

CITY OF MILFORD  
REGULAR MEETING  
SEPTEMBER 1, 2015  
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 September 2015 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Jeff Heckman, Dan Kral; Attorney Krista Carlson; Maintenance Supt. Gary TeSelle; Chief of Police Forrest Siebken; Library Director George Matzen and City Clerk Jeanne Hoggins. Absent: Council member Rick Fortune. Also present: Emily Hemphill 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 7:33 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 August 4, 2015 meeting. Roll call vote: Baker yes, Heckman yes, Fortune absent, Kral yes. Motion carried.

A motion was made by Heckman and seconded by Kral to approve the minutes of the August 13, 2015 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 accounts payable bills in the amount of \$89,093.78 payroll in the amount of \$33,289.40 totaling \$122,383.18 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune absent. Motion carried.

**SALARIES:**

59547	Mark Frey	467.43
59548	Forrest Siebken	1396.62
59549	Kendall Hoggins	1181.54

59550	Mavis Ferris	77.57
59551	Jeanne Hoggins	1307.66
59552	Gary TeSelle	860.20
59553	Robert Hull	877.50
59554	George Matzen	757.62
59555	Jenna Filbert	394.90
59556	Benjamin Rediger	989.57
59557	Erica Pallas	820.86
59558	Hunter Jensen	467.87
59559	Joshua Dalton	509.99
59560	Kile Jackson	1041.32
59561	Scott McNeil	910.08
59562	Sarah Long	129.29
59563	Joshua Schaben	476.13
59564	Craig Carritt	5.54
59565	Lindsey Sample	282.34
59566	Zach Danekas	370.68
59567	Natalie Kremer	440.31
59568	Brett Kremer	231.44
59569	Jeremiah Miller	632.87
59570	Aidan Pauley	259.67
59571	Addison Pauley	182.52
59572	Maci Wingard	312.36
59573	Trey Frey	627.04
59574	Jessica Wang	81.26
59575	Jeffery Troyer	912.87
59576	Marilu Fichtner	563.65
59577	Elianna Heyen	326.92
59578	Cameryn Kremer	258.70
59579	Erika Rolenc	284.43
59580	Brenda Kalnins	407.94
59636	Mark Frey	344.07
59637	Forrest Siebken	1396.62
59638	Kendall Hoggins	1144.69
59639	Mavis Ferris	88.66
59640	Jeanne Hoggins	1307.66
59641	Gary TeSelle	860.20
59642	Robert Hull	911.03
59643	Bryce Johnson	101.58
59644	George Matzen	757.62
59645	Jenna Filbert	353.29

59646	Benjamin Rediger	989.57
59647	Erica Pallas	889.40
59648	Joshua Dalton	113.94
59649	Kile Jackson	1196.22
59650	Scott Mc Neil	966.70
59651	Sara Long	125.60
59652	Joshua Schaben	289.10
59653	Craig Carritt	12.93
59654	Jessica Wang	125.60
59655	Jeffery Troyer	912.87
59656	Marilu Fichtner	509.05
59657	Brenda Kalnins	446.05
59665	Ricky Fortune	138.52
59666	Dean Bruha	184.70
59667	Jeffrey Baker	138.52
59668	Dan Kral	138.52

**GENERAL FUND:**

59495	Ryan Beebe-UB Deposit Refund	48.55
59496	Sid Burkey-UB Deposit Refund	75.00
59497	Randy Cozine-UB Deposit Refund	2.73
59498	Daivd Huisman-UB Deposit Refund	38.36
59499	Tony Jackson-UB Deposit Refund	75.00
59500	Linda Moreno-UB Deposit Refund	11.93
59501	James & Michela Peterson-UB Deposit Refund	43.74
59502	Levi Roth-UB Deposit Refund	75.00
59503	Pat Skubinna-UB Deposit Refund	12.27
59504	Sue Stutzman-UB Deposit Refund	75.00
59505	Ron Vosta-UB Deposit Refund	75.00
59545	Sandra Watson-Over Paymt. Of Water Bill	44.93
59546	U.S. Postmaster-Utility Billing Postage	206.80
59581	Ameritas-Pension	1648.10
59582	Kansas Payment Center-Child Support	177.23
59583	Union Bank-HAS	778.00
59584	AFLAC-Dis, Supple, Accident, Cancer	380.83
59585	ARAMARK-Pants & Rags	904.87
59586	AT&T-Library Long Distance	4.01
59587	Ben Rediger-Steel Toe Boots	141.23
59588	Black Hills Energy-July Services	162.70
59589	Blue River Transmissions-Replace Starter & Swaybar	684.76
59590	Bonsall Pool Company-Dpd Powder x2	25.90
59591	Blue River Umpire Association-Umpire Fee	115.00

