

CITY OF MILFORD
ECONOMIC DEVELOPEMNT WORK SESSION
FEBRUARY 5, 2019
MINUTES

An Economic Development work session with NPPD representative Rick Nelsen was held at 6:30 pm prior to the regular meeting. Present were: Mayor Patrick Kelley; Council members: Scott Bashore, Tony DeLong, Kelly Hesel, Jason Stahl; Attorney Justin Sheldon; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle; Building Inspector Kendall Hoggins and City Clerk Jeanne Hoggins. Also present: Rick Nelsen and Craig Vincent with NPPD and Jonathan Jank.

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 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.

CALL TO ORDER: Mayor Kelley called the meeting to order at 6:27 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.

Work Session: Economic Development, Rick Nelsen with NPPD: A presentation was provided by Senior Economic Development Consultant Rick Nelsen. A copy of the power point presentation is attached to these minutes. Jonathan Jank and Craig Vincent also provided insight on Economic Development planning for Milford. Finding Milford's strength and focusing on this element is key, as each community is different.

ADJOURNMENT: A motion was made by Bashore and seconded by Hesel to adjourn the meeting. Roll call vote: Bashore yes, Hesel yes, DeLong yes, Stahl yes. Motion carried and meeting adjourned at 6:54 pm.

Jeanne Hoggins, City Clerk

Patrick L. Kelley, Mayor

CITY OF MILFORD
REGULAR MEETING
FEBRUARY 5, 2019
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 5th day of February 2019 at 7:00 pm. Present were: Mayor Patrick Kelley; Council members: Scott Bashore, Tony DeLong, Kelly Heser, Jason Stahl; Attorney Justin Sheldon; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle; Building Inspector Kendall Hoggins and City Clerk Jeanne Hoggins. Also present: Fred, Janlee, Kyle & Kim Petsch, Carmen Standley with Marvin Jewell, Vi & Merle Stutzman, Troy Pickerill, Kevin Keib, Nick & Roxanne Glanzer, Todd Vegas, Adam Gengenbach, Gerry Dunlap and Emily Hemphill with the press.

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 attendance of 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 east wall at the Sr. Center.

MINUTES: A motion was made by Bashore and seconded by Heser to approve the minutes of the January 8, 2019 meeting. Roll call vote: Bashore yes, Heser yes, DeLong yes, Stahl yes. Motion carried.

PAYMENT OF BILLS: A motion was made by DeLong and seconded by Stahl that the following accounts payable bills in the amount of \$61,948.58; payroll in the amount of \$39,735.57; totaling \$101,684.15 approved by the Auditing Committee be approved for payment. Roll call vote: DeLong yes, Stahl yes, Bashore yes, Heser yes. Motion carried.

SALARIES:

66197	Mark Frey	75.03
66198	Forrest Siebken	1,518.62
66199	Joseph Yocum	1,627.88
66200	Kendall Hoggins	1,422.96

66201	Mavis Ferris	122.93
66202	Jeanne Hoggins	1,330.76
66203	Gary TeSelle	1,061.07
66204	George Matzen	865.20
66205	Craig Corder	725.67
66206	Erica Pallas	897.78
66207	Craig Carritt	14.84
66208	Jessica Wang	175.46
66209	Jon Wiedemeyer	177.39
66210	Travis Fougeron	1,122.32
66211	Amy Salistean	896.53
66212	Cathleen Fosler	237.37
66213	Liliana Alaniz	42.38
66214	Ardella Huber	629.89
66215	Denver Trojan	1080.75
66216	James Palensky	1056.81
66217	Owen Eickhoff	92.95
66229	Scott Bashore	138.52
66230	Patrick Kelley	184.70
66231	Waylon DeLong	138.52
66232	Kelly Heser	138.52
66233	Jason Stahl	138.52
66234	Mark Frey	242.41
66235	Forrest Siebken	1518.62
66236	Joseph Yocum	1366.78
66237	Kendall Hoggins	1578.88
66238	Mavis Ferris	110.21
66239	Jeanne Hoggins	1330.76
66240	Gary TeSelle	1061.07
66241	George Matzen	865.20
66242	Craig Corder	184.70
66243	Erica Pallas	1013.24
66244	Craig Carritt	8.48
66245	Jessica Wang	131.59
66246	Jon Wiedemeyer	335.75
66247	Travis Fougeron	1165.50
66248	Amy Salistean	896.54
66249	Cathleen Fosler	217.59
66250	Ardella Huber	583.61
66251	Denver Trojan	1168.07
66252	Owen Eickhoff	118.30

