Mart	GS		120.08
Fastenal Company	SU		1,268.70
Foreup Golf Software Inc	IT		455.00
Gardiner Cale	SE		360.00
Geidel Jeremy	SE		280.00
General Fire & Safety Equ	SE		127.00
Gerhold Concrete Co Inc	CI		9,194.69
Grady Brecken	SE		480.00
Gunn Lucian	SE		520.00
H&S Plumb Heat & Air Inc	BU		266.00
Hach Company	MA		279.75
Hansen Dan	OP		90.00
Hireright LLC	SE		264.95
Hobson Automotive & Tire	RE		449.61
Hoffschneider Law PC LLO	SE		4,750.00
Husker Electric Supply Co	SU		506.02
Hydraulic Equipment	RE		286.65
Janicek Gary M	OP		90.00

JEO Consulting Group	CI	60,305.00
K & Z Distributing	SU	480.45
Kocian Tyler	OP	90.00
Koranda Construction	GU	10,531.13
Last Mile Network Consult	IT	75.30
Law Enforcement Seminars	TG	395.00
League Ne Municipalities	TG	499.00
League Ne Mun-Utilities	TG	3,900.00
Lee'S Refrigeration	RE	563.81
Lintt Mark	OP	90.00
Meier Mindy	TG	125.14
Mellen & Associates Inc	RE	407.04
Memorial Health-Drug	SE	290.00
Menards North	SU	33.68
Meyer Trucking/Repair	RE	1,634.10
Mid-American Benefits Inc	BE	2,058.19
Midwest Auto Parts	RE	16.45
Midwest Turf & Irrigation	RE	760.25
Miers Robert M	OP	90.00
Monkey Wrench Cycles	SE	350.00
Moody John	MC	30.00
Municipal Supply Omaha	IV	218.25
Nebraska Equipment Inc	RE	285.07
Nebraska Golf & Turf	RE	473.99
Nebraska Golf Association	MS	391.00
Nebraska Health Environme	MA	90.00
Nebraska Law Enforcement	TG	250.00
Nebraska Pub Pow-Desmoine	UT	419,369.67
Niemann's Port-A-Pot LLC	SE	350.00
Norris Public Power Distr	UT	1,084.59
Oborny Tanner	OP	90.00
O'Kief John F	OP	90.00
Olsson	SE	1,782.15
Oneby Michael	OP	248.45
Orscheln Farm & Home	SU	1,219.78
Policky Brandon A	OP	90.00
Pollak Douglas W	OP	90.00
Quality Brands Of Lincoln	SU	864.00
Quill Corp	MS	69.99
Rathjen Shad	OP	90.00
Richtig Tim L	OP	90.00
Rose Equipment Inc	RE	2,183.74
Sack Lumber Company	BU	39.16
Schemmer Architects Engin	CI	20,294.41
Schlegel	MC	40.00
Seward County Chamber & D	EX	4,043.21
Seward County Clerk/Reg D	MC	1,822.52
Seward Lumber & Home Cent	BU	29.50
Short Elliott Hendrickson	CI	15,020.40
Skyline Tower Painting	FA	2,610.00

Sports Express	SE		230.00
St P J Supply Inc	SU		85.98
State Distributing Co	SU		256.20
Stutzman Seth	SE		360.00
Suhr & Lichty Insurance A	MS		594.00
Time Warner Cable	SE		793.52
U S Cellular	SE		266.59
U S Postal Service	MS		160.00
ULINE	SU		37.50
Verizon Wireless	SE		402.94
Visa - Pinnacle Bank			350.59
Dollar General	SU	12.00	
GoDaddy	MS	34.17	
Harlequin	SU	28.89	
Menards	SU	61.42	
Sam's Club	SU	53.56	
Walmart	SU	144.52	
Zoom	MS	16.03	
Watson Wendell B	OP		90.00
Wesco Distribution Inc	SU		111.01
White Cap	SU		23.79
Wolf Nicholas	RI		519.58
Zimco Supply Co	GU		362.62
	CLAIMS TOTAL		895,247.66

2. Annual Publication of Salaries in Accordance with Section 19-1102 of the Nebraska State Statute

SALARY CERTIFICATION LIST (UPDATED JULY, 2022)