59592	Canon Financial Services-Contract Charge	254.00
59593	Canon Solutions America-Maint/Copies	113.89
59594	Concrete Works, Inc.-Pizza Kitchen Alley	23075.00
59595	Culligan Water Conditioning-B/W Mileage	18.95
59596	Dan McElravy-12U League Fees	70.00
59597	Eakes Office Solutions-Misc. Supplies	522.72
59598	Electronic Engineering-APX Radio Repair Unit #1	315.28
59599	Emergency Medical Products, Inc. EMS Supplies	41.95
59600	Farmers Coop-Gas/Diesel/Tires	1455.39
59601	Federated Health Ins.-Health, Dental, Life Sept 2	7256.71
59602	Hawkins Inc. Pool Acid, Azone, Lpc-4, Freight	1532.27
59603	Jeff Troyer-Reimburse for Boots	150.00
59604	John Deere Financial-Weed Eater Parts	179.86
59605	Johnson Service Company-Line Cleaning	4167.60
59606	Water Control Sewer Upgrade	1880.00
59607	Matheson Tri-Gas, Inc.-Air & O2 Bottle Rental	204.96
59608	Meyer Laboratory, Inc.-Paint & Shipping	905.64
59609	Mid America Recycling-July 2015 Services	45.25
59610	Milford Fire & Rescue-NSVFA Membership	820.00
59611	Milford Plumbing Inc.-2 Garden Hose Valves	27.90
59612	Municipal Supply, Inc. of NE-New Locator	1213.00
59613	NE Dol/Boiler Inspection-Boiler Certification	18.00
59614	NE Motor Parts Co.-Ext. Cord, Lockpin, Batteries	307.87
59615	NE Public Power District-July Services	6845.13
59616	One Call Concepts-35 Locates	31.85
59617	Pac-N-Save Milford-Dog Food, Concessions Supplies	150.85
59618	Pizza Kitchen-Nacho Cheese/Birthday Meal	149.39
59619	Rediger Automotive-Service Unit #1 & #2	137.06
59620	Sam's Club-Bath Tissue, Candy, Paper Towels	588.42
59621	Seward Co Public Power Dist.-Wells 1 & 2	657.73
59622	Seward County Independent-Legals, Minutes, Notices	219.61
59623	Seward Lumber-Sidewalk Repairs	71.25
59624	Shell Fleet Plus-Truck Fuel	281.25
59625	Shell Fleet Plus-Gas/Shuttle Car	34.73
59626	Stop Stick, LTD.-Cord Reel for Tire Deflation Device	35.00
59627	Sunrise Country Manor-Meals for July 2015	467.25
59628	TeSelle Services-Mileage to Wahoo	64.40
59629	Verizon Wireless-Cell Phones	95.54
59630	Verizon Wireless-Jet Pack	64.90
59631	Verizon Wireless-Dept. Cell	104.49
59632	Waste Connections of NE-Trash Services	203.81