GENERAL FUND:

66158	ABC SEAMLESS OF LINCOLN	GUTTERS AT SENIOR CENTER	\$ 2,280.00
66159	ALOHA ROTH	2-BIRTHDAY CAKES DEC.	\$ 40.00
66160	AMERITAS LIFE INSURANCE CORP.	DENTAL INSTURANCE 2/1-2/28	\$ 305.60
66161	ARAMARK	PANTS & RAGS	\$ 451.95
66162	ASHLEY CAMERON	WEBSITE UPDATES/EMAIL ACCTS	\$ 120.00
66163	BLACK HILLS ENERGY	USAGE 12/5-1/7	\$ 1,353.61
66164	BROADVIEW NETWORKS	PHONES 1/02-2/01	\$ 253.99
66165	UNIVERSAL PREMIUM	FUEL	\$ 387.36
66166	CANON FINANCIAL SERVICES	CONTRACT CHARGE X3 MONTHS	\$ 495.00
66167	CANON SOLUTIONS AMERICA	MAINT BASE	\$ 18.52
66168	COMPANY CARE	PRE-EMPLOYMENT DRUG SCREENING	\$ 39.00
66169	CULLIGAN WATER CONDITIONING	B/W, COOLER RENT	\$ 23.50
66170	DAS STATE ACCTG-CENTRAL FINANC	SRS USAGE FEE	\$ 93.00
66171	DEBBIE VON SEGGERN	EMT CLASS H.YEACKLEY/T.PLESSEL	\$ 2,300.00
66172	EAKES OFFICE SOLUTIONS	PAPER/NAMEPLAGE/STAMP/POST-IT	\$ 135.63
66173	FARMERS COOPERATIVE	FUEL DEC 2018	\$ 1,108.42
66174	GREAT PLAINS UNIFORMS LLC	PAINTS 43 & 41	\$ 178.50
66175	JEO CONSULTING GROUP, INC.	MILFORD ROAD PROGRAM	\$ 3,000.00
66176	LINE-X OF LINCOLN	PIPE RACK/SPRAY LINER	\$ 2,118.60
66177	MATHESON TRI-GAS,INC	OXYGEN/C-AIR/COMPRESSED	\$ 139.50
66178	MIDWEST AUTO PARTS	RECYCLING TRAILER STRUTS	\$ 590.93
66179	MILFORD COMMUNITY CHAMBER OF	ANNUAL MEMBERSHIP FEE	\$ 75.00
66180	NEBRASKA PUBLIC POWER DISTRICT	SERVICE 11/27-12/21	\$ 3,437.57
66181	NORRIS PUBLIC POWER DIST	WELLS 1 & 2	\$ 522.03
66182	OSWALD ELECTRIC	OUTLET FOR AGING PARTNERS CPU	\$ 209.82
66183	PIZZA KITCHEN	B-DAY LUNCH DECEMBER	\$ 172.50
66184	REDIGER AUTOMOTIVE	OIL CHANGE (COLORADO)	\$ 33.48
66185	SEWARD COUNTY INDEPENDENT	LEGALS,MINUTES,NOTICES	\$ 280.78
66186	SEWARD ELECTRONICS	RADIO TUNING	\$ 35.00
66187	SUNRISE COUNTRY MANOR	MEALS FOR DECEMBER	\$ 630.00
66188	SUNSET LAW ENFORCEMENT	AMMO	\$ 769.10
66189	TOOFAST SUPPLY	SAFETY GLASSES/SHOVELS	\$ 138.38
66190	UNION BANK & TRUST COMPANY	HSA FEES	\$ 14.00
66191	URIBE REFUSE SERVICES, IN	DEC-JAN TRASH SERVICE	\$ 277.00
66192	VERIZON WIRELESS	INTERNET	\$ 120.90
66193	VERIZON WIRELESS-P	BUIDLING INSPECTOR CELL	\$ 122.74
66194	VI STUTZMAN	REIMBURSE FOR MEALS SUPPLY	\$ 28.96
66195	WOLFE SNOWDEN	LEGAL SERVICES FOR DECEMBER	\$ 1,254.50
66196	XPEDITOR TECHNOLOGY	ANNUAL MAINTENANCE	\$ 575.00
66218	RETIREMENT PLANS DIVISION	PENSION-133011	\$ 1,566.32
66219	UNION BANK	HSA	\$ 696.15
66222	AFLAC	SUPPLEMENTAL INSURANCE	\$ 426.46
66223	BLUE CROSS & BLUE SHIELD	HEALTH INSURANCE FEB 2019	\$ 8,715.10
66224	VERIZON WIRELESS	WELL CONTROL MONITOR	\$ 75.13
66225	WINDSTREAM NEBRASKA INC	1/10/19-2/9/2019 SERVICE	\$ 191.41

