

City of Seward, NE
Tuesday, February 16, 2016
Regular Session

Item G2

**CONSIDERATION OF APPROVAL OF DRAFT MINUTES OF
FEBRUARY 9, 2016 - Bonnie Otte**

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

Staff Contact:

February 9, 2016 (postponed from 2-2-16)

The Seward City Council met at 7:00 p.m. on Tuesday, February 9, 2016 (postponed from February 2, 2016 due to weather conditions), 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, Dean Fritz, Barbara Pike, John Singleton, and Chris Schmit. Other officials present: City Administrator Bruce Smith and Attorney City Attorney Kelly Hoffschneider. Absent: 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 JANUARY 19, 2016 COUNCIL MEETING

Councilmember Pike moved, seconded by Councilmember Singleton, that the minutes of the January 19, 2016 City Council meeting be approved.

Aye: Wilken, Pike, Fritz, Schmit, Kamprath, Beck, Singleton
Nay: None
Absent: Hans. 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 Codes Director Report
- C. Infrastructure Cost Items Reimbursable Back to the City.

CLAIMS LIST
2-9-16
COUNCIL MEETING

Abbreviations: Bu, Building Upkeep; Eq, Equipment; Ex, Expense; Ma, Maintenance; Mi, Mileage; Misc, Miscellaneous; Re, Repairs; Sa, Salaries, Se,

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Services; Su, Supplies; Ut, Utilities, CI, Capital Improvements; GU, Grounds Upkeep.

Aldrich Melvin L	Misc	17.00
All Makes Office-Omaha	Re	312.00
Alliance Technologies	Se, Eq	3,051.21
Ameritas Life Insurance Co	Ins	5,530.41
Blue River Jewelry	Se	13.00
Chase Card Service		1,518.01
Walmart	Su	215.73
Fantasy Nails & Spa	Employee Awards	110.00
Scheels	Employee Awards	170.00
Skeeter Barnes	Meals	24.83
Menards	Employee Awards	170.00
Amazon	Su, Eq	376.11
Workingpersonstore.com	Uniform	79.98
DHHS Licensing	Exp	115.00
DNH*GoDaddy.com	Exp	166.37
TCE*HRDirect.com	Su	89.99
City Seward Buildings/Grounds	Operations	3,000.00
City Seward Electric Fund	Ut	38,685.26
City Seward Library Petty	Su, Bu	117.69
City Seward Payroll Account	Payroll	110,894.76
City Seward Petty Cash Fund	Su, Misc	205.67
Commonwealth Electric Co	Eq	2,799.38
Continental Fire/Alarm/De	Bu	781.25
Danko Emergency Equipment	Eq	2,837.47
Delta Dental	Ins	1,361.45
Donnelley R R	Su	34.83
Fastenal Company	Su, Gu, Bu	324.04
Fire Station Outfitters	Furniture	2,820.00
Fyr-Tek	Su	290.00
Gerhold Concrete Co Inc	Bu, Re	3,066.01
Graybar	Su	1,025.66
Great Plains Communication	Ut	586.00
Hawkins Inc	Su	819.22
Hughes John	Mi	56.16
Husker Electric Supply Co	Su	16.06
Int'L Assoc Property & Ev	Dues	50.00
Jackson Services Inc	Ma	82.26
Kriz-Davis Co	Re, Su	2,742.11
Logic Inc	Su	1,267.00
Matheson Tri-Gas Inc	Su	24.20
Mattson Ricketts Law Firm	Se	4,000.00
Menards	Eq, Su	205.20
Merle'S Garden Center	Ma	1,335.36
Meyer Automotive	Su	109.88
Mid-American Benefits Inc	Ins	833.56
Midwest Service & Sales	Su	3,252.60

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Midwest Turf & Irrigation	Re	228.10
Municipal Supply Nebraska	Re	133.20
Nebraska Environmental	Re	7,967.95
Nebraska Equipment Inc	Re, Su	259.88
Nebraska Health Environment	Ses	198.00
Olsson Associates	Se	8,123.49
O'Reilly Auto Parts	Re, Su	213.39
Orscheln Farm & Home	Su, Re	147.94
Pitney Bowes Inc	Se	105.00
Plains Equipment Group In	Re	572.14
Pollak Douglas W	Uniform	24.52
Precision Tool & Machine	Su	35.00
Principal Financial Group	Ins	667.86
Richters Inc	Bu	258.69
Sam'S Club (Lib-Rec-Pool)	Bu, Eq	248.54
Sam'S Club (Sen Center)	Su	10.08
Skarshaug Testing Laboratory	Uniform	934.64
Smith Bruce	Ex, Meal, Mi	164.16
U S Cellular	Se	228.49
U S Postal Service	Su	4,500.00
United Health Care	Ins	48,443.01
	CLAIMS TOTAL	<u>\$267,528.79</u>

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

Mayor Eickmeier stated that he is rearranging the order of the agenda and bringing Agenda Item #6 up as the next item due to the presenter having another meeting obligation this evening.

