

City Council Regular Meeting
Tuesday, April 26, 2022 7:00 PM

Hickman Community Center/City Hall 115
Locust Street, Room 128 Hickman, Nebraska

1. Call to Order
 - 1.A. Participant Sign-In Sheet Available & Disclosure of Meeting Recording Process Notice Posted.
 - 1.B. This is an Open Meeting of the Hickman Nebraska Governing Body. The City of Hickman abides by the Nebraska Open Meetings Act in conducting business. A copy of the Nebraska Open Meetings Act is on display in this meeting room as required by Nebraska State Law. Notice of meeting and copies of this agenda have been publicly posted prior to the meeting at the Hickman City Hall, Hickman U.S. Post Office, U-Stop Market and the City of Hickman website.
 - 1.C. The City Council may vote to go into Executive Closed Session on any agenda item as allowed by Nebraska State Law. The Governing Body may be excused and re-enter the City Council meeting room at any time after reconvening open session.
 - 1.D. Registered Agenda Speakers: All individuals requesting to be Registered Agenda Speakers must fill out a Registered Speaker Card & submit to Recording Clerk. The Mayor or Presiding Meeting Officer reserves the right to deny this request, or will call you to the podium when your agenda item is ready to be heard. Presentations, if allowed, may be limited to five (5) minutes per person, with a limit of three (3) individuals speaking per topic position. Please come to the podium, and clearly state your name and address for the record and the agenda topic you wish to speak upon in a professional manner.
2. Pledge of Allegiance
3. Roll Call
4. Mayor Communications
5. Consent Agenda
 - 5.A. Approval of April 12, 2022 City Council Meeting Minutes
 - 5.B. Claims and Accounts Payable Report
 - 5.C. Statement of Accounts and Budget Cash Report as of March 31, 2022

- 5.D. Monthly City Sales Tax Report
- 6. Proclamations, Presentations, Appointments, Affirmations & Introductions
 - 6.A. Introduction of Mr. Tracy Refior Lancaster County Treasurer Candidate
 - 6.B. Affirm Mayor's Appointment of Mr. Colby Huenink to Planning Commission ETJ Member
 - 6.C. Municipal Clerks Week Proclamation
 - 6.D. National Police Week & Peace Officers' Memorial Day Proclamation
- 7. Reports
 - 7.A. Public Works and Parks and Recreation Department
 - 7.B. City Code Violations, Abatements, Nuisances and Permits
 - 7.C. Reading, Historical & Tech Centre
- 8. Public Hearings - None
- 9. Unfinished Business - None
- 10. New Business
 - 10.A. Consideration of Change of Order No. 1 for Roundabout & Trail Underpass Project to Add Street Lights to the Project in the Amount Estimated at \$89,580.92
 - 10.B. Master Agreement Work Order: Agreement for Professional Services with Olsson for Primary Electric System Mapping 2022 in the amount of \$13,500.00
 - 10.C. Master Agreement Work Order: Agreement for Professional Services with Olsson for Water Treatment Plant Improvements in the amount of \$87,510.00
- 11. City Administrator's Report
- 12. Governing Body Comments & Council Correspondence
 - 12.A. City Hall Closed for Arbor Day, Friday April 29, 2022
 - 12.B. City Hall Closed on Monday May 30, 2022 for Memorial Day
- 13. Meeting Adjournment

MINUTES OF THE HICKMAN CITY COUNCIL MEETING HELD April 12, 2022

Mayor Doug Hanson called the meeting to order at 7:00 pm on April 12, 2022 and referenced the meeting recording process, optional sign in sheet, and open meeting law posting. All those present stood and recited The Pledge of Allegiance. Council Members Steve Noren, Walt Nelson, Doug Wagner, Chad Parker, Tina Ziemann, Phil Goering, and Doug Hanson were present for Roll Call. Prior notice of the meeting and agenda were provided to the Mayor and all members of the Governing Body. Notice of the meeting was distributed and posted at Hickman City Hall, U.S. Post Office-Hickman, U-Stop Market and the City of Hickman Website.

Mayor Communications

Mayor Hanson discussed that the Easter Egg Hunt was very successful that the Kiwanis hosted. Mayor Hanson thanked the Public Works and City Staff for all their hard work.

Consent Agenda

City Administrator presented and discussed the March 22, 2022 Meeting Minutes and line-item content of Claims Report with the Governing Body. Motion by Council Member Wagner and a second by Nelson to approve the consent agenda with the text edit to the minutes on who made the motion for adjournment. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Proclamations, Presentations, Appointments, Affirmations & Introductions

Mayor Hanson presented the Proposed Paved Drifting Pad in Main Park and invited Mr. Jim Stewart to address the Governing Body. Mr. Stewart discussed the idea of the city needing parking and it also being used for a drift pad, he would raise \$100,00 for the foundation. Mr. Stewart discussed that it would roughly cost would be a few hundred thousand to complete. The obstacles that he sees with the project would be noise with the tires. A schedule would need to be worked out to have designated time for the parking lot to be used as a drifting pad. Mayor Hanson proclaimed Friday April 29, 2022 as Arbor Day in the City of Hickman.

Reports

Deputy Brownell presented and discussed the March 2022 Lancaster County Sheriff's Motion by Council Member Noren and a second by Parker to approve the Lancaster County Sheriff's Report. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

City Administrator presented and discussed the March 2022 Community Center report with the Governing Body. Motion by Council Member Parker and a second by Ziemann to approve the Community Center report. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Public Hearings – None