59633	Wergin's Lawn Services-Grub Control & Fertilizer	999.00
59634	Windstream Nebraska Inc.-Services for July 2015	242.32
59635	Wolfe, Snowden, Hurd, Luers, & Ahl, LLP-Service	1257.50
59658	Ameritas-Pension	1648.10
59659	Kansas Payment Center-Child Support	177.23
59660	Union Bank-HAS	778.00
59661	Black Hills Energy-Services for August 2015	48.04
59662	Dearborn National Life Ins. Co.-Life Insurance	116.96
59663	Lifetime Benefit Solutions-Vision Ins./July & Aug.	182.18
59664	Erica Pallas-Mileage to Play it Again Sports-Lincoln	33.35
59669	Atco International-Devour	2205.00
59670	Baker & Taylor-Books	166.21
59671	Cameryn Kremer-Lifeguard Cert. Reimb.	50.00
59672	Card Service Center-Postage, Ammo, Monitor	1185.07
59673	Petty Cash-Postage Due, Water Samples, Handheld	57.72
59674	Coast to Coast Computer Prod.-Toner	152.00
59675	Concrete Works, Inc.-Storm Drain 5 <sup>th</sup> & F/1 <sup>st</sup> & Wal	12225.00
59676	Culligan Water Conditioning-B/W & Cooler Rent	37.00
59677	Elianna Heyen-Lifeguard Cert. Reimb.	50.00
59678	Emergency Medical Products, Inc.-Rescue Supplies	121.46
59679	Erika Rolenc-Lifeguard Cert. Reimb.	50.00
59680	George Matzen-Sink Plug, Wrenches	56.78
59681	Hydraulic Equipment Service-Repair Hydraulics/Range	227.61
59682	JR Welding-Gate & Digger Repair	70.00
59683	Kremer's Inc.-Power Board for Street Dance	1282.21
59684	Law Enforcement Targets-Training Targets	223.30
59685	Milford Plumbing Inc.-Plumbing Repairs-Kitchen	115.95
59686	Milford School Dist. #5-Liquor Lic., Parking Fines	35.00
59687	Nebraska Public Health-Coliform, Nitrate	78.00
59688	NPZA-NE Planning & Zoning Meeting(Dean & Ken)	140.00
59689	Office Depot Act.- CD/DVD Sleeves	33.91
59690	Shell Fleet Plus-Fuel Expense	598.94
59691	Union Bank-Gary TeSelle Ins. Supplement	388.50
59692	Verizon Wireless-Well Control Monitor	40.01
59693	Walmart-Water, Paint Supplies, Food, Fundraiser	750.41
59694	Wayne Stohlman-NEMSA Registration(Wayne & Troy)	450.00
59695	Windstream Nebraska Inc.-Services for August 2015	219.18
59696	Zito Media-H.D. T.V.	8.09

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES:** Written reports received were Milford Aging Services Commission minutes for August 25, 2015; Website overview for August 2015; Milford Police Dept. activity report for August 2015; Building Inspector report for July and August 2015; Library Report for August 2015. Heckman – Pool closed and we had a pretty good year. Admissions income was approximately \$6,000.00 over what was anticipated. Pool salaries were way under budget. TeSelle – stayed under budget even with a couple major motor breakdowns. Matzen – Library has had a very busy August. \$805.00 received in donations from Fun Days Book Sale. Milford A/C & Appliance are working towards installation of new A/C unit. Kral – Fire Dept. reports 14 Rescue calls in Milford and 2 in Pleasant Dale; no fire calls in August. TeSelle – alley project behind the Coop Station is going well. Installing new door at Sr. Center. Gary reported that employees must have 4 years of work experience before a level 3 certification can be obtained. Kendall's past experience will allow him to test at level 3 and Jeff will start with a level 4 certification. Kendall will test in October and Jeff will test in December. The RR is doing some staging and will be removing fence along the lagoon. When the project is complete they will assist with drainage and replacing the fence. 3 big trees have been removed due to the storm and mowing is still keeping them busy. Chief Siebken – Officer Jackson resigned employment today and his last day will be Sept. 14. He is taking a position in Cass County as a Deputy Sheriff. Chief has already posted the position at the NE Law Enforcement Training Center as well as on NCJIS. The RR has agreed to move dirt and build up the range, extending the wings. Chief has purchased a Tuff Shed to store material and Kendall and Mark will pour the concrete pad tomorrow. Baker – baseball/softball season is over and Erica is well on her way with soccer. The season starts on Sept. 12 with uniform handout on the 9<sup>th</sup>. The T-Shirt on-line ordering went very well. NPPD will be analyzing the Sr. Center as the electric bills the last two months have been extremely high. Baker updated the Sr. Center attendees during the Birthday luncheon of the progress and planning for the main level remodel. A JEO representative will be out Sept. 9 to discuss ideas. Baker also attended a meet & greet at S.C.C. with the Economic Development State Representative. A tour was provided by Ken Reinsch. Jonathan Jank's contact was renewed as a year to year renewal unless the board would decide to take other action. Discussion is being held regarding the County wide RR tax implementation.

