

CITY OF MILFORD  
REGULAR MEETING  
FEBRUARY 6, 2018  
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Sr. Center Building in said City on the 6th day of February 2018 at 7:00 pm. Present were: Council members: Jeff Baker, Scott Bashore, Patrick Kelley, Dan Kral; Attorney Krista Carlson; Chief of Police Forrest Siebken, Maintenance Supt. Gary TeSelle and City Clerk Jeanne Hoggins. Absent: Mayor Nick Glanzer. Also present: Carmen Standley with Marvin Jewell. Notice of the meeting was given in advance thereof by posting in three public places; a designated method for giving notice, as shown by the Certification of Posting 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.

President of Council Kelley asked for a moment of silence to honor the family members lost by Maintenance Supt. Gary TeSelle.

**CALL TO ORDER:** President of Council Patrick Kelley called the meeting to order at 7:00 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 at the Sr. Center.

**MINUTES:** A motion was made by Kral and seconded by Bashore to approve the minutes of the January 11, 2018 meeting. Roll call vote: Kral yes, Bashore yes, Baker yes, Kelley yes. Motion carried.

**PAYMENT OF BILLS:** A motion was made by Kral and seconded by Kelley that the following accounts payable bills in the amount of \$96,422.15; payroll in the amount of \$58,732.69; totaling \$155,154.84 approved by the Auditing Committee be approved for payment. Roll call vote: Kral yes, Kelley yes, Baker yes, Bashore yes. Motion carried.

**SALARIES:**

64195	Mark Frey	90.50
64196	Forrest Siebken	1448.15
64197	Kendall Hoggins	1348.92
64198	Mavis Ferris	85.19
64199	Jeanne Hoggins	1228.47
64200	Gary TeSelle	1003.42

64201	Robert Hull	1440.30
64202	George Matzen	784.84
64203	Erica Pallas	882.80
64204	Jon Wiedemeyer	171.62
64205	Lewis Barker	184.70
64206	Travis Fougeron	1037.50
64207	Kyhana Barnes	49.87
64208	Amy Salistean	955.40
64209	Cathleen Fosler	373.33
64210	Liliana Alaniz	105.14
64211	Bonnie Meints	386.25
64212	Terrell Long	1240.65
64213	Andrew Carrico	1433.86
64266	Forrest Siebken	1486.37
64267	Kendall Hoggins	1465.70
64268	Mavis Ferris	112.21
64269	Jeanne Hoggins	1262.76
64270	Gary TeSelle	1034.28
64271	Robert Hull	946.37
64272	George Matzen	810.29
64273	Erica Pallas	900.33
64274	Craig Carritt	8.31
64275	Jonathan Wiedemeyer	335.36
64276	Lewis Barker	369.40
64277	Travis Fougeron	1015.28
64278	Kyhana Barnes	139.35
64279	Amy Salistean	914.84
64280	Cathleen Fosler	378.17
64281	Liliana Alaniz	116.10
64282	Bonnie Meints	372.74
64283	Terrell Long	1090.91
64284	Andrew Carrico	1120.42
64295	Jeffrey Baker	138.52
64296	Dan V. Kral	138.52
64297	Scott Bashore	138.52
64298	Patrick Kelley	138.52
64299	Nicholas Glanzer	184.70
64300	Mark Frey	203.63
64301	Forrest Siebken	1486.37
64302	Kendall Hoggins	1134.66
64303	Mavis Ferris	108.05

64304	Jeanne Hoggins	1262.76
64305	Gary TeSelle	1034.28
64306	Robert Hull	1100.45
64307	George Matzen	810.29
64308	Erica Pallas	883.98
64309	Craig Carritt	14.54
64310	Jon Wiedemeyer	327.44
64311	Lewis Barker	369.40
64312	Travis Fougeron	947.14
64313	Kyhana Barnes	162.79
64314	Amy Salistean	943.81
64315	Cathleen Fosler	373.33
64316	Liliana Alaniz	93.50
64317	Bonnie Meints	397.51
64318	Terrell Long	1090.91
64319	Andrew Carrico	1254.85
64321	Jeremy Garbers	425.89

**GENERAL FUND:**

64165	JASON BLACKETER	WA/SW DEPOSIT REFUND	\$	20.59
64166	ANGELA GREEN	WA/SW DEPOSIT REFUND	\$	20.59
64167	JEFF GREN	WA/SW DEPOSIT REFUND	\$	11.96
64193	U.S.POSTMASTER	UB POSTAGE	\$	313.81
64214	RETIREMENT PLANS DIVISION	PENSION-133011	\$	1,709.04
64215	UNION BANK	HSA	\$	1,038.15
64216	BLACK HILLS ENERGY	SERVICE FOR DECEMBER	\$	1,127.39
64217	UNIVERSAL PREMIUM	FUEL EXPENSE	\$	190.34
64218	CANON SOLUTIONS AMERICA	MAINT BASE & COPIES	\$	184.89
64219	PETTY CASH	POSTAGE	\$	95.46
64220	CONSOLIDATED MANAGEMENT CO	MEALS-43 BASIC	\$	42.34
64221	CULLIGAN WATER CONDITIONING	B/W, COOLER RENTAL	\$	94.70
64222	DEAN BRUHA	REIMBURSEMENT-RENTAL	\$	75.00
64223	DIGITAL ALLY, INC	BODY CAM BATTERIS & SHIPPING	\$	60.00
64224	EAKES OFFICE SOLUTIONS	RECEIPTS,TYPEWRITTER,STAMP	\$	376.08
64225	EMERGENCY MEDICAL PRODUCTS,INC	SUPPLIES	\$	1,084.70
64226	ERIC RILEY ELECTRIC	REPAIR OUTSIDE LIGHTS @ FIRE	\$	167.30
64227	ERICA PALLAS	MILEAGE TO BEAVER CROSSING	\$	22.47
64228	FARMERS COOPERATIVE	FUEL	\$	1,607.49
64229	FIRST WIRELESS, INC.	INSTALLATION NEW FIRE TRUCK	\$	869.92
64230	GALLS, LLC	2-BLUE TRAINING M&P'S	\$	105.30
64231	INSPRO INSURANCE CO	2018 FIRE TRUCK	\$	1,407.00
64232	INTERNATIONAL ASSOC OF	MEMBERSHIP RENEWAL	\$	150.00
64233	JEO CONSULTING GROUP, INC.	ONE & SIX YEAR PLAN & ST.RPTS	\$	2,700.00
64234	JOHN VOSTA	DIRT FOR BACK FILL	\$	200.00
64235	MATHESON TRI-GAS,INC	02 & AIR BOTTLE RENTAL	\$	128.34

64236	MEMORIAL HEALTH CARE SYSTEMS	FLU VACCINE	\$ 451.00
64237	MEYER AUTOMOTIVE	BATTERY REPLACEMENT UNIT #3	\$ 194.68
64238	MIDWEST AUTO PARTS	2005 GMC & F 350 REPAIRS	\$ 114.47
64239	MILFORD FIRE & RESCUE	DEPT MEMBERSHIPS FOR EMT'S	\$ 390.00
64240	MILFORD VALU RITE PHARMACY	ASPIRIN,BATTERIES,INSTA-GLUCOS	\$ 27.78
64241	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR DECEMBER	\$ 5,898.43
64242	NORRIS PUBLIC POWER DIST	WELLS 1 & 2	\$ 404.05
64243	ONE CALL CONCEPTS	ONE CALLS	\$ 1.50
64244	CARD SERVICES	HEATERS & SUPPLIES	\$ 76.96
64245	PAC-N-SAVE MILFORD	GROCERIES	\$ 393.11
64246	PIZZA KITCHEN	BIRTHDAY MEAL	\$ 187.50
		2000 GMC7500 &HIRANGER	
64247	POTTER REPAIR, INC.	REPAIRS	\$ 389.23
64248	RECYCLELINK	RECYCLING SERVICES	\$ 40.00
64249	REDIGER AUTOMOTIVE	OIL CHANGE SPECIAL	\$ 158.49
64250	ROY CAST	VACUUM FOR SR. CENTER	\$ 53.50
64251	SAM'S CLUB	GROCERIES	\$ 70.36
64252	SAM'S CLUB	MEMBERSHIP RENEWAL-JEANNE	\$ 135.00
64253	SEWARD COUNTY INDEPENDENT	LEGALS,MIN,NOTICES,HOLIDAY AD	\$ 245.76
64254	SHELL FLEET PLUS	FUEL	\$ 80.86
64255	SPORTS EXPRESS	SHIRTS	\$ 81.60
64256	STOP N SHOP MILFORD	FUEL	\$ 29.28
		LABOR EAST DOOR & COMMUNITY	
64257	TVRDY'S LOCK & KEY	RM	\$ 80.00
64258	URIBE REFUSE SERVICES, IN	TRASH PICK UP	\$ 144.02
64259	VERIZON WIRELESS	INTERNET-JETPACKS	\$ 118.90
64260	VERIZON WIRELESS-P	BUILDING INSPECTOR CELL PHONE	\$ 124.70
64261	WINDSTREAM NEBRASKA INC	PHONE & INTERNET DECEMBER	\$ 841.69
64262	WOLFE, SNOWDEN,HURD,LUERS, &	LEGAL FEES FOR DECEMBER	\$ 1,226.75
64263	ZITO MEDIA	H.D. DIGITAL ADAPTER	\$ 8.00
64265	CRESTVIEW CARE CENTER	FEMA DR 4156 GENERATOR	\$ 31,744.50
64285	RETIREMENT PLANS DIVISION	PENSION-133011	\$ 1,709.04
64286	UNION BANK	HSA	\$ 1,038.15
64287	NEBRASKA HEALTH &	DIVING BOARD REVIEW FEE	\$ 175.00
64288	AFLAC	SUPPLEMENTAL INSURANCE	\$ 342.61
64289	AMERITAS LIFE INSURANCE CORP.	FEBRUARY DENTAL & VISION	\$ 673.32
64290	BLUE CROSS & BLUE SHIELD	HEALTH INS. FEB 2018	\$ 8,560.14
64291	DAN LOPEZ	SERVICE CALL-SPIRIT XT685	\$ 150.00
64292	DEARBORN NATIONAL LIFE INS CO	LIFE INSURANCE	\$ 106.64
64293	SHELL FLEET PLUS	FUEL	\$ 155.69
64294	VERIZON WIRELESS	WELL CONTROL MONITOR	\$ 40.01
64321	RETIREMENT PLANS DIVISION	PENSION-133011	\$ 1,709.04
64322	UNION BANK	HSA	\$ 1,038.15
		2018 STICKERS-	
64326	ADVANCED GRAPHIX INC	ATV/UTV,GOLFCART	\$ 98.00
64327	ALOHA ROTH	2-SHEET CAKES	\$ 40.00