6. PRESENTATION OF LIBRARY ANNUAL REPORT

Becky Baker, Library Director presented the 2015 annual library report. She stated the library is becoming much more than just a book depository; it is a community center with a lot of programming for all ages.

Councilmember Wilken moved, seconded by Councilmember Beck, that the 2015 annual library report be accepted.

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

3. CONFIRMATION OF MAYOR'S APPOINTMENTS

Councilmember Schmit moved, seconded by Councilmember Singleton, that the Mayor's appointment of Jim Placke (replace Mel Bolte) and reappointment of Lana Urban and Andrea Baack to each serve a three-year term on the Park and Recreation Board be approved.

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

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Councilmember Pike moved, seconded by Councilmember Fritz, that the Mayor's reappointment of Jeannie Jeary and Roger Hans to each serve a two-year term on the Seward Aging Services Commission be approved.

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

Councilmember Beck moved, seconded by Councilmember Kamprath, that the Mayor's reappointment of Stan Obermueller to serve a three-year term on the Citizen Advisory Review Committee (Economic Development Plan) be approved.

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

Councilmember Wilken moved, seconded by Councilmember Fritz, that the Mayor's reappointment of Rick Endicott to serve a three-year term on the Civic Center Commission be approved.

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

Councilmember Schmit moved, seconded by Councilmember Pike, that the Mayor's appointment of Jeremy Tonniges (replace Tom Spunaugle) and reappointment of Clarence Kotera and Kevin Gustafson to each serve a three-year term on the Planning Commission be approved.

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

Councilmember Fritz moved, seconded by Councilmember Pike, that the Mayor's reappointment of Brad Perdue to serve a five-year term on the Housing Authority be approved.

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

Councilmember Schmit moved, seconded by Councilmember Wilken, that the Mayor's reappointment of Dan Brumm to serve a two-year term as Assistant Fire Chief be approved.

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

4. PUBLIC HEARING - 7:00 P.M. - PRESENTATION AND DISCUSSION OF FUNCTIONING AND PROGRESS OF THE SEWARD ECONOMIC DEVELOPMENT PLAN

Greg Walz addressed the Council stating the Citizens Advisory Review Committee conducted their semi-annual review on January 13, 2016 of the actions taken by the LB 840 Application Review Committee. The report indicated funds are growing as monthly receipts outpace uses at this time, as funds may be appropriate for a larger project in the future. This was not a concern for the Committee. The Committee felt the Economic Development Plan is operating as intended.

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Mayor Eickmeier opened the public hearing. Hearing no comments, Mayor Eickmeier closed the public hearing.

Councilmember Schmit moved, seconded by Councilmember Singleton, that the Semi-Annual Report from the Citizens Advisory Review Committee on the functioning and progress of the Seward Economic Development Plan be approved.

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

Nay: None

Absent: Hans. Motion carried.

5. CONSIDERATION OF REQUEST BY THE SEWARD SWIM CLUB TO BUILD A STORAGE FACILITY ON CITY POOL PROPERTY

Richard Goecke addressed the City Council on behalf of the Seward Swim Club requesting to place a 12' X 16' pre-built storage building on the City pool property site. He stated the building will be used to store the swim club's equipment and could easily be removed, upon the City's request. He stated there will be no windows in the building and keyed access would be limited. The Swim Club had a storage trailer on the site in the past and they did not experience any problems with vandalism. Park/Recreation/Cemetery/Golf Director Steve Ferguson stated he supported the request. The City Council requested that the City be given a key to the building for emergency purposes.

Councilmember Fritz moved, seconded by Councilmember Beck, that the Seward Swim Club be authorized to place a pre-built storage facility on City pool property.

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

Nay: None

Absent: Hans. Motion carried.

7. CONSIDERATION OF REQUEST BY SEWARD CHAMBER FIRST IMPRESSIONS COMMITTEE TO ERECT A SIGN ON CITY PROPERTY - EAST HWY 34

Clarence Wattier addressed the City Council on behalf of the Seward Area Chamber of Commerce First Impressions Committee, as a follow-up to the October 6, 2015 City Council meeting request to install a "Welcome to Seward" sign on east Hwy 34, when the City Council requested the Committee investigate alternative locations. Mr. Wattier stated the Committee revisited other sites per the City Council request, but still believe this is the best site. He stated the sign and the flags would create a very good first impression, the proposed site is owned by the City, and there is electricity available at this location for the LED lighting.

Councilmember Singleton stated he would like to see the new sign placed in the current location (replace current sign) and would like the Committee to check into the easement and get approval from NDOR and then return to the Council with the updated request.

