

# April 23, 2024

## Seward County Board of Equalization

State of Nebraska)  
County of Seward) ss.

A regular meeting of the Seward County Board of Equalization was convened in open and public session at 9:00 a.m. on April 23, 2024 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Equalization has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Equalization convened on April 23, 2024 at 8:30 a.m.

Present: Chairperson: Misty Ahmic  
Members: John Culver, Darrell Zabrocki  
County Clerk: Sherry Schweitzer  
County Assessor: Marilyn Hladky  
Deputy County Treasurer: Sherry Leising  
Absent: Member: Ken Schmieding, Raegan Hain

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Zabrocki and seconded by Culver to approve the minutes of April 9, 2024.  
Affirmative Vote: Zabrocki, Culver, Ahmic Motion Carried

Sherry Leising, Deputy County Treasurer, gave information about the motor vehicle exemption application of VSL Seward, LLC. Jeanne Schoen of VSL Seward, LLC was present to give information about the organization.

The Commissioners recessed at 8:34 a.m.  
The Commissioners reconvened at 8:37 a.m.

Hladky gave information about the property that the vehicles are registered with, which is Seward Living Center, which is not tax exempt.

Moved by Culver and seconded by Zabrocki to deny the Motor Vehicle Tax Exemption application of VSL Seward LLC for a 2017 Dodge Van, 2011 Chevrolet Truck & 2014 Hyundai Sedan as they are still registered to for-profit organization.  
Affirmative Vote: Culver, Zabrocki, Ahmic Motion Carried

Hladky then explained the Cross of Life, Inc. Permissive Exemption to only a 26% exemption due to part of the building being rented to a commercial business(es). Previously, the Commissioners exempted the total building upon recommendation from the Assessor. She noted that there was an error in the recommendation because the owner of the property rents out part of the buildings to several businesses. She said in years past, this would receive a partial exemption. To do this, a letter would need to be sent to the applicant advising them of another hearing in which the exemption change would be considered.

There were also three Permissive Tax Exemption applications of St. Gregory the Great s Seminary, Immanuel Lutheran Church Seward, and Our Redeemer Lutheran Church that are being reviewed due to those having part of their property rented out. The funds from the rent

are used for educational purposes. Commissioner Ahmic felt those should be treated the same as the Permissive Exemption application for the Seward County Historical Society. On April 23, 2024, a full exemption was given to that organization. Hladky will see what other counties do in these instances and report back.

Commissioner Hain is present at 8:49 a.m.

The Commissioners discussed putting an educational supplement/note in with the change of valuation notifications that are sent out in late May. Discussion was held about educating the public about budgeting, so when postcards, a/k/a/ "the pink postcards" are sent out in late August about the proposed tax request, the public has knowledge about the process. Commissioners Hain and Zabrocki will work with Hladky to make the supplement/note.

Hladky then updated the Commissioners on activities in her office.

**Known items on the agenda for Board of Equalization on May 14, 2024 are as follows:**

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of April 23, 2024
4. Discuss/Action – Assessor Information Update

Moved by Zabrocki and seconded by Culver to adjourn at 9:09 a.m.

Affirmative Vote: Zabrocki, Culver, Ahmic, Hain

Motion Carried

State of Nebraska)  
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 14<sup>th</sup> day of May 2024.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairperson

**April 23, 2024**  
**Seward County Board of Commissioners**

State of Nebraska)  
County of Seward) ss.

A regular meeting of the Seward County Board of Commissioners was convened in open and public session at 9:10 a.m. on April 23, 2024 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Commissioners has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Commissioners convened on April 23, 2024 at 9:10 a.m.

Present: Chairperson: Misty Ahmic  
 Members: Raegan Hain, John Culver, Darrell Zabrocki  
 County Clerk: Sherry Schweitzer  
 Absent: Member: Ken Schmieding

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Culver and seconded by Zabrocki to approve the minutes of April 16, 2024.  
 Affirmative Vote: Culver, Zabrocki, Hain, Ahmic Motion Carried

Moved by Culver and seconded by Hain approve claims for the period through April 12, 2024.

