



CITY OF SEWARD
City Council
Regular Meeting
Agenda

Tuesday, June 7, 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, June 7, 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

6-7-22

COUNCIL MEETING

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

ADE	BU	1,567.27
AKRS Equipment Inc	RE	227.73
All Copy Products Inc	MA	23.89
Altec Industries Inc	RE	646.50
Amazon.Com Credit Service	SU	1,476.85
Aqua-Chem Inc	MA	4,421.20
ARPS	CI	1,493.00
Arrow Architecture	SE	480.00
Badger Meter	SE	151.13
Baker & Taylor	SU	3,509.80
Barco Municipal Products	SU	471.16
Bizco Technologies	IT	1,728.24
Blackburn Manufacturing C	IV	1,210.51
Blue Cross Blue Shield Ne	BE	60,921.89
Blue River Electric Llc	BU	1,975.00
Blue Valley Contracting	BU	150.00
Blue Valley Pest Control	GU	80.00
Bluestem Network Llc	SE	100.00
Border States Industries	IV	899.29
Brecka Joanie	SE	395.50
Callaway Golf	MH	611.70
Campbell Cleaning	SE	1,405.00
Capital Business-Dallas	MA	628.44
Cash-Wa Distributing Co	ML	115.29
Central States Hydraulic	EQ	388.23
Chase Card Service		12,699.26
4Imprint	SU	714.49
Amazon	SU	1,526.03
The American Legion	EX	235.00
American Red Cross	SU	71.80
Ariat International	UN	176.49
AWWA	TG	145.00
Bambrella USA	GU	4,249.21
Cannon Water Supply	BU	118.90
Constant Contact	SE	20.00
Custom Signs	SU	289.91
Durham Ellis	MC	240.54
Grow Nebraska	MS	179.00
Hamson Manu	GU	169.95

Home Depot	SU	125.40	
KK Insurance	EX	195.00	
MCR Medical	SU	166.92	
Microsoft	MS	158.90	
Midsun Group	SU	1,286.15	
Midwest Auto Parts	SU	32.19	
Mueller Rec Prod	MC	21.90	
Robert Brooke & Assoc	BU	141.21	
Sam's Club	SU	230.60	
Seward County	MC	16.00	
Sparetime Lounge	ML	161.55	
Spotify	MS	10.69	
ULINE	SU	310.19	
United-states-flag.com	GU	275.79	
Urban Carry	UN	74.60	
USPS	PO	45.15	
Valentino's	ML	132.69	
Walmart	SU	1,093.21	
Zoomshift	MS	84.80	
Chemsearch	MA		267.14
City Seward Buildings/Gr	RI		3,000.00
City Seward Dowding Pool	MC		360.00
City Seward Electric Fund	UT		30,801.46
City Seward Library Petty	PO		135.67
City Seward Payroll Accou	SA		169,237.64
City Seward Street Fund	TR		990,000.00
City Seward Wastewater Tr	TR		15,000.00
City Seward Water Sinking	TR		20,000.00
Code 504	SU		26.74
Consolidated Management	ML		249.74
Constellation Newenergy	UT		913.06
Control Services Inc	MA		818.00
Davisson Furniture Center	SU		639.95
Double E Equipment Repair	RE		518.66
Eakes Office Solutions	SU		42.17
Ehlers Electronics	BU		2,245.00
Faller Landscape	SU		828.00
Farmers Coop Seward	GS		715.04
Fastenal Company	SU		3.50
Fontes Taylor	SE		45.00
Fyr-Tek	EQ		103.07
Galls LLC	UN		421.67
General Fire & Safety Equ	SU		52.00
Grafix Shoppe	SU		164.86
Grainger Inc	BU		24.10
Great Plains Communicatio	SE		490.00
Grimes Construction	BU		540.00
H&S Plumb Heat & Air Inc	FA		18,876.23
Hach Company	SU		363.91
Helmink Printing/Grph Inc	SU		446.00

Hireright LLC	SE	37.85
Hobson Automotive & Tire	RE	331.00
Hoffschneider Law PC LLO	SE	4,750.00
Hornung's Golf Products	MH	477.27
Hughes Brothers	SU	1,742.00
Husker Electric Supply Co	SU	3,771.66
K & Z Distributing	SU	413.50
Last Mile Network Consult	IT	75.30
Lawson Luebbe	SE	90.00
Lee's Refrigeration	BU	210.00
Lincoln Winwater Works	SU	2,174.01
Matheson Tri-Gas Inc	OP	133.11
Menards North	GU	518.87
Merle's Garden Center	GU	58.00
Mid-American Benefits Inc	BE	1,005.65
Midwest Turf & Irrigation	RE	1,567.99
Miller & Associates	CI	1,582.50
Motorola Solutions Inc	FA	4,115.92
NE Board Public Acctncy	MS	175.00
Nebraska D A S Acct Ocio	MA	231.00
Nebraska Equipment Inc	RE	76.51
Nebraska Health Environme	MA	234.00
Nebraska Library Commissi	MS	685.00
Nebraska Pub Pow-Desmoine	UT	380,566.08
Nebraska Sports	SU	10,093.25
Nifco Mechanical Systems	BU	200.00
Norris Public Power Distr	UT	1,084.59
O C L C Inc	MS	2,667.69
Olsson	CI	2,691.69
O'Reilly Automotive Inc	SU	190.05
Orscheln Farm & Home	SU	1,566.56
Principal Financial Group	BE	2,366.90
Prochaska Vickie	RI	40.00
Quality Brands Of Lincoln	SU	1,622.99
Radar Road Tec	RE	175.00
Republic National	SU	942.50
Richtig Tim L	RI	95.31
Rumery Lawn & Landscape	GU	2,651.29
Sam's Club (Lib-Rec-Pool)	SU	380.57
Sandry Fire Supply LLC	SU	5,200.05
Schemmer Architects Engin	CI	9,457.50
Schlueter Repair & Specia	GU	3,359.30
Schultz Wendy	MI	43.00
Short Elliott Hendrickson	CI	32,919.78
Siteone Landscape Supply	GU	394.55
Southern Glazer'S Of Ne	SU	2,272.17
Sports Express	SU	820.20
State Distributing Co	SU	243.20
Terracon Inc	SE	6,400.00
Time Warner Cable	SE	793.47

Tink's Tools	SU		1,075.00
U S A Bluebook - Cust 812	SU		969.75
U S Cellular	SE		261.59
Verizon Wireless	SE		264.72
Vermeer High Plains	FA		40,471.33
Vincent Jake	MC		200.00
Visa - Pinnacle Bank			778.19
Amazon Prime	SU	139.00	
Bluestem Network	SE	115.00	
Hail Varsity	MS	29.99	
Harlequin	SU	59.39	
HW Wilson	SU	224.61	
Sam's Club	SU	105.25	
Walmart	SU	88.92	
Zoom	MS	16.03	
Voehl Cindy	MI		9.36
Wesco Distribution Inc	IV		4,955.71
White Cap	CI		7,812.50
Zimco Supply Co	SU		439.00
	CLAIMS TOTAL		\$1,906,036.47

2. Seward County Chamber & Development Partnership Report

QUARTERLY REPORT SUMMARY

Prepared for SCCDP Members • May 2022

- Supported Petsource's Expansion Project on Seward Rail Campus through TIF application.
- Supported Ironhide Construction's 37,500 square foot building project on Seward Rail Campus through TIF application for new company to be announced in June.
- Presented at Utica Village Trustees and supported new child care business to start up in Utica.
- Closed two Seward County Rural Workforce Housing Funds loans to support projects including 20-24 units renovating Crestview Care Center in Milford (\$418,457) and 8 townhouses in Seward (\$200,000).
- Presented at Seward City Council meeting and supported the largest residential subdivision (170 lots – Prairie View Addition) in the history of Seward County.
- Wrote and received Two NPPD grants through Site Ready Assistance Program for Seward Rail Campus (Phase 1 ESA – \$3,000) and Pitsch Property in Seward (Master Plan – \$4,600).
- Hosted site visit for Project Satellite – Nebraska manufacturer expanding (considering Seward Rail Campus) on April 22.
- Submitted proposals for Project Best for dairy processing company (Seward Rail Campus, Northwest Milford Site, and Seward I-80 Exit Site), Project Lightning for ag manufacturing company (Northwest Milford Site), and Project Satellite for electrical control box manufacturer (Seward Rail Campus).
- The SCCDP hosted two events including Seward County Clean Up Day on April 23 and Annual Business Anniversaries Luncheon to celebrate the five-year increment anniversaries of businesses in Seward County on April 28.
- The SCCDP informed primary election voters through providing online answers to candidate questions on SCCDP website, offered regular information about Seward Wellness Center ballot issue, and supported Seward County League of Women Voters Candidate Nights on April 25 and April 26.
- Connected resources for LB 840, TIF, grants, and/or available building & land to various business owners including companies that want to start or expand a retail business in Utica, two child care businesses in Seward, ag manufacturing business in Seward County, construction support business in Seward County, pet service business in Seward, succession planning for Seward downtown business transitioning, new retail business in downtown Seward, arts business in Seward, construction business in Garland, small manufacturer in Seward County, repair business in Seward County, and housing/commercial developer in downtown Seward.

QUESTIONS OR FOLLOW UP?

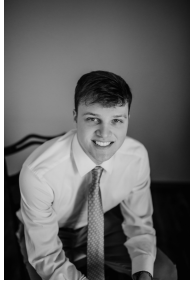
CONTACT:

JONATHAN JANK

402-570-8020

**THANK YOU TO OUR QUARTERLY REPORT
SUMMARY SPONSORS!**

MEET THE TEAM



MEMBERSHIP COORDINATOR, HARRISON HELMER

• The Membership Coordinator is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to maintaining current relationships with members while seeking new membership and sponsorship opportunities for the SCCDP. This position helps the President & CEO work to fulfill the Vision Statement 2035.

MARKETING & EVENTS DIRECTOR, LEANNE MILLER

• The Marketing & Events Director is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to marketing/communications and all aspects of event planning and execution. This position helps the President & CEO work to fulfill the Vision Statement 2035.



COMMUNITY AFFAIRS DIRECTOR, JACOB JENNINGS

• The Community Affairs Director is responsible for working with the Seward County Chamber & Development Partnership (SCCDP) President & CEO, members, and community volunteers to create strategies to strengthen Seward County's workforce and housing development activities and find solutions to relevant community issues. This position also leads SCCDP's legislative efforts including building relationships with elected officials and advocating for policies, regulations, and programs which benefit the Seward County business community. This position helps the President & CEO work to fulfill the Seward County Vision Statement 2035.

ADMINISTRATIVE ASSISTANT, ANGELINA STINSON

• The Administrative Assistant is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to maintaining SCCDP's office systems and equipment, including ensuring bookkeeping and payroll are completed by an accounting contractor on a weekly basis, responding to general communications, assisting with events, helping members and visitors feel welcome, and providing administrative support as needed. This position helps the President & CEO work to fulfill the Vision Statement 2035.



PRESIDENT & CEO, JONATHAN JANK

• The President & CEO is the chief executive officer of the Seward County Chamber & Development Partnership (SCCDP) and directs all activities necessary to meet the objectives and implement policy, as established by the Board of Directors. This executive position is accountable for the effective and efficient operation of all organizational activities of the SCCDP to move Seward County forward to fulfill the Vision Statement 2035. Reports to the SCCDP Board of Directors; responsible for leadership and development of professional staff members.



SCCDP President & CEO's Report for the Board Meeting on May 16, 2022

SCCDP Summary Development Highlights from Quarter 2 of 2022

- Supported Petsource's Expansion Project on Seward Rail Campus through TIF application.
- Supported Ironhide Construction's 37,500 square foot building project on Seward Rail Campus through TIF application for new company to be announced in June.
- Presented at Utica Village Trustees and supported new child care business to start up in Utica.
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- See below for example of weekly Entrepreneurial Operating System (EOS – Vision/Traction Organizer) that our staff is implementing on a weekly basis to ensure SCCDP three-year strategic plan (2020-2022) is being executed.

President & CEO Activities

- Submitted public comment in support of Nebraska Highway 15 reconstruction project after formal endorsement from SCCDP Board of Directors.
- Interviewed and offered job to SCCDP Events Planner & Executive Assistant candidate (was informed that they declined the offer because of other interests).
- Featured and interviewed on multiple articles in Seward County Independent and Nebraska Public Power District newsletter discussing Beck's Hybrids and SCCDP Accreditation (also, interviewed on multiple other topics as well).
- The SCCDP continues to lead the Seward County Broadband Task Force and has organized a partnership for Seward County to conduct a feasibility study in partnership with Norris Public Power District.

- Presented on new child care service business in Utica on March 7/March 22/April 4, CUNE Exploring Entrepreneurial Opportunities on March 16, SCCDP Ag Report and Agribusiness Award at Seward County Ag Banquet on March 21, Beck's Hybrids project on April 5/April 26/May 3, and housing in Seward County to Rotary Club of Seward on April 20.
- Serving as Chairperson for Nebraska Economic Developers Association (NEDA) Scholarship Committee to represent SCCDP and Seward County, Past President for Nebraska Chambers Association and Kiwanis Club of Seward Board of Directors.
- Working multiple economic development project business expansion projects across Seward County (see notes above for Seward Rail Campus proposal submissions and other site developments; see below for various meetings attended to coordinate project efforts).

Meetings/Events Attended

- Meeting with David Albers (2/22)
- Utica Commercial Club Meeting (2/22)
- Nebraska Highway 15 Reconstruction Project Stakeholders Meeting (2/22)
- Meeting with Michael Fernen (2/23)
- Kiwanis Club of Seward Board Meeting (2/23, 3/28, 4/27)
- Meeting with Centennial High School Representatives about Job Fair and Interns (2/24)
- Seward County Community Sector Briefing – COVID-19 with Four Corners Health Department (2/24, 3/31, 4/28)
- Meeting with Riley Wiltfong (2/24)
- Meeting with Brenda Henning (2/24)
- PTO (2/25)
- Meeting with Abby Redfield (2/28, 4/4)
- Attended Seward County Bridges Board Meeting (2/28, 4/25)
- Attended Various Kiwanis Club of Seward Meetings (Mondays at Noon)
- Attended Various Nebraska Chambers Association Bi-Weekly Zoom Calls (Every Other Monday)
- Meeting with Sterling Winkelman (2/28)
- City of Seward Planning Commission Meeting (2/28, 3/14, 4/11, 5/9)
- Seward County Commissioners Meeting Monthly Report (3/1, 4/5, 5/3)
- Green House Senior Care (3/1)
- Attended Training about "Workforce the Next 10 Years and How to Thrive" (3/1)
- Seward City Council Meeting (3/1, 3/15, 4/5, 4/19, 5/3)
- Meeting with Shannon Meyer and Katie Stolze (3/3)
- PTO (3/4)
- Meeting with Austin Fagan (3/7)
- Utica Village Trustees Presentation to Support Abby Redfield's Special Use Permit (3/7)
- Meeting with Derek Bargmann (3/8)
- Meeting with Anthony Aerts (3/8)
- Interview with SCCDP Events Planner & Executive Assistant Candidate (3/9)
- PTO (3/11)
- Phone Call with Kubert Appraisal (3/14)
- Loan Closing with Hoppe Development (3/14)
- Seward County Broadband Task Force Meeting (3/14, 4/18)

- Phone Call with Greg Butcher (3/14)
- SCCDP Quarterly Goals Meeting (Erin Maier – 3/14, Jacob Jennings – 3/16, Harrison Helmer – 3/22, Angelina Stinson – 3/22, Gage Smith – 3/28, Leanne Miller – 3/28, Hayley Steinbauer – 3/29)
- Meeting with Brent and Leah Daehling (3/15)
- Meeting with Michael Dwiggins and Oliver Borchert-Williams (3/15)
- SCCDP Team DISC Training with Anita Foor (3/15)
- Phone Call with Misty Ahmic (3/16)
- Recorded Video Presentation for Jon Moberly's CUNE Exploring Entrepreneurial Opportunities Class (3/16)
- Phone Call with Lisa Kouma (3/16, 4/26)
- NEDA Scholarship Committee Meeting (3/16)
- Meeting with Mady Payne (3/16, 5/11)
- Milford Chamber Luncheon (3/17)
- Broadband Meeting with Norris Public Power District (3/17)
- PTO (3/18)
- Presented SCCDP Ag Report and Agribusiness Award at Seward County Ag Banquet (3/21)
- Seward County Planning Commission Meeting (3/21, 4/18, 5/16)
- Meeting with Madonna Mogul (3/22)
- Phone Call with Ron Schroeder (3/22)
- Phone Call with Suzanne Gligorevic (3/22)
- Phone Call with Darek and Lisa Kouma (3/22, 3/23, and Kris Benson on 3/24)
- Presented at Utica Planning Commission Meeting (3/22)
- Phone Call with Rick Nelsen and Tricia Moyer (3/23)
- Meeting with Steve Palandri (3/23, 3/30, 4/13, 4/27, 5/11)
- Meeting with Zane Francescato (3/24)
- SCCDP Team Motivators Training with Anita Foor (3/24)
- PTO (3/25)
- Phone Call with Greg Butcher and Kelly Hoffschneider (3/25)
- Phone Call with Ellen Beck (3/25)
- Meeting with Jon Lobmeyer (3/28, 5/5, 5/12)
- Podcast Interview on Talk Seward County (3/29)
- Milford Downtown Revitalization Committee Meeting (3/29, 5/3)
- Meeting with Jim Avery (3/29)
- Meeting with Troy Bridgford and Greg Butcher (3/29)
- Phone Call with Caleb Bruner (3/29, 4/4)
- Meeting with Brent Daehling (3/30)
- Interview with Stephanie Croston about SCCDP Accreditation (3/31)
- Meeting with David Daake (3/31)
- Communities for Kids Meeting (3/31, 5/10)
- Presented at Utica Village Trustees Meeting (4/4)
- Community Tour for Martin Goldsmith (4/5)
- Meeting with Beck's Hybrids Representatives and Terry Wicht (4/5)
- Presented at Goehner Village Trustees Meeting (4/5, 5/3)

- SCCDP Team Bonding (4/6, 5/11)
- Attended Nebraska Chambers Association Mini Institute in Hastings (4/7-4/8)
- Participated in Nebraska Housing Needs Assessment Meeting (4/7)
- Meeting with Kayla Schnuelle and Greta Leach (4/7)
- Meeting with Dave Rippe (4/7)
- Meeting with Lincoln Lock & Safe (4/11)
- Meeting with Matthew Schranz (4/11)
- Interview for Connecting Young Nebraskans by UNL Journalism Students (4/11)
- Meeting with Jake Stoll (4/12)
- Attended Funeral (4/13)
- City of Seward CRA Meeting (4/13, 5/11)
- Seward Wellness Center Open House (4/13)
- Attended Tax Talk (Creating Economic Growth) Training by Nebraska Chamber (4/14)
- Phone Call with Emily Hemphill (4/14)
- PTO (4/15)
- Meeting with Jill Hochstein (4/18)
- Meeting with Pat Coldiron (4/18)
- SCCDP Health and Wellness Working Group Meeting (4/20)
- Phone Call with Renee Mueller (4/20)
- Presentation to Rotary Club of Seward about Housing in Seward County (4/20)
- City of Seward CDBG EDLF Committee Meeting (4/20)
- Meeting with Shannon Meyer and Lloyd Lipska (4/21)
- Meeting with David Orrick (4/21)
- Site Visit with Project Satellite (4/22)
- Half Day PTO (4/22)
- Seward County Clean Up Day (4/23)
- Attended Meet and Greet with Brett Lindstrom (4/25)
- Hosted SCCDP Strategic Plan Focus Groups with Facilitator Mission Matters (4/25, 5/2)
- United States Global Leadership Coalition Virtual Meeting with Congressman Don Bacon about Ukraine (4/25)
- Attended SCCDP Personnel & Board Policies Working Group Meeting (4/25, 5/9)
- Attended Seward County League of Women Voters Candidate Nights and Supported by SCCDP (4/25-4/26)
- Attended Milford Chamber Ribbon Cutting for Little Engine House Café (4/26)
- Presented to Seward County Commissioners about Beck's Hybrids Road Paving Project (4/26)
- Meeting with Alexa Axthelm-McNally (4/26)
- Attended SCCDP Business & Government Affairs Working Group Meeting (4/26)
- Attended SCCDP Rural Workforce Housing Fund Advisory Working Group Meeting (4/27)
- Attended SCCDP Executive Committee Meeting (4/27)
- City of Seward LB 840 Committee Meeting Discussing Downtown Revitalization Applications (4/27)
- Presented at SCCDP Business Anniversaries Luncheon (4/28)
- Attended SCCDP Marketing, Membership, and Fundraising Working Group Meeting (4/28)
- Attended Seward County Independent Business After Hours (4/28)

- Attended Public Meeting for Nebraska Highway 15 Reconstruction Project (4/28)
- PTO (4/29)
- Attended Seward County First Impressions Working Group Meeting (5/2)
- Attended Nebraska Chamber Annual Meeting & Nebraska Business Hall of Fame Banquet (5/2)
- Meeting with Emily Nix (5/3)
- Meeting with Joshua Wilkens (5/4)
- Phone Call with Andrew Vinton (5/5)
- Attended Seward County Gives Day Celebration (5/5)
- PTO (5/6)
- Attended Agriculture Luncheon Discussing Farmers Impacted by War in Ukraine (5/9)
- Meeting with Jeanne Wiemer (5/11)
- Meeting to Discuss Utica Senior Care Facility (5/11)
- Attended SCCDP Finance Working Group Meeting (5/12)
- PTO (5/13)
- SCCDP Full Board Meeting (5/16)
- Quarterly Meeting with Representatives of Seward County Planning Commission (5/16)

Summary of What Each Staff Member Does at the SCCDP

Marketing & Events Director, Leanne Miller

- The Marketing & Events Director is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to marketing/communications and all aspects of event planning and execution. This position helps the President & CEO work to fulfill the Vision Statement 2035.

Community Affairs Director, Jacob Jennings

- The Community Affairs Director is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to housing, workforce development, government affairs, and economic development activities. This position helps the President & CEO work to fulfill the Seward County Vision Statement 2035.

Membership Coordinator, Harrison Helmer

- The Membership Director is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) related to maintaining current relationships with members while seeking new membership and sponsorship opportunities for the SCCDP. This position helps the President & CEO work to fulfill the Vision Statement 2035.

Administrative Assistant, Angelina Stinson (Hayley Steinbauer/Erin Maier/Gage Smith – Last Day 5/6/2022)

- The Administrative Assistant is responsible for working with their teammates, members, and community volunteers to accomplish the short and long-term goals of the Seward County Chamber &

Development Partnership (SCCDP) related to maintaining SCCDP's office systems and equipment, including ensuring bookkeeping and payroll are completed by an accounting contractor on a weekly basis, responding to general communications, assisting with events, helping members and visitors feel welcome, and providing administrative support as needed. This position helps the President & CEO work to fulfill the Vision Statement 2035.

President & CEO, Jonathan Jank

- The President & CEO is the chief executive officer of the Seward County Chamber & Development Partnership (SCCDP) and directs all activities necessary to meet the objectives and implement policy, as established by the Board of Directors. This executive position is accountable for the effective and efficient operation of all organizational activities of the SCCDP to move Seward County forward to fulfill the Vision Statement 2035. Reports to the SCCDP Board of Directors; responsible for leadership and development of professional staff members.

SCCDP's Vision/Traction Organizer

Vision

Core Values: Integrity – Respect – Leadership – Giving/Philanthropy – Planning for our Future

Core Focus: Purpose/Cause/Passion: Cultivate Seward County

SCCDP Mission Statement: As a public and private partnership, the Seward County Chamber & Development Partnership is the caretaker and steward of fulfilling the Seward County Vision Statement 2035, which is daily carried out through chamber of commerce and economic development work.