There was discussion around the uncertainty of owner of the current sign and landowner and arrangement for the sign. Recollection was it was paid for by the Chamber of Commerce and individual organizations who attached their names to the sign. There was also thought that the land in which the sign was constructed was on private land with some type of easement. There were additional comments that the current signage is out of the floodplain (proposed location is in floodplain) and that the Nebraska Department of Roads (NDOR) may have to be involved as they approved placement of the original sign.

City Attorney Hoffschneider stated there may be a "monument easement" for the current sign, which could be determined through a limited title search.

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Mayor Eickmeier asked if there were any other requests from the Council for this Committee, since this is the second time they have been before the Council with their request.

Councilmember Fritz requested cost estimates to provide electricity to the current sign location and Councilmember Wilken requested the current organizations attached to the sign be notified of the proposal to replace the sign, and that their organizations would not be represented on the current sign.

Councilmember Singleton moved, seconded by Councilmember Schmit, that a limited title opinion be ordered for the current welcome sign location on east Hwy 34 in consideration of replacing this sign with a new Welcome to Seward sign, as proposed by the Seward Chamber of Commerce First Impressions Committee.

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

Nay: None

Absent: Hans. Motion carried.

8. CONSIDERATION OF SUPPORTING NEW ORGANIZATION OF SEWARD COUNTY CHAMBER & DEVELOPMENT PARTNERSHIP

Jessica Kolterman, 1059 Plainview presented the Seward County Chamber & Development Partnership new organization proposal. She stated the intent is to combine the Seward Chamber of Commerce, the Seward Area Development Corporation (SADC) and the Seward County Economic Development Corporation (SCEDC) into one organization, with additional collaboration of the Seward County Visitors Committee, Milford Chamber of Commerce, Utica Commercial Club, Seward Housing Development Corporation and Seward Arts Council. She added that this process began with the resignation of the Chamber Executive Director, followed by several discussions and attempts to merge organizations or at least to co-locate. She said several meetings were held with many vision group volunteers and the end result was the creation of a unified vision statement for Seward County. She stated there is buy-in from the organizations and many Chamber members and the proposed Chamber organization is modeled from those in York, Wayne, North Platte, Lincoln, and Columbus. She said the plan is to retain the current funding requests from the City. She stated that the plan is to have a President or CEO for the entire organization (not specific to Chamber or economic development functions), but to have other staff that would work with each Council or Board for economic development needs.

Kathy Evert, Interim Chamber of Commerce Executive Director, stated that this proposal combines the Chamber, SCECD and SADC; the remaining five organizations would retain their own identities and corporate status, but collaborate with the new organization.

Councilmember Kamprath commented that it appeared misrepresented that there are eight organizations joining together into the new organization; however, in reality there are only the three.

Mayor Eickmeier commented that the idea behind the proposed structure is sharing of resources. This organization serves as an umbrella. He said there has been concern in the past that organizations across the County were duplicating some services. This would provide a communication resource and potentially a sharing of employees for increased efficiency.

Councilmember Kamprath stated the City would be a major funding source for this new organization, but he has concerns about the SADC's current financial liability/indebtedness and that the debt would become the liability of the new organization.

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Max Wake, 136 N Columbia addressed the concern stating that several years ago, SADC was involved in the relocation of an industry to Seward, but that company left, which resulted in a vacant building owned by the SADC. SADC shows a positive net worth on the building and has the building partially leased to Health and Human Services who are employing people in Seward and the lease payments exceed the debt payment. He said there is still a portion of the building available for rent, which would increase the positive net.

Councilmember Kamprath also inquired about current activities of the SADC. He stated he was not aware that they are actively involved in economic development. He said it appears this restructure is a way for the SADC to dissolve their debt into a larger organization.

Mr. Wake responded that the SADC has not been active in economic development and is one reason for the merge. He said before SADC, there were competing economic development areas. Creation of the SADC was an attempt to coordinate economic development efforts. He said the intent has always been for the SADC to be replaced by the SCEDC. He said there is no reason to have both organizations. He said the SADC was to be a fallback if the SCEDC went away, but SADC has not gone away because there were some funding concerns.

Councilmember Schmit inquired what would happen with the current Chamber employees at which Ms. Kolterman stated, after the CEO is hired, it will be the responsibility of that position to determine what staff is needed and would fill those positions according to his/her and the organization's needs.

Ms. Evert stated there was a unanimous vote by the Chamber members at the annual business meeting in support of the new organization.

Councilmember Beck inquired whether the City would be asked to provide additional funding to the new organization in the current budget year, at which Ms. Kolterman responded no additional funding will be requested; however, the organization would be requesting the same allocation in the City's next budget year.