SEWARD COUNTY CLAIMS THROUGH APRIL 12, 2024

ADP INC	SE	\$2,647.15	NEBR DAS ST ACCNTNG	SE	\$795.50
ADVANCED OFFICE AUTOM	SU	\$131.39	SUMMIT FIRE PROTECTION	SE	\$414.50
ALL COPY PRODUCTS	SU	\$30.88	SUMMIT FOOD SERVICE	SE	\$7,183.11
AMAZON CAPITAL SERV	SU	\$277.61	THOMSON REUTERS-WEST	EQ	\$752.00
AMERITAS LIFE INS CORP	FE	\$21,280.72	UNIVERSITY OF NE-LINC	SE	\$2,252.89
BEAVER HARDWARE	SU	\$304.94	UNL AEM BUSINESS CNTR	SE	\$10,558.39
BLUE VALLEY BEHAV HLTH	SE	\$360.00	VERIZON WIRELESS SERV	UT	\$40.01
DESIGN INDUSTRRL RADIATORS	SE	\$390.00	VIRTUAL IMPRESSIONS	SE	\$36.00
CLERK OF DIST COURT ASSN	FE	\$75.00	VISA	FE	\$6,801.76
CULLIGAN	SE	\$29.50	WALL, ROBERT	SE	\$187.50
CUMMINS SALES & SERV	EQ	\$1,587.27	WELLS FARGO FIN LEAS	EQ	\$230.66
DELL MARKETING L P	EQ	\$1,554.08	WYTHERS LAW	SE	\$1,328.00
EAKES OFFICE PLUS	SU	\$405.31	YORK CO SHERIFF	SE	\$56.60
JENNIFER EICKHOFF	SE	\$14.74	ACKERMAN ROCK&GRAVEL	SU	\$2,522.49
ES&S	SU	\$2,052.44	BEATRICE CONCRETE	SU	\$14,682.53
EQUIFAX WORKFORCE/TALX	SE	\$55.95	BLACK HILLS ENERGY	UT	\$41.51
KEARNEY HOSPITALITY	TR	\$139.95	DALE JOHNSON ENT	SU	\$2,429.62
FARMERS COOPERATIVE	SU	\$16,100.63	JOHN DEERE FINANCIAL	EQ	\$249.83
BRIAN FORAL	SE	\$4,432.05	JOHNSON SAND & GRAVEL	SU	\$26,310.49
SIDNEY FREY	SE	\$125.00	KERFORD LIMESTONE CO	SU	\$6,601.59
GALLS LLC	SE	\$844.72	MARTIN MARIETTA	SU	\$2,500.81
GARCIA CLINICAL LAB	SE	\$10.00	MIDWEST AUTO PARTS	SU	\$595.55
GREAT PLAINS COMM	UT	\$1,219.75	NMC, INC	SE	\$1,176.84
HERPOLSHEIMERS INC	EQ	\$511.95	NORRIS PUB POWER DIST	UT	\$1,476.29
KEARNEY INVESTMENT CORP	TR	\$269.90	OREILLY AUTOMOTIVE	SU	\$59.96
HOMETOWN LEASING	EQ	\$158.06	PAC N SAVE	SU	\$797.85
JONES BANK (FICA)	FE	\$21,266.05	RDO TRUCK CENTERS	EQ	\$3,340.99
KONICA MINOLTA PR FIN	EQ	\$131.48	SACK LUMBER	SU	\$106.99
LEE'S REFRIGERATION	SE	\$259.77	SHAFFER COMMUN	SE	\$98.10
LINCOLN RADIOLOGY GRP	SE	\$46.35	TRUCK CENTER CO	EQ	\$189.56
SETH MARTIN	SE	\$2,007.27	VERIZON CONNECT NWF	UT	\$681.90
MEMORIAL CLINIC	SE	\$210.00	VILLAGE OF GARLAND	UT	\$69.40
SPORTS EXPRESS	SU	\$75.00	CHAPTERS BOOKS	SU	\$48.70
MIDWEST AUTOMOTIVE	EQ	\$262.12	NE NATL GUARD MUSEUM	SE	\$99.00
MIDWEST SPECIAL SERV	SE	\$3,018.40	RED PATH GALLERY	SE	\$100.00
MELANIE MILLER	SE	\$218.75	SEWARD CO CHAMBER	SE	\$225.85
MIPS INC	SE	\$8,770.20	BEAVER CROSS CHAMBER	SE	\$2,500.00
DAN'S CUSTOM WORKS	SE	\$76.50	GOEHNER MUSEUM	SE	\$2,500.00
JENNIFER NANTKES	SE	\$16.08	SEWARD CO AG SOCIETY	SE	\$2,000.00
NE ASSN CNTY ASSESSOR	FE	\$75.00	4-H FFA STATUE COMM	SE	\$2,500.00
NE ASSN CNTY OFFICIALS	FE	\$250.00	VANGUARD APPRAISALS	EQ	\$925.00
NEBR DEPT OF LABOR	FE	\$2,385.87	SEW CO HLTH CLM FND	FE	\$29,452.39
NE HLTH & HUMAN SERV	SE	\$93.00	CENTRALSQUARE TECH	SE	\$8,580.00
NEBR ST FIRE MARSHAL	SE	\$72.00	AKRS EQUIPMENT	EQ	\$271.50
NEBRASKA.GOV	FE	\$127.00	MAXMILIAN MCKEEVER	SE	\$22,413.41
PEGGY OBORNY	SE	\$12.06	LANGUAGE LINE SERV	SE	\$147.13
PAPER TIGER SHREDDING	SE	\$200.00	TRANSUNION RISK & ALT	FE	\$723.80
PETTY CASH FUND	FE	\$123.58	VISUAL EDGE IT	SE	\$44.94
POLLACK & BALL LLC	SE	\$2,108.75	WESTERN OIL II LLC	SU	\$342.30