64328	ARAMARK	PANTS & RAGS	\$ 354.82
64329	BAKER & TAYLOR	BOOKS	\$ 9.59
64330	BROWNELLS, INC	GAS RINGS FOR AR 15'S	\$ 11.60
		WALMART,OFFICEDEPOT,AIR	
64332	CARD SERVICE CENTER	FRESHI	\$ 1,210.68
64333	PETTY CASH	POSTAGE & EASMENT FILING	\$ 44.16
64334	CONSOLIDATED MANAGEMENT CO	INVOICE #213634, 213562	\$ 194.72
64335	ELECTRIC PUMP	VALLEY VIEW LIFT REPAIRS	\$ 568.10
64336	ERIC RILEY ELECTRIC	TRUCK OUTLETS	\$ 1,095.10
		MILEAGE TO DENTON-SOFTBALL	
64337	ERICA PALLAS	MTG	\$ 21.40
64338	FRANKLIN HRONIK	BIRTHDAY ENTERTAINMENT	\$ 100.00
64339	FYR-TEK	REPAIR TRUCK #30	\$ 788.00
64340	HAWKINS INC.	WATER CHEMICALS	\$ 2,198.82
64341	HEIMAN INC	HOSE, CUPLING	\$ 213.83
64342	JEANNE HOGGINS	PHONECASE & SCREEN PROTECTOR	\$ 55.99
64343	JEO CONSULTING GROUP, INC.	WATER SYSTEM IMPROVEMENTS	\$ 2,921.50
64344	LEVRACK	LEVRACK STORAGE	\$ 6,200.00
64345	MILFORD SCHOOL DIST. #5	PARKING FINES	\$ 100.00
64346	NE PUBLIC HEALTH ENV. LAB	WATER TESTING	\$ 753.00
64347	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR JANUARY	\$ 1,728.46
64348	NEBRASKA.GOV	ADDITIONAL CREDIT CARD READER	\$ 116.65
64349	NEWMAN TRAFFIC SIGNS	POLICE PARKING SIGN	\$ 21.64
64350	OFFICE DEPOT BUSINESS ACCOUNT	HANGERS,SURGEPROTECTOR,CHAIR	\$ 326.14
		REPAIR DOOR AT WEB. COMM.	
64351	CARD SERVICES	RM.	\$ 29.95
64352	PAC-N-SAVE MILFORD	FUEL UNIT #2	\$ 31.32
64353	PRYOR LEARNING SOLUTIONS	PRYOR LEADERSHIP TRAINING	\$ 299.00
64354	GARY TESELLE	GARY TESELLE ACCT#5562939	\$ 456.20
64355	VOSS LIGHTING	LIGHT BULBS	\$ 67.50
64356	WALMART COMMUNITY BRC	BATTERIES	\$ 14.94
64357	WINDSTREAM NEBRASKA INC	PHONE & INTERNET DEC/JAN	\$ 687.65
64358	XPEDITOR TECHNOLOGY	MAINTENANCE FOR RMS	\$ 575.00
64359	ZITO MEDIA	HD ADAPTER	\$ 13.09
2085066	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 4,952.82
2085067	NE DEPT OF REVENUE	STATE TAX	\$ 673.44
2085068	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 4,225.68
2085069	NE DEPT OF REVENUE	STATE TAX	\$ 585.29
2085070	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 122.44
2085071	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 4,297.25
2085072	NE DEPT OF REVENUE	STATE TAX	\$ 581.31
	NE DEPT OF REVENUE	SALES TAX	\$ 1,862.53
	PAYROLL CHECKS ON 1/08/2018		\$ 14,250.91
	PAYROLL CHECKS ON 1/22/2018		\$ 13,879.19
	PAYROLL CHECKS ON 2/02/2018		\$ 738.78
	PAYROLL CHECKS ON 2/05/2018		\$ 14,425.58

\*\*\*\* PAID TOTAL \*\*\*\*

\$ 155,154.84

\*\*\*\*\* REPORT TOTAL \*\*\*\*\*

\$ 155,154.84

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES:** Written reports received: Milford Aging Services Commission minutes for the January 23, 2018 meeting; Milford Housing Authority minutes from the December 28, 2017 and January 23, 2018; Library Report; Police Dept. activity report for January 2018; Website overview for January 2018. Baker will be attending the Webermeier Scholarship Committee meeting tomorrow due to changes in reporting of the January payment. Things at the Sr. Center are going well. 52 meals were served on Birthday Day, the last couple months are reporting an average of 15 meals per day which is a goal they have been trying to reach for a while. Kral – January reported 18 Rescue calls; 17 in Milford and 1 in Pleasant Dale; 1 Fire call turned out to be a false alarm. TeSelle – the guys did a good job with snow removal while he was gone, plans have been submitted to the State for installation of the new diving board. Verizon may be ready to present placing an antenna on the water tower next month. Chief Siebken – Police report for January. Received equipment for E-citations. A juvenile burglary case of interest has been solved. Terrell is still at school and involved in firearms training. Bashore – Library report has been submitted. Krista has reviewed the well project contract and the next step is to sign the Notice to Proceed. Kelley – Ball registration is ongoing.

**COMMUNICATIONS:** \*Sales tax received for the month of November 2017 in the amount of \$14,187.72. \*Windstream occupation tax fee received in the amount of \$600.00. \*Thank you from the Chamber of Commerce for donation of a family pool pass during the Souper Saturday event.

