



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

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**Tuesday, December 3, 2024**

**7:00 PM**

**Municipal Building Council Chambers**

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**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, December 3, 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. Any citizen may address the Council regarding items included on the meeting agenda and are asked to complete and submit a Speaker Card to the Clerk prior to the meeting. The Mayor will call speakers to the podium when the item is being considered. 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**

**MINUTES**

1. Draft Minutes of November 15, 2024, City Council Meeting

**November 19, 2024**

The Seward City Council met at 7:00 p.m. on Tuesday, November 19, 2024, with Mayor Joshua Eickmeier presiding and City Clerk Derek Bargmann recording the proceedings. Upon roll call, the following Councilmembers were present: Megan Kahler, Jessica Kolterman, Karl Miller, Tatum Tonniges, Matt Stryson, Rich Wergin, Jonathon Wilken. Councilmembers Absent: John Singleton. Other officials present: City Administrator Greg Butcher, City Attorney's representative Connor Madsen, City Engineer Michael Oneby, Building/Zoning & Code Enf. Director Tim Dworak, and Wellness Center Director Joel Brase.

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 Wergin, seconded by Councilmember Stryson.

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$1,770,931.72)
4. Police Department Report
5. Report on Discounted Recreation Fees – Bluejay Bash Donation
6. Draft Minutes of November 5, 2024, City Council Meeting

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

**PUBLIC HEARINGS**

**1. CLASS D LIQUOR LICENSE APPLICATION OF LUCID INDUSTRIES, LLC, DBA LUCID VAPOR, 804 TWIN OAKS ROAD**

City Clerk Bargmann reported that Lucid Industries, LLC, had applied for a Class D Liquor License on October 16<sup>th</sup> with the City's determination to recommend approval or denial. The Building/Zoning and Police Departments had no conflict with recommending approval of the license. As per State Statute 53-134, the City advertised the public hearing on October 30<sup>th</sup> and allowed for public comment. No comments were received at the time of the meeting; therefore, it was the recommendation the license be recommended for approval.

Mayor Eickmeier opened the public hearing at 7:04 p.m. With no public comment received, the public hearing was closed at 7:04 p.m.

**A. CONSIDERATION OF A RESOLUTION RECOMMENDING OR DENYING APPROVAL OF A CLASS D LIQUOR LICENSE FOR LUCID VAPOR**

Councilmember Kolterman introduced **Resolution 2024-36**, for the City to provide a recommendation of approval for Lucid Vapor's Class D Liquor License application. Councilmember Wergin moved, seconded by Councilmember Tonniges to approve Resolution 2024-36.

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

**B. CONSIDERATION OF A REQUEST TO RECOMMEND WISAM HAYDAW AS MANAGER OF CLASS D LIQUOR LICENSE FOR LUCID VAPOR**

Councilmember Stryson moved, seconded by Councilmember Kolterman, to recommend Wisam Haydaw as manager of the Class D Liquor License for Lucid Vapor, LLC.

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

**2. CONSIDERATION OF AN ORDINANCE APPROVING THE FINAL PLAT OF THE SEWARD RAIL CAMPUS PUD 2<sup>ND</sup> ADDITION**

City Engineer Oneby described the changes to the plat as inclusion of current sites, easements, and the expected construction of the Worthman Boulevard extension. The Planning Commission recommended approval of the plat unanimously.

Mayor Eickmeier opened the public hearing at 7:09 p.m. With no public comment received, the public hearing was closed at 7:09 p.m.

**November 19, 2024**

Councilmember Stryson introduced Ordinance No. 2024-24. Councilmember Wergin moved, seconded by Councilmember Miller, to dispense with the statutory rule.

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

Councilmember Kahler moved, seconded by Councilmember Miller 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. 2024-24**, AN ORDINANCE TO APPROVE THE FINAL PLAT ENTITLED "SEWARD RAIL CAMPUS PUD 2nd ADDITION", AS HEREINAFTER SET FORTH, LOCATED IN THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 11 NORTH, RANGE 3 EAST OF THE 6TH P.M., CITY OF SEWARD, SEWARD COUNTY, NEBRASKA; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR AN EFFECTIVE DATE HEREOF AND ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM.

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

**3. CONSIDERATION OF AN ORDINANCE RE-ZONING PROPERTY IDENTIFIED AS KDBCLB ADDITION FROM 'AG – AGRICULTURAL DISTRICT' TO 'RR – RURAL RESIDENTIAL DISTRICT'**

Building/Zoning & Code Enf. Director Dworak relayed that the applicant's property was in the extra-territorial jurisdiction (ETJ) district and met the requirements for a 'RR – Rural Residential District' designation. The Planning Commission approved the application unanimously.

Mayor Eickmeier opened the public hearing at 7:12 p.m. With no public comment received, the public hearing was closed at 7:12 p.m.

Councilmember Miller introduced Ordinance No. 2024-25. Councilmember Kolterman moved, seconded by Councilmember Wergin, to dispense with the statutory rule.

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

Councilmember Wergin moved, seconded by Councilmember Kahler 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. 2024-25**, AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SEWARD, NEBRASKA; TO REZONE CERTAIN PROPERTY WITHIN THE TWO-MILE EXTRA TERRITORIAL JURISDICTION OF THE CITY OF SEWARD, NEBRASKA NOW ZONED AG AGRICULTURAL DISTRICT, TO RR RURAL RESIDENTIAL DISTRICT; SPECIFICALLY, TRACTS OF LAND NORTH OF OLD MILL RD AND EAST OF 252ND RD; TO DESCRIBE THE PROPERTY REZONED; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

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

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

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

**ADMINISTRATIVE ITEMS**

**1. CONSIDERATION OF A CLAIM FROM DONNA FITZSIMONS, 626 N 9<sup>TH</sup> STREET, FOR PERSONAL PROPERTY DAMAGE IN THE AMOUNT OF \$700.00**

City Administrator Butcher informed that the alleged incident involved effects from a sewer blockage observed on 8<sup>th</sup> Street near the claimant's address on the same date as the claim from the November 5<sup>th</sup> meeting. The recommendation from Administration is to forward to the insurance carrier for determination.

Councilmember Miller moved, seconded by Councilmember Stryson, to forward the claim to the City's insurance carrier for consideration.

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

**November 19, 2024**

**2. PRESENTATION ON BASEBALL/SOFTBALL COMPLEX MASTER PLAN**

Mr. Butcher presented a handout to the Council regarding the proposed plan for field improvements. He noted the project would be a collaboration between the City, Concordia University, and the Seward Public Schools District and was borne out of the Plum Creek Turf Committee’s discussions. Particularly, the project would renovate Memorial Field (Plum Creek Baseball Field), the west softball field (Plum Creek), and Field #4 at the fourplex. Concordia University and the School District had identified a need for improved facilities for baseball and softball programs and additional flexibility to host multiple games which could be achieved through renovation of Field #4. Mr. Butcher indicated that City Administration would like direction in the further pursuit of this proposed project. As the fields are City owned, the City Council must provide general approval for the concept. Should such a direction be given, the Administration would work with Concordia and Seward Public Schools on phasing, timelines, cost allocations, and fundraising. All told, the complete project if all items were included would total \$9-10 million with scalability depending on funding availability. Dave Kumm, Executive Vice President at Concordia, stated that the Board of Regents, coaches, and donors were all supportive of this concept. It was noted that improved facilities could drive more tournament hosting which could economically benefit local businesses. Mr. Butcher relayed that the School Board had discussed the plan and were in favor of the concept as well.

Councilmember Kolterman moved, seconded by Councilmember Kahler, to support the concept of the plan of facility upgrades to City-owned baseball and softball facilities as specified in the master plan.

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

Nay: None. Absent: Singleton. Motion carried.