REDWOOD TOX LAB	SE	\$32.00	ALLO COMMUN	UT	\$952.61
REGION V SYSTEMS	SE	\$11,465.75	HELMINK PRINTING	SU	\$165.50
KEVIN SCHLENDER	SE	\$250.00	APCO INTL	SE	\$18,434.44
SEC OF STATE-ELECTIONS	SU	\$40.00	TRITECH SOFTWARE SYS	SE	\$1,300.00
SEWARD CO INDEPENDENT	SE	\$1,549.67	CIDNET	SE	\$3,437.51
SEWARD CO ROAD FUND	FE	\$613,586.00	SALARIES		
SEWARD CO SHERIFF	SE	\$42.40	GROSS SALARIES INCLUDE DEDUCTIONS TO:		
SEWARD CO TREASURER	SE	\$15.00	AMERITAS DENTAL		
SEWARD LUMBER	SU	\$104.79	AMERITAS VISION		
SID DILLON	EQ	\$165.00	COLONIAL SUPPLEMENTAL INSURANCE		
SITE ONE LANDSCAPE	SU	\$387.69	MID AMERICAN CO WISCONSIN		
SOARIN GROUP, LLC	SE	\$5,467.00	POINT C FSA		
SOUTH CENTRAL EMS	SE	\$566.31	WADDELL & REED		

Affirmative Vote: Culver, Hain, Zabrocki, Ahmic

Motion Carried

The Commissioners recessed at 9:12 a.m.

The Commissioners reconvened at 9:15 a.m.

Roxanne Knutson, Human Resource Director, was present to discuss the Zoning Intern job description and set the wage item on the agenda. She stated that Commissioner Ahmic is acting as the Zoning Administrator since the office is vacant and could use help with clerical duties. Commissioner Ahmic stated she has been in contact with Concordia, speaking at a class and that there may be an instance that an intern may be hired until a permanent person can be hired. The Commissioners discussed setting a time frame in which an intern could be hired. Ahmic stated that it was thought 15 hours a week would be appropriate.

Moved by Hain and seconded by Culver to approve the Zoning Intern job description and set the wage at \$15/hour and the position not to exceed 120 days.

**Position:** Zoning Intern  
**Last Revised:** 2024  
**Job Status:** Temporary Non-exempt; Part-time  
**Reports to:** Seward County Zoning Administrator

## I. GENERAL FUNCTIONS

The Zoning Internship position is a temporary part-time position (up to 15 hours/week for 120 days) in the Seward County Zoning Office. The position involves clerical and entry level technical work for the Zoning Office. The applicant must be able to provide courteous, friendly customer service to taxpayers and landowners. Work involves answering phone calls, providing landowners with information, direction, or answers to their questions, as well as providing support to the Zoning Administrator serving Seward County, including, but not limited to, preparation of minutes, assisting with filing and permits, and other such items. The position will require an individual to possess great communication, customer service skills, and organization.

## II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepare minutes and materials for upcoming agendas in a timely matter.
- Prepare/type correspondence, memoranda, and other written materials per Zoning Administrator's direction.
- Provide courteous and timely customer service, with accurate responses to information requests through telephone, walk-in, written and email communications.
- Answers the telephone, directs calls to appropriate personnel, schedules appointments, takes accurate messages, and/or handles inquiries.
- Assist in storage and maintenance of office records for Seward County Zoning office.
- File documents and correspondence.
- Perform a variety of clerical and communication skills including typing-computer operation, routine bookkeeping principles, billing, and ability to operate a multi-line phone system.
- Maintain inventory of departmental supplies and orders supplies as necessary.
- Compile and prepare reports, forms, data, and summaries, checking against a variety of records to ensure complete and accurate information.

- Assist the Zoning Administrator in filing out permits and reviewing submitted permit forms.
- Ability to operate a calculating machine, computer, copy machine, fax machine, phone system and other office equipment.
- Assist Zoning Administrator with day-to-day assignments and specific duties as assigned.

**III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Excellent interpersonal and communication skills to establish and maintain effective working relationships with county officials, other employees, and the public.
- Ability to utilize telephone system, computer for word processing, record keeping, and communication.
- Ability to be self-motivated, demonstrate accuracy and organizational skills.
- Ability to prepare and edit work for spelling, grammar, and ability to read and interpret written information.

**IV. MINIMUM QUALIFICATIONS**

- Must be at least 19 years of age.
- High School Diploma or GED
- Must be authorized to work in the United States
- Basic computer knowledge with Microsoft Office
- Valid driver’s license

**V. WORKING CONDITIONS & PHYSICAL EFFORT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**VI. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

<b>Employee Acknowledgment of Job Description</b>	
This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County’s Personnel Manual is a contract for employment.	
Employee Signature	Date
HR Director/ Supervisor Signature	Date

Affirmative Vote: Hain, Culver, Zabrocki, Ahmic Motion Carried

During official’s time on the agenda, Jon Regnier, Highway Supt., updated the Commissioners on activities of his department.

Barb Armstead, Deputy County Attorney, gave information about an appeal involving the Commissioners’ decision about a zoning decision and that the County Attorney’s office will handle it.

Eric Hofer, Building & Grounds Supt., was present when the Commissioners discussed mold remediation and purchase of dehumidifiers. Last week, it was found out that the Treasurer’s Office has mold in the basement of their vault. Hofer said Paul Davis Restoration was working on the remediation already and the cost was \$7,938.99. In addition, cost for a dehumidifier, including labor, is \$2,924.00.

Moved by Zabrocki and seconded by Culver to accept the mold remediation bid from Paul Davis Restoration and the purchase of a dehumidifier from Lee's Refrigeration in the total amount of \$10,862.99 with the funds to come from the Inheritance Fund.

Affirmative Vote: Zabrocki, Hain, Culver, Ahmic

Motion Carried

**Commissioners Reports:**

Commissioner Zabrocki reported he attended the Seward City Council meeting, worked the Scrap Tire event, attended the Local Technical Assistance Program (LTAP) Safety webinar, and went to the Buddy Check event at the VFW.

Commissioner Ahmic reported she met with Commissioner Culver, Mainelli Wagner Engineers and a constituent about a culvert project, prepared a presentation for the Community Safety Action Plan group and attended the meeting involved with the presentation, spoke to Region V Systems about their funding request and talked to other county officials about their request, participated in a Zoom with a Nebraska Association of County Officials (NACO) working group, attended the Nebraska Local Technical Assistance Program (LTAP) Safety calls, checked in at the tire recycling event, met with a constituent on a county issue, met with a mutual aid representative about a grant opportunity, and noted she received National Nebraska Association of County Officials (NACO) literature.

Commissioner Culver reported he attended a Blue Valley Community Action (BVCA) meeting, attended the Seward County Safety Committee meeting, received calls about the tire recycling event, met with some constituents about grants and checked roads and bridges.

Commissioner Hain reported she met with the Aging Services Director on various matters, worked on the Opioid Settlement Fund information, worked on establishing a date to help with villages in regard to grants, received constituent calls about road conditions, participated in the tire recycling event and thanked the employees of the Road Dept. and various organizations and volunteers for help with it.

Commissioner Hain led discussion about the Opioid settlement fund items on the agenda. She stated she received a reply from state officials that Seward County can change the direction of the funds to Seward County rather than sending the funds to the State Opioid Fund. She also learned that even with the change, Seward County could still apply for funds from the State Opioid Fund. Some ideas that are an approved use of the funds are training for substance use disorders and mental health screening and treatment. Armstead said that if Seward County keeps the funds, grant information is very descriptive in describing what the funds can be used for.

