

CITY OF MILFORD
REGULAR MEETING
FEBUARY 2, 2016
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 2nd day of February 2016 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman, Dan Kral; Maintenance Supt. Gary TeSelle and City Clerk Jeanne Hoggins.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Dean Bruha called the meeting to order at 7:30 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Baker and seconded by Heckman to approve the minutes of the January 5, 2016 meeting. Roll call vote: Baker yes, Heckman yes, Fortune yes, Kral yes. Motion carried.

A motion was made by Fortune and seconded by Kral to approve the minutes of the January 21, 2016 meeting. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Heckman and seconded by Fortune that the following accounts payable bills in the amount of \$70,437.47; payroll in the amount of \$27,570.84 totaling \$98,008.31 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral abstain. Motion carried.

SALARIES: \$27,570.84

GENERAL FUND:

60345	Kansas Payment Center—Child Support	177.23
60344	Ameritas—Retirement Pension	1541.45
60346	Union Bank—HSA	924.00
60347	Aramark—Pants & Rags	1065.38
60348	ASCAP—License Fee	336.00

60349	AT&T—Library Long Distance	17.60
60350	Barco Municipal Products—Strobe Light 2000 Dump	235.21
60351	Black Hills Energy—Service for December	1040.75
60352	Blue River Transmissions—Brakes & Heater Repair	187.03
60353	BSN Sports Inc.—Small Soccer Goals	273.49
60354	Canon Financial Services—Contract Charge	254.00
60355	Canon Solutions America—Maint Base & Copies	111.46
60356	Eakes Office Solutions—Paper, Dividers, Sortquick	73.85
60357	EMC—Insurance Adjustments	266.40
60358	Emergency Medical Products—Rescue Supplies	494.86
60359	Farmers Cooperative—Fuel, Tire/Rim Repair	689.21
60360	Gall's—Belt & Handcuff Case	93.98
60361	Jeanne Hoggins—Mlg/Meal to Seward CIP	21.86
60362	JEO Consulting Group—JEO Fees	802.50
60363	Matheson Tri-Gas, Inc.—O2 & Air Bottle Rent	104.16
60364	Matt Friend Truck Equip.—Plow Lights 2000	200.00
60365	Matthew Bender & Co.—Traffic/Criminal Books	120.93
60366	Midwest Auto Parts—2000 Truck Lights, Fuses	64.91
60367	Municipal Supply, Inc.—Gasket, Water/Sewer Meters	3743.53
60368	NPPD—Services For December	6636.51
60369	One Call Concepts—One Calls	16.30
60370	Pac-N-Save Milford—Batteries-Scales & Food	98.27
60371	Pizza Kitchen—Birthday Meal	552.50
60372	RecycleLink Service—Recycle Services	36.00
60373	Rediger Automotive—Oil Change Unit #2	42.52
60374	Sam's Club—Plates & Clorox Wipes	22.84
60375	Seward Co. Public Power Dist.—Wells 1 & 2	224.89
60376	Seward Co. Clerk—911 Budget-Communications	22092.00
60377	Seward Co. Independent---Legals, Notices & Ad	626.83
60378	Shell Fleet Plus—Fuel	140.06
60379	Sunrise Country Manor—December Meals	582.75
60380	Union Bank—4 th Quarter HSA Fees	30.00
60381	Uribe Refuse Services, Inc.—Trash Service	139.00
60382	Verizon Wireless—Cell Phones	203.60
60383	Verizon Wireless—Jet Packs	59.89
60384	Verizon Wireless—B.I. Telephone & Dept. Cell Phone	137.18
60385	Waste Connections of NE—Trash Services	91.56
60386	Windstream Nebraska—Service For December	655.04
60387	Wolfe, Snowden, Hurd, Luers—Legal Serv for Dec.	1228.75
60414	Kansas Payment Center—Child Support	177.23

60415	Union Bank—HSA	924.00
60425	Aloha Roth – Birthday Cake	40.00
60426	Baker & Taylor- Books	87.85
60427	Blue River Transmission- 2005 Chevrolet	134.37
60428	Card Service Center- Postage, Adobe Subscription	156.98
60429	City- Petty Cash- Light bulbs, Window plastic	12.62
60430	Culligan- B/W & Cooler Rent	37.00
60431	Demco, Inc.- Book Covers	594.41
60432	Gall's, Inc.- Mag Pouches	73.98
60433	George Matzen- Multi Function Copier	479.99
60434	Havlat Computers- Jeanne Computer Repair	140.00
60435	JEO Consulting- Test Well Study	1200.00
60436	John Deere Financial- Gator Repairs	811.47
60437	JR Welding- Welder Repair L Gun	751.10
60438	Kendall Hoggins- Meals	17.82
60439	Mid America Recycling- December Recycling	64.50
60440	Milford Plumbing- Toilet Repair	101.95
60441	Milford School Dist #5- Parking Fines	135.00
60442	Municipal Supply- 1" Meter Resetters	399.60
60443	Nebraska Public Health- 3 Treatment Tests	48.00
60444	Omaha World Herald- Paper Subscription	124.80
60445	Physio-Control, Inc.- EMS Supplies	166.60
60446	Powerplan- 310 Break Repair	2761.51
60447	Southeast Community College- 99 Vehicle Maint.	10.27
60448	Shell Fleet Plus- Fuel	488.15
60449	Taste Of Home- Cookbook	31.98
60450	TooFast Supply- Safety Glasses, Gloves, Saw	414.14
60451	Union Bank- Medicare Part D, Prescription	446.66
60452	Walmart- Water, Supplies, Food	127.23
60453	Windstream- Service Jan 2016	207.02
60454	Zito Media- Cable, HD TV	8.09

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received: Milford Housing Authority minutes for January 14, 2016; Library Board minutes for October 15, 2015; Seward County Communications Board minutes for October 29, 2015; Website overview for January 2016; Building Inspector report for January 2016. Fortune – DHHS denied the well location, which was expected, we will proceed working with JEO on an approved site. Heckman – Advertising for Pool Staff, meeting scheduled for end of the month to conduct interviews. TeSelle – moving snow, it was a very heavy wet snow! Working on trucks. Travis will start on Monday, Feb. 8th. Baker – held interviews for the Sr. Center Manger.

Interviews were held for the director of the new Seward County Chamber and Development Partnership. A formation meeting will be held by the seating Board of Directors to hire the new Director. Utica has adopted the vision statement. Milford Chamber of Commerce will be voting on the vision statement at their next Board meeting. J. Hoggins – Gary and Jeanne attended the Emergency Management table-top meeting on January 11, 2016. It was very informative and shed light on several areas of importance. Getting I.D. cards in place for all city employees, fire dept. members etc... is something we will be looking into immediately with the assistance of Gary Petersen. Gary TeSelle suggested holding a mock disaster drill so everyone knows their responsibilities. Chief Siebken, Gary and Jeanne met with John Hughes of Seward to learn how to put together a CIP (Capital Improvement Plan) and utilize it during the budget process.

COMMUNICATIONS: *Sales tax received for the month of November 2015 in the amount of \$13,955.95.

PUBLIC HEARING: One & Six Year Plan: Mayor Bruha opened the Public Hearing at 7:41 pm and asked if anyone had any questions or comments relating to the One & Six Year Plan. With no comments from the public, Mayor Bruha closed the Public Hearing at 7:42 pm.

NEW BUSINESS:

Introduction and Adoption of Resolution – One & Six Year Plan:

Council member Heckman introduced the following resolution seconded by Kral:

RESOLUTION NO. 527

The following resolution was introduced by Heckman, who moved its adoption, seconded by Kral,

“WHEREAS, the City Street Superintendent has prepared and presented a One Year and Six year Plan for Street Improvement Program for the City of Milford, Nebraska, and

WHEREAS, a public meeting was held on the 2nd day of February, 2016, to present this plan and there were no objections to said plan;

THEREFORE, BE IT RESOLVED BY THE Mayor and City Council of Milford, Nebraska, that the plans and data as furnished are hereby in all things accepted and adopted.”

Upon roll call vote as follows: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

Attest: _____
City Clerk

Mayor

(SEAL)

Audit Report 2014-2015, Carmen Standley Marvin Jewell & Co.:

Carmen was unable to attend due to the snow storm.

Appointment: A motion was made by Kral and seconded by Baker to approve the Mayors recommendation to appoint Roy Cast to the Milford Aging Services Commission with a term of January 1, 2016 thru January 1, 2018. Roll call vote: Kral yes, Baker yes, Fortune yes, Heckman yes. Motion carried.

Approve 2016 Fire Department Roster: A motion was made by Kral and seconded by Fortune to approve the 2016 Fire Dept. Roster as submitted. Roll call vote: Kral yes, Fortune yes, Baker yes, Heckman yes. Motion carried.

Introduction and Adoption of Resolution – Sale of Surplus Property: Met with Purple Wave and discussed options to surplus property. Unable to gather all the information we need for the resolution, item will be on the March agenda.