There was considerable discussion about the proposed resolution in support of the new organization, the role of the Councilmember who would be appointed to the organization board and whether they would just be appointed for the organizational meeting or whether this person would serve on the Board of Directors, and the establishment of a new funding agreement. Ms. Evert stated it was their understanding the person appointed would serve on both the organizational meeting and the Board of Directors.

Councilmember Schmit stated he is excited about the vision of the new organization; however, he is not interested in a long-term commitment of funding without the opportunity to see what the organization is able to accomplish. He said he is willing to give them a shot, but is not in favor of adopting a resolution at this point.

Mayor Eickmeier stated he would like the City to have an ex-officio representative on the Board for informational purposes. He said there may be items that come before the board that an administrative ex-officio person (Mayor or City Administrator) may be able to provide the best response.

Councilmember Pike moved, seconded by Councilmember Fritz to adopt the vision statement and guiding principle of the new organization of Seward County Chamber and Development Partnership.

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

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Nay: None

Absent: Hans. Motion carried.

Councilmember Kamprath moved, seconded by Councilmember Schmit, that should the new organization of Seward County Chamber and Development Partnership form, the assignment of existing funding agreements (Chamber of Commerce and Seward County Economic Development Corporation) by the new organization, be approved.

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

Nay: None

Absent: Hans. Motion carried.

Councilmember Pike moved, seconded by Councilmember Singleton, that Mayor Eickmeier's appointment of Councilmember Chris Schmit to be the organizational meeting representative of the Seward County Chamber and Development Partnership be approved.

Following a brief discussion of the other committees to which Councilmember Schmit is currently serving on and Councilmember Beck's interest in serving on this committee, Councilmember Pike withdrew her motion to approve Mayor Eickmeier's appointment of Councilmember Schmit to the organizational meeting of the Seward County Chamber and Development Partnership, followed by the withdrawal of second by Councilmember Singleton.

Councilmember Pike moved, seconded by Councilmember Kamprath, that Mayor Eickmeier's appointment of Councilmember Ellen Beck to be the organizational meeting representative of the Seward County Chamber and Development Partnership be approved.

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

Nay: None

Absent: Hans. Motion carried.

Mayor Eickmeier stated the proposed resolution will be reworked and drafted for the City Council meeting on February 16, 2016.

Diana Garske, 432 S Columbia Avenue, addressed the Council stating she is a representative of the Seward County Board and indicated the County voted to support the new organization. She stated economic development is in an evolving state and this new organization is another step in the right direction.

9. CONSIDERATION OF APPROVAL OF REVISED JOB DESCRIPTION FOR ACCOUNTING ASSISTANT/BUDGET ADMINISTRATOR

City Administrator Smith stated that following additional discussions with the City Auditor and a meeting with the Personnel, Finance & Audit Committee, it is the right time to pursue hiring a full-time accounting position. He stated funding for the position is in the current budget and is recommending approval of the revised job description and to advertise the position.

Councilmember Chris Schmit stated the Personnel, Finance & Audit Committee reviewed the job description and, with the recommendation of the City Auditor, support the position.

Councilmember Kamprath moved, seconded by Councilmember Wilken, that the revised job description for Accounting Assistant/Budget Administrator be approved.

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

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Nay: None

Absent: Hans. Motion carried.

10. CONSIDERATION FOR APPROVAL OF A REQUEST FOR PROPOSAL FOR CONSULTANT TO CONDUCT A WAGE AND BENEFIT COMPARABILITY STUDY

City Administrator Smith stated the last full wage and benefit comparability study was conducted in 2012 and he is requesting approval for a Request for Proposals for hiring a consultant to conduct a wage and benefit comparability study to be used for the next budget.

Councilmember Singleton left the meeting at 8:16 p.m.

Councilmember Schmit moved, seconded by Councilmember Kamprath, that the Request for Proposal to contract with a consultant to conduct a wage and benefit comparability study be approved.

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

Nay: None

Absent: Hans, Singleton. Motion carried.

11. CITY ADMINISTRATOR REPORT

Councilmember Wilken moved, seconded by Councilmember Schmit, that the City Administrator's Report dated February 2, 2016 be accepted.

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

Nay: None

Absent: Hans, Singleton. Motion carried.

Councilmember Singleton returned to the meeting at 8:21 p.m.

12. FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION

None.

13. ANNOUNCEMENT OF UPCOMING EVENTS

February 5 - Annual City Employee Recognition Event - Nate's on the Nine
- 6:00 p.m.

February 22 & 23 - League of Nebraska Municipalities Midwinter Conference

March 9-11 - Nebraska Annual Planning & Zoning Conference

14. MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Pike, that the February 9, 2016 City Council Meeting be adjourned.

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

Nay: None

Absent: Hans. Motion carried.

THE CITY OF SEWARD, NEBRASKA

Joshua Eickmeier, Mayor

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