Moved by Hain and seconded by Zabrocki that Seward County change the allocation of Nebraska Opioid recovery funds from the State Opioid Fund to Seward County.

Affirmative Vote: Hain, Zabrocki, Culver, Ahmic

Motion Carried

The Board then discussed changing the administrator of the Seward County Opioid Settlement Fund. Armstead she would like to have two people named in the Opioid Portal since there is different information provided in it. Armstead is the current contact person for the Opioid Portal. The item will be discussed at a later date.

The Commissioners discussed the application for an Administrative Plat named Chicoine 1<sup>st</sup> Addition in J Precinct in the NW ¼ of Section 24 Township 10 North Range 3 East of the 6th p.m.

Moved by Culver and seconded by Hain to adopt Resolution No. 3808 in regard to approving the Administrative Plat named Chicoine 1<sup>st</sup> Addition in J Precinct in the NW ¼ of Section 24 Township 10 North Range 3 East of the 6th p.m.

**RESOLUTION NO 3808 OF THE  
SEWARD COUNTY BOARD OF COMMISSIONERS**

**WHEREAS** Chicoine leasing owns 5.58 acres of land and has applied for an Administrative Plat to remove .26 acres of land and combine it with 7.62 acres of land owned by KEA Construction, both described as tracts of land in the Northwest 1/4 of, Section 24, Township 10N, Range 3E, Seward County, Nebraska, and

**WHEREAS** the Administrative Plat shall be called the CHICOINE 1ST ADDITION and

**WHEREAS** The Seward County Planning Commission held a meeting on April 15, 2024, to consider the Administrative Plat, and

**WHEREAS**, the Planning Commission recommended to approve the CHICOINE 1ST ADDITION Administrative Plat, with a vote of 6 For, 0 Against, and 3 Absent and Not Voting, and

**WHEREAS** \_\_\_Individuals appeared to oppose the subdivision  
\_\_\_Individuals appeared to support the subdivision  
\_\_\_Individuals appeared neutral the subdivision, and

**THEREFORE, BE IT RESOLVED** that the Seward County Board of Commissioners do hereby Approve or Deny the CHICOINE 1ST ADDITION Administrative Plat, with Resolution NO: 3808.

April 23, 2024

Moved by: Culver                      Seconded by: Hain                      Absent: Schmieding

Ayes: Darrell J. Zabrocki, Raegan Hain, John K. Culver,  
Misty Ahmic, Chair of the Board

Attest: Sherry Schweitzer, Seward County Clerk

Affirmative Vote: Culver, Hain, Zabrocki, Ahmic

Motion Carried

The Commissioners reviewed the Tire Recycling grant and discussed a possible 2<sup>nd</sup> event. Ahmic said although the event was well received, it is apparent that another event is warranted. Hain stated said there were 260 logged entries and 26 were out of the county and 26 individuals said they had farm ground in Seward County. There was frustration with misinformation about the parameters of the grant. Hain stated the grant specifically said Seward County cannot refuse tires from businesses. Hain will contact the newspaper to clarify information. There was discussion about having another tire recycling event in the fall. Without using a grant, Seward County could set the parameters on the acceptance of tires and have it on a Saturday. It was suggested American Rescue Plan Act (ARPA) funds be used for this.

Commissioner Hain led discussion on the grant funds being sought by Seward County. She mentioned that she has been working on the Opioid Settlement Grant Funds. Ahmic stated the Bridge Investment Program Grant was accepted. The Community Safety Action Plan (CSAP) project was also mentioned.

**Known items on the agenda for Board of Commissioners on April 30, 2024 are as follows:**

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of April 23, 2024

**Other Business Matters to Address When Time Allows**

4. Discuss/Action – Public/Officials/Boards
5. Commissioners Reports

6. Discuss/Action – Consideration of Support Group for the Well Being Initiative
  7. Discuss/Action - Meeting for May 14, 2024 on Primary Election Day
  8. Discuss/Action – Grant Funds being Sought by Seward County
  9. Discuss/Action – Agenda for May 7, 2024
- 9:15 a.m. Discuss/Action – Patrick Kreifels -Region V Systems-Updates and Activities of Organization
- 9:30 a.m. Discuss/Action – Matt Kasik/Apace (formerly Region V Services) Updates and Activities of Organization

Moved by Zabrocki and seconded by Hain to adjourn at 11:06 am

Affirmative Vote: Zabrocki, Hain, Culver, Ahmic Motion Carried

State of Nebraska)  
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 30th day of April 2024.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman