



CITY OF MILFORD, NEBRASKA  
COUNCIL AGENDA

TUESDAY, JANUARY 7, 2025, 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. PUBLIC COMMENT** Members of the public wishing to present to the Mayor and City Council on any matter of public interest will be invited to do so during this segment of the meeting. Each individual presenter will be limited to no more than three (3) minutes of speaking time.

**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: December 3, 2024
- b. Approve Claims by Auditing Committee
- c. Approve Treasurer's Report for November 2024 by Auditing Committee
- d. Reports/Communications filed by Governing Board and City personnel.
- e. Approve 2025 Fire Dept. Membership Roster
- f. Appointments/Reappointments to Boards and Committees

g. Approve 2025 Committee List

**5. PRESENTATION:** Nebraska Department of Economic Development – Leadership Certified Community.

**6. PUBLIC HEARING:** Public Hearing of the Citizen Advisory Review Committee

**7. CURRENT BUSINESS:**

- a. Authorize Mayor's signature on NDOT Agreement Renewal and Certificate of Compliance for Maintenance Agreement No. 95.
- b. Consider Municipal Procurement Policy
- c. Authorize payment process of drawdown #2 for the 23-TFHO-16023 OOR Program in the amount of \$39,568.00.
- d. Consider new software contract with EdmundsGovTech, Implementation, Conversion and 5-year subscription.
- e. Consider hiring full-time maintenance employee and set wage

**8. RESOLUTION AND ORDINANCES:**

**(Third and Final Reading) ORDINANCE NO. 981** – AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA, TO EXTEND THE BOUNDARIES OF THE CITY AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX INTO THE CITY OF MILFORD, NEBRASKA, A TRACT OF LAND THAT IS CONTIGUOUS AND ADJACENT TO THE CURRENT MUNICIPAL LIMITS AS MORE FULLY DESCRIBED HEREIN; DIRECTING THE SAME TO BE RECORDED BY THE SEWARD COUNTY REGISTER OF DEEDS; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; TO PROVIDE FOR THE EFFECTIVE DATE THEREOF; AND TO ORDER THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM.

**9. ADJOURNMENT**

CITY OF MILFORD  
REGULAR MEETING  
JANUARY 7, 2025  
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 January 2025 at 7:00 pm. Present were Mayor Patrick Kelley; Council members: Dustin Bauer, Tony DeLong, Becky Freeman, Dainton Parks, Attorney Anthony Aerts, Maintenance Supt. Gary TeSelle; Chief of Police Darrin Kremer and City Clerk Jeanne Hoggins. Also present: Dave Honz, Troy Pickerill, Rick Nelson, Jeremy Dinges, Jonathan Jank and 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. The availability of the agenda was communicated in advance 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 Freeman and seconded by Bauer to approve the agenda as submitted. Roll call vote: Freeman yes, Bauer yes, DeLong yes, Parks yes. Motion carried.

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

**PUBLIC COMMENT** Members of the public wishing to present to the Mayor and City Council on any matter of public interest will be invited to do so during this segment of the meeting. Each individual presenter will be limited to no more than three (3) minutes of speaking time. (No comments)

**REPORTS/COMMUNICATIONS:** Written reports received: Police Department Activity Report for December 2024, Sr Center Board minutes from 1/2/25 and water sample lab results.

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

- a. Approve Minutes: December 3, 2024.
- b. Approval of Claims: Accounts Payable - \$250,669.40; Payroll - \$67,672.00; Totaling \$318,341.40 by the Auditing Committee.
- c. Approve Treasurer's Report for November 2024 by Auditing Committee
- d. Reports/Communications filed by Governing Board and City Personnel.
- e. Approve 2025 Fire Dept. Membership Roster
- f. Appointments/Reappointments to Boards and Committees
- g. Approve 2025 Committee List

A motion was made by DeLong and seconded by Parks to approve items on the consent agenda as read with adjustments made. Roll call vote: DeLong yes, Parks yes, Bauer yes, Freeman yes. Motion carried.