**3. UPDATE ON THE WELLNESS CENTER**

Wellness Center Director Brase provided the following updates: the gym flooring has been installed; the pool decking will be poured by the end of the week; a Child Care Director has been hired; and a membership drive will begin in early December.

**A. CONSIDERATION OF A REQUEST FOR DONATION TO THE BLUEJAY BOOSTER BASH 2024, REGARDING POOL FEES**

Mr. Brase indicated the Bluejay Booster Bash’s donations will be applied to the Plum Creek Turf project. As such, the Turf Committee had requested a donation of pool services for a silent auction to benefit the project. Mayor Eickmeier noted that he had only been given the authority to discount golf fees previously, thus he felt it more appropriate for the Council to consider this request. It was further noted that the general policy is to not provide donated items to groups and fundraisers, as the City would be inundated with requests. In this instance, the ultimate beneficiary is the City of Seward as we will own the fields these funds are contributing to.

Councilmember Kolterman moved, seconded by Councilmember Stryson, to donate the following items at the Dowding Municipal Pool for the 2024 Bluejay Booster Bash silent auction: Pool Party (valued at \$300), Season Family Pool Pass (valued at \$150), and Season Individual Pool Pass (valued at \$75).

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

Nay: None. Absent: Singleton. Motion carried.

**CITY ADMINISTRATOR’S REPORT**

Councilmember Kolterman moved, seconded by Councilmember Wergin, that the City Administrator’s report of November 19, 2024, be accepted.

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

Nay: None. Absent: Singleton. Motion carried.

**STRATEGY SESSION**

**1. STRATEGY SESSION WITH CITY ATTORNEY REGARDING REAL ESTATE INTERESTS AT THE SEWARD RAIL CAMPUS**

No strategy session was held.

**MOTION TO ADJOURN**

Councilmember Miller moved, seconded by Councilmember Wergin, that the November 19, 2024, City Council Meeting be adjourned.

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

Nay: None. Absent: Singleton. Motion carried.

**November 19, 2024**

Adjourned approximately 8:09 p.m.

THE CITY OF SEWARD, NEBRASKA

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Joshua Eickmeier, Mayor

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Derek Bargmann, City Clerk

**RECEIVE CERTIFICATION OF ELECTION**

# CERTIFICATE OF VOTE

STATE OF NEBRASKA )  
COUNTY OF SEWARD )<sup>SS.</sup>

TO: City of Seward

I, Sherry Schweitzer, County Clerk of Seward County do hereby certify the following is a true and complete extract of the abstract of the votes cast at the election held on the 5<sup>th</sup> day of November 2024 in this County, as canvassed by the canvassing board of this County, with respect to the candidates, measures, propositions, and issues therein listed; and do further certify that to the best of my knowledge such ballots, including early voting ballots, have been voted, counted and canvassed in the manner provided by law.

Dated this 14<sup>th</sup> day of November 2024.



  
Sherry Schweitzer, Seward County Clerk

**Candidates and Offices, Measures,  
Propositions and Issues**

**Votes Cast**

**For Seward City Council**

Ward 1	
Jessica Kolterman	891
Ward 2	
Matt Stryson	823
Ward 3	
John P. Singleton	602
Ward 4	
Zane Francescato	475

**For Seward Airport Authority**

Ken Norseen	2,642
Mark Rolfsmeyer – Write In	34
Derek Whisler - Write In	15

**RECOGNITION OF SERVICE OF OUTGOING COUNCILMEMBERS  
MOTION TO ADJOURN  
REORGANIZATION / SEATING OF NEW COUNCILMEMBERS / CALL TO ORDER  
ROLL CALL  
OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS**

1. Administration of Oaths, Elected Body - City Clerk Bargmann
  - A. Jessica Kolterman - Ward 1, Matt Stryson - Ward 2, John Singleton - Ward 3, Zane Francescato - Ward 4

**CONFIRMATION OF MAYOR'S APPOINTMENTS**

1. Confirmation of Appointed City Officials and Administration of the Oath of Office - Mayor Eickmeier & City Clerk Bargmann
  - A. Tayler Mifflin - Fire Chief (§ 85-16.1)
2. Confirmation of Mayor Appointments of City Council Members to City Boards and Committees:
  - A. As Liaison:
    - Civic Center Commission - Megan Kahler, John Singleton
    - Cemetery Board - Zane Francescato
    - Community Redevelopment Authority - Zane Francescato
    - Fire Department - John Singleton
    - Library Board - Jessica Kolterman, Rich Wergin
    - Park & Recreation Board - Matt Stryson, Tatum Tonniges
    - Planning Commission - Matt Stryson, Rich Wergin
    - Tree Board - Rich Wergin
  - B. As Appointment:
    - Aging Services Commission - Tatum Tonniges
    - CDBG Application Review Board for Economic Development (Program Loan Reuse) - Zane Francescato
    - Seward Community Recreation Facilities Committee - Jessica Kolterman, Karl Miller, Matt Stryson
    - E911 Board - Jessica Kolterman, John Singleton
    - Seward Foundation - Karl Miller, Tatum Tonniges
    - LB840 Sales Tax Application Review Board for Economic Development - Megan Kahler, Karl Miller
    - Personnel, Finance & Audit Committee - Zane Francescato, Jessica Kolterman, Karl Miller, Matt Stryson
    - Seward/Saline County Solid Waste Agency - John Singleton
    - Rail Campus Development Review Committee - Karl Miller, Matt Stryson

**ELECTION OF COUNCIL PRESIDENT  
CONSENT AGENDA**

1. Claims & Payables Reports

CLAIMS LIST

12/3/2024

COUNCIL MEETING

Abbreviations: AF-Annual Fee; BE-Benefits; BU-Building Upkeep; CI-Capital Improvements; DF-Diesel Fuel; DO-Donations; EQ-Equipment; ENG-Engineering; EX-Expense; FA-Fixed Asset; GS-Gas; GU-Ground Upkeep; IT-Technology; INS- Insurance; INV-Inventory;LG-Legal; MA-Maintenance; MAT-Materials; MC-Miscellaneous; MH-Merchandise; MI-Mileage; ML-Meals; MS-Memberships; OI-Oil; OP-Operations; PF-Postage; PU-Publications; RE-Repairs; RI-Reimbursement; RS-Restaurant; SA-Salaries; SE-Services; SL-Sales; ST-Sales Tax; SU-Supplies; TE-Testing; TR-Training; TO-Tools; UN-Uniforms; UT-Utilities

ADE	SU	37
AKRS Equipment Inc	OI	64.68
All Copy Products Inc	SE	38.96
Allegiant Utility Service	CI	1.68
Allo	UT	401.59
Almquist Maltzahn Galloway Luth	SE	12,580.00
Amazon Business	SU	300.1
Awards Unlimited Inc	SE	52
Bizco Technologies	IT	8,651.82
Callaway Golf	SU	1,998.01
Campbell Cleaning	SE	1,405.00
Capital Business-Dallas	SE	1,128.54
Cash-Wa Distributing Co	SU	358.71
Chase Card Service		14,226.05
Carhartt	UN	354.72
Sam's Club	UN/SU/BU	1021.38
RS America	SU	1562.2
Walmart	SU	588.17
The Crosby Group	SU	14.73
SP Dakota Riggers	SU	1412.65
The Public Safety Store	SU	177.99
USPS	PF	167.92
Squarespace	SE	296
Emergency Solutions	IT	155
Rock Auto	RE	107.96
Amazon.com	SU	328.06
Eagle Engraving	SE	21.35
LLRMI	TR	150
Seward County Motor Vehicle	SE	17
Revolution Wraps	FA	881.33
Blue 2 Gold	TR	395
Pac N Save	SU	66.63