Publication of Salaries: Nebraska Rev. Statutes § 19-1102

CLASS TITLE	NO. OF EMPLOYEES	PAY RANGE
Utility Billing/Customer Services Rep	1	\$19.12/hr
Payroll Clerk	1	\$19.98/hr
Administrative Asst	1	\$21.45/hr
Mun. Bldg. Admin. Asst.	1	\$20.54/hr
Aging Serv. Commission Asst.	1	\$22.02/hr
Library Assistant II/Social Media/IT	2	\$17.01-22.38/hr
PT Library Assistant I/Children Outreach	2	\$13.78-15.18/hr
PT Library Assistant I/Community Outreach	1	\$13.55/hr
PT Library Clerk I	8	\$10.51-11.81/hr
PT Civic Center Assistant	4	\$10.31-10.53/hr
Custodian	2	\$13.36-14.18/hr
Electric Line Crew Chief	1	\$40.98/hr
Electric Journeyman Lineman	2	\$38.67-38.79/hr
Electric Lineman	3	\$27.83-28.69/hr
Seasonal Electric Groundman	1	\$19.68/hr
Utilities Locator	1	\$25.32/hr
PT Meter Maintenance Utility Worker	1	\$23.92/hr
Public Properties Maintenance Worker	5	\$19.45-22.15/hr
Seasonal Summer Laborer	9	\$13.42-13.95/hr
Seasonal Golf Shop Employee	5	\$10.34-11.17/hr
Asst. Pub. Prop. Director	1	\$26.97/hr
Street Maint. Worker III	1	\$24.01/hr
Street Maint. Worker II	3	\$19.63-21.16/hr
Street Maint. Worker I	0	NA
Street Division Foreman	1	\$26.19/hr
PT Recycling Worker	1	\$12.85/hr
PT Burn Site Assistant	1	\$11.70/hr
Facility Maint. Supervisor	1	\$29.92/hr
Wastewater Treatment/Water Plant Operator	1	\$24.00/hr
Senior Utility Maint. Worker II	1	\$30.01/hr
Utility Maint. Worker II	0	NA
Utility Maint. Worker I	3	\$22.07-23.62/hr
Water/Wastewater Seasonal Laborer	1	\$13.42/hr
Seasonal Pool Manager	2	\$14.32/hr
Seasonal Pool Asst. Manager	4	\$11.64-12.90/hr
Seasonal Pool Lifeguard	33	\$10.31-10.88/hr
Seasonal Pool Office Worker	11	\$10.31-11.17/hr
Seasonal Pool Swim Prog Coordinator	2	\$11.89-12.90/hr
Seasonal Pool Water Safety Instructor	2	\$11.45/hr
Seasonal Pool Water Safety Instruct. Aide	3	\$6.87/hr
Police Sergeant	2	\$31.20-33.46/jhr
Police Officer II	4	\$24.32-29.82/hr
Police Officer I	3	\$23.30-26.97/hr
Admin. Secretary/Records Clerk	1	\$23.31/hr
Community Service Officer	1	\$18.50/hr
City Administrator	1	\$10,517/mo
Chief of Police	1	\$7,645/mo
City Engineer	1	\$8,380/mo
Police Captain	1	\$6,271/mo
Electric Superintendent	1	\$7,658/mo
Public Properties Director	1	\$6,543/mo
City Clerk/Human Resources Director	1	\$5,543/mo
Water/Wastewater Director	1	\$7,571/mo
Street Superintendent	1	\$4,610/mo
Finance Director/Treasurer	1	\$7,441/mo
Library Director	1	\$5,853/mo
Deputy Treasurer	1	\$4,604/mo
Golf Course Grounds Supt.	1	\$5,222/mo
Bldg./Zoning/Code Enforcement Director	1	\$5,260/mo
Asst. Recreation Director	1	\$4,399/mo
Golf Shop Manager	1	\$3,836/mo
Asst. Library Director	1	\$3,393/mo
Civic Center Manager	1	\$3,349/mo
Mayor	1	\$5,000/yr
Councilmember	8	\$2,400/yr

3. Draft Minutes of June 21, 2022 City Council Meeting

June 21, 2022

The Seward City Council met at 7:00 p.m. on Tuesday, June 21, 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, John Singleton, Matt Stryson. Councilmembers Absent: Karl Miller, Jonathon Wilken. Other officials present: City Administrator Greg Butcher, Police Sergeant Allison Sommerfeld, and Assistant Fire Chief Daniel Brumm.