**SALARIES:**

6001	Mark Frey	100.20
6002	Mavis Ferris	89.93

6003	Jeanne Hoggins	1728.63
6004	Gary Teselle	1260.26
6005	Whitney Parks	1121.05
6006	George Matzen	762.60
6007	Craig Carritt	22.49
6008	Jessica Swanson	378.66
6009	Jon Wiedemeyer	141.53
6010	Ardella Huber	1124.65
6011	Lisa Wiedemeyer	1038.61
6012	Darrin Kremer	2080.32
6013	Lance Sprouse	1945.02
6014	Katherine Pauley	227.53
6015	Klaus Schachtschabel	2260.77
6016	Mystique Lauer	1184.00
6017	Tanner Paap	1179.72
6018	Michelle Richards	112.21
6115	Mavis Ferris	102.42
6116	Jeanne Hoggins	1728.63
6117	Gary Teselle	1260.26
6118	Whitney Parks	857.47
6119	George Matzen	769.95
6120	Craig Carritt	24.98
6121	Jessica Swanson	352.69
6122	Jon Wiedemeyer	12.93
6123	Ardella Huber	1124.65
6124	Lisa Wiedemeyer	952.45
6125	Darrin Kremer	2080.32
6126	Lance Sprouse	1845.84
6127	Katherine Pauley	305.44
6128	Klaus Schachtschabel	1656.44
6129	Mystique Lauer	1184.00
6130	Tanner Paap	1201.56
6131	Michelle Richards	177.66
6133	Mavis Ferris	104.92
6134	Jeanne Hoggins	1728.63
6135	Gary Teselle	1560.26
6139	Whitney Parks	918.22
6137	George Matzen	795.81
6138	Craig Carritt	9.99
6139	Jessica Swanson	272.98
6140	Ardella Huber	1117.65
6141	Lisa Wiedemeyer	178.17
6142	Darrin Kremer	2080.32
6143	Lance Sprouse	2097.34
6144	Katherine Pauley	105.98
6145	Klaus Schachtschabel	1975.46
6146	Mystique Lauer	1205.33
6147	Tanner Paap	1125.93
6148	Michelle Richards	211.94

6149	Dominic Rocolo	626.83
6151	Patrick Kelley	184.70
6152	Waylon DeLong	138.52
6153	Becky Freeman	138.52
6154	Dustin Bauer	138.52
6155	Dainton Parks	138.52

**GENERAL FUND:**

6019	OMNIFY BENEFITS	HSA	560.00
6026	UNITED STATES POSTMASTER	NOV UTILITY/DEC. BILLING	237.64
6063	NEBRASKA ENVIRONMENTAL DEPT.	LOAN D311373/D311669 PRINC	64,637.08
6064	AFLAC	NOV. SUPPLEMENTAL INSURANCE	870.64
6065	ALLO COMMUNICATIONS	NOV. PHONE & INTERNET	607.35
6066	BLACK HILLS ENERGY	CITY OFFICE GAS SER	876.54
6067	BLUE 360 MEDIA	2 TRAFFICE LAW BKS. 24/25	198.90
6068	CANON U.S.A., INC.	DEC. CONTRACT CHARGE	179.95
6069	CAPITAL ONE (WALMART)	SR.CTR.GROC/SUPPLIES	349.69
6070	CLIA LABORATORY PROGRAM	CERTIFICATE FEE CLIA LAB FEES	248.00
6071	COAST TO COAST COMPUTER PROD.	5 TONER CARTRIDGESS FOR LIBRAR	457.90
6072	CONCRETE WORKS, INC	MAIN.SHOP DIG OUT/POUR SLAB	20,547.00
6073	CULLIGAN WATER CONDITIONING	SR.CTR.SOFT/COOLER	85.75
6074	EAKES OFFICE SOLUTIONS	PRINTER DRUM-SHOP	779.70
6075	FARMERS COOPERATIVE	FUEL & TIRE REPAIRS FOR DEPTS.	2,100.48
6076	G & P DEVELOPMENT LANDFILL	PLAYGRD.DISP.BOXES/CARDBOARD	20.82
6077	GREEN THUMB LAWN SERV. LLC	CITY PARK 2 MOWINGS	1,320.00
6078	GWORKS	FRONT DESK/SIMPLE CITY ANN.SUB	17,442.50
6079	HARTMANN CONSTRUCTION LLC	16.97 TONS CRUSH.CONCRETE	392.01
6080	HBE LLP	9-30-24 YR.END AUDIT/FINANCES	19,000.00
6081	HORIZON BANK	HOPPE OMEGA-TIF PAY.	3,299.93
6082	HYDRO OPTIMIZATION & AUTO	FIELD LABOR/TRAVEL/MILEAGE-PUM	259.50
6083	IIMC	J.HOGGINS 2025 ANNUAL MEMBER	330.00
6084	JEO CONSULTING GROUP, INC.	PROJ-R201722-' ' RELOCATION	6,376.40
6085	JOHN DEERE FINANCIAL	OIL FILTER	21.07
6086	JOHN SUTTON	8 SAMPLE BOOKS FOR LIBRARY	48.00
6087	MARSH & MCLENNAN AGENCY	CYBER SECURITY INS./24-25	5,700.00
6088	MIDWEST AUTO PARTS	EQUIPMENT PARTS/SCREW SETS	148.92
6089	MILFORD PLUMBING INC.	LABOR/SERV.CALL INSTALL FAUCET	801.65
6090	MYSTIQUE LAUER	REIM. FOR MEAL PREPARATION	96.28
6091	NEBRASKA PUBLIC POWER DISTRICT	10-25 TO 11-22 ELECTRICITY	4,981.23
6092	NORRIS PUBLIC POWER DIST	SOUTH CITY WELL	276.54
6093	ONE CALL CONCEPTS	54 ONE CALLS MINUS DISCOUNT	45.48
6094	PIZZA KITCHEN	40 SR.CTR. MEALS	292.50
6095	POTTER REPAIR, INC.	TRUCK SERVICE	683.63
6096	REBEKAH FREY	CLEANING CITY HALL	150.00
6097	REMBOLT LUDTKE LLP	LEGAL COUNSEL	8,150.00
6098	RENT WORKS	503/505 1ST.ST. TIF	2,013.87
6099	RUNZA INC	TIF PAYMENT	1,629.79

