

**AGENDA**  
**SEWARD CITY COUNCIL MEETING**  
**Tuesday, December 1, 2015 @ 7:00 PM**

**NOTICE IS HEREBY GIVEN** that a meeting of the City Council of the City of Seward, Nebraska will be held at 7:00 PM on Tuesday, December 1, 2015, in the Municipal Building Council Chambers, 142 North 7th Street, Seward, Nebraska, which 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 3:30p.m.on the Friday preceding the Council Meeting.

City financial claims and related invoices will be available for Councilmember review, audit and voluntary signatures at Council Chambers beginning 30 minutes prior to the scheduled meeting time.

**AGENDA ITEMS**

**CALL TO ORDER** – Mayor Eickmeier

**PLEDGE OF ALLEGIANCE-MOMENT OF SILENCE** - Mayor Eickmeier

**DISCLOSURE OF OPEN MEETINGS ACT & OTHER NOTIFICATIONS** - Mayor Eickmeier

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** - Mayor Eickmeier

- 1. CONSIDERATION OF APPROVAL OF DRAFT MINUTES OF NOVEMBER 17, 2015 - Marilyn Varner**
- 2. CONSIDERATION OF CONSENT AGENDA**
  - A. Claims & Payables Reports
  - B. Infrastructure Cost Items Reimbursable Back to the City
- 3. ELECTION OF PRESIDENT OF THE CITY COUNCIL**
- 4. UPDATE ON LOCAL EMERGENCY OPERATIONS PLAN ORIENTATION AND EMERGENCY MANAGEMENT ACTIVITIES -EMA Director Gary Petersen**
- 5. APPROVAL OF REQUEST FOR PUBLIC FINANCE PROPOSALS AND**

**QUALIFICATIONS FOR PURCHASE OF SEWARD COUNTRY CLUB - Bruce Smith**

**6. CONSIDERATION OF NEW AND AMENDED JOB DESCRIPTIONS FOR SEWARD GOLF COURSE - Bruce Smith**

- A. Amended - Park/Recreation/Cemetery Director
- B. New - Golf Course Grounds Superintendent
- C. New - Golf Shop Manager
- D. New - Golf Shop Seasonal Employee
- E. Amended - Public Properties/Recreation/Golf and Street Summer Laborer

**7. CONSIDERATION OF AN ORDINANCE AMENDING THE COMPREHENSIVE PAY PLAN EFFECTIVE JANUARY 1, 2016 - Bruce Smith**

**8. CITY ADMINISTRATOR'S REPORT- Bruce Smith**

**9. FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION - Mayor Eickmeier**

**10. ANNOUNCEMENT OF UPCOMING EVENTS - Mayor Eickmeier**

- A. December 5 from 8:00 a.m. to 11:00 a.m. - Chamber of Commerce Rudolph's Red Nose Run - Middle School to Plum Creek Trail

**11. MOTION TO ADJOURN**

---

I, Bonnie Otte, the duly appointed, qualified and acting Assistant Administrator/Clerk-Treasurer/Budget & Human Resource Director 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 County Courthouse, Seward Memorial Library and CityofSewardNE.com

IN WITNESS WHEREOF, I have hereunto set my hand officially and affixed the seal of the City this 25th day of November, 2015.

---

Bonnie Otte  
Assistant Administrator/Clerk-Treasurer/Budget & Human Resource Director

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G1**

**CONSIDERATION OF APPROVAL OF DRAFT MINUTES OF  
NOVEMBER 17, 2015 - Marilyn Varner**

**Administrative Report: A motion to approve the minutes as written or with modifications would be in order.**

**Staff Contact:**

November 17, 2015

The Seward City Council met at 7:00 p.m. on Tuesday, November 17, 2015, with Mayor Joshua Eickmeier presiding and Assistant Administrator /Clerk-Treasurer /Budget & Human Resources Director Bonnie Otte recording the proceedings. Upon roll call, the following Councilmembers were present: Jon Wilken, Ellen Beck, Sid Kamprath, Barbara Pike, John Singleton, and Chris Schmit. Other officials present: City Administrator Bruce Smith and Attorney City Attorney Kelly Hoffschneider. Absent: Dean Fritz and Dick Hans.

Notice of the meeting was given in advance thereof by the method of communicating advance notice of the regular and special meetings of the City Council of the City of Seward, Nebraska, as stated in Ordinance No. 2015-08, which was adopted on the 5th day of May, 2015; said method stating that the notice of such meeting, with the agenda thereon, be posted in the following places: City Hall, Seward County Courthouse, Municipal Building, and Seward Public Library. The certificate of posting notice is attached to these minutes. Notice of this meeting was simultaneously given to the Mayor and all members of the City Council and a copy of their acknowledgment of receipt of notice and the agenda are attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

#### THE PLEDGE OF ALLEGIANCE

Mayor Eickmeier announced that a copy of the Agenda for this meeting is posted on the north wall of the Municipal Building and copies are available on the north wall where a copy of the Open Meetings Act is also posted for public inspection. He also noted that any citizen wishing to address the Council should come to the podium, state their name and address and limit their comments to five minutes. All remarks should be directed to the Mayor/Chairperson, who will then determine who will make any appropriate response. 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.

#### 1. APPROVAL OF MINUTES OF NOVEMBER 3, 2015 COUNCIL MEETING

Councilmember Pike moved, seconded by Councilmember Singleton, that the minutes of the November 3, 2015 City Council meeting be approved.

Aye: Beck, Wilken, Pike, Singleton, Schmit, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

#### 2. CONSENT AGENDA CONSIDERATION ITEMS

Councilmember Singleton moved, seconded by Councilmember Pike, that the following Consent Agenda items be approved in one single motion:

- A. Claims & Payables Reports
- B. City Clerk-Treasurer Report
- C. City Codes Director Report
- D. Police Department Report
- E. Seward County Economic Development Corporation Director's Report
- F. Infrastructure Cost Items Reimbursable Back to the City.

CLAIMS LIST  
11-17-15  
COUNCIL MEETING

November 17, 2015

Abbreviations: Bu, Building Upkeep; Eq, Equipment; Ex, Expense; Ma, Maintenance; Mi, Mileage; Misc, Miscellaneous; Re, Repairs; Sa, Salaries, Se, Services; Su, Supplies; Ut, Utilities, CI, Capital Improvements; GU, Grounds Upkeep.