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 Stryson.

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$786,065.04)
4. Police Department Report
5. Draft Minutes of June 7, 2022, Council Meeting
6. Confirmation of Mayor Appointments:
 - a. Reappoint Gary Fett to the Housing Authority Board for a Term of 5-years

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

Nay: None. Absent: Miller, Wilken. Motion carried.

PUBLIC HEARINGS

1. **AMENDMENT TO THE CITY OF SEWARD UNIFIED LAND DEVELOPMENT ORDINANCE (ULDO); CHAPTER 410 ZONING AND SUBDIVISION, ARTICLE 3.7 – USE TYPES, W.PET SERVICES AND CHAPTER 410 ATTACHMENT 1**

City Administrator Greg Butcher noted that the Planning Commission took no specific action on this item at their June 13th meeting and would consider any proposed changes again at a future meeting.

Scott Dinslage, requestor of ULDO revision (1869 154th Road, Garland), introduced himself as the owner of the Alps Bark Park (511 Bradford Street). Essentially, Mr. Dinslage is hoping to expand his current business to provide an outdoor exercise area for pets adjacent to the west of his building. He noted that as the ULDO is currently written, a provision of these services would not be allowable. He proposes that the ULDO be revised in a way that removes a blanket ordinance for all businesses, but instead would require a special use permit for an applicant to be considered on a case-by-case basis. Mr. Dinslage also proposes that a special use permit be issued to an owner, rather than an address so that if ownership changes the permit would have to be re-considered by the Council.

Mayor Eickmeier opened the public hearing at 7:16 p.m. With no comment presented, Mayor Eickmeier closed the public hearing at 7:16 p.m.

No action was taken on this item, but Mr. Butcher noted that it could potentially be presented to the Council again pending any Planning Commission action.

2. **CONSIDERATION OF A SPECIAL USE PERMIT FOR 317 S 3RD STREET TO ALLOW CONSTRUCTION OF SINGLE-FAMILY HOMES AND RESIDENTIAL LIVING IN THE CENTRAL BUSINESS DISTRICT**

As per the current regulations for the Central Business District (CBD), any new home construction requires a special use permit. Mr. Butcher noted that this was approved at the June 13th Planning Commission meeting with the provision that garages of the unit face 3rd Street.

Mayor Eickmeier opened the public hearing at 7:20 p.m. Jacob Jennings, representing the Seward County Chamber & Development Partnership (SCCDP), spoke in support of issuance of the special use permit as presented. With no other public comment offered, Mayor Eickmeier closed the public hearing at 7:22 p.m.

Councilmember Kolterman moved, seconded by Councilmember Kamprath to approve the special use permit as presented, with the stipulation that garages of the unit face 3rd Street.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

3. **CONSIDERATION OF AN ORDINANCE APPROVING THE FINAL PLAT OF PRAIRIE VIEW SUBDIVISION**

June 21, 2022

City Administrator Butcher noted that this was the final plat for the first phase of the subdivision. Mr. Butcher continued that City annexation of the property would be considered at a future Council meeting.

Mayor Eickmeier opened the public hearing at 7:25 p.m. With no public comment, Mayor Eickmeier closed the public hearing at 7:25 p.m.

Councilmember Beck introduced Ordinance No. 2022-7. Councilmember Kolterman moved, seconded by Councilmember Kamprath to dispense with the statutory rule. Councilmember Kolterman moved, seconded by Councilmember Stryson, that the minutes of the proceedings of the Mayor and Council of the City of Seward, Seward County, Nebraska in the matter of passing and adopting: **Ordinance No. 2022-7, AN ORDINANCE TO APPROVE THE PLAT ENTITLED "PRAIRIE VIEW ADDITION", A PLAT OF LAND LOCATED IN THE SE1/4 OF THE SW1/4 AND A PORTION OF THE SW1/4 OF THE SW1/4 OF SECTION 22, TOWNSHIP 11 NORTH, RANGE 3 EAST OF THE 6TH P.M., SEWARD COUNTY, NEBRASKA,** AS HEREINAFTER SET FORTH; 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, Singleton, Stryson.
Nay: None. Absent: Miller, Wilken. Motion carried.