Uline	SU/FA	3034.98
La Carreta	ML	539.4
Sparetime	ML	100.91
Runza	ML	152.92
Valentino's	ML	111.7
Constant Contact	SE	23
Briggs & Stranton	RE	116.13
ForeUP	IT	686.08
Nebraska GCSA	TR	435
Tracfone	UT	34.25
Scheel's	SU	265.36
Tactacam	Su	23.66
Vevor	FA	82.76
BDI	RE	28.5
Fairfield Inn	TR	311.36
Quill	Su	561.95
City Seward Electric Fund	UT	36,578.81
City Seward Payroll Account	SA	206,535.58
Codr Plumbing/Excavation	SE	948.92
Commonwealth Electric Co	RE	407.01
Consolidated Water Soluti	RE	2,307.83
Constellation Newenergy	UT	34.17
Cornhusker Press	SU	130.45
Crouch'S Farm/Hardware	SU	1,321.85
Eakes Office Solutions	SU	97.96
Firstar Fiber Inc	SE	232.56
FS3 Inc	FA	24,539.80
Galls LLC	UN	43.6
General Excavating	CI	382,252.58
Gerhold Concrete Co Inc	SU	7,148.34
Great Plains Nursery	CI	1,073.66
Hamilton Equip Company	FA	35,000.00
Helms Taylor	MC	160
Hobson Automotive & Tire	RE	151
Hoffschneider Law PC LLO	SE	5,000.00
Husker Electric Supply Co	MAT	3,136.31
Jaco Analytical Lab Inc	SU	94.63
JEO Consulting Group	CI	17,311.25
Jones Bank	MC	1,263.48
K2 Construction	CI	8,500.00
Kirkegaard Addie	MC	200
Last Mile Network	UT	75.3
Levander'S Body Shop	RE	456.34
Lincoln Winwater Works	RE	1,154.94

Mailand's Clothing	UN	10
Mid-American Benefits Inc	BE	2,734.86
Nebraska D A S Acct Ocio	SE	245
Nebraska Equipment Inc	RE	6,349.62
Nebraska Golf & Turf	RE	196.89
Nebraska Health Lab	TE	154
NREA	TR	1,545.00
Nextlink	UT	103.35
Norris Public Power	UT	1,199.90
Northern Safety Co Inc	SU	199.28
Odeys Inc	FA	37,324.00
Olsson	CI	59,792.73
O'Reilly Automotive Inc	RE	319.46
Osten Tasha	RI	185
Plains Tree Farm Inc	SE	150
Police Officers Association NE	MS	240
Principal Financial Group	BE	2,823.52
Quill Corp	SU	38.99
Resco	INV	58,584.28
Sack Lumber Company	RE	46.99
Schemmer Architects	CI	148,008.42
Seiler Instrument & Mfg	CI	3,980.00
Seward Co Chamber/Develop	RI	211.65
Seward Co Clerk/Register	SE	1,467.00
Short Elliott Hendrickson	CI	21,494.97
Skarshaug Testing Laborat	PF	694.8
Sports Express	SU	650.8
Suhr & Lichty Insurance	INS	1,105.00
The Music Bingo People	SE	100
The Sprinkler Guy	CI	90
Total Fire & Security Inc	SE	420
Total Tool Supply Inc	SU	1,050.00
U S Cellular	UT	147.63
Verizon Wireless	UT	281.64
Wesco Distribution Inc	INV	47,912.75
	CLAIMS TOTAL	1,177,258.04

2. Mayor Appointments to Boards and Commissions:
  - A. Re-Appoint Rick Endicott to the Civic Center Commission for a 3-Year Term
  - B. Re-Appoint Katrina Goldsmith to the Housing Appeals Board for a 3-Year Term
  - C. Re-Appoint Kevin Sagehorn and Kurth Brashear to the LB840 Sales Tax Application Review Board for a 3-Year Term

**ADMINISTRATIVE ITEMS**

1. Consideration of a Change Order (#3) with General Excavating for Utilites and Site Work at the 500,000-Gallon Water Tower in the Amount of \$88,103.58 - City Engineer Oneby

# CHANGE ORDER



No. 3

Date of Issuance: November 22, 2024 Effective Date: November 21, 2024

Project: 500,000-Gallon Water Tower – Utilities and Site Work	Owner: City of Seward, Nebraska	Owner's Contract No.:
Contract: Base Bid – Unit Price		Date of Contract: April 19, 2023
Contractor: General Excavating		Engineer's Project No.: 019-3180

**The Contract Documents are modified as follows upon execution of this Change Order:**

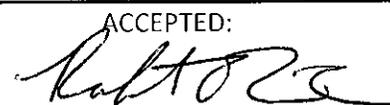
Description:

1. Extension of contract dates due to coordination with water tower work.
2. Rework 10" water main and 6" fire service. – ADD \$11,826.09
3. Install 2" water service to street maintenance building – ADD \$4,672.43
4. Additional CIP storm sewer box – ADD \$14,418.93
5. Additional subgrade and formwork prep, concrete wall at parking lot, tree removal – ADD \$53,588.93
6. Hydrant and valve extension, relocate hydrant by tower – ADD \$3,597.20

Total Project Increase: \$88,103.58

Attachments: General Excavating change order documentation

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>696,785.00</u>	Original Contract Times: Substantial Completion (days or date): <u>June 1, 2024</u> Final Completion (days or date): <u>August 1, 2024</u>
Increase from previously approved Change Order Nos. <u>01-02</u> :  \$ <u>102,202.00</u>	Increase from previously approved Change Order Nos. <u>01-02</u> : Substantial Completion (days or date): <u>140</u> Final Completion (days or date): <u>110</u>
Contract Price prior to this Change Order:  \$ <u>798,987.00</u>	Contract Times prior to this Change Order: Substantial Completion (days or date): <u>October 18, 2024</u> Final Completion (days or date): <u>November 18, 2024</u>
Increase of this Change Order:  \$ <u>88,103.58</u>	Increase of this Change Order: Substantial Completion (days or date): <u>301</u> Final Completion (days or date): <u>284</u>
Contract Price incorporating this Change Order:  \$ <u>887,090.58</u>	Contract Times with all approved Change Orders: Substantial Completion (days or date): <u>August 15, 2025</u> Final Completion (days or date): <u>August 29, 2025</u>

<p>RECOMMENDED:</p> <p>By:  Engineer (Authorized Signature)</p> <p>Title: <u>Project Engineer</u></p> <p>Date: <u>November 22, 2024</u></p>	<p>ACCEPTED:</p> <p>By: _____ Owner (Authorized Signature)</p> <p>Title: _____</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By:  Contractor (Authorized Signature)</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>November 22, 2024</u></p>
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cc: City of Seward, General Excavating.  
F:\2019\3001-3500\019-3180\60-Construction\02-Change Management\Change Orders\GE - site utilities\Change Order 03\Seward Water Tower (GE) - CO#3.docx



## Contract Cost Adjustment Estimate

Contract: Seward Water Tower  
 Date: 9/27/2024  
 General Excavating project #: 23-04-056

Unit Price Estimate \_\_\_\_\_ Estimated Units: \_\_\_\_\_  
 Lump Sum Estimate \_\_\_\_\_

Time Extension Requested \_\_\_\_\_

Description: Cost adjustment for reworking 10" watermain and 6" fire service line.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Totals</b>	
Material Cost	\$ 2,558.41
Labor Cost	\$ 5,105.15
Equipment Cost	\$ 2,620.00
Subcontractor Cost	\$ -
Other Cost	\$ -
Indirect Cost	\$ -
<b>Sub Total</b>	<b>\$ 10,283.56</b>
Bond Cost (0%)	\$ -
Insurance Cost (.0%)	\$ -
Markup (15%)	\$ 1,542.53
<b>Total Cost Adjustment</b>	<b>\$ 11,826.09</b>

