

CITY OF MILFORD
SPECIAL MEETING
JUNE 7, 2004
MINUTES

A special meeting of the Mayor and Council of the City of Milford, Nebraska was held at the City Hall Office in said City on the 7th day of June 2004 at 5:00 pm. Present were: Mayor J. Elaine Plessel; Council members: Dean Bruha, Rick Fortune, Lyle Neal; City Clerk Jeanne Hoggins; Chief of Police Forrest Siebken. Absent: Council member Robert Anderson.

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 this 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 the 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 Plessel called the meeting to order at 5:00 p.m.

NEW BUSINESS: Review Job Descriptions: Fortune began the discussion by voicing his opinion that the Recreation Director position should not be included in any secretarial position within City Hall. Fortune suggested researching the idea of hiring a salaried, summer, part time individual to perform the duties of Recreation Director. This individual could work out of the City Hall Office when needed, be present at tournaments to represent the City, oversee scheduling and work with the Recreation Board. Council tried to consider a salary but will need to check with other communities for comparisons. The Council felt this is something we will need to look into before next budget year. The Council reviewed the two job descriptions presented by Hoggins and made minor changes. Discussion was held as to justifying the part time position. A motion was made by Bruha and seconded by Fortune to accept the job descriptions of the full time secretary and part time receptionist with the corrections noted by the Council. Roll call vote: Bruha yes, Fortune yes, Anderson absent, Neal yes. Motion carried. (Job descriptions attached to these minutes.)

Concession Stand: Neal informed the Council that he and Frey have visited regarding updating the concession stand at Welch Park. The restrooms are inadequate and need to be handicap accessible. The electrical service needs to be updated. Storage seems to be fine. The idea is to add on to the east with 2 new restrooms. This procedure can be done without closing down the current facility. Update the "concessions" area of the stand with more

electrical outlets, maybe additional counter space. Frey will be getting some prices on this project and Neal will report back to the Council.

ADJOURNMENT: A motion was made by Fortune and seconded by Bruha to adjourn the meeting. Roll call vote: Fortune yes, Bruha yes, Anderson absent, Neal yes. Motion carried and meeting adjourned at 5:53 pm.

Jeanne Hoggins, City Clerk

J. Elaine Plessel, 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 of June 7, 2004 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