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CITY OF MILFORD, NEBRASKA  
COUNCIL AGENDA

Tuesday, February 7, 2023, 7:00 pm

All agenda items are for discussion and action will be taken as deemed appropriate. The City Council reserves the right to go into executive session in accordance with Section 84-1410.

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**1. CALL TO ORDER**

Pursuant to Section 84-1412(8) of the Nebraska Open Meeting Act a current copy of the Open Meetings Act is posted on the west wall of this meeting room and is available for viewing by the public.

1. Roll Call
2. Pledge of Allegiance
3. Approve agenda as submitted.

**2. SUBMITTAL OF REQUESTS FOR FUTURE ITEMS**

Individuals who have appropriate items for City Council consideration should complete the **Request for Future Agenda Items** form located near the entrance of the meeting room. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a committee or Council meeting, notification of the date will be given.

**3. REPORTS/COMMUNICATIONS**

- a. Mayor/Council members
- b. City Clerk/Department Heads

**4. CONSENT AGENDA** The following items are considered to be routine by the city council and will be enacted by one motion. There will be no separate discussion of these items unless a city council member or citizen so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

- a. Approve Minutes: January 3, 2023
- b. Approve Claims by Auditing Committee
- c. Approve Treasurer's Report for December 2022 by Auditing Committee

## **5. PRESENTATION**

- a. Audit review by HBE LLP for 2021-2022 Fiscal Year
- b. Purpose of Seward County Gives, Board members

## **6. CURRENT BUSINESS**

- a. Award bid for 2021 Water Main Replacement, SRF Project No. D311663 for the City of Milford.
- b. Hire part-time clerk position at the Library and set wage.

## **7. RESOLUTION**

**RESOLUTION NO. 647 – A RESOLUTION TO ADOPT A POLICY OPPOSING DISCRIMINATION IN THE ACQUISITION, OWNERSHIP, POSSESSION OR ENJOYMENT OF HOUSING; TO ASSIST AGGRIEVED PERSONS IN FILING COMPLAINTS BY PROVIDING CERTAIN INFORMATION.**

**RESOLUTION NO. 648 – A RESOLUTION OF THE CITY OF MILFORD, NEBRASKA, APPROVING THE EXPENDITURE OF PUBLIC FUNDS FOR RECOGNITION LIC BEVERAGES AND MEALS FOR AN ANNUAL RECOGNITION EVENT ACKNOWLEDGING THE RETIREMENT AND YEARS OF SERVICES OF THE CHIEF OF POLICE, AND ESTABLISHING THE MAXIMUM COST PER ATTENDEE AT SUCH RECOGNITION EVENT.**

## **8. ADJOURNMENT**

CITY OF MILFORD  
REGULAR MEETING  
FEBRUARY 7, 2023  
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the City Hall Building in said City on the 7<sup>th</sup> day of February 2023 at 7:00 pm. Present were Mayor Patrick Kelley; Council members: Tony DeLong, Becky Freeman, Mike Roth; Attorney Anthony Aerts; Chief of Police Forrest Siebken, Maintenance Supt. Gary TeSelle and City Clerk Jeanne Hoggins. Absent: Kelli Keib. Also present: Lucas Post and Rose Pinkman with HBE, Ethan Walls and Dane Simonsen with JEO and County Commissioner Misty Ahmic.

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 public.

**CALL TO ORDER:** Mayor 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 west wall in the City Hall meeting room.

**PLEDGE OF ALLEGIANCE:**

**APPROVE AGENDA AS SUBMITTED:** A motion was made by DeLong and seconded by Freeman to approve the agenda as submitted. Roll call vote: DeLong yes, Freeman yes, Keib absent, Roth yes. Motion carried.

**SUBMITTAL OF REQUESTS FOR FUTURE ITEMS:** Mayor Kelley shared that the forms are available on the table.

**REPORTS/COMMUNICATIONS:** Written reports received: Milford Housing Authority minutes for December 20, 2022; Seward Saline County Solid Waste Management minutes from September 15, 2022; Police Dept. Activity Report for December 2022; Milford Aging Services Commission minutes for January 17, 2023; Milford Mailer for February 2023. Fire and Rescue report for January 2023.

Due to urgency of completing the meeting the following communication reports were submitted in writing.