Unit Price detail	
# of Units	0
<b>Total Cost</b>	<b>\$ 11,826.09</b>

Unit Price	<b>#DIV/0!</b>
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## Contract Cost Adjustment Estimate

Contract: Seward Water Tower  
 Date: 9/27/2024  
 General Excavating project #: 23-04-056

Unit Price Estimate \_\_\_\_\_ Estimated Units: \_\_\_\_\_  
 Lump Sum Estimate \_\_\_\_\_

Time Extension Requested \_\_\_\_\_

Description: Cost adjustment for installing 2" water service to Street Department wash bay.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Totals</b>	
Material Cost	\$ 1,516.32
Labor Cost	\$ 1,686.67
Equipment Cost	\$ 860.00
Subcontractor Cost	\$ -
Other Cost	\$ -
Indirect Cost	\$ -
<b>Sub Total</b>	<b>\$ 4,062.99</b>
Bond Cost (0%)	\$ -
Insurance Cost (.0%)	\$ -
Markup (15%)	\$ 609.45
<b>Total Cost Adjustment</b>	<b>\$ 4,672.43</b>

Unit Price detail	
# of Units	0
<b>Total Cost</b>	<b>\$ 4,672.43</b>

Unit Price	<b>#DIV/0!</b>
------------	----------------









## Contract Cost Adjustment Estimate

Contract: Seward Water Tower  
 Date: 9/27/2024  
 General Excavating project #: 23-04-056

Unit Price Estimate \_\_\_\_\_ Estimated Units: \_\_\_\_\_  
 Lump Sum Estimate \_\_\_\_\_

Time Extension Requested \_\_\_\_\_

Description: Cost adjustment for additional CIP junction box.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Totals		
Material Cost	\$	3,980.20
Labor Cost	\$	5,808.00
Equipment Cost	\$	2,750.00
Subcontractor Cost	\$	-
Other Cost	\$	-
Indirect Cost	\$	-

Sub Total	\$	12,538.20
-----------	----	-----------

Bond Cost (0%)	\$	-
Insurance Cost (.0%)	\$	-
Markup (15%)	\$	1,880.73

Total Cost Adjustment	\$	14,418.93
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Unit Price detail	
# of Units	0
Total Cost	\$ 14,418.93

Unit Price	#DIV/0!
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## Contract Cost Adjustment Estimate

Contract: Seward Water Tower  
 Date: 11/12/2024  
 General Excavating project #: 23-04-056

Unit Price Estimate \_\_\_\_\_ Estimated Units: \_\_\_\_\_  
 Lump Sum Estimate                   x                  

Time Extension Requested \_\_\_\_\_

Description: Cost Adjustment for additional subgrade material and prep for parking  
lot, driveways and sidewalks; Jamico time and material for rebar and  
grade changes, and Dudley Tree service to remove tree in alley  
 \_\_\_\_\_  
Includes Cost for additional concrete wall between parking lot and sidewalk.  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Totals</b>	
Material Cost	\$ 4,266.00
Labor Cost	\$ 13,988.86
Equipment Cost	\$ 10,249.50
Subcontractor Cost	\$ 18,094.71
Other Cost	\$ -
Indirect Cost	\$ -
<b>Sub Total</b>	<b>\$ 46,599.07</b>
Bond Cost (0%)	\$ -
Insurance Cost (.0%)	\$ -
Markup (15%)	\$ 6,989.86
<b>Total Cost Adjustment</b>	<b>\$ 53,588.93</b>

Unit Price detail	
# of Units	0
<b>Total Cost</b>	<b>\$ 53,588.93</b>

Unit Price	<b>#DIV/0!</b>
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## Contract Cost Adjustment Estimate

Contract: Seward Water Tower  
 Date: 11/13/2024  
 General Excavating project #: 23-04-056

Unit Price Estimate \_\_\_\_\_ Estimated Units: \_\_\_\_\_  
 Lump Sum Estimate \_\_\_\_\_

Time Extension Requested \_\_\_\_\_

Description: Cost Adjustment for hydrant and valve extension.  
Cost Adjustment to relocate hydrant by water tower.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Totals</b>	
Material Cost	\$ 1,075.00
Labor Cost	\$ 1,408.00
Equipment Cost	\$ 645.00
Subcontractor Cost	\$ -
Other Cost	\$ -
Indirect Cost	\$ -
<b>Sub Total</b>	<b>\$ 3,128.00</b>
Bond Cost (0%)	\$ -
Insurance Cost (.0%)	\$ -
Markup (15%)	\$ 469.20
<b>Total Cost Adjustment</b>	<b>\$ 3,597.20</b>

Unit Price detail	
# of Units	0
<b>Total Cost</b>	<b>\$ 3,597.20</b>

Unit Price	<b>#DIV/0!</b>
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2. Consideration of a Resolution to Adopt a Sidewalk Cost Share Installation Program - City Administrator Butcher

RESOLUTION NO. 2024-37

WHEREAS, various residential sidewalks are missing within the City, and do not comply with the required standards established by the Americans with Disabilities Act; and

WHEREAS, a cost share sidewalk installation program for single family residential properties should be established by the City to improve pedestrian safety and continue efforts to comply with applicable law; and

WHEREAS, the City of Seward has identified missing sidewalk districts; and

WHEREAS, the priority of the sidewalk installation program should be given to the districts surrounding schools, or locations identified within City's ADA transition plan; and

WHEREAS, \$60,000 should be appropriated from within the Streets FY2024-25 budget to initiate development of such cost share program as proposed by the Building/Zoning Code Enforcement Director.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT \$60,000 be appropriated from within Streets FY2024-25 budget to initiate development of a cost share sidewalk installation program for single family residential properties as proposed by the Building/Zoning Code Enforcement Director.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE CITY OF SEWARD, NEBRASKA

ATTEST:

\_\_\_\_\_  
Joshua Eickmeier, Mayor

\_\_\_\_\_  
Derek Bargmann, City Clerk



# ***SIDEWALK COST SHARE PROGRAM***

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## **Program Background**

The City of Seward recognizes that sidewalks within the City are necessary for the safety and welfare of the community. In response to that need the City Council, through passage of **Resolution No. 2025-35**, approved the Sidewalk Assistance Program on December 3, 2024. This program was established to construct segments of sidewalks identified within the City's American with Disabilities Act (ADA) Transition Plan and to fill in the network along streets within the City of Seward. The City shall be responsible for the installation and repair of ADA-compliant corners.

## **Application Process**

Applications will be accepted by the Seward Building/Zoning office until approved applications exceed the funds available for the fiscal year.

The Building/Zoning Code Enforcement Director shall have sole discretion for prioritization of work under this program so as to optimize the effectiveness of such. Work shall be handled in the order it is identified except that the Building/Zoning Code Enforcement Director may give higher priority to sidewalks based upon condition and/or pedestrian traffic volume or character.

Applications will be funded in the order approved by the Building/Zoning Code Enforcement Director.

## **Application Requirements and Information**

Property owners request reimbursement under this program prior to any work being done. Requests shall be made to the Building/Zoning office for the City of Seward on an application provided by the City.

After submittal of the application, the Building/Zoning Code Enforcement Director, or designee, will inspect the site and determine what work is needed. Only work deemed needed by the City will be eligible for reimbursement. The Building/Zoning Code Enforcement Director, or designee, will inspect the work as it progresses and assess the work upon completion. Only work completed and approved by the Building/Zoning Code Enforcement Director shall be eligible for reimbursement.

Once the City performs the inspection and deems areas of the public sidewalk to be non-compliant with the ADA Transition Plan the installation is required to be made by the property owner.