Our Niche: See what could be

10-Year Target: 2035 Vision Statement: Seward County is a pro-active and collaborative area with vibrant, welcoming, family-friendly, and safe communities, recognized for pillars of strength in agriculture, arts and culture, business, education, entrepreneurship, government, and healthcare. We are a destination location for business, visitors, and residents within the greater metropolitan area and an active partner in the region. Our residents enjoy picturesque and diverse neighborhoods, viable main streets, outstanding recreational opportunities, active civic life, faith-based living, and quality housing and employment choices. The private and public sectors are united and citizens are engaged for the betterment of all Seward County.

Marketing Strategy: Three Uniques: Successful Dreamers – One-Stop-Shop – Nimble

Proven Process:

Discover – About you, about SCCDP, how can we help?, goals and objectives

Brainstorm – Tools, resources, metrics, team, barriers

Strategize – Assist with planning, develop tactics

Execute – “Connect dots”, be present (i.e. public meetings), implement strategy

Support – Follow up, communicate, adjust

Guarantee: We will execute on the 2020-2022 SCCDP strategic plan.

3-Year Picture: Future Date: 12/31/2022

Revenue: \$468,027.51

Profit: \$18,549.16

Measurables: Have we met goals and are we launching into the next strategic plan?

What does it look like?

Quality growth plan developed with strategic partners

Ready to launch into next 3-year strategic plan

Infrastructure and workforce needs determined to support growth rate

Working toward becoming a Certified Welcoming County

Health and well-being in Seward County has increased

Brain drain goals have been developed and implemented

Number of workforce housing options have increased

Programs developed to assist succession planning needs

Traction

1-Year Plan: Future Date: 12/31/2022

Revenue: \$493,850.76

Profit: \$6,452.24

Measurables: Ready to launch into the next SCCDP multi-year strategic plan

Goals for the year:

1. The strategic partners will have developed a plan to begin to address quality growth needs.
2. Ready to launch into the next three-year strategic plan implementing quality growth initiatives.
3. The strategic partners will have determined the infrastructure and workforce needs to support this growth rate.
4. Seward Co. is working toward becoming a Certified Welcoming county designation through Welcoming America (<https://www.welcomingamerica.org/programs/certification>).
5. The health and well-being of Seward Co. has increased as measured by Four Corners Health Department (collaborating with the Nebraska Public Health Improvement Plan).
6. A plan has been developed and implementation strategies are being worked on by strategic partners to meet brain drain reduction goals (direct benefits are increased to local taxpayers and employers).
7. The number of workforce housing options (rent and own), reflecting the Seward County Vision Statement 2035, have increased (measured by permits).
8. Multiple programs have been developed to assist Seward Co. employers to address the "silver tsunami" through succession planning efforts to meet their future workforce needs.

2nd Quarter

Revenue: \$42,786.81

Profit: -\$81,331.38

Measurables: Mark 9 Boxes

Rocks for the quarter/who:

1. Confirm attendees/logistics for focus groups and create survey (JJ/AS)
2. Create 5 podcasts and 2 storytelling videos (LM)
3. Distribute health & wellness promotional items and data (JA)
4. Follow up from job fairs to track student success and sustainability (JA/HH)
5. Complete 3 career experience videos with businesses (HH/LM)
6. Complete Utica design; distribute remaining \$500K RWHF (JA/JJ)
7. Establish connections between young professionals and local businesses (AS/LM)
8. R&D membership engagement programs from other chambers (HH/AS)
9. Help and train Angelina & Mady to be successful (interoffice sustainability)

Marketing & Events Director's Report (Leanne Miller)

Meetings/Events Attended

- 2/9/22 - Meeting with Hayley and Erin regarding Arts Gathering
- 2/10/22 - Lunch meeting with Seward County Independent
- 2/22/22 - Ag Banquet Meeting
- 2/25/22 - Meeting with Jason Pawlenty
- 3/2/22 - Meeting with Sorghum Board
- 3/4/22 - Call with Beth regarding Farm to table
- 3/8/22 - Attended Seward First Impressions meeting
- 3/8/22 - Ag Scholarship Judging
- 3/9/22 - Interview with SCCDP Executive Assistant Candidate
- 3/10/22, 3/11/22, 3/18/22, 5/6/22, PTO
- 3/15/22 - DISC training
- 3/16/22 - Phone interview with Misty Ahmic
- 3/17/22 - Attended Milford Chamber Luncheon
- 3/21/22 - Meeting with Miconex
- 3/21/22 - Ag Banquet
- 3/22/22 - Meeting with Madonna Mogal
- 3/23/22 - Attended Ribbon Cuttings
- 3/24/22 - Motivators Training
- 3/28/22 - Quarterly Meeting with Jonathan
- 3/29/22 - Meeting at Memorial Health Care Systems
- 3/30/22 - Annual Report Training with Firespring
- 3/31/22 - Quarterly Rocks Meeting
- 4/1/22 - Filming at Courthouse with Daryl
- 4/1/22 - Wellness Center Informational Video filming
- 4/4/22 - Meeting with Miconex
- 4/6/22 - Team fun outing
- 4/7/22 - Meeting with Sorghum Board
- 4/8/22 - Meeting with Hayley, Erin, and Angelina about event budget
- 4/11/22 - Team walk through of Danbred Building
- 4/12/22 - Filming at Memorial Health Care Systems
- 4/13/22 - Filming K9 Unit
- 4/15/22 - Donut handout at City Hall for DTR applications; CPA Offices for Tax Day
- 4/15/22 - Meeting with Mindy Meier
- 4/18/22 - Meeting with Miconex

- 4/19/22 - Filming at Commissioners
- 4/19/22 - Call with Lori about gift card process for their chamber
- 4/19/22 - SCVB Meeting
- 4/21/22 - Team call with Better Culture
- 4/22/22 - Special SCVB meeting
- 4/23/22 - Seward Clean Up Day
- 4/25/22 - Illuminate Seward Filming
- 4/27/22 - Call with Dashia Thomas
- 4/28/22 - Business Anniversaries Luncheon
- 4/28/22 - Meeting with Emily Hemphill
- 4/28/22 - Membership/Marketing working group meeting
- 4/29/22 - Filming at Dinosaur Museum
- 5/2/22 - Christmas Festival Meeting
- 5/5/22 - ½ day PTO
- 5/9/22 - Meeting with Amanda with Big Blue Mile Shootout
- 5/10/22 - Filming at E-911

Activities

- Created and sent out 2022 Q1 Quarterly reports
- Continued to send out weekly Blue River Buzz newsletter
- Continually updated and posted on the SCCDP Facebook Page and Instagram
- Created and sent monthly SCVB agendas and packets
- Managed SCVB grants before meetings
- Monitored SCCDP website analytics
- Sent Q1 Site Selector Newsletter
- Filmed and edited SCCDP Career Experience Videos
- Planned Business Anniversary Luncheon – including creating slideshow presentation
- Planned and executed Seward Clean Up day – including Hazardous Waste crew, appliance/scrap metal crew, and electronic recycling logistics
- Created program for Ag Banquet
- Coordinated with SCCDP Agribusiness Winners for banquet
- Worked with Harrison to coordinate business onboarding for gift card program
- Included emails, calls, and meetings with Miconex
- Connected with business owners for Development Document quotes
- Edited videos for Illuminate Seward, Seward Wellness Center Informational Video, and Seward County Gives
- Coordinated Radio spots, live remote, and studio interviews for Seward County Gives
- Coordinated luncheon at Pizza Kitchen for Ukrainian Farmer

Community Affairs Director's Report (Jacob Jennings)

Meetings/Events Attended

- 2/10/2022 – Lunch with Seward County Independent
- 2/11/2022 – BetterCulture meeting with David Orrick
- 2/11/2022 – NEDA Legislative Committee
- 2/14/2022 – LAUNCH Quarterly Meeting
- 2/15/2022 – Meet & Greet with Mike Flood

- 2/16/2022 – Rotary Meeting
- 2/17/2022 – Career exploration meeting with Seward counselors, Ann Dobesh
- 2/17/2022 – HomeNE Webinar
- 2/18/2022 – NEDA Legislative Committee
- 2/21/2022 – Lunch with Jo Wendt, Aaron Marshbanks, Devon Wagner
- 2/21/2022 – Government affairs training with Ethan Hellier
- 2/21/2022 – SCCDP full board meeting
- 2/21/2022 – Pre-Planning Commission meeting
- 2/21/2022 – Planning Commission meeting
- 2/22/2022 – NAHTF Pre-Application office hours
- 2/22/2022 – Utica Commercial Club
- 2/22/2022 – Centennial High School visit
- 2/23/2022 – Rotary meeting with Deb Fischer
- 2/24/2022 – Centennial High School visit for career fair
- 2/24/2022 – Downtown revitalization meeting with Blevens & Damman Law Office
- 2/24/2022 – Site visit at Jimmy Johns
- 2/24/2022 – Nebraska Talent Team meeting
- 2/24/2022 – Discuss Bob Ady Scholarship with Jonathan
- 2/24/2022 – LOIS Training with Jonathan
- 2/28/2022 – Utica child care discussion with Abby Redfield
- 2/28/2022 – Seward Planning Commission Meeting for new subdivision
- 3/1/2022 – Career fair best practices meeting with Lisa Hurley, Derek Dauel
- 3/1/2022 – Green House Project presentation with Debbie Wiegand, Jesse McConnell, Steve Palandri
- 3/7/2022 – Lunch with Rose Kenney and Brandon Mowinkel to discuss Milford Career Fair
- 3/7/2022 – Meeting with Tenneco to discuss workforce development issues
- 3/7/2022 – Present child care data to Utica Village Trustees for new facility in Utica
- 3/8/2022 – Meet with Anthony Aerts and Jonathan to discuss finalizing loan documents for RWHF
- 3/9/2022 – Interview with applicant for Executive Assistant & Events Planner position
- 3/14/2022 – Kubert Appraisal meeting for Utica Care Center
- 3/14/2022 – Hoppe Development loan signing and lunch
- 3/14/2022 – Seward County Broadband Task Force meeting
- 3/15/2022 – DISC training
- 3/15/2022 – Zoom meeting with Michael Dwiggins and Oliver Borchers-Williams regarding broadband
- 3/15/2022 – Seward City Council
- 3/16/2022 – Communities For Kids webinar
- 3/16/2022 – Quarterly goals meeting with Jonathan
- 3/17/2022 – Broadband meeting with Norris Public Power District
- 3/21/2022 – Bridging Nebraska's Digital Divide broadband meeting
- 3/21/2022 – Ag Banquet
- 3/22/2022 – Utica Commercial Club
- 3/22/2022 – Utica Planning Commission meeting for Abby Redfield's project
- 3/23/2022 – Greenhouse meeting with Steve Palandri
- 3/23/2022 – Meeting with Edward Jones

- 3/23/2022 – Ribbon cuttings for local businesses
- 3/24/2022 – Follow-up meeting with Edward Jones
- 3/24/2022 – NPPD child care study with Melissa Trueblood
- 3/24/2022 – DISC Motivators training with Anita
- 3/29/2022 – Seward High career fair preparation with Kevin Fields
- 3/29/2022 – Utica Care Center meeting with Jim Avery
- 3/30/2022 – Utica Care Center meeting with Steve Palandri
- 3/31/2022 – Communities for Kids event
- 4/1/2022 – Utica Child Care project mapping with Abby Redfield
- 4/4/2022 – Review Abby Redfield’s presentation to Utica Village Trustees
- 4/4/2022 – Present Abby Redfield’s child care project to Utica Village Trustees
- 4/5/2022 – Seward High School job fair
- 4/8/2022 – Trip to Smith Center, Kansas to investigate Greenhouse elder care facility
- 4/11/2022 – City of Seward Planning Commission Meeting
- 4/12/2022 – Utica Care Center loan paperwork with Anthony Aerts
- 4/13/2022 – Discuss health and wellness strategic initiatives with Jonathan and Gage
- 4/13/2022 – Utica Care Center meeting with Steve Palandri
- 4/14/2022 – Prepare working group agendas and meeting minutes
- 4/14/2022 – Communities for Kids meeting with Lindsay Bartlett and Jonathan
- 4/18/2022 – Seward County Broadband Task Force Meeting
- 4/19/2022 – Seward City Council
- 4/20/2022 – Centennial High School career fair
- 4/20/2022 – Utica Care Center conversation with Renee Mueller
- 4/20/2022 – Housing presentation to Rotary Club
- 4/20/2022 – Utica Care Center meeting with Steve Palandri
- 4/21/2022 – Better Culture meeting with David Orrick
- 4/22/2022 – Community Venture Network in Lakeville, Minnesota
- 4/25/2022 – Meet and Greet with Brett Lindstrom
- 4/25/2022 – LAUNCH quarterly meeting
- 4/26/2022 – Business and Government Affairs Working Group
- 4/26/2022 – League of Women’s Voters candidate night
- 4/27/2022 – Business Anniversary Preparation
- 5/3/2022 – Seward City Council meeting
- 5/5/2022 – Meet with Gage to go over health and wellness
- 5/9/2022 – Charles Herbster campaign event
- 5/10/2022 – Seward County Prevention Coalition meeting
- 5/10/2022 – Communities for Kids event
- 5/11/2022 – Lunch, Utica Care Center meeting with Steve Palandri
- 5/12/2022 – Meeting with Jonathan Lobmeyer

Activities

- Helped organize meet and greet for Mike Flood
- Reviewed loan documents for RWHF

- Joined NEDA
- Advocated for Hoppe Development project at Milford City Council
- Shared housing data at Seward Planning Commission meeting
- Testified in support of new Utica Child Development Center to Utica Village Trustees
- Requested 3rd year of NIFA funds
- Interviewed applicant for Executive Assistant & Events Planner position
- Planned two Community For Kids events, called attendees, organized meals
- Created SCCDP candidate questions, surveyed candidates, compiled and organized responses:
- <https://www.cultivatesewardcounty.com/wp-content/uploads/2022/04/SCCDP-2022-Candidate-Questions-2.pdf>
- Submitted RWHF annual report
- Submitted NIFA annual report
- Answered housing inquiries from community members
- Wrote support letter for potential new child care opportunity in Seward County
- Created candidate questions for League of Women's Voters candidate nights
- Updated LOIS with available sites and buildings
- Presented Hendrix loan application to RWHF Advisory Committee
- Compiled historical RWHF loan details
- Created career fair best practices sheet
- Shared upcoming events at Seward City Council meeting
- Paid attorney's bills for RWHF work
- Assisted transitioning team to Microsoft software
- Gave housing presentation to Rotary
- Created housing packet with downtown Seward living/investment opportunities

Marketing Coordinator's Report (Harrison Helmer)

Meetings/Events Attended:

- Level 10 Staff Meetings (Weekly)
- Seward County Bridges Board Meetings (Monthly)
- Seward Rotary Club Meetings (Weekly)
- Suicide Prevention Coalition Meetings (Monthly)
- Seward County Commissioners Reports (Monthly)
- Seward County Community Sector Briefings (Monthly)
- Region V Systems Prevention Coalition Meetings (Monthly)
- Lunch Meeting with Seward County Independent- 2/10/22
- LAUNCH Quarterly Meetings
- Walk for Hope Planning Meeting- 2/14/22
- Membership Meeting with Farmers' Cooperative-2/15/22
- Lunch Meeting with Seward High Counselors & UNL Extension-2/17/22
- Walk for Hope Planning Meeting- 2/22/22
- Meeting with Centennial Schools to discuss Job Fairs & Internships- 2/24/22
- Gift Card Sponsorship Meeting with Tenneco-2/25/22

- Career Fair Best Practices with York Development- 3/1/22
- Zoom Meeting with 1st Job Seward Coordinators-3/3/22
- Lunch Meeting with Milford Public Schools discussing Career Fairs-3/7/22
- Membership Meeting with Raegan Hain for Soulfull Creations- 3/8/22
- Team Zoom Meeting with SCCDP Executive Assistant-3/9/22
- Walk for Hope Planning Meeting- 3/15/22
- DISC Training with SCCDP Team-3/15/22
- Gift Card Meeting with Miconex-3/21/22
- Seward County Prevention Block Grant Programmatic Review Meeting- 3/21/22
- Quarterly Goals Meeting- 3/22/22
- Intentional Membership Growth Webinar-3/24/22
- Nonprofit Solutions with Firespring-3/24/22
- Motivators Training with Anita Foor-3/24/22
- Gift Card Meeting with Miconex-3/28/22
- Meeting with Seward High School about Career Fair-3/29/22
- Career Experience Video Meeting with MHCS-3/29/22
- Career Experience Video with Seward County-4/1/22
- Gift Card Meeting with Miconex-4/4/22
- Career Fair with Seward High School-4/5/22
- Team Bonding with the SCCDP-4/6/22
- Career Experience Video Filming with MHCS-4/12/22
- Membership Meeting with Allo Fiber- 4/12/22
- Career Experience Video Filming with Seward County-4/13/22
- Gift Card Meeting with Miconex-4/18/22
- Career Experience Video Filming with Seward County-4/19/22
- Centennial Career Fair-4/20/22
- Illuminate Seward Filming with Gregg Nelson-4/25/22
- Marketing, Membership, and Fundraising Working Group- 4/28/22
- Gift Card Program Interview with Seward County Independent-4/28/22
- Video Filming for Economic Development project- 4/29/22
- Seward County Prevention Coalition Meetings
- Zoom Meeting with 1st Job Seward Coordinators-5/3/22
- Meeting with Geocharged to discuss grant writing-5/3/22
- Membership Meeting with Emily Nix Photography-5/3/22
- Seward County Bridges Interview with KTMX-5/4/22
- Illuminate Seward Party for Seward County Gives-5/4/22
- Seward County Gives Finale at Bottle Rocket- 5/5/22
- Career Experience Video Filming with Seward County-5/10/22

Activities

- Actively recruit new members for the organization
- Assist in front office duties
 - Mail
 - Chamber Bucks

- Membership payments received
- Non-profit reporting for Community Sector Briefing
- Filmed and coordinated Career Experience Videos
- Completed reporting for the Prevention Block Grant
 - Reached out to entities that received funding
 - Planned for budget for next fiscal year
 - Requested reimbursement for PBG's strategies (DARE, TeamMates, BIST, 3rd Millennium Classrooms)
- Administrative duties for Seward County Bridges
 - Process programs transactions
- Coordinated Ribbon cuttings and ambassador calls
- Assisted with Membership Luncheon and Clean Up Day Events

Administrative Assistant's Report (Angelina Stinson; Hayley Steinbauer, Erin Maier, and Gage Smith's Last Day was Friday, May 6)

- Personal Work:
 - At the beginning of the quarter, I began applying for grants related to Illuminate Seward – as of 05/10/2022 these grants have still not been decided by their boards. Grant awards will be determined at a later date. These grants included Burlington Capital, Seward Foundation, and Legacy Fund.
 - Through my personal marketing efforts and creating the Seward County Gives donation page (specific to Illuminate Seward) Illuminate Seward raised a little over six thousand dollars through Seward County Gives.
 - My photography project did not gain as much traction as we thought it would for Valentine's Day, but we did receive a little bit of funding from that as well. With Gregg Nelson, we created a Seward County Gives Day specific event at Rue 6 to promote Illuminate Seward. I attended this event.
 - I began creating a policy for what needs to be necessary when choosing the display light colors as events in the state and county come due. This is an item that will be presented to the SCCDP Personnel and Board Policies Working Group when the time comes due (project completion).
 - I investigated a relocation service for immigrants seeking homes and connections in Seward County.
 - I am learning how to create podcasts (relevant to Talk Seward County available on Google, Apple, and Spotify).
- Supporting Leanne Miller:
 - Relevant to the Awards Banquet, I sent out thank yous accordingly for Leanne Miller. I attended this event.
 - Relevant to the Ag Banquet, I called sponsors and potential attendees. I attended this event.
 - Relevant to the Anniversary Luncheon, I attended this event, I called potential attendees, businesses being honored, and sponsors (multiple times over the span of a two-month period). This had a great turn out.
 - Created multiple surveys including but not limited to: Utica Parks and Rec, Ideas for the Christmas Festival.
 - I created ideas for promotional videos related to Illuminate Seward (and Seward County Gives Day as a whole).

- Leanne and I created / are still creating meetings with career services (SCC, CUNE) to retain young professionals within Seward County.
- Assisted wherever else necessary.
- Supporting Jonathan Jank:
 - Relevant to strategic planning, I contacted approximately 75 groups over the span of three months to attend meetings facilitated by Kayla and Greta (Mission Matters). This was over both phone, email, and Google Calendar. For those who missed their original RSVPs.
 - I sifted through Jonathan Jank's notes from prior membership meetings and created follow ups. I followed up as necessary.
 - I made sure that January financials were approved on time for the appropriate and corresponding meetings regarding those.
 - I scheduled working groups and took meeting minutes for all SCCDP working groups. I also assisted Jonathan Jank in creating the agendas and packets necessary.
 - I collected documents that were related to our February full board meeting (NDA's and Evaluations) and created summary documents pertaining to it.
 - Created calendar invites for SCCDP's full board meeting in May. I also assisted in creating the board meeting agenda and the full board packet including attachments.
 - Scheduled Jonathan Jank for the Hastings Mini Institute including reserving a hotel room.
 - Scheduled and rescheduled meetings accordingly for Jonathan Jank.
 - I assisted Jonathan Jank in updating the legal language in option agreements and outsourcing legal research.
 - I cleaned up and sorted thousands of spam emails in Jonathan Jank's SCCDP account.
 - I investigated potential tire recycling grants for the county and even through the state of Nebraska to no avail.
 - Reached out to Matthew Schranz to see what we could possibly do to create a call-in option for Microsoft Teams.
 - Scheduled an oil change for the SCCDP vehicle.
 - I created summaries of insurance quotes received from providers in order to present them for comparison to not only SCCDP working groups but the full SCCDP board as well.
 - Assisted wherever else necessary.
- Supporting SCCDP Team:
 - I followed up with outstanding invoices as much as possible. This means sifting through emails, taking phone calls, and contacting accounts payable from the companies involved.
 - Attended all ribbon cuttings. This involved meeting and welcoming new businesses and individuals that are continuing to build Seward County.
 - I attended and assisted at the Seward County Clean Up Day. It was rewarding not only for myself, but for the community and the global environment as well.
 - I began attending meetings for the Arts Gathering (Concordia, Red Path, Jeanne Wiemer). I scheduled meetings as well.
 - I attended and completed team DISC Training with Anita Foor.
 - Reached out to repairman to fix SCCDP office radio.
 - I investigated potential insurance policies relevant to cyber security.
 - Organized financial envelopes for the CPA (relevant to chamber bucks, invoices, credit card bills, etc.).
 - I attended an informational event relative to Ukrainians in Agriculture in Milford.
 - Assisted wherever else necessary.

- Supporting Jacob Jennings:
 - I created Google forms and email drafts to send to potential renters and landlords (assisting Jacob Jennings). Additionally, I reached out to a very long list of previous landlords to see if they were still active in the county.
 - I created a list of questions (guided by Ethan Heller from the U.S. Chamber of Commerce) related to those running in Seward County for both the primary and the general election. I additionally called these candidates to remind them of question deadlines (more focus on the primary than the general election).
 - I called an extensive list of child care providers though out the county relative to them attending C4K (Communities for Kids) meetings. Our first meeting had an excellent turnout of 35+ attendees.
 - I am currently assisting Jacob Jennings in creating a child care access portal on our website with current listings of child care providers accepting openings within the county.
 - Assisted wherever else necessary.
- Supporting Harrison Helmer:
 - I sorted through lists of 2022 collected membership dues and sent out thank you notes and made reminder calls accordingly.
 - Assisted wherever else necessary.

Seward County Vision Statement 2035

Seward County is a pro-active and collaborative area with vibrant, welcoming, family-friendly, and safe communities, recognized for pillars of strength in agriculture, arts and culture, business, education, entrepreneurship, government, and healthcare.

We are a destination location for businesses, visitors and residents within the greater metropolitan area and an active partner in the region.

Our residents enjoy picturesque and diverse neighborhoods, viable main streets, outstanding recreational opportunities, active civic life, faith-based living, and quality housing and employment choices.

The private and public sectors are united and citizens are engaged for the betterment of all Seward Co.

We are guided by:

Integrity – We are open, honest and hold ourselves to the highest ethical standards.

Respect – We treat everyone with courtesy, equity, and fairness.

Leadership – We understand the importance of engaged leadership and that leadership must transition to ensure the vision continues for future generations.

Giving/Philanthropy – We are caring and generous. We encourage giving freely and helping those in need. We champion volunteerism for its powerful contribution to our area.

Planning – We acknowledge the importance of a shared vision and being intentional about planning for our future. We believe our collective efforts will be sustainable for the long-term betterment of all Seward County.

3. Draft Minutes of May 17, 2022 Meeting - City Clerk Bargmann

May 17, 2022

The Seward City Council met at 7:00 p.m. on Tuesday, May 17, 2022 with Mayor Joshua Eickmeier presiding and City Clerk Derek Bargmann recording the proceedings. Upon roll call, the following Councilmembers were present: Ellen Beck, Alyssa Hendrix, Sid Kamprath, Jessica Kolterman, Karl Miller, John Singleton, Jonathon Wilken, Matt Stryson. Councilmembers Absent: None. Other officials present: City Administrator Greg Butcher, City Attorney Kelly Hoffschneider, City Engineer Michael Oneby, and Building/Zoning & Code Enforcement Director Tim Dworak.

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 Kolterman:

1. City Codes Director Report
2. City Treasurer Report
3. Claims & Payables Report (totaling \$478,973.27)
4. Police Department Report
5. Refuse Hauler's Annual License Application – Kopcho's Sanitation, Inc.
6. Draft Minutes of May 3, 2022 Council Meeting
7. Appoint Pat Coldiron and Gerald "Jerry" Meyer to the Cemetery Board for a Term of 3-Years; Appoint Lacey Koch to regular member of the Planning Commission for remainder of Suzanne Gligorevic's term (6/1/23)

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

Nay: None. Motion carried.

PUBLIC HEARINGS

1. TAX INCREMENT FINANCING (TIF) APPLICATION BY IHC PROPERTIES, LLC

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

Andrew Willis, TIF Attorney, presented the application, redevelopment plan and redevelopment agreement as submitted by the applicant. A purchase agreement in the amount of \$257,178.24 was approved at the April 19th City Council meeting for the applicant's purchase of a lot in the Rail Campus. He noted that the Community Redevelopment Authority (CRA) and Planning Commission had previously approved this TIF application. Construction is expected to begin in Summer 2022 and TIF regulations would be effective on January 1, 2023. Mayor Eickmeier opened the public hearing at 7:09 p.m.

Troy Bridgford, President of IHC Properties, LLC, described how the intention is to build out a 37k sq. ft. facility for an identified tenant to occupy 27k of that building, with the remaining 10k for an unidentified tenant. The project requested TIF to help reduce construction costs and allow the project to meet the lease threshold for the potential tenant to sign a ten-year lease. Councilmember Beck inquired as to the job creation associated with the project. Mr. Bridgford responded that a minimum of 15 newly created jobs are expected with the opportunity to add 5-10 more if the facility is expanded as expected in the coming years. Mayor Eickmeier closed the public hearing at 7:12 p.m.

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

Councilmember Beck introduced **Resolution 2022-19**, including the IHC Properties Redevelopment Project 2 as part of the redevelopment plan. Councilmember Kamprath moved, seconded by Councilmember Kolterman, to approve Resolution 2022-19.

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

Nay: None. Motion carried.

May 17, 2022

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

Councilmember Kolterman introduced Resolution **2022-20**, authorizing the community redevelopment authority to enter into said agreement. Councilmember Stryson moved, seconded by Councilmember Beck, to approve Resolution 2022-20.

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

Nay: None.

Motion carried.

2. SPECIAL USE PERMIT FOR 1313 W HWY 34 TO ALLOW INSTALLATION OF A UTILITY HUT FOR ALLO COMMUNICATIONS IN A UC-URBAN CORRIDOR DISTRICT

Tim Dworak, Building/Zoning & Code Enforcement Director, presented the application submitted by Brian Fehlhafer for the special use permit. His application requests approval of placing utilities infrastructure for Allo Communications in a space designated as UC-Urban Corridor District. He also noted that the Planning Commission unanimously approved this application. Mayor Eickmeier opened the public hearing at 7:16 p.m.

Andrew Vinton, Legal Counsel for Allo Communications, stated the infrastructure proposed would be the central communications hub for the Allo Communications fiber installation project coming to Seward. The hub will be a windowless building—approximately 40x15 feet—including computers and other electronics. Councilmember Kamprath inquired about the length of the proposed lease. Mr. Vinton responded it is an initial term of 10-years with indefinite renewal possibilities. Mayor Eickmeier closed the public hearing at 7:18 p.m.

Councilmember Singleton moved, seconded by Councilmember Stryson, to approve the special use permit as submitted by applicant Brian Fehlhafer.

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

Nay: None.

Motion carried.

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

It was noted that the requestor has withdrawn their request, therefore this public hearing is cancelled.

4. AMENDMENT TO THE CITY OF SEWARD UNIFIED LAND DEVELOPMENT ORDINANCE (ULDO); CHAPTER 410 ZONING AND SUBDIVISION, ARTICLE 41.4 STORMWATER MANAGEMENT

City Engineer Mike Oneby noted that he and Mr. Dworak had been closely reviewing Chapter 410-41.4 as it relates to Stormwater Management considering the new developments proposed and underway in Seward. The objective of the review will be to better define drainage requirements and oversight for the City of Seward stormwater standards. Essentially, it will provide the City with backing to enforce stormwater regulations. Mr. Oneby also noted that a specific chapter, 337, will be proposed to be added to the City Code as it relates to Stormwater. Finally, Mr. Oneby noted that the draft ordinances will be presented to Council in one of the subsequent meetings.

Mayor Eickmeier opened the public hearing at 7:35 p.m. With no public comment, Mayor Eickmeier closed the public hearing at 7:35 p.m.

Councilmember Beck moved, seconded by Councilmember Kolterman, to table any approvals to revision of Chapter 410, Article 41.4 and addition of Chapter 337.

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

Nay: None.

Motion carried.

ADMINISTRATIVE ITEMS

1. REQUEST FROM MERCY CITY CHURCH-SEWARD FOR A ‘PARTY IN THE PARK’ EVENT TO BE HELD ON JUNE 5, 2022

A. PERMISSION FOR MERCY CITY CHURCH-SEWARD TO UTILIZE PLUM CREEK PARK FOR EVENT

May 17, 2022

City Administrator Greg Butcher noted that since this event is proposed to be held on City property, they've requested permission to utilize the grounds at no cost to the City.

Councilmember Kamprath moved, seconded by Councilmember Kolterman, to permit Mercy City Church-Seward to use Plum Creek Park as requested for their event.

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

Nay: None. Motion carried.

2. SEWARD FOUNDATION APPLICATIONS

A. ILLUMINATE SEWARD – REPLACING HOLIDAY LIGHTS IN DOWNTOWN AREA - \$7,050 REQUESTED

Mr. Butcher explained that an application was submitted by Gregg Nelson, on behalf of 'Illuminate Seward,' to the Seward Foundation for lighting to be installed at City Hall. Mr. Butcher noted that the intention of the request would be secure Foundation funding to install LED lights on City Hall and purchase a controller.

Gregg Nelson, representing 'Illuminate Seward,' believes that due to the visibility of City Hall it will become a catalyst for increased donations to the project. City Hall will allow Mr. Nelson and Vinny Bittinger, owner of Magical Lights of Seward, a test building for lights installation and function before more widespread implementation. He also noted that the new LED lights would require less maintenance and operation costs. Councilmember Beck inquired about total project-wide costs proposed—Mr. Nelson responded it will be \$140k. Councilmember Kamprath queried about the style of lights and the installation process—they are string lights mounted to the building in a channel.

Councilmember Stryson moved, seconded by Councilmember Singleton, to approve the application as presented by Gregg Nelson of 'Illuminate Seward.'

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

Nay: None. Motion carried.

3. CONSIDERATION OF A REQUEST FROM BOTTLE ROCKET BREWING, LLC TO EXTEND THE JOB CREATION LOAN REQUIREMENTS RELATED TO THEIR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)-ECONOMIC DEVELOPMENT LOAN FUND (EDLF) AWARD

Mr. Butcher noted that due to hiring issues created by COVID, Bottle Rocket Brewing has experienced difficulty in fulfilling their additional 1.63 FTE job creation requirement from the award. As such, they request a two-year extension in meeting this requirement.

Councilmember Kolterman moved, seconded by Councilmember Miller, to approve the request to extend the job creation requirement for Bottle Rocket Brewing's CDBG-EDLG award as presented.

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

Nay: None. Motion carried.

4. UPDATE ON THE WELLNESS CENTER, FOLLOWING MAY 10TH BALLOT

As a result of the sales and use tax question approval on the ballot, Mr. Butcher identified the various items that will be undertaken in the coming months to begin the project:

- *Sales and Use Tax Implementation* – The Nebraska Department of Revenue will need to be informed of when the tax will begin. The expected date is January 1, 2023 and will require an ordinance certifying the ballot results from May 10th and identifying the tax date implementation.
- *Bonding* - Mr. Butcher and Finance Director Wolf will meet with the Bond Counsel to discuss the bonding process and timeline. Bonding will be presented to the Council at a future meeting.
- *Grants* – The City is still awaiting the results from their application to the 'Shovel-Ready' Grant Program with the State of Nebraska, which is looking favorable for funding. Additionally, the City will identify and apply for other grants to assist with funding the project. Councilmember Kamprath inquired about a scenario in which the City is not sure of grant funds and how it would impact bonding. Mr. Butcher responded that bonding should not be initiated until all project monies are secured.
- *Advisory Board* – As per the terms of the completed interlocal agreement with the Seward Public Schools, an advisory board will need to be established to oversee the project construction and facility.
- *Final Design RFQ* – The development of the final design RFQ dispersal will be dependent on securing of funds and expected construction timelines.
- *Budget* – The Wellness Center will be included in the 2022-23 budget; thus, it will be calculated based on the budget developed by City Administrator Butcher prior to the ballot question. Councilmember Hendrix

May 17, 2022

queried about the current project holdings from the pledge monies. Mr. Butcher noted that no funds are in hand currently, pledge forms have been signed by all donors. More formal binding pledge forms will need to be developed by legal counsel to finalize donations and the timing of disbursement.

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

- A. BARBARA OSBORNE, 705 MAIN STREET - \$8,208.75 (75% OF PROJECT)
- B. BARBARA OSBORNE, 635 SEWARD STREET - \$9,223.88 (75% OF PROJECT)
- C. JILL HOCHSTEIN, 522 SEWARD STREET - \$50,000.00 (71% OF PROJECT)
- D. NAMMAD, LLC, 129 N 5TH STREET - \$12,330.00 (75% OF PROJECT)

On the April 15th deadline, a total of 17 applications were received. Mr. Butcher noted that as per the revised program guidelines, they would be awarded on a 'first come-first serve' basis if they met all criteria. The four applications presented have met all criteria, have completed the Phase II Environmental assessment, and were approved by the Downtown Revitalization (DTR) Committee. More funded applications will be presented to Council for approval as their assessments are completed. Councilmember Hendrix requests to abstain from the vote as she was an applicant for these funds.

Councilmember Singleton moved, seconded by Councilmember Kolterman, to approve the four applications for CDBG #21DTR011 funding as presented.

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

6. ROUTINE UPDATE OF THE FOLLOWING JOB DESCRIPTION: WATER/WASTEWATER DIRECTOR

HR Director Derek Bargmann noted that this was a routine job description review of the appointed position of Water/Wastewater Director. He noted that the last revision was approved 17 years ago, thus the request is to approve the updated the job description.

Councilmember Kamprath moved, seconded by Councilmember Beck, to update the Water/Wastewater Director job description as presented.

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

7. ACCEPTANCE OF A 2022 SITE READINESS ASSISTANCE PROGRAM GRANT FROM THE NEBRASKA PUBLIC POWER DISTRICT FOR PHASE 1 ENVIRONMENTAL STUDY AT THE SEWARD RAIL CAMPUS AND AUTHORIZATION TO PROVIDE GRANT MATCH

The City, working with Jonathan Jank of the Seward County Chamber & Development Partnership (SCCDP), submitted an application to the Nebraska Public Power District (NPPD) for a Site Readiness Assistance Program (SRAP) Grant. Mr. Butcher noted that the application was approved for funding for \$3k to help finance an updated environmental study of the Seward Rail Campus, which was last completed in 2011. The grant will require a full match of \$3k which will come from the Rail Campus-Engineering line item.

Councilmember Beck moved, seconded by Councilmember Kamprath, to accept the grant of \$3,000 from the Nebraska Public Power District's Site Readiness Assistance Program and authorize the City to provide full match.

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

8. CONSIDERATION OF AN AGREEMENT WITH B'S SWEET FREEZE TO OPERATE A CONCESSION STAND AT THE DOWDING MUNICIPAL POOL

Mr. Butcher identified this item as an updated agreement for concessions to be offered at the Dowding Municipal Pool starting this summer. The previous operator, Snowmotion, has been bought out by B's Sweet Freeze, which necessitates an updated agreement.

Councilmember Kolterman moved, seconded by Councilmember Miller, to authorize the City to enter into agreement with B's Sweet Freeze to operate a concession stand at the Dowding Municipal Pool.

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

May 17, 2022

CITY ADMINISTRATOR’S REPORT

Councilmember Kamprath moved, seconded by Councilmember Wilken, that City Administrator Butcher’s report of May 17, 2022 be accepted.

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

Nay: None. Motion carried.

FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION

None.

ANNOUNCEMENT OF UPCOMING EVENTS

May 19 – Business After Hours (Cobblestone Hotel & Suites)

MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Beck, that the May 17, 2022 City Council Meeting be adjourned.

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

Nay: None. Motion carried.

Adjourned approximately 8:33 p.m.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

ADMINISTRATIVE ITEMS

1. Request for Approval of the Updated Rules & Regulations for the Civil Service Commission - Chief of Police Peters

Updated June 2, 2022

**RULES AND REGULATIONS
OF THE SEWARD
CIVIL SERVICE COMMISSION**

Index

Section A - Administration

Section B - Definitions

Section C – Employees Covered Under Civil Service

Section D – Original Appointment – Vacancies, Applications, Examinations, and Probation

Section E - Resignations

Section F – Demotions, Suspensions, and Discharges

Section G – Reduction in Force

Section H - Promotions

Section I – Leaves of Absences

Section J – Temporary Appointments

Section K – Political Contributions

Section L – Obstructing Examinations

Section M – Limitations of Action

Approved and adopted by the Civil Service Commission
on the ____ day of _____, 2022
Confirmed by the Mayor and Council on the
____ day of _____, 2022

Section A

Administration

Rule A - I

Meetings of the Commission: Regular meetings of the Civil Service Commission, shall be held the 4th Wednesday of every quarter (March, June, September, December) at 5:00 p.m. in the Municipal Building, 142 N. 7th Street, Seward Nebraska. Notice of postponement of meetings shall be posted in City Hall, Seward Police Department, County Courthouse and Municipal Building.

- a) Order of Business: A Chairperson shall be elected at the quarterly meeting held in June of each year. The order of business shall be pursuant to the agenda.
- b. Special Meetings: Special meetings may be held at any time, upon call of the chairman or the secretary or any three commissioners, by giving twenty-four (24) hour notice to each commissioner.
- c) Rules of Order: Robert Rules of Order shall generally be the rules of order of the Civil Service Commission.

Section B

Definitions

Rule B - 1 The following words and phrases shall have definitions, as set out below, when appearing in these rules and regulations.

"Appointing Authority" shall mean in a mayor and council form of government, the mayor, with the approval of the council, except to the extent that the appointing authority is otherwise designated by ordinance to be the mayor or city administrator. (Ref. NRS 19-1826 (2))

"Appointment" shall mean all means of selection, appointing, or employing any person to hold any office, position, or employment subject to Civil Service. (Ref NRS 19-1826 (3))

"City" shall mean City of Seward

"Commission" shall mean the Civil Service Commission of the City of Seward. (Ref. NRS 19-1826 (4))

"Commissioner" shall mean any one of the five (5) commissioners of the Civil Service Commission of the City of Seward. (Ref. NRS 19-1826 (5))

"Council" shall mean City Council members

"Full-Time Police Officers" shall mean police officers in positions which require certification by the Nebraska Law Enforcement Training Center, created pursuant to NRS 81-1402, who have the power of arrest, who are paid regularly by a municipality, and for whom law enforcement is a full-time career, but shall not include clerical, custodial, or maintenance personnel (Ref. NRS 19-1826 (8))

"Position" shall mean an individual job which is designated by an official title indicative of the nature of the work. (Ref NRS 19-1826 (12))

"Promotion" or "Demotion" shall mean changing from one position to another, accompanied by a corresponding change in current rate of pay.

"Secretary/Chief Examiner" shall be appointed by the Civil Service Commission. He/she shall keep the records of the Commission, preserve all reports, administer, and maintain a record of all examinations held

Updated June 2, 2022

under their direction and perform such other duties as may be prescribed. If the municipality has a personnel officer, the commission shall appoint such personnel officer as secretary and chief examiner, if requested to do so by the appointing authority. (Ref NRS 19-1830 (1))

Updated June 2, 2022

Section C

Employees Covered Under Civil Service

Rule C - 1 The Civil Service Act shall apply only to full-time Police Officers of the City, including the Police Chief. (Ref. NRS 19-1829)

Section D

Vacancies, Applications, Examinations & Probation

- Rule D - 1 Vacancies: Whenever a position subject to the Civil Service Act becomes vacant, or it is known that one will exist in the immediate future, the appointing authority shall submit a written request to the commission for the names and addresses of the persons eligible for appointment. The Appointing Authority may also decline to fill such vacancy for an indefinite period. (Ref. NRS 19-1835 (1))
- Rule D - 2 Action When Eligible List is Available: Upon the written request of the appointing authority, the commission shall certify the names of the persons who are the three highest on the eligible list, following the most recent examination, and whose qualifications have been validated by the commission for the vacant position. If fewer than three names are on the eligible list, the commission shall certify those that do appear. If the commission certifies fewer than three names for each vacancy to the appointing authority, the appointing authority may appoint one of such persons to fill the vacancy, may decline to fill the vacancy, or may order that another examination be held by the civil service commission. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy. (Ref. NRS 19-1835 (3))
- Rule D - 3 Application Form: All persons desiring to take an examination for a classified job shall request an application form from the Secretary/Chief Examiner. The Police Chief, or his/her designee shall conduct a basic background investigation for proof that an applicant possesses those special requirements that are necessary for the position applied for. Such proof may be needed to show a satisfactory degree of education, training or experience, or a permit or license, as the law may provide. An applicant may be excluded from taking examinations if he/she fails to provide such proof as required above. The Civil Service Commission may limit the period during which applications may be filed by giving due notice of such limitations. Advertising shall be in accordance with State and Federal laws. Reasonable accommodations are available for persons needing assistance in completing applications. Requests for such accommodations should be made at time of application. The City of Seward is an equal opportunity employer.

Updated June 2, 2022

Rule D - 4 Requests for Applicants: Requests for applications will be published as directed by the Civil Service Commission in coordination with the Civil Service Secretary. The notice shall contain the minimum requirements of the position as established by the appointing authority; the date for accepting applications, and the office from which the applications can be picked up.

Rule D - 5 Acceptance of Applications: After the Commission screens the applications to ensure that the minimum qualifications have been met, the Secretary/Chief Examiner will notify all candidates of the results of the screening. The Commission has directed the Police Chief to also screen the applications upon receipt, and to notify the Commission of the screening results at the next called meeting. Those applicants failing to meet one (1) or more of the minimum qualifications shall not be allowed to take the examination and will be so notified. Those persons who have met the minimum qualifications will be allowed to take an examination and will be advised of the time and location where such examination will be given by the Secretary/Chief Examiner. Should an examination be canceled or postponed, the applicants will be notified of such cancellation or postponement and the re-scheduling of such examination.

Rule D - 6 Testing: The Commission shall provide that all tests shall be practical and consist only of subjects which will fairly determine the capacity of persons who are to be examined to perform the duties of the position to which an appointment is to be made and may include, but not be limited to, tests of physical fitness and of manual skill and psychological testing. (Ref. NRS 19-1830 (3))

The written examination will be administered by the Secretary/Chief Examiner and will be ordered from the International Personnel Management Association (IPMA), or other appropriate test service approved by the Commission.

A credit of ten percent (10%) will be added to the final written examination score of any applicant who, in time of war or any expedition of the armed forces of the United States, is currently serving in the Guard/Reserve Forces or has served in and been discharged with a characterization of honorable or general (under honorable conditions) from the armed forces of the United States. **Credit applicable to entry-level positions only** (Ref. NRS 19-1830 (4)). A copy of form DD214 should be provided at time of application.

Any individual who holds a current State Certification for Police Officer shall receive a 5% Certified Preference Credit on the written examination

Updated June 2, 2022

and must furnish a copy of the Certification with the application prior to taking the written examination. If this is not done, the Certified Preference Credit will not be allowed. (Approved by City Council 8-7-12)

Police Officer Candidates must achieve a score of 70% or higher on the written examination to proceed to the oral examination. Police Captain and Police Sergeant Candidates must achieve a score of 60% or higher on the written examination to proceed to the oral examination. The Commission reserves the right to change this percentage prior to any examination.

If an applicant fails the written examination, he/she shall not be permitted to retake an examination for the same position for a period of six (6) months from the date of the examination in which he/she failed.

The oral examination questions must have approval from the City Administrator prior to the testing. For all other positions except Police Chief, the Chief will be present and assist with the oral examination. For Police Chief candidates, the City Administrator will be present and assist with the examination.

After both the written examination and the oral examination have been administered, a 40% credit will be applied toward the written score and a 60% credit will be applied toward the oral score. The scores will then be added together. Candidates must achieve a combined score of 70% or above to be placed on the eligible list.

Thereafter, the Commission shall rank the successful applicants based on their scores and place them on the eligible list for the position tested.

Rule D - 7

Examination Results: All applicants examined will be notified of their results by mail upon completion of the scoring by the Secretary/Chief Examiner and whether they have been placed on the eligible list.

Rule D - 8

Probation/Introductory Period: To enable the appointing authority to exercise the choice in the filling of positions, no appointment, employment, or promotion in any position shall be deemed complete for certified officers, until after a probationary period of six (6) months from date of employment; and for non-certified officers, not less than six (6) months, nor more than one (1) year after certification by the Nebraska Law Enforcement Training Center. Said probation/introductory period can be extended up to a maximum of one (1) year by the Police Chief

Updated June 2, 2022

with the approval of the appointing authority. Employees will be notified in writing of such extension and the reasons thereof. During the probation period, the appointing authority may terminate the employment of the person if, upon an observation or consideration of the performance of duty, it is deemed such person unfit or unsatisfactory for service in the Department in accordance with the regulations established by the appointing authority. (Ref. NRS 19-1835 (5))

Rule D - 9

Cause for Rejection: The Commission may refuse to examine an applicant, or after examination, to certify him/her eligible for appointment, for the following reasons:

1. If it is found that the applicant does not meet the established requirements of the job description for the position.
2. If it is known or found that drunkenness or the use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid, or preparation is used to such an extent that the use interferes with the efficiency or mental or physical fitness of the candidate which could preclude them from properly performing the functions and duties of a position.
3. If it is found that there has been a conviction by any State or Federal Court of a felony.
4. If it is found that the applicant has been dismissed from a public service for cause.
5. If it is found that the applicant has intentionally made a false statement in any material fact, practiced, or attempted to practice any deception or fraud in making application or in the examination or in the securing of their eligibility appointment.
6. If it is found that the applicant is disloyal to the Government of the United States or is a member of any organization which advocates the overthrow of the Government by force or violence.
7. If it is found that, for any good and sufficient reason in the judgement of the commission, the applicant is undesirable as a public employee.

Updated June 2, 2022

Section E

Resignations

- Rule E-1 Report of Resignation: The written resignation of any officers or employees from a Civil Service position shall be reported in writing to the Commission by the Secretary/Chief Examiner.
- Rule E-2 Resignation by Abandonment of Position: The absence of an officer from duty for a period of three (3) successive days or longer without leave or without notice to his superior officer of the reason of such absence and of his intention to return, shall be considered, in effect, resignation.

Section F

Demotion, Suspension, or Discharge

Rule F-1 No person in the civil service who shall have been permanently appointed or inducted into civil service under the Civil Service Act shall be removed, suspended, demoted, or discharged except for cause and then only upon the written accusation of the Police Chief, appointing authority, or any citizen or taxpayer (Ref. NRS 19-1833 (1)).

Rule F-2 Cause for Demotion, Suspension, or Discharge: The tenure of a person holding a position of employment under the Civil Service Act shall be only during good behavior. Any such person may be removed or discharged, suspended with or without pay, demoted, reduced in rank, or deprived of vacation, benefits, compensation, or other privileges, except pension benefits, for any of the following reasons:

1. Incompetency, inefficiency, or inattention to or dereliction of duty.
2. Dishonesty, prejudicial conduct, immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, any act of omission or commission tending to injure the public service, any willful failure on the part of the employee to properly conduct himself or herself, or any willful violation of the Civil Service Act or the rules and regulations adopted pursuant to such act.
3. Mental or physical unfitness for the position which the employee holds.
4. Drunkenness or the use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid, or preparation to such an extent that the use interferes with the efficiency or mental or physical fitness of the employee or precludes the employee from properly performing the functions and duties of his or her position.
5. Conviction of a felony or misdemeanor tending to injure the employee's ability to effectively perform the duties of his or her position; or
6. Any other act or failure to act which, in the judgment of the Civil Service Commission is sufficient to justify the offender to be an unsuitable and unfit person to be employed in the public service. (Ref. NRS 19-1832)

Rule F-3 Insufficiency of Charges: The commission reserves the right to pass on the sufficiency of the charges, and if the charges are held to be

Updated June 2, 2022

insufficient, indefinite, or of no precise meaning, the commission may dismiss the charges.

Rule F-4

Disciplinary Action Procedure:

1. No employee in the Civil Service who shall have been permanently appointed or inducted into Civil Service shall be removed, suspended, demoted, or discharged, except for cause and then only upon the written accusation of the Police Chief, Mayor, or any citizen or taxpayer. (Ref. NRS 19-1833 (1) and City Code 95-1.3. C. (1))
2. The written accusation shall set forth the alleged misconduct, charges, or grounds for investigation against the employee. The written accusation shall be filed by the complainant with the Secretary of the Commission who shall cause a copy of such written accusation to be delivered within three (3) working days after the filing (a) to the Police Chief, (b) the Mayor, and (c) to the employee personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. (Ref. City Code 95-1.3. C. (2))
3. The Police Chief shall have the authority to immediately suspend, with pay, an employee against whom such written accusation has been filed pending the confirmation of the suspension by the Mayor, or a decision of the Mayor to reinstate the employee, remove, demote, discharge, or suspend the employee with or without pay. (Ref. City Code 95-1. 3. C. (3))
4. Prior to the decision of the Mayor to reinstate the employee or remove, demote, discharge, or suspend the employee, with or without pay, the Police Chief shall, within a reasonable period of time, investigate the alleged misconduct, charges, or grounds against the employee and explain the basis of the employer's evidence to the employee and provide the employee an opportunity to present his or her version of the circumstances which resulted in the filing of the written accusation. If the Police Chief's investigation reveals other misconduct, charges, or grounds the Chief shall amend the written accusation to include the other misconduct, charges, or grounds by filing an amendment to the written accusation with the Secretary of the Commission who shall cause a copy of such amended accusation to be delivered within

three (3) working days after the filing (a) to the Police Chief, (b) to the Mayor, and (c) to the employee personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. Upon completion of this procedure, within a reasonable period of time, the Police Chief shall recommend in writing to the Mayor that the alleged misconduct, charges, or grounds set forth in the written accusation be deemed; 1) to be without merit; 2) to not warrant disciplinary action, 3) to warrant disciplinary action less severe than removal, demotion, discharge or suspension, with or without pay, such as an oral or written reprimand, or 4) to warrant removal, demotion, discharge, or suspension with or without pay. If the Police Chief is being disciplined, the City Administrator shall follow the same procedures as are followed by the Chief in disciplining employees under the Act. (Ref. City Code 95-1.3. C. (4))

5. Within twenty (20) calendar days after receiving the written recommendation of the Police Chief, the Mayor shall decide to accept the recommendation of the Chief, or shall decide that the alleged misconduct, charges, or grounds for investigation against the employee set forth in the written accusation to be deemed: 1) to be without merit, 2) to not warrant disciplinary action, 3) to warrant disciplinary action less severe than removal, demotion, discharge, or suspension, with or without pay, such as an oral or written reprimand, or 4) to warrant removal, demotion, discharge, or suspension, with or without pay. If a discharge is being recommended, Council approval shall be required. The Mayor shall file a copy of his or her decision within twenty-five calendar days after receiving the written recommendation of the Police Chief, with the Secretary of the Commission who shall cause a copy of such decision to be filed within three (3) working days after the filing (a) to the Chief, and (b) to the employee, personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. (Ref. City Code 95-1.3. C. (5))
6. Any employee so removed, suspended, demoted or discharged may, within ten (10) calendar days after receiving written notice of the Mayor's decision, file a written demand for an investigation and public hearing by the Civil Service Commission. The employee shall file the request for the hearing with the Secretary of the

Updated June 2, 2022

- Commission and simultaneously send a copy of the request to the Mayor. The failure to file such request with the Secretary of the Commission within ten (10) calendar days of receipt of notice of the action by the Mayor shall constitute a waiver of the employee's right to review by the Civil Service Commission and the Mayor's decision shall become final. (Ref. City Code 95-1.3. C. (6))
7. Within ten (10) calendar days of receipt of the employee's notice of appeal, the Mayor shall cause to be mailed or delivered the following notice to the employee and Secretary of the Civil Service Commission: (a) a statement of the charge(s); (b) the names of the witnesses who will be called on behalf of the Mayor and a general statement of the nature of their testimony; (c) copies of the documents to be introduced. (Ref. City Code 95-1.3. C. (7))
 8. Within ten (10) calendar days of the filing of the written demand for an investigation and public hearing by the Commission, the employee shall mail or deliver the following upon the Mayor and Commission: (a) a response to the statement of the charge(s); (b) the name of the witnesses who will be called on behalf of the employee and a general statement of the nature of their testimony; and (c) copies of the documents to be introduced. (Ref. City Code 95-1.3. C. (8))
 9. Upon receipt of a written demand, the Commission shall investigate. The Commission may be represented in such investigation and public hearing by the City Attorney if authorized by the Mayor. If the City Attorney does not represent the Commission, the Commission may be represented by special counsel appointed by the Commission for any such investigation and hearing. The investigation shall consist solely of a review of the written submissions of the Mayor and employee to determine whether any individuals or documents should be subpoenaed by the Commission for the subsequent public hearing before the Commission ultimately to determine whether the Mayor acted in good faith for cause. Good faith for cause shall mean that the action was not arbitrary or capricious and was not made for political or religious reasons. (Ref. City Code 95-1.3. C. (9))
 10. The Commission shall schedule a public hearing no less than ten (10) nor more than twenty (20) calendar days from the date of filing of the employee's written demand for an investigation. The Commission shall notify the Mayor and employee in writing at least five (5) calendar days prior to the date of the hearing, of the date, time and place of hearing. (Ref. City Code 95-1.3. C. (10))

Updated June 2, 2022

11. The Mayor shall be permitted to appear in person and by counsel and to present his or her case. The Mayor may present evidence by testimony and documents and shall be permitted to cross-examine the employee's witnesses. At the hearing, the employee shall be permitted to appear in person and by counsel and to present his or her defense. The employee may present evidence by testimony and documents and shall be permitted to cross-examine the witnesses called by the Mayor. (Ref. City Code 95-1.3. C. (11))
12. The Commission may affirm the action taken by the Mayor if such action is supported by a preponderance of the evidence. If the Commission finds that the removal, suspension, demotion or discharge was made for political or religious reasons or was not made in good faith for cause, it shall order the immediate reinstatement or re-employment of such employee in the position or employment from which such employee was removed, suspended, demoted, or discharged, which reinstatement shall, if the Commission in its discretion so provides, be retroactive and entitle such person to compensation and restoration of benefits and privileges from the time of such removal, suspension, demotion or discharge. (Ref. City Code 95-1.3. C. (12))
13. After the hearing, and in lieu of affirming the removal, suspension, demotion, or discharge, the Commission may modify the order of removal, suspension, demotion, or discharge by directing a suspension, with or without pay, for a given period and the subsequent restoration to duty or demotion in position or pay. No later than ten (10) calendar days after the hearing, the Commission shall certify its finding in writing to the employee and the Mayor who shall enforce them. (Ref. City Code 95-1.3. C. (13))

Rule F - 5:

Appeal: If such judgement or order be concurred in by the Commission or a majority thereof, the accused or governing body may appeal to the district court. Such appeal shall be taken within forty-five (45) days after the entry of such judgment or order by serving the Commission with a written notice of appeal stating the grounds and demanding that a certified transcript of the record and all papers, on file in the office of the Commission affecting or relating to such judgement or order, be filed by the Commission with such Court. The Commission shall, within ten (10) days after the filing of such notice, make, certify, and file such transcript with and deliver such papers to the district court. The district court shall proceed to hear and determine such appeal in a summary manner. The hearing shall be confined to the determination of whether the judgement or order of removal, discharge, demotion, or suspension made by the Commission was made in good faith for cause, which shall mean that the

Updated June 2, 2022

action of the Commission was based upon a preponderance of the evidence, was not arbitrary or capricious and was not made for political or religious reasons. No appeal to such court shall be taken except upon such ground or grounds. If such appeal is taken by the governing body and the district court affirms the decision of the commission, the municipality shall pay to the employee court costs and reasonable attorney's fees incurred because of such appeal and as approved by the district court. If such appeal is taken by the governing body and the district court does not affirm the decision of the Commission, the court may award court costs and reasonable attorney's fees to the employee as approved by the district court. (Ref. NRS 19-1833 (5))

Updated June 2, 2022

Section G

Reduction in Force

Rule G-1

The Commission shall make recommendations concerning a reduction-in-force policy to the governing body. The governing body shall consider such recommendations but shall not be bound by them in establishing a reduction-in-force policy. Prior to the adoption of a reduction in force policy, the governing body, after giving reasonable notice to each police officer by first-class mail, conduct a public hearing. (Ref. NRS 19-1830 (9))

Section H

Promotions

- Rule H-1 Vacancies: All appointments to and promotions in such department shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation. If the appointing authority fills a vacancy in a position subject to the Civil Service Act, the appointing authority shall consider factors including, but not limited to:
- 1) The multiple job skills recently or currently being performed by the applicant which are necessary for the position.
 - 2) The knowledge, skills, and abilities of the applicant which are necessary for the position.
 - 3) The performance appraisal of any applicant who is already employed in the department, including any recent or pending disciplinary actions involving the employee.
 - 4) The employment policies and staffing needs of the department together with contracts, ordinances, and statutes related thereto.
 - 5) Required federal, state, or local certifications or licenses necessary for the position; and
 - 6) The qualifications of the applicants who are already employed in the department and have successfully completed all parts of the examination for the position. No person shall be reinstated in or transferred, suspended, or discharged from any such position or employment contrary to the Civil Service Act. (Ref. NRS 19-1829)
- Rule H-2 Competitive Examination: In any promotional examination, the candidate shall be examined, either through written examinations and/or oral examinations, on such matters as will fairly test his or her knowledge of the actual duties, responsibilities, and requirements of the position to be filled, or any such testing as may be required by the appointing authority.
- Rule H-3 Physical Examination: Where a physical test is not included in the schedule for promotional examination, such test may be added by the Appointing Authority prior to the hiring.
- Rule H-4 Probation/Introductory Period: Whenever an employee is promoted to a new position, his/her promotion shall be deemed as probationary for a period of not less than six (6) months nor more than one (1) year, during which period, if he/she fails to perform the duties in a proper manner,

Updated June 2, 2022

the appointing authority shall return him/her to the position he/she formerly held, and any other officers promoted to fill vacancies resulting from such probationary appointment, shall be returned to their former position.

Updated June 2, 2022

Section I

Leave of Absence

Rule I-1

A leave of absence, with or without pay, may be granted by the appointing authority to any person under Civil Service. The appointing authority shall give notice of such leave to the Commission. All appointments for temporary employment resulting from such leaves of absence shall be made from the eligible list, if any, of the Civil Service. (Ref. NRS 19-1838 and City Code 95.1.1. D. (3))

Updated June 2, 2022

Section J

Temporary Appointments

Rule J-1

If a vacancy occurs and there is no eligible list for the position or if the Commission has not certified persons from the eligible list, a temporary appointment may be made by the appointing authority. Such temporary appointment shall not continue for a period longer than four months. No person shall receive more than one temporary appointment or serve more than four months as a temporary appointee in any one fiscal year. (Ref. NRS 19-1835 (4) and City Code 95-1.1. D. (3))

Updated June 2, 2022

Section K

Political Contributions

Rule K-1

No person holding any position subject to Civil Service shall be under any obligation to contribute to any political fund or to render any political service to any person or party whatsoever. No person shall be removed, reduced in position or salary, or otherwise prejudiced for refusing so to do. No public officer, whether elected or appointed, shall discharge, promote, demote, or in any manner change the official rank, employment, or compensation of any person under Civil Service, or promise or threaten to do so, for giving, withholding, or neglecting to make any contribution of money, services, or any valuable thing for any political purpose. (Ref. NRS 19-1841 and City Code 12-10.1. E)

Section L

Obstructing Examinations

- Rule L-1 Obstructing by Defeat or Deceit: No Commissioner or any other person shall by himself or herself or in cooperation with one or more person's defeat, deceive, or obstruct any person in respect to the right of examination according to the rules and regulations made pursuant to the Civil Service Act. (Ref. NRS 19-1840 and City Code 12-10.1. F. (1))
- Rule L-2 Obstructing by False Marking, Grading, etc.: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons falsely mark, grade, estimate, or report upon the examination and standing of any person examined or certified in accordance with such Act or aid in doing so. (Ref. NRS 19-1840 and City Code 12-10.1. F. (2))
- Rule L-3 Obstructing by False Representation: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons make any false representation concerning the same or concerning the persons examined. (Ref. NRS 19-1840 and City Code 12-10.1. F. (3))
- Rule L-4 Obstructing by Supplying Information: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons furnish any person any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined or certified or to be examined or certified. (Ref. NRS 19-1840 and City Code 12-10.1. F. (4))
- Rule L-5 Obstructing by Impersonation: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons persuade any other person or permit or aid in any manner any other person to impersonate him or her in connection with any examination, application, or request to be so examined. (Ref. NRS 19-1840 and City Code 12-10.1 F. (5))

Updated June 2, 2022

Section M

Limitations on Action

Rule M-1

Any written accusation against a civil service employee must be filed with the Secretary of the Commission within six (6) months after the date of the incident upon which the accusation is based.

2. Routine Update of the Following Job Description: City Administrator - HR Director Bargmann

JOB TITLE: CITY ADMINISTRATOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Mayor with the guidance of the and City Council and in compliance with State Statute and City Code.

JOB SUMMARY: Performs administrative work in the execution of policies addressing City affairs as directed by the Mayor and City Council and managerial work in the municipal government. ~~Exercises~~ general supervision of the Electric Department, Water/Wastewater Department, ~~Public Works~~ Street Department, Building Inspection, and Purchasing-Zoning Office ~~Department,~~ ~~Administrator~~ ~~Assist/City Clerk/HR Director's-Treasurer~~ Office, Seward Memorial Library, Public Properties ~~Recreation~~ Department, ~~and~~ Lied Senior Center. Assists the Mayor in general with supervision of the Police Department ~~.~~ ~~and~~ ~~Assists the Civic Center Commission with general supervision of the Civic Center.~~ Assists the Mayor and City Council on matters which affect the City of Seward and carries out City policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for planning, organizing, directing, and coordinating ~~of~~ plans and programs for those departments and personnel under his/her/their supervision; responsible for carrying out and ensuring compliance with policies established by the City Council; responsible for annual budgets of those Departments under his/her/their supervision; oversees preparation of the annual operations and maintenance budget for all City entities; oversees the development of annual capital budget and five--year Capital Improvement Program; determines administrative policies and procedures; initiates, prepares, and presents studies and research reports; oversees grants; supervises contracts; exercises general oversight of capital projects; recommends policy and solutions to problems to the Mayor and City Council; advises and keeps Mayor and City Council informed regarding City operations and matters affecting the well-being of the City ~~of Seward~~; oversees and assists in preparation of City Council and Committee meeting agendas and materials; attends all meetings of the City Council and Committees; ~~acts as an ex officio member of the Library, Cemetery and Park & Recreation Boards;~~ consults with external professionals and engages their services on major projects with approval of Mayor and City Council; directs personnel under his/her supervision in carrying out departmental and City-wide programs/projects; hires, disciplines, and terminates personnel in departments under his/her direct supervision; evaluates department heads under his/her direct supervision; oversees City purchasing policy; oversees the development and implementation of the City Strategic Plan; serves as Program Administrator for the City Economic Development Program; serves as administrator for City Performance Management System encompassing all employees; at direction of the Mayor, serves as ~~primary~~ City spokesperson and liaison with mMedia; receives and acts upon citizen complaints; maintains liaison and cooperative relationships with citizens, community groups, ~~and/or~~ organizations, and ~~other~~ governmental agencies related to City goals and objectives.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Directs and coordinates City safety and risk management activities; plans and coordinates inter-departmental training as needed; serves as City representative and liaison to the Nebraska Public Power District, and the Nebraska Municipal Power Pool, ~~and Seward County Economic Development Corporation~~; plans, coordinates, and periodically performs annual wage/fringe benefit studies; oversees city disaster response/recovery plan; speaks to community groups ~~and/or,~~ organizations, and media regarding City programs/projects; serves as City's Americans with Disabilities Compliance Officer; directs and coordinates City information technology planning; performs other related work as directed by Mayor and City Council.

SKILLS/ABILITIES: Thorough knowledge of the principles, practices, and policies of municipal government; knowledge of public personnel administration; knowledge of public budgeting and municipal finance; knowledge of economic development practices and strategies; thorough knowledge of computers and of relevant computer applications; knowledge of information technology practices, concepts, and strategies relating to local government. Ability to plan, organize, staff, direct, coordinate, and evaluate city programs; ability to plan, coordinate, assign, delegate, supervise, manage, and evaluate the work of subordinate personnel; ability to mentor, coach, and discipline employees in coordination with the HR Director; ability to work more than 40 hours per week, including response to emergency events, evenings, or whenever meetings are scheduled; ability to sit and/or stand for long periods of time; high degree of organization skills to effectively administer adopted City Council action; ability to learn and interpret rules, regulations, laws, and ordinances; ability to attend meetings and/or conferences in town or out of town; gGood oral and written communication skills to effectively communicate with employees, elected officials, media, and the general public.

EXPERIENCE & TRAINING: Graduation from a with a bachelor's Bachelor's degree in Public Administration-or-, Political Science, or related field from an accredited four-year college or /university. plus-Considerable experience - at least five (5) years of experience total in city municipal government management, public administration, or a related field plus at least three (3) to four years of computer experience is desirable,-. Experience requirement may be supplemented by graduate study in public administration or special professional training courses. MPA-Master's degree in Public Administration, plus at least three (3) years of field experience are preferred; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

Updated 7/2007



Job Title: City Administrator
Department: Administration
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 6/7/2022 (Council Approval)

Accountability

Under the direction of the Mayor with the guidance of the City Council and in compliance with State Statute and City Code.

Job Summary

Performs administrative work in the execution of policies addressing City affairs as directed by the Mayor and City Council and managerial work in the general supervision of operations for the Electric Department, Water/Wastewater Department, Street Department, Building Inspection, Zoning Department, City Clerk/HR Director's Office, Seward Memorial Library, Public Properties Department, and the Lied Senior Center. Assists the Mayor in general supervision of the Police Department and assists the Civic Center Commission with general supervision of the Civic Center.

Essential Job Functions

Responsible for planning, organizing, directing, and coordinating plans and programs for those departments and personnel under their supervision; responsible for carrying out and ensuring compliance with policies established by the City Council; responsible for annual budgets of those Departments under their supervision; oversees preparation of the annual operations and maintenance budget for all City entities; oversees the development of annual capital budget and five-year Capital Improvement Program; determines administrative policies and procedures; initiates, prepares, and presents studies and research reports; oversees grants; supervises contracts; exercises general oversight of capital projects; recommends policy and solutions to problems to the Mayor and City Council; advises and keeps Mayor and City Council informed regarding City operations and matters affecting the well-being of the City; oversees and assists in preparation of City Council and Committee meeting agendas and materials; attends all meetings of the City Council and Committees; consults with external professionals and engages their services on major projects with approval of Mayor and City Council; directs personnel under their supervision in carrying out departmental and City-wide programs/projects; hires, disciplines, and terminates personnel in departments under their direct supervision; evaluates department heads under their direct supervision; oversees City purchasing policy; oversees the development and implementation of the City Strategic Plan; serves as Program Administrator for the City Economic Development Program; serves as administrator for City Performance Management System encompassing all employees; at the direction of the Mayor, serves as City spokesperson and liaison with media; receives and acts upon citizen complaints; maintains liaison and cooperative relationships with citizens, community groups, organizations, and governmental agencies related to City goals and objectives.

Additional Duties and Responsibilities

Directs and coordinates City safety and risk management activities; plans and coordinates inter-departmental training as needed; serves as City representative and liaison to the Nebraska Public Power District and the Nebraska Municipal Power Pool; plans, coordinates, and periodically performs annual wage/fringe benefit studies; oversees City disaster response/recovery plan; speaks to community groups, organizations, and media regarding City programs/projects; serves as City's Americans with Disabilities Compliance Officer; directs and coordinates City information technology planning; performs other related work as directed by Mayor and City Council.

Knowledge, Abilities and Skills

Thorough knowledge of the principles, practices, and policies of municipal government; knowledge of public personnel administration; knowledge of public budgeting and municipal finance; knowledge of economic development practices and strategies; thorough knowledge of computers and of relevant computer applications; knowledge of information technology practices, concepts, and strategies relating to local government. Ability to plan, organize, staff, direct, coordinate, and evaluate City programs; ability to plan, coordinate, assign, delegate, supervise, manage, and evaluate the work of subordinate personnel; ability to mentor, coach, and discipline employees in coordination with the HR Director; ability to work more than 40 hours per week, including response to emergency events, evenings, or whenever meetings are scheduled; ability to sit and/or stand for long periods of time; high degree of organization skills to effectively administer adopted City Council action; ability to learn and interpret rules, regulations, laws, and ordinances; ability to attend meetings and/or conferences in town or out of town. Good oral and written communication skills to effectively communicate with employees, elected officials, media, and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science, or related field from an accredited four-year college or university. Considerable experience—at least five (5) years total in municipal government management, public administration, or a related field plus at least three (3) years of experience using related computer programs is desirable. Experience requirement may be supplemented by graduate study in public administration or specialized professional training courses. Master's Degree in Public Administration, plus at least three (3) years of field experience are preferred; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.

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

DRAFT

3. Update on Wellness Center:
 - A. Consideration of an Ordinance to Impose an Additional One Half of One Percent City Sales and Use Tax on January 1, 2023 as Approved by May 10, 2022 Primary Election Ballot - City Administrator Butcher

**ORDINANCE NO. 2022-
CITY OF SEWARD, NEBRASKA**

AN ORDINANCE OF THE CITY OF SEWARD, NEBRASKA AUTHORIZING AND IMPOSING AN ADDITIONAL ONE HALF OF ONE PERCENT (0.50%) CITY SALES AND USE TAX AS APPROVED BY A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY OF SEWARD AT THE PRIMARY ELECTION HELD ON MAY 10, 2022; TO REPEAL CONFLICTING ORDINANCES AND SECTIONS; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA:

Section 1. On May 10, 2022, at a primary election held pursuant to the Local Option Revenue Act (Neb. Rev. Stat. § 77-24,142, et seq.) and the election laws of Nebraska, a majority of the qualified electors of the City of Seward voting at the primary election voted in favor of the following Ballot Question which was submitted on the ballot at that election:

BALLOT QUESTION

Shall the City Council of the City of Seward, Nebraska, increase the local sales and use tax rate by one-half of one percent (0.50%) upon the same transactions within the City of Seward on which the State of Nebraska is authorized to impose a tax, with all revenues generated by the additional one-half percent (0.5 %) to be used for public infrastructure projects under the following terms and conditions?

- (1) Revenues generated by the additional one-half of one percent (0.50%) shall be used to pay the costs to construct, acquire, improve, furnish, and equip public infrastructure improvements of the City, which shall include a wellness center to be owned by the City.
- (2) Expiration of Tax Rate Change. The increased sales and use tax rate will be implemented and related revenues collected beginning as soon as practicable after voter approval and continuing for a period of ten (10) years, unless bonds are issued with some or all of the additional revenues pledged for payment of such bonds, in which case the increased sales and use tax rate will remain in effect and additional revenues will be collected until payment in full of such bonds and any refunding bonds.
- (3) Interlocal Agreement. The City of Seward and Seward County School District 0009 have entered into an Interlocal Agreement for the long-term development of unified governance of public infrastructure projects in the City. Additional revenue collected from the additional one-half percent (0.5%) sales and use tax will not be used for the purposes of such Interlocal Agreement, but will be used for the public infrastructure projects of the City of Seward as described above.

VOTE FOR or AGAINST

- I vote FOR authorizing an increase of one-half percent (.5%) in the City of Seward's local sales and use tax under such terms and conditions
- I vote AGAINST authorizing an increase of one-half percent (.5%) in the City of Seward's local sales and use tax under such terms and conditions

If a majority of the votes cast upon such question shall be in favor, then the governing body of the City of Seward shall be empowered as provided by Section 77-27,142 to levy said sales and use tax and shall proceed to impose a tax pursuant to the Local Option Revenue Act. If a majority of those voting on the question shall be opposed to such tax, then the governing body of the City of Seward shall not impose such sales and use tax.

SECTION 2. As a result of the above ballot question being voted upon favorably, a sales and use tax in the amount of an additional one half of one percent (0.50%) upon the same transactions within the City of Seward on which the State of Nebraska is authorized to impose a tax shall be imposed effective January 1, 2023, in addition to the one and one half per cent (1.5%) sales and use tax currently imposed pursuant to Ordinance No. 41-02, Ordinance No. 8-13, Local Option Municipal Economic Development Act, and the Nebraska Local Option Revenue Act.

SECTION 3. The net proceeds of the additional one half of one percent (0.50%) City Sales and Use Tax shall be appropriated and expended in accordance the Local Option Revenue Act (Neb. Rev. Stat. §77-24,142, et seq.) as amended, and the Ballot Question approved by voters at the May 10, 2022 primary election.

SECTION 4. The additional one half of one percent (0.50%) City Sales and Use Tax imposed by this Ordinance shall be administered as provided in the Local Option Revenue Act, Neb. Rev. Stat. §77-27,142, et seq., as amended.

SECTION 5. The City Clerk shall cause a certified copy of this Ordinance, together with a certified copy of a map showing the corporate limits of the City of Seward, Nebraska, to be delivered to the Nebraska State Tax Commissioner not later than one hundred twenty days prior to January 1, 2023.

SECTION 6. Any ordinance or part of any ordinance of the City of Seward, Nebraska in conflict with this Ordinance is hereby repealed to the extent of such conflict and should any part or section of this Ordinance be declared void and unenforceable, such declaration shall not render any other part void and unenforceable.

SECTION 7. Pamphlet Form; Publication, When Operative. This Ordinance shall be published in pamphlet form and shall be in full force and effective from after its passage, approval, and publication or posting as required by law and city ordinance.

Passed and approved this _____ day of _____, 2022

CITY OF SEWARD, NEBRASKA

ATTEST:

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

(SEAL)

4. Consideration of a Resolution Establishing a Policy for Application to Construct Utilities in City Right-of-Way and Affix the Amount of Fees Charged - City Administrator Butcher

RESOLUTION NO. 2022-21

WHEREAS, the City Council of the City of Seward, Nebraska may by resolution establish a policy for "Application to Construct Utilities in City Right-of-Way" and affix the amount of fees charged, and

WHEREAS, it is deemed advisable to establish and affix fees for such applications;

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

A. The amount of fees for Applications to Construct Utilities in the City Right-of-Way shall henceforth be and are hereby fixed as follows to be in full force and effect on and after Jun 8, 2022:

\$ 1.00 to \$ 500	= \$ 25
\$500.01 to \$5,000	= \$ 50
\$5001.00 to \$10,000	= \$100
\$10,001 to \$50,000	= \$200
\$50,001 to \$100,000	= \$300

Plus \$1.00 per 1,000 over \$100,000

TRENCHING, BORING, AND OVERHEAD LINE FEES

\$0.12 per running foot for trench, bore, or overhead

REPLACEMENT OF EXISITING LINES

\$0.06 per running foot for existing line replacement

B. Resolution No. 23-13 and all previous resolutions in conflict with this resolution are hereby revoked.

The Mayor declared the resolution adopted.

Dated: June 7, 2022

THE CITY OF SEWARD, NEBRASKA

ATTEST:

Joshua Eickmeier, Mayor

Derek Bargmann
City Clerk

(SEAL)

5. Award Community Development Block Grant (CDBG) Downtown Revitalization Program (21DTR011) Forgivable Loans - City Administrator Butcher
 - A. Shannon Meyer, 127 N 6th Street - \$39,858.75 (75% of Project)



City of Seward
537 Main Street
Seward NE 68434
Phone: 402-643-2928

#3 Priority

#11

received
4/15/22
10:00am
GB

Downtown Revitalization 2022 Application

Seward Facade Improvement/Commercial Rehabilitation Program

(Attach additional pages to provide additional information.)

*****Completed applications shall be hand delivered to Derek Bargmann, Seward City Clerk, 537 Main Street, Seward, NE 68434, at 10:00am Friday, April 15, 2022. DO NOT MAIL APPLICATIONS OR EMAIL. THEY ARE FIRST COME FIRST SERVE FOR 2022!!!!*****

Applicant Name: Shannon Meyer

Applicant's Phone Number: 402-646-1314

Applicant's Email Address: shannon.meyer@aspyrgroup.com

Business Name: _____

Property Owner: Old Town Square LLC

Property Address: 127 N 6th St, Seward NE 68434

Property Legal Description: Seward Original Town Block 7 E 75' of S 1/2 Lot 5 - TL 36

Type of façade improvement planned (see Design Guidelines)

Restoration Renovation Replacement Reconstruction

Structural alterations: See attached detailed explanation

Cosmetic alterations (i.e. moldings): See attached detailed explanation

Painting (approximate sq. ft. area): See attached detailed explanation

Interior Improvements: None.

Specify other work (i.e. awnings): See attached detailed explanation

Total cost of project: \$53,145

DTR Project Funds Amount requested: \$ 39,859

Downtown Revitalization 2022 Application

Façade Improvement Details

(Supplemental Information)

Structural & Cosmetic Alterations, Painting & Other Work:

We will remove the existing awning and façade paneling down to underlying brick. The existing brick will be tuck pointed and repaired to return the façade to original brick exposure. The storefront windows and entrance doors will be replaced with new double pane aluminum windows and door finished in silver, remaining consistent with historical style. A new aluminum and black fabric awning will be installed. No interior work is to be done.

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Seward. No work may begin until I have received written notice to proceed from the City of Seward. I further understand that the project must be completed by April 24, 2024. Grant funds will not be paid until the project is commenced. If the City has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five (5) years, I agree to pay back the funded amount.



Signature of Property Owner

Shannon Meyer, Old Town Square LLC Member

Printed Name & Title of Property Owner

4/15/2022

Date

Signature of Business Owner (if applicable)

Printed Name & Title of Business Owner

Date

Quote/Budget

Joe Nerud Construction LLC

934 County Rd 2400
 Crete NE
 68333
 (402) 826-9196

RECEIPT NO. _____
 DATE April 14, 2022
 CUSTOMER ID _____

Customer
 Name Shannon Meyer _____
 Address 127 N 6th Street _____
 City Seward _____
 State NE _____
 Phone _____

Plans Dated:		JOB
		127 N 6th Street Pavement & Store Façade/Doors

Scope of work quoted:	
127 N 6th front Facade.	
1. Remove Existing facade paneling down to brick. Tuck point and repair brick to bring original facade up to original exposure. New roof coping will need to be installed on the top of the parapet. Clean up existing exterior brick and new trimwork at interior window seats.....	\$12,380
2. Remove existing awning and replace with new fabric awning.	\$22,485
3. New aluminum storefront and entrance door.....	\$18,280
Includes dumpsters, sidewalk barricades and temp enclosures if needed.	
Total	53,145



Customer Information:

-Name: Shannon Meyer
 -Address: 606 Seward Street
 -City/ST/Zip: Seward NE, 68434
 -Phone #: _____
 -Date: 4-11-2022

- (Project: 127 North 6th) -

Quantity	Item	Description	Material Total	Labor Total
1		Remove entire existing façade. New window sills. New metal at top of wall. Clean up existing brick	3,145	11,221
1		Replace awning with new fabric awning. Disposal of existing awning	15,730	5,199
1		New Manko storefront. Includes new entrance door (36") (SUB)	21,450	0
1				
1				
1				
1				
↓				
Total			56,745	

•Quotation prepared by: Andrew Date: 4-11-2022

•To accept this quotation sign here: _____ Date: _____

Make all checks payable to CCC

Thank you for your business

Andrew Chrastil
 402-217-1907
 23001 SW 72nd Street
 Hallam, NE 68368
 andrew.chrastil@gmail.com



AWE SALON
TAN EXPRESS

127 North 6th Street

INSURANCE
BANKS



127 North 6th Street
127 North 6th Street



127 North 6th Street

WALKER'S
SALES & SERVICE

OM
SHAW
STUDIO

B. Josh Delcamp, 156 S 5th Street - \$50,000.00 (62% of Project)



City of Seward
537 Main Street
Seward NE 68434
Phone: 402-643-2928

Downtown Revitalization 2022 Application

Seward Facade Improvement/Commercial Rehabilitation Program

(Attach additional pages to provide additional information.)

*****Completed applications shall be hand delivered to Derek Bargmann, Seward City Clerk, 537 Main Street, Seward, NE 68434, at 10:00am Friday, April 15, 2022. DO NOT MAIL APPLICATIONS OR EMAIL. THEY ARE FIRST COME FIRST SERVE FOR 2022!!!!*****

Applicant Name: Josh Delcamp
Applicant's Phone Number: (402) 310-2595
Applicant's Email Address: Josh.Delcamp@gf-si.com
Business Name: Green Future Properties, LLC
Property Owner: Josh Delcamp
Property Address: 156 S 5th street
Property Legal Description: seward original Town Block II Admin Replat of
1/2 of Lot 10: All of Lot II Lot A

Type of façade improvement planned (see Design Guidelines)

Restoration Renovation Replacement Reconstruction

Structural alterations: _____

Cosmetic alterations (i.e. moldings): _____

Painting (approximate sq. ft. area): _____

Interior Improvements: _____

Specify other work (i.e. awnings): We will be replacing all of the windows, replacing all of the awnings, and adding a sign to the side of the building.
Also replace all doors.

Total cost of project: \$80,392.00

DTR Project Funds Amount requested: \$ 75,000.00

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Seward. No work may begin until I have received written notice to proceed from the City of Seward. I further understand that the project must be completed by April 24, 2024. Grant funds will not be paid until the project is commenced. If the City has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five (5) years, I agree to pay back the funded amount.



Signature of Property Owner

Signature of Business Owner (if applicable)

Josh DeCamp, Owner

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

April 11, 2022

Date

Date

bonnie otte

Old Harmless Agreement

R
b
(
(
c

prl _____, 2022,
_____ and
_____, of
_____, City of Seward, State

I
F
providing their own contractors, paying their contractors, to assure that those contractors are fully insured and licensed, and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and agrees to indemnify the City of Seward (or entities under the City's umbrella), for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and are not a mere recital.



Signature of Property Owner

Signature of Business owner (if applicable)

Josh Delcamp, owner

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

April 11, 2022

Date

Date

Green Future Properties is seeking a \$75,000 grant from the Downtown Revitalization Committee to update the building located at 156 S 5th Street in Seward, also known as the "Helmink Printing Building".

With that \$75,000 grant, Green Future Properties will be updating all windows to keep the historical presence but allow for more energy efficiency and functionality, update all of the awnings, and replace the doors.

In doing research of the building, the windows are not original, so, as per the Nebraska State Historical Society Standing Structure Review and Compliance Coordinator, the windows will be replaced as they currently are. Also, in speaking with the window providers, these original windows are not available and trying to replace them as original would also require work to the structure, opening the window back up. The windows are currently in bad shape. Most of the windows do not open, if they do open will not stay open, leak, and/or are rotten and in dire need of repair.

The awnings will be replaced as is. The current awnings are very worn and dirty. The frames will remain the same and the fabric will be replaced to a new, black fabric to update and clean up. All sizes will remain the same.

The doors will be replaced to be more functional and efficient. All sizes will remain the same.

Green Future Properties will begin the updates as soon as grant funds are received and we anticipate that the work could potentially take up to 3 months to complete.

Green Future Properties has taken the advice of the Nebraska State Historical Society and will maintain the integrity of the building while also updating the building to be more efficient and preserve for years to come.

Front of Building:

Awnings: Keep frames. Replace fabric as is

Windows: Replace replacement windows as is *(not original windows)*

Doors: Replace front door as is





windows do not open and are rotten







side of building:

Windows: Replace replacement windows as is (not original windows)

Door: Replace door as is





Back of Building:

Awnings: Keep frames. Replace fabric as is

Windows: Replace replacement windows as is

Doors: Replace two doors as is

Crete Glass

223 W 13th St
Crete, NE 68333
402-826-2566

Estimate

Date	Estimate #
1/6/2022	162

Name / Address
GREEN FUTURE PROPERTIES 156 S. 5TH ST. SEWARD, NE. 68434 402 - 310 - 2595

Description	Qty	Rate	Project
			Total
KAWNEER #451T TRI FAB STICK SECTION METAL IN #40 SPECIAL DARK BRONZE FABRICATED TO FIT 1 STOREFRONT OPENING APPROX 150 X 84 ,1 STOREFRONT OPENING APPROX. 50 X 84 AND 26 OTHER WINDOWS OF VARIOUS DIMENSIONS THROUGHOUT THE LOCATION. 3 - SUNRISE WHITE INTERIOR / BRONZE EXTERIOR SINGLE HUNG VINYL WINDOWS. 1 - KAWNEER 42" #350 STILE DOOR WITH STANDARD PUSH / PULL HARDWARE AND LOCKING . 1 - #451 BRONZE TRANSOM FRAME. 1 -CUSTOM SIZED KAWNEER #350 STILE DOOR WITH STANDARD PUSH / PULL HARDWARE AND LOCKING, 1 - #451 BRONZE DOOR FRAME. 2 EACH BRONZE FALCON DOOR CLOSER AND BOTTOM DOOR SWEEP. ALL OPENINGS TO HAVE 1" CLEAR INSULATED GLASS UNITS (THE 3 UNITS ON THE SOUTHEAST CORNER LOWER LEVEL OF THE PRINT SHOP WILL HAVE 5/8" BRONZE MUTTONS). KAWNEER STANDARD WEDGE GASKET. BRONZE NP1 MASTERSEAL URETHANE CAULKING. SHOP SUPPLIES. BOOM LIFT RENTAL BRONZE TRIM COIL.	1	51,600.00	51,600.00T
SERVICE CALL/INSTALLATION TO TEAR OUT EXISTING STORE FRONT AND WINDOWS AND DOORS AND REPLACE WITH ALL MATERIALS LISTED ABOVE.	1	13,300.00	13,300.00
**** 50% DOWN PAYMENT IS REQUIRED PRIOR TO OREDERING OF MATERIALS****			
**** ALL INTERIOR TRIM AND FINISH WORK TO BE COMPLETED BY OTHERS****			
PRICE VALID FOR 30 DAYS			
Subtotal			\$64,900.00
Sales Tax (7.0%)			\$3,612.00
Total			\$68,512.00

This is an estimate only, not a contract for service. This estimate is for completing the job described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after work has started.

Date: 4/13/2022
RE: Helminck Printing and IH Feary Buildings

WE PROPOSE TO FURNISH MATERIALS AND LABOR FOR THE FOLLOWING:

Removal of old storefront and installation of new 2" x 4 1/2" thermally broke center glaze storefront. Material will be Bone White painted on both the storefront and the hung windows on the upper levels. The large windows on the south will be white aluminum clad.

Includes:

- Sales tax
- Standard locking hardware with push/pull on the main entrance and south lower level door. The door on the roof on the east elevation will have a panic device for egress.
- Clear insulated glass with low-e
- Demo and disposal of old glass and framing.

Excludes

- Any Testing
- Cleaning and protection of glass or aluminum

~~IH Feary Building~~

~~Opening #3 fix storefront and openings #20 and 20A both hung windows.~~

~~Total \$5,875.00~~

Helminck Building

Openings # 24, 25, 26. Will be aluminum Clad Double Hung, fixed transom with simulated divided lite, my supplier is unable to make a true divided lite due to the size of these windows.

Total \$40,000.00

**Note. If you can talk the "Grant Committee" into it, it would be a substantial savings if we can use regular storefront with simulated divided lite glass.*

Balance of Helminck Building

This includes 3 storefront doors and main storefront glass, and the rest of the hung windows and other storefront, casement and hopper windows listed on the attached photos.

Total \$25,000.00

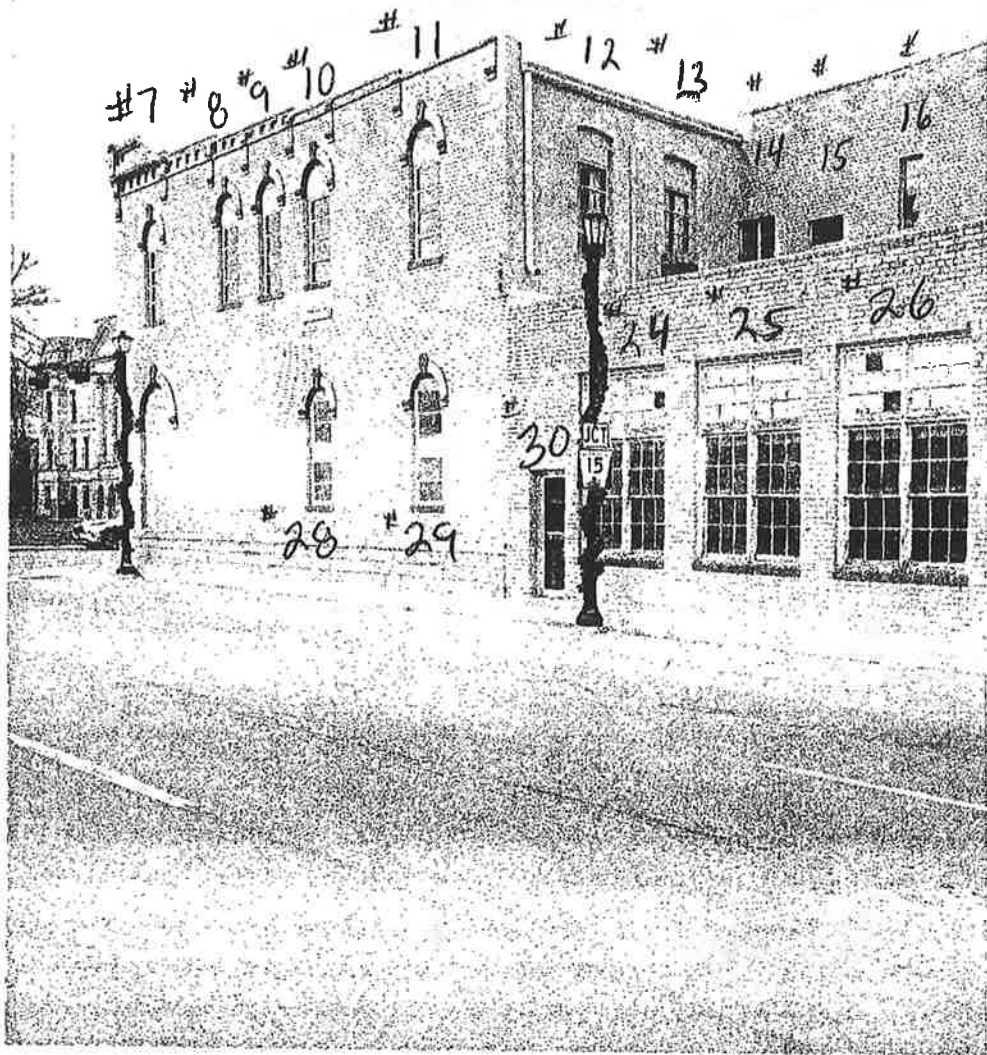
Grand Total

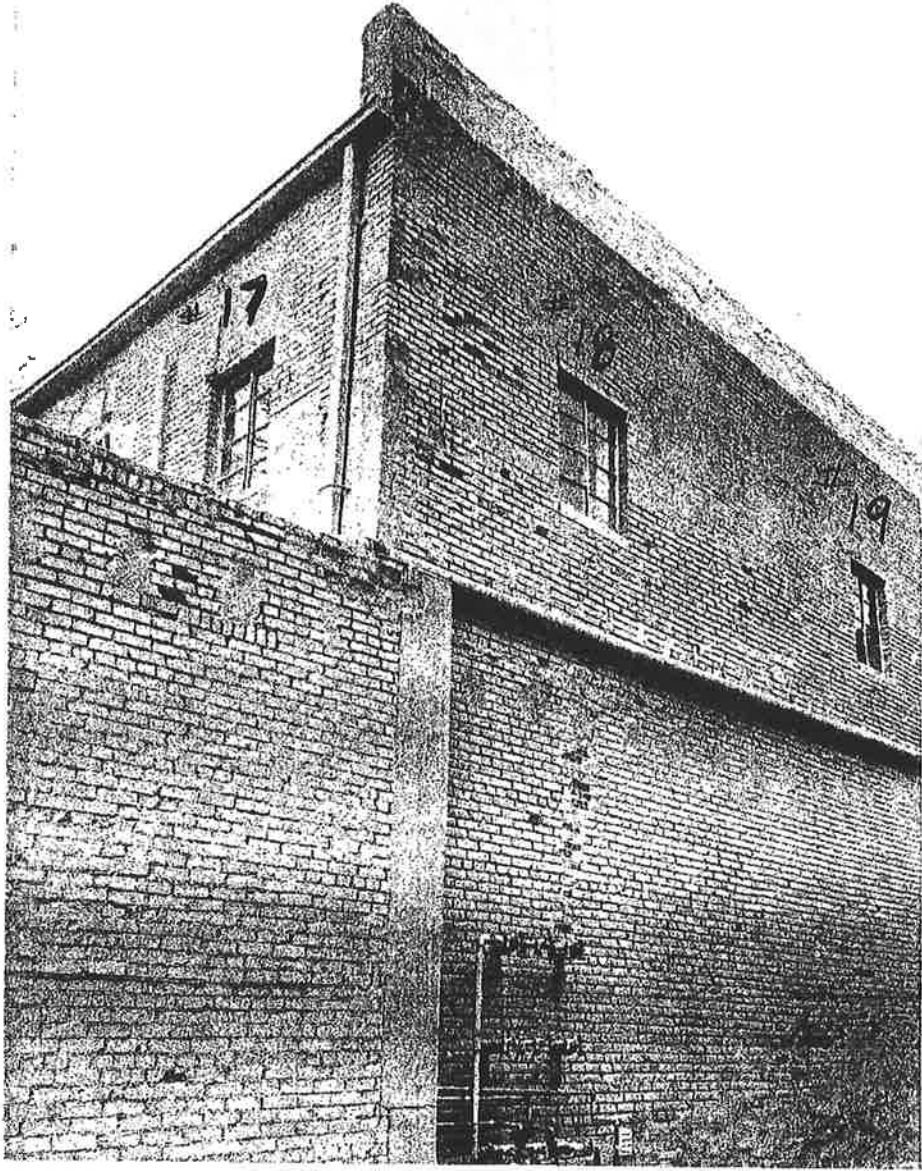
\$124,515.00

Respectfully Submitted,



Michael C. Nitz
Nitz and Son



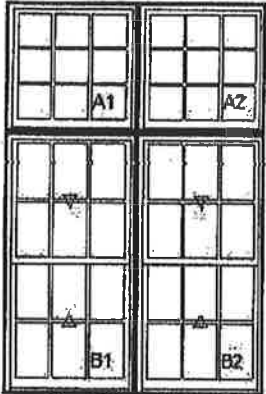


South windows

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: SEWARD		USD
Qty: 3			



As Viewed From The Exterior

Entered As: FS
 MO 75 1/2" X 112 1/4"
 FS 75" X 112"
 RO 76" X 112 1/2"
Egress Information A1, A2
 No Egress Information available.
Egress Information B1, B2
 Width: 33 29/32" Height: 31 61/64"
 Net Clear Opening: 7.52 SqFt

Stone White Clad Exterior
 Bare Pine Interior
 2W2H - Rectangle Assembly
 Assembly Frame Size
 75" X 112"
 Assembly Rough Opening
 76" X 112 1/2"

Unit: A1
 Ultimate Double Hung Transom G2
 Basic Frame 37 1/2" X 37"
 Unit Is Not WDMA Certified
 Rough Opening 38 1/2" X 37 1/2"
 ***Sash Ship Loose
 Stone White Clad Sash Exterior
 Bare Pine Sash Interior
 IG
 Tempered Low E2 Frost w/Argon
 Black Perimeter and Spacer Bar
 7/8" SDL - With Spacer Bar - Black
 Rectangular - Special Cut 3W3H
 Stone White Clad Ext - Bare Pine Int
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 White Exterior Weather Strip Package

Unit: A2
 Ultimate Double Hung Transom G2
 Basic Frame 37 1/2" X 37"
 Unit Is Not WDMA Certified
 Rough Opening 38 1/2" X 37 1/2"
 ***Sash Ship Loose
 Stone White Clad Sash Exterior
 Bare Pine Sash Interior
 IG
 Tempered Low E2 Frost w/Argon
 Black Perimeter and Spacer Bar
 7/8" SDL - With Spacer Bar - Black
 Rectangular - Special Cut 3W3H
 Stone White Clad Ext - Bare Pine Int
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 White Exterior Weather Strip Package

Unit: B1
 Ultimate Double Hung G2
 Basic Frame 37 1/2" X 74 5/8"
 Rough Opening 38 1/2" X 75 1/8"
 ***Sash Ship Loose
 Top Sash
 Stone White Clad Sash Exterior
 Bare Pine Sash Interior
 IG
 Low E2 w/Argon
 Black Perimeter and Spacer Bar
 7/8" SDL - With Spacer Bar - Black
 Rectangular - Special Cut 3W2H
 Stone White Clad Ext - Bare Pine Int
 Ogee Interior Glazing Profile
 Bottom Sash
 Stone White Clad Sash Exterior



14550 Grover Street
 Omaha, NE 68144
 402-330-9270
 steve@heartlandawning.com

Date: 1-12-22
Proposal Submitted to:
 Green Futures Properties
Street:
 156th South 5th Street
City, State & Zip Code:
 Seward, NE
Contact Name & Phone:
 Josh Delcamp

Phone:
 402-310-2595
Job Name:
 6 Existing Awning Recover
Job Location:
 156 S 5th St, Seward, NE
 Various front and back locations

We hereby submit specifications and estimates to recover the following Awnings.

1 Units	Long Storefront Awning	488" wide x 38" drop x 36" projection
2 Units	Front Upper Window Awnings	48" wide x 36" drop x 36" projection
1 Units	Back Single Window Awning	48" wide x 38" drop x 36" projection
2 Units	Back Entrance Awnings	148" wide x 45" drop x 42" projection

Awning Recover Scope of Work

- ✕ Awnings will be taken down for recover activities.
 - existing aluminum awning frames.
- ✕ Acquire, cut, and fit new Sunbrella or Tempotest fabric (standard solid color of choice) cover for the frame.
 - 10-year manufacturer's warranty
- ✕ Newly covered awnings will be installed back into existing hardware.



Awning Recover Cost Estimate.....\$11,880* plus tax
 *The above costs do not include sales tax, electrical work, or permit fees and services if required.

Thank you for calling Heartland Awning. We look forward to working with you.
Discover the Difference.....Heartland Awning

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Unless otherwise stated above, permits will be the responsibility of the client. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Note: We may withdraw this proposal if not accepted within 30 days.

Authorized Signature: _____
 Acceptance of Proposal: _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion of project, unless otherwise stated above.

Signature: _____ Date: _____

Custom Made By

LINCOLN PATIO & AWNING

3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504
(402) 464-1900 Fax(402) 467-4907

JOSH DELCAMP

156 SO. 5TH

SEWARD, NE 68434

PROPOSAL NO. P2578

PROPOSAL DATE DEC. 17, 2021

PHONE # (402) 310-2595

RECOVER EXISTING AWNING FRAMES WITH SUNBRELLA FABRIC.

- 2) WEST 2ND FLOOR 3'2" HIGH X 3' PROJECTION X 4'6" WIDE
- 2) WEST DOORS 3'2" HIGH X 3' PROJECTION X 6'8" WIDE
- 1) WEST WINDOW 2'8" HIGH X 2'6" PROJECTION X 27'4 1/2 WIDE
- 1) EAST SIDE 3'9" HIGH X 3'6" PROJECTION X 12'3" WIDE
- 1) EAST SIDE 3'9" HIGH X 3'6" PROJECTION X 12' WIDE

INSTALLED

\$6970 + TAX

Terms: 25% DUE WITH ORDER, BALANCE DUE AT TIME OF INSTALLATION

Bid Price \$7475.33

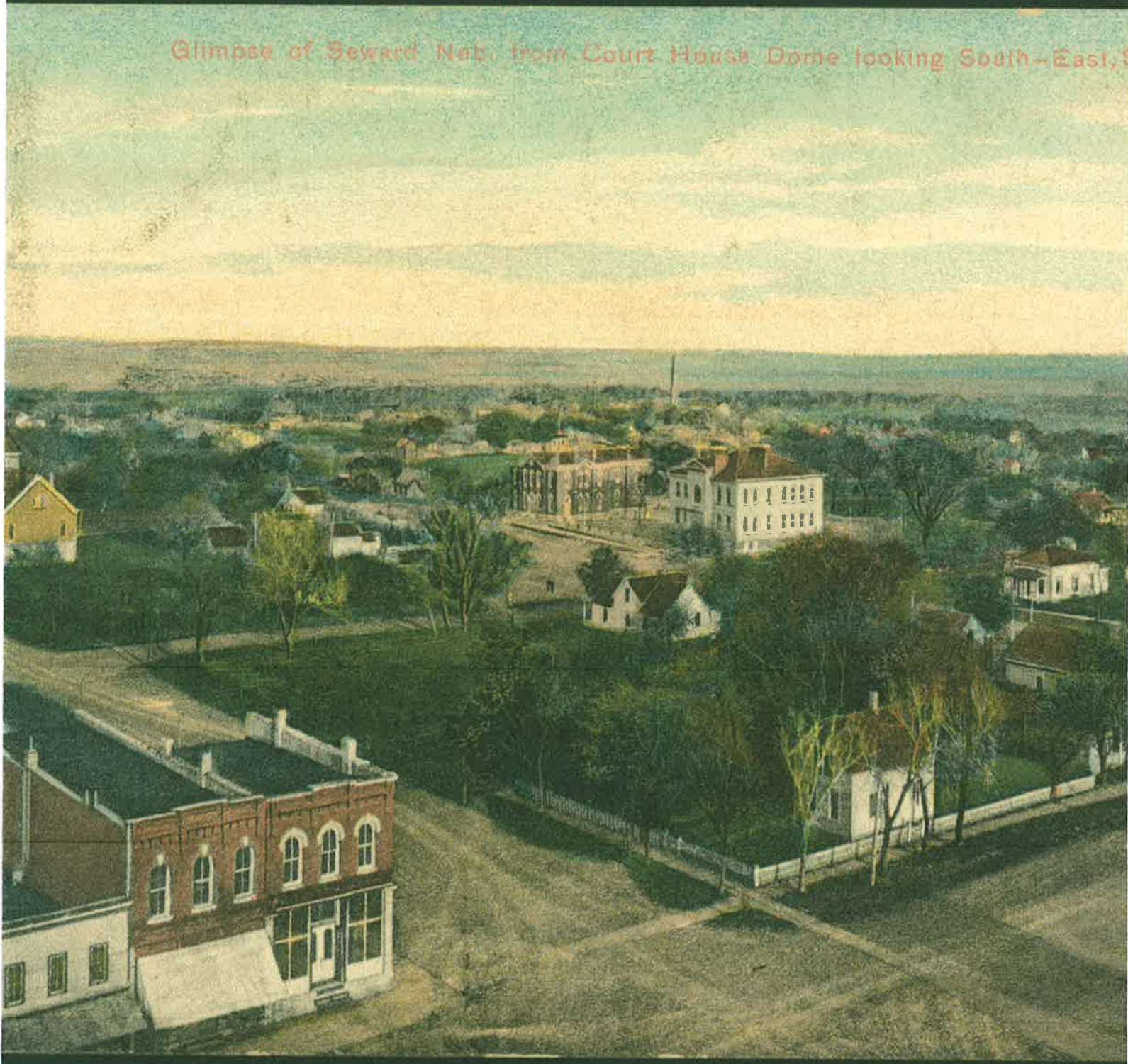
THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS
THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE
HEREBY ACCEPTED. PAYMENT WILL BE MADE AS OUTLINED

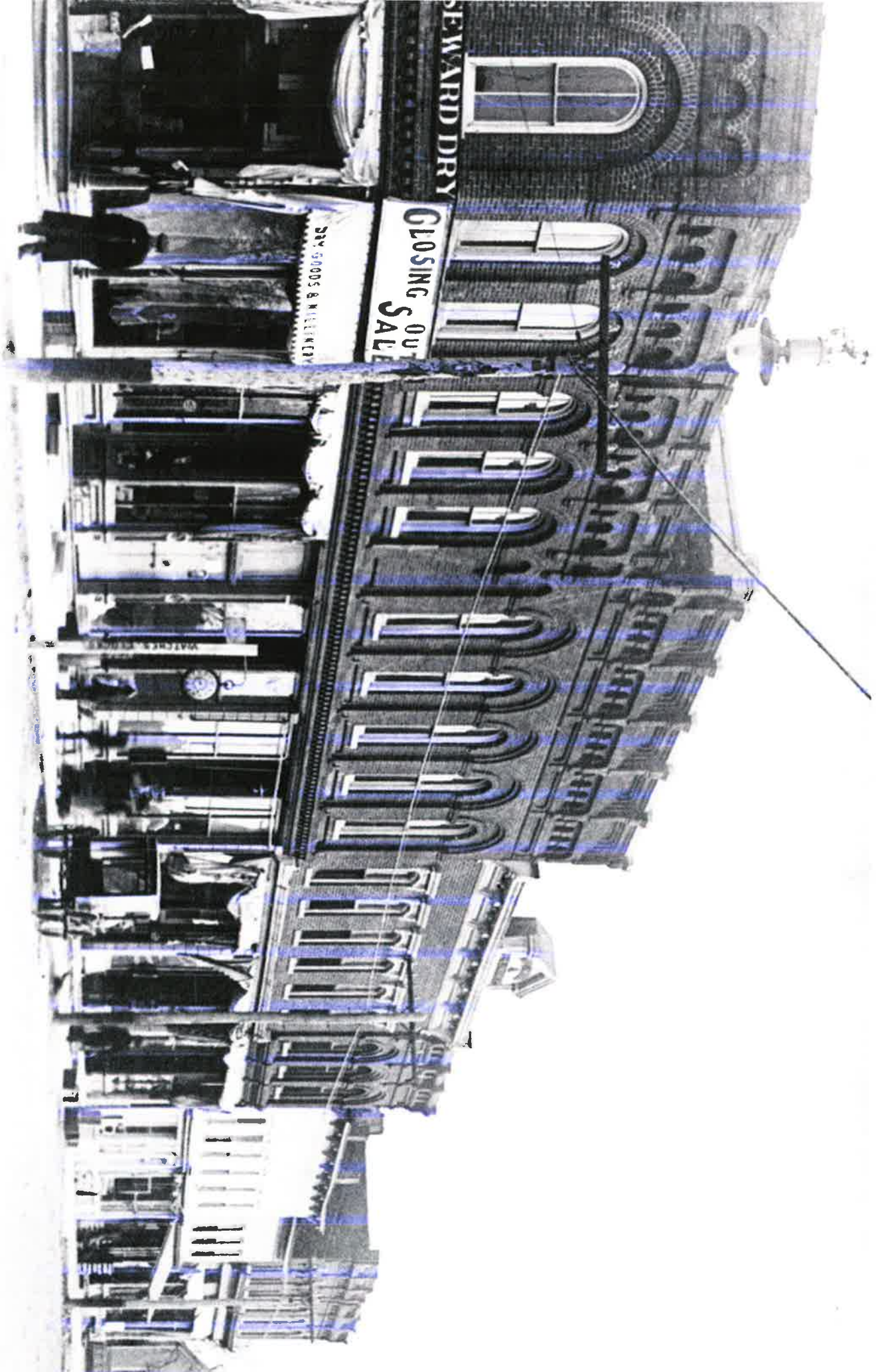
SIGNATURE _____

DATE _____

VISIT OUR WEBSITE AT <http://www.lincolntent.com/awning>

Glimpse of Seward Neb. from Court House Dome looking South-East, S



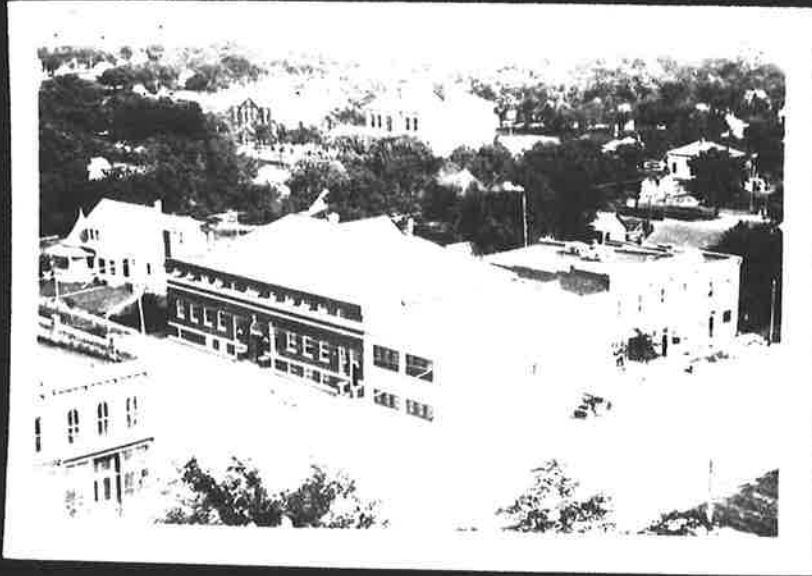


East Side of Square

Seward Ne

d by Brent Royuk

1908



buildings. Attached is one photo I
good amount of our corner
believe this photos is from

day but I will go through the rest of
ve, especially of the breezeway, for
hopefully this gives a good place

32000 • JPG • 3 MB



C. Alyssa Hendrix, 640 & 644 Seward Street - \$22,653.75 (75% of Project)

Priority 1



City of Seward
537 Main Street
Seward NE 68434
Phone: 402-643-2928

received
4/15/22
10:07 am
GB

Downtown Revitalization 2022 Application

Seward Facade Improvement/Commercial Rehabilitation Program

(Attach additional pages to provide additional information.)

*****Completed applications shall be hand delivered to Derek Bargmann, Seward City Clerk, 537 Main Street, Seward, NE 68434, at 10:00am Friday, April 15, 2022. DO NOT MAIL APPLICATIONS OR EMAIL. THEY ARE FIRST COME FIRST SERVE FOR 2022!!!!*****

Applicant Name: ALYSSA HENDRIX

Applicant's Phone Number: 402.641.3798

Applicant's Email Address: KACHINVESTMENTS@GMAIL.COM

Business Name: _____

Property Owner: KACH 510, LLC - KACH INVESTMENTS

Property Address: 640 + 644 SEWARD STREET, SEWARD

Property Legal Description: _____

Type of facade improvement planned (see Design Guidelines)

Restoration Renovation Replacement Reconstruction

Structural alterations: ROOF

Cosmetic alterations (i.e. moldings): _____

Painting (approximate sq. ft. area): _____

Interior Improvements: _____

Specify other work (i.e. awnings): _____

Total cost of project: \$ 30,205.00

DTR Project Funds Amount requested: \$ _____

Release and Hold Harmless Agreement

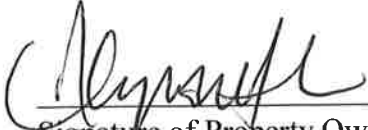
Release executed on this _____ day of _____,
by (Property Owner) _____ and
(Business owner if applicable) _____, of
(Street Address) _____, City of Seward, State
of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, paying their contractors, to assure that those contractors are fully insured and licensed, and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and agrees to indemnify the City of Seward (or entities under the City's umbrella), for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and are not a mere recital.



Signature of Property Owner

Signature of Business owner (if applicable)

ALYSSA HENDRIX - manager
Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

29/1/2022
Date

Date

Attestation of U.S. Citizenship

For the purpose of complying with Neb.Rev.Stat. §§4-108 through 4-114, I attest as follows:

I am a citizen of the United States

-OR-

I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows:

_____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Printed Name:

ALYSSA
First

NICOLE
Middle

HENDRIX
Last

Signature:



Date:

3/1/2022

CITY OF SEWARD MISSION STATEMENT

Our City promotes genuine community spirit by providing friendly, quality services to people who live, work and play in Seward.

"Nebraska's Official 4th of July City"

Conner Roofing Co., Inc.

3702 Division Avenue

York, NE 68467

Phone: 402-362-6689

Fax: 402-362-5709

Email: connerroofinginc@windstream.net

PROPOSAL

January 26, 2022

Alyssa Hendrix
139 N 6th Street
Seward, NE 68434

RE: Roof Quotes

Rolfsmeier Building 108 squares:

Roof with gutters and downspouts \$65,900
Add A/C work

Wishing Well Building 19 squares:

Tear off \$13,850
Add \$1,000 to tear off \$1,000
\$14,850

Arch Han Building (Old Western Wear Building) 41 squares

Roof \$24,600
Gutter \$1,285
Cost for 2" ISO add \$4,320
\$30,205

New roofs are 60 mil EPDM rubber with a 10 year Conner Roofing Warranty and an estimated life of 20-25 years. All gutters are 7" 24 gauge steel, no joints, custom made by us to any lengths.



James Conner
Conner Roofing Co., Inc.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

PROPOSAL

Weathercraft Co. of Lincoln

5410 NW 44th St. PO Box 80459
 Lincoln, Nebraska 68524/68501
 (402) 435-3567 • FAX (402) 435-8130

PROPOSAL SUBMITTED TO Kach Investments	PHONE 402-641-3798	DATE 1/22/2022
STREET	JOB NAME Roof Replacement Estimates	
CITY, STATE and ZIP CODE	JOB LOCATION Seward, NE	

We hereby submit specifications and estimates for:

Estimates to install new Firestone fully adhered EPDM roof systems as specified below.

Included:

1. Existing roof systems will remain in place. Over the existing roofs we will attach two (2) layers of Firestone 2" polyiso insulation to the structural deck.
2. Firestone 60 mil EPDM membrane (black) will be fully adhered to insulation with bonding adhesive.
3. All walls, curbs, pipes etc. will be flashed per Firestone specifications.
4. Firestone termination bar will be installed at all walls. New gutter apron metal will be installed.
5. A Firestone twenty (20) year warranty is included.
6. Davis Bacon wages included.

Not Included:

1. Existing gutters and downspouts will remain in place.
2. Parking stalls may be required near each roof area for crane/setup of equipment.

133 North 6th: \$21,941

640/644 Seward: \$35,994

139 North 6th: \$80,194

We propose to furnish material and labor – complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

NET DUE TEN DAYS FROM INVOICE DATE.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by worker's compensation insurance.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



142 N 7th Street,
 Seward, Nebraska 68434
 Phone: 402-643-2928 opt 3, opt 1
www.CityofSewardNE.gov

Date: 4-10-2022

To: City Administrator Greg Butcher

From: Tim Dworak

Re: DTR Inspection Report

Below is a report of the building code deficiencies that were discovered during the requested inspection of the subject property;

Downtown Improvement Grant Application - Building Code Deficiencies

Property Address:	640 Seward St. and 644 Seward St Second Floor
Owner:	KACH 510, LLC
phone:	402-641-3798
Tenant:	Vacant
phone:	

Occupancy Type(s)

Basement level	n/a
1st level	Business-Mercantile
2nd level	Pre-existing R-2 now vacant

Special Detailed Requirements based on Use & Occupancy - 2012 IBC Chapter 4

Combustible Storage	n/a
R-2, R-3 Dwelling-Sleeping unit walls	R-2
Horizontal separation	1 hour rating
	1 hour rating enclosed stairway, door at the top, and corridor/hallway

Mixed Use & Occupancy - 2012 IBC section 508 Required Separations

Basement level	n/a
1st level	2 hour rated ceiling/floor assembly
2nd level	n/a

Fire & Smoke Protection Features - 2012 IBC section 701

Exterior walls	Existing Non-combustible walls
Vertical Openings (shafts)	n/a
Penetrations - wall/ceiling	Fire rated penetrations
Concealed spaces	1 hour rating under stairs

Fire Protection System - 2012 IBC Chapter 9

A-2 Restaurants-bars >5000 sq ft	n/a
Mercantile >12,000 sq ft	3500 sf
High-piled storage	n/a
R-2, R-3, R-4	R-2 Smoke and CO detectors

Means of Egress - 2012 IBC Chapter 10

Occupant Load	3 dwelling units
Accessible Means of egress	n/a
Doors, Number of Exits Required (1021)	1
Emergency Escape & Rescue	Operable egress window or door in all sleeping areas

Roof Assemblies – 2012 IBC Chapter 15

Weather Protection (1503)	New roof covering required for building protection, roof drain system (gutter) inside currently
---------------------------	---

Structural Design – 2012 IBC Chapter 16

General Design Requirements (1604)	Roof deck broken or rotted structure components
------------------------------------	---

D. Mike Riley, 117 S 6th Street - \$50,000.00 (74% of Project)



City of Seward
537 Main Street
Seward NE 68434
Phone: 402-643-2928

Downtown Revitalization 2022 Application

Seward Facade Improvement/Commercial Rehabilitation Program

(Attach additional pages to provide additional information.)

*****Completed applications shall be hand delivered to Derek Bargmann, Seward City Clerk, 537 Main Street, Seward, NE 68434, at 10:00am Friday, April 15, 2022. DO NOT MAIL APPLICATIONS OR EMAIL. THEY ARE FIRST COME FIRST SERVE FOR 2022!!!!*****

Applicant Name: MIKE RILEY
Applicant's Phone Number: 402-440-5833
Applicant's Email Address: MAROS1170 @ GMAIL.COM
Business Name: 14TN, LLC
Property Owner: 14TN, LLC - MIKE RILEY
Property Address: 117 SOUTH 6TH ST, SEWARD NE 68434
Property Legal Description: SEWARD ORIGINAL TOWN BLOCK 10 N 1/2 LOT 5
EXC 5 6.5--TL22

Type of façade improvement planned (see Design Guidelines)

Restoration Renovation Replacement Reconstruction

Structural alterations: CODE VIOLATIONS - SEE KING LITTLE REPORT

Cosmetic alterations (i.e. moldings): _____

Painting (approximate sq. ft. area): _____

Interior Improvements: _____

Specify other work (i.e. awnings): STRUCTURAL UPDATES, REPAIR FACADE AND
NEW WINDOWS + DOOR, FOOTING REPAIRS - TUCK POINTING

Total cost of project: \$ 67,168.93

DTR Project Funds Amount requested: \$ 50,000⁰⁰

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Seward. No work may begin until I have received written notice to proceed from the City of Seward. I further understand that the project must be completed by April 24, 2024. Grant funds will not be paid until the project is commenced. If the City has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five (5) years, I agree to pay back the funded amount.



Signature of Property Owner

MIKE RILEY

Printed Name & Title of Property Owner

4-13-22

Date



Signature of Business Owner (if applicable)

MIKE RILEY

Printed Name & Title of Business Owner

4-13-22

Date

Release and Hold Harmless Agreement


Release executed on this 13 day of APRIL, 2022,
by (Property Owner) MIKE RILEY and
(Business owner if applicable) _____, of
(Street Address) 117 South 6th St., City of Seward, State
of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, paying their contractors, to assure that those contractors are fully insured and licensed, and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and agrees to indemnify the City of Seward (or entities under the City's umbrella), for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.


Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and are not a mere recital.


Signature of Property Owner

MIKE RILEY
Printed Name & Title of Property Owner

4-13-22
Date


Signature of Business owner (if applicable)

MIKE RILEY
Printed Name & Title of Business Owner

4-13-22
Date

Attestation of U.S. Citizenship

For the purpose of complying with Neb.Rev.Stat. §§4-108 through 4-114, I attest as follows:

I am a citizen of the United States

-OR-

I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows:

_____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Printed Name:

MIKE ALLEN RILEY
First Middle Last

Signature: Mike Riley

Date: 4-13-22

DTR Committee,

Replacing front façade windows and doors with exact size replacements. Work to begin approximately 10 weeks after contract agreement signed (per Lincoln glass for material availability).



EXISTING



Lincoln Glass, Inc.
PO Box 22069 Lincoln, NE 68542
(402) 475-6785

Date: 12/9/2021

To: Mike Riley

ATTN: Mike

Project: Storefront Door and Window Replacements – 117 S. 6TH – Seward NE

Scope of work included in bid:

- Lincoln Glass to furnish and install Manko Window Systems storefront door and frames. Specifically, (1) 3-0 x 7-0 narrow stile door with continuous hinge, std. push/pulls, std. locks sweep and closers. Framing to be Manko Window Systems 2450CG series, 2" x 4 1/2" thermally broken, center plane, outside glazed, screwspline framing, fabricated in predetermined configuration. See elevation drawings for dimensions. (Doors – 6-8 weeks lead time)

- Aluminum Finish: Bronze Anodized

- Glass to be: 1" Clear Tempered Insulated Glass Units

-Lincoln Glass to caulk entire perimeter of frames with caulking that matches storefront system.

Furnished and Installed: \$14,549.93

Removal of existing doors/frames: Included

Exclusions:

- Final cleaning of glass and aluminum.
- Field testing of any kind.
- Hardware for doors of any kind unless specifically noted above.
- Drywall Repair
- Trim Replacement/Installation
- Wood Framed Openings/Opening Framing Preparation
- **Electrical wiring of any kind if applicable.**
- **Secured Access/Card Reader/Fob Access, etc.**
- **Furnishing, installation, or caulking of any wood or hollow metal frames.**
- **Signage/tint/film**

Thank You.

Zach Bloebaum

Lincoln Glass, Inc.

(402) 475 6785

By accepting this proposal, the undersigned agrees to submit payment equal to half of the total proposed amount. The undersigned further understands that no materials or labor will be provided for the above referenced job until the payment has been received. Payment for the remaining amount of the proposal will be due upon substantial completion of Lincoln Glass' scope of work. Completion status to be determined by Lincoln Glass and final payment is due within 30 days of completion.

Customer Signature _____

Date _____

VOID AFTER 60 DAYS

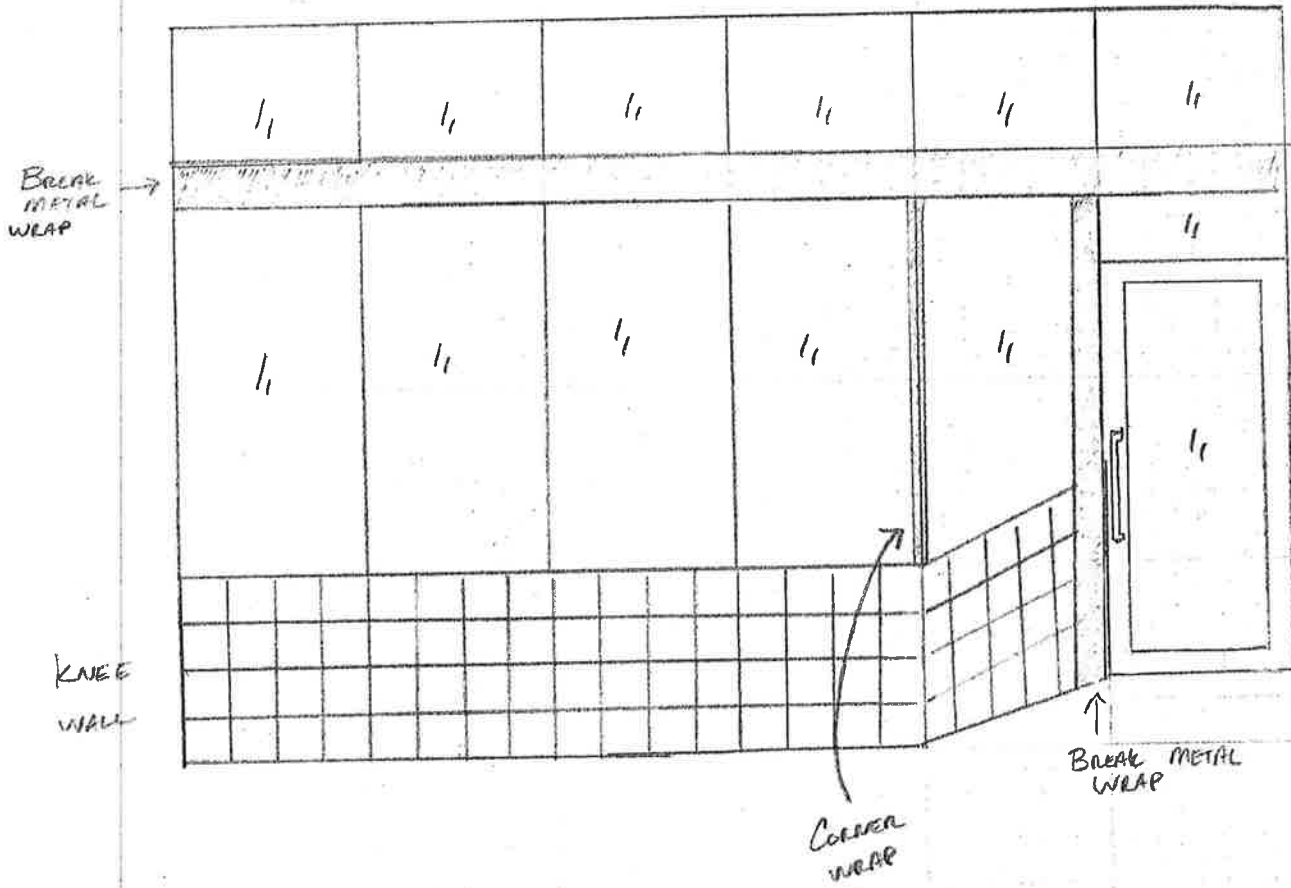


LINCOLN GLASS

LincolnGlass.net

402.475.6785

MARK PELET - SEWARD
ROUGH SKETCH

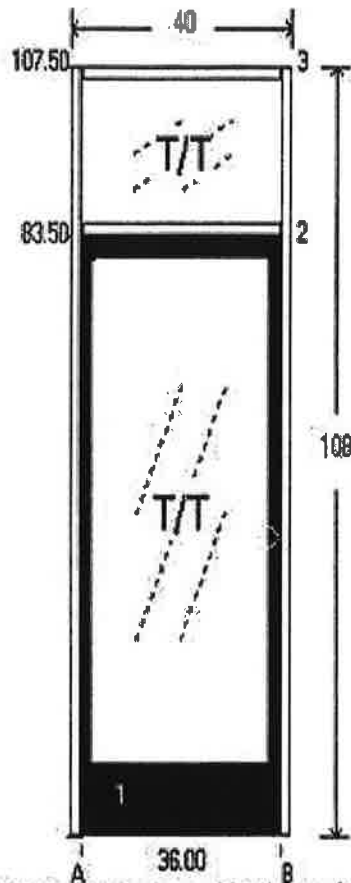


Elevation: A01

Qty: 1

Series: 2450CG

Finish: Bronze



Note: All the Horizontal Distances are from the top of Subsill

Door Series: 100

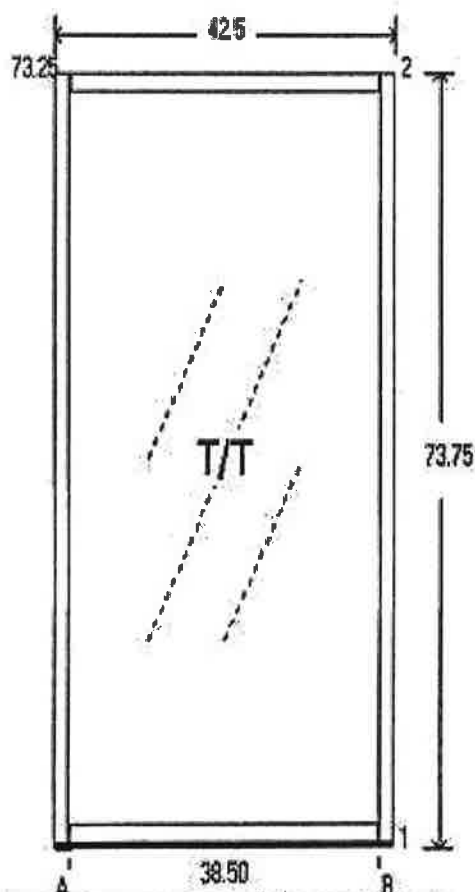
Frame Series: 1450T

Elevation: A02

Qty: 1

Series: 2450CG

Finish: Bronze



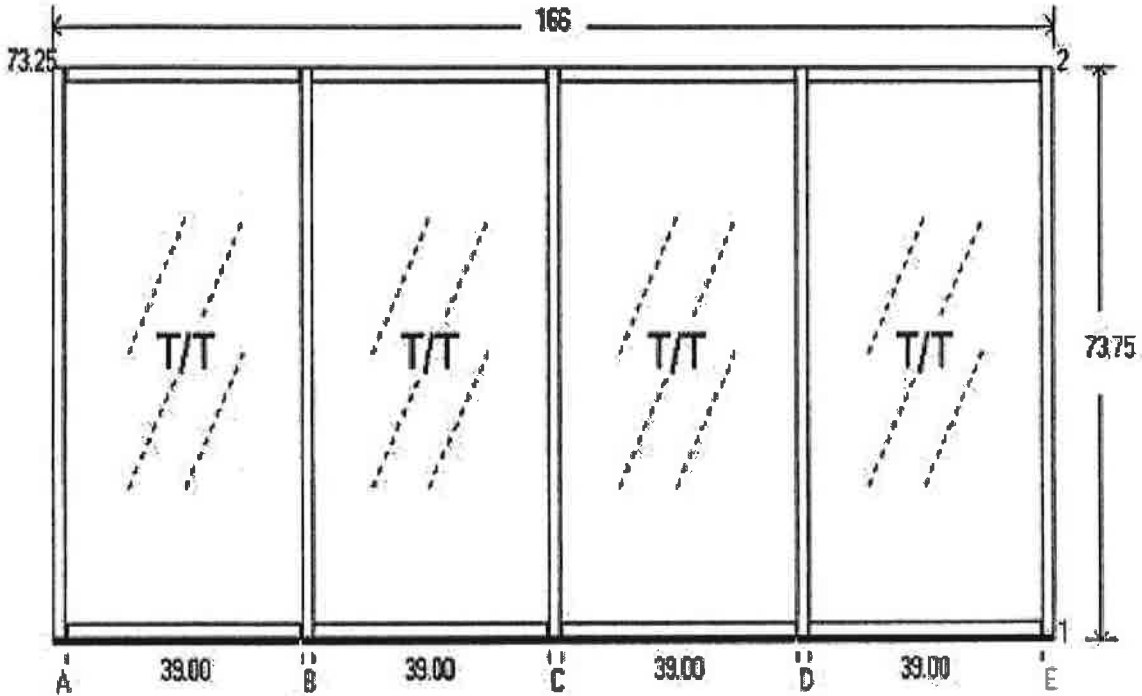
Note: All the Horizontal Distances are from the top of Subsill

Elevation: A03

Qty: 1

Series: 2450CG

Finish: Bronze



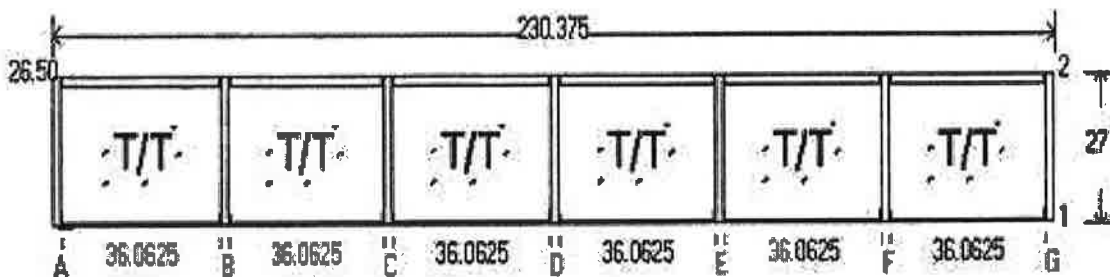
Note: All the Horizontal Distances are from the top of Subsi#1

Elevation: A04

Qty: 1

Series: 2450CG

Finish: Bronze



Crete Glass

223 W 13th St
Crete, NE 68333
402-826-2566

Estimate

Date	Estimate #
12/8/2021	152

Name / Address
MIKE 117 S. 6TH ST. SEWARD, NE. 402 - 440 - 5833

			Project
Description	Qty	Rate	Total
KAWNEER #451T TRI FAB STICK SECTION METAL IN TBD FINISH(BRONZE OR CLEAR ALUMINUM. ANY OTHER COLOR IS AN UP CHARGE) FABRICATED TO FIT 1 OPENING APPROX 166 X 72 (THIS SECTION WILL BE DIVIDED EQUALLY INTO 4 SECTIONS 1 OPENING APPROX 42 X 72 AND 1 TRANSOM OPENING THAT COVERS THE ENTIRE WIDTH OF THE STOREFRONT. . KAWNEER STANDARD WEDGE GASKET. ALL GLASS WILL BE 1" CLEAR INSULATED GLASS UNITS, KAWNEER #350 STILE DOOR IN TBD FINISH WITH OFFSET PIVOTS STANDARD PUSH / PULL HARDWARE AND STANDARD LOCKING HARDWARE. 1 OF EACH , FALCON DOOR CLOSER AND BOTTOM BRUSH SWEEP. NP1 URETHANE CAULKING. 2 ROLLS ROLLEX TRIM COIL.	1	12,500.00	12,500.00T
SERVICE CALL/INSTALLATION TO TEAR OUT EXISTING STOREFRONT AND DOOR AND INSTALL ALL MATERIALS LISTED ABOVE.	1	4,300.00	4,300.00
**** ALL INTERIOR TRIM AND FINISH WORK TO BE COMPLETED BY OTHERS**** **** EXTERIOR AWNING MUST BE REMOVED PRIOR TO NEW STOREFRONT WORK STARTING**** **** 50% DOWN PAYMENT REQUIRED PRIOR TO MATERIALS BEING ORDERED****			
PRICE VALID FOR 30 DAYS		Subtotal	\$16,800.00
This is an estimate only, not a contract for service. This estimate is for completing the job described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after work has started.		Sales Tax (7.0%)	\$875.00
		Total	\$17,675.00

DTR Committee,

Due to findings on the Seward inspection report from Tim Dworak, it was recommended to have a Structural Engineer analyze floor structure & ceiling rafters.

See attached report from King Little. After floor/ceiling loading calculations were completed, major repair/alterations are required for code compliance. Please see report for details.

Structural repairs would be able to begin Summer of 2022. (pending material availability)



SEWARD

Ed Gonzalez - Building/Zoning & Code Enforcement Director

Edward.Gonzalez@CityofSewardNE.com

PO Box 38, 142 N 7th Street

Seward, NE 68434

402-643-4000 ext. 3 - Office

402-643-2087 - Fax

www.CityofSewardNE.com

Date:

To: Mike Riley

From: Tim Dworak

Re: DTR Inspection Report

Below is a report of the building code deficiencies that were discovered during the requested inspection of the subject property;

Downtown Improvement Grant Application - Building Code Deficiencies

Property Address:	117 S 6 th St
Owner:	Mike Riley
phone:	
Tenant:	14 TinLLC
phone:	

Occupancy Type(s)

Basement level	n/a
1st level	Pre-existing Business – B/Mercantile - M
2nd level	n/a

Special Detailed Requirements based on Use & Occupancy - 2012 IBC Chapter 4

Combustible Storage	n/a
R-2, R-3 Dwelling-Sleeping unit walls	n/a
Horizontal separation	n/a

Mixed Use & Occupancy - 2012 IBC section 508 Required Separations

Basement level	n/a
1st level	n/a
2nd level	n/a

Fire & Smoke Protection Features - 2012 IBC section 701

Exterior walls	Existing Non-combustible walls
Vertical Openings (shafts)	n/a
Penetrations - wall/ceiling	
Concealed spaces	

Fire Protection System - 2012 IBC Chapter 9

A-2 Restaurants-bars >5000 sq ft	n/a
Mercantile >12,000 sq ft	n/a
High-piled storage	n/a
R-2, R-3, R-4	n/a

Means of Egress - 2012 IBC Chapter 10

Occupant Load	30 gross on grade floor/300 gross for store room
Accessible Means of egress	
Doors, Number of Exits Required (1021)	2 (exceeds 75ft., occupancy exceeds 49)
Emergency Escape & Rescue	n/a

Electrical - 2014 NEC

Service-Wiring	Needs new electrical service panel. No wiring existing on the main level, basement level had exposed romex wiring, no wiring was encased in piping.
----------------	---

Per the NE Engineers and Architects Regulation: A business occupancy and mercantile occupancy requires an Engineer/Architect for any renovation project that adversely impacts the mechanical system; the electrical system; and the structural integrity of the building.

1. Front façade appears to be sinking on the north end of the entrance causing separation in the brick. (structural)
2. Foundation deterioration is evident in the basement along the north foundation wall and footing of the wall. (structural)
3. Approximately 12 floor joists are broken and/or missing. (structural)
4. Sewer entering the building is rotted and disconnected. (plumbing)
5. Water heater venting is improperly vented. (plumbing)
6. Electrical in the basement is exposed and not in piping, as well as, has open ends. (electrical)
7. Missing ceiling joist and a few that are broken. (structural)
8. Missing ADA bath. (ADA)

King Little
Structural Engineering, P.C.

1301 North 33rd Street
Lincoln, Nebraska 68503-1914
(531) 229-9652

kinglittle@allophone.com
www.kinglittle.com

March 1, 2022

Mike Riley
117 S. 6th Street
Seward, Nebraska 68434

Regarding: Structural engineering inspection and consultation concerning the various structural issues with the roof (rafters), first floor (joists), interior and exterior brick walls and the basement foundation walls (limestone rubble and brick) of the commercial building located at 117 S. 6th Street in Seward, Nebraska 68434.

KKL No. 6-22

Dear Mr. Riley:

General:

Per your request, I performed the above-mentioned inspection on February 11, 2022 at 3:00 PM. Present at the time were Mike Riley (building owner) and King Kuebler Little, P.E., S.E., F. ASCE (structural engineer). The purpose of this inspection and subsequent report was to observe the various structural elements as mentioned above and recommend any needed structural repairs to those various elements which require such repairs. The building is a single-story structure with full basement. The roof is a monoslope roof draining from east to west at a slope of approximately ¼" per foot to a gutter at the west rear edge of the roof (Ref. Photo #4). The roof is supported by 2"x10" rafters @ 16" o.c. spanning in the north/south direction (Ref. Photo #7). The first floor is supported by 2"x12" joists @ 12" o.c. spanning in the north/south direction (Ref. Photos #16&17). Both these roof rafters and the first-floor joists are supported by three wythe brick bearing walls on the north and south sides of the building (some of the first floor joists are supported by limestone rubble foundation walls). The front entrance wall was constructed with brick, glazing store front and a steel header beam and column (Ref. Photos #1-3). The rear west wall was constructed with multi wythe brick which had four window and door openings closed off with wood (Ref. Photos #4-6). All structural engineering calculations were performed using the IBC 2012 (International Building Code 2012) and the ASCE/SEI 7-10 (American Society of Civil Engineers/Structural Engineering Institute 7-10, Minimum Design Loads for Buildings and Other Structures). The actual design loads used in these calculations can be found in both the hand calculations as well as the computer output enclosed.

Exterior:

Front:

I was unable to perform any calculations concerning the beam supporting the brick dead load above the glazing store front due to the inability to gather meaningful measurements to enable such calculations. I did not feel it was necessary to perform evasive testing in terms of removing the materials covering this beam due to the lack of any significant signs of distress such as cracking in the brick at either the center of the steel lintel beam which would have been indicative of excessive bending and deflection or diagonal stair-step cracking at either the north or south ends of this beam which would have been indicative of excess rotation at either of these ends (Ref. Photos #1&2). I did perform an analysis design check on the 8"x2"x5/16" structural steel tube column which supports the north end of the steel lintel beam (Ref. Photos #1&3). The calculations showed that this column was only stressed to ~79% of the code limit (Ref. Structural Engineering Calculations, typical for all comments). There were various areas in the brick and mortar joints on the front brick wall of this building that will require tuck pointing by a qualified mason (Ref. Photos #1&2).

Rear:

The rear brick wall has various areas areas which will require tuck pointing of the brick and mortar joints (Ref. Photos #4-6).

Interior:

First Floor Framing, New Shoring and Basement Foundation Walls:

The existing 2"x12" first floor joists @ 12" o.c. with a 19'-7" clear span were not meeting the requirements of the building code. In order to allow these joists to comply with the code, shoring of these joists for the full 96'-0" east/west direction will be required at mid-span of the joists. This shoring line shall consist of 5½"x9½" Glulam-Balanced, Western Species, 16F-1.3E x16'-0" length beam supported by 5½"x9½" Glulam-Balanced, Western Species, 16F-1.3E Posts spaced at 8'-0" o.c. At the far ends of this shoring line just described, 5½" Sq. Timber-soft, SPF No. 2 posts could be used instead of the glulam posts (but only at the far east and west ends, 96'0" apart). The concrete spread footings for the typical interior glulam columns shall be 3'-0"x3'-0"x10" thick with 4-#4 rebars EW in the bottom (provide 3" clear cover at bottom and all sides). The concrete spread footings for the two far east and west end footings shall be 1'-9"x1'-9"x10" thick with 2-#4 rebars EW in bottom and similar clear cover as larger footings. Both the larger and smaller footings shall be constructed using a 28-day compressive strength of the concrete consisting of $f'c = 3,000$ PSI and ASTM A615, Grade 60 KSI reinforcement. The post caps for the larger middle columns shall be Simpson Strong-Tie CCQ66SDS2.5 Column Caps with 14-¼"x2½" screws into both the shoring beams and posts. The post caps for the two smaller east/west end columns shall be Simpson Strong-Tie AC6 Post Cap with 8-0.162"x3½" nails into both shoring beam and posts. The post

bases for both the larger middle columns as well as the two smaller east/west end columns shall be Simpson Strong-Tie RPBZ Retrofit Post Bases with 4-1/4"x1 1/2" SDS screws into the posts and 4-3/8" diameter x 3" embedment HILTI HIT-HY 200 adhesive rod anchors into the top of the new concrete footings (both larger middle and two smaller end footings). The existing shoring already in place should remain (Ref. Photos #16&17).

There is an area on the first floor on the north side near the northeast corner of the basement that had insufficient framing and supports to meet code (Ref. Photos #17-20). The following remedial measures should be performed: install 2"x6" SPF No. 2 & greater infill joists @ 12" o.c. ~2'-11" span in north/south direction, supported by 3 1/4"x5 1/4" Hem-Fir, No. 1 shoring beam x ~6'-0" (lumber to be used from excess existing lumber sitting on basement floor). Support shoring beam with 3 1/4"x5 1/4" Hem-Fir, No. 1 shoring post at each end, which shall bear on precast concrete pads approximately 12"-14" diameter x 4"-5" thick at each end. The existing first floor header beam at this area, which is a single ply 2"x10" Hem-Fir No. 2 meets code without modification. Provide support at both ends of this existing infill header beam with steel jack columns capable of supporting a minimum of 1,000 pounds of axial compressive load, which shall bear on precast concrete pads approximately 12"-14" diameter x 4"-5" thick at each end. Hang the new 2"x6" infill joists @ 12" o.c. described above with Simpson Strong-Tie HU26 Face-Mount Hangers with 4-0.162"x3 1/2" nails into header beam and 2-0.148"x1 1/2" nails into the joists spaced at 12" o.c.

There is an area in the first floor on the north side near the northwest corner of the basement that had insufficient framing and supports to meet code (Ref. Photos #26-27). The following remedial measures should be performed: install a 3 1/4"x5 1/4" Hem-Fir, No. 1 shoring beam x ~5'-0" (lumber to be used from excess existing lumber sitting on basement floor) supported at both ends of this shoring beam by steel jack columns capable of supporting a minimum of 2,000 pounds of axial compressive load, which shall bear on precast concrete pads approximately 12"-14" diameter x 4"-5" thick at each end.

Use similar shoring methods as mentioned above for several other areas along the west and south basement walls (Ref. Photos #24&25). All existing first floor 2"x12" @ 12" o.c. joists must have adequate bearing on either the existing limestone rubble and/or brick masonry foundation walls or adequate shoring will need to be provided by similar methods mentioned above.

There are numerous areas in both the existing limestone rubble and brick basement foundation walls that are in need of tuck pointing by a qualified mason (Ref. Photos #18&21-26).

For any existing 2"x12" @ 12" o.c. first floor joists that require splicing (sistering) provide a 2"x12" Hem-Fir No. 2 x 4'-1" long sistering piece with 16-10d nails top & bottom (32-10d nails total). Provide 2" end and edge distances, as well as 3" horizontal spacing both top and bottom.

Roof and First Floor Brick Bearing Walls:

There are various areas on the inside faces of the 3-wythe brick walls that are in need of tuck pointing by a qualified mason (Ref. Photos #7-14).

The existing 2"x10" roof rafters @ 16" o.c. which have no issues with either the end bearing of these rafters on the north and south brick bearing walls or have splices somewhere out in the span which were appropriately installed do meet code. My calculations show that these rafters without any of the two above mentioned issues are approximately 95-96% stressed of code and therefore adequate without any remedial measures needing to be performed. This conclusion is true for many of the +/-72 rafters which support the roof (Ref. Photos #7&14). At the locations where there are splices which clearly do not meet code (Ref. Photos #9,12-15) the following splice shall be installed: provide new sistering splice piece of 2"x10" Hem-Fir No. 2 x 2'-7" long with 10-3/4" diameter lag screws top & bottom (20-total) with 2" end and edge distances and 3" horizontal spacing. Both sides of a spliced rafter must be 2"x10" included the sistering splice mentioned above. For situations similar to the splices shown in (Photos #8,9,12-15), I recommend installing new 2"x10" Hem Fir No. 2 & Greater rafters x ~19'-7". Since this 19'-7" clear span is the same distance between the north and south brick bearing walls, these rafters could not bear inside either a north or south brick pocket, therefore I recommend that for these situations a new ledger rim board be installed on both the north and south sides of these new rafters to provide appropriate support. This new ledger beam should be installed as follows: provide 2"x8" Doug-Fir Larch No. 2 & Better continuous (length as required by the number of rafters in a row) with 3/4" diameter x 8" embedment HILTI HIT-HY70 threaded rod anchors @ 16" o.c. staggered top and bottom with 2" end and edge distances. Solid block between all new rafters with ACQ treated 2"x10"s and toe nail new rafters to blocking. Provide cribbing or solid 2"x10" blocking at third points in the span of these new rafters.

Please contact me should you have any questions regarding this report or require further assistance.

Yours truly,

King Kuebler Little, P.E., S.E., F. ASCE
Nebraska E-4759

Enclosures: Photographs & Structural Engineering Calculations



1



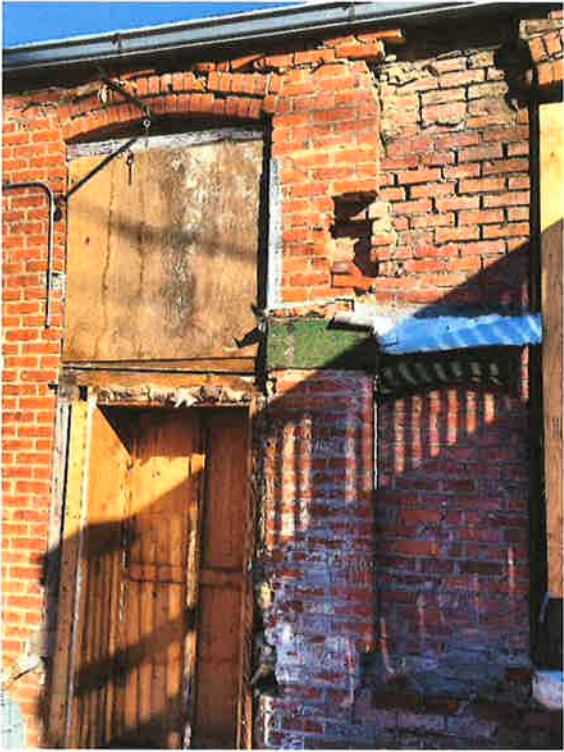
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Korger Construction LLC
2845 Holdrege St
Lincoln, NE 68503
402-304-3481
korgerconstruction@gmail.com

ADDRESS
Mike Riley

Estimate 6000-140

DATE 04/08/2022

ACTIVITY	DESCRIPTION
01.2 Building Permits	Building Permits
Master Planning and Design	Preconstruction Planning
04 Concrete	Concrete
Structural Framing	Labor to demo old structure and to install new structure per the structural report
Structural Framing	Material for structural framing including all fasteners, lumber, brackets, hangers, and fasteners
29 Supervision	Supervision
Construction Services	Construction Services - general conditions for trash removal and toilet for workers

TOTAL \$45,619.00

Accepted By

Accepted Date

Anderson Construction

1604 253 Drive
Seward, NE 68434

Estimate

Date	Estimate #
3/29/2022	714

Name / Address
Mike Riley 117 S. 6th Street Seward Nebraska 68434

Project

Description	Qty	Cost	Total
Includes--Shoring of floor joist for full 96' midspan for first floor--other areas that need support as well-splicing and sistering where required. Includes --Roof rafters to be replaced,spliced, new sistering peices,new ledger bds and blocking as required. All material,hardware and work to be done as specifacations by structural engineer in letter received from Mike Riley.	1	62,487.00	62,487.00
Total			\$62,487.00

Customer Signature _____

Due to findings on the Seward inspection report from Tim Dworak, it was recommended to have a Structural Engineer analyze front façade for settling & foundation deterioration.

See attached report from King Little for results and recommendations for tuck pointing direction and locations. Work to begin Summer of 2022.



"We've built more than a good reputation"

1316 Road N, York NE 68467

Date: March 15, 2022

Submitted to: Mike Riley
402-440-5833
mar051170@gmail.com

Estimate

Phone/Fax: (402) 362-5427

Cell: (402) 366-4517

E-mail: natesteever@yahoo.com

Job location: 117 S 6th
Seward NE 68434

Material and labor for front exterior tuckpoint and cap repair	\$	4,000.00
Material and labor for main floor brick repair	\$	1,200.00
Material and labor for foundation repair	\$	1,800.00
Total	\$	7,000.00

Krivda and Son Masonry Inc.

Registered • Insured • 20 years experience

Contractor Registration No. NE Workforce 37040

Address:
510 Windsor Drive
Lincoln, NE 68528
Ph: 402-890-1527

Email:
krivdaandsonmasonry@gmail.com
www.krivdaandsonmasonry.com

PROPOSAL

PROPOSAL NO.	1
SHEET NO.	1
DATE	04/13/2022

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME	ADDRESS
ADDRESS	CITY, STATE
CITY, STATE	DATE OF PLANS
PHONE NO.	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of
Front facade of store—
 tuckpoint and replace bricks as needed , we will supply bricks,mortar, scaffolding , equipment to
 do the job. 2 employees/5 days Cost-\$7,165.00

First floor -
 infill existing holes, tuckpoint whats necessary, we will supply bricks, mortar, scaffolding, equipment
 to do the job. 2 employees/5 days Cost-\$6,923.00

Basement -
 foundation repairs- repair existing foundation walls, infill missing stones, tuckpoint where necessary,
 we will supply stones, mortar, equipment to do this job. 2 employees/7 days Cost-\$9,565.00

PLEASE NOTE: If any of these projects take a shorter amount of time the cost will be reduced.
 I would rather give the worse case scenario then to ask for more money later!
 References and addresses of prior work upon request.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:
 see above Dollars (\$ see above)

with payments to be as follows

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted _____ Chris Krivda
 Per _____ KRIVDA AND SON MASONRY INC.

Note - This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE _____ SIGNATURE _____

CITIZEN'S REQUEST

1. Request to Amend 382-11.1 Golf Cart Usage in Town - Jackie Noxon

§ 382-10.1. Definitions; registration exceptions. [Amended 3-30-2012 by Ord. No. 7-12¹]

(Neb. RS 60-6, 355)

- A. As used in this article, unless the context otherwise requires, the following terms shall have the meanings indicated:

ALL-TERRAIN VEHICLE — Any motorized off-highway vehicle which:

- (1) Is 50 inches or less in width;
- (2) Has a dry weight of 1,200 pounds or less;
- (3) Travels on three or more non-highway tires; and
- (4) Is designed for operator use only with no passengers or is specifically designed by the original manufacturer for the operator and one passenger.

UTILITY-TYPE VEHICLE —

- (1) Any motorized off-highway vehicle which:
 - (a) Is 74 inches in width or less.
 - (b) Is not more than 180 inches, including the bumper, in length.
 - (c) Has a dry weight of 2,000 pounds or less.
 - (d) Travels on four or more non-highway tires.
- (2) "Utility-type vehicle" does not include all-terrain vehicles, golf cart vehicles, or low-speed vehicles.

- B. All-terrain vehicles and utility-type vehicles which have been modified to include additional equipment not required by Neb. RS 60-6, 357 and 60-6, 358 shall not be required to be registered under the Motor Vehicle Registration Act, nor shall such modified or retrofitted vehicles be eligible for registration in any other category of vehicle defined in the Act.

(Neb. RS 60-6, 355)

§ 382-10.2. Operation. [Amended 1-2-1990 by Ord. No. 2-90; 9-6-1994 by Ord. No. 51-94; 12-4-2007 by Ord. No. 41-07; 3-20-2012 by Ord. No. 8-12]

- A. An all-terrain vehicle or a utility-type vehicle may be operated when such operation occurs only between the hours of sunrise and sunset. Any person operating an all-terrain vehicle or a utility-type vehicle shall have a valid Class O operator's license or a farm permit as provided in Neb. RS 60-4, 126, shall have liability insurance coverage for the all-terrain vehicle or utility-type vehicle while operating the vehicle on a highway, and shall not operate such vehicle at a speed in excess of 30

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

miles per hour. The person operating the all-terrain vehicle or utility-type vehicle shall provide proof of such insurance coverage to any peace officer requesting such proof within five days of such a request. When operating an all-terrain vehicle or a utility-type vehicle, the headlight and taillight of the vehicle shall be on and the vehicle shall be equipped with a bicycle safety flag which extends not less than five feet above ground attached to the rear of such vehicle. The bicycle safety flag shall be triangular in shape with an area of not less than 30 square inches and shall be day-glow in color.

- B. All-terrain vehicles and utility-type vehicles may be operated without complying with Subsection A of this section on highways in parades which have been authorized by the State of Nebraska or any department, board, commission, or political subdivision of the state.²

(Neb. RS 60-6, 356)

§ 382-10.3. Equipment requirements. [Amended 3-20-2012 by Ord. No. 10-12]

Every all-terrain vehicle and utility-type vehicle shall be equipped with:

- A. A brake system maintained in good operating condition;
 B. An adequate muffler system in good working condition; and
 C. A United States Forest Service qualified spark arrester.

(Neb. RS 60-6, 358)

§ 382-10.4. Equipment modifications prohibited. [Amended 3-20-2012 by Ord. No. 11-12]

No person shall:

- A. Equip the exhaust system of an all-terrain vehicle or a utility-type vehicle with a cutout, bypass, or similar device;
 B. Operate an all-terrain vehicle or a utility-type vehicle with an exhaust system so modified; or
 C. Operate an all-terrain vehicle or a utility-type vehicle with the spark arrester removed or modified except for use in closed-course competition events.

(Neb. RS 60-6, 359)

§ 382-10.5. Vehicles participating in competitions. [Amended 3-20-2012 by Ord. No. 12-12]

All-terrain and utility-type vehicles participating in competitive events may be exempt from §§ 382-10.2 through 382-10.4 herein at the discretion of the Director of Motor

2. Editor's Note: Original § 5-903 of the 1976 Code, Headlights, which immediately followed this section, was repealed 3-20-2012 by Ord. No. 9-12.

Vehicles. (Neb. RS 60-6, 360)

§ 382-10.6. Accident reports. [Amended 3-20-2012 by Ord. No. 13-12³]

If an accident results in the death of any person or in the injury of any person which requires the treatment of the person by a physician, the operator of each all-terrain or utility-type vehicle involved in the accident shall give notice of the accident in the same manner as provided in Neb. RS 60-699. (Neb. RS 60-6, 361)

§ 382-10.7. Violations and penalties. [Amended 3-20-2012 by Ord. No. 14-12⁴]

Any person who violates §§ 382-10.2 to 382-10.6 shall be guilty of a Class III misdemeanor, except that if such person is convicted of a second or subsequent offense within any period of one year, he or she shall be guilty of a Class II misdemeanor. (Neb. RS 60-6, 362)

§ 382-10.8. Enforcement. [Amended 3-20-2012 by Ord. No. 15-12]

Any peace officer of the state or of any political subdivision, including conservation officers of the Game and Parks Commission, shall be charged with the enforcement of the provisions of §§ 382-10.2 through 382-10.6 of this article.

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

§ 382-11.1. Golf carts.

It shall be unlawful for any person to operate a golf cart upon any street or highway within the corporate limits, or upon any public land owned by the municipality, except as follows and under the following terms:

- A. The operator shall have a valid Class O operator's license issued by the State of Nebraska and provide proof of liability insurance coverage, which shall be subject to limits, exclusive of interest and costs, as follows: \$25,000 because of bodily injury to or death of one person in any one accident and, subject to such limit for one person, \$50,000 because of bodily injury to or death of two or more persons in any one accident, and \$25,000 because of injury to or destruction of property of others in any one accident.
- B. The operator shall drive the golf cart only for the purpose of traveling to and from a golf course located within the corporate limits of the City and must use the most direct route to and from the location where the golf cart is garaged or otherwise stored by its owner.
- C. A golf cart may only be operated when such operation occurs between the hours of sunrise and sunset, unless equipped with both operable headlights and tail lights designed or authorized by the original manufacturer.
- D. A golf cart may not be driven on Highway 34 or Highway 15, except to cross said highways; Highway 15 may only be crossed at the intersection of North Avenue and Highway 15.
- E. The operator must obtain an annual permit from the Seward Community Golf Course to operate a golf cart on the City streets.
- F. On July 4th, between the hours of sunrise and sunset, any person with a valid Class O operator's license issued by the State of Nebraska and holding the proper liability insurance coverages outlined within this section may operate a golf cart on any street within the corporate limits; and a golf cart may not be driven on Highway 34 or Highway 15, except to cross said highways. No permit shall be required on July 4th.
- G. In addition to the general penalty outlined in Code § 1-3.1, a violation of this section shall result in the revocation of any permit issued, and such person found to be in violation shall not be issued a new permit for a period of one year.

From: [City of Seward Website](#)
To: [info](#)
Subject: City Council Agenda Item Request
Date: Thursday, May 19, 2022 2:19:13 PM
Attachments: [wpcf7_signatures](#)

Date: May 19,2022
Name: Jackie Noxon
Address: 1265 North 6th
Email: jlnoxon@hotmail.com
Phone: 4026412431

Explanation of Request: Request to change city ordinance pertaining to golf carts on city streets.

Action requested: Amend because there no longer is a private golf course

Will this agenda item require the expenditure of funds: No

Printed Name: Jackie Noxon



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This mail is sent via contact form on City of Seward <http://www.cityofsewardne.gov>

CITY ADMINISTRATOR'S REPORT

CITY ADMINISTRATORS REPORT – 6/7/22

- Monitoring a number of street projects Waverly Road (seeding and painting), design work on East Seward, East Hillcrest, Plum Creek Bridge on Hillcrest.
- Turned in grant reimbursement for Petsource/Rail Campus – EOP.
- Assisting City Attorney with a number of real estate items and related matters.
- Assisted with Civic Center items and issues.
- Reviewed a number of floodplain permits.
- Finalized cemetery monument placement dispute and advised parties involved.
- Met with City Clerk to work on updates to Employee Handbook.
- Worked on ROW fee items related to ALLO implementation.
- Met with all department heads and City Finance Director Nick Wolf to review CIP specific budgets for the 2022-2023 FY.
- Recorded TIF podcast with SCCDP.
- Met with the Wellness Planning Committee on grant writing and status of two state grants.
- Attended special P&Z meeting for the IHC Properties TIF in the Rail Campus.
- Met with the bond counsel to discuss timing of Wellness Center Bonds. Looking at an October issue should grant funds be awarded.
- Met with County Assessor on TIF projects and reviewed annual paper work.
- Worked on adjustments to City 457 Retirement Plan to allow for flexibility.
- Reviewed additional DTR items and worked with applicants on needed documents.
- Met with new downtown commercial tenant.
- Conduct site visit with Jonathan Jank for project in the rail campus.
- Worked on rail items related to BNSF crossing and County Fairgrounds.
- Attended final SCCDP Covid 19 Seward County Community Sector briefing.

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

Police Department

- Command Staff meeting.
- 4th of July Kickoff Celebration.
- Civil Service meeting.
- PO-I applications due May 31.
- Officer Philips attending NLETC.

City Clerk/Human Resources/City Hall

- Police Officer Vacancy closed May 31, Civil Service Commission meeting June 2, testing/interview week of June 6th.
- Employee Personnel Handbook Meeting regarding Sec 2-3 for changes over personnel, audit, and Finance Committee meeting in June.
- Updating job descriptions.
- NIMS training.
- Creating first draft for the Boards/Commission orientation packet.

Water/Wastewater Department

- Well #7 vfd/rental installed and meter data issue.
- Install hand rails at pool, repair valves leaking on showers.
- Work on Old and New CIP projects.
- Working on security camera install.
- Send off Bio Solids Report.

Parks and Rec/Cemetery/Golf/Pool

- Baseball tournament starting June 3 through June 5.
- Pool opened.
- Getting fields ready for weekly games.
- Planting flowers at Band Shell.
- Mowing and trimming.

Civic Center

- Meetings as usual.
- Clean up from large weekend event.
- 4th of July Kickoff June 1st.

Electric Department

- Switchman Training class at NPPD substation.
- Work on Tenneco Project.
- Work on budget.
- Move pole at 6th & Roberts.

Street Department

- Work on Pinewood.
- Storm damaged trees.
- Spring sweeping.
- Mow right of way.
- Spray weeds.
- Sign replacement (non reflective) for all areas of town.

Library

- Scavenger Hunt around Seward is happening now through June, start at library to get sheet to complete for prizes.
- Henry Doorly Zoo program June 1.
- Library Board meeting June 1.
- Material ordering.
- Office cleaning.

Building Inspection/Planning Department

- June Planning Commission Meeting regarding Prairie View Final Plat and Subdivision agreement as well as a Special Use Permit for Cottonwood Rentals for CNG 1st Addition.
- Board of Adjustment Meeting June 23rd. This pertains to a variance between Glawatz/Tipper.
- Tim Dworak is preparing for the borrow pit/detention basin Stormwater Construction Permit for NDEE with Andy Harman, Mike Oneby and Sara Van Cura.
- Notice and orders for 1115 N Columbia were hand delivered to the property owner for structure issues.
- Inspections and reviews.

Engineering

- Topsoil stripping, Borrow Pit Agreement and Business Park storm sewer contract documents for Seward Rail Campus.
- Seeding and lane marking for Waverly Road (City).
- Seeding and change orders (lane marking) for Waverly Road (County).
- Final plat approval, coordinate stormwater management w/ SEH for Prairie View Development.

Finance Dept.

- Prepare May Financials (City).
- Prepare May Financials (Airport).
- Follow up CIP Budget meetings on June 2nd.

- Prepare information on audit RFP/RFQ.

**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 for Possible Acquisition of Land

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