**PUBLIC HEARING – One & Six Year Plan:** President of Council Patrick Kelley opened the Public Hearing for the One & Six Year Plan at 7:09 pm. With no comments or questions from the public or governing body President of Council Kelley closed the public hearing at 7:09 pm.

**NEW BUSINESS:**

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

President of Council Kelley read the resolution in its entirety.

Council member Baker introduced the following resolution seconded by Kral:

**RESOLUTION NO. 557**

The following resolution was introduced by Baker, 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 6<sup>th</sup> day of February, 2018, 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: Baker yes, Kral yes, Bashore yes, Kelley yes. Motion carried.

Attest: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
President of Council

(SEAL)

**Discuss/Action Renew website maintenance contract:** Ashley Cameron submitted her proposal for renewal regarding maintenance of the City’s website. Discussion was held regarding the need for the monthly google analytics reports. At this time they are not being utilized for any purpose. Clerk Hoggins commented on the importance of retaining her services to keep the site updated. We can add to the website but we cannot create new pages etc... A motion was made by Bashore and seconded by Baker to renew the contract with Ashley Cameron without the Google analytics reporting. Roll call vote: Bashore yes, Baker yes, Kelley yes, Kral yes. Motion carried.

**Discuss/Action – Farmers Coop scale:** Mr. Velder was unavailable for the meeting due to illness. Open discussion was held regarding conditions and placement of the scale. No action was taken and the item was tabled for the March meeting.

**Audit Report 2016-2017, Carmen Standley, Marvin Jewell:** Carmen Standley with Marvin Jewell & Co. reviewed the findings of the 2016-2017 audit. The management letters and financial statement book presented are a culmination of the audit. City staff continues to implement and strengthen internal control. Suggestions listed: Organizational Structure will always remain as the office staff is not large enough to provide optimum segregation of duties. Software – contact provider to display beginning and ending account balances. Cash Disbursements – Itemized receipts for tracking expenditures for all purchases; special note on credit card purchases. Documentation of Controls – Cash transactions should be

“signed off” by two parties to demonstrate cash receipts were reviewed. Carmen encouraged continued education by staff to gain knowledge in terminology and verifying numbers being presented. Carmen highlighted areas of the financial statement noting the change/increase in net position; list of restricted assets; unassigned fund balance and subsequent events planned for the 2017-2018 fiscal year. She also highlighted the water and sewer accounts net position. The Audit Opinion – the financial statements referred to present fairly, in all material respects and the City is in a strong financial position. A motion was made by Baker and seconded by Bashore to accept the 2016-2017 audit report as presented. Roll call vote: Baker yes, Bashore yes, Kelley yes, Kral yes. Motion carried.

**Discuss/Action – SENDD agreement and funding for Certified Leadership Community:** The agreement was presented and discussion was held regarding funding the project. The Scope of Service to be performed by SENDD would not exceed \$3500.00. Options for funding include: LB840 funding thru Economic Development, General Budget or Anonymous donation funds. Kral questioned the return on this investment, both time and money. If we get this certification, what does it do for us? Baker explained, Certified City designation when going for grants, especially Economic Development grants are judged and based on a point system. A Leadership Certification would allow our community to be considered above and beyond a community that does not have the Leadership Certification status. He gave the example of what Utica accomplished by becoming Leadership Certified as they were awarded a grant for a Downtown Revitalization project. The purpose is to bring Economic Development to the community. The requirement would be having people who are interested within the community and the council to pursue this. The Leadership Certification is more obtainable for Milford than the Certified City Certification. Our current agreement with SCCDP lists Leadership Certification as a goal for Milford. The time commitment was a concern with the possibility of building a new municipal building. The Council agreed to table the item and ask Betsy Goodman and Jonathan Jank to attend the March meeting for further discussion on the matter. It will also be known by March if the Bond Issue has passed or not.

**ADJOURNMENT:** A motion was made by Bashore and seconded by Kral to adjourn the meeting. Roll call vote: Bashore yes, Kral yes, Baker yes, Kelley yes. Motion carried and meeting adjourned at 8:33 pm.

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Jeanne Hoggins, City Clerk

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Patrick Kelley, President of Council



## 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 6, 2018 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