This is a reimbursable program, meaning dollars will not be dispersed to property owners until the sidewalk improvement project is complete and the final inspection reflects that the sidewalk meets the City of Seward's construction specifications.

Application may only be made by the owner occupying the property where sidewalk construction will take place. Eligible properties for assistance are limited to existing owner-occupied single-family dwellings. Sites located upon or adjacent to new development and/or new construction shall not be eligible for this program.

Assistance is available to construct segments of sidewalks identified within the City's ADA Transition Plan and to fill in the network along streets within the City of Seward.

Curb work associated with ADA ramp construction will be constructed by City crews or a private contractor will be hired by the City to take on such work.

Replacement of driveway aprons **does not qualify** to be included in the application for reimbursement of such work.

Owners of eligible property may be eligible for reimbursement funds at a rate equal to fifty percent (50%) of the amount the City would pay for the same or similar work based upon recent bids obtained by the City. The current rate is \$9.60 per square foot of sidewalk build.

The yearly funding for the Sidewalk Assistance Program shall be set by the Seward City Council as part of the yearly budget. Reimbursement for eligible properties shall only be available up to the amount budgeted for the fiscal year. No reimbursements will be made after the budgeted amount has been expended for the fiscal year.

### **Construction**

Residential property owners that are approved for the Sidewalk Cost Share Program are required to obtain a sidewalk permit through the Building/Zoning office prior to commencement of sidewalk work. There is no fee for such permit.

The property owner is responsible for assuring the quality of construction. Work not meeting the City of Seward's Circulation System Design ([§ 410-40.3 D](#)) Specifications will be required to be replaced at the owner's expense. All work eligible for reimbursement shall be completed within six (6) months of permit issuance to ensure City fund availability.

Sidewalk construction near street intersections (corner lots) will be inspected by Building/Zoning Code Enforcement Director, or designee, with the City being responsible to construct, repair, or replace ADA approved ramps, curb replacement and street surfacing for the ADA ramp area.

### **Reimbursement Request**

Reimbursement funds shall be disbursed within thirty (30) days of completion of project and final approved inspection. The property owner receiving the reimbursement must have a W9 on file with the City of Seward for payment to be processed.

## Summary of Sidewalk Cost Share Program Reimbursement

1. Property Owner complete Sidewalk Cost Share Program application form and attach an illustration or photo(s) of the project area.
2. Staff will confirm if the reimbursement application is complete and will do a site visit at applicant's property to confirm sidewalk qualifies for program.
3. Staff will notify property owner of approval/denial.
4. Once application is approved, property owner or contractor must contact the Building/Zoning office in the Municipal Building to **obtain a Sidewalk Permit**. A Sidewalk Permit must be obtained **PRIOR** to construction beginning. Not abiding by the permit requirement could disqualify the applicant from the program.
5. As the property owner begins the sidewalk construction process, once sidewalk forms are in place, contact the Building/Zoning office to schedule a sidewalk form inspection **PRIOR** to concrete being poured. Not abiding by the inspection requirement could disqualify the applicant from the program.
6. Once sidewalk construction is complete, forms must be removed and the area surrounding the new sidewalk must be backfilled so that it is level with the surface of the sidewalk.
7. Final sidewalk inspection is completed by staff.
8. Once staff determine the new sidewalk meets all of the City of Seward's Standard Construction Specifications, and all program requirements have been met, staff will request reimbursement funds be disbursed to the property owner on the next available accounts payable day. The property owner receiving the reimbursement must have a W9 on file with the City of Seward for payment to be processed.

### Questions?

If you have any questions, please contact Building/Zoning Office at 402-643-4000 Opt. 3, Opt. 1 or via email at [info@cityofsewardne.gov](mailto:info@cityofsewardne.gov).

Please return the completed application to [info@cityofsewardne.gov](mailto:info@cityofsewardne.gov) or mail to:

**Building/Zoning Department  
Sidewalk Cost Share  
Program PO Box 38  
Seward, NE 68434**



## SIDEWALK COST SHARE PROGRAM APPLICATION

Property Owner Name (Please Print):		
Property Owner Mailing Address:		
Project Location Address:		
Property Owner Phone Number:		
Email:		
Size of Project (square feet):		
Have you previously been awarded a sidewalk reimbursement?	Yes _____	No _____
Project Description (if desired attach an 8 ½" x 11" sketch, along with a photo(s) reflecting proposed construction:		
<p>Acknowledgement: By signing &amp; dating this application in the space provided below I am certifying that I am the legal owner of the property where the proposed sidewalk project will take place. I am further certifying that all information on this application is true and accurate to the best of my knowledge. If my application for the Sidewalk Cost Share Program is approved, I agree to comply with all rules and conditions set forth in the application packet. I understand not complying with the rules and conditions of the program could disqualify me from the program.</p> <p>Signature: _____ Date: _____</p>		
<b>For Staff Use Only (initial boxes and fill in appropriate blanks)</b>		
Application No.	202__-	
Received	Date-	
Eligibility Verified	Date-	
Application Approval/Denial	Date-	
City Share \$ Amount Approved	Date-	
Permit Fee Paid	Date-	
Final Inspection	Date-	
Funds Disbursed	Date-	



## SIDEWALK COST SHARE PROGRAM COMPLETION FORM

Sidewalk Permit No. \_\_\_\_\_

When your project has been completed, Building/Zoning staff will fill out the below and send to you for review and signatures

Inspected Sidewalk at **Address**, Seward, Nebraska:

<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
Build 4" Sidewalk	s.f.	\$9.60/s.f.	\$

Total Project Cost= \$

Inspection Notes: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

I, **Property Owner**; owner of **Address**, Seward, Nebraska, acknowledge I will be reimbursed a total of \$\_\_\_\_\_ for the above referenced sidewalk work, which is complete.

\_\_\_\_\_  
**Property Owner**

Date \_\_\_\_\_

I, \_\_\_\_\_ **of Contractor**; contractor completing work at **Address**, Seward, Nebraska, acknowledge I have been paid in full by **Property Owner** for sidewalk work completed at **Address**, Seward, Nebraska.