6100	SERVI-TECH INC.	WATER TESTING	128.00
6101	SEWARD COUNTY	GEN.ELEC.COST SEWARD CO.	324.43
6102	SEWARD COUNTY INDEPENDENT	REG.ENVELOPES	238.18
6103	STUTZMAN DIGGING	CURB STOP BOXES, WATER LINE	12,240.60
6104	TIM DWORAK	MAY /SEPT. BLDG.INS/MILEA	1,688.72
6105	TIMBER CREEK DEVELOPMENT	TIMBER CR.INT.PAVING/BACK FILL	24,065.00
6106	TOOFAST SUPPLY	SAFETY GLASSES/FOAM NITRILE	82.30
6107	TROYER CONCRETE	ELM ST.RET.WALL BLOCKS/FOOT	12,750.00
6108	TVRDY'S LOCK & KEY	CITY PARK BATH. LATCHES	120.00
6109	URIBE REFUSE SERVICES, IN	FARRNSTROM ROLL- DISPOSAL	605.32
6110	VERIZON WIRELESS	FIRE TELEP.NOV.2 TO DEC. 1	95.56
6111	VESTIS	NOV. SHOP INVOICES	821.25
6112	VESTIS - SR.CTR.	SR.CTR. 5 INV.NOT NO SE	206.37
6113	WINDSTREAM NEBRASKA INC	LIBRARY PHONE	125.89
6114	ZITO MEDIA	DEC. T.V. FIRE DEPT.	6.09
6132	OMNIFY BENEFITS	HSA	560.00
6150	OMNIFY BENEFITS	HSA	560.00
6158	AGING PARTNERS	JULY 24-JUNE 25 SR.CTR.LIC/FEE	675.00
6159	AMANDA HROMEK	12HRS 10 MIN.DEC.REC.COORD.	500.00
6160	AMERICAN LEGAL PUBLISHING	JAN.25/JAN.26 ANNUAL WEB HISTO	495.00
6161	AMERITAS LIFE INSURANCE CORP.	JANUARY DENTAL COVERAGE	482.40
6162	BLACK HILLS ENERGY	SR.CTR.11-5 TO 12-5	195.57
6163	CAPITAL ONE (WALMART)	SR.CTR.LUNCH GROC/COFFEE	447.07
6164	CARD SERVICE CENTER	CLERKS SCHOOL REGISTRATION	1,716.06
6165	CASH-WA DISTRIBUTING	CREAMERS FOR SR.CTR.	44.30
6166	DAS STATE ACCTG-CENTRAL	STATE RADIO FEES	104.00
6167	DEARBORN GROUP	JANUARY FIREMENS INSURANCE	123.84
6168	DOLLAR GENERAL-REGIONS 410526	RE-ISSUED CK-AIR FRESHNERS	21.75
6169	EAKES OFFICE SOLUTIONS	MAINT. DEPT. PRINTER CARTRIDGE	138.99
6170	FIRSTAR FIBER INC.	NOV.RECY. 11-5.10.27, 2024	150.60
6171	FUELMAN FLEET PROGRAM	11-18 TO 12-17-POLICE FUEL	644.42
6172	GREAT WESTERN DINING	139 SR.CTR.NOV. MEALS	1,557.36
6173	INGRAM LIBRARY SERVICES	LIBRARY BOOKS	599.41
6174	JEO CONSULTING GROUP, INC.	2024 ANNUAL ROAD PROGRAM	3,000.00
6175	KELLY HANEY	11-18,20,25, DEC.8,16,20 YOGA	160.00
6176	MATHESON TRI-GAS, INC	BOTTLED GASES	321.38
6177	MEYER LABORATORY, INC.	12 BOXES/50 TRASH LINERS	819.36
6178	MYSTIQUE LAUER	TEA BAGS, CHICKEN BROTH, CAKE	39.82
6179	NATIONWIDE	FIRE.DEPT. SURETY BOND	100.00
6180	NE PUBLIC HEALTH ENV. LAB	11-20-24 WATER TESTS	48.00
6181	NE RURAL WATER ASSOCIATION	2025 MEMBERSHIP RENEWAL	450.00
6182	NEBRASKA LIBRARY COMMISSION	24/25 OVERDRIVE ANNUAL FEE	600.00
6183	NEBRASKA PUBLIC POWER DISTRICT	1ST STREET	1,527.86
6184	NEBRASKA SALT & GRAIN CO.	DELIVERY CHARGE	50.00
6185	ONE SIX LLC	CHRISTMAS LIGHTS, SR/CITY	1,350.00

6186	POLICE CHIEFS ASSOC OF NE	2ND CLASS-POLICE CHIEF DUES	120.00
6187	REBEKAH FREY	4 HRS.@ \$25/HR.12-15 & 12-29	100.00
6188	SEWARD COUNTY INDEPENDENT	DEC.3RD LEGAL MTG. PROCEEDINGS	109.09
6189	SUSAN TRABERT	REIMB. BINGO PRIZES/SR. CTR.	24.48
6190	THE RADAR SHOP	3 ON-SITE RADAR RECERTIFICATIO	192.00
6191	GARY TESELLE	G.TESELLE ACCT-DEC.24	600.00
6192	URIBE REFUSE SERVICES, IN	SEWER ACCT.TRASH SER	332.00
6193	VERIZON WIRELESS	I-PAD PHONE	90.67
6194	VESTIS	DEC.6,13,20,27-MAINT.DEPT.SUP.	673.90
6195	WERGIN'S LAWN SERVICE	WINTERIZER (OCT/NOV. ALL DEPT.	1,435.00
6196	WINDSTREAM NEBRASKA INC	ACCT. 1137 FIRE HALL PHONE	161.03
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	5,300.32
	JOHN HANCOCK LIFE INS CO	PENSION	2,848.59
	NE DEPT OF REVENUE	STATE TAX	813.24
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	122.44
	NE DEPT OF REVENUE	NOV.SALES TAX	1,088.82
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	4,850.53
	JOHN HANCOCK LIFE INS CO	PENSION	2,848.59
	NE DEPT OF REVENUE	STATE TAX	735.31
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	4,992.35
	JOHN HANCOCK LIFE INS CO	PENSION	2,848.59
	NE DEPT OF REVENUE	STATE TAX	746.18
	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	122.44
	Total Payroll On: 12/02/24		17,496.96
	Total Payroll On: 12/16/24		15,637.69
	Total Payroll On: 12/30/24		16,115.76
	Total Payroll On: 1/02/25		738.78
	***** REPORT TOTAL *****		318,341.40

**PRESENTATION: Nebraska Department of Economic Development – Leadership Re-Certified Community.**

Jonathan Jank with SCCDP welcomed the new Council members. Milford received their Leadership Certified Community Award in 2018. Recertification happens every 5 years after an updated application is completed.

Dave Honz with the Nebraska Department Economic Development presented the Re-Certification plaque.

Congratulations to the city of Milford on its outstanding achievement of recertification as a Leadership Certified City! This recognition is a testament to the city's unwavering commitment to building a brighter, more prosperous future for its residents. Being recertified as a Leadership Certified City reflects Milford's ongoing dedication to fostering community engagement, effective governance, and innovative leadership practices.

Milford has long been a model of collaboration, where civic leaders, local organizations, and citizens work together to tackle challenges, seize opportunities, and create an environment of sustainable growth. This recertification underscores the city's proactive approach to addressing the needs of its residents, fostering economic development, and maintaining a high quality of life. It also highlights Milford's focus on strategic planning

and effective management, ensuring that the city continues to evolve in a way that reflects the values and aspirations of its community.

By meeting the standards set by the Leadership Certified program, Milford demonstrates the caliber of its leadership team and the positive impact they have on the city's development. This certification is not just a recognition of past achievements but a promise to continue strengthening the foundation upon which Milford's future will be built. With this honor, Milford is now even better equipped to attract new opportunities, improve infrastructure, and enhance the services that matter most to its residents.

As Milford looks to the future, this recertification is a clear indication that the city is on the right path, creating a legacy of success and setting a benchmark for other Nebraska cities. The community's resilience and ability to adapt, innovate, and lead will no doubt continue to drive Milford toward even greater success in the years to come.

**PUBLIC HEARING: Public Hearing of the Citizen Advisory Review Committee.**

Mayor Kelley opened the public hearing at 7:16 pm. Chairman Kevin Wingard provided a report of the CARC activities over the last 6 months. That report is attached to these minutes. With no further comments or concerns Mayor Kelley closed the public hearing at 7:17 pm.

**CURRENT BUSINESS:**

**Authorize Mayor's signature on NDOT Agreement Renewal and Certificate of Compliance for Maintenance Agreement No. 95.**

A motion was made by DeLong and seconded by Freeman to approve the signature on the NDOT Agreement Renewal and Certificate of Compliance for Maintenance Agreement No. 95. Roll call vote: DeLong yes, Freeman yes, Bauer yes, Parks yes. Motion carried.