Discuss/Action – Closing State Street for SCC 75th Anniversary Celebration: Mayor Bruha noted that on May 7, 2016 SCC will be celebrating their 75th Anniversary and are planning for a big event. Car shows, equipment displays and much more. They are asking permission to close State Street for the event from 9:30 am to 6:30 pm. They will be using the entire parking lot for displays. Mayor Bruha informed us all that SCC was the Nations 1st Trade School. A motion was made by Heckman and seconded by Kral to allow the closing of State Street on May 7, 2016 for the SCC 75th Anniversary celebration. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

Discuss/Action – Hire Sr. Center Manager and set wage: Baker informed the Council that 4 interviews were held last Tuesday. A motion was made by Baker and seconded by Heckman to hire Nancy Buchli as the Sr. Center Manager at an hourly rate of \$12.00. She will receive a .50 increase after 6 months and another .50 increase after successful completion of one year probation. Roll call vote: Baker yes, Heckman yes, Fortune yes, Kral yes. Motion carried.

Introduction and Adoption of Ordinance – Sale of property (former Lutheran Church property) Lots 7, 8, & west 20' of Lot 9, Block 3, Original Town of Milford, Seward County: A motion was made by Fortune and seconded by Kral to introduce the following ordinance:

ORDINANCE NO. 903

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO CONFIRM THE SALE OF CERTAIN REAL PROPERTY COMMONLY KNOWN AS THE FORMER LUTHERAN CHURCH PROPERTY, AND LEGALLY DESCRIBED AS LOTS 7, 8 AND THE WEST 20 FEET OF LOT 9, BLOCK 3, ORIGINAL TOWN OF MILFORD, SEWARD COUNTY, NE. (See Ordinance Record)

Discuss/Action – Website Maintenance/Retainer, Ashley Cameron: Last year we entered into an agreement with Ashley Cameron to retain her services for assistance and maintenance of our website. She provides us with a monthly analytical report; number of hits, location of individuals accessing our website etc... Kral asked what have we paid her in the last year for the monthly basis. Hoggins did not believe there was any additional payment for 2015 other than the annual fee of \$310.00. With that being said, Baker mentioned deleting our old website. Hoggins has looked into having the old site deleted with no luck. She can't seem to find the person with administrative rights to the account. Baker told her to contact someone at connectseward.org. Discussion was also held regarding setting up email accounts thru the City. A motion was made by Baker and seconded by Heckman to approve the website maintenance/retainer fee for Ashley Cameron for 2016. Roll call vote: Baker yes, Heckman yes, Fortune yes, Kral abstain. Motion carried.

Introduction and Adoption of Resolution – Establish a Government 457(b) Deferred Compensation Plan for City of Milford: Mayor Bruha read the resolution. The Attorney and her firm have reviewed the plan and confirmed everything looks in place. Josh Ruhnke confirmed that the base fee will not increase past the \$800.00. There is a \$20.00 per participant fee in the 414h plan now which will continue. The only increase will be the annual \$20.00 per participant fee in the 457 plan paid by the employee. (Participants with a balance in the 457 Plan). Kral was wondering if any employees were interested in this plan. Discussion was held regarding the participant fees that are being paid with the 414h plan. Employees that terminate and do not roll over there funds into another option are still being billed to the City as participants. Kral asked, does our plan document give them the option of leaving it in our plan. Hoggins will check with Mr. Ruhnke on this issue. A motion was made by Fortune and seconded by Heckman to introduce the following resolution:

RESOLUTION NO. 528

A RESOLUTION OF THE CITY OF MILFORD, NEBRASKA, ADOPTING A GOVERNMENTAL 457(b) DEFERRED COMPENSATION PLAN.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MILFORD, NEBRASKA:

The undersigned, being all of the directors of the City of Milford, NE, a governmental entity, by this instrument at a meeting of the Governing Officials, hereby consent to the following resolutions:

WHEREAS, the City of Milford, NE desires to establish a governmental 457(b) Deferred Compensation Plan known as the "City of Milford, Nebraska 457 Plan";

WHEREAS, Congress in recent years has enacted numerous laws affecting the Plan, the latest of which is the Economic Growth and Tax Relief Reconciliation Act of 2001 (known as "EGTRRA");

WHEREAS, the Internal Revenue Service has issued guidance, including final Code ss457 regulations regarding EGTRRA amendments for 457 plans; and

WHEREAS, the government entity, following consideration of the various EGTRRA required and optional provisions, desires to adopt the Plan to maintain an eligible 457 plan.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING PREMISES, BE IT RESOLVED that the City of Milford, Nebraska, adopts the Plan for EGTRRA and the final Code ss457 regulations by adopting the attached Eligible 457 Prototype Plan Adoption Agreement, and it is further,

RESOLVED, that the Plan is effective as of April 1, 2016.
Roll call vote: Fortune yes, Heckman yes, Baker yes, Kral yes. Motion carried.

Passed and approved this 2nd day of February, 2016.

Attest: _____ Mayor: _____

(SEAL)

ADJOURNMENT: A motion was made by Baker and seconded by Kral to adjourn the meeting. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried and meeting adjourned at 8:10 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and

done by the Mayor and Council on February 2, 2016 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk