



CITY OF SEWARD
City Council
Regular Meeting
Agenda

Tuesday, November 1, 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, November 1, 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

11-1-22

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.

Aclara Technologies LLC	FA	1,422.00
ADE	SU	7.65
Aqua-Chem Inc	MA	774.00
Blackburn Manufacturing C	SU	399.54
Blackstrap Inc	SU	2,157.50
Blue Cross Blue Shield Ne	BE	63,557.13
Border States Industries	IV	7,426.37
Burhoop Hayden	SE	300.00
Capital Business-Dallas	MA	594.11
Cash-Wa Distributing Co	ML	125.94
Chase Card Service		9,998.34
ABM Omaha Airport	TG	36.00
Amazon	SU	346.71
Bagels & Joe	ML	68.27
The Chicken Coop	ML	62.56
Constant Contact	MS	20.00
Cunningham's	ML	65.12
Dragon Palace	ML	142.02
Emergency Solutions	MS	407.50
Facebook	MC	142.29
Food Hall	ML	3.34
The Garden Grill	ML	24.00
Global Industrial Eq.	BU	2,195.00
Godfather's Pizza	ML	90.93
Good Evans	ML	57.59
Harbor Freight	SU	751.71
Holiday Inn	TG	795.60
Kwik Stop	GS	80.00
Lynn Card Company	SU	72.95
Microsoft	MS	203.04
Miles Mobile Storage	MS	620.00
Office Depot	SU	25.99
Payless4Lighting	SU	50.00
Perkins Restaurant	ML	44.82
Police Officers NE	TG	156.00

Ramada Inn	TG	463.82	
Sam's Club	SU	850.75	
Sparetime Lounge	ML	149.50	
Tractor Supply	SU	493.32	
ULINE	SU	187.97	
USPS	PO	59.92	
Valentino's	ML	235.21	
Walmart	SU	1,080.38	
Zoom	MS	16.03	
Cintas	SE		7.46
City Seward Buildings/Gr	TR		6,000.00
City Seward Library Petty	PO		128.22
City Seward Payroll Accou	SA		179,055.95
Concrete Industries Inc	MA		298.48
Consolidated Water Soluti	SU		1,844.83
Constellation Newenergy	UT		58.87
Cornhusker International	RE		46.50
Cornhusker Press	SU		110.85
Cornhusker Winnelson Co	BU		227.63
Dutton-Lainson Co	FA		56,813.80
E M C Insurance Companies	BE		473.65
Eakes Office Solutions	SU		60.82
Ecolab	SU		978.09
Ed Schulz LLC	SU		1,708.56
Ehlers Electronics	RE		100.00
Foreup Golf Software Inc	IT		455.00
Frerichs Pam	MC		50.00
Gary Gross Truck & Access	RE		4,150.00
Gerhold Concrete Co Inc	CI		1,144.53
Great Plains Communicatio	SE		490.00
Hammond Michael	MI		143.75
Hansen Dan	RI		23.00
Hireright LLC	SE		230.65
Hobson Automotive & Tire	RE		314.68
Hoffschneider Law PC LLO	SE		4,950.00
Holland Construction	BU		930.74
Husker Electric Supply Co	SU		2,278.99
Hydraulic Equipment	RE		155.71
Int'L Assoc Chiefs Of Pol	MS		525.00
Janousek Lathan	SE		300.00
Jones Bank	SU		19.85
Kratochvil Ryan	SE		40.00
Last Mile Network Consult	IT		75.30
Law Enforcement Seminars	SE		395.00
Lee's Refrigeration	BU		82.50

Lincoln Winwater Works	RE	334.55
Menards North	SU	48.69
Meyer Automotive	RE	48.88
Mid-American Benefits Inc	BE	1,051.05
Midwest Auto Parts	SU	10.94
Midwest Laboratories Inc	MA	918.04
N M C Exchange Inc	RE	2,710.83
Nebraska D A S Acct Ocio	MA	231.00
Nebraska Dept Env/Energy	TG	580.00
Nebraska Health Environme	MA	657.00
Nebraska Pub Pow-Desmoine	UT	560,856.12
Nemo Bait & Fisheries	GU	390.00
Norris Public Power Distr	UT	1,265.22
Olsson	CI	18,329.03
O'Reilly Automotive Inc	RE	632.73
Orscheln Farm & Home	SU	663.68
Pekarek K	MC	50.00
Policky Brandon A	UN	75.02
Principal Financial Group	BE	2,333.05
Quill Corp	SU	93.54
Ray O'Herron	EQ	1,067.22
RESCO	IV	42,711.00
Sack Lumber Company	SU	95.97
Seward County Chamber & D	MS	71,797.00
Seward Storage	MS	2,310.00
Short Elliott Hendrickson	CI	70,011.23
Sparetime Lounge & Grill	ML	646.00
Suhr & Lichty Insurance A	MS	187.00
Time Warner/Spectrum	SE	789.74
Total Tool Supply Inc	TO	2,346.19
Tritech Software/Central	MS	3,409.68
U S Cellular	SE	267.21
Varner Marilyn D	UN	25.00
Verizon Wireless	SE	311.66
Wesco Distribution Inc	IV	20,996.61
	CLAIMS TOTAL	\$1,159,681.87

2. Draft Minutes of October 18, 2022, City Council Meeting

October 18, 2022

The Seward City Council met at 7:00 p.m. on Tuesday, October 18, 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, Matt Stryson, Jonathon Wilken. Councilmembers Absent: None. Other officials present: City Administrator Greg Butcher, 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 Stryson.

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$1,281,945.83)
4. Police Department Report
5. Draft Minutes of October 4, 2022, Council Meeting
6. Confirmation of Mayor Appointments:
 - a. Brian Albright, Timothy Herron, Jason Rasmussen, and Eric Strole to the Seward Volunteer Fire Department

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

ADMINISTRATIVE ITEMS

1. CONSIDERATION OF APPROVAL OF A LOAN AGREEMENT WITH THE NEBRASKA DEPARTMENT OF ENVIRONMENT AND ENERGY FOR THE SEWARD SOUTH WATER TOWER PROJECT

City Engineer Oneby identified that the City has received approval from the State for this loan application and the City also has the construction permit. The total loan amount would be \$4 million; however, the construction costs are projected to be lower than the amount. The loan will allow 30% of the total to be forgiven.

Councilmember Beck moved, seconded by Councilmember Kolterman, to approve the loan agreement with the Nebraska Department of Environment and Energy for the Seward South Water Tower Project as presented.

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

2. APPROVE PLANS, SPECIFICATIONS, AND A COST ESTIMATE FOR THE SEWARD SOUTH WATER TOWER PROJECT AND AUTHORIZE THE CITY TO ADVERTISE FOR BIDS

Mr. Oneby noted that the plans, specifications, and cost estimate, as drafted by Olsson, Inc., is now ready to move forward for bidding which will begin on October 26th and close in late November. Councilmember Kamprath inquired as to the project cost of the project and contribution by Seward County. Mr. Oneby responded the expected cost is \$2.4 million with Seward County to contribute \$300k to the construction.

Councilmember Kamprath moved, seconded by Councilmember Kolterman, to approve the plans, specifications, and cost estimate for the Seward South Water Tower Project as presented and to authorize the City to advertise for bids.

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

3. CONSIDERATION OF A RESOLUTION DESIGNATING CITY ITEMS AS SURPLUS

City Clerk Bargmann noted that each spring and fall the City compiles a surplus list for Council consideration. After consultation with Department Heads, the items presented were identified as no longer needed for City services.

Councilmember Stryson introduced **Resolution 2022-29**, to designate City items as surplus. Councilmember Miller moved, seconded by Councilmember Kamprath, to approve Resolution 2022-29.

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

October 18, 2022

4. UPDATE ON THE SEWARD WELLNESS CENTER

City Administrator Butcher reported that the scoring for the RFQ final design had been completed and at least the top three scoring firms would be interviewed in the near future. A negotiated contract will be presented to the Council after interviews completed. Also, he reported that Seward Changing the Game, Inc. was still pursuing grant options, which will be impacted by the final design cost estimates.

CITY ADMINISTRATOR'S REPORT

Councilmember Beck moved, seconded by Councilmember Kolterman, that City Administrator Butcher's report of October 18, 2022, be accepted.

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

Nay: None. Motion carried.

ANNOUNCEMENT OF UPCOMING EVENTS

November 26 – Annual Christmas Festival

MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Stryson, that the October 18, 2022, City Council Meeting be adjourned.

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

Nay: None. Motion carried.

Adjourned approximately 7:16 p.m.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

ADMINISTRATIVE ITEMS

1. Consideration of a Claim from Katherine Krause, 709 N 4th Street, for Tree Removal by Lincoln Tree Service - City Administrator Butcher



CITY OF SEWARD NEBRASKA
537 MAIN ST
PO BOX 38
SEWARD, NE 68434-0038

PH: 402-643-2928
FAX: 402-643-6491

CLAIM FORM

CONTACT INFORMATION	
Name: Katherine Krause	Home Phone: 815-209-5845
Address: 709 N. 4th St.	Business Phone: _____
Date & Time of Incident: 9-20-22 and 10-5-22	Cell Phone: 815-209-5845
Location of Incident: 709 N. 4th St.	Email: katherine.krause128@gmail.com
Type of Incident: <input type="checkbox"/> Injured Person <input type="checkbox"/> Property Damage <input type="checkbox"/> Automobile Accident (Check all that apply)	

INJURED PERSON	
Occupation: _____	Employed by: _____
Did you see a doctor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Doctor's Name: _____
Were you hospitalized? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Hospital: _____
Describe incident (nature & extent of injury): _____	
Any Witnesses? _____	

PROPERTY DAMAGE	
List Property Damaged: _____	
Age of damaged property: _____	Estimated cost of repair: _____
How was the property damaged? _____	

AUTOMOBILE ACCIDENT	
Driver, if other than owner: _____	
Address: _____	Home Phone: _____
Estimated cost of repair: _____	Business Phone: _____
Vehicle: (year, make, model) _____	Police Notified? Yes <input type="checkbox"/> No <input type="checkbox"/>
Your description of the accident: _____	

INSURANCE INFORMATION	
Amount of Claim: _____	(COPIES OF BILLS MUST BE ATTACHED VERIFYING AMOUNT OF CLAIM)
Your Insurance Company: _____	Your Insurance Agent: _____
Insurance Company Phone: _____	Insurance Agent Phone: _____
Did you report a claim? Yes <input type="checkbox"/> No <input type="checkbox"/>	Did you receive payment? Yes <input type="checkbox"/> No <input type="checkbox"/> Deductible: _____

ADDITIONAL INFORMATION	
Any other pertinent information: (write on back if more space needed) _____	
see second page	
Explain why you feel the City of Seward is responsible: _____	
The tree belonged to the city and I was told after I had it taken down that the city was planning to remove it, but I was not previously informed that this was the city's responsibility and that the removal was already planned.	

