



CITY OF SEWARD
City Council
Regular Meeting
Agenda

Tuesday, March 5, 2024

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, March 5, 2024, in the Council Chambers, 142 N 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 the meeting location 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

3-5-24

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.

AKRS Equipment Inc	SU	189.62
All Road Barricades Inc	SU	1,295.20
Allegiant Utility Service	FA	29.90
Amazon Business	SU	658.17
Anderson Auto Group	RE	1,070.71
Applied Concepts Inc	RE	138.00
Bizco Technologies	IT	6,130.79
Blue Cross Blue Shield Ne	BE	66,323.62
Blue To Gold Law Enforce	TG	225.00
Border States Industries	SU	597.39
Bottle Rocket Brewing	SU	224.00
Brodart Inc	SU	59.49
C N A Surety	MS	100.00
Callaway Golf	MH	1,011.58
Campbell Cleaning	SE	3,111.23
Capital Business-Dallas	MA	738.57
Cash-Wa Distributing Co	ML	287.85
Chase Card Service		14,998.53
Adobe	MS	737.64
Amazon	SU	3,952.16
American Legion Emblem	SU	52.33
American Planning Assoc	MS	193.21
American Water Works	MS	229.00
ASCE	MS	306.00
Beacon Athletics	SU	310.80
Brunt Workwear	UN	160.18
Constant Contact	SE	23.00
Dollar General	SU	62.35
Emergency Solutions	IT	164.88
Engineer Supply	SU	124.93
Epic Sports	SU	311.45
First Tactical	EQ	-449.96
Foreup Golf	IT	1,338.08
Grow Nebraska	TG	89.00
Hannay Reels	RE	99.84
Helmink Printing	SU	162.00
Holiday Inn	TG	425.49
J Harlen Co	TO	267.79
Microsoft	MS	266.07
National Tactical	MS	311.00
NE Municipal Utilities	TG	774.00
POS Portal	EQ	1,252.47
Practice Sports	SU	307.45
Runza	ML	135.69
Sam's Club	SU	1,342.47

Spare Time Lounge	ML	104.28	
TactaCam	OP	120.00	
TracFone	OP	34.50	
TriTech Forensics	SU	497.25	
Univ of NE	TG	230.00	
Urban Carry	SU	48.90	
USPS	PO	92.85	
Walmart	SU	921.43	
Cihal Alan F	RI		82.00
City Seward Buildings/Gr	RI		3,000.00
City Seward Electric Fund	UT		44,177.72
City Seward Library Petty	PO		188.02
City Seward Payroll Accou	SA		199,706.31
Consolidated Management	ML		154.85
D J Gongol & Associates	OP		56.23
Danko Emergency Equipment	EQ		29,724.61
Dutton-Lainson Co	IV		1,746.75
Ed Schulz LLC	MA		1,772.43
Fairbury Legion Baseball	MS		400.00
Farmers Coop Seward	GS		175.14
Fastenal Company	SU		180.26
Fyr-Tek	RE		192.00
Galls LLC	UN		808.90
Gehring Construction	CI		240,718.60
General Excavating	CI		110,492.51
Gerhold Concrete Co Inc	SU		20.80
Gilmore & Bell Pc	FA		35,000.00
Gleason Logan	RI		82.00
Grainger Inc	OP		912.61
Grantski Enterprises Inc	TG		650.00
Hach Company	MA		530.60
Hawkins Inc	MA		1,836.06
Helmink Printing/Grph Inc	SU		365.00
Hobson Automotive & Tire	RE		64.00
Hoffschneider Law PC LLO	SE		5,500.00
Husker Electric Supply Co	IV		16,504.48
Hydraulic Equipment	RE		977.70
Innerduct.Com	IV		5,075.00
JEO Consulting Group	FA		2,042.50
Jones Automotive	RE		135.00
Jones Bank	MC		690.36
K & Z Distributing	SU		357.00
Languein Connie	TG		1,750.00
Last Mile Network Consult	IT		75.30
Lintt Braydon	RI		31.00
Mailand'S Clothing	UN		50.00
Matheson Tri-Gas Inc	OP		325.86
McMaster-Carr	SU		41.26
Menards North	BU		657.33
Mid-American Benefits Inc	BE		703.84
Mid-State Engineer/Test	CI		2,561.00
Midwest Automotive Inc	RE		3,972.88
Municipal Supply Omaha	RE		1,771.19
Nebraska D A S Acct Ocio	MA		245.00
Nebraska Health Lab	SE		138.00
Nebraska Law Enforcement	TG		175.00

Nextlink	SE	300.00
Norris Public Power Distr	UT	1,170.79
Odeys Inc	EQ	1,634.35
Olsson	SE	13,888.67
One Billing Solutions LLC	SE	5,788.64
O'Reilly Automotive Inc	SU	194.28
Principal Financial Group	BE	2,663.90
Quality Brands Of Lincoln	SU	528.23
Rembolt Ludtke	FA	4,000.00
Sapp Brothers Petroleum I	GS	10,711.96
Schemmer Architects Engin	CI	12,692.50
Securitas Technology Corp	BU	383.64
Security Equipment Inc	MS	423.72
Seward Co Chamber/Develop	RI	211.36
Seward County EMA	SU	6.00
Short Elliott Hendrickson	CI	16,707.28
Siteone Landscape Supply	SU	766.80
St Louis Michelle	RI	82.00
State Distributing Co	SU	295.70
Stryker Sales Corp	FA	26,967.14
Suhr & Lichty Insurance A	MS	23,353.00
Svehla Tami	TG	1,800.00
The Fort	UN	1,134.02
U S Cellular	SE	215.99
Vanwall Equipment	RE	232.16
Verizon Wireless	SE	311.66
Wesco Distribution Inc	IV	59,017.50
	CLAIMS TOTAL	\$999,488.04

2. Draft Minutes of February 20, 2024, City Council Meeting

February 20, 2024

The Seward City Council met at 7:00 p.m. on Tuesday, February 20, 2024, with Mayor Joshua Eickmeier presiding and Admin. Assistant Mindy Meier recording the proceedings. Upon roll call, the following Councilmembers were present: Megan Kahler, Jessica Kolterman, Matt Stryson, Tatum Tonniges, Rich Wergin, Jonathon Wilken. Councilmembers Absent: Karl Miller, John Singleton. Other officials present: City Administrator Greg Butcher, City Attorney Kelly Hoffschneider, City Engineer Mike Oneby, Building/Zoning & Code Enforcement Director Tim Dworak, Fire Chief James Kimsey, Library Director Becky Baker, Wellness Center Director Joel Brase, and Chief of Police Brian Peters.

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 Stryson, seconded by Councilmember Wergin.

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$1,127,258.59)
4. Police Department Report
5. Annual Certification of Fire Department List
6. Draft Minutes of February 6, 2024, City Council Meeting.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.
Nay: None. Absent: Miller, Singleton. Motion carried.

PUBLIC HEARING

1. CONSIDERATION OF AN ORDINANCE APPROVING THE PRELIMINARY AND FINAL PLAT OF REDWOOD SUBDIVISION

Building/Zoning Director Dworak noted this is a major subdivision application to create an access drive to a parcel of land to the north of these lots. The Planning Commission recommended approval unanimously. City Administrator Butcher also noted the access easement may need to be moved to the other end of the lot in the future depending on the orientation of a future structure/building.

The Mayor opened the public hearing at 7:05pm. With no public comment received, the public hear was closed at 7:05pm.

Councilmember Wergin introduced Ordinance No. 2024-3. Councilmember Stryson moved, seconded by Councilmember Kahler, to dispense with the statutory rule.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.
Nay: None. Absent: Miller, Singleton. Motion carried.

Councilmember Kolterman moved, seconded by Councilmember Wergin that the minutes of the proceedings of the Mayor and Council of the City of Seward, Seward County, Nebraska in the matter of passing: **Ordinance No. 2024-3, AN ORDINANCE TO APPROVE THE PLAT ENTITLED "REDWOOD SUBDIVISION", A REPLAT OF LOT 1, TWIN OAKS DEVELOPMENT 3RD ADDITION AND LOTS 1 AND 2, TWIN OAKS DEVELOPMENT 5TH ADDITION, CITY OF SEWARD, SEWARD COUNTY, NEBRASKA," AS HEREINAFTER SET FORTH; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.**

Aye: Kahler, Kolterman, Tonniges, Stryson, Wergin, Wilken.
Nay: None. Absent: Miller, Singleton. Motion carried.

ADMINISTRATIVE ITEMS

1. PRESENTATION AND ACCEPTANCE OF SEWARD VOLUNTEER FIRE DEPARTMENT ANNUAL REPORT

Chief Kimsey presented the 2023 report, which included the number of calls made and type, the number of members serving, training hours completed, community involvement, and future goals of the department.