Accu Cut	Su	232.50
A-J Roofing & Waterproofing	Bu	380.07
Amazon.Com Credit Service	Su, Bu	1,659.48
American Fence Co Lincoln	Su	952.32
Ameritas Life Insurance Co	Ins	5,571.34
Aqua-Chem Inc	Trng	450.00
Baker & Taylor	Su	2,165.17
Baker Becky J	Mi, Ex	46.35
Baldinger Charlotte	Mi	25.88
Biblionx LLC	Ex	3,472.00
Black Hills Energy	Su	425.15
Boggs Megan	Mi	29.33
Burlington Northern Santa	Se	757.25
Capital Business-Cheyenne	Ma	91.00
Capital Business-Dallas	Ma	225.00
Cash-Wa Distributing Co	Su	136.80
Chemsearch	Su	539.44
City Seward Library Petty	Su	156.56
City Seward Merchant Serv	Fees	1,511.08
City Seward Payroll Account	Payroll	116,648.80
Consolidated Management	Meal	9.50
Creative Forecasting	Su	60.00
D & D Communications	Eq	60.00
Demco Inc	Su	302.73
Ehrlich Roy D	Mi	87.40
Electronic Contracting Co	Se	81.00
Farmers Coop Seward	Su, Gu, Re	2,658.87
Fast Mart	Su	22.07
Fastenal Company	Su	243.62
Gabriel Burger Else CPA, PE	Se	20,000.00
Gale / Cengage Learning	Su	45.48
General Fire & Safety Eq	Bu	68.00
Gerhold Concrete Co Inc	Gu	518.76
H & S Plumbing Heating & Ac	Bu	322.60
Hach Company	Su, Eq	2,426.79
Hall'S Safety Equipment Co	Tools	1,348.75
Helmlink Printing Inc	Su	77.04
Heyen'S Service & Custom	Re	437.41
Hireright LLC	Fee, Se	315.80
Hockenbergs	Re	1,368.01
Husker Electric Supply Co	Re, Su, Bu	908.59
Hydraulic Equipment Service	Re	448.09
I E S Commercial Inc	Ci	185,549.44
Interstate All Battery	Bu	62.09
Int'L Assoc Chiefs Of Police	Dues	150.00

2

November 17, 2015

J K Energy Consulting LLC	Se	725.00
Jackson Services Inc	Ma	69.67
Johnson Controls Inc	Ma	314.00
Jones Automotive	Eq	2,446.62
Kriz-Davis Co	Su	17,877.56
L C L Truck Equipment Inc	Su	225.78
Last Mile Network Consultant	Se	95.30
Leigh Environmental Eq	Eq	3,130.90
Lincoln Winwater Works	Eq	73.52
Logan Contractors Supply	Re	29.70
Matheson Tri-Gas Inc	Su	97.06
Memorial Health-Meals	Meals	2,408.51
Menards	Re, Ma, Bu	588.06
Merle'S Garden Center	Gu	40.00
Metering & Technology Sol	Eq	2,812.01
Mid-American Benefits Inc	Ins	355.98
Midwest Auto Parts	Re	35.76
Midwest Automotive	Re	795.94
Midwest Laboratories Inc	Se	88.89
Municipal Supply Nebraska	Re	89.93
Nat'L Geographic Society	Su	39.00
Nebraska Health Environmental	Se	105.00
Nebraska Pub Pow-DesMoine	Ut	423,435.89
Niemann'S Port-A-Pot LLC	Gu	300.00
Nifco Mechanical Systems	Bu	150.00
O C L C Inc	Se	180.69
Olsson Associates	Se	854.69
One Call Concepts Inc	Se	100.80
One Source Background Check	Se	19.00
O'Reilly Auto Parts	Su	44.97
Orscheln Farm & Home	Su, Re	552.65
Pac 'N' Save Discount Food	Su	89.29
Pankoke Henry W	Se	275.00
People Magazine	Su	16.50
Peters Brian	Bu	47.10
Peters Kathleen	Misc	66.38
Plains Equipment Group Inc	Re	194.08
Police Chiefs Assoc Of Ne	Dues	50.00
Police Officers Assoc Ne	Dues	150.00
Quill Corp	Su	590.98
Redfield & Company Inc	Su	159.19
Richters Inc	Bu	68.95
Sam'S Club (Lib-Rec-Pool)	Bu	68.34
Sam'S Club (Sen Center)	Su	12.99
Seward County Clerk/Reg Deeds	Se	44.00
Seward County Economic Dev	Trng	40.00
Seward County Independent	Ex	696.61
Seward County Public Power	Ut	2,105.79
Seward County Sheriff	Se	18.50
	3	

November 17, 2015

Seward County Treasurer	Se	15,188.50
Seward Electronics	Re	225.99
Seward Lumber & Home Center	Su, Bu	997.55
Seward School District	Exp	1,919.95
Seward Veterans Foreign War	Se	25.00
Siteone Landscape Supply	Su	321.60
Spickelmier & Son Inc	Se	1,100.00
St John Lutheran Church/School	Incentive	448.00
Taste Home Magazine	Su	10.00
U S Postal Service	Su	189.00
Verizon Wireless	Se	118.82
Visa - Pinnacle Bank		566.28
Cobblestone Hotel	Misc	89.00
Orscheln	Eq	11.99
Miller Time Pub	Meal	12.95
Mellow Mushroom	Meal	35.58
Marriott Cornhusker	Trng	416.76
Vlasin Law Service	Gu	80.00
Windstream Nebraska Inc	Se	2,230.68
Wissmann Enterprises Inc	Ma	37,761.90
Z K E Elm Street Storage	Storage	900.00
	CLAIMS TOTAL	<u>\$877,907.41</u>

Aye: Beck, Singleton, Wilken, Pike, Schmit, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

### 3. CONSIDERATION OF AWARDING BID FOR PICKUP FOR FIRE DEPARTMENT

Councilmember Kamprath moved, seconded by Councilmember Beck, that Woodhouse Ford be awarded the bid for one 2016 Ford Super Duty F-350 SRW 4WD Crew Cab with longbox in the amount of \$32,854.22 for use in the Fire Department (replaces 1988 GMC that will be transferred to the Streets Department).

Aye: Beck, Singleton, Wilken, Pike, Schmit, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

### 4. CONSIDERATION OF AWARDING BID FOR PLUM CREEK SEWER SIPHON PROTECTION PROJECT

Olsson Associates Engineer Ben Day stated a City sewer pipe crossing Plum Creek is slowly being more exposed each year due to erosion and there is concern the pipe could collapse. A permit for the project was obtained through the Army Corps of Engineers and five bidders responded to the bid. The project estimate was \$60,000, but the lowest bid was from General Excavating at a cost of \$87,907. He stated Olsson Associates contacted the bidders and discovered the reason for higher costs was the risk associated with meeting the Corps' requirements and the winter weather. He stated he did not feel a better bid would be obtained if the project were rebid and the project needs to be done now before further erosion causes a collapse.

Councilmember Singleton moved, seconded by Councilmember Wilken that General Excavating be awarded the bid for the Plum Creek Sewer Siphon Protection project in the amount of \$87,907.

November 17, 2015

Aye: Beck, Singleton, Wilken, Pike, Schmit, Kamprath  
Nay: None  
Absent: Hans, Fritz. Motion carried.

#### 5. CONSIDERATION OF PURCHASING ASSETS OF GOLF COURSE FROM SEWARD COUNTRY CLUB

City Attorney Kelly Hoffschneider recommended the Council go into executive session to discuss the negotiations for the purchase of the assets of the golf course from Seward Country Club. He stated he invited Attorney Bob Blevens to the meeting as representative of the Seward Country Club.

