

CITY OF MILFORD  
REGULAR MEETING  
OCTOBER 1, 2013  
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 1<sup>ST</sup> day of October 2013 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Jeff Heckman, Dan Kral; Attorney Robert Blevens; Chief of Police Forrest Siebken and City Clerk Jeanne Hoggins. Absent: Council member Rick Fortune and Maintenance Supt. Mark Frey. Also present: Gary TeSelle, Bill Johnson with NPPD, Terry and Garrett Fransen, Elaine Plessel and Logan Tuttle with the press.

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 7:35 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 Kral to approve the minutes of the September 3, 2013 meeting. Roll call vote: Baker yes, Kral yes, Fortune absent, Heckman yes. Motion carried.

A motion was made by Heckman and seconded by Kral to approve the minutes of the September 18, 2013 meeting. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune absent. Motion carried.

**PAYMENT OF BILLS:** A motion was made by Heckman and seconded by Kral that the following bills in the amount of \$101,487.16; Bond Principal in the amount of \$40,000.00; Bond Interest in the amount of \$8,817.50 and payroll in the amount of \$28,072.93 totaling \$178,377.59 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune absent. Motion carried.

**SALARIES:**

55976	Mark Frey	1501.89
55977	Forrest Siebken	1334.60

55978	Mavis Ferris	83.56
55979	Jeanne Hoggins	1289.32
55980	Gary TeSelle	896.04
55981	Robert Hull	1490.60
55982	David Dahle	1074.78
55983	George Matzen	682.41
55984	Tracy Yeackley	767.88
55985	Jenna Filbert	328.10
55986	Benjamin Rediger	1066.99
55987	Jason Meyer	1517.03
55988	Stacey Rediger	191.35
55989	Lisa Aschoff	541.49
55990	Erica Pallas	322.38
55991	Timothy Long	134.97
55992	Coleman Dahle	247.73
56061	Mark Frey	1501.89
56062	Forrest Siebken	1334.60
56063	Mavis Ferris	80.07
56064	Jeanne Hoggins	1289.32
56065	Gary TeSelle	833.26
56066	Robert Hull	1515.08
56067	David Dahle	1074.78
56068	George Matzen	682.41
56069	Tracy Yeackley	767.88
56070	Jenna Filbert	384.84
56071	Benjamin Rediger	1029.67
56072	Jason Meyer	1244.75
56073	Lisa Aschoff	573.96
56074	Erica Pallas	331.04
56075	Timothy Long	117.89
56076	Cady Vaverka	156.21
56077	Kile Jackson	945.38
56080	Ricky Fortune	138.52
56081	Dean Bruha	184.70
56082	Jeffery Baker	138.52
56083	Jeff Heckman	138.52
56084	Dan Kral	138.52
<b>GENERAL FUND:</b>		
55971	Olivia Barnard- WA/SW Deposit Refund	45.20
55972	Tyler Boden- WA/SW Deposit Refund	1.29
55973	Casey Conley-WA/SW Deposit Refund	18.31

55974	Les Griess- WA/SW Deposit Refund	51.70
55975	Doug Herr-WA/SW Deposit Refund	75.00
55993	Ameritas-Pension	1562.23
55994	Union Bank- HSA	815.00
55995	US Postmaster- Utility Billing Postage	297.04
55996	Mike Mundhenke- WA/SW Deposit Refund	75.00
55997	Michael Niemoth- WA/SW Deposit Refund	75.00
55998	Arnold Roebuck- WA/SW Deposit Refund	50.00
55999	Jeanine Soneson- WA/SW Deposit Refund	75.00
56000	Spencer Stutzman- WA/SW Deposit Refund	75.00
56001	Jeff Troyer-WA/SW Deposit Refund	75.00
56002	Ned Vlach- WA/SW Deposit Refund	75.00
56003	Brandon Wergin- WA/SW Deposit Refund	75.00
56004	American Building Inspectors- Inspections & Fees	420.00
56005	Aramark- Pants & Rags	727.50
56006	AT&T- Long Distance	3.02
56007	Baker & Taylor- Books	3200.71
56008	Barco Municipal Products- Dual Chain	951.60
56009	Black Hills Energy- Service for August	149.66
56010	VOID	0.00
56011	Bob's Automotive- Service (Ladder Truck)	155.00
56012	Canon Financial- Contract Charge	254.00
56013	Canon Solutions- Copies, Maint Base	291.95
56014	Card Service Center- Pitching Machine, Radio Equip	968.47
56015	Concrete Works- Work @ 6 <sup>th</sup> & D and Alley	33,359.00
56016	Creative Product Sourcing- Crime Prevention Mat.	30.40
56017	Creative Services- Crime Prevention Materials	153.95
56018	Dave Dahle- Mileage & Food	46.37
56019	Deeter Foundry- Manhole Ring	263.00
56020	Demco, Inc.- Book Covers	1004.90
56021	Diode Communications- Service for August	55.22
56022	Eakes Office Plus- Rcpts, Binders, File Tabs	72.61
56023	Farmers Co-op- Gas/Diesel for August	1,333.64
56024	Gall's- Utility Belt- Jackson	110.47
56025	Gerhold Concrete- Fill Sand	80.50
56026	HD Supply Waterworks- Bushings, Clamps	868.95
56027	JEO Consulting- Blight Study	1,050.00
56028	John Deere Financial- Spool Line, Auto Feed	84.98
56029	Kile Jackson- Reimburse Activation Fee	50.00
56030	Matheson-Tri Gas- Oxygen Rental	84.63
56031	Menard's- Paint	37.98

56032	Midwest Refuse- Service for August	118.15
56033	Municipal Supply- Butterfly Valve, Coup	1,123.42
56034	Nebraska Motor Parts- Hose, Towels, Clamps	132.69
56035	NPPD- Service for August 2013	8,170.42
56036	One Call Concepts- Locate Requests	19.50
56037	Pac-N-Save- Food, Fundraiser Supplies, Mop	225.17
56038	Pizza Kitchen- August Meals	185.45
56039	Recyclelink- Recycle Service	36.00
56040	Roxanne Roth- Cleaning Services	50.00
56041	Sam's Club- Kleenex, Paper Towels, Lysol	135.52
56042	Seward Appliance Repair- Dishwasher Repair	979.00
56043	Seward Co. PPD- Wells 1&2	959.61
56044	Seward County Independent- Minutes, Envelopes	430.69
56045	Shell Fleet Plus- Gas	118.60
56046	Sports Express- T-Shirt	6.00
56047	Subway Motors- Belt, Ball Joints, Labor	720.79
56048	Sunrise Country Manor- August Meals	945.00
56049	TCA Outdoor Power- Mount Assy W/ Bushing	130.95
56050	Troyer Concrete- Remove/Replace Back App	2,188.00
56051	Verizon Wireless- Cell Phone Bill	93.00
56052	Verizon Wireless- Air Cards/Data	80.02
56053	Verizon Wireless- Dept Cell	103.06
56054	Walmart- Labels, Paper, Movie Night	189.52
56055	Windstream- Service for August	534.62
56056	Blue River Transmission- Service (Unit 40)	228.57
56057	JEO Consulting- Post Construction	855.00
56058	Municipal Supply- Fire Hydrant (Well 1)	2,050.54
56059	Nebraska Public Health- Water Testing	1,485.00
56060	Verizon Wireless- Well Control Monitor	40.01
56078	Ameritas- Pension	1,664.63
56079	Union Bank- HSA	815.00
56085	Aflac- Dis, Cancer, Acc, Suppl	513.36
56086	Allied Insurance- Crime Bond	100.00
56087	Ameritas Life Ins. Corp.- Annu. Base/ Recordkeeping	732.05
56088	Blevens Law Office- Legal Services for Oct 2013	350.00
56089	Blue Cross & Blue Shield- Health Ins 10/1-10/31	8,883.94
56090	Cash-Wa- Distributing- Supplies	55.00
56091	Petty Cash- Postage, Glue Stick	61.14
56092	Concrete Works- 4 <sup>th</sup> & C St. Repair	628.00
56093	Culligan Water- Bottled Water, Cooler Rent	17.95
56094	Data Technologies- Summit User Group Meeting	170.00

56095	Fort Dearborn- Life Insurance	110.08
56096	Gerhold Concrete- Crushed Concrete	162.43
56097	GreatAmerica Financial- Meter Rent	80.00
56098	JR Welding- Repair Digger	35.00
56099	League of NE Municipalities- Utilities Section Dues	671.00
56100	League of NE Municipalities- Membership Dues	2,877.00
56101	Marvin E. Jewell- 2013-2014 Budget Prep	6,600.00
56102	Milford School Dist- Parking Tickets	25.00
56103	Municipal Supply- Meter, Freight	208.85
56104	Mutual of Omaha- Disability	30.24
56105	NE Dept of Revenue- Recycling Fee	25.00
56106	Roxanne Roth- Cleaning Services	50.00
56107	SEND- Membership Dues 2014	1,777.00
56108	Shell Fleet Plus- Car Gas	75.89
56109	State Of NE- Elevator Inspection	100.00
56110	Union Bank- Gary TeSelle Acct, Med. Part D	431.50
56111	Windstream- Service for September	155.82

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES:** Written reports received were Milford Housing Authority minutes for September 12, 2013; Library Board minutes for August 15, 2013; Milford Aging Services Commission minutes for September 24, 2013; Police Dept. Activity Report for August 2013; MVFD Rescue NARSIS Report for September 2013.