Councilmember Kolterman moved, seconded by Councilmember Kahler, to approve the annual report for the Seward Volunteer Fire Department.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.
Nay: None. Absent: Miller, Singleton. Motion carried.

February 20, 2024

2. PRESENTATION AND ACCEPTANCE OF ANNUAL LIBRARY REPORT

Library Director Baker presented the 2023 report, which included attendance, building updates, events and programs, budget, and other items of interest.

Councilmember Tonniges moved, seconded by Councilmember Kahler, to approve the annual library report for the Seward Memorial Library.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

3. CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH SHORT ELLIOTT HENDRICKSON INC. (SEH) FOR A SEWER RATE STUDY IN THE AMOUNT OF \$25,000.

City Engineer Oneby advised the study is needed to ensure the proposed construction budget is achieved for the new Wastewater Treatment Plant. Additional grants may affect this this rate study amount; thus, the City is working to identify and pursue these opportunities. City Administrator Butcher indicated that some of the funding programs require the city to have a study completed to be eligible for funding, which necessitates the need for this agreement be undertaken.

Councilmember Wergin moved, seconded by Councilmember Stryson, to approve a professional services agreement with Short Elliott Hendrickson Inc. (SEH) for a Sewer Rate Study in the amount of \$25,000.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

4. CONSIDERATION OF AMENDMENT #2 TO A PROFESSIONAL SERVICES AGREEMENT WITH THE SCHEMMER ASSOCIATES FOR THE WORTHMAN BLVD EXTENSTION PROJECT IN THE AMOUNT OF

City Engineer Oneby noted this is a title survey that helps the City plan out the final sale of these lots and a subdivision replat.

Councilmember Stryson moved, seconded by Councilmember Tonniges, to approve Amendment #2 to a professional services agreement with The Schemmer Associates for the Worthman Blvd Extension Project in the amount of \$36,721.79.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

5. CONSIDERATION OF SUPPLEMENT #1 TO THE MASTER SERVICES AGREEMENT APPROVED DECEMBER 6, 2022, WITH JEO CONSULTING GROUP, INC. FOR PRELIMINARY ENGINEERING SERVICES RELATED TO THE PLUM CREEK BRIDGE REPLACEMENT PROJECT

City Engineer Oneby noted Plum Creek Bridge has been selected by the State of Nebraska for replacement and will be paid 100% by federal funds.

A. CONSIDERATION OF A RESOLUTION TO APPROVE SUPPLEMENTAL AGREEMENT #1 TO THE MASTER SERVICES AGREEMENT WITH JEO CONSULTING GROUP, INC.

Councilmember Wergin introduced **Resolution 2024-6**, to approve Supplemental Agreement #1 to the Master Services Agreement with JEO Consulting Group, Inc. Councilmember Wergin moved, seconded by Councilmember Stryson, to approve Resolution 2024-6.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

6. ITEMS RELATED TO CHAPTER 213: ANIMALS, ARTICLE 1: DOGS, ITEM 18: IMPOUNDING, FEES – POLICE CHIEF PETERS

Chief Peters informed this is to update the 2014 Memorandum of Understanding (MOU) for the City with Cross Creek Animal Health Center’s services for animal sheltering, specifically to update the fees charged for boarding and euthanization of the animal. These fees will be charged to the owner of the animal.

A. CONSIDERATION OF A REVISED MEMORANDUM OF UNDERSTANDING (MOU) WITH CROSS CREEK ANIMAL HEALTH CENTER, P.C. FOR ANIMAL SHELTERING SERVICES

Councilmember Tonniges moved, seconded by Councilmember Kahler, to approve the revised Memorandum of Understanding (MOU) with Cross Creek Animal Health Center, P.C. for animal sheltering services.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

February 20, 2024

B. CONSIDERATION OF A RESOLUTION TO AMEND FEES RELATED TO IMPOUNDING OF DOGS

Councilmember Wergin introduced Resolution 2024-7 to establish specific animal sheltering and termination injection fees. Councilmember Kolterman moved, seconded by Councilmember Wergin, to approve Resolution 2024-7.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

7. CONSIDERATION OF AN ORDINANCE TO CREATE A 'CLUBHOUSE BARTENDER' POSITION AND TO REVISE THE LIBRARY ASSISTANT II JOB TITLE

City Administrator Butcher advised the position would manage the bar counter when the clubhouse is open and concurrently while the Calabria restaurant is open. The current 'Clubhouse Short Order Cook' is now obsolete. Additionally, a minor change to the Library Assistant II position is included.