**Consider Municipal Procurement Policy.** Attorney Aerts explained this came up due to the single audit and federal funds awarded with the Water Main Improvement Project. The policy lays out the laws and requirements when using federal funds. It was reviewed and approved by the auditor. We have it in place for any future federally funded projects. A motion was made by DeLong and seconded by Bauer to approve the Municipal Procurement Policy presented. Roll call vote: DeLong yes, Bauer yes, Freeman yes, Parks yes. Motion carried.

**Authorize payment process of drawdown #2 for the 23-TFHO-16023 OOR Program in the amount of \$39,568.00.** A motion was made by Freeman and seconded by Parks to authorize payment of drawdown #2 for the 23-TFHO-16023 OOR Program in the amount of \$39,568.00. Roll call vote: Freeman yes, Parks yes, Bauer yes, DeLong yes. Motion carried.

**Consider new software contract with Edmunds GovTech, Implementation, Conversion and 5-year subscription.** Hoggins presented information regarding the upcoming changes with the current software. Customer support has been lacking for quite a while. Four different software programs were researched including demos of the product. Clerk Hoggins is making recommendation to switch to Edmunds GovTech as their system seems to be the most compatible with the current program and yet offer much more in reporting features and cloud base access. Edmunds also waived our 1<sup>st</sup> year license fee due to the fact that we had to pay the full amount for our current license fee. It will take close to a year to be completely converted to the new program. We will be operating two programs through 2025. Hoggins also checked references of communities that are just



starting implementation as well as those that have been operating with the program for years. No negative comments were made. This would be a 5-year subscription commitment. The additional implementation cost was not budgeted in general, only the current license fee. Since Utility Billing will be a part of the upgrade Hoggins would like to use funds from Water, Sewer and Streets.

A motion was made by DeLong and seconded by Bauer to approve the new software contract with Edmunds GovTech, Implementation, Conversion and 5-year subscription. Roll call vote: DeLong yes, Bauer yes, Freeman yes, Parks yes. Motion carried.

**Consider hiring full-time maintenance employee and set wage.**

Gary and Tony conducted an interview with Dustin Rezek and are presenting his name for consideration to be hired. They would like to start him at \$21.50 and after a successful probation period of 6 months increase his pay by .50. A .50 increase will be given per certification. DeLong noted he is a good kid, eager to work and come on board. He lives just outside of town. Discussion was held regarding longevity at the position.

A motion was made by DeLong and seconded by Parks to approve hiring Dustin Rezek as fulltime maintenance employee starting at \$21.50 per hour, .50 increase after successful 6-month probation and successful drug screen. A .50 increase will be awarded per certification. Roll call vote: DeLong yes, Parks yes, Bauer yes, Freeman yes. Motion carried.

**RESOLUTION AND ORDINANCES:**

**(Third and Final Reading) ORDINANCE NO. 981 – AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA, TO EXTEND THE BOUNDARIES OF THE CITY AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX INTO THE CITY OF MILFORD, NEBRASKA, A TRACT OF LAND THAT IS CONTIGUOUS AND ADJACENT TO THE CURRENT MUNICIPAL LIMITS AS MORE FULLY DESCRIBED HEREIN; DIRECTING THE SAME TO BE RECORDED BY THE SEWARD COUNTY REGISTER OF DEEDS; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; TO PROVIDE FOR THE EFFECTIVE DATE THEREOF; AND TO ORDER THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM.**

A motion was made by Freeman and seconded by Bauer to approve Ordinance No. 981 as read. Roll call vote: Freeman yes, Bauer yes, DeLong yes, Parks yes. Motion carried.

**ADJOURNMENT:** A motion was made by Freeman and seconded by Parks to adjourn the meeting. Roll call vote: Freeman yes, Parks yes, Bauer yes, DeLong yes. Motion carried and meeting adjourned at 7:43 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 January 7, 2025 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