Unfinished Business

Mayor Hanson discussed Ordinance 2022-02, Change of Zone TA to R1, Walters Ridge Addition with the Governing Body and invited Ms. Ann Post, with Rembolt Law Firm to speak on the overview of the project. Ms. Post stated that they are there in support of Change of Zone TA to R1, Walters Ridge Addition. Mayor Hanson invited Mr. Andrew Spader with Mattson Ricketts Law Firm to address the Governing Body. Mr. Spader referred to the March 04, 2022 formal protest that applies to the Change of Zone TA to R1, Walters Ridge Addition. Motion by Council Member Wagner and a second by Goering to pass Ordinance 2022-02, AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF HICKMAN, LANCASTER COUNTY, NEBRASKA; TO ZONE CERTAIN PROPERTY NOW ZONED TA TRANSITIONAL AGRICULTURE DISTRICT TO R-1 RESIDENTIAL ESTATES DISTRICT; AND TO PROVIDE FOR AN EFFECTIVE DATE HEREOF on the third and final reading. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Hanson discussed Ordinance 2022-03, Final Plat Walters Ridge Addition and invited Ms. Ann Post, with Rembolt Law Firm to speak. Ms. Post stated that there were changes from the March 22, 2022 City Council meeting, minimizing the impact on the adjoining property to the east of the development and insuring at the time of annexation there would be proper fire protection installed to the neighborhood. Ms. Post discussed that the updated paragraphs to the agreement included installing the fence prior to any lots being sold to a third party. Ms. Post discussed paragraph eight of the updated agreement, reading that the subdivider would install a berm before any lot is conveyed to a third party. The berm will have two impacts, it will minimize the visual impact of the residential development to the agriculture property to the east, it will also take the storm water drainage and drain it to the north minimizing the runoff to the property to the east. Ms. Post read that the updated agreement states that the developer will plant trees withing one year of final plat of the property. Ms. Post read paragraph fifteen E that upon annexation that the lot owner and the association, at its own cost will install the fire protection that meets the current requirements of the City of Hickman at that time. Mr. Senne presented to the Governing Body that the Department of Environment & Energy is reviewing the well design and is in process and is moving forward. Mr. Senne discussed that the wells must meet the requirements of the State of Nebraska before the project can move forward. Mayor Hanson invited Mr. Andrew Spader with Mattson Ricketts Law Firm to address the Governing Body. Mr. Spader presented photographs of the berm on the project to the Governing Body. Mr. Spader stated that the Mr. and Mrs. Kubik have concerns with the berm not being seeded and how and when it will be seeded, there are also concerns with the height of the berm and if it will have snow protection, and concerns with the berm blocking the view from the Kubik property. Mr. Spader stated that the drainage report does not appear to be complete in respect of the Kubic property. The fence in the updated agreement is a woven fence and they believe the traditional 6-foot privacy fence. Mr. Spader discussed that in the draft covenant for this development, they do not see any disclosure that there is an adjacent cattle feed lot to the development and that there was no further discussion beyond the definition of a commercial well. Ms. Post stated that the developer is required to control erosion from the site and the plan is to seed it in the same timeline of the trees. Mayor Hanson invited registered speaker Alan Moser to address the Governing Body. Mr. Moser discussed that he would like more discussion of the proper size water main that would be needed for annexation. Mr. Moser asked the City Engineer, Justin Stark to verify that curb and gutters are required for annexation. Mr. Moser stated that the City Council should wait for the State of Nebraska to approve the water for the development before it

is passed. Mr. Moser has concerns for the protection of the city and the water not being approved. Motion by Council Member Wagner and a second by Parker to pass Ordinance 2022-03, Final Plat Walters Ridge Addition, AN ORDINANCE TO APPROVE THE SUBDIVISION AGREEMENT AND FINAL PLAT OF WALTERS RIDGE ADDITION, A SUBDIVISION WITHIN THE ZONING JURISDICTION OF THE CITY OF HICKMAN, LANCASTER COUNTY, NEBRASKA; AND TO PROVIDE FOR AN EFFECTIVE DATE THEREOF on third and final reading. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

New Business

Mayor Hanson presented Consideration of Construction Contract Agreement with Bauer Infrastructure, LLC for Hickman Roundabout and Trail Undercrossing Project (Olsson Project No. 017-32130) in the amount of \$2,055,009.60 (Stipulated Price) and invited Justin Stark, with Olsson's to answer any questions. Mr. Stark discussed that the bid opening for this was forty plus days and are good for typically sixty days. Mr. Stark stated that the proposed start date for the project is June, 2022. Motion by Council Member Wagner and a second by Goering to enter an agreement between City of Hickman and Bauer Infrastructure, LLC for Hickman Roundabout and Trail Undercrossing Project in the amount of \$2,055,009.60. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Hanson presented Consideration of Hickman Bike Trail Undercrossing Community Assistance Program Cost-Share Project Amendment to the Interlocal Agreement with Lower Platte South Natural Resources District and invited Tracy Zayak, with LPSNRD to address the Governing Body. Ms. Zayak discussed that the two years ago City of Hickman asked for Cost Share Funding from the Community Assistance Program to help with the bike trail underpass portion of the roundabout project. The bids that came in for the project were higher than originally planned, the city went back to the LPSNRD to ask for additional assistance with the project and it was approved with a new amount of \$133,192.00. Motion by Council Member Goering and a second by Wagner to approve the Consideration of Hickman Bike Trail Undercrossing Community Assistance Program Cost-Share Project Amendment to the Interlocal Agreement with Lower Platte South Natural Resources District. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Hanson presented Olsson Letter of Agreement Amendment No. 1 for Professional Services for City of Hickman Wastewater Treatment Plant Headworks and Final Clarifier Project in the amount of \$12,453.00. Justin Stark, with Olsson's discussed that since the original meeting and thinking ahead, the amendment would add an additional Geotech Analysis and replacing the MCC inside the building. Motion by Council Member Noren and a second by Wagner to approve the Olsson Letter of Agreement Amendment No. 1 for Professional Services for City of Hickman Wastewater Treatment Plant Headworks and Final Clarifier Project in the amount of \$12,453.00. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

City Administrator discussed CDBG #18-TD-004 Revised Drawdown #4, Nebraska Communities Playhouse in the amount of \$96,805.76 (This action will NOT require additional payment or matching funds. It simply adjusts grant funds to the project's scope of work to the applicable categories.). City Administrator clarified that there would be no additional payments, that the dollar values are being adjusted for public facility improvements, arch structure barriers and construction management. The formal process of approval to adjust the numbers with the State was completed. Motion by Council Member Wagner and a second by Parker to approve CDBG #18-TD-004 Revised Drawdown #4, Nebraska Communities Playhouse in the amount of \$96,805.76. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Hanson presented Consideration of Trails and ADA Parking Stalls Project and invited the Parks & Recreation Director to discuss the project with the Governing Body. Park & Recreation Director asked the City Council what projects they would like to get done this year. The City Council members directed Park & Recreation Director to prioritize Oakview Park trails, to receive additional quotes for approval. No action taken.

Per the Registered Agenda Speaker Card by Alan Moser addressed the Governing Body. Mr. Moser spoke on the City of Hickman's municipal water system. No action taken.

City Administrator's Report

City Administrator presented that the Stewart Family Skate Park will be closing April 18, 2022 for construction of the second phase. City Administrator and Justin Stark had a meeting regarding the Water Treatment Plant expansion. Overall, to truly fix the water the city needs to find a new well, put in the transmission line, water tower and skids. Motion by Council Member Goering and a second by Ziemann to approve the City Administrators report. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Governing Body Comments and Correspondence

Governing Body reviewed and discussed City of Hickman Annual Water Quality Report, Annual Report on Community Development Projects, and City Hall closed for Arbor Day on Friday April 29, 2022. No action taken.

Adjournment

Motion by Council Member Nelson and a second by Ziemann to adjourn the meeting at 8:44 pm. The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Doug Hanson

Jaala Johnson, Deputy City Clerk

City Council Meeting April 26, 2022
Accounts Payable as of April 22, 2022

Vendor	Memo	Open Balance	Check No.
AKRS Equipment (John Deere)	Repairs and maintenance	\$206.43	
All Copy Products	Printing and publishing	\$358.01	
Anderson Auto	Repairs and maintenance	\$540.29	
Bizco Technologies	Computer expense	\$4,194.00	
Capital City	Refuse service	\$148.15	
Celebrity Staff	Contract labor	\$585.23	
Celebrity Staff	Contract labor	\$599.68	
Cornhusker Press	Office supplies	\$71.05	
Credit Bureau Services	Professional services	\$64.95	
Denton Community Activities Committee	Parks & Rec. Player Fees	\$200.00	
DHHS Drinking Water Division	Schooling/Professional Dev.	\$125.00	
DHHS Drinking Water Division	Schooling/Professional Dev.	\$125.00	
Dutton-Lainson Company	Supplies & Small Tools	\$1,356.80	
Executive Answering Service	Telephone-Internet	\$67.00	
Hawkins, Inc.	Supplies & Small Tools	\$10.00	
Heaven's Best	Repairs and maintenance	\$770.00	
Hickman True Value	Supplies & Small Tools	\$204.63	
Lincoln Winwater Works	Capital Improvements	\$13,738.80	
Malcolm Baseball	Parks & Rec. Player Fees	\$125.00	
Midwest Right of Way Services, Inc	Professional services	\$1,275.00	
DHHS Environmental Lab	Testing	\$82.00	
Olsson	Capital outlay	\$6,399.01	
PIP Marketing Signs Print	Office supplies	\$839.01	
Quadient Leasing USA, Inc.	Postage	\$1,470.81	
Southwick Sewer & Drain	Repairs and maintenance	\$200.00	
Southwick Sewer & Drain	Repairs and maintenance	\$200.00	
Valparaiso Area Ball Assoc.	Parks & Rec. Player Fees	\$200.00	
TOTAL		\$34,155.85	

**City Council Meeting April 26, 2022
Accounts Payable as of April 22, 2022**

Vendor	Memo	Payment	Check No
Ameritas Life Ins., Corp.	Employee Pension Plans	\$2,837.58	32733
Black Hills	Utilities - 115 Locust, 5th Street Shop & 588 Chestnut	\$480.84	ACH
Blue Cross Blue Shield	May Employee Premiums	\$5,643.52	ACH
ICMA	Employee Retirement Contribution	\$380.42	ACH
IRS	Payroll Taxes	\$7,021.98	EFPTS
Nebraska Department of Revenue	Payroll Taxes	\$1,984.45	ACH
Nebraska Department of Revenue	Sales Tax March 2022	\$12,776.19	ACH
State of Ne & Erin M McCartney	Employee Liabilities	\$727.85	32734/ACH
Quadient	Postage	\$600.00	ACH
Payroll Distribution (Net Pay)	04.22.2022 City Staff	\$19,988.23	ACH
United Healthcare	Employee Premiums April 2022	\$358.77	ACH
UNUM	Employee Premiums April & May 2022	\$919.29	ACH
TOTAL		\$50,881.54	
TOTAL CLAIMS REPORT		\$85,037.39	

Reviewed and Approved on April 26, 2022

Mayor Doug Hanson	Council Member Ziemann
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Council President Goering	Council Member Noren
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Council Member Wagner	Council Member Nelson
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Council Member Parker	
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**City of Hickman
Statement of Cash Bank Accounts
FY2021/2022**

<u>Account #</u>	<u>Account Name</u>	<u>January 2022</u>	<u>February 2022</u>	<u>March 2022</u>
	Cash on Hand	\$200.00	\$200.00	\$200.00
	Cash on Hand - Reading Centre	\$24.00	\$24.00	\$24.00
...760	General Fund Checking	\$1,252,219.85	\$1,162,911.00	\$646,039.92
...1586	Linear Park Fund	\$2,306.04	\$2,306.04	\$2,302.04
...7412	Reading-Tech & Historical Center	\$3,015.31	\$3,280.31	\$3,280.31
...4500	Arts Council	\$1,841.20	\$1,761.20	\$1,761.20
...2843	Keno Revenue	\$164,866.61	\$169,965.27	\$71,229.69
...7578	Electrical Reserve (Baylor Heights Reserve)	\$73,921.41	\$73,924.25	\$73,927.39
...0938	TIF Account	\$614.84	\$610.84	\$606.84
...0863	Parks & Recreation Activities	\$57,062.29	\$66,632.29	\$78,637.70
...7420	Debt Service Reserve (CURR Series 2018 Bond Reserve)	\$155,075.50	\$155,089.34	\$155,105.10
...7479	Sewer Reserve Acct	\$60,526.48	\$60,524.80	\$60,523.37
...2883	CUR Revenue Series 2018 (Terrace View Reserve)	\$273,473.64	\$273,505.11	\$273,539.95
...4664	Street Sinking Fund	\$914,957.83	\$915,133.30	\$915,327.61
...5322	ARP Funds	\$209,963.01	\$209,987.17	\$210,013.92
...5333	Sales Tax Revenues (10/01/2021 new)	\$0.00	\$57,630.15	\$591,336.18
	Total Funds Available	\$3,170,068.01	\$3,153,485.07	\$3,083,855.22
...404	Hickman Area Economic Dev. Association	\$19,789.22	\$19,789.22	\$19,789.22
	Total HAEDA Funds Available	\$19,789.22	\$19,789.22	\$19,789.22
...965	Hickman Building Foundation	\$0.00	\$0.00	\$0.00
	Total Foundation Funds Available	\$0.00	\$0.00	\$0.00
Hickman Community Foundation	Endowment Fund	\$18,668.58	\$18,668.58	\$18,668.58
Hickman Community Foundation	Community Beautification Fund	\$118.00	\$118.00	\$118.00
Hickman Community Foundation	Aquatic Center	\$56,598.57	\$56,598.57	\$56,598.57
Hickman Community Foundation	Parks Improvement	\$144,780.80	\$144,780.80	\$144,780.80
as of March 31, 2021	Hickman Area Community Foundation Funds			

**CITY OF HICKMAN
BUDGET CASH REPORT
As of March 31, 2022**

Fiscal Year Completed:
50.00%

	March Receipts	March Expenditures	Expenditures to Date	Expenditures Budget	Budget Available	% of Budget Spent
GENERAL FUND	122,405.96	69,950.59	749,436.50	1,257,887.44	508,450.94	59.58%
STREET FUND	29,982.62	28,610.69	225,787.11	2,225,729.73	1,999,942.62	10.14%
WATER FUND	54,378.56	28,689.55	272,075.01	2,177,270.36	1,905,195.35	12.50%
ELECTRIC FUND	135,867.50	136,653.86	770,694.31	1,794,119.75	1,023,425.44	42.96%
SEWER FUND	67,422.44	8,700.22	338,268.58	1,137,623.93	799,355.35	29.73%
POLICE FUND	0.00	10,992.96	64,476.90	130,494.82	66,017.92	49.41%
PARK FUND	19,200.75	7,166.17	291,678.59	392,523.40	100,844.81	74.31%
TOTAL FUNDS	429,257.83	290,764.04	2,712,417.00	9,115,649.43	6,403,232.43	29.76%