Councilmember Wergin introduced Ordinance No. 2024-4. Councilmember Kolterman moved, seconded by Councilmember Kahler, to dispense with the statutory rule.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

Councilmember Wergin 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: **Ordinance No. 2024-4, AN ORDINANCE OF THE CITY OF SEWARD, NEBRASKA, AMENDING CHAPTER 78 OF THE SEWARD MUNICIPAL CODE RELATING TO CITY COUNCIL AGENDAS; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; AND PROVIDING AN EFFECTIVE DATE.**

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

8. CONSIDERATION OF AN ORDINANCE AMENDING THE MUNICIPAL CODE; INITIATING AN ELECTRIC RATE ADJUSTMENT TO THE ECONOMIC DEVELOPMENT RATE EFFECTIVE WITH FEBRUARY 2024 BILLING

City Administrator Butcher informed this and adjustment to the utility rates that were set by NPPD.

Councilmember Stryson introduced Ordinance No. 2024-5. Councilmember Wergin moved, seconded by Councilmember Stryson to amend the title from October 2023 to March 2024.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

Councilmember Tonniges moved, seconded by Councilmember Kahler, to dispense with the statutory rule.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

Councilmember Wergin 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: Ordinance No. 2024-5, AN ORDINANCE TO AMEND SECTIONS 237-3.1 THROUGH 237-3.13 OF THE MUNICIPAL CODE; TO INITIATE AN ELECTRIC RATE ADJUSTMENT THAT WILL INCREASE TOTAL SYSTEM REVENUES GENERATED BY RATES CHARGED TO CUSTOMERS FOR SERVICES FROM THE ELECTRIC DISTRIBUTION SYSTEM OF THE CITY BY 3.0% EFFECTIVE WITH THE OCTOBER 2023 BILLING; TO PROVIDE FOR BILLING THEREOF; TO REPEAL THE ORIGINAL SECTIONS 237-3.1 THROUGH 237-3.13; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

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

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

9. CONSIDERATION OF A RESOLUTION TO DESIGNATE CITY ITEMS AS SURPLUS

City Administrator Butcher indicated there were additional street signs available for sale due to surplus. Due

February 20, 2024

to the imminent renovation of the facility, the Civic Center will no longer need the existing furniture and fixtures.

Councilmember Wergin introduced **Resolution 2024-8**, to designate City items as surplus. Councilmember Tonniges moved, seconded by Councilmember Stryson, to approve Resolution 2024-8.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

10. UPDATE ON THE WELLNESS CENTER

Wellness Center Director Brase informed that Sampson Construction continues to be ahead of schedule with footings, with the steel walls to be constructed next. Seward Changing the Game is working with a marketing firm, KidGlov, to strategize the pursuit of smaller donors to the facility. Finally, he noted there had been a large donation made, which included the challenge to use that donation as matching for the endowment.

CITY ADMINISTRATOR'S REPORT

Councilmember Wergin moved, seconded by Councilmember Stryson, that the City Administrator's report of February 20, 2024, be accepted.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

STRATEGY SESSION

1. STRATEGY SESSION WITH SEWARD RAIL CAMPUS

Councilmember Kolterman moved, seconded by Councilmember Wergin, that the Council enter a closed session with the Mayor, City Administrator, City Attorney, and Jonathan Jank for the protection of the public interest and to discuss real estate interests at the Seward Rail Campus with the City Attorney for a period not to exceed 30 minutes.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

Mayor Eickmeier stated the Council has voted to go into closed session at 8:04 p.m. for the protection of the public interest and to discuss current real estate interests and to provide the City Attorney with negotiating guidance.

At 8:24 p.m., the closed session ended, and the following Councilmembers reconvened to regular session: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken. Mayor Eickmeier announced that no formal action was taken during the executive session.

MOTION TO ADJOURN

Councilmember Wergin moved, seconded by Councilmember Stryson, that the February 20, 2024, City Council Meeting be adjourned.

Aye: Kahler, Kolterman, Stryson, Tonniges, Wergin, Wilken.

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

Adjourned approximately 8:24 p.m.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

3. New Claims Presented for Mailbox Damage Following Snow Removal From Streets



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

Date: March 1, 2024

To: *City Council*

From: *City Administration*

Re: Mailbox Claims from January 2024 Snowstorms

At the February 6th Council Meeting, Council established a \$75 payment for claims submitted and verified by Street Superintendent Miers because of snow removal from the January 2024 storms.