Councilmember Kamprath moved, seconded by Councilmember Stryson that all ordinances be added to the permanent record.

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

A. CONSIDERATION OF A MAJOR SUBDIVISION APPLICATION FOR PRAIRIE VIEW ADDITION

Councilmember Stryson moved, seconded by Councilmember Kamprath to approve the subdivision application as presented.

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

ADMINISTRATIVE ITEMS

1. CONSIDERATION OF SEWARD COUNTY E911 INTERLOCAL BUDGET FOR FISCAL YEAR 2022-2023

Spencer Conradt, Seward County E911 Director, was present to discuss the budget. Councilmember Kolterman (liaison to E911 Committee) commended Conradt on a job well done and noted that any budget increases proposed were mainly for personnel. Mr. Conradt noted that the budget would be implemented July 1st.

Councilmember Kamprath moved, seconded by Councilmember Stryson to approve the fiscal year Seward County E911 2022-2023 budget as presented.

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

2. CONSIDERATION OF AN AGREEMENT WITH ONE BILLING SOLUTIONS TO PROVIDE BILLING AND COLLECTION SERVICES FOR RESCUE SQUAD AND AMBULANCE SERVICES FOR THE SEWARD VOLUNTEER FIRE DEPARTMENT

Daniel Brumm, Assistant Fire Chief of the Seward Volunteer Fire Department (SVFD), identified the steps that had been taken prior to tonight. He noted that charging for rescue calls had been discussed for decades but was recently considered and approved at the Fire Department meeting. To implement the charging for rescue services, it is proposed that the City contract with One Billing Solutions—they would handle all billing, collections, and any communications with attorneys or other individuals regarding the provision of service. He noted that One Billing would be issued 15% upon payment received and the remaining monies will assist the Department in future capital purchases.

Councilmember Kamprath inquired as to the individuals that would get charged for the services—whether the delineation between emergency or non-emergency was considered before billing. Mr. Brumm responded that any individual requesting a service call—regardless of severity of issue—would be billed for any services delivered by the SVFD during the call and identified to One Billing Solutions. In regards to collections, Mr. Butcher noted that the City would be responsible in dictating the collections process—for example, if the City decided not to pursue collections on delinquent bills, then the City could indicate this to the service provider.

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Councilmembers Beck, Kolterman, and Singleton expressed concern with billing, collections and how this change would be communicated to residents. Based on the questions raised by Councilmembers regarding the collections process, Mr. Butcher suggested that no action be taken until the Fire Department and City Administration receives more clarity to this process.

Councilmember Kolterman moved, seconded by Councilmember Beck to table the approval of an agreement with One Billing Solutions for billing and collection services for rescue squad and ambulance services.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

3. UPDATE ON PROCESS FOR REQUEST FOR PROPOSALS/REQUEST FOR QUALIFICATIONS TO ACQUIRE FINANCIAL AND COMPLIANCE AUDIT SERVICES

Mr. Butcher stated the agreement with current audit service provider AMGL, P.C. has now expired; therefore, the City will need to determine their next step. Due to their exemplary performance over the past five years, Mr. Butcher relayed that Finance Director Nick Wolf recommended service continuation with AMGL, P.C. and has received a proposal. It was noted that the Personnel, Audit and Finance Committee approves of the recommendation to continue audit services with AMGL, P.C. without additional bids.

Councilmember Singleton moved, seconded by Councilmember Beck to accept the proposal from AMGL, P.C., to continue as the City's audit services provider.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

A. COMPILATION ENGAGEMENT LETTER WITH AMGL FOR THE PREPARATION OF THE BUDGET IN THE FORM PRESCRIBED BY THE STATE OF NEBRASKA BUDGET ACT FOR FISCAL YEAR 2022-2023

Mr. Butcher noted this was the standard engagement letter for AMGL to execute the budget for the upcoming fiscal year.

Councilmember Beck moved, seconded by Councilmember Kamprath to approve the budget compilation engagement letter with AMGL for preparation of the budget for fiscal year 2022-2023.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

4. CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH THE SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT (SEND) FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO CDBG #21DTR011

Mr. Butcher identified this as a procedural agreement for construction management services for the Downtown Revitalization grant.

Councilmember Singleton moved, seconded by Councilmember Stryson to approve the construction management agreement with SEND for the CDBG DTR grant #21DTR011.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

5. AWARD COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG DOWNTOWN REVITALIZATION PROGRAM (21DTR011) FORGIVABLE LOANS

A. SHANNON MEYER, 612 SEWARD STREET - \$33,203.25 (75% OF PROJECT)

City Administrator Butcher informed that this project has been approved by the DTR Committee and has completed its Tier 2 review which includes the State Historic Preservation Office (SHPO) review and the environmental review.

Councilmember Beck moved, seconded by Councilmember Stryson, to approve the application for CDBG #21DTR011 subject to available funding.

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

Nay: None. Abstain: Hendrix Absent: Miller, Wilken. Motion carried.

6. AMENDMENTS TO THE EMPLOYEE HANDBOOK DATED NOVEMBER 15, 2016

A. ITEMS 2.1 – 2.9 – UPDATED GENERAL PERSONNEL POLICIES

B. ITEMS 3.1 – 3.20 – UPDATED GENERAL PERSONNEL POLICIES

HR Director Bargmann noted that City Administration is reviewing the employee handbook dated November

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15, 2016 and are presenting revisions to sections 2-3. The Personnel, Audit and Finance Committee approved the draft on June 7th and the Department Heads were offered a chance to provide suggestions prior to Council consideration, to which there were none.

Councilmember Singleton moved, seconded by Councilmember Kamprath to approve the revisions to the employee handbook dated November 15, 2016 as presented.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

7. UPDATE ON THE WELLNESS CENTER

Mr. Butcher happily reported that the project had received a \$5 million grant from the State of Nebraska for shovel-ready projects, thus Administration was reviewing the guidelines. Additionally, the City will be preparing a Request for Qualifications (RFQ) for the final design of the project. Lastly, City Administration has been in communication with the bond counsel about the next steps in starting the process.

CITY ADMINISTRATOR'S REPORT

Councilmember Kamprath moved, seconded by Councilmember Stryson, that City Administrator Butcher's report of June 21, 2022 be accepted.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

ANNOUNCEMENT OF UPCOMING EVENTS

June 23 – Mandela Fellows at Civic Center

STRATEGY SESSION

1. STRATEGY SESSION WITH CITY ATTORNEY TO PROVIDE NEGOTIATION GUIDANCE CONCERNING REAL ESTATE INTERESTS

Councilmember Kolterman moved, seconded by Councilmember Kamprath, that the Council enter a closed session with the Mayor, City Administrator, City Clerk, and City Attorney, for the protection of the public interest and to discuss current real estate interests and to provide the City Attorney with negotiating guidance for a period not to exceed 30 minutes.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

Mayor Eickmeier stated the Council has voted to go into closed session at 8:27 p.m. for the protection of the public interest and to discuss real estate interests and to provide the City Attorney with negotiating guidance.

At 8:32 p.m., the closed session ended, and the following Councilmembers reconvened to regular session: Beck, Hendrix, Kamprath, Kolterman, Singleton, Stryson. Mayor Eickmeier announced that no formal action was taken during the executive session.

MOTION TO ADJOURN

Councilmember Beck moved, seconded by Councilmember Singleton, that the June 21, 2022 City Council Meeting be adjourned.

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

Nay: None. Absent: Miller, Wilken. Motion carried.

Adjourned approximately 8:32 p.m.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

4. Confirmation of Mayor Appointments:
 - A. Appoint Traci Menke as an Alternate to the Planning Commission for a Term of 3-Years
 - B. Re-appoint Stan Obermueller and Curt Sherman to the Citizens Advisory Review Committee (CARC) for a Term of 3-Years
 - C. Re-appoint Timothy Moll to the Community Redevelopment Authority (CRA) for a Term of 5-Years

ADMINISTRATIVE ITEMS

1. Update on the Wellness Center - City Administrator Butcher
2. Update on the 4th of July - City Administrator Butcher

CITY ADMINISTRATOR'S REPORT

CITY ADMINISTRATORS REPORT – 7/5/22

- Monitoring a number of street projects Waverly Road (lane painting), design work on East Seward, East Hillcrest, Plum Creek Bridge on Hillcrest, and drainage near Park Street & Bradford Street.
- Assisting City Attorney with a number of real estate items and related matters.
- Assisted with Civic Center items and issues.
- Met with the Wellness Planning Committee on grant writing and status of two state grants. Received response on Kiewit Foundation Grant Application. Working with Seward Changing the Game attorney to draft agreements between them and the City for project completion and funds transfer.
- Signed off on adjustments to City 457 Retirement Plan to allow for flexibility.
- Reviewed additional DTR items and worked with applicants on needed documents.
- Worked on rail items related to BNSF crossing and County Fairgrounds.
- Worked with staff, insurance provider, and residents on numerous items related to the Hail Storm.
- Preparation items for July 4th Celebration.
- Reviewed a number of TIF items with current TIF project holders, telephone conference with Andrew Willis to setup TIF audit to review files and financials.
- Met with Blue River Electric to review install of new Illuminate Seward lights on City Hall.
- Reviewed One & Six Year Road Plan w/Staff.
- Met with Concordia and their Architects/Engineers on the E. Hillcrest Road project and their long term campus plans.
- Attended WCR groundbreaking with Ironhide Construction.
- Held Board of Adjustments meeting for Glawatz property along with staff and City Attorney.
- Met with SEH on the final draft of the wastewater facilities plan. Wastewater Facilities Plan Public Open House to be held July 6th, Civic Center, 5:30pm.
- Met with the Mandela Fellowship group from Africa along with the Mayor and 4th of July Committee.

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

Police Department

- Bizco MDT demonstration.
- Prep for July 4th activities.
- Background investigation on PO-I applicant.
- Employee NIMS training.
- Officer Philips is attending NLETC. His graduation date is August 12.

City Clerk/Human Resources/City Hall

- Getting the downtown parking letters ready for the 4th of July.
- Continuing to work with EMC on City claims from the June 14 storm cleanup.
- Awaiting results of PD's background check for the Police Officer vacancy. Then will schedule the final interview with the candidate.
- Making changes to Sec 2-3 (incorporated 6/21) and awaiting employee acknowledgements (by 7/22) for the Employee Personnel Handbook.

Water/Wastewater Department

- Root cut main sewer trunk line, spray roots in manhole.
- Wastewater Treatment Plant Clean all Clarifiers.
- Work on SEH engineering information requested/locate Wastewater treatment plumbing.
- Set up water vendors for 4th of July.

Parks and Rec/Cemetery/Golf/Pool

- Tackle football registration is open.

- Getting fields ready for games.
- Mowing and trimming.
- Getting stuff set up for the 4th of July.

Civic Center

- Meetings as usual.

Electric Department

- Repair street lights, check photo eyes.
- Put up banners.
- Change out transformer at 979 N 2nd.
- Put up streamers.
- Switch out Ash St Sub to replace relays.
- Lay out cords for the 4th of July.

Street Department

- 4th of July preparations.
- Paint crosswalks and curbs.
- Sweeping streets.
- Mow right of way.

Library

- Scavenger Hunt around Seward through June, winners announced at concert.
- Photo of new kid's shelf donor with plaque.
- String Beans concert.
- Book sale July 4th, 9am-noon.

Building Inspection/Planning Department

- The Planning Commission meeting in July will discuss the Knox addition major subdivision, Rezone, Annexation (west of Tenneco), Storm Water Ordinance and the Pet Services Ordinance.
- Working on rescheduling the meeting and responses to concerns raised during the Board of Adjustment Meeting.
- Assisting with Four Corners Health on review of raw sewage and sewer repair for Twin Oaks Trailer Park, Lot 8.
- Finishing ROW reviews for areas PON 1 and PON 3 for Allo.
- Cooperating with NE Department of Labor in making sure outside contractors are registered with the state for storm clean up.

Engineering

- Borrow Pit excavation, agreement with Hartmann, Business Park storm sewer plan (to Ironhide), map of Petsource laydown areas (to John Heath) for Seward Rail Campus.
- Update Street CIP for Fiscal Year 2023 Budget.
- Lane marking on Waverly Road (City).
- Contact NDOT regarding funding for Plum Creek Bridge.

Finance Dept.

- Prep for month end.
- Payroll statement reconciliation.
- Caselle demo w/ Kirsten & Emily
- Record TIF tax receipts & distributions

**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