Councilmember Schmit moved, seconded by Councilmember Kamprath, that the Council enter into closed executive session for the protection of the public interest and pursuant to Neb. Rev. Stat. Section 84-1410(1) to discuss the proposed purchase of the Seward Country Club and to provide the City Attorney with negotiating guidance for a period not to exceed 30 minutes, with said closed executive session lasting no more than 30 minutes, and that the Mayor, City Administrator, and City Attorney be included in the executive closed session, reserving the right to call upon Attorney Bob Blevens.

Mayor Eickmeier restated that there is a motion and second for the City Council to enter into closed executive session for the protection of the public interest and pursuant to Neb. Rev. Stat. Section 84-1410(1) to discuss the proposed purchase of the Seward Country Club and to provide the City Attorney with negotiating guidance for a period not to exceed 30 minutes, with said closed executive session lasting no more than 30 minutes, and that the Mayor, City Administrator, and City Attorney be included in the executive closed session, reserving the right to call upon Attorney Bob Blevens.

Aye: Beck, Singleton, Pike, Wilken, Schmit, Kamprath  
Nay: None  
Absent: Hans, Fritz. Motion carried.

The executive closed session began at 7:11 p.m. At 7:35 p.m., Councilmember Schmit moved, seconded by Councilmember Singleton, that the City Council reconvenes in open session.

Aye: Beck, Singleton, Pike, Wilken, Schmit  
Nay: None  
Absent: Hans, Fritz, Kamprath. Motion carried.

Mayor Eickmeier stated that the purpose of the closed executive session was for the protection of the public interest and pursuant to Neb. Rev. Stat. Section 84-1410(1) to discuss the proposed purchase of the Seward Country Club and to provide the City Attorney with negotiating guidance. He stated no formal action was taken during the closed executive session.

Councilmember Kamprath entered the meeting at 7:36 p.m.

Councilmember Kamprath moved, seconded by Councilmember Schmit, that City Attorney Hoffschneider finalize the asset purchase agreement for the purchase of the Seward Country Club Golf Course based on the terms outlined in the letter from Attorney Bob Blevens of Blevens & Damman, dated November 17, 2015 and outlined during negotiations and direct the Mayor to sign all necessary paperwork regarding the purchase agreement.

Aye: Beck, Singleton, Pike, Wilken, Schmit, Kamprath  
Nay: None  
Absent: Hans, Fritz. Motion carried.



November 17, 2015

6. CONSIDERATION FOR APPROVAL OF CHANGE IN EMPLOYEE HEALTH PLAN PROVIDER

Mark Kolterman addressed the City Council stating the City received notice that BlueCross/BlueShield was increasing their rates by approximately 23% (average for both plans), due to full implementation of the Affordable Care Act and some on-going serious health claims for the City. He stated he attempted to negotiate better rates; however, they would not budge. He said he went out for quotes and received one from United Health Care similar to the Health Reimbursement Plan currently offered to the City's employees. He said this plan is only 1% above the current plan rate and is good for twelve months. He said he will continue to explore other alternatives for the City. A meeting with employees to explain the new coverage is scheduled for November 23, with a plan start date of December 1, 2015.

Councilmember Schmit moved, seconded by Councilmember Singleton, that United HealthCare be approved as the City's Employee Health Plan Provider, effective December 1, 2015.

Aye: Beck, Singleton, Pike, Wilken, Schmit, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

7. CITY ADMINISTRATOR REPORT

Councilmember Wilken moved, seconded by Councilmember Pike, that the City Administrator's Report dated November 17, 2015 be accepted.

Aye: Beck, Singleton, Pike, Wilken, Schmit, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

8. FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION

None.

9. ANNOUNCEMENT OF UPCOMING EVENTS

A. November 28 at 5:30 p.m. - Annual Holiday Lighted Parade

B. December 5 from 8:00 a.m. to 11:00 a.m. - Chamber of Commerce Rudolph's Red Nose Run - Middle School to Plum Creek Trail

10. MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Pike, that the November 17, 2015 City Council Meeting adjourns.

Aye: Beck, Singleton, Wilken, Schmit, Pike, Kamprath

Nay: None

Absent: Hans, Fritz. Motion carried.

THE CITY OF SEWARD, NEBRASKA

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

\_\_\_\_\_  
Bonnie Otte  
Assistant Administrator  
Clerk-Treasurer  
Budget & Human Resources Director

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G2**

**CONSIDERATION OF CONSENT AGENDA**

*Claims & Payables Reports*

*Infrastructure Cost Items Reimbursable Back to the City*

**Administrative Report:** After review of listed Consent Agenda items and supporting documents/reports, one motion to approve the consent agenda would be in order. Council may choose to pull any item from the Consent Agenda and consider/act on it separately.

**Staff Contact:**

CLAIMS LIST  
12-1-15  
COUNCIL MEETING

Abbreviations: Bu, Building Upkeep; Eq, Equipment; Ex, Expense; Ma, Maintenance; Mi, Mileage; Misc, Miscellaneous; Re, Repairs; Sa, Salaries, Se, Services; Su, Supplies; Ut, Utilities, CI, Capital Improvements, Gu, Grounds Upkeep.

Alamar Uniforms	Uniforms	111.23
Alliance Technologies	Se	3,790.00
Ameritas Life Insurance C	Ins	5,620.66
Capital Business-Dallas	Ma	53.61
Carroll Dist/Const Supply	Su	1,191.29
Chase Card Service		2,972.35
Walmart	Su	640.82
Best Buy	Su	37.19
PayPal	Trng	50.00
Amazon	Eq, Tools	1,401.98
Arbys	Meals	7.08
Ramada Inn	Trng	94.83
Petroleum Testers	Eq, Tools	200.00
Perkins	Meals	14.57
Wendys	Meals	7.33
McDonalds	Meals	5.26
Zoomshift	Se	-70.00
Tractor Supply	Re	463.29
POAN	Trng	120.00
City Seward Buildings/Gr	Operations	3,000.00
City Seward Library Petty	Bu, Su	187.16
City Seward Payroll Accou	Payroll	110,967.19
City Seward Petty Cash Fu	Su, Misc, Trng	297.07
Constellation Newengergy	Ut	502.63
Continental Fire/Alarm/De	Bu	337.42
Cornhusker Press	Su	115.98
D X P Enterprise Inc	Re	184.50
Data Technologies Inc	Su	8,757.59
Delta Dental	Ins	1,335.80
Dutton-Lainson Co	Ci	11,386.68
E M C National Life Compa	Ins	3,045.00
Fastenal Company	Su, Re	399.05
Galls Llc	Su	331.92
Gerhold Concrete Co Inc	Re, Gu	1,307.43
Glandt Stephanie	Releaf	75.00
Graham Tire	Re	206.44
Great Plains Communicatio	Se	586.00