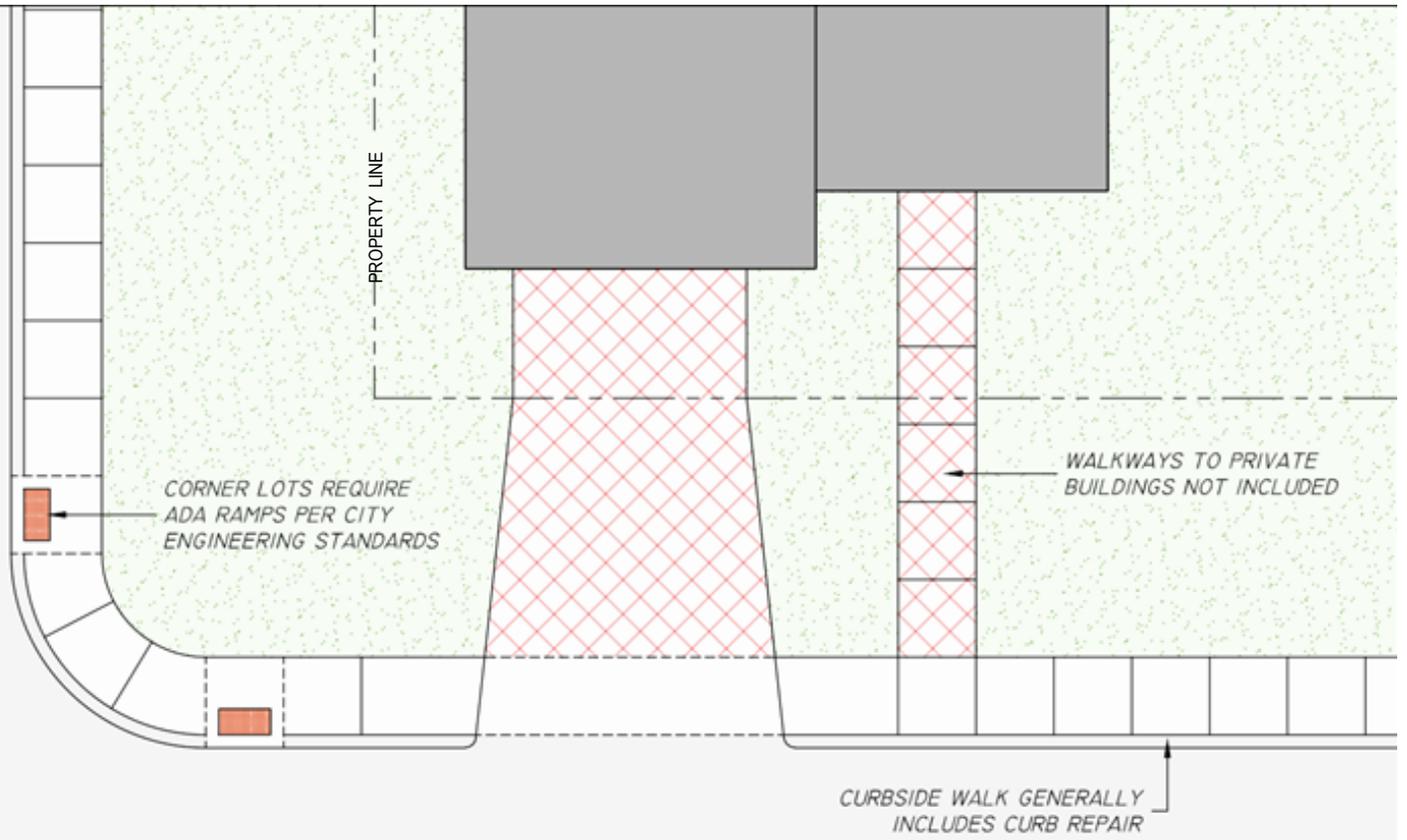
\_\_\_\_\_  
**Contractor**

Date \_\_\_\_\_

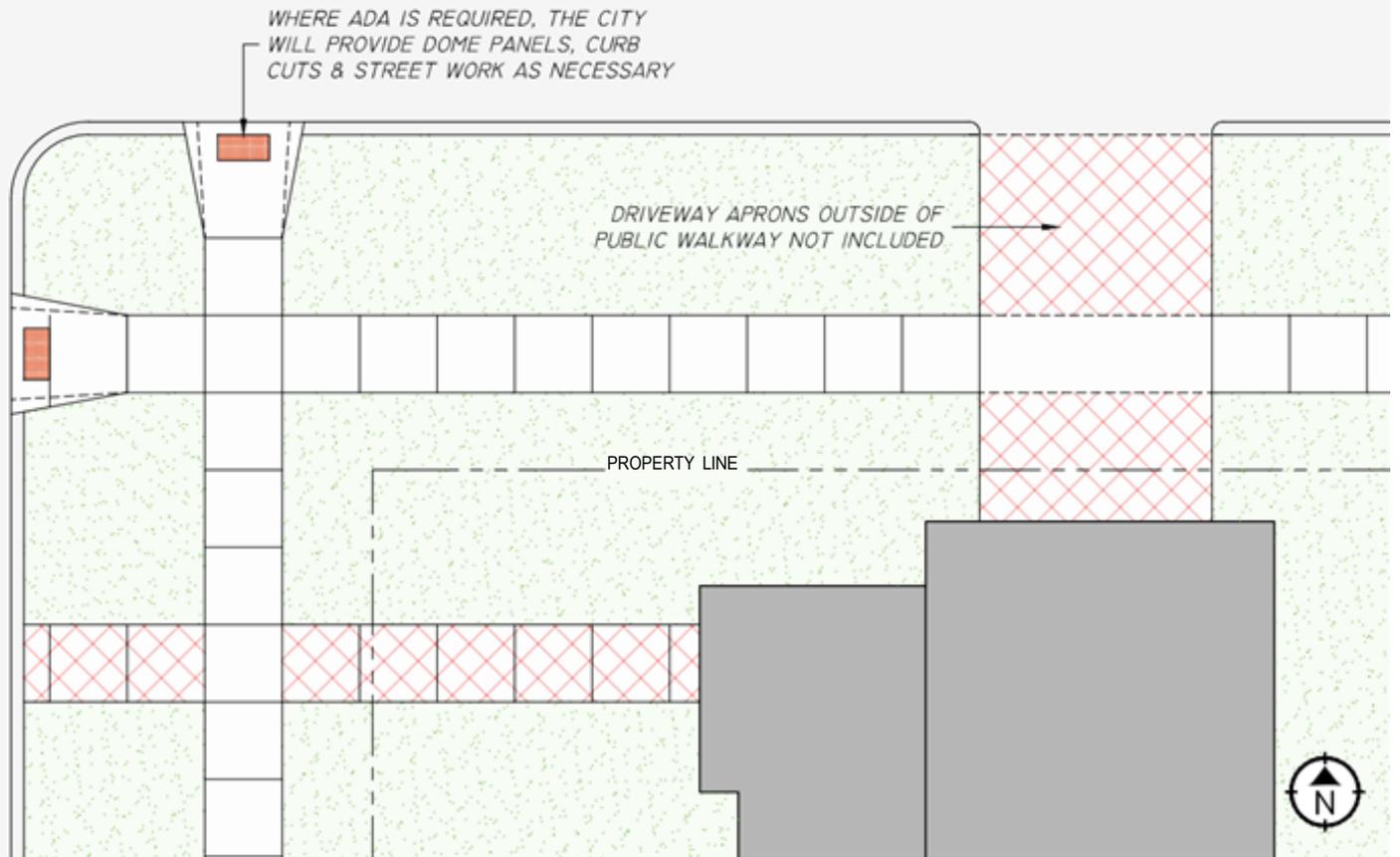
Inspection of sidewalk at **Address**, Seward, Nebraska has been completed in accordance with City of Seward Specifications.

\_\_\_\_\_  
 Building/Zoning Code Enforcement Director, or Designee

Date \_\_\_\_\_



EXAMPLE STREET



SIDEWALK ELIGIBILITY EXHIBIT

CITY SIDEWALK COST SHARE PROGRAM

SEWARD, NEBRASKA



3. Consideration of Amendments to the Employee Handbook Dated August 15, 2023 - City Clerk Bargmann
  - A. Section 3.8.2 - On-Call Time Situations



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P.O. Box 38, 537 Main Street, Seward, Nebraska 68434. Phone: 402-643-2928. Fax: 402-643-6491. [www.CityofSewardNE.gov](http://www.CityofSewardNE.gov)

Date: December 3, 2024

To: *City Council*

From: *City Administration*

**Re: Proposed Changes to Employee Handbook Section 3.8.2**

Regarding subsection a:

- No substantive changes—minor grammatical or phrasing for clarification.

Regarding subsection b:

- Upon review of the current procedures for compensating leave, Payroll Clerk Cihal noted a discrepancy between the Electric and Water/Wastewater Departments in SCADA operations. This compensation is expressly clarified in Section 3.8.2 of the employee handbook. Specifically, it is noted these employees will be "*compensated for such time in the same manner as 'on call' duty*". Essentially, an employee is designated as on-call each week and is provided an iPad to monitor SCADA of the facility in off-hours time. The SCADA system allows the employee to respond quickly in the case of an emergency to ensure services continue and damage to infrastructure is minimized. Thankfully, this has been a rare occurrence, but nonetheless, it is important that facilities can be accessed and monitored at all times. Currently, as with other departments, the designated employee for the Electric and Water/Wastewater department are receiving two (2) hours of paid leave. The difference is that the Water/Wastewater employee is receiving an additional two (2) hours of paid leave for SCADA monitoring, but the Electric employee is not. We are seeking to clarify the expectation of SCADA monitoring and compensation.

The item was presented to the Personnel, Finance, and Audit Committee on November 19<sup>th</sup> with the consensus to move forward with the clarification. Additionally, the changes were presented to Department Heads on November 25<sup>th</sup> with no suggestions or opposition to the change.

Regarding subsection c:

- In review of Section 3.8.2 in totality, it was noted that the existing inclement weather 'on-call' was not being utilized as was written. In review with Street

Superintendent Miers and Public Properties Director Core, it was determined to revise and update the language regarding this provision. The proposed changes will be a formal prior written notification of identified employees to report in the inclement weather situation. Upon review of the compensation for this special designation, the Personnel, Finance, and Audit Committee recommended employees receive 0.5 hours of compensation for each day they are in 'on-call' status with 1 hour of compensation if placed during an actual, not observed holiday. These updates were presented to Department Heads on November 25<sup>th</sup> with no suggestions or opposition received.

### 3.8.2 On-Call Time ~~Situations~~ /SCADA Monitoring

- a. Regular On-Call: Employees in the Electric, Water/Wastewater, Street, and Public Properties Departments are subject to regular "On-Call" duty. Regular on-call duty consists of a seven-day period, when the employee is responsible for any emergency ~~or trouble~~ call in the respective utility ~~and including~~ any ~~after hours, regular~~ weekend, or holiday duty. ~~Departments Heads and employees~~ shall ensure on-call duty during holidays is handled by only one employee during a seven-day period. Compensation for ~~'on-call' status remaining available for during~~ the ~~regular scheduled~~ seven-day period shall consist of two (2) hours of paid leave, or four (4) hours of paid leave if it occurs during a holiday week, for the seven-day period. If an employee is on regular on-call duty, the two (2) ~~hours~~ or four (4) hours of paid leave will be taken off during the same pay period. If, in the opinion of the Department Head, the workload is such that the employee cannot take the paid leave, the employee will be paid at the regular hourly rate for the two (2) hours earned while "on-call"—such paid leave shall count towards overtime calculations or may be converted to compensatory time off.
- b. SCADA Monitoring: Supervisory Control and Data Acquisition (SDADA) monitoring is expected for all eEmployees in the Electric and Water/Wastewater Departments, ~~as scheduled by their respective department head. SCADA monitoring may be conducted in an active or passive manner. Active monitoring will include the expectation that the designated employee accesses the software at least one time daily, and often multiple times, outside of regular working hours. Passive monitoring will carry no expectation that the designated employee will actively monitor the software unless alarmed with an emergency—in this case the employee will be compensated as per the provisions of 3.8.3. For purposes of clarification, the on-call employee in the Water/Wastewater Department will be considered as an 'active' monitor of the system and shall be compensated with an additional two (2) hours of paid leave in addition to the provisions of Part A. If, in the opinion of the active monitor and confirmation by a supervisor, the status of the facilities requires active maintenance, then the employee shall be compensated as per the provisions of Section 3.8.3. The on-call employee for the Electric Department shall be considered a 'passive' monitor of the system, and thus will not be compensated further unless an emergency arises. who are required to monitor SCADA systems, shall be compensated for such time in the same manner as 'on-call' duty.~~
- c. Inclement Weather: In times of expected inclement weather, identified employees have an expectation to report to respond to the situation. These employees shall be identified as 'on-call' with prior ~~All other employees are subject to 'on-call' duty if they are provided~~ written notification of a possible event/emergency by the ~~supervisor of the weather event. ir Department Head.~~ Once written notification has been given, ~~they identified employees~~ shall be compensated ~~with—one-half (1/2) an hour of paid leave, or one (1) hour of paid leave on the actual, not observed holiday--at 1/4 an hour at their regular rate, or 1/2 an hour at their regular rate if it occurs during a holiday week,~~ for each day ~~during the week~~ they are placed ~~on their~~ 'on-call' duty. Such compensation shall count towards overtime calculations or may be converted to compensatory time off. Employees must always be reachable by telephone, cell phone or other method as agreed to by the City. Regular 'on-call' employees shall not receive inclement weather compensation.

During on-call duty, an employee should abstain from consumption of alcohol. It shall be the responsibility of an employee to advise their supervisor if they have consumed alcohol or believes that they have a blood alcohol content of .04 or greater or have taken any other drug. With that information, the supervisor shall have the discretion of what duties that employee is to perform. If the employee has reported to the site,

they may be required to submit to an alcohol or controlled substance test when the employer has reasonable suspicion to believe that they are in an intoxicated state. If a previously informed on-call employee reports in a state exceeding the legal limit, they will be subject to disciplinary action up to and including termination. They may also be subject to legal disciplinary action if they were in operation of a motor vehicle.

B. Section 4.4.1b Closure During Regular City Office Hours



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P.O. Box 38, 537 Main Street, Seward, Nebraska 68434. Phone: 402-643-2928. Fax: 402-643-6491. [www.CityofSewardNE.gov](http://www.CityofSewardNE.gov)

Date: December 3, 2024

To: *City Council*

From: *City Administration*

**Re: Proposed Changes to Employee Handbook Section 4.4.1b**

As a result from the multiple snowstorms from January 2024, it was noted that further clarification could be provided to the section regarding emergency closure of City offices. Specifically, with some staff residing in rural areas they were unable to report to re-opened offices due to the inability to traverse snow packed roads. Consequently, we are proposing a slight revision to the language to identify that employees who are unable to report back to City offices in the event of a re-opening will be paid for only the hours worked during that day. With winter conditions once again near, we wanted to clarify this language in preparation.

The item was presented to the Personnel, Finance, and Audit Committee on November 19<sup>th</sup> with the recommendation to implement the proposed changes. Additionally, the changes were presented to the Department Heads on November 25<sup>th</sup> with no further changes suggested.

4.4.1b. Due to Emergency Closure of City offices:

- *During regular City office hours:* When an emergency condition necessitates the closing of a facility, the Mayor and/or City Administrator may make a determination as to whether a cancellation of work and facility closing is necessary. Facility closures may be site specific or City wide depending on the nature of the emergency. Employees may be assigned to other locations for work or be placed in a 'work from home' status. Depending on the nature of the emergency, employees may be required to work during the emergency condition at the direction of the Department Head or City Administrator. Employees will be required to provide their Department Head with a phone number and location where they can be contacted should the emergency condition end and work can be resumed. During the closure of City offices, reporting employees (employees using earned leave are excluded) may be placed on "leave-with-pay" status. Employees who report to work but leave prior to the time the facility is officially closed, ~~or~~ who cannot be contacted or are unable to return to work should the facility reopen, will be paid only for actual hours worked. They will be required to either make up the time absent from work or charge such time absent from work to accrued vacation, personal, or compensatory time leave. If a non-exempt employee does not have accrued vacation, personal, or compensatory time leave and is not able to make up that time during the same pay period, their work absence will be treated as unpaid leave.

4. Update on the Wellness Center - Executive Director Brase
  - A. Consideration of a Change Order (#2) with Sampson Construction

**CHANGE ORDER No. CO-002**

**TITLE:** Approved COR #16 - COR #43  
**TO:** CITY OF SEWARD  
 537 Main Street  
 Seward, NE 68434  
**ATTN:** Greg Butcher

**DATE:** 10/31/2024  
**JOB:** 23039

**PROJECT:**  
 Seward Wellness Center  
 2765 Eaton Drummer Blvd  
 Seward, NE 68434

**DETAILED DESCRIPTION OF WORK:**

The Contract is modified to include the following approved Change Order Requests

Item	Description	Net Amount
710	PCO# COR #36-Fee	289.00
720	PCO# COR #16-Fee	(250.00)
730	PCO# COR #18-Fee	1,039.00
740	PCO# COR #19-Fee	19.00
750	PCO# COR #21-Fee	93.00
760	PCO# COR #22-Fee	211.00
770	PCO# COR #27-Fee	238.00
780	PCO# COR #29-Fee	266.00
790	PCO# COR #31-Fee	98.00
800	PCO# COR #32-Fee	197.00
810	PCO# COR #33-Fee	2,743.00
820	PCO# COR #34-Fee	121.00
830	PCO# COR #35-Fee	47.00
840	PCO# COR #37-Fee	44.52
850	PCO# COR #38-Fee	68.00
860	PCO# COR #39-Fee	751.00
870	PCO# COR #43-Fee	423.00
880	COR #16 - Kidwell Savings for hangers in pool	(9,101.00)
890	COR #17 Utility Extension from Blvd to Property	0.00
900	COR #18 - Change to floor boxes in weight room	20,780.00
910	COR #19 Added Gym relay for owner equipment	(19.00)
920	COR #20 Additional work on Waverly Roadf	0.00
930	COR #21 - Carbon Monoxide Detector per RFI #39	1,867.00
940	COR #22 Cable Tray Upgrade	4,224.00
950	COR #23 Warranty Extension and operation of RTU 1-4	0.00
960	COR #25 Misc Steel Erection Work	0.00
970	COR #26 Temp HVAC work for electrical	0.00
980	COR #27 Equipment breaker changes	4,771.00
990	COR #28 Countertop Brackets	0.00
1000	COR #29 Added fans in Studio and Weight room	5,317.00

1010	COR #31 Added Outlets	1,968.00
1020	COR #32 Added sills at gum windows	3,936.00
1030	COR #33 Added Gym Fans	54,855.00
1040	COR #34 PR#3 Added Fans	2,425.00
1050	COR #35 Added TV Location at Lobby Area	943.00
1060	COR #36 Change to Landscaping	5,774.00
1070	COR #37 Light Changes in locker room	890.42
1080	COR #38 Lav change in restrooms to wall mount	1,352.00
1090	COR #39 Powdercoat exterior canopy and trash enclosure panels	15,019.00
1100	COR #40 - Paint at canopy and trash main structure	0.00
1110	COR #41 remove sidewalks and ramps from Gehrings contract	0.00
1120	COR #42 Extend grounding rod at flag pole due to depth	0.00
1130	COR #43 Well Power	8,463.00
1150	Boulevard Allowance Adjustment	(129,861.94)

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TOTAL: 0.00

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<b>The Original Contract Sum was</b>	<b>\$16,269,866.75</b>
<b>Net Change by Previously Authorized Requests and Changes</b>	<b>\$0.00</b>
<b>The Contract Sum Prior to This Change Order was</b>	<b>\$16,269,866.75</b>
<b>The Contract Sum Will be Increased</b>	<b>\$0.00</b>
<b>The New Contract Sum Including This Change Order</b>	<b>\$16,269,866.75</b>
<b>The Contract Time Will be Changed</b>	<b>0.00 Days</b>

---

**ACCEPTED:**

CITY OF SEWARD

Sampson Construction Co.,  
Inc.

BAHRVE

By:

By:

By:

\_\_\_\_\_



Dave Cavlovic



Adam Sitzmann

Date:

\_\_\_\_\_

Date:

Nov 22, 2024

Date:

Nov 22, 2024

## **CITY ADMINISTRATOR'S REPORT**

## CITY ADMINISTRATORS REPORT – 12/3/24

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

- Monitoring a number of street projects including: East Seward (final items), design on East Hillcrest, drainage near Park Street & Bradford Street (construction), Highway 15 Watermain (punch items) and Highway 15 Reconstruction (construction/winter shutdown).
- Water Tower project underway, continuing to monitor concrete pours, paint coat issues have led to substantial delays. Painting will likely to resume in Spring 2025.
- Working with Wellness Center Executive Director Brase on numerous items and follow ups, construction meeting held.
- Worked with Kelly Hoffschneider to work on a number of real estate items related to the Rail Campus, tower leases, and related legal matters.
- Off for numerous hours due to continued back issues, attended Physical Therapy.
- Met with Schemmer on the trail project progress and working on BNSF crossing issue with NDOT.
- Discussed High Voltage (HV) rate study with J.K. Energy Consulting.
- Conducted interviews for the open Administrative Assistant position at City Hall
- Prepare Personnel Finance and Audit Committee Items follow up with City Clerk.
- Met with Project Move on utility related items.
- Reviewed Wastewater Rate Study Items with SEH, City Engineer, and Water/Wastewater Superintendent.
- Met with Rotary and SCCDP to review plans for shade structure at the Seward Bandshell.
- Off two (2) days for the Thanksgiving Holiday.

### **Police Department**

- 4<sup>th</sup> of July Emergency Action Plan Meeting
- Preparing for Holiday Parade on November 30<sup>th</sup>.

### **City Clerk/Human Resources/City Hall**

- Held interviews for City Hall Administrative Assistant open position.
- Finishing Tree City USA Application.
- Drafted updates to employee handbook related to SCADA On-Call Time, Inclement Weather, and ability to return to work after a shutdown due to weather.
- Coordinating surplus property sales.

### **Water/Wastewater Department**

- Sewer Rate Study meeting
- Risk and Resilience Assessment
- Safety Meeting
- Clarifier Cleaning

### **Parks and Rec/Cemetery/Golf/Pool**

- Took down pickleball nets, windscreens, Wake Park shade, and Armory Park shade.
- Put down growth tarp on Legion baseball field.
- Winterizing irrigation.
- Mulching leaves at Cemetery and Golf Course.

### **Civic Center**

- Civic Center Update:
  - Main portion of the ADA internal ramp has been installed.
  - HVAC Startup has begun with the new system.
  - Finishing contractors are starting and many more will be present next week.

### **Electric Department**

- No Report was turned in.

### **Street Department**

- Push up burn pile.
- Sign replacement.
- Grinding Stumps
- Graveling Spruce Street

#### **Library**

- Closed early at 5:00pm on Wednesday November 27<sup>th</sup>.
- Held Christmas Festival activities at the library on November 30<sup>th</sup>.

#### **Building Inspection/Planning Department**

- Planning Commission will meet on December 9th. SRB Dairy Plat, Rezone, and Conditional Use Permit; Grunke Conditional Use Permit.
- Hughes Brothers Seepage Plans were submitted for review by City and JEO.
- Working on code related items for nuisance properties.
- Drafting 2018 Mechanical, Plumbing, and related updates for January City Council.
- Developed final draft of sidewalk program for Council consideration.

#### **Engineering**

- No Report

#### **Finance Dept.**

- Short Payroll and Claims week.
- Preparing final items for Caselle conversion and kickoff meeting in December.

#### **Seward Wellness Center**

- Site Update: Gym: Wood floor is installed. Install of rubber base for track will begin this week. Weightroom and Studio: Continued Drywall and paint finishes. Floor install beginning after Thanksgiving. Pool: Continued work on mechanical room. Deck pour this week. Offices/locker rooms/childcare: Continued Drywall finish and painting. Tiling to begin in locker rooms Site) Continued work on exterior front entryway. Well could be drilled anytime.
- SWC weekly planning meeting.
- Bi-weekly construction meetings.

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

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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.

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Derek Bargmann, City Clerk

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Date