Chief Siebken – Kile Jackson started 9/9/13 and has completed his pre-training. He will be assigned a shift this week and will progress to patrol on his own. Chief Siebken will be attending the ISCP in Philadelphia the week of the 18- 25. Baker attended the final Seward County Housing meeting. A familiarization tour will be held. Baker asked if the Council is interested in having Hanna Keelan report the findings of the Housing Study. The cost of the report would be approximately \$500.00. Baker attended a Chamber of Commerce meeting and gave a presentation updating the members on the City's happenings. The annual meeting of the SCEDC was held on Sept. 20, 2013 and Baker was nominated to serve as the Vice President of the corporation. Baker also reported on the employee appreciation dinner. It will be held on November 9<sup>th</sup>, in the evening. The location has been set and waiting on catering decision. Sheriff Yocum agreed to provide coverage for the Milford P.D. so they may attend.

**COMMUNICATIONS:** \*Sales tax received for the month of July 2013 in the amount of \$15,175.87. \*NPPD notification of expected 2% increase in retail rates for 2014 has been reduced to a 0% increase.

**UNFINISHED BUSINESS:**

**Introduction and Adoption of Resolution – Create Personnel Committee:** Attorney Blevens agreed that our manual needs to be updated. He brought a resolution and the Council discussed the number of committee members they wanted and who should serve. After some discussion Council member Baker introduced the following resolution seconded by Heckman.

RESOLUTION NO. 492

BE IT RESOLVED BY THE MAYOR AND COUNCIL:

A standing committee consisting of five members is hereby created to annually review the Employee Policy Manual of the Municipality and to recommend changes, amendments and modifications thereof for the benefit of the Municipality. One member of said committee shall be selected by the Department heads of the Municipality, one member shall be selected by the non-supervisory full-time employees of the Municipality, two members of the Governing Body shall be appointed by the Mayor, and one non-employee member (who need not be a resident of the Municipality) shall be appointed by the Mayor.

Dated October 2, 2013

Attest: \_\_\_\_\_

City Clerk

\_\_\_\_\_

Mayor

(SEAL)

**NEW BUSINESS:**

**Approve Fire Dept. membership roster:** No roster provided.

**Discuss/Action Disbursement Agreement, SCEDC:** Discussion was held as to the specifics to be added to the agreement, regarding the area of focus for Milford. It was decided to add verbiage regarding housing; new or refurbishing. A motion was made by Baker and seconded by Heckman to authorize the Mayor to sign the disbursement agreement between the City of Milford and the Seward County Economic Development Corporation but to include a paragraph that states: The City of Milford with the assistance of SCEDC shall seek and pursue all available resources that will promote a sustainable housing development program within the City of Milford corporate limits or property adjacent thereto. Roll call vote: Baker yes, Heckman yes, Fortune absent, Kral yes. Motion carried. (Copy of the Disbursement Agreement is attached to these minutes)

**Discuss/Action Membership Agreement, SCEDC:** A motion was made by Kral and seconded by Baker to authorize the Mayor to sign the SCEDC

membership agreement as presented. Roll call vote: Kral yes, Baker yes, Fortune absent, Heckman yes. Motion carried. (Copy of Membership Agreement is attached to these minutes)

**Street Lighting along Hwy 6, west of town:** Bill Johnson with NPPD reported that after looking into their Capital Improvement Projects they are suggesting that Milford contact the State of NE Roads Dept. to install the lights along Hwy 6 on the west edge of town. If the State will do the installation they usually turn the lights over to the City of Milford. If the State of NE will not do the project then he suggested that we request a letter explaining the same and then NPPD would install the lights. The Council decided to pursue the installation of lights with the State of NE and see what they decide.

**Discuss/Action Maintenance Dept. update:** Mayor Bruha noted several attempts have been made in the past to clean up the alleys. He has instructed the Maintenance Dept. to move forward to accomplish this task prior to any snowfall. Letters will be sent to notify residents to clear any items from the alley R.O.W. Chief Siebken has already sent letters instructing residents of their need to clean up property meeting the nuisance violations. He has made some progress but others might take a little persuasion. If our current ordinance is not strong enough Baker suggested looking into the SENDD program. Chief Siebken noted that it is the property owner's responsibility to clean up. We shouldn't condition individuals to think, "Just let the City do it." If they don't take action on the City's request and the City comes in to clean it up, they should be billed. If the bill is not paid then file a lien against the property. Mayor Bruha read section 8-201 of the Municipal Code regarding the City Maintenance Dept. trimming or cutting trees. The City will pursue with this action.

**ADJOURNMENT:** A motion was made by Heckman and seconded by Kral to adjourn the meeting. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune absent. Motion carried and meeting adjourned at 8:37 pm.

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Jeanne Hoggins, City Clerk

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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 October 1, 2013 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)

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Jeanne Hoggins, City Clerk