

CITY OF MILFORD
REGULAR MEETING
SEPTEMBER 3, 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 3rd day of September 2013 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman, Dan Kral; Attorney Robert Blevens; Chief of Police Forrest Siebken and City Clerk Jeanne Hoggins. Absent: Maintenance Supt. Mark Frey. Also present: 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 7:30 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 Kral to approve the minutes of the August 6, 2013 meeting. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried.

A motion was made by Heckman and seconded by Fortune to approve the minutes of the August 26, 2013 meeting. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Kral and seconded by Heckman that the following bills in the amount of \$56,406.76 and payroll in the amount of \$31,219.25 totaling \$87,626.01 approved by the Auditing Committee be approved for payment. Roll call vote: Kral yes, Heckman yes, Baker yes, Fortune yes. Motion carried.

SALARIES:

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|-------|-----------------|---------|
| 55817 | Mark Frey | 1501.89 |
| 55818 | Forrest Siebken | 1334.60 |
| 55819 | Mavis Ferris | 73.11 |
| 55820 | Jeanne Hoggins | 1289.32 |

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| 55821 | Gary TeSelle | 728.61 |
| 55822 | Robert Hull | 1368.18 |
| 55823 | David Dahle | 1061.89 |
| 55824 | George Matzen | 682.41 |
| 55825 | Tracy Yeackley | 799.35 |
| 55826 | Jenna Filbert | 372.69 |
| 55827 | Benjamin Rediger | 1029.67 |
| 55828 | Jessica Young | 368.65 |
| 55829 | Jason Meyer | 1022.30 |
| 55830 | Caleb Dahle | 561.29 |
| 55831 | Trevor Hartgerink | 150.35 |
| 55832 | Tiffany Blair | 395.69 |
| 55833 | Sean Stahly | 254.16 |
| 55834 | Stacey Rediger | 282.84 |
| 55835 | Lisa Aschoff | 587.89 |
| 55836 | Erica Pallas | 299.85 |
| 55837 | Timothy Long | 71.75 |
| 55838 | Ian Rempel | 246.02 |
| 55839 | Sean Fredericksen | 383.31 |
| 55840 | Hunter Jensen | 460.31 |
| 55841 | Coleman Dahle | 321.37 |
| 55842 | Joshua Dalton | 93.53 |
| 55843 | Alexa Stauffer | 589.20 |
| 55844 | Cole Hartgerink | 112.15 |
| 55894 | Mark Frey | 1501.89 |
| 55895 | Forrest Siebken | 1334.60 |
| 55896 | Mavis Ferris | 94.00 |
| 55897 | Jeanne Hoggins | 1289.32 |
| 55898 | Gary TeSelle | 791.40 |
| 55899 | Robert Hull | 1625.24 |
| 55900 | David Dahle | 1048.99 |
| 55901 | George Matzen | 776.36 |
| 55902 | Tracy Yeackley | 803.26 |
| 55903 | Jenna Filbert | 388.90 |
| 55904 | Benjamin Rediger | 1029.67 |
| 55905 | Jason Meyer | 1373.86 |
| 55906 | Stacey Rediger | 397.63 |
| 55907 | Lisa Aschoff | 634.30 |
| 55908 | Erica Pallas | 315.46 |
| 55909 | Timothy Long | 224.76 |
| 55910 | Coleman Dahle | 408.42 |

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| 55920 | Ricky Fortune | 138.52 |
| 55921 | Dean Bruha | 184.70 |
| 55922 | Jeff Baker | 138.52 |
| 55923 | Jeff Heckman | 138.52 |
| 55924 | Dan Kral | 138.52 |
| GENERAL FUND: | | |
| 55764 | Courtney Bahe- WA/SW Deposit Refund | 32.17 |
| 55765 | Mikayla Krutz- WA/SW Deposit Refund | 2.31 |
| 55766 | Holly Moritz- WA/SW Deposit Refund | 50.00 |
| 55767 | Sara Norman- WA/SW Deposit Refund | 75.00 |
| 55816 | US Postmaster- Utility Billing Postage | 195.58 |
| 55845 | Ameritas- Pension | 1562.23 |
| 55846 | Union Bank-HSA | 815.00 |
| 55847 | Aflac- Dis, Cancer, Acc, Suppl | 513.36 |
| 55848 | Alexa Stauffer- Reimburse Lifeguard Training | 50.00 |
| 55849 | Aramark- Pants & Rags | 603.03 |
| 55850 | AT&T- Long Distance | 14.47 |
| 55851 | Black Hills Energy- Service for July | 181.69 |
| 55852 | Caleb Dahle- Reimburse Lifeguard Training | 50.00 |
| 55853 | Canon Financial- Copies, Maint Base | 111.65 |
| 55854 | Cash-Wa Distributing- Supplies, Food | 123.53 |
| 55855 | Central States Lab- Wasp Spray, Cleaner, Freight | 545.96 |
| 55856 | Petty Cash- Cards, Stamps, Food | 47.57 |
| 55857 | Cole Hartgerink- Reimburse Lifeguard Training | 50.00 |
| 55858 | Diode Communications- Service for July | 55.22 |
| 55859 | Eakes Office Plus- Paper, Calendars, Refills | 173.24 |
| 55860 | Erica Pallas- Mileage (Posterboard) | 11.66 |
| 55861 | Farmer's Co-op- Gas/Diesel for July | 2114.07 |
| 55862 | G&P Landfill- Trash for Tournament | 20.94 |
| 55863 | Great Plains Uniforms- Uniforms | 461.95 |
| 55864 | Heartland Auto Body- Ambulance & Freightliner | 619.60 |
| 55865 | Hunter Jensen- Reimburse Lifeguard Training | 50.00 |
| 55866 | Ian Rempel- Reimburse Lifeguard Training | 50.00 |
| 55867 | JEO Consulting Group | VOID |
| 55868 | Jessica Young- Reimburse Lifeguard Training | 50.00 |
| 55869 | John Deere Financial- Oil for Chain Saws | 50.40 |
| 55870 | Josh Dalton- Reimburse Lifeguard Training | 50.00 |
| 55871 | Matheson Tri-Gas- Oxygen & Air Rental | 79.98 |
| 55872 | Midwest Refuse- Service for July | 114.24 |
| 55873 | Milford Plumbing- Rodded Sewer Line | 70.00 |
| 55874 | Mutual of Omaha- Disability | 30.24 |

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| 55875 | NE DOL- Inspect Boiler @ Pool | 36.00 |
| 55876 | NPPD- Service for July 2013 | 9226.51 |
| 55877 | One Call Concepts- Locate Requests | 19.25 |
| 55878 | Pac-N-Save- Food, Dog Food | 34.62 |
| 55879 | Pizza Kitchen- Catered Meals | 263.39 |
| 55880 | Roxanne Roth- Cleaning Services | 50.00 |
| 55881 | Sam's Club- Candy for Pool | 323.97 |
| 55882 | Sean Fredericksen- Reimburse Lifeguard Training | 50.00 |
| 55883 | SPPD- Wells 1&2 | 843.20 |
| 55884 | Seward County Independent- Paper for Survey, Notices | 160.20 |
| 55885 | Shell Fleet Plus- Gas | 257.58 |
| 55886 | Sign Solutions- Signs for New Wading Pool | 288.95 |
| 55887 | Stutzman Digging- Repair Water Service | 662.75 |
| 55888 | Subway Motors- Van Rental | 255.00 |
| 55889 | Sunrise Country Manor- Meals- July | 808.50 |
| 55890 | Tiffany Blair- Reimburse Lifeguard Training | 50.00 |
| 55891 | Trevor Hartgerink- Reimburse Lifeguard Training | 50.00 |
| 55892 | Verizon Wireless- Cell Phones | 93.00 |
| 55893 | Windstream- Service for July | 715.14 |
| 55911 | Ameritas- Pension | 1562.23 |
| 55912 | Union Bank- HSA | 815.00 |
| 55913 | American Building Inspectors- Inspections & Fees | 300.00 |
| 55914 | Blue Cross & Blue Shield- Health Ins 9/1-9/30 | 8883.94 |
| 55915 | Companion Life Ins.- Dental Insurance | 595.52 |
| 55916 | Companion Life Ins.- Vision Insurance | 23.39 |
| 55917 | Fort Dearborn- Life Insurance | 116.96 |
| 55918 | NE Rural Water Assoc.- Backflow Training | 150.00 |
| 55919 | Shell Fleet Plus- Monthly Fuel Expense | 697.82 |
| 55925 | Aloha Roth- Cake | 20.00 |
| 55926 | American Fence Co.- Rail Ends, Pressed Steel | 2.32 |
| 55927 | Baker & Taylor- Books | 463.25 |
| 55928 | Black Hills Energy- Service for July | 47.95 |
| 55929 | Blevens Law Office- Legal Services for Sept | 350.00 |
| 55930 | Blue River Transmissions- Abs Brake System Repair | 862.65 |
| 55931 | Canon Financial- Contract Charge | 254.00 |
| 55932 | Cash-Wa Dist.- Potato Bake Supplies, Tissue | 238.28 |
| 55933 | City of Milford (Petty Cash)- Index cards, foam boards | 19.13 |
| 55934 | Culligan- Cooler rent, Bottled water | 46.95 |
| 55935 | Custom Woods- Countertop repaired | 112.50 |
| 55936 | D&D Communications- Radio Batteries | 297.00 |
| 55937 | Evergreen Printing Supplies- Toner | 73.00 |