Hamilton Recycling & Disp	Se	200.00
Hobson Automotive & Tire	Re	80.00
Husker Electric Supply Co	Re	874.41
Jackson Services Inc	Ma	125.34
Jacobsen Rock & Gravel	Su	6,759.63
Kriz-Davis Co	Tools, Ci	24,117.73
Latsch'S	Su	1.17
Logan Contractors Supply	Su	1,670.00
Matheson Tri-Gas Inc	SU	7.70
Mattson Ricketts Law Firm	Se	4,000.00
Mid-American Benefits Inc	Ins	845.64
Mohrhoff Power Equipment	Re	105.00
Municipal Supply Nebraska	Re	1,059.24
N M C Exchange Inc	Re	60.66
Nebraska Equipment Inc	Re	51.07
Nebraska Health Environme	Se	420.00
Nebraska Health Human-Cre	Ex	805.00
Nebraska Sports	Su	14.50
Northern Safety Co Inc	Su	65.26
Olsson Associates	Se	21,222.74
O'Reilly Auto Parts	Su, Re	188.46
Orscheln Farm & Home	Su, Bu	375.42
Plains Equipment Group In	Eq	275.99
Principal Financial Group	Ins	656.46
Reams Sprinkler Supply	Gu	281.20
Sack Lumber Company	Bu	15.79
Sam'S Club (Lib-Rec-Pool)	Su	242.56
Sam'S Club (Sen Center)	Su	23.97
Schaefer Concrete Llc	Re	1,700.00
Seward County Attorney	Se	2,000.00
Seward County Independent	Ex	89.55
Seward Machine & Tool	Re	344.45
Smith Bruce	Ex	100.00
Spickelmier & Son Inc	Re	1,570.00
Subsurface Solutions	Su	239.92
Supplyworks	Su	189.92
U L Llc	Re	795.00
U S Cellular	Se	228.22
United Health Care	Ins	51,468.56
CLAIMS TOTAL		<u>\$280,032.56</u>

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G3**

**ELECTION OF PRESIDENT OF THE CITY COUNCIL**

**Administrative Report: Per City Code §1-205, the City Council shall elect one (1) of its own body at the first (1st) meeting in December of each year who shall be styled the President of the Council, and who shall preside at all meetings of the City Council in the absence of the Mayor.**

**Staff Contact:**

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G4**

**UPDATE ON LOCAL EMERGENCY OPERATIONS PLAN  
ORIENTATION AND EMERGENCY MANAGEMENT  
ACTIVITIES -EMA Director Gary Petersen**

**Administrative Report: Mr. Petersen will provide an update on the LEOP Plan and Emergency Management activities. No action is anticipated.**

**Staff Contact:**

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G5**

**APPROVAL OF REQUEST FOR PUBLIC FINANCE  
PROPOSALS AND QUALIFICATIONS FOR PURCHASE OF  
SEWARD COUNTRY CLUB - Bruce Smith**

**Administrative Report:** According to State Statute, in order for the City to borrow money from banks to purchase the Seward Country Club assets, the City must solicit proposals from interested bankers.

**Following review and consideration, a motion to approve the RFP/RFQ would be in order.**

**Staff Contact:**

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G6**

**CONSIDERATION OF NEW AND AMENDED JOB  
DESCRIPTIONS FOR SEWARD GOLF COURSE - Bruce Smith**

*Amended - Park/Recreation/Cemetery Director*

*New - Golf Course Grounds Superintendent*

*New - Golf Shop Manager*

*New - Golf Shop Seasonal Employee*

*Amended - Public Properties/Recreation/Golf and Street Summer Laborer*

**Administrative Report:** Due to the purchasing of assets of the Seward Golf Course, employee job descriptions were created and amended to allow for the management, operation and maintenance of the golf course.

**Following review and discussion, a motion to approve the job descriptions would be in order.**

**Staff Contact:**



JOB TITLE: PARK/RECREATION/CEMETERY DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Code.

JOB SUMMARY: Performs supervisory/administrative work in the implementation of all City Recreation programs/services; oversees and participates in maintenance of athletic fields and operation of City Pool facilities and golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises and participates in the development of recreation and pool operational and maintenance policies; plans, organizes, implements, supervises and reviews city recreation programs/services for youth and adults; supervises recreation personnel and oversees the supervision of pool employees; provides direction, guidance and assistance to pool manager and monitors pool operations; supervises and assists with maintenance/preparation of athletic fields, giving technical assistance as needed; develops and implements preventive maintenance programs for recreation equipment facilities; coordinates with Water/Wastewater Superintendent in developing and implementing preventive maintenance programs for pool equipment/facilities; organizes, schedules and assists with registration for recreation programs; plans and organizes all work including scheduling and follow-up inspections; schedules facilities and personnel for recreation activities; participates in department budget planning process and manages budgets; recommends hiring and firing of employees; recruits, hires and trains coaches, instructors, officials and umpires for varied recreation activities; recruits volunteers to provide supervision of recreation activities; evaluates employee work performance.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends departmental, staff and other meetings as required; attends meetings of the Mayor and City Council, Park & Recreation Board and Cemetery Board; prepares required reports for City Administrator and keeps him/her briefed on department projects/activities as well as any problems may represent City Administrator at Park & Recreation Board meetings; works with City Purchasing Agent in procurement of supplies; keeps up-to-date and informed in all local, state and federal codes and regulations relating to pool operations; coordinates city recreation programs with other civic organizations providing recreational facilities and/or programs; works closely with the public involved with recreation programs or who use the pool, listening to concerns and solving problems that may occur; serves as pool operator when necessary; assists Public Works Department in mowing and maintaining recreation and pool buildings and grounds.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with the public, and other city departments; High degree of organization skills required to effectively administer City recreation programs; ability to plan, schedule, instruct and supervise work of employees; ability to work under all types of weather conditions; ability to work evenings/weekends; ability to lift 50 lbs. bags of seed or fertilizer; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push, or pull a variety of tools, equipment and materials; ability to climb, balance, stoop kneel and work in a crouched position; perform weed trimming duties - operate a 20 lb. trimmer for long periods of time; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; thorough knowledge of turf and groundcovers, their establishment and maintenance and proper use; ability to climb up onto and down from equipment; ability to type from copy at the rate of 25 wpm.