**Appointments:**

**Milford Aging Services Commission (2-year term)**

**Marianne Pasho – 1/1/25 thru 1/1/27**

**Kelli Keib complete Joyce Daake term ending 1/1/26**

**Recreation Board (3-year term)**

**Ryan Meints – 1/7/25 thru 1/7/28**

**Jessica Mathis – 1/7/25 thru 1/7/28**

**Chlancey Dittmer complete Dainton Parks term 2/15/26**

**Reappointment:**

**Milford Aging Services Commission (2-year term)**

**Marian Eicher – 1/1/25 thru 1/1/27**

**Mary Wiese – 1/1/25 thru 1/1/27**

**Recreation Board (3-year term)**

**Cami Erb – 1/7/25 thru 1/7/28**

**Marcie DeLong – 1/7/25 thru 1/7/28**

**Planning Commission (3-year term)**

**Kevin Wingard – 1/7/25 thru 1/7/28**

**Barry Erb – 1/7/25 thru 1/7/28**

**Wesley Burgess – 1/7/25 thru 1/7/28**

**Park Board (3-year term)**

**Cami Erb – 1/7/25 thru 1/7/28**

**Marcie DeLong – 1/7/25 thru 1/7/28**

**Citizen Advisory Review Committee (2-year term)**

**Kevin Wingard – 1/5/25 thru 1/5/27**

**Stacy Hartgerink – 2/1/25 thru 2/1/27**

**Marian Eicher – 1/5/25 thru 1/5/27**

**Jim Kremer – 1/5/25 thru 1/5/27**

**Amy Danekas – 1/5/25 thru 1/5/27**

**Roger Wittrock – 1/5/25 thru 1/5/27**

**Library Board (4-year term)**

**Dee Erb – 1/5/25 thru 1/5/29**

**Board of Adjustments (3-year term)**

**Josh Davenport – 1/5/25 thru 1/5/28**

**Cemetery Board (3-year term)**

**Susan Trabert – 1/5/25 thru 1/5/28**

Milford's Citizen Advisory Review Committee  
Public Hearing - Milford City Council Meeting  
Tuesday, January 7, 2025

**Committee Members:** Amy Danekas, Isabella Peterson, Marian Eicher, Stacy Hartgerink, Jim Kremer, Kevin Wingard, and Roger Wittrock

**City Council Representative:** Tony DeLong

**Program Report By:** Kevin Wingard

**Items for the Public Hearing: Semiannual Report**

Quarterly Report: July 2024 through September 2024

1. Fund balance of the LB840 Fund as of September 30, 2024 was \$49,475.93.
  - a. In 2023 the balance was \$106,090 and in 2022 it was \$121,038
2. Committee activities to point out:
  - a. No meetings for the quarter.
3. Outstanding commitments of the LB840 Fund include:
  - a.
4. City Clerk Report:
  - a. Jeanne's activities:
    - i. Time was spent on managing the sales tax payments.

Quarterly Report: October 2024 through December 2024

1. Fund balance of the LB840 Fund as of December 31, 2024 was \$55,330.82.
  - a. In 2023 the balance was \$113,663 and in 2022 it was \$119,393.
2. Committee activities to point out:
  - a. No meetings for the quarter.
3. Outstanding commitments of the LB840 Fund include:
  - a. Owner Occupied Rehabilitation (OOR) Program
4. City Clerk Report:
  - a. Jeanne's activities:
    - i. Time was spent managing the sales tax payments and processing payments and revenue for the Owner Occupied Rehab Funds.



**FEDERAL FUNDS PROCUREMENT POLICY**  
**City of Milford, Nebraska**

1. **Application and Scope.** This Federal Funds Procurement Policy (“Policy”) for the City of Milford, Nebraska (“City”) shall govern all municipal procurement transactions involving an award or subaward of federal funds, including but not limited to, transactions related to the procurement and acquisition of goods or services and/or construction-related projects by the City when the use of federal funds is involved (referred to herein as “Federal Funds Projects”). In the case of all Federal Funds Projects, the City shall strictly adhere to and remain in full compliance with the federal procurement standards set forth under 2 C.F.R. §§ 200.317 through 200.327 (referred to herein as the “Federal Standards”). Notwithstanding the foregoing, nothing in this Policy is intended to supersede or waive any applicable state or local statutes, rules, regulations, standards, or code sections regarding municipal procurement actions by the City; all of which shall also apply to and be binding upon the City in the case of any Federal Funds Projects undertaken by the City, as applicable.
  
2. **Methods of Procurement.** More specifically, in the case of all Federal Funds Projects, the City shall utilize the following procedures for determining the appropriate method of procurement to be utilized under the Federal Standards:
  - 1.1 **Micro-Purchases.** No competitive price solicitation or bid / rate quotations are required to be obtained by the City for goods, services, or construction projects involving “micro-purchases” made pursuant to 2 C.F.R. § 200.320(a)(1), which is defined to mean such transactions that do not exceed the “micro-purchase threshold” as most recently defined by 48 C.F.R. § 2.101 (the “Micro-Purchase Threshold”). The Micro-Purchase Threshold is currently set at \$10,000 in the case of goods, \$2,500 in the case of services, and \$2,500 in the case of construction projects. In the case of micro-purchases, the Mayor shall be responsible for conducting and documenting an informal analysis and selecting a contractor or vendor, as applicable, based on quality, service, price, and efficiency for the specified good, service, or project being procured. To the extent practicable, the City shall strive to distribute micro-purchases equitably. Purchase cards may be used as a method of payment for micro-purchases.
  