The following have been submitted and verified prior to this meeting:

- Leonard & Rose Sitzman, 1627 N Columbia Ave

It is expected there may be additional claims to be approved at a future Council meeting.



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: Leonard & Rose Sitzman Home Phone: (402) 643-9195
 Address: 1627 N Columbia Ave Business Phone: _____
 Date & Time of Incident: Snow storm/plow hit mailbox Cell Phone: (308) 641-5928
 Location of Incident: Front of the home by street Email: _____
 Type of Incident: Injured Person Property Damage Automobile Accident (Check all that apply)

INJURED PERSON

Occupation: _____ Employed by: _____
 Did you see a doctor? Yes No Doctor's Name: _____
 Were you hospitalized? Yes No Hospital: _____
 Describe incident (nature & extent of injury): _____

 Any Witnesses? _____

PROPERTY DAMAGE

List Property Damaged: Mailbox damaged & knocked over by snowplow
 Age of damaged property: 5 years Estimated cost of repair: \$90
 How was the property damaged? The snowplow hit the mailbox while plowing the street.

AUTOMOBILE ACCIDENT

Driver, if other than owner: _____
 Address: _____ Home Phone: _____
 Estimated cost of repair: _____ Business Phone: _____
 Vehicle: (year, make, model) _____ Police Notified? Yes No
 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 No Did you receive payment? Yes No Deductible: _____

ADDITIONAL INFORMATION

Any other pertinent information: (write on back if more space needed) _____

 Explain why you feel the City of Seward is responsible: _____

SIGNATURE OF CLAIMANT: Leonard Sitzman DATE: 02/22/2024
By daughter, Shaura Roschling
 Acceptance of this form by the City of Seward is not an admission of liability. UPDATED
 By affixing your signature above you are affirming that the above statements are true and accurate. 04/22/2019

4. Mayor Appointments to Boards and Commissions:
 - A. Appoint Brad Perdue (replaces Greg Zabka) to the Cemetery Board for Remainder of Term

PUBLIC HEARINGS

1. Public Hearing - 7:00 PM - Presentation and Discussion of Functioning and Progress of the Seward Economic Development Plan - City Administrator Butcher

**CITIZENS ADVISORY REVIEW COMMITTEE
FOR THE LB 840 ECONOMIC DEVELOPMENT PLAN
SEMI-ANNUAL REVIEW REPORT**

To: The Seward City Council
From: Citizens Advisory Review Committee - LB 840 Economic Development Plan
Date: March 5, 2024
Re: Semi-annual review report required by the Economic Development Plan

The Citizens Advisory Review Committee (CARC) is a committee of registered voters appointed by the Mayor (and affirmed by the City Council) to review the Economic Development Plan (the Plan) established under LB 840. The CARC mainly reviews the actions taken by the LB 840 Application Review Board (ARB). The ARB is the committee that has the authority to spend the LB 840 funds.

The CARC met on February 7, 2024, to review the functioning and progress of the Plan. The meeting consisted of discussions about the following:

1. An LB 840 Activity Report was distributed to the CARC in advance of the meeting. The City Administrator walked the CARC through recent activity from August 1, 2023 thru December 31, 2023. The CARC had a few questions on pending project but no specific concerns on the fund.
2. A copy of the general ledger reports including a report of all transactions from 8/1/23 to 12/31/23 was distributed prior to the meeting. The CARC felt all transactions listed in the financial reports appeared to be appropriate.
3. The City Administrator also noted that the program was reauthorized for an additional ten (10) year period pursuant to the mail in election held in December of 2023.

The CARC notes that it does not audit nor does it verify the numbers submitted to it in the general ledger reports. It is our understanding that these accounts are audited during the annual overall audit that is done on the city's financial records.

ADMINISTRATIVE ITEMS

1. Presentation of Active and Upcoming Capital Projects and Anticipated Timelines -
City Administrator Butcher
2. Update on the Wellness Center - City Administrator Butcher

CITY ADMINISTRATOR'S REPORT

CITY ADMINISTRATORS REPORT – 3/5/24

- Monitoring a number of street projects that have moved into dormant with season on East Seward (winter hold on construction), design on East Hillcrest, Izaak Walton Road/Highway 15 Intersection (construction) and drainage near Park Street & Bradford Street (winter hold on construction), Highway 15 Watermain (construction) and Highway 15 Reconstruction (tree removal).
- Water Tower project underway, working on final paint design, trying to line up meeting with painting subcontractor to better understand detailed design paint application process.
- Assisted with Civic Center items, working with Commission on Building Renovation.
- Reviewed additional DTR items and worked with applicants on needed documents.
- Working with Wellness Center Executive Director Brase on numerous items and follow ups.
- Finalizing items related to closeout of 2019 Flood FEMA items.
- Worked with Kell Hoffschneider to work on a number of real estate items related to the Rail Campus.
- Assisted with negotiations in the matter of SCCDP and the Langworthy Trust for space in Seward Civic Center.
- Assisted with coordination of legal items related to E911.
- Worked with City Clerk on the Upper Big Blue NRD Hazard Mitigation Planning.
- Met with SCCDP and potential economic development project.
- Met with the Building and Zoning Team on numerous items.
- Numerous calls, conversations, and item preparation for LB 1205 support efforts.
- Attended Seward Wellness Center construction meeting with Sampson.
- Met with property owner and staff for the Highway 15 reconstruction project to discuss conflicts.
- Attended CPR and First Aid Training along with staff.
- Attended NPPD Monthly Customer Meeting in Kearney.
- Reviewed to LB 840 Applications.
- Held CARC meeting to review last 6 months of LB 840 Program.
- Gathered TIF information for SCCDP in efforts to re-certify for economic development.
- Reviewed Plat items for an updated Rail Campus plat with City Engineer.
- Assisted with the Bizco email cloud migration and access point issues at the Muni Building.
- Met with SENDD and Bottle Rocket Brewing on the status of their CDBG Loan.
- Status update on a number of building inspection issues related to downtown development.

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

Police Department

- Night at the Museum.
- Heard continues his Academy training.
- Target goals.

City Clerk/Human Resources/City Hall

- Personnel, Audit & Finance Committee 3/5.
- Hazard Mitigation Plan Response: Response due on 3/1.
- Safety Manual Updates: Meeting on 2/28 to discuss proposed changes.
- Leadership Series: Next Training is on 3/6 AM at Library (mandatory meeting).

Water/Wastewater Department

- Set up yearly acute toxicity samples.
- Set up Petsource by-monthly samples.

- Work on replacing tamper and failed meters.
- Start cleaning sludge drying beds and haul off.
- Do monthly manhole check list for problem areas.

Parks and Rec/Cemetery/Golf/Pool

- Safety Manual meeting.
- Start of Spring High School Sports.
- Empire Fence is putting up a backstop net at the Baseball Field.
- Top dressing ball fields.
- Putting stall dividers back up in East and West restrooms.
- The golf course opened for the season on Saturday.

Civic Center

- Quiz Bowl Wednesday.
- Still packing and moving items.
- Renovation committee meeting.
- Called to follow up on art appraisal with Kiechel.

Electric Department

- 4th St. Sub maintenance
- Work with contractor on 6th Project.
- Work on metering.
- Clean up and haul junk from Horeshoe.

Street Department

- Sweep streets.
- Equipment maintenance.
- Work on street signage.

Library

- Kids programs continue, boiler inspection in morning.
- Material ordering.
- National Library Week planning finalized.

Building Inspection/Planning Department

- Meter pit location meeting at Rumery.
- Inspection with State Electrical and Fire Marshall to identify code deficiencies at Café on 6th St.
- Plan and site review of proposed addition of Levander's Body Shop.

Engineering

- Boring 6th St. south to Seward and interconnections for the Hwy 15 Water Main.
- Monthly progress meeting, steel delivery, site electric, submittal 17 review comments and logo application for the Water Tower.
- Awaiting concentrate to cure, backfill, lane marking and lighting for Izaak Walton at Hwy 15.
- Utility locates and Schemmer survey for Worthman Blvd Extension.
- Review final plan set for East Drummer Blvd.

Finance Dept.

- Claims.
- Balance payroll checking account.
- Enter Auditor's adjusting journal entries.
- Caselle update.

Seward Wellness Center

- A considerable amount of construction progress with getting steel walls upright.

- Zoom meeting tonight with the Seward Swim Club.
- Construction meeting on Wednesday.
- Work with Eakes on furniture/appliances.
- Work with Scorevision on software costs for TV's/Scoreboards.

**FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINSTRATIVE
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