**COMMUNICATIONS:** \*Sales tax received for the month of June 2015 in the amount of \$17,835.11. \*Received NPPD 2<sup>nd</sup> qtr lease rebate payment in the amount of \$43,273.94.

## **UNFINISHED BUSINESS:**

### **Discuss/Action – Request for funds from Community Betterment Committee for sidewalk repairs/placement along F St. & D St.:**

Heckman updated the Council on the discussion that was held at the Community Betterment meeting. Sidewalks will be installed at these 2 different locations to assist children as they walk to school. A homeowner was present and expressed concern with lot lines and snow removal. Mr. Hixson was told that he will be responsible for clearing the snow from the new sidewalk. A survey will be conducted to determine lot lines. A motion was made by Heckman and seconded by Baker to request funds from the donated money and award the bid to Concrete Works in the amount of \$17,185.00. Heckman noted that this project was the top item listed in our Strategic Planning Survey. Mayor Bruha noted the sidewalk will be 5' in width and proceed north to the High School property. Roll call vote: Heckman yes, Baker yes, Fortune absent, Kral yes. Motion carried.

**Discuss/Action – Accrued vacation time pay-out:** Kral noted that part of this discussion should include the change to accrued time and the maximum amount of vacation an employee is allowed. Baker mentioned the previous discussion of paying down to 160 hours, allowing a carry-over of 40 hours per year to make the cap per year 200 hours. Heckman suggested that we start this new policy October 1<sup>st</sup>. The update to the employee handbook regarding vacation time will be revised and presented at the special council meeting on Sept. 10<sup>th</sup>. Calculating vacation time is based on the number of eligible hours accrued per the number of years employed. Discussion was held regarding whether to pay-out the overage in two years or pay it all out right away. A couple employees would like to use their time off rather than having it paid out. Discussion will take place at the special meeting with the Accountant to determine the availability of funds to pay out the additional vacation time in this fiscal year.

## **NEW BUSINESS:**

**Introduction and Adoption of Resolution – Economic Development Certified Leadership Community Support:** A motion was made by Baker and seconded by Heckman to introduce the following resolution:

### **RESOLUTION NO. 521**

#### **Resolution of Support**

*WHEREAS*, local municipal government, county government, and regional economic development entities must provide leadership and coordination for economic development efforts; and

*WHEREAS*, economic development needs can best be solved through a cooperative effort between local, county, regional and state economic development organizations and entities; and

*WHEREAS*, there is a need to recognize and promote our community's organizational readiness, infrastructure investment, ability to respond to business needs, and

*WHEREAS*, the Nebraska Department of Economic Development's Leadership Community Certification has been reviewed and found to be a program promoting our community's economic development preparedness;

*THEREFORE*, the village board or city council of City of Milford, NE do herewith pledge their full support, endorsement, and cooperation for participation in the Nebraska Department of Economic Development's Leadership Community Certification by City of Milford, NE.

Roll call vote: Baker yes, Heckman yes, Fortune absent, Kral yes. Motion carried.

Approved this 1<sup>st</sup> day of September, 2015

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

City Clerk

\_\_\_\_\_

Mayor

(SEAL)

**Discuss/Action – Employee Handbook revision for VAC/ILL Leave:**

Item tabled until Sept. 10, 2015 special meeting.

**Discuss/Action – SENDD request for membership dues, General & Housing:**

A motion was made by Kral and seconded by Baker to approve payment of \$1777.00 for SENDD general membership dues. Housing dues will not be considered at this time. Roll call vote: Kral yes, Baker yes, Fortune absent, Heckman yes. Motion carried.