  - 1.2 **Simplified Acquisitions.** Except to the extent a higher number of quotes or bids is required by the City Council, as determined in its reasonable discretion on a case-by-case basis, a minimum of two (2) competitive written quotes or bids must be obtained by the City for the procurement of goods, services, or construction projects involving a “simplified acquisition purchase” made pursuant to 2 C.F.R. § 200.320(a)(2), which is defined to mean such transactions that exceed the Micro-Purchase Threshold, but do not exceed the “simplified acquisition threshold” as most recently defined by 48 C.F.R. § 2.101 (“Simplified Acquisition Threshold”). The Simplified Acquisition Threshold is currently set at \$250,000 in the case of each of goods, services, and construction projects. Upon receipt of the competitive quotes / bids, the City Council shall select a contractor or vendor, as applicable, from amongst the quotes / bids

obtained based on quality, service, price, and efficiency for the specified good, service, or project being procured.

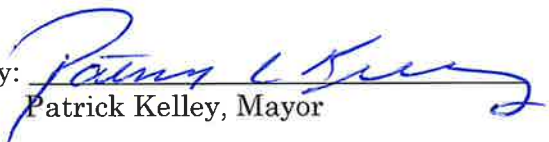
- 1.3 **Formal Procurement Methods.** In the case of any Federal Funds Projects that involve the procurement of goods, services, or construction projects that exceed the Simplified Acquisition Threshold (as defined above), the City shall be required to utilize one or both of the following competitive formal procurement methods, as further detailed and set forth under 2 C.F.R. § 200.320(b):
  - 1.3.1 **Sealed Bids.** The City may utilize a sealed bid process in accordance with the procedures and requirements set forth in 2 C.F.R. § 200.320(b)(1). The sealed bid procurement method is generally preferred for procuring construction services. The terms and conditions of the sealed bid process to be utilized in the case of each specific Federal Funds Project shall be determined by the City Council. Public notice of the sealed bid process, including the opening of the bidding process, shall be published in accordance with the City's applicable municipal provisions. The City Council shall be responsible for reviewing all sealed bids received and for selecting a contractor or vendor in accordance with the relevant provisions as referenced herein.
  - 1.3.2 **Request for Proposals.** The City may utilize a request for proposal ("RFP") procurement method in accordance with the procedures and requirements set forth in 2 C.F.R. § 200.320(b)(2). The RFP procurement method is generally used when conditions are not appropriate for using sealed bids and is often used in the case of qualification-based procurement, such as in the case of procurement of architectural / engineering-based services. Contracts awarded under an RFP procurement method must be awarded to the responsible bidder whose proposal is most advantageous to the City considering price and other factors. The City Council shall be responsible for reviewing all proposals received under the RFP procurement method and for selecting a contractor or vendor in accordance with the relevant provisions as referenced herein.
- 1.4 **Noncompetitive Procurement.** Noncompetitive procurement methods may only be utilized by the City when engaging in a Federal Funds Project involving a micro-purchase or when any other circumstance set forth in 2 C.F.R. § 200.320(c) applies to the particular procurement effort.
3. **Contract or Price Analysis.** In the case of all Federal Funds Projects exceeding the Simplified Acquisition Threshold, the City must perform a contract or price analysis in accordance with the provisions set forth under 2 C.F.R. § 200.324.
4. **Documentation and Recordkeeping.** In the case of all Federal Funds Projects, the City must document and maintain records sufficient to detail the history of each procurement transaction, including the rationale for the procurement method utilized by the City, contract type selection, contractor / vendor selection or rejection,



and the basis for the contract price; all as further detailed and set forth under 2 C.F.R. § 200.318.

5. **Conflict of Interest Procedures.** In the case of all Federal Funds Projects, the City shall strictly adhere to all conflict of interest procedures and requirements as set forth under applicable state and local law, including the Nebraska Accountability and Disclosure Act, and as set forth under 2 C.F.R. § 200.318(c), as applicable. In the case of any conflict in such conflict of interest provisions as set forth under federal, state, or local law, as applicable, the stricter of the standards shall apply.

**APPROVED AND ADOPTED BY THE CITY OF MILFORD, NEBRASKA.**

By:   
Patrick Kelley, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Jeanne Hoggins, City Clerk





**ORDINANCE NO. 981**

**AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA, TO EXTEND THE BOUNDARIES OF THE CITY AND INCLUDE WITHIN THE CORPORATE LIMITS OF, AND TO ANNEX INTO THE CITY OF MILFORD, NEBRASKA, A TRACT OF LAND THAT IS CONTIGUOUS AND ADJACENT TO THE CURRENT MUNICIPAL LIMITS AS MORE FULLY DESCRIBED HEREIN; DIRECTING THE SAME TO BE RECORDED BY THE SEWARD COUNTY REGISTER OF DEEDS; TO PROVIDE FOR THE REPEAL OF CONFLICTING ORDINANCES OR SECTIONS; TO PROVIDE FOR THE EFFECTIVE DATE THEREOF; AND TO ORDER THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM.**

WHEREAS, Neb. Rev. Stat. § 17-405.01 grants the City authority to include by ordinance within the corporate limits of the City any contiguous or adjacent tracts as are urban or suburban in character and not agricultural lands which are rural in character; and

WHEREAS, the City Council of the City of Milford has found that the territory to be annexed to the City described below and depicted on the Annexation Map attached hereto as Exhibit "A" and incorporated herein by this reference (the "Annexation Tract") is contiguous and/or adjacent to the corporate limits of the City and is urban or suburban in character and not agricultural lands which are rural in character; and

WHEREAS, the Planning Commission of the City of Milford held a public hearing regarding the proposed annexation of the Annexation Tract on October 22, 2024, pursuant to Neb. Rev. Stat. §19-5001, and recommended to the City Council that the Annexation Tract be annexed into the City of Milford, Nebraska; and

WHEREAS, the City Council of the City of Milford, Nebraska, has received the recommendation of the Planning Commission and held a public hearing regarding the approval of the proposed annexation of the Annexation Tract on November 5, 2024, pursuant to Neb. Rev. Stat. §19-5001; and

WHEREAS, the City has not waived any of the statutorily required three readings of this annexation Ordinance.

WHEREAS, the City Council of the City of Milford, Nebraska, wishes to approve the annexation of the Annexation Tract, which is further and legally described as follows:

**TIMBER CREEK SUBDIVISION, PHASE 2, LOTS 19 THROUGH 39**

A PARCEL OF LAND LOCATED IN THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 9 NORTH, RANGE 3 EAST OF THE SIXTH P.M., SEWARD COUNTY, NEBRASKA, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 18, TIMBER CREEK SUBDIVISION LOTS 1 THROUGH 18; THENCE S89°51'10"E (ASSUMED BEARING) ON THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 11, A DISTANCE OF 904.18 FEET TO A POINT ON THE WESTERLY LINE OF A TRACT OF LAND DESCRIBED IN INSTRUMENT NO. 201400477; THENCE SOUTHERLY ON SAID WESTERLY LINE THE

FOLLOWING 3 COURSES: S00°09'51"W, 305.12 FEET; S87°54'08"W, 421.19 FEET; S18°54'30"W, 85.00 FEET; THENCE N71°05'10"W, A DISTANCE OF 175.01 FEET; THENCE N18°54'50"E, A DISTANCE OF 25.10 FEET; THENCE N89°51'10"W, A DISTANCE OF 193.47 FEET TO THE NORTHEAST CORNER OF LOT 16, OF SAID TIMBER CREEK SUBDIVISION LOTS 1 THROUGH 18; THENCE ON THE EASTERLY LINE OF SAID TIMBER CREEK SUBDIVISION LOTS 1 THROUGH 18, THE FOLLOWING FOUR COURSES: N89°51'10"W, 123.23 FEET; N00°08'50"E, 126.73 FEET; S89°51'10"E, 18.45 FEET; N00°08'50"E, 195.30 FEET TO THE POINT OF BEGINNING, CONTAINING 6.87 ACRES, MORE OR LESS.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MILFORD, SEWARD COUNTY, NEBRASKA, AS FOLLOWS:**

SECTION 1. The Recitals above are hereby adopted as the findings of the City Council of the City of Milford and are hereby approved and incorporated as part of this Ordinance.

SECTION 2. The attached and incorporated Annexation Map is approved by the City Council of the City of Milford, Seward County, Nebraska, and the boundaries of the City of Milford be and are hereby extended to include within the corporate limits of said City the Annexation Tract located within the boundaries described above.

SECTION 3. That the Annexation Tract as legally described above and further described and depicted on Exhibit "A" is hereby annexed into the City of Milford, Seward County, Nebraska, and said land and the persons thereon shall thereafter be subject to all rules, regulations, ordinances, taxes, and all other burdens and benefits of other persons and territory included within the City of Milford, Seward County, Nebraska.

SECTION 4. That a certified copy of this Ordinance shall be recorded in the Office of the Register of Deeds of Seward County, Nebraska, and indexed against the tracts of land included within the Annexation Tract.

SECTION 5. The City Council of the City of Milford, Seward County, Nebraska, hereby accepts the dedication of the streets and public ways noted thereon.

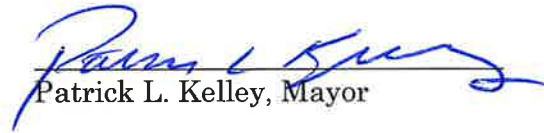
SECTION 6. All prior Ordinances or parts thereof in conflict herewith are hereby repealed.

SECTION 7. This Ordinance shall take effect upon its passage, approval, and publication according to law.

[SIGNATURE PAGE FOLLOWS]

PASSED AND APPROVED THIS 7<sup>TH</sup> day of JANUARY 2025.

**CITY OF MILFORD, NEBRASKA**

  
Patrick L. Kelley, Mayor

**ATTEST:**

  
Jeanne Hoggins, City Clerk