**Keib:** Cemetery- All quiet in the Cemetery. Continuing to work on stone and monument repair. Slow going but chugging along. Senior Center- Met January 17<sup>th</sup>, Fridge at the Center is keeping temperature no more freon needed. New computer system is up and running, working on getting cards handed out and familiarizing everyone with it. Ultimately it will be greatly beneficial in record keeping. Library report for November, December and January submitted by George Matzen. SSCSWMA- Meeting was January 19<sup>th</sup>, Still working on a few inter-locals. A request was made to take some contaminated dirt from Kansas. After seeing the process to make that happen it was sent elsewhere. Next meeting is March 30<sup>th</sup> at 7pm here at City Hall. Broadband Task Force-We have moved to meetings every other week, on average, as things are starting to accelerate with the help of Commissioner Ahmic. We are working with our RFP respondent and some other ISPs as well as exploring some partnership avenues to accomplish the optimal outcome for our county.

**Roth:** Fire and Rescue report for January 2023. Water/Sewer – Crew has been working on meter repairs and upgrades. Water main replacement had a good response to bid letting.  
**Clerk Hoggins:** \*Sales tax received for the month of November 2022 in the amount of \$22,579.33. \*NPPD lease payment for December 2022 received in the amount of \$17,988.02. \*Windstream Occupation Tax received in the amount of \$600.00. \*JEO Project Status Report thru January 25, 2023.

**CONSENT AGENDA:** Mayor Kelley read the Consent Agenda:

- a. Approve Minutes: January 3, 2023
- b. Approval of Claims: Accounts Payable - \$125,694.04; Payroll - \$60,793.14; Totaling \$186,487.18 by the Auditing Committee.
- c. Approve Treasurer's Report for December 2022 by Auditing Committee.

A motion was made by Freeman and seconded by Roth to approve items on the consent agenda as read. Roll call vote: Freeman yes, Roth yes, DeLong yes, Keib absent. Motion carried.

**SALARIES:**

2291	Patrick Kelley	184.70
2292	Waylon DeLong	138.52
2293	Becky Freeman	138.52
2294	Kelli Keib	138.52
2295	Mike Roth	138.52
2296	Forrest Siebken	2581.95
2297	Mavis Ferris	106.28
2298	Jeanne Hoggins	1517.92
2299	Gary Teselle	1149.47
2300	Whitney Parks	1135.55
2301	George Matzen	695.01
2302	Craig Carritt	14.18
2303	Amy Salistean	955.30
2304	Cathleen Fosler	11.15
2305	Ardella Huber	1028.10
2306	Owen Eickhoff	28.96
2307	Lisa Wiedemeyer	46.17
2308	Jeremiah Taylor	587.52
2309	Dustin Hultgrien	1279.55
2310	Steven Fiala	687.00
2311	Travis Keilig	1260.97
2312	Darrin Kremer	1202.05
2362	Forrest Siebken	2049.53
2363	Mavis Ferris	94.48
2364	Jeanne Hoggins	1517.92
2365	Gary Teselle	1149.47
2366	Whitney Parks	1164.04
2367	George Matzen	695.01
2368	Craig Carritt	28.34
2369	Amy Salistean	1019.40
2370	Cathleen Fosler	324.87
2371	Ardella Huber	1024.92
2372	Owen Eickhoff	239.88
2373	Lisa Wiedemeyer	563.92

2374	Dustin Hultgrien	1227.72
2375	Steven Fiala	1143.06
2376	Travis Keilig	1175.28
2377	Darrin Kremer	733.86
2428	Forrest Siebken	1849.36
2429	Mavis Ferris	101.56
2430	Jeanne Hoggins	1512.75
2431	Gary Teselle	1440.58
2432	Whitney Parks	1262.21
2433	George Matzen	719.84
2434	Craig Carritt	18.89
2435	Amy Salistean	983.21
2436	Cathleen Fosler	223.12
2437	Ardella Huber	1024.92
2438	Lisa Wiedemeyer	552.67
2439	Jeremiah Taylor	175.64
2440	Dustin Hultgrien	1081.86
2441	Steven Fiala	1229.18
2442	Travis Keilig	1255.84
2443	Darrin Kremer	1137.34
2444	Lance Sprouse	1537.07
2447	Patrick Kelley	184.70
2448	Waylon DeLong	138.52
2449	Becky Freeman	138.52
2450	Kelli Keib	138.52
2451	Michael Roth	138.52

**GENERAL FUND:**

2313	RETIREMENT PLANS DIVISION	PENSION	1,809.96
2314	UNION BANK	HSA	553.00
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	122.44
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	4,143.35
	NE DEPT OF REVENUE	STATE TAX	653.49
2361	UNITED STATES POSTMASTER	DEC.UTILITY USEAGE/JAN.BILLING	277.51
2358	BRIANNA BERNASEK	UB Refund	37.63
2359	NOAH ISAACS	UB Refund	48.03
2360	DEAN SCHWEITZER	UB Refund	8.59
2380	AFLAC	DEC. SUPPLEMENTAL INSURANCE	588.86
2381	AMERITAS LIFE INSURANCE CORP.	FEBRUARY DENTAL INSURANCE	551.68
2378	RETIREMENT PLANS DIVISION	PENSION	1,809.96
2382	ARAMARK	PANTS, SHORTS, TOWELS	826.68
2383	ASCAP	2023 LIC.FEE/MUSIC ENTERTAIN.	420.00
2384	BLACK HILLS ENERGY	CITY HALL	3,824.20
2385	CHAD BROWN	WATER PENALTY REIMB/NOT TRANS.	5.00
2386	COMPANY CARE	DRUG TESTING/L.ALLEN/LIBRARY	39.00
2387	CONCRETE WORKS, INC	2 SPEED BUMPS/CURB REPAIR	16,671.00
2388	CULLIGAN WATER CONDITIONING	SR.CTR.SOFTERN/COOLER RENTAL	117.75
2389	DAS STATE ACCTG-CENTRAL FINANC	DEC. SRS RADIO FEE	104.00

2390	DOLLAR GENERAL-REGIONS 410526	COFFEE FILTERS SR. CTR.	1.65
2391	EAKES OFFICE SOLUTIONS	1 CASE PAPER/SR. CENTER	50.99
2392	ELECTRIC PUMP	NEW 1 H.P. PUMP	35,244.89
2393	FARMERS COOPERATIVE	FUEL/BATTERIES//TIRE	3,084.87
2394	GREAT WESTERN DINING	AUG.11,12,15,16-SR. MEALS 20	742.60
2395	HOA SOLUTIONS	SUB. FOR ALARM SERVICES	266.25
2396	IACP	LIFE ACT.MEMBER-SIEBKEN	190.00
2397	INGRAM LIBRARY SERVICES	LIBRARY BOOKS	255.87
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	3,972.46
2398	JOHN DEERE FINANCIAL	PARTS-PIN/NUTS	2.10
2399	MAIN STREET MARKET	SR.CTR. LUNCH SUPPLIES	23.18
2400	MATHESON TRI-GAS, INC	BREATHING AIR/OXYGEN	295.12
2401	MEDICA HEALTH PLAN	HEALTH INS.	7,871.98
2402	MENARDS-LINCOLN NORTH	REP.BIRD BATH/DAMAGED BY CITY	97.68
2403	MIDWEST AUTO PARTS	SUPPLIES FOR SHOP & REPAIRS	713.32
2404	MILFORD PLUMBING INC.	SERV.CALL/LABOR/FAUCET DELIME	105.85
	NE DEPT OF REVENUE	STATE TAX	587.43
2405	NEBRASKA ENVIRONMENTAL DEPT.	REVIEW FEE/HIGHWAY WATER MAIN	2,245.00
2406	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY 11-23 TO 12-22/22	5,353.23
2407	NEBRASKA SIGN	SCOREBOARD REPAIR	725.25
2408	NORRIS PUBLIC POWER DIST	NORTH WELL	333.23
2409	ONE CALL CONCEPTS	22 LOCATES MINUS DISCOUNT	19.50
2410	PIZZA KITCHEN	30 DEC. BIRTHDAY MEALS/SR.CTR	278.92
2411	POWERPLAN	J.D.310 HYDRAULIC REPAIRS	619.60
2412	REDIGER AUTOMOTIVE	CATALYTIC CONV/UNIT 20	1,173.13
2413	REMBOLT LUDTKE LLP	DEC. LEGAL SERVICES	3,500.00
2414	RUNZA INC	TIF PAYMENT	1,638.41
2415	SAM'S CLUB	2 SAMS MEMB/HOGGINS/HROMEK	50.00
2416	SEWARD COUNTY INDEPENDENT	12-6 PROCEEDINGS	68.07
2417	SUSAN TRABERT	BINGO SUPPLIES/SR. CTR.	22.25
2418	TCA OUTDOOR POWER	LABOR/SEAL/2019 HUSTLER/BLADES	837.87
2419	THE MUSIC BINGO PEOPLE	SR.CTR. ENTERTAINMENT	100.00
2420	U-SAVE PHARMACY	30 METRIX TEST STRIPS	7.66
2379	UNION BANK	HSA	553.00
2421	UNION BANK	7 FULL TIME EMPL.HSA @ \$2.00EA	14.00
2422	UNIVERSAL PREMIUM	POLICE VEH.FUEL/12-6-22	414.04
2423	URIBE REFUSE SERVICES, IN	12-5 RECYCLING/DISPOSAL	557.00
2424	VERIZON WIRELESS	FIRE DEPT.	93.51
2425	VERIZON WIRELESS-P-CITY OFFICE	1-12-29/1-28 PH	54.16
2426	WINDSTREAM NEBRASKA INC	FIRE HALL	278.88
2445	RETIREMENT PLANS DIVISION	PENSION	1,809.96
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	4,488.17
	NE DEPT OF REVENUE	STATE TAX	680.93
2446	UNION BANK	HSA	572.00
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	122.44