**Introduction and Adoption of Ordinances:**

**Ordinance to vacate a portion of Maple Ave., near the RR. Tracks:**

ORDINANCE NO. 897

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO VACATE A PORTION OF MAPLE AVENUE IN THE CITY OF MILFORD, SEWARD COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 16 BLOCK A, DAVISON AND CULVER'S ADDITION IN THE CITY OF MILFORD, AND SAID POINT BEING THE POINT OF BEGINNING; THENCE SOUTHERLY, ALONG THE WEST LINE OF BLOCK A, DAVISON AND CULVER'S ADDITION; THENCE NORTHWESTERLY TO THE INTERSECTION OF THE EAST LINE OF BLOCK B, DAVISON AND CULVER'S ADDITION AND A LINE PARALLEL WITH AND 50 FEET NORMALLY DISTANT SOUTHERLY FROM THE CENTERLINE OF THE BNSF RAILWAY COMPANY'S MOST SOUTHERLY TRACK; THENCE NORTHERLY, ALONG THE EAST LINE OF SAID BLOCK B, TO THE NORTHEAST CORNER OF LOT 1, BLOCK B, DAVISON AND CULVER'S ADDITION, THENCE EASTERLY TO THE POINT OF BEGINNING;



TO RETAIN TITLE TO, AND AN EASEMENT OVER AND ACROSS SAID AVENUE FOR LOCATION OF WATER, SEWER, ELECTRICAL, TELEPHONE, UTILITIES, AND OTHER MUNICIPAL PURPOSES, AND TO ALLOW THE SAME TO BE USED BY BNSF RAILWAY COMPANY FOR RAILROAD PURPOSES;

TO PLACE REASONABLE CONDITIONS ON SAID VACATION AND ON USE OF THE VACATED PROPERTY BY BNSF RAILWAY COMPANY;

TO PROVIDE FOR THE MAINTENANCE OF SAID AVENUE;

TO PROVIDE THE MANNER FOR DETERMINATION OF DAMAGES BY CITIZENS OF THE CITY OR BY OWNERS OF PROPERTY THEREIN; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PRESCRIBING THE TIME THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT. (See Ordinance Record)

**Ordinance to vacate a portion of Elm Ave. and First Street:**

ORDINANCE NO. 898

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO VACATE A PORTION OF ELM AVENUE AND FIRST STREET IN THE CITY OF MILFORD, SEWARD COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF THE SOUTH HALF OF LOT 8 BLOCK O, DAVISON AND CULVER'S ADDITION IN THE CITY OF MILFORD, AND SAID POINT BEING THE POINT OF BEGINNING; THENCE SOUTHERLY, ALONG THE WEST LINE OF LOTS 8 THRU 14 BLOCK O AND THE WEST LINE OF LOT 15 BLOCK N DAVISON AND CULVER'S ADDITION, TO THE SOUTHWEST CORNER OF LOT 15, BLOCK N, DAVISON AND CULVER'S ADDITION; THENCE NORTHWESTERLY TO THE SOUTHWEST CORNER OF LOT 21, BLOCK A, DAVISON AND CULVER'S ADDITION; THENCE EASTERLY, ALONG THE SOUTH LINE OF LOTS 21 THRU 32, BLOCK A, DAVISON AND CULVER'S ADDITION, TO THE SOUTHEAST CORNER OF SAID LOT 32; THENCE NORTHERLY, ALONG THE EAST LINE OF SAID LOT 32, TO A POINT 27.50 FEET SOUTHERLY FROM THE NORTHEAST CORNER OF SAID LOT 32; THENCE EASTERLY TO THE POINT OF BEGINNING.

TO RETAIN TITLE TO, AND AN EASEMENT OVER AND ACROSS SAID AVENUE FOR LOCATION OF WATER, SEWER, ELECTRICAL, TELEPHONE, UTILITIES, AND OTHER MUNICIPAL PURPOSES, AND TO ALLOW THE SAME TO BE USED BY BNSF RAILWAY COMPANY FOR RAILROAD PURPOSES;

TO PLACE REASONABLE CONDITIONS ON SAID VACATION AND ON USE OF THE VACATED PROPERTY BY BNSF RAILWAY COMPANY;

TO PROVIDE FOR THE MAINTENANCE OF SAID AVENUE;

TO PROVIDE THE MANNER FOR DETERMINATION OF DAMAGES BY CITIZENS OF THE CITY OR BY OWNERS OF PROPERTY THEREIN; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PRESCRIBING THE TIME THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT. (See Ordinance Record)