SIGNATURE OF CLAIMANT: Katherine A. Krause DATE: 10/20/22

Katherine Krause
709 N. 4th St.
815-209-5845
katherine.krause128@gmail.com

I'm new to Seward and I had an oak tree in my front yard that had a number of dead branches. I had Lincoln Tree Service look at the tree and they said the whole tree needed to come down. After the tree had been removed, my neighbor mentioned that the tree belonged to the city because of its proximity to the street and the city should pay to take care of its removal.

I talked to Bob Mier on Oct. 17 and he said they had it on their schedule to take the tree down, but a week later when they went to take care of it they saw that the tree was gone. I had never received any notification that this was scheduled to happen. Bob suggested I file a claim through city hall to ask for the city to pay the tree removal bill.

The bill from Lincoln Tree Service is attached.

crane

Stump
9/20
mes



INVOICE

Julie Krause
709 N 4 St
Seward, NE 68434-10386
209-5803
Route 0
NL CR

0.0
22 72

Lincoln Tree Service, Inc.
P.O. Box 6211 • Lincoln, NE 68506
Ph: (402) 466-1627 • Fax: (402) 466-0271
lincntree@neb.rr.com • lincoln-tree.com

NOTES:

DATE INVOICE PRINTED: 08/26/2022

MEMBER OF:
Nebraska Arborist Association
International Society of Arboriculture
Nebraska Professional Lawn Care Association
Nebraska Turfgrass Foundation

Tree removal. Remove debris from property.

Front oak removed

Lawn Tree Other
Date Applied 8-26-22 10-5-22
Time 10:20 AM PM
Wind Speed
Technician Steve, Scott, Paul, Chris, Justin

PRECAUTIONS:
 Keep children and small pets off until application is watered in and dry.
 None
 Other Debris hauled away

could only grind a foot down on the N side of the stump because of the water line

Thank you!

Payments received after "DATE INVOICE PRINTED" will not be reflected in total due.

PREVIOUS BALANCE \$	0.00	TODAY'S CHARGES \$	4340.00	TAX \$	TOTAL DUE \$	4340.00
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ACCOUNT NO. 10386 NAME Krause 10-5-22 TOTAL DUE \$ 4340.00

TERMS: Please pay within 15 days.
\$5.00 late charge added after 30 days.

Your comments are welcome:

Please return this portion with remittance to:
Lincoln Tree Service, Inc.
P.O. Box 6211 • Lincoln, NE 68506
Ph: (402) 466-1627 • Fax: (402) 466-0271
lincntree@neb.rr.com • lincoln-tree.com

Thank You For Your Business!

2. Approval of Professional Engineer's Recommendation to Award a Construction Contract to General Excavating for the Karol Kay Box Culvert Project and Authorization to Enter into Negotiations with General Excavating - City Engineer Oneby



Office of the City Engineer

147 North 7th Street
Seward, NE 68434
(402) 643-2928 x203

Memo

To: Greg Butcher, City Administrator
From: Mike Oneby, P.E., City Engineer
cc: Derek Bargmann, City Clerk
Date: October 27, 2022
Re: Award of Karol Kay Box Culvert Improvements

The City advertised for bids to construct improvements for the Karol Kay Box Culvert, where Karol Kay Blvd crosses an unnamed tributary to Plum Creek. The City hosted a public bid opening on October 18, 2022 at 12:00 PM at City Hall, overseen by City Clerk Derek Bargmann. Four bids were received, listed high to low in the table below along with the Engineer's Opinion of Probable Construction Cost.

No.	Bidder	Submittal Date/Time	Lump Sum Amount [\$]	Amount above Low	
				[\$]	[%]
1.	K2 Construction, Lincoln, NE	11:22 AM 10/18/22	360,000	116,138	+ 47.6%
2.	Vogtscapes, Bennet, NE	9:20 AM 10/18/22	312,169	68,307	+ 28.0%
	Engineer's Estimate	N/A	249,265	5,403	+ 2.2%
3.	M.E. Collins, Wahoo, NE	11:52 AM 10/18/22	247,845	3,983	+ 1.6%
4.	General Excavating, Lincoln, NE	11:55 AM 10/18/22	243,862	0	

The project's engineer (Schemmer) reviewed all four bids, and recommended award to General Excavating in the amount of \$243,862.00 (see attached email). After reviewing all four bids, the City Engineer concurs with the Engineer in recommending award to General Excavating in the amount of \$243,862.00

Michael Oneby

From: Roth, Alexander <aroth@schemmer.com>
Sent: Wednesday, October 26, 2022 10:06 AM
To: Michael Oneby
Cc: Holle, Doug; Derek Bargmann
Subject: RE: Karol Kay Boulevard Box Culvert Improvements Project - Engineer's Recommendation

Mike,

I reviewed the bids and suggest that the project be awarded to General Excavating. Their bid of \$243,862 was the lowest among the four bidders and compares well to the engineer's estimate of \$249,265. Schemmer has worked with General Excavating in the past and believe they are qualified to complete the work.

Thanks,
Alex



Alex Roth, P.E.
Transportation Engineer
Associate
402.493.4800 Phone | 402.431.6364 Direct
SCHEMMER.COM

From: Michael Oneby <Michael.Oneby@cityofsewardne.gov>
Sent: Tuesday, October 25, 2022 12:43 PM
To: Roth, Alexander <aroth@schemmer.com>
Cc: Holle, Doug <dholle@schemmer.com>; Derek Bargmann <Derek.Bargmann@cityofsewardne.gov>
Subject: [EXTERNAL] RE: Karol Kay Boulevard Box Culvert Improvements Project - Bid form

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Hi Alex,

Attached are the bid forms and bid bonds.

Can you review the bids and provide a recommendation by noon on Friday?

Best regards,

Mike



Michael Oneby, P.E.
City Engineer
City of Seward, Nebraska
p: 402-643-2928/ Ext 203

a: 142 N. 7th Street, Seward NE 68434
w: www.cityofsewardne.gov



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From: Michael Oneby
Sent: Tuesday, October 18, 2022 12:49 PM
To: Roth, Alexander <aroth@schemmer.com>
Cc: Holle, Doug <dholle@schemmer.com>
Subject: RE: Karol Kay Boulevard Box Culvert Improvements Project - Bid form

Hi Alex,

See attached bid form.

Best regards,

Mike



Michael Oneby, P.E.
City Engineer
City of Seward, Nebraska

p: 402-643-2928/ Ext 203
a: 142 N. 7th Street, Seward NE 68434
w: www.cityofsewardne.gov



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From: Roth, Alexander <aroth@schemmer.com>
Sent: Tuesday, October 4, 2022 10:45 AM
To: Michael Oneby <Michael.Oneby@cityofsewardne.gov>
Subject: RE: Karol Kay Boulevard Box Culvert Improvements Project (due 10/18/22)

I will send the estimate to A&D. I think Construct Connect is an online plan room that added the project to their website. I'm not familiar with them.

From: Michael Oneby <Michael.Oneby@cityofsewardne.gov>
Sent: Tuesday, October 4, 2022 10:39 AM
To: Roth, Alexander <aroth@schemmer.com>
Subject: [EXTERNAL] RE: Karol Kay Boulevard Box Culvert Improvements Project (due 10/18/22)

Alex,

OWNER: City of Seward

PROJECT: Karol Kaye Boulevard Box Culvert Improvements

ENGINEER: Schemmer

PROJECT NO.: 08493001

BID OPENING LOCATION: City Hall, 537 Main St., Seward, Nebraska

BID OPENING DATE and TIME: 12:00 PM October 18, 2022

Derek Bergmann, City Clerk
Mike Orelby, City Engineer

Emily - General Excavating
April - M.E. Collins

No.	Bidder Name	Total Amount Base Bid	Bid Submittal	Bid Bond	Affidavit
1.	Vogtscapec 9:20A 10/18	\$312,169.00	✓	✓	N/A
2.	K2 Cons. 11:22A 10/18	\$360,000.00	✓	✓	N/A
3.	M.E. Collins 11:52A 10/18	\$247,844.76	✓	✓	N/A
4.	General Excavating 11:55A 10/18	\$243,862.00	✓	✓	N/A
5.					
6.					
7.					
8.					
9.					
10.					

3. Approve the Request for Qualifications for the Seward Interior Drainage and Pump Station Improvements Project and Authorize the City to Seek Written Statement of Qualifications for Final Design Services - City Engineer Oneby



REQUEST FOR QUALIFICATIONS

Date: November 2, 2022

Project Name: Seward Interior Drainage and Pump Station Improvements

Owner: The City of Seward, Nebraska

Submittal: Statement of Qualifications

Time and Date Due: 3:00 PM, CST Tuesday, December 6, 2022

1. SUMMARY

The City of Seward (City) is seeking a written statement of qualifications (SOQ) from firms proposing to provide professional engineering services for data collection, surveying, draft and final design plans & specifications, permitting, updated benefit cost analysis (BCA), and public bidding documents for the Interior Drainage and Pump Station Improvements Project (Project). The awarded firm shall successfully deliver the Project from conceptual development, through design, and resulting in a successful public bidding process that awards a qualified Contractor the contract to construct the designated improvements.

