

CITY OF MILFORD  
SPECIAL MEETING  
OCTOBER 19, 2006  
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 19th day of October 2006 at 6:15 pm. Present were: Mayor Plessel; Council members: Baker, Bruha, Fortune, Neal; City Clerk Hoggins.

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 Certificate 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 6:15 pm. Mayor Plessel 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 south wall of the meeting room at the City Hall Office.

**NEW BUSINESS:**

**Hire Part-time Receptionist for City Office:** Hoggins informed the Mayor and Council that several interviews had been conducted and her recommendation of hiring Erika Hartwig was presented to the board. Discussion was held as to background checks for all new employees being hired. It was noted that this procedure should be added to the employee handbook and carried out with all new hires. The question if Ms. Hartwig is bondable was brought up and the Council discussed the probationary period if a problem would arise. Hoggins will start proceedings to get Erika Hartwig bonded as soon as possible. A motion was made by Bruha and seconded by Neal to approve hiring Erika Hartwig for the part-time receptionist position. Roll call vote: Bruha yes, Neal yes, Baker yes, Fortune yes. Motion carried.

**Set Salary for Receptionist Position:** A motion was made by Fortune and seconded by Baker to set Erika Hartwig's hourly rate at \$8.50. Roll call vote: Fortune yes, Baker yes, Bruha yes, Neal yes. Motion carried.

**ADJOURNMENT:** A motion was made by Bruha and seconded by Fortune to adjourn the meeting. Roll call vote: Bruha yes, Fortune yes, Baker yes, Neal yes. Motion carried and meeting adjourned at 6:35 pm.

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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 October 19, 2006 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