2455	ADVANCED GRAPHIX INC	100 2023 DECALS/ATV/UTV LIC.	106.00
2456	AMANDA HROMEK	7.5 HRS. JAN. REC. COORD	500.00
2457	BAKERS CANDIES	BAKERS CHOC. FOR SR. CTR.	862.50
2458	BECCA'S CLEANING SERVICE	MONTHLY CLEANING FIRE HALL	150.00
2459	BRADLEY FREEMAN	REIM. TONER FOR PRINTER	49.96
2460	CANON FINANCIAL SERVICES	JAN. COPIER CONTRACT	165.00
2461	CARD SERVICE CENTER	GRANGER SUPPLIES	2,470.14
2462	CARD SERVICES (VISA)	BLADE REPAIR	29.99
2463	CULLIGAN WATER CONDITIONING	LIBRARY COOLER RENTAL	13.00
2464	DEARBORN GROUP	FEBR. FIREMENS DEATH/DISMEMBER	165.12
2465	DUSTIN HULTGRIEN	REIM.GAS/MEAL/GOTHERBURG TRIP	55.78
2466	EAKES OFFICE SOLUTIONS	SHEET PROTECTORS, P.O.BK, PAPER	285.57
2467	GOLDSTAR PRODUCTS, INC	1 CASE CLEANING TOWELS	443.70
2468	GREAT PLAINS UNIFORMS LLC	LANCE SPROUSE POLICE UNIFORM	593.46
2469	GREAT WESTERN DINING	1-5 TO 1-11 SR.CTR. MEALS	640.20
2470	INGRAM LIBRARY SERVICES	87922 LIBRARY BOOKS	190.30
2471	JEO CONSULTING GROUP, INC.	50% BIDDING/NEG.	5,450.00
2472	JR WELDING	LABOR/METAL/BOOM TRUCK STEPS	280.86
2473	KELLY HANEY	12 SR. CTR. YOGA CLASSES	240.00
2474	MEDICA HEALTH PLAN	FEB. MEDICA HEALTH INSURANCE	7,871.98
2475	MIDWEST SERVICE & SALES CO.	CUTTING EDGEES FOR SNOW PLOW	535.80
2476	MILFORD CHAMBER OF COMMERCE	1 YR. MEMBERSHIP/CITY OFFICES	100.00
2477	MILFORD SCHOOL DIST. #5	TOB.LIC/12-29-22 TO 1-30/23	80.00
2478	NE PUBLIC HEALTH ENV. LAB	WATER TESTING	60.00
2479	NEBRASKA PUBLIC POWER DIST	12-23 TO 1-24	1,671.67
2480	OFFICE DEPOT BUSINESS ACC	TONER CARTRIDGES-POLICE DEPT.	266.99
2481	REBEKAH FREY	6 HRS.@ \$25.00 CLEAN/CITY HALL	150.00
2482	SID DILLON	FIRE DEPT. BATTERIES/OIL	546.72
2483	SWEET CANVAS CAKES	SR.CTR. BIRTHDAY CAKES	52.00
2484	TRAVIS FOUGERON	REIMB. BATTERIES	148.57
2485	GARY TESELLE	GARY TESELLE	600.00
2486	VERIZON WIRELESS-P-CITY OFFICE	OFFICE PHONE	235.58
2487	VERIZON WIRELESS	WELL CONTROL	150.76
2488	WINDSTREAM NEBRASKA INC	FIRE HALL PHONE	278.80
1068	AXON ENTERPRISE	TASER SUPPLIES	714.40
1069	DETECTACHEM	DRUG TEST SUPPLIES	572.70
	NE DEPT OF REVENUE	SALES TAX DECEMBER 2022	1,008.62
	Total Payroll : 1/3/23		15,025.91
	Total Paid On: 1/16/23		14,151.70
	Total Paid On: 1/30/23		16,106.04
	Total Paid On: 2/01/23		738.78
	***** REPORT TOTAL *****		186,487.18