66226	LEAGUE OF NE MUNICIPALITIES	2019-MIDWINTER CONFERENCE-P.K.	\$ 377.00
66227	DEARBORN NATIONAL LIFE INS CO	LIFE INSURANCE	\$ 116.96
66228	LEAGUE OF NE MUNICIPALITIES	DELONG/BASHORE-WINTER	
		CONFERENCE	\$ 633.00
66253	RETIREMENT PLANS DIVISION	PENSION-133011	\$ 1,566.32
66254	UNION BANK	HSA	\$ 696.15
66257	ADVANCED GRAPHIX INC	DECALS FOR CITY VEHICLES	\$ 660.80
66258	ALL MAKES OFFICE EQUIPMENT CO	RENTAL FOR PANELS 2/1/19-7/31	\$ 2,706.00
66259	ALOHA ROTH	B-DAY CAKE JAN.	\$ 25.00
66260	AMERICAN LEGAL PUBLISHING CORP	2019 CODE PROGRAM SUBSCRIPTION	\$ 650.00
66261	ATLANTIC TACTICAL	UTILITY BELT/REPLACE VEST	\$ 141.84
66262	BAKER & TAYLOR	BOOKS	\$ 574.95
66263	BLACK HILLS ENERGY	SERVICE 12/5-1/7	\$ 228.47
		POSTAGE,STAMPS.COM,.GOV	
66265	CARD SERVICE CENTER	DOMAIN	\$ 2,041.56
66266	CASH-WA DISTRIBUTING	ROLL TOWELS/SUPPLIES	\$ 412.24
66267	CCL SUPPLY, LLC	SEWER AID	\$ 1,324.50
66268	CENTRAL STATES LAB	WEED KILLER (36)	\$ 2,070.62
66269	PETTY CASH	BATTERIES/CERTIFIED POSTAGE	\$ 12.23
66270	CULLIGAN WATER CONDITIONING	RENTAL	\$ 32.00
66271	EAKES OFFICE SOLUTIONS	TOWELS & T.P.	\$ 92.92
66272	ERIC RILEY ELECTRIC	BUILDING LIGHTS	\$ 1,694.65
66273	ERICA PALLAS	MILEAGE FOR BRL-BOYS MTG	\$ 19.08
66274	GERHOLD CONCRETE COMPANY, INC.	FILL SAND	\$ 112.12
66275	GREAT PLAINS UNIFORMS LLC	PANTS,SEWING,STRIPES,BADGE	\$ 62.50
66276	HAWKINS INC.	WATER CHEMICALS	\$ 564.28
66277	TRIMARK HOCKENBERGS LINCOLN	DISHWASHER COMPOUND	\$ 99.38
66278	IACP	ANNUAL MEMBERSHIP	\$ 190.00
66279	JEO CONSULTING GROUP, INC.	WATER SYSTEM IMPROVEMENTS	\$ 1,514.25
66280	KENDALL HOGGINS	LIGHTS @ WEBERMEIER COMM RM	\$ 141.83
66281	LINCOLN CLUTCH & BRAKE	BREAKLINE-RIGHT REAR 2000 GMC	\$ 36.81
66282	MILFORD FIRE & RESCUE	NSVFA MEMBERSHIP	\$ 1,088.36
66283	MILFORD PLUMBING INC.	FITTING-WATER TOWER	\$ 4.70
66284	MILFORD SCHOOL DIST. #5	PARKING FINES	\$ 70.00
66285	MUNICIPAL SUPPLY,INC. OF OMAHA	METER SCC, 2 REPAIR CLAMP	\$ 912.98
66286	NE RURAL WATER ASSOCIATION	WASTE WATER CERT.DENVER/TRAVIS	\$ 611.65
66287	NEBRASKA PUBLIC HEALTH	LAB TESTS WATER	\$ 30.00
66288	NEBRASKA PUBLIC POWER DISTRICT	SERVICE 11/27-12/23	\$ 185.60
66289	OFFICE DEPOT BUSINESS ACCOUNT	AA & AAA BATTERIES	\$ 49.48
66290	CARD SERVICES	CHEMICAL PUMP	\$ 99.99
66291	PAC-N-SAVE MILFORD	GROCERIES	\$ 127.39
66292	POTTER REPAIR, INC.	2005 GMC BRAKES	\$ 386.25
66293	PRYOR LEARNING SOLUTIONS	TRAINING	\$ 299.00
66294	RECYCLELINK	RECYCLE SERVICE	\$ 40.00
66295	SHARON BENDER	JAN/FEB PARTY	\$ 23.72
66296	STEPHEN CANTARERO	JANUARY B-DAY ENTERTAINMENT	\$ 100.00