TRAINING AND EXPERIENCE: Graduation from high school and five years of progressively responsible experience in the recreation field; three years of which involve supervisory experience; completion of formal training in recreation or related field; one to two years experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Able to operate recreation and pool programs during

JOB TITLE: Golf Course Grounds Superintendent (Salaried - Exempt)

POSITION REPORTS TO: Park/Recreation/Cemetery Director

JOB SUMMARY: Under the direction of the Park/Recreation/Cemetery/Golf Director, plans, coordinates, directs, supervises and participates in the maintenance, repair and construction of the municipal golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Supervises and participates in the daily maintenance activities of the golf course. Plans and schedules projects to minimize impact on the golfing public. Responsible for the supervision of subordinate personnel and proper organization of daily activities including: prioritizing work assignments, assigning daily tasks and coordinating crews and equipment. Conducts daily inspection of the turf and soil conditions; schedules frequency of irrigation and determines amount and timing of fertilizer and chemical applications. Supervises and participates in the maintenance and operation of the golf course irrigation system. Plans and implements tree plantings, cart path construction, and course preparation for golf tournaments and special events. Works closely with the Golf Clubhouse Manager on special events and feedback from golf players. Performs personnel evaluations and assists in employee recruitment, training and discipline. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such. Supervises and participates in the maintenance and preventative maintenance of all golf course equipment. Plants, mows, trims, waters, fertilizes and sprays turf grass as directed. Plants, trims, waters, cuts, fertilizes and sprays trees and other ornamental plants as directed. Assists in annual budget preparation and monitors project expenses to ensure budget compliance. Ensures proper and safe use of chemicals and pesticides. Addresses citizen questions and inquiries. Takes corrective action to improve services to the public. Prepares reports and maintains records. Conducts basic facility maintenance and janitorial work. During non-peak times may assist in other areas of the Public Works Department as directed. Attends meetings and seminars as required. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking standing, kneeling, bending, crouching, reaching, climbing, digging and scooping with a shovel, raking, and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift 20 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough and irregular terrain. Must have sufficient stamina to engage in such activities for prolonged periods of time. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

TRAINING AND EXPERIENCE:

Graduation from an accredited high school or GED equivalent required; Associate or Bachelor's degree in horticultural science or related field preferred. Three (3) to five (5) years experience of a progressively responsible nature in greenskeeping, landscaping or general grounds maintenance. Golf course superintendent certification preferred. Must possess

JOB TITLE: Golf Shop Manager (Salaried: Exempt)

POSITION REPORTS TO: Park/Recreation/Cemetery/Golf Director

JOB SUMMARY: Under the general direction of the Park/Recreation/Cemetery/Golf Director, responsible for the management and operation of municipal nine hole golf course, pro shop and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Supervises and participates in the management and operation of the municipal golf course, including golf course clubhouse and concession operation, cart maintenance, rentals, programming, golf events, pro-shop operations and related functions. Responsible for pro-shop functions including collecting green fees, reserving tee times, and scheduling, coordinating and supervising leagues (including computer generated handicapping, tournaments and special events. Oversees the concession stand including ordering food and beverages and maintaining snack bar inventory. Responsible for cash and daily bank deposits. Responsible for the maintenance and cleaning of the clubhouse, including restrooms, basement, storage rooms and exterior patio. Also identifies and advises the Park/Recreation/Cemetery/Golf Director regarding building and facility related issues. Works closely with Golf Course superintendent on special events and feedback from golf players. Responsible for leagues and computer generated handicapping. Responsible for the supervision of subordinate personnel and proper organization of daily activities. Performs personnel evaluations and assists in employee recruitment, training and discipline. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such. Directs staff in the maintenance of carts. Represents the City at activities or functions to market and promote the golf course and encourage play. Assists in annual budget preparation and monitors expenses to ensure budget compliance. Assists in the development of long and short-term golf course improvement plans. Prepares reports and maintains records, including a daily accounting of all revenues and expenses. Responds to citizen inquiries, complaints and information requests; explains and enforces golf rules and regulations. Assists public and answers and directs phone calls. Assists in compiling and maintaining program mailing lists. Completes and files information as needed, including accident/incident forms. Responsible for the development and implementation of safety and training programs. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

Work is performed both indoors and outdoors year round. Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Must possess hand/eye/foot coordination adequate to play golf, operate a variety of equipment and operate a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 50 pounds.

TRAINING AND EXPERIENCE:

Must possess a valid driver's license. Graduation from an accredited high

school or GED equivalent. Five (5) years experience in playing golf and the ability to be certified as a PGA Class A-Golf Pro by the Professional Golfers Association is preferred. Two (2) years of experience in supervising employees. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to managing a liquor license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge and understanding of golf course principles, concepts and techniques. Thorough knowledge of principles, objectives, practices and procedures of the administration of public golf courses. Ability to plan, execute and evaluate programs on a continuing basis. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons. Ability to communicate effectively, both orally and in writing. Ability to prepare and maintain accurate records and reports. Conflict management skills. Knowledge of leagues, tournament scheduling, running tee sheets and daily play. Knowledge and understanding of golf rules and etiquette. Knowledge and understanding of golf clubhouse maintenance. Skills in budgeting, merchandising, pricing and inventory control. Ability to plan, schedule, coordinate, evaluate and supervise the duties of a 7-day a week operation; and skilled and semi-skilled staff. Basic computer skills and ability to use MS Office products. Basic mathematical skills and money-changing skills. Ability to promote golf within the community. Ability to operate equipment such as a photocopier, fax machine, risograph, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register. Ability to provide own transportation and operate motorized vehicles as required. Ability to work varying schedules, including early mornings, evenings, weekends and holidays. Ability to consistently maintain regular and dependable attendance.

Created 12-15

JOB TITLE: GOLF SHOP SEASONAL EMPLOYEE (Hourly: Non-exempt)

POSITION REPORTS TO: Golf Shop Manager

JOB SUMMARY: Under the general direction of the Golf Course Clubhouse Manager, assists with the management and operation of municipal nine-hole golf course, pro shop and concessions area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (with or without reasonable accommodation)

Assists in the overall management of the 9-hole municipal golf course. Sets up daily tee sheets and sends players out to golf. Responds to citizen inquiries, complaints and information requests; explains and enforces golf rules and regulations. Assists with scheduling, coordinating and supervising leagues, tournament operations and group outings. Computes handicaps, schedules tee times. Sells merchandise, concessions and collects green fees. Assists with marketing and promoting the golf course. Performs housekeeping duties in and around the clubhouse. Assists in training golf clubhouse seasonal employees. Assists in public and answers and directs phone calls. Assists in compiling and maintain program mailing lists. Completes and files information as needed, including accident/incident forms. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job. Work is performed both indoors and outdoors year round. Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finer, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Must possess hand/eye/foot coordination adequate to play golf, operate a variety of equipment and operate a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 50 pounds.

TRAINING AND EXPERIENCE:

Must possess a valid driver's license. Graduation from an accredited high school or GED equivalent. Three (3) years experience in playing golf. Must be able to comply with all rules and regulations of the Nebraska Liquor Control Act as it pertains to managing a liquor license.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of golf course principles, concepts and techniques. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons. Ability to communicate effectively, both orally and in writing. Ability to prepare and maintain accurate records and reports. Ability to oversee staff. Conflict management skills. Knowledge of leagues, tournament scheduling, running tee sheets and daily play. Knowledge and understanding of golf rules and etiquette. Knowledge and understanding of golf clubhouse maintenance. Ability to assist with marketing and public relations. Basic computer skills. Basic mathematical skills and money-changing skills. Ability to promote golf within

the community. Ability to operate equipment such as a photocopier, fax machine, risograph, postage meter, credit card system, security system, public address system, snack bar equipment, golf cart and cash register. Ability to provide own transportation and operate motorized vehicles as required. Ability to work varying schedules, including early mornings, evenings, weekends and holidays. Ability to consistently maintain regular and dependable attendance.

Created 12-15

DRAFT

JOB TITLE: PUBLIC PROPERTIES/RECREATION/GOLF AND STREET SUMMER LABORER  
(Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Parks/Recreation/Cemetery Director.

JOB SUMMARY: Under supervision performs most operations involved in the care and maintenance of parks, cemeteries, and other city-owned facilities and grounds; assists as needed with maintenance and preparation of athletic fields for games during the baseball/softball season.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists higher level workers in daily care and maintenance to most city-owned buildings & grounds (Parks, Golf Course, Cemeteries, City Hall, Fire Station, Swimming Pool and Library) including, but not limited to: mowing and raking grass, edging of walks, trimming markers/monuments, watering and weeding of plantings and flower beds, pest and weed control, tree trimming/removal, picking up fallen tree limbs and litter; performs routine upkeep of city-owned buildings and playground equipment including painting and minor repairs; operates and maintains various types of equipment including power mowers, chain saws, weed trimmers, edgers, weed sprayer, rototiller, small tractors with grounds maintenance attachments, and light duty trucks to pickup and deliver materials/supplies.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists with weed and pest control applications as required; performs seeding and fertilizing operations to turf as required; performs pruning, fertilization, watering and removal of shrubbery and trees as needed; plants and maintains annual flower beds; assists with cleaning and maintenance of park buildings and restrooms; assists Street Division with maintenance of streets and Recycling Center; assists Recreation Department with maintenance and preparation (dragging, chalking) of athletic fields; assists in maintenance/mowing; performs related work as required.

SKILLS/ABILITIES: Ability to work under adverse weather conditions; ability to lift 50 lbs. of material; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push or pull a variety of tools, equipment and materials; ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time; ability to perform weed trimming duties and operate a 20 lb. trimmer for long periods of time; ability to work evenings/weekends; ability to work 18 hour shifts with snow removal; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; good oral communication skills required to effectively communicate on a daily basis with the public, coworkers and other departments; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Some experience as a laborer or maintenance worker of grounds, buildings or other facilities, or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Must be 18 years of age or older and possess a valid driver's license.

Updated 12-15

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G7**

**CONSIDERATION OF AN ORDINANCE AMENDING THE  
COMPREHENSIVE PAY PLAN EFFECTIVE JANUARY 1, 2016  
- Bruce Smith**

**Administrative Report:** The attached pay ordinance reflects the addition of the Golf Course employees and changes to wages to comply with January 1 minimum wage.

**Following review and discussion, a motion to adopt the ordinance would be in order.**

**Staff Contact:**



ORDINANCE NO.

AN ORDINANCE TO PROVIDE FOR CLASSIFICATION OF OFFICERS AND EMPLOYEES OF THE CITY OF SEWARD, NEBRASKA; TO PROVIDE FOR LONGEVITY PAY AND PAYMENT OF PART-TIME EMPLOYEES; TO PROVIDE FOR A DATE SUCH CLASSIFICATION AND PAY RANGES OF COMPENSATION SHALL BECOME EFFECTIVE; TO PROVIDE FOR PUBLICATION IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

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

Section 1. CLASSIFICATION, RANGES OF COMPENSATION. The classification of officers and employees of the City of Seward, Nebraska, pay grades and ranges of compensation for such classification are as follows:

2015-2016 SALARY SCHEDULE  
PAY RANGE RATES  
(A) CLERICAL (HOURLY)

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Account Clerk III	15.56	19.90
Util Billing Clerk/ Customer Service Representative	14.10	18.83
Account Clerk I	11.91	15.43
Permits Technician	10.20	14.39
Library Assistant II	13.82	17.13
Library Assistant I	10.25	12.99
Library Clerk I	9.00	11.22
Secretary I	14.85	17.85
Aging Services Commission Assistant	11.48	14.10

(B) LABOR & TRADES (HOURLY)

Civic Center Live/in Caretaker	9.00	10.30
Custodian	12.40	17.32
Asst Power Director/Line Crew Chief	23.56	30.15
Lineman First Class	22.24	27.61
Electric Service Technician	21.93	27.29
Electric Seasonal Groundman	17.18	20.25
Meter Reader	15.22	19.45
Assistant Park Director	19.12	22.88
Public Properties Caretaker II/Horticulturist	15.83	19.21
Public Properties Caretaker II	15.44	18.90
Public Properties Caretaker I	14.21	18.91
Public Properties Summer Laborer	9.03	10.95
Street Division Foreman	19.82	26.23
Street Maintenance Worker III	15.52	20.88
Street Maintenance Worker II	14.20	19.20
Street Maintenance Worker I	13.17	17.28
Recycling Center Worker	9.23	13.15

Facility Maintenance Supervisor	21.57	28.81
WW Treatment/Water Plant Operator	17.93	23.65
Senior Utility Maintenance Worker II	18.47	24.87
Utility Maintenance Worker II	17.59	23.69
Utility Maintenance Worker I	15.06	19.22
W/WW Summer Laborer	9.03	10.95
Recreation Summer Laborer	9.03	10.95
Pool Manager	10.94	13.00
Assistant Pool Manager	9.50	11.25
Swim Program Coordinator	9.25	10.94
Lifeguard	9.00	10.00
Pool Office/Concession Wrk	9.00	10.00
Water Safety Instructor	9.00	10.00
Swim Lesson Aide	6.00	6.50
Golf Shop Seasonal Employee	9.03	10.95

(C) PUBLIC SAFETY (HOURLY)

Police Sergeant	22.09	27.84
Police Officer II	17.85	23.73
Police Officer I	16.99	22.81
Administrative Secretary/Records Clerk	14.07	17.77
Community Service Officer	12.47	16.04

(D) SUPERVISORY, TECHNICAL & ADMINISTRATIVE (MONTHLY)

City Administrator	8,204	8,983
Police Chief	5,707	6,666
Asst. Adm/Clk-Treas/Budget & HR Director	5,200	6,407
Water/Wastewater Director	4,958	6,593
Electric Power/Resource Director	4,779	6,191
Public Facilities/Capital Imp/GIS Director	4,599	6,385
St/Transportation/Recycling Supt.	4,599	6,385
Asst. Chief of Police	4,521	5,617
Parks/Recreation/Cemetery/Golf Director	4,126	5,197
Library Director	4,015	4,815
Deputy Clerk/Fin Director/Asst. Treasurer	3,898	4,571
Golf Course Superintendent	3,898	4,571
Accountant/Budget Administrator	3,825	4,508
Building Zoning/Code Enforcement Director	3,742	4,538
Assistant Library Director	2,947	3,677
Assistant Recreation Director	2,764	3,421
Civic Center Manager	2,663	3,068
Golf Shop Manager	2,450	3,000
Aging Services Commission Assistant	1,989	2,444

Section 2. LONGEVITY PAY. Each employee, who is a full-time employee, will, for each two years of service to the City, receive five dollars (\$5.00) per month in addition to the established base pay in his classification as set forth in Section One of this ordinance.

Section 3. COMPENSATION PAYABLE BIWEEKLY. The compensation and salary fixed for the respective officers and employees of the City by this ordinance shall be paid biweekly.

Section 4. PART-TIME EMPLOYEES. Persons employed by the City on a part-time or occasional basis shall be paid on an hourly rate and at such time as shall be fixed by the Mayor and Council by motion.

Section 5. CLASSIFICATIONS EFFECTIVE. The classifications and pay ranges set forth in Section One of this ordinance shall be effective January 1, 2016.

Section 6. REPEAL. Any City of Seward ordinance, resolution, or employee handbook or part of any ordinance, resolution, or employee handbook of the City of Seward, Nebraska in conflict with this Ordinance is hereby repealed to the extent of such conflict.

Section 7. WHEN OPERATIVE. This ordinance shall be effective from and after its approval, passage and publication as required by law and the ordinances of the City.

Passed and approved this 1st day of December, 2015.

ATTEST:

THE CITY OF SEWARD, NEBRASKA

---

Marilyn Varner  
Deputy Clerk/  
Finance Director/  
Assistant Treasurer

---

Joshua Eickmeier, Mayor

	2015-2016				(Effective January 1, 2016)				
	CLERICAL (HOURLY)								
POSITION	1	2	3	4	5	6	7	8	9
ACCOUNT CLERK III	15.56	\$16.10	\$16.65	\$17.19	\$17.73	\$18.27	\$18.82	\$19.36	19.90
UTIL BILLING CLK-CUST SERV REP	14.10	\$14.69	\$15.28	\$15.87	\$16.47	\$17.06	\$17.65	\$18.24	18.83
ACCOUNT CLERK I	11.91	\$12.35	\$12.79	\$13.23	\$13.67	\$14.11	\$14.55	\$14.99	15.43
PERMITS TECHNICIAN	10.20	\$10.72	\$11.25	\$11.77	\$12.30	\$12.82	\$13.34	\$13.87	14.39
LIBRARY ASSISTANT II	13.82	\$14.23	\$14.64	\$15.06	\$15.47	\$15.89	\$16.30	\$16.72	17.13
LIBRARY ASSISTANT I	10.25	\$10.59	\$10.93	\$11.28	\$11.62	\$11.96	\$12.30	\$12.65	12.99
LIBRARY CLERK	9.00	\$9.28	\$9.56	\$9.83	\$10.11	\$10.39	\$10.67	\$10.94	11.22
SECRETARY I	14.85	\$15.23	\$15.60	\$15.98	\$16.35	\$16.73	\$17.10	\$17.48	17.85
AGING SERV. COMM. ASSISTANT	11.48	11.80	12.13	12.46	12.79	13.11	13.44	13.77	14.10
	LABOR & TRADES (HOURLY)								
POSITION	1	2	3	4	5	6	7	8	9
CIVIC CENTER LIVE-IN CRTKR	9.00	\$9.16	\$9.33	\$9.49	\$9.65	\$9.81	\$9.98	\$10.14	10.30
CUSTODIAN	12.40	\$13.02	\$13.63	\$14.25	\$14.86	\$15.48	\$16.09	\$16.70	17.32
ASST POWER DIR/LINE CREW CHIEF	23.56	\$24.39	\$25.21	\$26.03	\$26.86	\$27.68	\$28.50	\$29.33	30.15
LINEMAN 1ST CLASS	22.24	\$22.91	\$23.59	\$24.26	\$24.93	\$25.60	\$26.27	\$26.94	27.61
ELEC SERVICE TECHNICIAN	21.93	\$22.60	\$23.27	\$23.94	\$24.61	\$25.28	\$25.95	\$26.62	27.29
ELEC. SEASONAL GROUNDMAN	17.18	\$17.57	\$17.95	\$18.33	\$18.71	\$19.10	\$19.48	\$19.86	20.25
METER READER	15.22	\$15.75	\$16.28	\$16.80	\$17.33	\$17.86	\$18.39	\$18.92	19.45
ASSIST. PARK DIRECTOR	19.12	\$19.59	\$20.06	\$20.53	\$21.00	\$21.47	\$21.94	\$22.41	22.88
PUBLIC PROP. CRTKR HORTICUL	15.83	\$16.26	\$16.68	\$17.10	\$17.52	\$17.94	\$18.37	\$18.79	19.21
PUBLIC PROP. CARETAKER II	15.44	\$15.87	\$16.30	\$16.73	\$17.17	\$17.60	\$18.03	\$18.47	18.90
PUBLIC PROP. CARETAKER I	14.21	\$14.80	\$15.39	\$15.97	\$16.56	\$17.15	\$17.73	\$18.32	18.91
PUB PROP SUMMER LABORER	9.03	\$9.27	\$9.51	\$9.75	\$9.99	\$10.23	\$10.47	\$10.71	10.95
ST. DIVISION FOREMAN	19.82	\$20.62	\$21.42	\$22.22	\$23.02	\$23.82	\$24.63	\$25.43	26.23
ST. MAINT. WORKER III	15.52	\$16.19	\$16.86	\$17.53	\$18.20	\$18.87	\$19.54	\$20.21	20.88
ST. MAINT. WORKER II	14.20	\$14.83	\$15.45	\$16.08	\$16.70	\$17.33	\$17.95	\$18.58	19.20
ST. MAINT. WORKER I	13.17	\$13.68	\$14.19	\$14.71	\$15.22	\$15.74	\$16.25	\$16.76	17.28
RECYCLING WORKER	9.23	\$9.72	\$10.21	\$10.70	\$11.19	\$11.68	\$12.17	\$12.66	13.15

	LABOR & TRADES (HOURLY)								
POSITION	1	2	3	4	5	6	7	8	9
FACILITY MAINTENANCE SUPERV	21.57	\$22.48	\$23.38	\$24.29	\$25.19	\$26.10	\$27.00	\$27.91	28.81
WW PLANT / WATER PLANT OPER	17.93	\$18.64	\$19.36	\$20.07	\$20.79	\$21.50	\$22.22	\$22.93	23.65
SENIOR UTIL. MAINT. WORKER II	18.47	\$19.27	\$20.07	\$20.87	\$21.67	\$22.47	\$23.27	\$24.07	24.87
UTIL MAINT. WORKER II	17.59	\$18.35	\$19.11	\$19.88	\$20.64	\$21.40	\$22.16	\$22.93	23.69
UTIL MAINT. WORKER I	15.06	\$15.58	\$16.10	\$16.62	\$17.14	\$17.66	\$18.18	\$18.70	19.22
W/WW SUMMER LABORER	9.03	\$9.27	\$9.51	\$9.75	\$9.99	\$10.23	\$10.47	\$10.71	10.95
REC SUMMER LABORER	9.03	\$9.27	\$9.51	\$9.75	\$9.99	\$10.23	\$10.47	\$10.71	10.95
POOL MANAGER	10.94	\$11.20	\$11.45	\$11.71	\$11.97	\$12.23	\$12.48	\$12.74	13.00
ASST. POOL MANAGER	9.50	\$9.72	\$9.94	\$10.16	\$10.38	\$10.59	\$10.81	\$11.03	11.25
SWIM POOL COORDINATOR	9.25	\$9.46	\$9.67	\$9.88	\$10.09	\$10.31	\$10.52	\$10.73	10.94
POOL LIFEGUARD	9.00	\$9.13	\$9.25	\$9.38	\$9.50	\$9.63	\$9.75	\$9.88	10.00
POOL OFFICE/CONCESSIONS	9.00	\$9.13	\$9.25	\$9.38	\$9.50	\$9.63	\$9.75	\$9.88	10.00
WATER SAFETY INSTR.	9.00	\$9.13	\$9.25	\$9.38	\$9.50	\$9.63	\$9.75	\$9.88	10.00
SWIM LESSON AIDE	6.00	\$6.06	\$6.13	\$6.19	\$6.25	\$6.31	\$6.38	\$6.44	6.50
GOLF SHOP SEASONAL EMPLOYEE	9.03	\$9.27	\$9.51	\$9.75	\$9.99	\$10.23	\$10.47	\$10.71	10.95
	POLICE (HOURLY)								
POSITION	1	2	3	4	5	6	7	8	9
POLICE SERGEANT	22.09	\$22.81	\$23.53	\$24.24	\$24.96	\$25.68	\$26.40	\$27.12	27.84
POLICE OFFICER II	17.85	\$18.59	\$19.32	\$20.06	\$20.79	\$21.53	\$22.26	\$22.99	23.73
POLICE OFFICER I	16.99	\$17.72	\$18.45	\$19.17	\$19.90	\$20.63	\$21.36	\$22.08	22.81
ADM/SEC RECORDS CLK PD	14.07	\$14.53	\$14.99	\$15.45	\$15.92	\$16.38	\$16.84	\$17.31	17.77
COMMUNITY SERVICE OFFICER	12.47	\$12.91	\$13.36	\$13.81	\$14.25	\$14.70	\$15.15	\$15.60	16.04
	SUPERVISORY, TECHNICAL, ADMINISTRATIVE (MONTHLY)								
POSITION	1	2	3	4	5	6	7	8	9
CITY ADMINISTRATOR	8204	8302	8399	8497	8594	8691	8789	8886	8983
POLICE CHIEF	5707	5827	5947	6067	6186	6306	6426	6546	6666
ASST ADM/CLK-TREAS/BUD/HUMAN	5200	5351	5501	5652	5803	5954	6105	6256	6407
W/WWTW DIRECTOR	4958	5162	5367	5571	5775	5980	6184	6388	6593
ELEC/POWER/ RESOURCE DIRECTOR	4779	4956	5132	5309	5485	5662	5838	6015	6191
PUBL FACIL/CI/GIS DIRECTOR	4599	4823	5046	5269	5492	5715	5938	6161	6385
ST/TRANS/RECYCLING SUPT	4599	4823	5046	5269	5492	5715	5938	6161	6385
ASST CHIEF OF POLICE	4521	4658	4795	4932	5069	5206	5343	5480	5617

POSITION	SUPERVISORY, TECHNICAL, ADMINISTRATIVE (MONTHLY)								
	1	2	3	4	5	6	7	8	9
PARKS/REC/CEM/GOLF DIRECTOR	4126	4260	4393	4527	4661	4795	4929	5063	5197
LIBRARY DIRECTOR	4015	4115	4215	4315	4415	4515	4615	4715	4815
DEPUTY CLK/FIN/ASST. TREAS.	3898	3982	4066	4150	4234	4319	4403	4487	4571
GOLF COURSE SUPERINTENDENT	3898	3982	4066	4150	4234	4319	4403	4487	4571
ACCOUNTANT/BUDGET ADMINISTRATOR	3825	3910	3996	4081	4167	4252	4338	4423	4508
BLDG/ZONING/CODE ENFORCEMENT	3742	3841	3941	4040	4140	4239	4339	4438	4538
ASST LIB DIRECTOR	2947	3038	3130	3221	3312	3403	3495	3586	3677
ASSISTANT RECREATION DIRECTOR	2764	2846	2928	3010	3092	3175	3257	3339	3421
CIVIC CENTER MANAGER	2663	2713	2764	2815	2866	2916	2967	3018	3068
GOLF SHOP MANAGER	2450	2519	2588	2656	2725	2794	2863	2931	3000

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G8**

**CITY ADMINISTRATOR'S REPORT- Bruce Smith**

**Administrative Report:** The City Council will receive an update on capital and other on-going projects.

**Staff Contact:**

## **CITY ADMINISTRATORS REPORT – 12-1-15**

- Numerous meetings on the Seward Country Club. Worked on job descriptions and pay scales with the City Clerk. Also, RFP for a loan to purchase the SCC assets
- Held employee meeting on the change of health insurance providers
- Department head meetings as well as many individual meeting with employees through the week.
- Meeting on fiber optic throughout the City.
- Working on employee targets.
- Met with Jonathan Jank, SCEDC, on several issues.
- Worked on all pay scales with the City Clerk
- Had a meeting with MEAN on wholesale power contract
- Met with JEO to discuss projects
- Had an LB840 meeting with a discussion on guidelines for the committee
- Conference call with Olsson and the Rail Campus Committee
- Working with utility departments and Seward County Rural on utilities in Highway 15 ROW that may have to be moved for an NDOR future project
- Meeting to discuss possible TIF application

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

- Working on re-codifying the City Code
- Reviewing storm water issues and easement for Star Street work.
- Following up on Q-3 concrete work on the Black Hills gas line project to make sure areas are put back to same condition as before project.
- Trimming street trees and trees in parks and cemetery.
- Preparing equipment for winter storms
- Moved the Santa House
- Continuing the installation of LED street lights.
- Attended a joint AMI (Automated Meter Reading) meeting in York with NPPD
- Working on Web 4<sup>th</sup> service installations.
- Departments worked on preparations for the Winter Parade
- Working on a new pump for the raw water lift station for waste water



- Installed new fire hydrant at fire hall and doing concrete work in the parking lot for the FD.
- Bored a new water line to the Parade of Flags.
- Seward County Justice Center inspections.
- Working on updating property maintenance code violation list.
- Reviewing and updating Unified Land Development Ordinance.
- Registrations for Youth Wrestling and Youth Basketball is underway
- Teams have been scheduled for the Cattle Training Building
- General maintenance of all facilities, doing utility locates.

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G9**

**FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR  
ADMINISTRATIVE ACTION - Mayor Eickmeier**

**Administrative Report:** This item is to allow Council members an opportunity to request future agenda items. To remain in compliance with the open meetings law, no discussion of an item will be allowed beyond what is necessary to clarify the request.

**Staff Contact:**

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G10**

**ANNOUNCEMENT OF UPCOMING EVENTS - Mayor  
Eickmeier**

*December 5 from 8:00 a.m. to 11:00 a.m. - Chamber of Commerce Rudolph's Red Nose Run - Middle School to Plum Creek Trail*

Staff Contact:

**City of Seward, NE**  
**Tuesday, December 1, 2015**  
**Regular Session**

**Item G11**

**MOTION TO ADJOURN**

**Staff Contact:**