	Principal Balances as of 10/01/21	March Expenditures	Loan Payments to Date	Expenditures Budget	Budget Available	% of Budget Spent
DEBT SERVICE						
2017 SEWER GO REFI	1,505,000.00		230,561.25	241,552.00	10,990.75	95.45%
2021 WATER GO REFI	1,400,000.00		139,615.74	144,249.49	4,633.75	96.79%
NDEE #317887 CLEAN WATER UV	499,143.00		22,701.61	45,352.70	22,651.09	50.06%
2018 ELEC/SEWER REFUNDING BOND	1,065,000.00		14,706.25	161,678.00	146,971.75	9.10%
2018 ELEC/SEWER NEW REVENUE (T.View)	1,085,000.00		0.00	81,647.50	81,647.50	0.00%
2021 COPS (Community Center)	3,315,000.00		158,121.25	190,305.00	32,183.75	83.09%
TOTAL DEBT SERVICE	8,869,143.00	0.00	565,706.10	864,784.69	299,078.59	
TIF LOANS						
AUTO CENTER	14,926.00	0.00	1,540.12	3,080.00	1,539.88	50.00%
FORMER SCHOOL HOUSE	9,595.00	0.00	2,396.00	4,792.00	2,396.00	50.00%
TOTAL TIF LOANS	24,521.00	0.00	3,936.12	7,872.00	3,935.88	

UTILITY ENTERPRISE	March BILLING	REVENUE TO DATE	% of Budget Met
ELECTRIC	127,696.62	758,067.94	42.11%
WASTEWATER	55,397.80	322,639.47	51.62%
WATER	35,159.41	227,341.43	45.47%
MISC (ie: SERVICE CALL, RETURNED CHECK FEE)	45.00	765.00	-
TOTAL UTILITIES	218,298.83	1,308,813.84	44.75%

	<u>1-Mar</u>	<u>Monthly In/Out</u>	<u>31-Mar</u>
CUSTOMER DEPOSITS	68,398.26	2,600.00	70,998.26

NEBRASKA DEPARTMENT OF REVENUE

LOCAL OPTION SALES AND USE TAX

REMITTED TO CITIES

COLLECTION MONTH*	SALES/USE TAX	CONSUMERS USE TAX	SALES TAX ON MOTOR VEHICLES	CURRENT MONTH'S REFUNDS TO TAXPAYERS	3% ADMIN FEE	ALLOCATION TO CITY	*** SETTLEMENT AMOUNT	NEXT MONTH'S REFUNDS TO TAXPAYERS	** SETTLEMENT DATE
AUGUST	41,692.48	236.63	9,521.55	0.00	(1,543.52)	49,907.14	49,907.14	0.00	10.22.2021
SEPTEMBER	41,453.17	726.44	9,199.70	0.00	(1,541.38)	49,837.93	49,837.93	0.00	11.22.2021
OCTOBER	40,175.85	300.98	10,591.50	0.00	(1,532.05)	49,536.28	49,536.28	0.00	12.22.2021
NOVEMBER	36,832.97	314.80	4,567.56	0.00	(1,251.46)	40,463.87	40,463.87	0.00	01.22.2022
DECEMBER	51,017.41	245.35	8,148.62	0.00	(1,782.34)	57,629.04	57,629.04	0.00	02.22.2022
JANUARY	36,893.13	324.88	8,984.76	0.00	(1,386.08)	44,816.69	44,816.69	0.00	03.22.2022
FEBRUARY									
MARCH									
APRIL									
MAY									
JUNE									
JULY									
TOTALS	248,065.01	2,149.08	51,013.69	0.00	(9,036.83)	292,190.95	292,190.95	0.00	

- * This is the tax month for which the local option sales and use tax was collected by retailers or paid by taxpayers.
- ** This is the date that payment will be electronically deposited into the bank account.
- *** This is the amount of the payment that will be received after refunds to taxpayers and administrative fees have been deducted.

TOTAL SALES TAX (RESTRICTED FUNDS)

Register: 104.1 - Cash in Bank - SALES TAX REVENUE
 From 03/01/2022 through 03/31/2022

Date	Number	Payee	Memo	Payment	Deposit	Balance
3/15/2022			Total Restricted Funds from General Cash Account as of 09.30.2021		\$488,824.02	\$546,454.17
3/22/2022			January 2022 Sales Tax Revenues		\$44,816.69	\$591,270.86
3/31/2022			Interest		\$65.32	\$591,336.18



City of Hickman Appointment Application

The purpose of this form is to obtain general information for use in the nomination process of appointments by the Mayor and in making inquiries concerning the qualifications of applicants for appointments. You are encouraged to attach a resume to this form. PLEASE COMPLETE PAGES 1 & 2 of this application and return to the City of Hickman, 115 Locust St., P.O. Box 127, Hickman, NE 68372.

Personal Information

Mr. Ms. Huenink Colby S
 Last Name First Name Middle Initial

17300 S 71st Hickman NE 68372
 Legal Residence Street City State Zip

(402) 525 5812 () None
 Residence Telephone Business Telephone

Electrical Contractor Electrical Enterprises Inc
 Applicant Occupation Employer

Colby.Huenink@gmail.com
 E-Mail Address

Education

School	Location	Dates
Norris		K-12
SCC Milford	Electrical & Electromechanical	'02-'04

Employment

Employer	Location	Dates
Electrical Enterprises Inc	Roca	

In what capacity are you interested in serving the City of Hickman?

- Planning Commission Member
- Hickman Arts Council Member

- Board of Adjustments Member
- Other (Specify) _____

Why do you want to serve the City of Hickman as an appointed official and why are you interested in becoming a member of the city body chosen above?

Help my community.

How long have you lived in the City of Hickman?

3 Years 6 Months

I agree to the following: 1) I am a citizen of the United States; 2) I am a resident of the City of Hickman; 3) I am a registered voter; and, 4) I give permission for the City of Hickman to conduct a background check including but not limited to criminal history check and credit check for which I will supply my Social Security Number and Date of Birth upon request.