66297	GARY TESELLE	MEAL REIMBURSEMENT	\$ 12.93
66298	TOOFAST SUPPLY	SAFETY GEAR	\$ 35.33
66299	GARY TESELLE	GARY TESELLE ACCT#5562939	\$ 458.80
66300	UNMC-NEBRASKA MEDICINE	JAMES PALENSKY-BLOOD WORK	\$ 46.56
66301	URIBE REFUSE SERVICES, IN	TRASH SERVICE DEC/JAN	\$ 40.00
66302	WINDSTREAM NEBRASKA INC	SERVICE FOR 1/19/19-2/18/19	\$ 441.22
66303	ZITO MEDIA	CABLE SERVICE	\$ 26.18
2085136	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 4,416.18
2085137	NE DEPT OF REVENUE	STATE TAX	\$ 619.58
2085138	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 122.44
2085139	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$ 4,168.59
2085140	NE DEPT OF REVENUE	STATE TAX	\$ 598.11
	NE DEPT OF REVENUE	SALES TAX JANUARY 2019	\$ 2,188.35
	DEPOSIT REFUNDS ON 2/04/2019		\$ 72.19
	PAYROLL CHECKS ON 1/21/2019		\$ 15,174.59
	PAYROLL CHECKS ON 2/01/2019		\$ 738.78
	PAYROLL CHECKS ON 2/04/2019		\$ 13,897.30
	**** PAID TOTAL ****		\$ 101,684.15
	***** REPORT TOTAL *****		\$ 101,684.15