The City will conduct a Qualifications-Based Selection process to identify the best qualified firm with which to negotiate. All interested firms submitting qualifications and technical proposals must have demonstrated experience and expertise for projects similar in nature to this project. The selected firm will possess a thorough understanding of flood control systems, including optimization of pumping station operations.

The City reserves the right to modify or truncate the selection process and begin negotiation with a single entity at any point in the process. The City is an equal opportunity employer and requires all contracts and consultants to comply with all applicable Federal and State laws and regulations.

2. OBJECTIVE

The overall objective of this project is to automate and optimize the pumping station capacity and the drainage structure for the flood control system. During the 2019 storm event that impacted the entire region, the current flood control system proved insufficient to manage the interior stormwater ponding. As such, the City desires to improve the resiliency of its flood control system and rely less on human intervention each time there is a significant rainfall or flooding event. To that end, the City seeks to identify a qualified design engineering firm who shall provide the necessary services to achieve this objective.

3. PROJECT DESCRIPTION

The proposed design will provide an independent and long-term solution to the interior flooding situation as well as reduce the risk to human life, by automating and optimizing key features of the drainpipe and pump station. These modifications & upgrades will increase the overall pumping capability, therefore increasing the discharge capacity of the City's pumping station as well as automating the of operation of the pump station itself. The proposed mitigation project includes the following features:

- Increase the gravity storm drainage pipe size from the 42" CMP to a 72" RCP to improve conveyance capacity for interior drainage flows to reduce the need for frequent use of the pump station;
- Install an automatic closure on the gravity drainage pipe to allow for interior stormwater drainage to continue during high river flows so long as hydraulic head differential allows;
- Install the pumps and pumping configuration necessary to provide increased pumping capacity and rates when pumping is necessary to reduce the risk of structural flooding;
- Automate the pump station to optimize operation and eliminate the need for manual pump startup, thereby significantly reducing risk to someone's life and avoiding the potential consequences of human error or not being able to physically access to the pump station to turn on the system.

The proposed mitigation project will reduce flood risks at multiple annual chance exceedance events. The proposed upgrades, automation and modifications will provide a significant reduction in potential flood damage for five (5) non-residential and seven (7) residential structures for the 10% annual chance and 1 % annual chance interior flood events. This project will reducing the ponding effect of four exceedance events by a range of 3.3 to 5.8 feet in depth. The BCA analysis looks at the 10%, 5% & 1 % annual chance events as noted in the attached report and documentation. The attached study outlines the more intricate details of the project itself and a comprehensive assessment of the effect of the 10% and the 1 % annual chance events on the properties and structures within the City's levee drainage basin.

4. PROJECT BUDGET

The project budget, including construction and professional services, is expected to be \$2 million.

5. PROJECT SCOPE OF SERVICES

As specified in Section 3, the selected firm will provide a design that will serve as an independent and long-term solution to the interior flooding situation as well as reduce the risk to human life through automation and optimization of key features of the drainpipe and pump station. The following scope of services shall be provided by the selected firm:

- Data Collection and Survey;
- Draft Design Plans & Specifications;
- Permitting;
- Final Design Plans & Specifications;
- Updated Benefit Cost Analysis;
- Preparation of Bid Advertisement and Letting Items.

Based on the listed services to be provided, the following deliverables shall include:

- 90% design plans sealed and signed by a Nebraska-licensed Professional Engineer;
- Technical memorandum (design and cost opinion, sealed and signed by a Nebraska-licensed Professional Engineer);
- Final work schedule;
- Final detailed budget with narrative (only required if the 90% design changes project cost);
- Final Benefit-Cost analysis (only required if the 90% design changes project cost);
- Permits – Floodplain development; construction stormwater general permit (CSW-GP), and other associated permits as needed.

6. SOQ REQUIREMENTS

The intention is for the SOQ to be less prescribed with a broader view of a firm's experience than a detailed proposal, allowing each interested firm flexibility to best highlight their respective qualifications. We ask that each submission includes a table of contents to ease with navigation of the document. Below are the minimum requirements of a complete submission for consideration:

1. Letter of Intent. This shall clearly indicate your firm’s interest in performing the work on this project. Please include the name, telephone number(s), mailing address and e-mail address of the firm’s designated contact person.
2. Qualifications. A statement of experience describing why the firm is qualified to provide the services required for the completion of this project.
3. Past Experience and References for Similar Projects. A list of similar work and references for performed by the firm within the last 12 years. Include project cost, project description, project manager, project team, and contacts in a matrix format. The matrix should clearly connect proposed team members to their projects. The following should be identified within this section:
 - a. Project descriptions of key projects from the list/matrix. Include initial project cost, final project cost, project description, estimated completion date, final completion date and any other standard information. Photos, schematics, or other graphics are helpful. Please limit descriptions to two pages each. Please indicate any projects currently in progress rather than complete.
4. Project Team. The submittal shall include a listing or organization chart of the proposed project team members, including subconsultants, and clearly identify their respective roles on the project. Résumés for key personnel explaining their proposed roles in the project, their relevant experience, and their workplace location should be included. Please limit résumés to a maximum four pages per person for senior personnel with substantial résumés, and fewer pages for others. Please limit résumés to relevant work, only.
5. Project Approach. An abbreviated project understanding and approach section. (A detailed project understanding and approach will be part of the subsequent proposal.)
6. Certificate of Authorization and Proof of Liability Insurance. Since the work performed in the execution of the Scope of Services includes the performance of professional architecture or engineering work by the firm, the firm shall provide to the City, and maintain in good standing, a current Certificate of Authorization from the State of Nebraska as required by Neb. Rev. Stat. section 81-3436. Interested firms should also provide proof of professional liability insurance in the amount of \$1,000,000.

For ease in review of multiple SOQs, submit the hard copy SOQ in a three-ring binder with tab dividers, and the electronic copy as a bookmarked PDF stored on a USB flash drive.

The City will maintain confidentiality of the contents of the SOQs and Proposals, not disseminating the contents of work from one team to another.

7. PROPOSED SCHEDULE

Step	Item	Anticipated Date
0.	Advertisement	November 9, 2022
1.	Statement of Qualifications due	December 6, 2022
2.	Short List of Qualified Firms	January 4, 2023
3.	Detailed Proposal	January 31, 2023
4.	Interviews (if needed)	TBD
5.	Negotiation with the selected firm to develop contract	February 5 - 19, 2023
6.	Recommendation to City Council for approval	February 20, 2023
7.	Notice to Proceed	February 24, 2023
8.	Final Design Complete	Approximately September 30, 2023

8. SELECTION PROCESS AND CRITERIA

The Statement of Qualifications (SOQ) is the first step in a multiple-step process to select the design firm with whom the City will negotiate a contract to complete the objectives of the project. The selection process may include some or all the following:

1. Statement of Qualifications;
2. Short List of Qualified Firms;
3. Detailed Proposal
4. Interview;
5. Negotiation with the selected firm to develop a signed contract.

- The City reserves the right to truncate the selection process. ●

Selection will be based upon qualifications demonstrated in the Statement of Qualifications and interview(s). The selection committee includes the following City officials:

1. Greg Butcher, City Administrator
2. Bob Miers, Street Superintendent
3. Mike Oneby, City Engineer

- The City reserves the right to add to or amend selection committee members. ●

To be selected, the firm will be evaluated for the following:

1. Depth and breadth of experience with similar projects.
2. Approach and understanding.
3. Capacity to accomplish the work.
4. Professional qualifications.
5. Project management and administration.
6. Quality of proposal.

9. POINT OF CONTACT

Questions regarding the SOQ shall be directed to:

Mike Oneby, City Engineer
142 N 7th Street
Seward, NE 68534
(402) 643-2928 x 203
michael.oneby@cityofsewardne.gov

Answers to questions will be sent to all firms via email. Interested firms shall provide an email address to which responses to questions shall be directed.

10. SUBMISSION

For consideration, three hard copies and one PDF copy of the Statement of Qualifications shall be received by 3:00 PM CST on Monday, October 11, 2022 to:

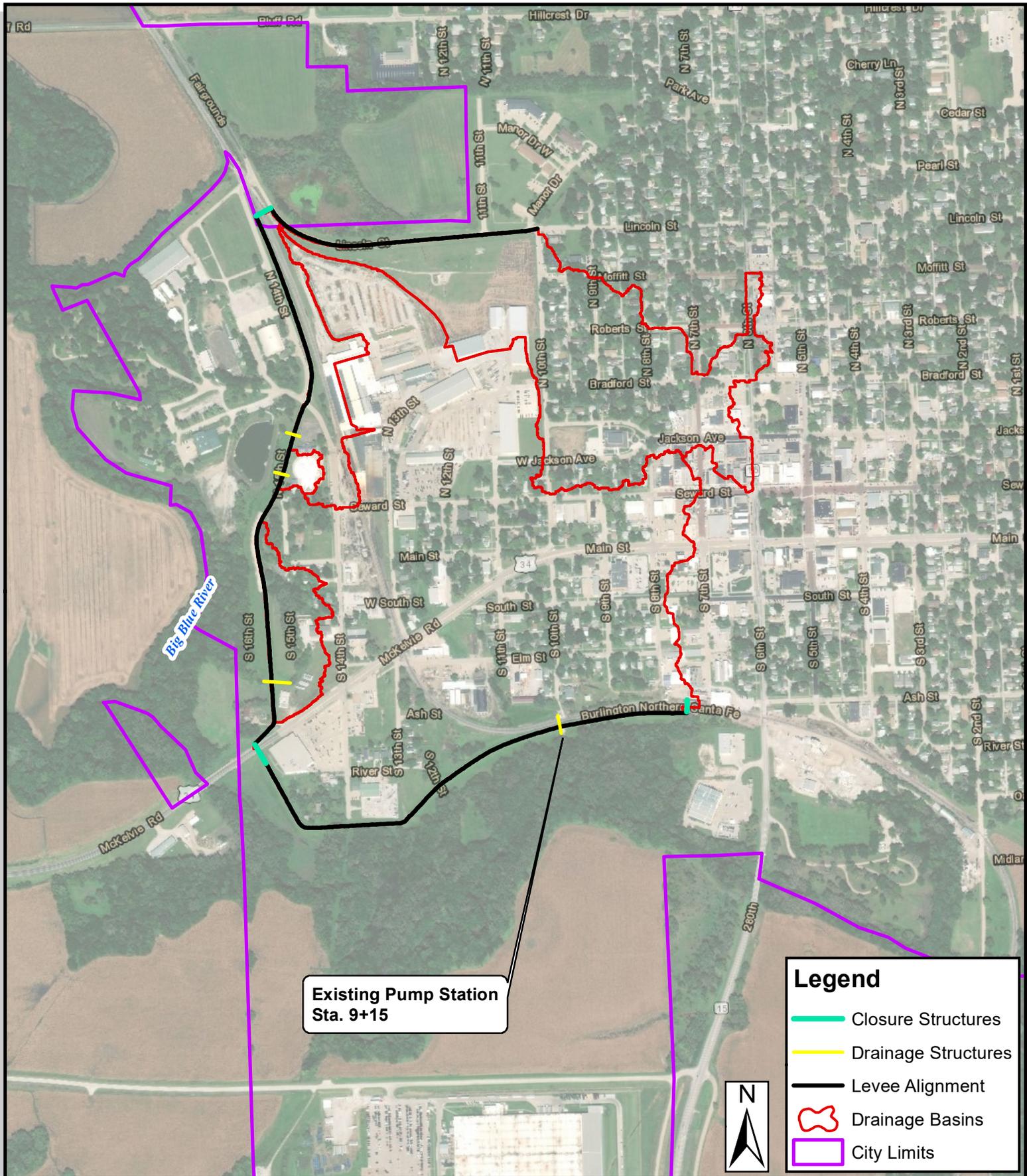
Derek Bargmann, City Clerk
537 Main St
Seward, NE 68534
(402) 643-2928
derek.bargmann@cityofsewardne.gov

Receipt of each submittal will be acknowledged by email to the firm's designated point of contact.

11. SUPPLEMENTAL INFORMATION

The proposed preliminary improvements described herein are derived from a Drainage Analysis and Project summary, revised June 12, 2020, prepared for the City of Seward by JEO Consulting Group, Inc. An electronic copy is available upon request.

Appendices pages E-11-14 are included for more information regarding the project area.



Existing Pump Station
Sta. 9+15

Legend

- Closure Structures
- Drainage Structures
- Levee Alignment
- Drainage Basins
- City Limits

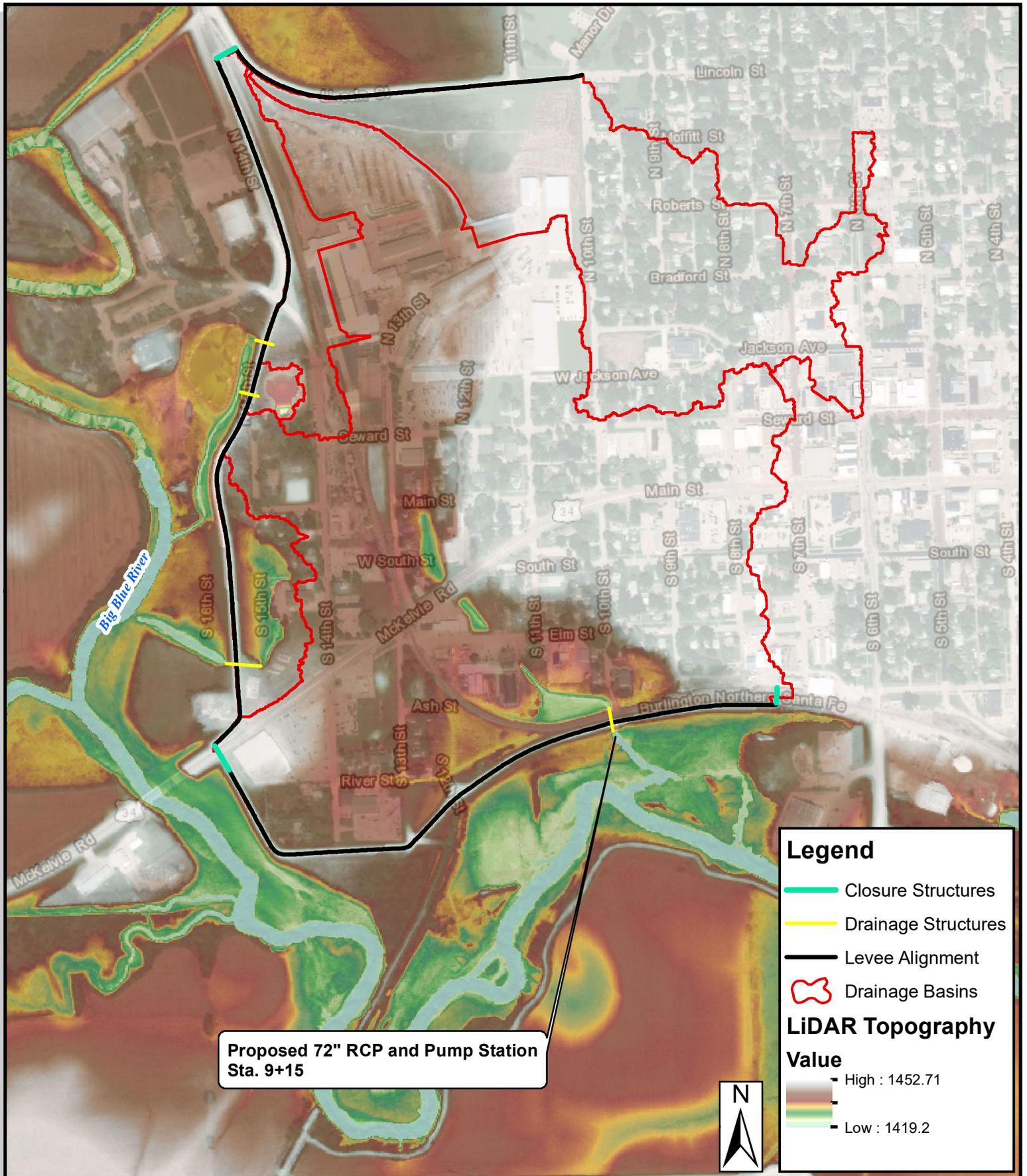
Created By: JPC
Date: April 13, 2020
Software: ArcGIS 10.7

Figure 1: Study Area Overview

Seward, Nebraska
Proposed Interior Drainage
and Pump Station Improvements



This map was prepared using information from record drawings supplied by JEO and/or other applicable city, county, federal, or public or private entities. JEO does not guarantee the accuracy of this map or the information used to prepare this map. This is not a scaled plot.