**Ordinance to create an easement for a portion of Park Ave., near Walnut Ave.:**

ORDINANCE NO. 899

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO PROVIDE AN EASEMENT OF A PORTION OF PARK AVENUE IN THE CITY OF MILFORD, SEWARD COUNTY, NEBRASKA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 1 BLOCK C, DAVISON AND CULVER'S ADDITION IN THE CITY OF MILFORD, AND SAID POINT BEING THE POINT OF BEGINNING; THENCE NORTHERLY, ALONG THE EAST LINE OF BLOCK C EXTENDED NORTHERLY, A DISTANCE OF 80.00 FEET TO THE NORTH RIGHT-OF-WAY LINE OF PARK AVENUE; THENCE SOUTHWESTERLY TO THE NORTHEAST CORNER OF LOT 14, BLOCK B, DAVISON AND CULVER'S ADDITION; THENCE EASTERLY, ALONG THE NORTH LINE OF SAID BLOCK B AND THE SOUTH RIGHT-OF-WAY LINE OF PARK AVENUE, TO THE POINT OF BEGINNING;

TO PLACE REASONABLE CONDITIONS ON THE GRANT OF SAID EASEMENT;

TO RETAIN AN EASEMENT OVER AND ACROSS SAID ALLEY FOR LOCATION OF WATER, SEWER, ELECTRICAL, TELEPHONE, UTILITIES, AND OTHER MUNICIPAL PURPOSES AND FOR PURPOSES OF TRAVEL WITHIN THE CITY OF MILFORD, NEBRASKA;

TO PROVIDE FOR THE MAINTENANCE OF SAID STREET;

TO PROVIDE THE MANNER FOR DETERMINATION OF DAMAGES BY CITIZENS OF THE CITY OR BY OWNERS OF PROPERTY THEREIN;

REPEALING ALL ORDINANCES IN CONFLICT HEREWITH;

AND PRESCRIBING THE TIME THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT. (See Ordinance Record)

**Discuss/Action – Bids for black-top repairs on Welch Park Rd.:**

Gary has not received any bids at this time. Item will be addressed when bids are available.

**Discuss/Action – Employee Evaluations & Process:** Kral noted that we have discussed this at 3 different Council meeting and have taken no action. After talking to the Dept. Heads, they all think evaluations would be a good step to take. We still need to have further discussion on which forms to use and hopefully our attorney can assist us with this. A motion was made by Kral to begin the evaluation process October 1, 2015 with evaluations being due January or February so the Council has them for the budget discussion beginning in June. Council member Baker seconded the motion and asked for further discussion. He agreed with Kral and suggested setting goals in October. Part of the evaluation process is to set standards and what you are expecting from your employees. At the County they list out goals; things that can be expected thru-out the year, things that are measurable.

Evaluations are then conducted to determine merit raises. If we are going to start an evaluation process we need to let them know: #1 What we are evaluating and #2 What do we expect from the employees. Each department could tailor their goals to their specific department along with a standard form. Baker suggested a standard form with an addendum that is unique to the department. Heckman noted that could be listed under job skills. He also mentioned that this allows the Dept. Heads to have a performance improvement plan if needed. If a situation would arise an employee would be given so many days to work on the said improvement and the Dept. Head would have documentation of this discussion. Proper documentation would be on file if termination is the end result. It was agreed that a city wide standard form be used as well as an addendum for specific departmentalizing. The Employee Handbook would be amended to reflect this change. Mayor Bruha noted a motion was made that our first evaluation period to begin October 1, 2015. The Council will gather the forms and the Dept. Heads can sit down with their employees and discuss goals and expectations. Krista will look into a standardized form. Heckman did not want the number rating system. The evaluations will be conducted by the Mayor and Dept. Head with written comments from the Council liaison if they feel it's necessary. The Dept. Heads will be evaluated by the Mayor. Discussion was held regarding the number of liaisons that Maintenance Supt. Gary TeSelle has and that it will be important for lines of communication between the Mayor and the Council members to be open. Mayor Bruha mentioned noting employees acting in a pro-active manner and Kral noted the importance of safety training and employees following thru. Roll call vote: Kral yes, Baker yes, Fortune absent, Heckman yes. Motion carried.

**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 9:10 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 September 1, 2015 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