Signature

3-28-22
Date

**Proclamation
Municipal Clerks Week
May 1 - 7, 2022**

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Doug Hanson, Mayor of Hickman, Nebraska, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 26th day of April, 2022

Mayor Doug Hanson

ATTEST: _____
Jaala Johnson, Deputy Clerk



53rd Annual Professional Municipal Clerks Week May 1 – 7, 2022

IIMC's 53rd Annual Professional Municipal Clerks Week, May 1 – May 7, 2022, will feature a week-long series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

Although it is one of the oldest positions in local government, few people realize the vital services Municipal and Deputy Clerks perform for their community. Primarily, they act as the cornerstone of their council. Do you know what your Municipal Clerk does for your Community? Here's just a few of the many duties your Municipal Clerk may do:

- Maintain the official council minutes, ordinance books and all records and documents;
- Serve as the information center and knowledge workers on the functions of elections, legislation, and records management for the local government and community;
- Continually strive to improve public administration by incorporating best practices in technology and business process management, while preserving for posterity the actions of the local governing bodies;
- Index all official actions of council and issue licenses and permits;
- Process contracts and agreements;
- Keep community history and vital records;
- Receive, distribute and file correspondence from citizens and other governmental agencies;
- Administer election, registration and voting. It takes months for Municipal Clerks to organize and prepare correctly this key element in the democratic process for the system to work;
- Act as a key liaison between local government and its citizens; and
- Handle significant financial responsibilities including preparation of tax rolls, special assessments and budgets.

One of local government's deep-rooted titles is the Municipal Clerk, and duties have expanded over the years. Today, modern technology assists with all of the increasing responsibilities. IIMC provides the tools to be sure all Municipal and Deputy Clerks can properly operate new computer applications, are current regarding the latest records management

techniques and other relevant information and can return to the classroom to increase their knowledge of these issues, to learn new material and sharpen old skills – all in order to give the best service possible!

IIMC has sponsored Professional Municipal Clerks Week since 1969. In 1984 and 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. During this week, Municipal Clerks throughout the world traditionally will host open houses and tours of the Municipal Clerk's office, visit local schools and participate in other various events.

53rd Annual Professional Municipal Clerks Week resources and a bevy of fun promotional materials created by the IIMC Public Relations and Marketing Committee may be downloaded from IIMC's website: www.iimc.com/156/Municipal-Clerks-Week.

Happy Municipal Clerks Week! Don't forget to share your photos with IIMC!

Attendees of the Missouri City Clerks and Finance Officers Association (MoCCFOA) Spring Institute (March 13-17) celebrate Annual Professional Municipal Clerks Week early with a cut-out frame created by the IIMC Public Relations and Marketing Committee.

Download your own picture frame and other 53rd Annual Professional Municipal Clerks Week resources, from IIMC's website: www.iimc.com/156/Municipal-Clerks-Week and share your photos with IIMC!



**PROCLAMATION
CITY OF HICKMAN
NATIONAL POLICE WEEK & PEACE OFFICERS' MEMORIAL DAY
May 11th – 17th, 2022**

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

WHEREAS, the members of the law enforcement agency of the City of Hickman & Lancaster County Sheriff's Office play an essential role in safeguarding the rights and freedoms of the City of Hickman; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the law enforcement agency of the City of Hickman and Lancaster County Sheriff's Office unceasingly provide a vital public service;

NOW, THEREFORE, I, Mayor Doug Hanson of the City of Hickman, call upon all citizens of Hickman and upon all patriotic, civic and educational organizations to observe the week of May 11th – 17th 2022, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of Hickman Nebraska to observe Sunday, May 15th, 2022, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, I have hereunto set my hand and caused the Seal of the City of Hickman to be affixed.

Dated this the 26th Day of April, 2022.

Mayor Doug Hanson

ATTEST

Jaala Johnson, Deputy Clerk

SEAL

Public Works & Parks Department Report

March 2022

Public Works

- Locate Tickets
- Cleaned Storm Sewer Gutters
- Trimmed Trees

Wastewater & Water

- Routine Sampling At Wastewater & Water Treatment Plants
- Routine Power Washing At Wastewater Clarifier
- Routine Running Of Sewer Lines
- Cleaned Out Water Valve Boxes & Repaired
- Replaced Water Meters
- Cutting Down Trees at Water Plant In Fence Line

Electric

- Repaired Street Lights
- Installed Electric Meters On New Homes
- Went Around Town & Resealed & Checked Pedestals & Transformers

Parks

- Cleaned Bathrooms Daily
- Mowed & Drug Ball Fields
- Fixed Scoreboard On Buchanan Field
- Making Repairs To Fence On Buchanan Field
- Ada Parking Stalls Were Poured At Main Park
- Schmader Electric Replaced Light Bulbs On Buchanan Field

Bobby Lovorn

Maintenance & Facilities Director

Trent Georgiana

Parks & Recreation Director

OPEN CODE VIOLATIONS REPORT

NEW VIOLATIONS

Updated April 22, 2022

Address	Reason	Date Contacted	Person Contacted	Follow Up Date	Result	Notes
Terrace View Drive	Parking on City Street	04.06.2022	Sheriff Deputy	04.08.2022	Action Complete	Deputy Sheriff spoke with vehicle owner and it was moved.
Brentwood Avenue	trash and roll off	03.25.2022	Property Owner	04.22.2022	Action Complete	Dumpster and roll off removed from property.
Primrose Court	Parking on City Street	04.07.2022	Resident	04.20.2022	Action Complete	Deputy Sheriff spoke with resident and explained the parking in Hickman.
						25 new single family building permits have been issued to date in 2022. 4 in Baylor Heights. 16 in Terrace View. 2 in Buel Highland Estates. 2 in Salt Creek Reserve.
UPDATE ON OLD VIOLATIONS						
Address	Reason	Date Contacted	Person Contacted	Follow Up Date	Result	Notes
BNSF	Trash and Debris	02.18.2022	BNSF	05.2.2022	In Process	Burlington Railroad is accumulating trash and debris in the floodplain by the railroad tracks at 2nd and Main Streets. Railway Police were contacted for safety concerns and they are assisting contacting the appropriate party in Hickman.
321 E. 2nd Street	Downed tree limb	4.2.2022	Property Owner	5.2.2022	In Process	Tree limbs were removed from the property. New wind storm brought another limb down. Will contact property owner.
520 Prairie View Lane	Trash Enclosure	1.12.2021	Property Owner	5.2.2022	In Process	Court date was November 18, 2021 for violating the zoning regulations. Work continues to be done on the trash enclosure and it is nearing completion.

Hickman Area Reading, Tech and Historical Centre

Hickman City Council Report for April 26, 2022

Reading Centre Activity: January 21, 2022 – April 25, 2022

Patrons:

- We currently have 329 Patrons setup in our computer system able to checkout materials
- There were 139 items checked out
- There were 161 Adults and 77 Kids in-person visitors
- There are currently 6,019 materials in our inventory

Volunteers:

- We currently have 8 active volunteers covering shifts and working on special projects
- Our Volunteer Group identified a number of ways in which to further bring awareness of the Reading Centre as well as engagement in the areas of Reading, Technical and Historical Centre that we will work to implement

Activity:

- February 5, 2022, we held our Book Sale from 8am-4pm in the Community Center. All items were \$.25 or free will offering, no change given and masks were required (per Lincoln-Lancaster County DHM). We brought in \$265. Our next Book Sale will be during Hickman Hay Days. We will hold hours both Friday evening, July 29, and Saturday all day, July 30.
- We added 18 New Patrons, many who were new to the Hickman area for a total of 331.
- Our in-person visitors doubled for both adults and children compared to Nov-Jan
- We renewed our TinyCat membership (online checkout system) for 2022 at \$120
- We purchased signs for both 'Used Book Sale' and 'Hickman Reading Centre' that we will place around town to promote the Reading Centre and bring awareness.
- We are organizing book clubs to encourage the community to utilize the HRC and to promote reading and comradery. We received a tremendous response to this with 30 patrons interested in joining a book club. We are organizing clubs: Gradeschool, Preteen/Teen, Young Adult & Adult and will help to facilitate getting the books through Nebraska Library Commission and/or Lincoln City Libraries as well as offering a space for the groups to meet. Groups will meet 6 weeks on 3 weeks off per book. Our inaugural book club 'Pioneers' will begin meeting April 28.

Historical Centre:

- Asked for community members to bring in historical photos of Hickman that we can scan. These photos will be scanned and put onto a Google Site which will be linked from the Reading Centre Homepage on the City's website. We hope to have these available for Hickman Hay Days celebrating Hickman's 150th. They will also be available for distribution to any groups or individuals looking for historical photos of the area.

Erin Stueven
Volunteer Director

Checking Account Balance: \$3,015.31

Cash on Hand: \$22.25



MASTER AGREEMENT WORK ORDER

This exhibit dated April 6, 2022, is hereby attached to and made a part of the Master Agreement for Professional Services dated August 31, 2020 between City of Hickman (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is as indicated below.

GENERAL

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Hickman, NE

Project Description: Primary Electric System Mapping 2022

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

1) FIELD DATA GATHERING

- 1.1 Visit site as necessary to determine locations and characteristics of the medium voltage electrical facilities and pad-mounted equipment, including the following:
 - 1.1.1 Routes for primary (above 1,000 Volts) distribution circuits. Client’s Beehive suite will be utilized to map underground circuits.
 - 1.1.2 Distribution transformer locations, sizes, and phase connections.
 - 1.1.3 Junction box locations.
 - 1.1.4 Sectionalizing switch locations and fuse locations.
 - 1.1.5 Substation locations.
 - 1.1.6 Other equipment locations and ratings (voltage regulators and capacitors).
 - 1.1.7 Coordinate with client for determination of phase connections of single-phase pad-mounted transformers and single-phase underground taps on multiphase underground circuits. Client assistance may be required to determine underground circuit routes, conductor sizes/types, transformer sizes, and other equipment sizes and ratings.

2) MAP PREPARATION

- 2.1 Client to provide background AutoCAD files to be utilized as well as full access to any online GIS services that may be available
- 2.2 Update electric system map in AutoCAD format. Electrical system map will be prepared in ‘3-Line” format, such that each primary distribution phase is drawn on a separate AutoCAD layer and identifiable on printed sheets by its color.

2.3 Perform an "in-house" quality control review of drawings and specifications at 90 percent completion.

2.4 Provide an electronic set of drawings (PDF) to the Client for review at 90 percent. As part of the review submittal, meet with Client or Client's Designee to discuss their review comments and resolve any questions.

2.5 Deliverables will be provided electronically in PDF format. Hard copies will be provided in the size and quantity requested by client and will be billed per the reimbursable expense schedule.

Bidding Services - Excluded

Construction Services - Excluded

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope. Olsson's services for this scope are estimated at thirteen thousand five hundred dollars (\$13,500).

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: April 25, 2022
Anticipated Completion Date: Six weeks after notice to proceed.

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

Time and Materials – Billing Rate (TM): Billing will be based on an hourly fee using the 2022 Power Delivery Billing Rate Schedule.

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of

personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

TERMS AND CONDITIONS OF SERVICE

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be City Clerk.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 601 P Street, Suite 200, Lincoln, Nebraska 68508. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By Brandon M. Jisa
Brandon Jisa, Design Technical Manager

By Erik Eihusen
Erik Eihusen PE, Team Leader

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

City of Hickman, NE

By _____
Signature

Print Name _____

Title _____

Dated: _____

Attachments

Olsson Power Delivery Billing Rate Schedule 2022
Reimbursable Expense Schedule

OLSSON POWER DELIVERY BILLING RATE SCHEDULE

2022 LABOR RATES

<u>Description</u>	<u>Range</u>
Technical Leader.....	225 – 315
Team Leader.....	230 – 325
Senior Engineer.....	200 – 270
Project Engineer	170 – 240
Associate Engineer	125 – 180
Assistant Engineer	90 – 145
Design Technical Manager.....	115 – 180
Senior Technician.....	100 – 140
Associate Technician.....	75 – 115
Senior Project Specialist.....	110 – 150
Project Specialist.....	95 – 130
Junior Technician Level 1	55 – 75
Junior Technician Level 2.....	65 – 95
Junior Technician Level 3.....	75 – 100
Senior Administrative Coordinator	75 – 105
Administrative Coordinator	60 – 90

Note:

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule.
2. Special This Power Delivery Billing Rate Schedule will be updated every year of the contract. Olsson will submit the updated rate schedule approximately January 1st of each year.

Please contact the Project Manager for special services not included above (Survey, Field Operations, Special Inspection, Construction Observation, Geotechnical, Non-Destructive Testing, Drilling, etc.) and they will provide their Special Services Labor Rate Schedule for you.

REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Cost</u>
Automobiles (Personal Vehicle)	\$0.585/mile*
Suburban's and Pick-Ups	\$0.75/mile*
Automobiles (Olsson Vehicle)	\$85.00/day
Other Travel or Lodging Cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including Mylars and Linens	
In-House	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including Express Mail and Special Delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of Deeds, Easements or other Project Related Documents	Actual Cost+10%
Fees for Applications or Permits	Actual Cost+10%
Sub-Consultants	Actual Cost+10%
Taxes Levied on Services and Reimbursable Expenses	Actual Cost

*Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).



MASTER AGREEMENT WORK ORDER

This exhibit dated April 21, 2022 is hereby attached to and made a part of the Master Agreement for Professional Services dated August 31, 2020 between City of Hickman (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is as indicated below.

GENERAL

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: City of Hickman, NE

Project Description: Water Treatment Plant (WTP) Improvements for a second treatment train design. Design will include installation of a second identical treatment skid inside the existing treatment building. Piping, chlorine system, controls, electrical, and related modifications will be included. State Revolving Fund (SRF) pre-application and funding support were requested. Coordination and discussion with the water treatment equipment provider (Layne) will be provided. Related bidding and construction phase services for installation support and documentation are included. Also requested by the City were non-destructive testing (NDT) services to review existing chemical feed piping to determine current fitting and piping thicknesses.

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

Project Administration and Coordination

➤ General Project Management

Project management is responsible for coordination of the various disciplines that have involvement in the project, tracking of work completion, maintenance of project schedule, and project management updates. Specific activities include coordination and meetings with the City, internal project meetings, monthly updates of project management tracking worksheets, billings, collections, and project wrap-up documentation. One (1) in-person presentation to the City Council is included.

➤ Project Review Meeting

During completion of the design, Olsson will participate in up to one (1) on-site review meeting with the City staff to review progress and exchange ideas, so the City will have an opportunity for review and comment. The kickoff meeting was already held on April 7, 2022.

➤ **Funding Program Support**

This item shall include assisting the Client to complete and submit, as defined in the scope, required documents to the yet to be selected funding agency for the proposed improvements. In addition, Olsson will assist the Client in providing additional information, as required by the project funding requirements. The anticipated funding agency is the drinking water state revolving fund (DWSRF). The funding application (Water and Wastewater Advisory Committee [WWAC] pre-application) will be prepared with the City's assistance, then submitted for funding consideration.

It is understood from DWSRF that as a Categorical Exclusion facility (since no additional land is being purchased for the project), the submission of Environmental Review letters, presentation at a City Council meeting as part of the required public hearing for the project, and other items considered for completion of the Finding of No Significant Impact (FONSI) are not required. The public hearing requirement may need to be met, if necessary.

Design Services

Prepare drawings and technical specifications for the proposed construction work along with equipment and materials advised under the contract. Front end documents based on Olsson's selected Engineer's Joint Contract Documents Committee (EJCDC) front end documents, which will be tailored, as advised, for selection of a private contractor selected by the Client as part of a competitive bidding process. The specifications shall contain contracts, bid forms, bidding instructions, General and Supplementary Conditions. A combined set of plans and specifications will be prepared for the proposed treatment processes, related improvements, and connecting utilities. Other design items included are as follows:

➤ **Procurement Specifications, Review, and Contract Support**

Confirm technical specifications for the recommended water treatment equipment and materials using the original design documents. The City will be sole sourcing the treatment equipment to maintain similar operation and functionality as the original treatment equipment. The procurement process allows the Client to review, approve, authorize manufacture, and fund the equipment to concurrently design and manufacture the equipment and address the associated longer lead times.

The same equipment will then be transferred to a private contractor selected by the City as part of a competitive bidding process and installed per the final construction documents. The specifications shall contain contracts, bid forms, bidding instructions, General and Supplementary Conditions. Documents will be submitted to Nebraska Department of Environment and Energy (NDEE) for a preliminary review. The final equipment review will be included as part of the final design and NDEE construction permit submittal.

Olsson will review drawings and other data submitted by the Supplier as advised by the procurement contract documents. Review will be for general conformity to the procurement contract drawings and specifications for the contract and will not relieve the Supplier of any of his contractual responsibilities. Such review will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

Olsson will review and process the Supplier's payment requests and forward them to the City for approval. Review will be for the purpose of making a full independent mathematical check of the Supplier's payment request.

➤ **Process, Electrical, and Controls Design:**

- Process design will include the additional water treatment equipment within the reserved space, and related piping connections. Design to upsize the existing gas chlorination system will be provided, including demolition/replacement of the existing equipment. The system will continue to use the same 150-pound bottles. A review of the backwash storage and recycle system will be conducted with the addition of the second treatment system.
- Electrical design will include providing power circuit to new second filter skid control panel, with a pre-wired valves and flow meter on the skid. The new control panel mounted on the end of the second skid, similar to the current configuration. Also includes confirmation of existing electrical service conditions, utility coordination for new electrical services to the new water treatment equipment using originally installed electrical and control conduits, and controls coordination.
- Controls design will include instrumentation and control specifications, installation details, piping, and instrumentation diagram design coordination. Engineer will provide instrument, communications, and control system cabling design, programmable logic control (PLC) panel modification and design, control system sequence of operation description. Engineer will review vendor provided submittals, control system components for integration compatibility with the existing Supervisory Control and Data Acquisition (SCADA) selected hardware and software for the described new and existing treatment processes.
- Provide three (3) sets of drawings to the Client for review at the 90 percent completion of the project. As part of the submittal review, meet with Client and/or Designee to discuss their review comments and resolve any questions.

➤ **Design Submittal to Nebraska Department of Environment and Energy:**

- Submittal of the plans and specifications, as defined in scope, including treatment equipment procured by the Client, will be provided to NDEE as part of their required construction permit approval process. This effort will be coordinated by Olsson and was included with the initial contract. No additional fees are considered as part of this amendment.
- Fees associated with the construction permit are \$100 plus 0.5% of the actual construction cost of the project. Permit review fees shall be the responsibility of the Client.

Bidding Phase Services

- The project manager will coordinate the issuance of notices to bidders and the distribution of bidding documents. Bidding is anticipated to include bidding most phases of the project in a single contract document package with separate bid sections or phases. Should the Client desire separate bidding packages, these services will be provided as additional services. Notices will be placed in the official publications directed by the Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom the project team and/or the Client staff know will be interested in the project. Documents will be available for inspection at Olsson and Client offices.
- Olsson will coordinate answering questions raised by bidders. Specialists will be used to address technical questions. Addenda will be prepared, as advised, to provide clarification to questions. The Client will be contacted regularly to keep them aware of any project changes resulting from bidders' questions.
- The project manager and/or project engineer will attend the bid opening. All bids properly received will be reviewed. Any inconsistencies or irregularities found in the bids will be reported to the Client. In addition, the project manager and/or project engineer will attend the following City Council meeting to present the bid results to the City Council for consideration of recommending the award.
- Conformed copies of the contract documents, including insurance and bond forms, will be prepared by Olsson. Olsson will review the documents to confirm that all procedures have been properly followed. Copies of the conformed documents will be provided to the Client for review. Approved copies will be distributed to the Client, the contractor, regulatory agencies, and Olsson. These documents form the official contract between the Client and the contractor, as well as the basis for decisions concerning the work.

Construction Administration Services

- Perform construction administrative services including communication with the Contractor and City personnel, attendance at the pre-construction meeting, as well as up to four (4) site visits to verify construction activities, review of the Contractor's pay applications, shop drawing or submittal review (as defined below), respond to field questions from the City and/or Contractor, and other items requested by the City during construction, within the budget amount stated for construction administration.
- Shop Drawing Submittal Review – Review drawings and other data submitted by the Contractor as required by the construction contract documents. Olsson's review shall be for general conformity to the construction contract drawings and specifications for the Contract and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

- Substantial and Final Completion Inspections – Upon the Contractor completing substantial and final completion, inspection of the construction work and preparation of a tentative list of the items to be completed or corrected before final completion of the contract. Following substantial completion, conduct a final inspection to determine if the work is completed. A total of two (2) additional site visits will be made, than previously referenced Olsson shall provide written recommendations concerning final payment to Client, including a list of items, if any, to be completed prior to making such payment. This item includes a site visit to review the completed items.
- Post Construction Services – Olsson will maintain a marked set of record drawings and specifications based on data provided by the Contractor. This information will be combined with information maintained by the Contractor to produce a master set of record documents. Upon completion of the project, the construction contract drawings will be revised to conform to the construction records. Submit two (2) hard copies and (1) one electronic copy to the Client. Updated operation and maintenance (O&M) data will be combined and submitted to NDEE and the City for their records.

Construction Observation Services

Olsson will furnish a part-time Resident Project Representative (RPR), at approximately 2-3 full days per week, for an anticipated construction schedule of 8 weeks. The RPR will observe the Contractor's work and perform the services listed below. The RPR shall not have the responsibility for the superintendence of construction site conditions, safety, safe practices or unsafe practices or conditions, operation, equipment, or personnel other than employees of Olsson. This service shall in no way relieve the Contractor of complete supervision of the work or the Contractor's obligation for complete compliance with the drawings and specifications. The Contractor shall have sole responsibility for safety and for maintaining safe practices and avoiding unsafe practices or conditions.

Specific services performed by the RPR are as follows:

- Conduct on-site observations of the general progress of the work to assist Project Manager in determining if the work is proceeding in accordance with the construction contract documents.
- Attend pre-construction conference and assist Project Manager in explaining administrative procedures which will be followed during construction.
- Submit to the Client construction progress reports containing a summary of the Contractor's progress, general conditions of the work, problems, and resolutions or proposed resolutions of problems.
- Verify that all construction testing conforms to the contract documents.
- Maintain a marked set of record drawings and specifications at the job site based on data provided by the Contractor. This information will be combined with information maintained by the Contractor and a master set of record documents produced.
- Before Olsson issues a Certificate of Substantial Completion, assist the Project Manager in submitting to the Contractor a punch list of observed items requiring completion or correction.
- Assist the Project Manager in conducting final inspection in the company of the Client and the Contractor, and prepare a final list of items to be completed or corrected.

- Compile data from the Contractor and from our records to prepare conforms-to-construction-records drawings. These drawings will reflect the best information available about the facility as constructed.

Non-Destructive Testing (NDT) Services

Olsson will furnish a 2-person digital crew to determine pipe and fitting thicknesses within the existing chemical feed room at 1 to 4 locations, as requested by the City. This service was requested to determine possible chemical erosion of the fittings at the liquid fluoride injection point. Services include use of digital equipment, source, and darkroom services, mileage, reporting, and review services.

ADDITIONAL AND EXCLUDED SERVICES

- SCADA/controls integration services.
- Modifications of existing plant SCADA/controls not included in proposed plant modifications.
- Replacement of electrical switchgear, motor control centers, not included in proposed plant modifications.
- National Environmental Policy Act (NEPA) Environmental Report, wetlands delineation/report, or consultation.
- The items described in the Exclusions section may be provided as additional services to the Client, if so requested.
- Permitting fees for NDEE, or similar permits, are not included, but may be provided as additional services.

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: May 2, 2022
 Anticipated Completion Date: December 31, 2023

SCHEDULE SUMMARY

Below is a preliminary project design schedule for consideration.

- Design, including funding program requirements and equipment coordination May and June 2022
- Review preliminary design with Client: July 2022
- Final Design, including submittal to NDEE: August 2022
- Bidding and Award: September/October 2022
- Anticipated Construction Timeframe: 9 to 12 months after Bidding

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

For the additional Scope of Services specifically set forth in this Amendment, Client shall pay Olsson the following fee in addition to the fee(s) set forth in the Agreement. Client shall pay to Olsson for the performance of the Scope of Services a fixed fee of Forty Three Thousand Eight Hundred Forty Five Dollars (\$43,645.00) which does not include Construction Phase Services which is provided later on. A breakdown of the fee is provided below:

<u>Description</u>	<u>Design Fee</u>
Project Management and Coordination	\$ 9,845.00
Design Services	\$28,350.00
Bidding Services	\$ 5,650.00
Total Design Services	\$43,845.00*

*Construction Phase Services shall be completed on a time and expense basis as described below.

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing construction observation services only, and all actual reimbursable expenses in accordance with the Labor Rate Schedule and the Reimbursable Expense Schedule attached to this Agreement. Olsson's Scope of Services for construction phase (administration, staking, and observation) services will be provided on a time and expense basis not to exceed Forty Thousand Fifty Dollars (\$40,050.00). NDT Testing, as requested by the City, will be provided at a time and expense basis not to exceed Three Thousand Six Hundred and Fifteen dollars (\$3,615.00).

The total design and construction observation fee (combined fixed fee and time and expense basis) is Eighty Seven Thousand Five Hundred and Ten Dollars (\$87,510.00).

Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

REIMBURSABLE EXPENSE: Olsson's reimbursable expenses for this Project are included in the fees set forth above.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

TERMS AND CONDITIONS OF SERVICE

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be _____ (City to fill out).

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 601 P Street, Suite 200, Lincoln, Nebraska 68508. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By  _____

By  _____

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

City of Hickman

By _____
Signature

Print Name _____

Title _____

Dated: _____

- Attachments
- Standard Labor Billing Rate Schedule
- Reimbursable Expense Schedule

Olsson Billing Rate Schedule
2022 Labor Rates

<u>Description</u>	<u>Range</u>
Principal	133.00 - 400.00
Project Manager	123.00 - 240.00
Project Professional	101.00 - 217.00
Assistant Professional	69.00 - 160.00
Designer	93.00 - 194.00
CAD Operator	56.00 - 123.00
Survey	54.00 - 171.00
Construction Services	45.00 - 240.00
Administrative/Clerical	43.00 - 159.00

Note:

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule
2. Rates subject to change based upon updates to Billing Rates for upcoming year.

REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Cost</u>
Automobiles (Personal Vehicle)	\$0.585/mile*
Suburban's and Pick-Ups	\$0.75/mile*
Automobiles (Olsson Vehicle)	\$85.00/day
Other Travel or Lodging Cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including Mylars and Linens	
In-House	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including Express Mail and Special Delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of Deeds, Easements or other Project Related Documents	Actual Cost+10%
Fees for Applications or Permits	Actual Cost+10%
Sub-Consultants	Actual Cost+10%
Taxes Levied on Services and Reimbursable Expenses	Actual Cost

*Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).