#### **PRESENTATION:**

**Audit review by HBE LLP for 2021-2022 Fiscal Year:** Rose Pinkman with HBE presented their findings from the 2021-2022 fiscal year audit. The power point presentation was provided to all council members. It is attached to these minutes. FYE

totals from 2021 and 2022 were reviewed. She also reviewed the management letters which included significant risks identified as well as their opinion in which presented fairly. A couple items noted to strengthen internal controls and operating efficiency: Authorized Signers and Deposits in excess of FDIC Coverage. Rose mentioned that this was the cleanest audit she has done in 10 years. The Mayor and Council thanked both Rose and Luke for presenting our audit results.

**Purpose of Seward County Gives, Board Members:** No attendance by a Board member.

**CURRENT BUSINESS:**

**Award bid for 2021 Water Main Replacement, SRF Project No. D311663 for the City of Milford.** Dane Simonsen with JEO presented the bid results from the bid opening on February 2, 2023. Four bids were received and after reviewing the packets JEO is recommending the low bid submitted by K2 Construction from Lincoln with a base price of \$3,028,570.65 for the water main replacement project. They were pleased that the bids came in close to the estimated price. Dane noted that a change order is expected. Mayor Kelley questioned the working relationship between JEO and K2 or if they had any concerns. Dane noted they do a good job in the field, the office procedures are sometimes rough. Mayor Kelley questioned the change order process as he did not want to award a low bid and then have a lot of change orders. Dane stated the bid process was a line item bid so there is not a lot of fluff. The accuracy of the project along with GIS mapping and locating responsibilities will cover potential mishaps. K2's bid is \$230,000 lower than the next closest bidder. Mayor Kelley noted this is the most important project this council will be involved in over their tenure. It will make a huge impact on the community as brown water has been a problem for years. He is holding JEO accountable to the highest standard as these water mains will function for the next 100 years. Dane mentioned the next step is signing the contracts, and notice to proceed will take place at the March meeting. Mobilization may occur in May/June. Discussion was held on the SRF, the amount of funds available for this project which includes Phase 1,2 and 3. The Council would like to look at Phase 4 (4<sup>th</sup> Street) and possibly Phase 5, which is south of Hwy 6. Phase 4 will need to be engineer designed.

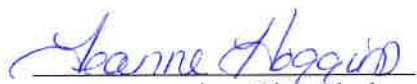
A motion was made by DeLong and seconded by Roth to award the bid for the 2021 Water Main Replacement, SRF Project No. D311663 for the City of Milford using JEO's recommendation of K2 Construction in the amount of \$3,028,570.65. Roll call vote: DeLong yes, Roth yes, Freeman yes, Keib absent. Motion carried.

**Hire part-time clerk position at the library and set wage.**

A motion was made by Freeman and seconded by DeLong to approve hiring Naomi Jones and Katherine Pauley for the part-time clerk positions at the library with a starting hourly rate of \$10.50 pending a pre-employment drug screen and background check. Roll call vote: Freeman yes, DeLong yes, Keib absent, Roth yes. Motion carried.

Mayor Kelley noted, we will adjourn due to several council members needing to attend a band concert. The following agenda items will be moved to the Special meeting on February 15, 2023.

**ADJOURNMENT:** A motion was made by Roth and seconded by Freeman to adjourn the meeting. Roll call vote: Roth yes, Freeman yes, DeLong yes, Keib absent. Motion carried and meeting adjourned at 7:57 pm.

  
Jeanne Hoggins, City Clerk


  
Patrick L. Kelley, 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 7, 2023 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.



  
Jeanne Hoggins, City Clerk

