

City of Seward, NE
Tuesday, December 15, 2015
Regular Session

Item G1

**CONSIDERATION OF APPROVAL OF DRAFT MINUTES OF
DECEMBER 1, 2015 - Bonnie Otte**

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

Staff Contact:

December 1, 2015

The Seward City Council met at 7:00 p.m. on Tuesday, December 1, 2015, with Mayor Joshua Eickmeier presiding and Marilyn D. Varner, Deputy Clerk/Finance Director /Assistant Treasurer recording the proceedings. Upon roll call, the following Councilmembers were present: Jon Wilken, Ellen Beck, Sid Kamprath, Dean Fritz, Barbara Pike, John Singleton, Chris Schmit. Other officials present: City Administrator Bruce Smith and Attorney Kelly Hoffschneider. Absent: Richard Hans, Assistant Administrator/ Clerk-Treasurer/Budget & Human Resources Director Bonnie Otte.

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 17, 2015 COUNCIL MEETING

Councilmember Pike moved, seconded by Councilmember Singleton, that the minutes of the November 17, 2015 City Council meeting be approved.

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

Nay: None

Absent: Hans. Motion carried.

2. CONSENT AGENDA 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. Infrastructure Cost Items Reimbursable Back to the City.

CLAIMS LIST
12-01-15 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

Un

111.23

Alliance Tech.	Se		3,790.00
Ameritas Life Ins.	Ins		5,620.66
Capital Bus.-Dallas	Ma		53.61
Carroll Dist.	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/Su	1,401.98	
Arbys	Meals	7.08	
Ramada Inn	Trng	94.83	
Petroleum Testers	Eq/su	200.00	
Perkins	Meals	14.57	
Wendys	Meals	7.33	
McDonald's	Meals	5.26	
Zoomshift	Se	-70.00	
Tractor Supp.	Re	463.29	
POAN	Trng	120.00	
	Oper		
City Buildings/Ground	Cost		3,000.00
City Library Petty Cash	Bu/Su		187.16
City Payroll	Payroll		110,967.19
City Petty Cash	Su/Trng		297.07
Constellation Newengergy	Ut		502.63
Continental Fire	Bu		337.42
Cornhusker Press	Su		115.98
D X P Enterprise	Re		184.50
Data Technologies	Su		8,757.59
Delta Dental	Ins		1,335.80
Dutton-Lainson	Ci		11,386.68
E M C Nat'l Life	Ins		3,045.00
Fastenal	Su/Re		399.05
Galls	Su		331.92
Gerhold Concrete	Re/Gu		1,307.43
Glandt Stephanie	Releaf		75.00
Graham Tire	Re		206.44
Great Plains Comm.	Se		586.00
Hamilton Recyc.	Se		200.00
Hobson Auto	Re		80.00
Husker Elec.	Re		874.41
Jackson Serv.	Ma		125.34
Jacobsen Rock	Su		6,759.63
Kriz-Davis	Su/Ci		24,117.73
Latsch'S	Su		1.17
Logan Cont Supp.	Su		1,670.00
Matheson Tri-Gas	SU		7.70
Mattson Ricketts Law	Se		4,000.00
Mid-American Benefits	Ins		845.64
Mohrhoff Power Eq.	Re		105.00

Municipal Supp. NE	Re	1,059.24
NMC Exchange	Re	60.66
NE Equip	Re	51.07
NE Health Env.	Se	420.00
NE HHS	Ex	805.00
NE Sports	Su	14.50
Northern Safety	Su	65.26
Olsson Assoc.	Se	21,222.74
O'Reilly Auto	Su/Re	188.46
Orscheln	Su/Bu	375.42
Plains Equip.	Eq	275.99
Principal Financial	Se	656.46
Reams Sprinkler	Gu	281.20
Sack Lumber	Bu	15.79
Sam'S Club (Lib-Rec-Pool)	Su	242.56
Sam'S Club (Sen Center)	Su	23.97
Schaefer Concrete	Re	1,700.00
Seward Co. Attorney	Se	2,000.00
Seward Co. Independent	Ex	89.55
Seward Machine	Re	344.45
Smith Bruce	Ex	100.00
Spickelmier & Son	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>

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

3. ELECTION OF COUNCIL PRESIDENT

Councilmember Pike nominated Chris Schmit as Council President. By written ballot, Councilmember Schmit was elected President.

4. UPDATE ON LOCAL EMERGENCY OPERATIONS PLAN ORIENTATION & EMERGENCY MANAGEMENT ACTIVITIES

Emergency Management Director Gary Petersen was present to review the Local Emergency Operations Plan, which includes guidelines for handling disasters. This plan was recently updated. Information presented included the following: Having a different responsible person in each area, i.e., if one person holds too many responsibilities, after the third day during a disaster, burnout occurs; Mayor and Council have control during a disaster, with the appointment of a public information officer, so that all information goes through one person for correctness; After first disaster declaration is signed, an entity is eligible for possible State and Federal funding resources; Debris management is very important after a disaster (designating a place to store, sort, manage-usually city-owned property such as a ball field, storage area, etc.; Donation management should be considered, with funds going to City (which then are used by City to assist with City repairs); Church organizations,

Salvation Army and other local groups are important in disaster relief (food, generators, services); Volunteer management, with National Guard assisting to seal the disaster area and setting up a center so looting and theft does not occur--Volunteer Fire Depts. can also be useful in this area; A long-term recovery team is helpful; Funding may be available (75%-25% cost share) for purchase of sirens.

Mr. Petersen continued that on January 11, 2016, a tabletop exercise for all surrounding communities will be held at the Seward County Ag Pavilion to assist with discussion-based exercises on tornadoes or other types of disasters (natural, hazardous-materials-based, etc.) He also stated that signs posted at rural residences will be replaced, since the first signs installed have faded, due to manufacturing defects.

Councilmember Schmit inquired if the emergency plan was listed online, to which Mr. Petersen responded that it was not, since individual phone numbers are private information.

Mr. Petersen was thanked for his informative update.

5. REQUEST FOR PUBLIC FINANCE PROPOSALS & QUALIFICATIONS FOR PURCHASE OF SEWARD COUNTRY CLUB

Administrator Smith explained that the City will be soliciting proposals from interested firms for tax-exempt public financing for the proposed purchase of the assets of the Seward Country Club. The purchase price is \$350,000.00, with the City seeking a seven-year loan/bond.

Moved by Councilmember Beck, seconded by Councilmember Fritz, to approve the Request for Public Finance Proposals and Qualifications (RFP/RFQ) for tax-exempt public financing of the proposed purchase of the assets of the Seward County Club for \$350,000.00 for a seven-year loan/bond.

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

Nay: None

Absent: Hans. Motion carried.

6. NEW & AMENDED JOB DESCRIPTIONS FOR SEWARD GOLF COURSE

Administrator Smith explained that in order to obtain job descriptions and wage information for city-run golf courses, first-class cities were contacted (i.e., LaVista, Columbus, Bellevue, etc.) The following job descriptions were compiled:

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

Moved by Councilmember Schmit, seconded by Councilmember Pike, to approve the amended job description for the Park/Recreation/Cemetery/Golf Director.

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

Nay: None

Absent: Hans. Motion carried.

A motion was made by Councilmember Kamprath, seconded by Councilmember Pike, to approve the new job description for Golf Course Superintendent.

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

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Nay: None

Absent: Hans. Motion carried.

Councilmember Schmit moved, seconded by Councilmember Wilken, to approve the new job description for Golf Shop Manager.

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

Nay: None

Absent: Hans. Motion carried.

Moved by Councilmember Pike, seconded by Councilmember Fritz, to approve the new job description of Golf Shop Seasonal Employee.

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

Nay: None

Absent: Hans. Motion carried.

A motion was made by Councilmember Schmit, seconded by Councilmember Pike, to approve the amended job description for the Public Properties/Recreation/Cemetery/Golf Director.

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

Nay: None

Absent: Hans. Motion carried.

7. ORDINANCE AMENDING COMPREHENSIVE PAY PLAN EFFECTIVE JANUARY 1, 2016

Administrator Smith explained that this ordinance was prepared to update the minimum hourly wage on seasonal employees (\$9.00 per hour effective January 1, 2016) and to add golf course employees.

Ordinance No. 2015-17 amending the Comprehensive Pay Plan effective January 1, 2016 and adding Golf Shop Manager, Golf Course Supt. and Golf Shop Seasonal Employee was passed.

Councilmember Fritz moved, seconded by Councilmember Pike, that the minutes of the proceedings of the Mayor and Council of the City of Seward, Seward County, Nebraska in the matter of passing and approving Ordinance No. 2015-17, "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 OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT", be preserved and kept in a separate and distinct volume known as "Ordinance Record, City of Seward, Nebraska" and that said separate and distinct volume be incorporated in and made a part of these proceedings the same as though it were spread at large herein.

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

Nay: None

Absent: Hans. Motion carried.

8. CITY ADMINISTRATOR'S REPORT

Administrator Smith reminded the Council that a special meeting has been scheduled for December 21, 2015 at 7:00 p.m. to further review the status of the Nebraska Public Power Wholesale Power Contract. J K Consulting (engineer hired by City to review this contract) will be present to review their findings.

Councilmember Schmit moved, seconded by Councilmember Pike, that the City

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Administrator's Report dated December 1, 2015 be accepted.

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

9. FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION

No items were presented.

10. ANNOUNCEMENT OF UPCOMING EVENTS

Mayor Eickmeier reviewed that on December 5, 2015 from 8:00 a.m. to 11:00 a.m., the Seward Area Chamber of Commerce Rudolph's Red Nose Run will be held from the Seward Middle School to the Plum Creek Trail.

11. MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Schmidt, that the December 1, 2015 City Council Meeting be adjourned.

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

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

Marilyn D. Varner
Deputy Clerk/Finance Director/
Assistant Treasurer

(SEAL)