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| 55938 | Forrest Siebken- IACP Registration | 275.00 |
| 55939 | George Matzen- Toner, Binders | 334.38 |
| 55940 | GreatAmerica Financial- Meter Rent | 80.00 |
| 55941 | Hawkins, Inc.- Swing Check, Azone, Frt, LPC-4 | 2140.81 |
| 55942 | Heartland Auto Body- Seat Covers, Decals, Sensor | 664.85 |
| 55943 | JEO Consulting- Project Pool | 145.00 |
| 55944 | Kelly Supply Co.- Slip Flange | 34.20 |
| 55945 | Lisa Aschoff- Coffeemaker | 125.43 |
| 55946 | Lynn Peavey Co.- Blood Alcohol Kits | 54.94 |
| 55947 | Milford School Dist.- Parking Tickets | 50.00 |
| 55948 | Municipal Supply- Sales Tax (short paid), Meters | 1745.47 |
| 55949 | Nebraska Public Health- Copper & Lead Testing | 410.00 |
| 55950 | Card Services- Sprayer, Hose, Nozzle | 299.64 |
| 55951 | Reader Services- Books | 12.99 |
| 55952 | Reimers Kaufman- Marble Dust | 279.72 |
| 55953 | Roxanne Roth- Cleaning Services | 75.00 |
| 55954 | Sack Lumber Co.- Plywood, Screwbox | 54.49 |
| 55955 | Seward County Independent- Want Ad | 52.40 |
| 55956 | Shell Fleet Plus- Car Gas | 76.82 |
| 55957 | Show Me Books- Books | 660.00 |
| 55958 | Sports Express- Screen Printing | 12.78 |
| 55959 | Gary TeSelle- Mileage & Meal | 63.33 |
| 55960 | Tracy Yeackley- Mileage to Crete- SLS Meeting | 23.31 |
| 55961 | Union Bank- Gary TeSelle Acct, Medicare Part D | 431.50 |
| 55962 | Uribe Refuse Services- Garbage Pickup | 133.00 |
| 55963 | Verizon Wireless- MDT Air Cards | 80.02 |
| 55964 | Verizon Wireless- Dept. Cellular | 101.24 |
| 55965 | Verizon Wireless- Well Control Monitor | 40.12 |
| 55966 | Vermeer High Plains- Chipper | 85.00 |
| 55967 | Voss Lighting- Light Bulbs | 372.43 |
| 55968 | Wal-Mart- Office & Movie night Supplies, Food | 248.15 |
| 55969 | Windstream- Service for August | 154.55 |
| 55970 | Zito Media- Cable Box | 5.96 |

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Milford Housing Authority minutes for August 7, 2013; Library Board minutes for July 16, 2013; Planning and Zoning Commission minutes for August 20, 2013; Milford Aging Services Commission minutes for August 27, 2013; MVFD Rescue NARSIS Report for August 2013. No Fires to report for August. Chief Siebken – Kile Jackson will graduate from the Police Academy this Friday, Sept. 6, 2013 and will start working Monday morning. Baker thanked everyone who

participated in Milford Fun Days and helped distribute the Strategic Planning Surveys. The survey was closed last Friday. Craig Vincent will provide preliminary numbers, digest the information to provide a report for the committee to review and then determine the next course of action. The numbers will not be available until late September at which time a meeting will be scheduled to review the information and make future plans. Baker also attended a Seward County Economic Development meeting and a Seward County Housing Study meeting. There are members of the community that are interested in forming a Task Force to move forward with planning for future development of housing. Council members Heckman and Baker attended the Seward County Economic Development Open House in Milford at which time they were looking to recruit members from the private sector. There is a Housing Study meeting scheduled for tomorrow in Seward. A county wide familiarization tour will be scheduled to identify areas that need work or have potential.

COMMUNICATIONS: *Sales tax received for the month of June 2013 in the amount of \$15,109.16. *NPPD second quarter lease agreement payment received in the amount of \$46,103.95.

PUBLIC HEARINGS:

General Redevelopment Plan: Mayor Bruha opened the Public Hearing at 7:37 pm. He updated everyone on the purpose of the General Redevelopment Plan. With no further comments Mayor Bruha closed the Public Hearing at 7:40 pm.

UNFINISHED BUSINESS:

Introduction and Adoption of Ordinance – Amend Ordinance #840 regarding Building Permit Fees: Discussion was held regarding the area where permit fees and the Building Inspectors invoice amounts are not balancing. This is causing a shortage of revenue. The Building Inspector is receiving \$40.00 per inspection as well as \$100.00 per month base pay. The Council would like to have Mr. Fuelling attend the Council meetings on a quarterly basis to provide information and answer questions as needed. After reviewing the proposed changes to the ordinance a motion was made by Heckman and seconded by Kral to introduce the following ordinance:

ORDINANCE NO. 876

AN ORDINANCE TO AMEND CHAPTER 9, ARTICLE 2, SECTION 205 OF THE MUNICIPAL CODE; TO AMEND ALL ORDINANCES IN CONFLICT HEREWITH; AND TO PRESCRIBE THE TIME THIS ORDINANCE SHALL BE IN FORCE AND TAKE EFFECT. (See Ordinance Record)

NEW BUSINESS:

Introduction and Adoption of Resolution – General Redevelopment

Plan: A motion was made by Heckman and seconded by Kral to adopt Resolution #488. A copy of the General Redevelopment Plan Resolution is attached to these minutes. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

Appointments: A motion was made by Baker and seconded by Kral to approve the Mayor's recommendation to appoint Rick Walla to the Economic Development Committee term ending 12/2016. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried

Approve hiring Library Clerk and set wage: A motion was made by Heckman and seconded by Baker to approve hiring Cady Vaverka at \$7.25 per hour and if she does not accept the position the job may be offered to Isabel DeAyala. Roll call vote: Heckman yes, Baker yes, Fortune yes, Kral yes. Motion carried.

Create Personnel Committee: Council member Baker suggested creating a personnel committee to review and modify the Employee Handbook. It has not been updated since March 2005. Discussion was held as to who would serve on the committee. It was suggested to have an outside source HR person as part of the group. The area of expertise with these individuals was questioned. Fortune noted the Police Dept. has a different set of rules than the rest of the employees. Baker would like the employees to have a chance to express themselves as the employee opinion matters. Blevens questioned the employees writing the personnel manual. Mayor Bruha suggested a suggestion box in which the Dept. Heads would then take this information to the committee. It was suggested to contact the League of NE Municipalities for resource information. We will try to get copies of Employee manuals from the League of NE Municipalities, the County of Seward and the Power District and have Attorney Blevens compare Milford's manual for compliance. It was suggested to place this item back on next month's agenda.

Discuss/Action Employee Appreciation Dinner: This item was discussed 2 years ago and Baker would like to recognize the employees for their hard work. A dinner in fellowship was suggested. According to State Statute the City is allowed to spend \$25.00 per employee on a recognition dinner. Baker would like to lift the moral of the employees and recognize them for their years of service. Kral noted the difficulty with getting employees together as their schedules are quite busy. Fortune commented to go ahead and plan a dinner and recognize the employees however. Kral mentioned it would be easier to plan in the winter months. Baker would like to plan for \$25.00 per employee and mentioned the importance of looking at this in a positive aspect. A motion was made by Baker and seconded by Heckman to

have an annual employee appreciation meal, not to exceed more than \$25.00 per employee as provided by NE State Statute 13-2203. Roll call vote: Baker yes, Heckman yes, Fortune yes, Kral no. Motion carried.

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 8:45 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 3, 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)

Jeanne Hoggins, City Clerk