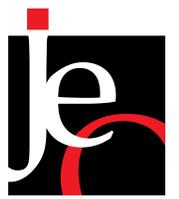


Created By: JPC
 Date: April 13, 2020
 Software: ArcGIS 10.7

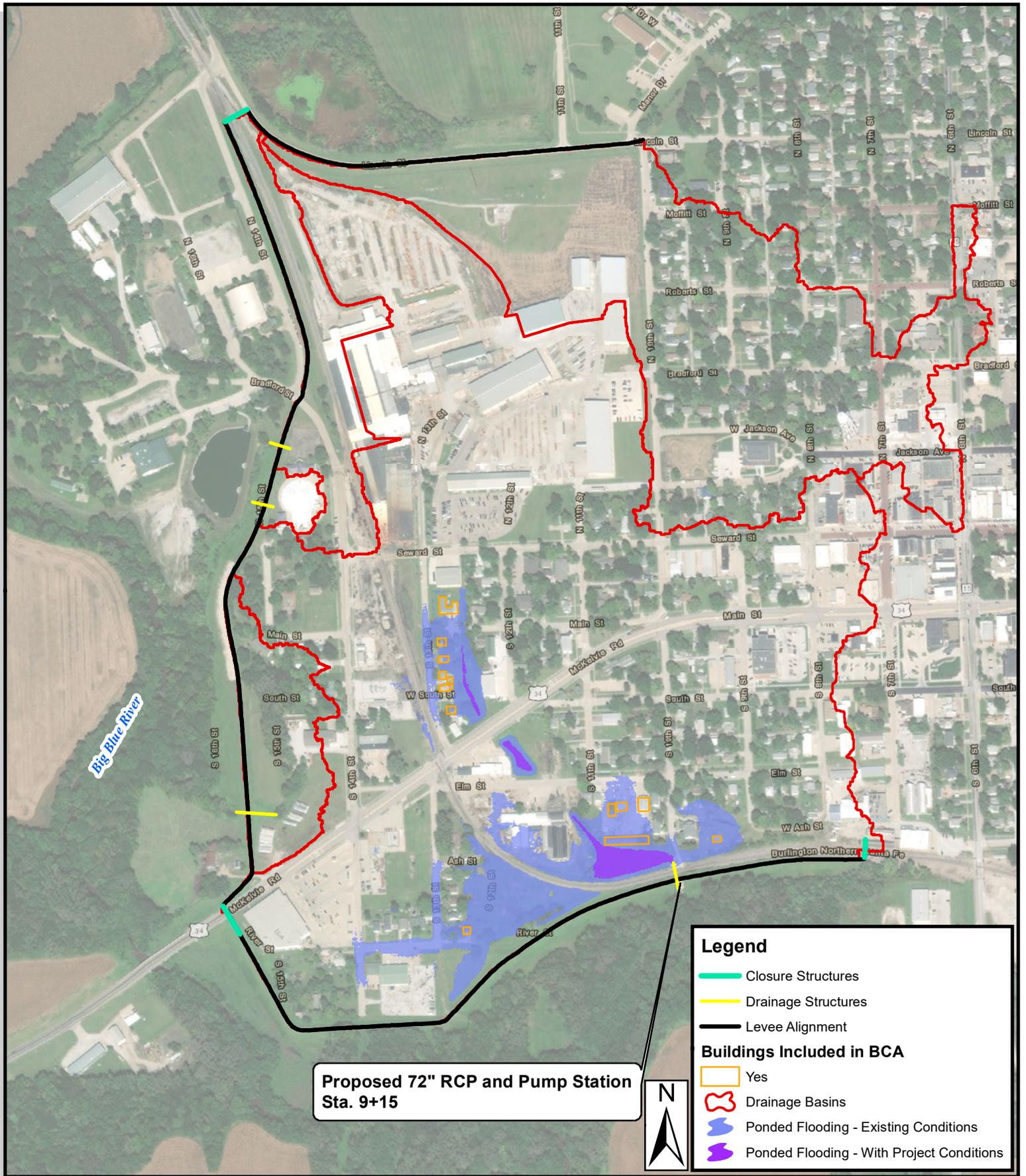
Figure 2: Topography Overview

Seward, Nebraska
 Proposed Interior Drainage
 and Pump Station Improvements

0 250 500 Feet



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Proposed 72" RCP and Pump Station Sta. 9+15

Legend

- Closure Structures
- Drainage Structures
- Levee Alignment

Buildings Included in BCA

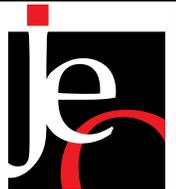
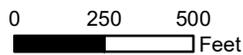
- Yes
- Drainage Basins
- Ponded Flooding - Existing Conditions
- Ponded Flooding - With Project Conditions



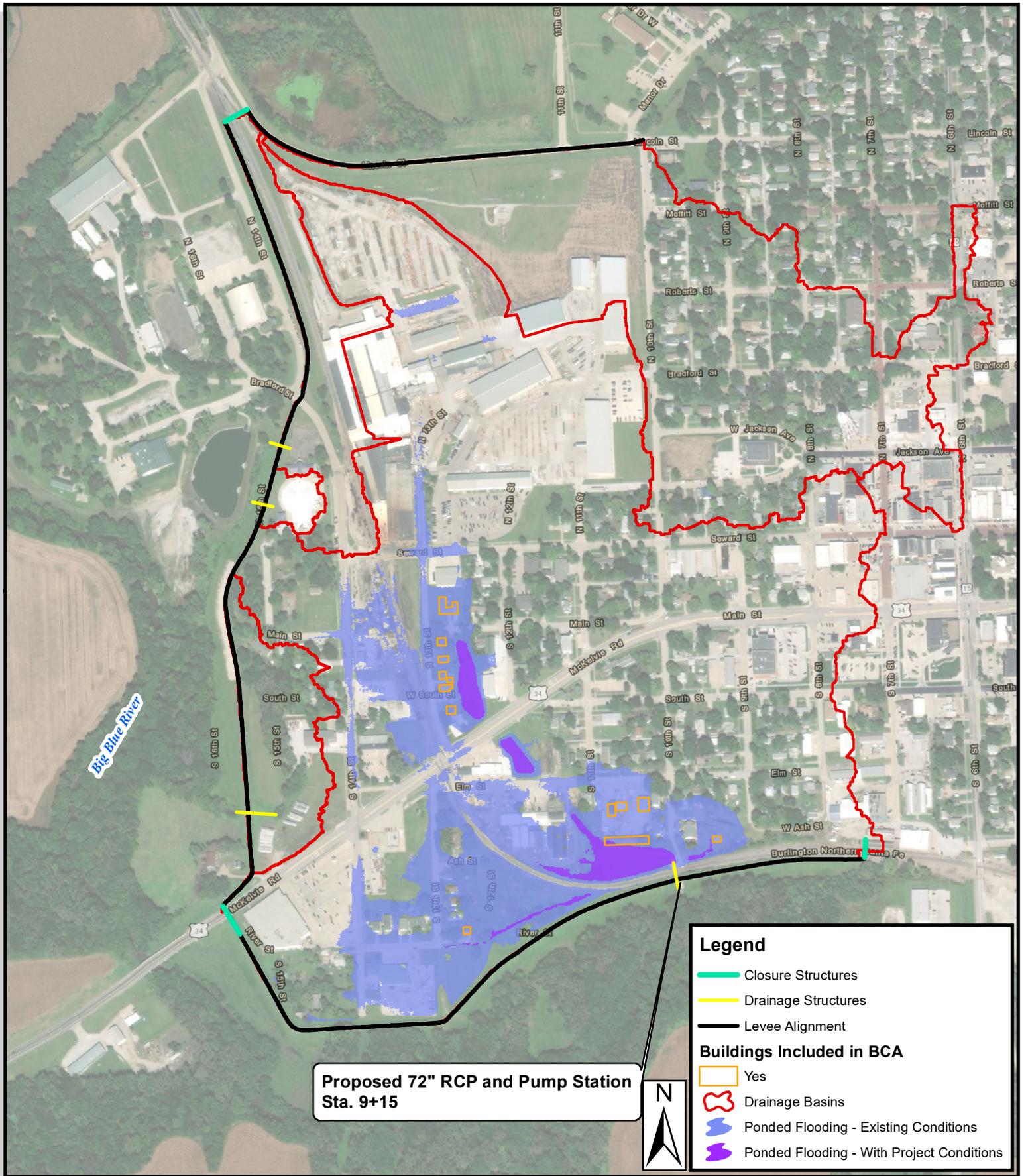
Created By: JPC
 Date: June 12, 2020
 Software: ArcGIS 10.7

**Figure 3: Interior Ponding Conditions -
 10% Annual Chance**

Seward, Nebraska
 Proposed Interior Drainage
 and Pump Station Improvements



This map was prepared using information from record drawings supplied by JEO and/or other applicable city, county, federal, or public or private entities. JEO does not guarantee the accuracy of this map or the information used to prepare this map. This is not a scaled plan.



Created By: JPC
 Date: April 13, 2020
 Software: ArcGIS 10.7

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Figure 4: Interior Ponding Conditions - 1% Annual Chance

Seward, Nebraska
 Proposed Interior Drainage
 and Pump Station Improvements

0 250 500
 Feet



4. Consideration of a Resolution Authorizing the Mayor to Sign the Annual Year-End Certification of City Street Superintendent - City Administrator Butcher

Do not recreate or revise this document. Revisions and recreations will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2022.

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2022

Resolution No. 2022-30

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

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

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

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

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

Adopted this _____ day of _____, 20____ at _____, Nebraska.
(Date) (Month)

City Council/Village Board Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Attest:

(Signature of Clerk)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT **by December 31, 2022.**

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2022

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

This Form Covers the Following Period: _____, 2022 to _____, 2022
(Month) (Day) (Month) (Day)

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

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

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

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

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

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

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

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

(2) _____
Signature of Mayor **Village Board Chairperson**

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

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

(5) Failure to return by December 31, 2022, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2022 to:

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

- A. Designate Julie A. Ogden, JEO Consulting Group, Inc., as Consultant to the City of Seward as a Class A City Street Superintendent (License #S-1407) for NDOT Programming Requirements and Incentive Payments, Effective January 1, 2023
- 5. Consideration to Approve the Amended Injury and Illness Prevention Program Plan - City Clerk Bargmann



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

CITY OF SEWARD
INJURY AND ILLNESS
PREVENTION PLAN

Approved and adopted by the Safety Committee
on the 20th day of October, 2022

Confirmed by the Mayor and Council on the
1st day of November, 2022

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I. PROGRAM INTRODUCTION

1.1 Incorporation

Neb. Rev. Stat. 48-443, et seq. requires public and private employers subject to Nebraska's Workers' Compensation Act to establish safety committees. Additionally, such committee shall adopt and maintain an effective written injury prevention program. Neb. Rev. Stat. 48-446, et seq. that such a workplace safety consultation program shall help provide employees in Nebraska with safe and healthful workplaces. To that end, the Seward City Council approved the Management Safety and Health Policy on December 21, 1993 and established an Injury Prevention Program.

1.2 Compliance/Purpose

The Injury and Illness Prevention Program (IIPP) establishes the City of Seward's occupational safety program as required by the Nebraska Department of Labor, Title 230, Chapter 6 - 'Workplace Safety'. The objective of the program is to prevent injuries and illnesses in the workplace and to engage City employees in maintaining a safe and healthy work environment. A successful program will result in the reduction or elimination of accidents. The City of Seward is committed to compliance with all applicable City, State, and Federal guidelines. The Injury and Illness Prevention Plan for the City of Seward includes the following elements: a program introduction, program responsibilities; methods of implementation; and program maintenance. Additionally, the City Safety manual shall be consulted in concurrently with the IIPP as it provides specific details to the safe completion of selected job responsibilities.

1.3 General Safety Rules

The City shall adhere to all uniform building codes and national fire codes in the maintenance of its facilities to create a safe workplace. Additionally, the City has installed safety signage throughout City facilities to indicate potential hazards—these serve for the warning or safety instructions of the workers or visitors that may be exposed to such hazard. As a general rule of thumb, the following safety rules shall apply to all employees and should be considered before completing any responsibility on behalf of the City of Seward:

- No employee is authorized to conduct any task that he or she knows is not safe or healthful without implementing the appropriate controls to minimize hazards.
- No employee is expected to complete any task until they have received adequate training.
- Appropriate Personal Protective Equipment (PPE) shall be worn at all times when conditions warrant and in specific designated locations. Additionally, machine guards and other protective devices should be examined and confirmed to be in proper placement/function before utilization by the employee.
- All employees are expected to adhere to all applicable safety procedures and requirements contained in this Plan, the City Safety Manual, and other Department-specific safety/compliance plans developed in response to specific regulatory requirements.

- All employees share in the responsibility of maintaining a safe work environment, thus everyone is encouraged to share their observations and ideas for enhancing workplace safety with the Safety Officer.
- No employee will be reprimanded or discriminated against for reporting unsafe conditions or acts.
- Any work-related injury or illness must promptly be reported to City Administration and the Safety Officer immediately. Employees are also encouraged to report 'near misses' to their Department Head and the Safety Officer, so appropriate action can be taken to abate hazards.
- Department Head and Supervisors are expected to continually monitor employee safety performance and take action to ensure that employees act in a safe and compliant manner. Supervisors shall always strive to serve as role models in their safety behaviors.

For more specific instruction for safe operation of job responsibilities, please refer to the City's Safety Manual, which is available from the Safety Committee upon request and informs safety practices in greater detail.

II. PROGRAM RESPONSIBILITIES

2.1 City Administration

2.1.1 City Administrator

The City Administrator is responsible for the overall leadership and administration of the Injury and Illness Prevention Plan. The City Administrator has the following responsibilities:

- Establish and administer general safety policies, rules and work practices;
- Serve as an ex-officio member of the Safety Committee and coordinate with the Committee Chair (Safety Officer) in communicating to all employees the general workplace safety rules, policies and practices;
- Evaluate Department Head personnel on health and safety performance within their departments;
- Commit necessary resources—including time, budget, tools, equipment, machinery—to establish and maintain organizational safe practices; and,
- Analyze general injury and illness trends over time to identify patterns or common causes.

2.1.2 Human Resources Director

The Human Resources Director is responsible for the City's adherence to any applicable City, State, and Federal guidelines. The Human Resources Director has the following responsibilities:

- Knowledge of the safety standards related to the operations of the City of Seward, including posting and distribution of information;
- Record keeping and/or reporting of any accidents or incidents which are recorded to meet any City, State, Federal, or insurance requirements; and,
- Management of pre-employment and post-accident substance abuse

screening as needed.

2.2 Safety Management Administration

2.2.1 Safety Officer

The Chairperson of the Safety Committee shall serve as the Safety Officer of the City of Seward. The Chair shall work in conjunction with the City Administrator and Safety Committee Officers (Vice President, Secretary) in implementation and maintenance of the injury and illness prevention plan. The Safety Officer shall have the following responsibilities:

- Coordinate and/or conduct safety trainings related to general safety policies, rules, and work practices;
- Oversee the coordination of building inspections, including evaluation of identified hazards, unsafe working conditions, and corrective actions;
- Oversee the coordination of accident investigations, including completion and timely corrective action implementation;
- In coordination with the City Administrator, communicate information and updates to City employees on safety concerns;
- In coordination with the HR Director, ensure any required documentation is maintained; and,
- Report on the Committee's evaluation of the IIPP plan and City Safety Manual, if requested.

2.2.2 Safety Committee

The Safety Committee shall be comprised by an equal number of committee members representing the employer (supervisory) and employees (non-supervisory). Each Department established by the City Council shall have a representative on the Committee. The Safety Committee has the following responsibilities:

- Meet quarterly to develop and implement safety related activities, review new health and safety concerns, review quarterly accident/incidents reports review, and discuss standing sub-committee reports;
- Conduct an annual evaluation of the implementation of the Injury and Illness Prevention Plan and effectiveness of the City Safety Manual;
- Conduct safety trainings and information dissemination related to general safety policies, rules, and work practices as scheduled by the Safety Officer;
- Conduct building inspection and accident investigation activities as it relates to the standing sub-committees;
- Maintain a safety log, including safety suggestions and recommendations; and
- Provide any response to employee concerns in coordination with the Safety Officer.

2.3 All Employees

2.3.1 Department Heads/Supervisors

Department Heads/Supervisors are responsible for the leadership and daily administration of the safety program within their department. They must

ensure that all safety and health policies and procedures are clearly communicated and understood by all subordinates. In addition, they shall:

- Keep informed of laws/standards related to their Department and attend training related to injury prevention as provided by the Safety Committee;
- Communicate and enforce the general safety policies, rules and work practices fairly and uniformly across the Department;
- Provide, and enforce the use of, personal protective equipment (“PPE”);
- Ensure that equipment, materials and work areas are maintained in a safe condition;
- Actively participate in accident investigations and implement appropriate corrective measures;
- Ensure that their employees attend designated safety trainings;
- Conduct job-specific hazard assessments on an ongoing basis;
- Conduct regular observations of employee work practices and conducting periodic safety inspections of facilities; and
- Provide job-specific employee training initially—to new regular, part-time and seasonal employees—and periodically to all employees (referenced in Section 3.2.2).

2.3.2 Non-Supervisory Employees

It is the responsibility of each non-supervisory employee to work safely and comply with policies, rules and work practices as instructed by their respective Departments. Employees are expected and encouraged to assist management in accident prevention activities, and shall:

- Attend scheduled safety trainings, as provided by the Safety Committee;
- Be aware of safety regulations and safe work practices applicable to the work being done, while referencing the City Safety Manual as a guide;
- Report unsafe conditions and practices to their supervisor, Department Head, or the Safety Officer immediately;
- Maintain good housekeeping practices at all times;
- Report injuries and hazardous exposures to their supervisor on the day of occurrence;
- Use the personal protective equipment (“PPE”) provided for their duties;
- Wear appropriate clothing and footwear for their job tasks; and
- Operate equipment with all safety guards in place.

III. PROGRAM IMPLEMENTATION

All employees are responsible for working safely, following policies and procedures and assisting in maintaining a safe work environment. The City’s system of ensuring that a culture of safe practices is developed, includes, but is not limited to the following:

1. **Communication** – Ensures employees are apprised of IIPP objectives
2. **Training** – Ensures employees are in compliance with IIPP objectives
3. **Hazard Evaluation** – Ensures all hazards are identified and that IIPP

- addresses any safety concerns
4. **Incident Management** – Ensures employees are properly treated when an injury/illness occurs
 5. **Creating Safety Culture** – Ensures employees are encouraged to participate in a safe work atmosphere but held accountable for failure to comply with the City's safe work practices

3.1 Communication

The City recognizes the importance of an effective, two-way communication on health and safety issues. Several communication methods will be used to ensure every employee is aware of the IIPP requirements and work site specific health and safety issues referenced in the City Safety Manual:

1. New employee orientation will include a discussion of safety and policies and procedures, both general and Department-specific.
2. A review of the IIPP and City Safety Manual with all employees annually, provided by their corresponding Department Head.
3. Safety topics discussed within department meetings as needed—each Department Head shall document health and safety communication and training including in staff meetings.
4. Each Department break location will maintain a safety bulletin board to meet any applicable City, State, and Federal posting requirements and to ensure ongoing communication on health and safety issues—examples will include, but not be limited to, Safety Committee minutes, safety training opportunities, directives from City Administration and/or Safety Officer, and employee handouts on relevant safety topics.
5. Each employee will be allowed the opportunity to suggest safety or hazard elimination improvements to be undertaken by the City (**See Appendix A**). The form will be available by contacting the Secretary of the Safety Committee.

3.2 Training

All employees will participate in occupational health and safety training on general and job-specific hazards and safe work practices. The City's Safety Officer—in accordance with the IIPP objectives established by City Administration—shall be responsible for creating, coordinating and maintaining general safety training opportunities. Department Heads will have the responsibility of making sure that all employees receive adequate training for their respective responsibilities specific to their Department. Each Department Head will be trained on all health and safety hazards to which employees under their immediate direction are exposed. Training shall be provided as follows:

- To all new employees upon hire.
- Whenever an employee is given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace.
- Whenever an employee has been observed to not retain the requisite skill or knowledge from previously training efforts.
- To every Department Head or member of the Department's supervisory

staff to ensure their understanding of safety procedures and rules that apply to their department.

- Whenever City Administration feels that additional training is necessary.

3.2.1 Training Records

Training shall be documented. Records of Citywide training programs will be maintained by the Human Resources Director. Records of specialized training activities—orientation, job re-assignment, re-training—shall be maintained by the corresponding Department Head with a copy scanned to the Safety Officer. Department training records must be available for inspection by the Human Resources Director, the City Safety Officer or representatives from the State of Nebraska during normal business hours.

3.2.2 Matrix of Safety Training Requirements by Function

The following safety training requirements are based upon typical hazards that employees may be exposed to during the course of their work within their department. Additional training may be required based on conditions stated above.

Function, by Dept.	Training Requirements
Office – Administration, Aging Services, Building/Zoning, Civic Center, Engineering, Finance, Library, Police (non-officer)	<ul style="list-style-type: none"> • General Safety/IIPP (I, U) • Code of Safe Work Practices–Office (I, U) • Ergonomics (I) • CPR/AED/First Aid (A)
Field Operations – Electric (ED), Public Properties (PP), Street (SD), Water/Wastewater (WW) <u>**These trainings are reviewed at hire of new employee as well as needed depending on job duties**</u>	<ul style="list-style-type: none"> • (ED,PP,SD,WW) General Safety/IIPP (I, U) • (ED,PP,SD,WW) Code of Safe Work Practices–Field Operations (I, U) • (ED,PP,SD,WW) CPR/AED/First Aid (A) • (ED,PP,SD,WW) Bloodborne Pathogen Aware(I, U) • (ED,SD,WW) Confined Space (I, U) • (ED,PP,SD,WW) Fall Protection (I, U) • (ED,PP,SD,WW) Hazard Communication / Chemical Training (I, U) • (ED,PP,SD,WW) Hearing Conservation • (ED,PP,SD,WW) Lockout/Tagout • (ED,SD)Powered Industrial Truck Training + Bucket Truck Rescue • (ED,SD,WW) Respiratory Protection • (ED,SD,WW) Trenching Safety • (ED,PP,SD,WW) Equipment Safety Safety • (ED) Tailgate Meetings
Police – Officers	<ul style="list-style-type: none"> • General Safety/IIPP (I, U) • Bloodborne Pathogen Awareness (I, U) • Motor Vehicle Pursuits (A, U) • Use of Force/Weapons (A, U) • Use of Force/Defensive Tactics (A, U) • Duty to Intervene (A, U) • Work Related Injuries (I, U) • Infectious Disease Exposure (I, U) • Critical Incident Employ Assist (I, U) • Officer Wellness (mental, physical, and substance abuse issues) (A) • CPR/AED/First Aid (A)
Training Frequency: I=Initial/New Employee A=Annual U=Update/Change in Process(es) C=Certification	

3.3 Hazards Assessment

Ongoing hazard identification will be a critical component of building and maintaining a culture of safety at the City of Seward. The following methods will be utilized to properly assess and remediate any hazards identified:

3.3.1 Records Review

Past accident and incident reports will be reviewed by the Safety Officer and City Administration regularly to determine frequency, severity and similarity of incidents occurring among City employees. Any patterns of incidents should be identified and remediated as necessary, including enhanced safety procedures, task procedures alteration, equipment and/or vehicle safeguards.

3.3.2 Job Safety Analysis

Department Heads shall work in coordination with the Safety Officer in performing regular job safety analysis for all particular tasks or job operations within City employment. A job safety analysis will assist in pinpointing current or potential unsafe workplace practices, procedures to be updated in the City Safety Manual, safeguards, or equipment currently in use. The goal of these analyses is to reduce safety risk to employees. In analyzing the records of 3.3.1, processes or tasks that have demonstrated a high frequency of accidents, near misses, or have been involved in severe incidents shall be reviewed for job safety. A job safety analysis shall include the following steps: 1). Observation of the work processes, including recognition and recording of each successive step; 2). Identification of hazards associated with each step in the process; and 3). Recommendation for remediation of identified risks within the work process.

3.3.3 Inspections

Routine safety inspections are essential for identifying unsafe conditions that could result in serious personal injury, illness, death or property damage. The Building Inspection sub-committee of the Safety Committee shall perform all formal inspections and reports of all City properties in regards to workplace hazards to be remediated. Copies of the inspection report will be maintained by the Safety Committee. Department Heads and supervisors are also encouraged to perform regular, informal inspections to identify these same potential hazards. When an unsafe/non-compliant condition is identified, the Building Inspection sub-committee shall make recommendations to improve the safety of the site in question. Inspections shall be formally be conducted on the following schedule:

1. Annually or at a more frequent interval as determined by the Safety Committee and City Administration.
2. When new substances, processes or equipment which present potential new hazards are introduced into our workplace.
3. When new hazards are recognized.
4. Whenever workplace conditions warrant an inspection.

3.3.4 Hazard Correction

Unsafe or unhealthy work conditions, work practices, or procedures identified either through items 3.3.1 – 3.3.3 or identified by an employee shall be corrected in a timely manner based on the severity of the hazard(s). Imminent hazard situations require immediate corrective action. If an employee detects such a hazard, they must immediately leave the area and report the situation to the Department Head and site Supervisor. The Department Head will notify City Administration and the Safety Officer if an imminent hazard is identified.

If the hazard is not declared imminent, correction shall be as prompt as is possible and should be complete within 30 days of detection. The Department Head, in coordination with the Safety Officer, will implement the following plan for identified hazards in the workplace:

- Remove the hazard where possible.
- Removal of employees from the area of exposure.
- Provide guarding mechanisms or signage appropriate to the hazard and the specific processor piece of equipment being used.
- Provide appropriate personal protective equipment (PPE).
- Adjust work schedules, break periods, or job rotation where feasible.
- Provide training in recognizing and taking self-corrective action regarding the hazard.

All corrective actions taken will be documented and retained by the Safety Committee.

3.3.5 Infectious Disease/Illness Control Measures

The threat of infectious illness/disease is an ongoing hazard to the health and safety of the City's employees. In times of raised risk for infectious disease/illness the City will adhere to any directives as prescribed by local, state, and federal guidelines, including those from the Centers for Disease Control (CDC). The following infection control measures may be implemented by City Administration based on current best practices:

1. **Administrative controls**—allows for the safety of employees to continue in-person City operations with coworker interaction:
 - a. *Self-monitoring* – Employees are asked to be cognizant of their health condition before reporting to work each day. If an employee exhibits conditions of illness—including fever, excessive tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, loss of taste or smell, or muscle pain—they should notify their Department Head before arriving on site. These conditions may indicate an infectious condition is present and the employee may be asked to not enter City facilities. Additionally, if a supervisor has reason to believe an employee is ill, they may ask the affected person to leave City facilities to protect the health of other workers.
 - b. *Physical distancing* – In times of high infection rate, the City may implement physical distancing measures as directed by best practices. Meetings may be held electronically only and

travel may be limited in this situation. Employees may rotate in-office schedules and/or work remotely.

- c. Face covering – As prescribed by City ordinance, employees may be required to wear coverings to limit the spread of the infectious illness or disease.
 - d. Cleaning and disinfection – It will be the responsibility of Department Heads to provide necessary cleaning and disinfection supplies to their associated City facilities to ensure that risks of spread are minimized. Employees are encouraged to utilize these products and frequently hand wash, wipe down surfaces and limit exposure to public spaces.
2. **Public controls**—allows for the safety of employees to continue in-person City operations with public interaction:
- a. Barriers – Items such as Plexiglass screens, social distancing floor markers, or spatial barriers may be installed.
 - b. Physical distancing – In times of high infection rate, the City may limit open office hours and modes of interaction.
 - c. Face covering – As prescribed by City ordinance, employees and the public may be required to wear coverings to limit the spread of the infectious illness or disease.
 - d. Cleaning and Disinfection – It will be the responsibility of Department Head to provide necessary cleaning and disinfection supplies to all City facilities to ensure that risks of spread are minimized. Additionally, members of the public will be encouraged to sanitize and social distance.

The City recognizes the need for flexible and adaptive measures that may need to be amended in light of the situation.

3.4 Incident Management

When an employee is injured on the job, or when they first notice an injury that arose out of or occurred in the course of their job duties, the employee shall immediately seek suitable treatment. In the event of an emergency, City employees trained in First Aid, CPR or Blood Borne pathogens may take action to assist the affected employee (**See Appendix B for current list**). Depending on the severity of incident, the following procedures will be undertaken:

- Non-Emergency – non-life threatening situation:
 1. Employee shall notify Department Head or Supervisor.
 2. Employee or Department Head/Supervisor shall call EMC OnCall Nurse for treatment guidance (1-844-322-4668), who will then ask triage questions of the employee.
 3. OnCall Nurse will refer to provider or provide self-care guidance:
 - a. If an employee seeks medical care at a provider – coworker may drive injured person if they are unable to do so themselves; or
 - b. Employee adheres to first-aid/self-care instructions as

provided by OnCall Nurse.

4. Employee shall plan to return to work based on the advice of the medical provider or advice from EMC OnCall Nurse.
 5. Employee shall provide any treatment follow-up information to the HR Director for coordination of worker's compensation reporting as requested by EMC Insurance. Employee shall complete an 'Accident Report' form and submit to the HR Director.
- Emergency – life-threatening situation:
 1. Employee or witness of incident shall immediately call 911:
 - a. Those trained in First Aid, CPR or Blood borne pathogens shall administer procedures to protect the life of the employee affected.
 - b. First aid responder shall collect all helpful information that the local hospital/rescue unit will need to administer the proper care.
 - c. First aid responder shall stay with the employee until the emergency vehicle transports injured employee.
 2. Employee or witness should contact the Department Head/Supervisor, Safety Officer and City Administration to report the incident.
 3. In the event of death of an employee, City Administration must report (within 48 hours) to the Nebraska Department of Labor (1-800-627-3611, open 24/7) and provide business name, affected employee, location/time of incident, description of incident, contact person and phone number. This notification shall NOT wait until the next business day.
 4. Employee shall plan to return to work based on the advice of the medical provider.
 5. Employee shall provide any treatment follow-up information to the HR Director for coordination of any worker's compensation; Employee shall complete an 'Accident Report' form and submit to the HR Director.
 - Illness – non-life-threatening situation:
 1. If employee notices a sudden change in health condition, they should first notify their Department Head/Supervisor.
 2. If conditions reported match those of an infectious disease or illness, an employee may be asked to leave City facilities and isolate for a period identified by current best practices.
 - a. Employees that were exposed to the affected employee may be asked to isolate or closely monitor conditions.
 - b. Work area of affected employee may be closed off until proper cleaning—wearing Personal Protective Equipment (PPE)—can be accomplished.
 3. When the employee is condition-free for the specified period they will work with City Administration or associated Department Head in establishing their return date and any return conditions needed to be implemented.

3.4.1 Post-Incident Reporting

As an employee is able to do so, an accident report (**See Appendix A**) shall be completed. The report shall indicate details regarding the incident and will help the Accident Investigation sub-committee to analyze any root causes that may require mitigation. Upon review of the report and any investigatory techniques, it may be determined that the root cause of the incident was by action of the employee that was contrary to the safety procedures and safe work plan. In those instances, disciplinary action may be levied as per the Personnel Handbook.

3.4.2 Post-Incident Investigatory Procedures

Following the event, it is essential that a thorough review of the conditions resulting in the accident/incident are examined. Prevention of another accident and/or injury is the most important goal of the post-incident investigatory process. Effective accident/incident investigation shall be based on the principles that: all events have causes, therefore eliminating the causes will prevent future events; event causes can be determined; and, corrective action can be developed and applied that will prevent similar future events. The Safety Officer, overseeing the Accident Investigation sub-committee, shall investigate any incidents. The following investigatory techniques shall be utilized as appropriate in any review of the accident/incident:

- Review of the submitted accident report—attempt to understand what the employee views as conditions that contributed to the event
- Review of associated procedures or job safety analysis—identifying the processes of the particular task or job operation and any associated safety measure to indicate any flaws that may have contributed to the incident
- Visiting the site of the event—attempt to visualize or simulate the movements and conditions that contributed to the event; will allow for the corroboration of the report or may identify any inconsistencies
- Interview of event witnesses—attempt to understand the conditions that contributed to the event from the vantage point of a bystander

The objective of the investigatory techniques are to establish operational error(s) or physical defects that caused the event. Each accident has a primary cause and may include multiple secondary causes. All causes must be identified to implement effective preventative measures including change in work methods, procedures, equipment, layout or training. Accident causes can be broken down into five categories:

1. Breakdown in process—either equipment or procedure of use;
2. Unsafe acts;
3. Unsafe conditions;
4. Personal factors; or
5. Job factors

The investigation should be used as an opportunity to find and eliminate causes of problems that could result in other injuries. The completed investigative report will be forwarded to the Safety Officer, and then sent

to City Administration for any additional actions needed.

3.5 Building a Safe Workplace Culture

The City will support and enforce the establishment of a culture built on safety to ensure that employees know how to prevent injuries and illnesses and understand the importance of complying with the City's safety policies and rules. The establishment of a culture built on safety will include the encouragement of employees to perform safe and healthful work practices; correction and re-training for those with clear deficiencies in their performance of safe and healthful work practices; and, disciplinary action for employees who fail to comply with safe and healthful practices.

3.5.1 Employee Suggested Practices

The City appreciates and encourages employee participation in the maintenance and improvement of the safety practices of the workplace. Employees are invited to participate in the following activities to ensure that a culture of workplace safety is maintained:

- Attend or read the minutes of the quarterly Safety Committee meetings—third Thursday of January, April, July and October
- Observe the workplace and submit a safety suggestion for consideration by the Safety Committee
- Read and reference the IIPP and 'Safety Manual' as well as any specific Department safety manuals before performing tasks

Additionally, employees may be required to attend trainings offered by the Safety Committee or initiated by Department Heads to ensure safe working conditions. Employees are encouraged to suggest training topics to be covered to both the Safety Committee and Department Heads.

3.5.2 Disciplinary Action

Adherence to established safety policies and work practices is something that City Administration and the Safety Committee takes seriously; therefore, disciplinary action will be administered for noncompliance according to section 6 of the personnel handbook. Employees will be disciplined and/or coached for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury or illness. Employees are encouraged to observe and report—without retribution—any unsafe work practices or safety rule infractions to their supervisor or Department Head. The objective is to encourage our coworkers in their safe behaviors, not to negatively report every action undertaken on the jobsite.

Often, when an injury does occur, the accident investigation will reveal the injury or illness was caused by an employee's violation of an established safety rule or safe work practice. The investigation should establish the root cause of the violation—whether it was due to inadequate training, lack of accountability, nonenforcement of safety and health policies, employee's disregard of safety rules/practices, or other cause. Failure to follow safety rules—either in one instance or multiple occasions—will result in disciplinary action up to and including

termination.

IV. PROGRAM MAINTENANCE

4.1 Program Evaluation

The Safety Officer, in coordination with City Administration, will evaluate the effectiveness of the IIPP and City Safety Manual on an as needed basis. Evaluation will include close review of records—accident, near miss and incident reports, job safety analysis, inspections, employee-identified hazards and newly introduced hazards from change in equipment and processes. When significant change to the IIPP or City Safety Manual is considered, corrective actions to improve program implementation and to correct deficiencies will be included in a report and submitted to City Administration for review.

4.2 Recordkeeping

The Human Resources Director will adhere to any City, State, Federal, or insurance requirements for recordkeeping. Any records will be available for inspection by representatives of any overseeing entities during normal business hours.

The following documents related to the IIP shall be maintained by the Safety Officer. These records include, but may not be limited to to:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspections, any identified unsafe conditions or work practices, and corrective actions taken
- Employee safety training records, including the names of all attendees and instructors, the training date, and the type of training including the material covered
- Reports of unsafe conditions or hazards
- Safety Committee meeting documentation, including minutes or directives
- Other injury or illness investigative reports as generated

6. Update on the Wellness Center
CITY ADMINISTRATOR'S REPORT

CITY ADMINISTRATORS REPORT – 11/1/22

- Monitoring a number of street projects bids on East Seward, design on East 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.
- Reviewed additional DTR items and worked with applicants on needed documents, met with applicants and SENDD.
- Working with Zoning Office staff on a number of appeals and zoning items (Glawatz).
- Met with Water/Wastewater Dept to regroup for Tim Richtig's medical absence.
- Finalized fall targets for all departments.
- Attended NPPD customer meeting in York.
- Reviewed draft updated website design to replace aging current website.
- Worked with NDOT and Schemmer on location issues related to the proposed bike path.
- Updated budget discussion with SEH on design elements for the WWTP.
- Conferenced with SHPO to draft downtown historic window guidelines.
- Presented draft historic window guidelines to LB 840/DTR Committee for approval.
- Attended Seward Elementary School strategic planning session.
- Finalized the City's SAM annual SAM registration.
- Met with staff from Congressman Flood's office, reviewed items of concern on a federal level.
- Conference call with Olsson to discuss loan parameters for the SRF loan for the water tower.
- Met with the City Safety Committee.
- Help organize tours of Petsource and Hughes Brothers for Rep. Flood.
- Conference call on drainage issues, proposed bike trail, and development with a local land owner.
- Rail Campus site visit with potential project.
- Attend Woods and Aiken virtual Labor and Employment Law Seminar.
- Conference call with County Commissioner Ahmeic regarding ARPA funding follow up.
- Lunch with York City Administrator and City Clerk.
- Met with Donna and Lesley for follow up on the Seward Special Olympics Team.

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

Police Department

- Daisies & Brownies Halloween Safety Presentation, Tuesday, Oct. 25.
- SCC Criminal Justice Career Fair, Wednesday, Oct. 26.
- E-911 Board Meeting, Thursday, Oct. 27.
- Review Police Officer -I applications Monday, Oct. 31.
- Wiedemeyer attending FTO training the last week of October.

City Clerk/Human Resources/City Hall

- Labor & Employment Law Seminar Training on Oct. 25.
- Continue review of new targets and start review of scored targets for fall targets.
- Accepting bids until November 10th for surplus items.
- Assist with selection process as requested for Design Services RFQ
- Roofing RFP draft under review by Greg from the June 14th Storm Cleanup.

Water/Wastewater Department

- Tim Richtig out medical leave until further notice.
- S4 Well electrical controls and SCADA changes next/ongoing until completed.

- Street repair in front of Concordia where valve box has settled.
- Leak repair at 1306 Rainbow Ave. Possible service line leak.
- Flush dead end hydrants, done every fall, check ones that don't drain.

Parks and Rec/Cemetery/Golf/Pool

- Pour cart path on hole 4 on Monday, Oct. 24.
- Mayors Fun Run on Sunday, Oct. 23.
- Take covers off helicopter and wake shelter.
- Mowing, and mulching in parks and cemeteries.
- Field and irrigation maintenance.
- Shut down restrooms at parks for the winter.

Civic Center

- Meetings as usual.

Electric Department

- Pull in wire at water tower and terminate.
- Follow up on Allo installations.
- Work on Petsource service, pull in wire and terminate.
- Work on Tenneco project.

Street Department

- Tree removal.
- Recycling center bail and cleanup.
- Fall sweeping.
- Work on 14th street southbound for concrete repair.

Library

- SELS Board Meeting via Zoom Tuesday.
- CASTL meeting Thursday (ZOOM first hour).
- Staff meeting Thursday.
- Fall programs continue through week of Oct. 31.

Building Inspection/Planning Department

- The Sumerian Estates plat vacate will be discussed at the November Planning Commission Meeting.
- The Board of Adjustment Meeting is set for Wednesday, November 30.
- Downtown signage meeting Wednesday, Oct. 26.
- Conner Roofing will be working in the alley behind 14 Tin for their roofing replacement.
- ROW plan review for PONS 4 and 6 for ALLO.
- Inspections and plan reviews.

Engineering

- Review scope for water main and sanitary sewer design (Schemmer), review tree removal list for Hwy 15.
- Review bids and prepare recommendation, construction contract, City Council award Nov. 1, NTP Nov. 4 for the Karol Kaye Box Culvert.
- Contact bidders, antenna wind loading analysis (AT&T), send agreements to City Attorney for the Water Tower.
- Revise and issue RFQ for Levee Pump Station.
- Edits to JEO, buried electric route, water main extension, verify deeds and acquire ROW for East Hillcrest Drive.

Finance Dept.

- Ameritas quarterly review.
- Quarterly payroll tax returns.

- Prepping audit items.
- Occupation tax report.

**FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE
ACTION
ANNOUNCEMENT OF UPCOMING EVENTS
STRATEGY SESSION**

1. Strategy Session with City Attorney to Provide Negotiation Guidance Concerning Real Estate Interests - City Attorney Hoffschneider

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