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received: Planning & Zoning minutes from the January 30, 2019 meeting; Police Activity Report for January 2019. DeLong – spent time with Gary familiarizing himself with streets and parks. They will be spending time with JEO to tackle the streets. Heser – 15 total rescue calls; 12 in Milford, 3 in P.D. Working with Troy Pickerill to update the defibrillator as it is not transmitting to the hospital. They are looking into several different grants. Bashore – nothing from Library as George has been ill. All quiet at the cemetery. Stahl – working with the Pool Board to encourage applications, posting additional press releases. No January meeting held for the Sr. Center due to inclement weather, meeting scheduled for February 12, 2019. Rode with Chief Siebken for a couple hours, discussed aspects of the Dept. and will be addressing code issues as they relate to State Law changes. Chief Siebken – Palensky injured at Academy, will send him back in September. Preparing to conduct a few interviews and the damaged cruiser is being repaired. J. Hoggins – Bluestem Network has completed the business district build and is beginning to serve the residential area. T.J. Buchli informed Hoggins the Archery Range grant thru Game & Parks has been awarded. Working with Aaron Beauclair and John Danforth to finalize paperwork on the well project. Meeting with Matt Krause and Steve Powell to get updates on the building project. K. Hoggins is working with NPPD to supply the Runza site with electricity. They need to create an easement to run the lines. Council did not see a problem with this and informed Hoggins to proceed.

COMMUNICATIONS: *Sales tax received for the month of November 2018 in the amount of \$15,232.68.

PUBLIC HEARINGS:

One & Six Year Plan: Mayor Kelley opened the public hearing at 7:15 pm. Discussion was held to add the citywide pavement patching project to the One & Six Year Plan. With no further comments Mayor Kelley closed the public hearing at 7:17 pm.

Redefine lot width and change definition: Mayor Kelley opened the public hearing at 7:17 pm. Building Inspector Kendall Hoggins presented the discussion/recommendation from the Planning and Zoning Commission. Currently the definition of lot width is a point half way back on a lot; at that point a minimum lot width standard would need to be met. P & Z is recommending changing to the minimum required building setback line. This would also apply to cul-de-sacs or interior curved lots. This would protect the setback requirements if someone had a narrow lot. DeLong questioned if this affects existing lots. Hoggins noted it would affect new property or subdivisions but a lot of record is allowed to exist and would remain. Gerry Dunlap asked if this would affect Larry Jantze's project. Kendall noted all the lots in the Jantze cul-de-sac met Milford's standards. With no further comments Mayor Kelley closed the public hearing at 7:21 pm.

Amend Section 3.09 number of lots allowed in Administrative Plat:

Mayor Kelley opened the public hearing at 7:22 pm. K. Hoggins explained the intent of an Administrative Plat is to provide for lot splits, lot combinations or boundary adjustments. It can also be used to create either additional lots or combine lots to make one bigger lot. Our current Administrative Plat regulation states no more than 2 lots can be created without having to re-plat. The P & Z would like to increase this to 4 lots. Administrative Plats cannot create or vacate any right-of-ways, easements or streets. An Administrative Plat can only be done one time on a specific parcel of ground. An inquiry has been made regarding a lot split at Hwy 6 and Welch Park Road. In researching other communities: Hickman and Seward allow 4 lots and Crete allows 3 lots. Standards of the specific zoning district will still need to be met. With no further comments Mayor Kelley closed the public hearing at 7:25 pm.

Amend Section 5.13.03, #14 remove kennels & stables within city limits:

Mayor Kelley opened the public hearing at 7:25 pm. K. Hoggins noted the city has conflicting ordinances. The municipal code doesn't allow kennels & stables within the city limits and the comprehensive plan allows, in Light Industry, kennels & stables. P & Z would like to remove #14: kennels & stables from the Conditional Use Permit in the Light Industrial Zoning

District using the existing municipal code ordinance which does not allow hooved animals within city limits. There is also an ordinance in place addressing no more than 3 species of dog or cat. This change will not affect the existing stable on Hwy 6. They will be allowed to exist but not expand. They currently have 4 horses in the stables within the city limits. The other pens are outside the city limits, which is Transitional Ag. Gengenbach may continue his operation as is but if they would discontinue the current use for a length of time they would not be able to operate under the current conditional use. With no further comments Mayor Kelley closed the public hearing at 7:28 pm.

Preliminary Plat for Camden Acres Addition: Mayor Kelley opened the public hearing at 7:28 pm. Nick Glanzer, PO Box 73, Milford, NE. The Council was provided with a copy of the Preliminary Plat application and drawing of lots to be developed. Nick would like to create 3 separate 5 acre lots along North 252nd or Welch Park Rd and Van Dorn Rd. It is currently outside of the city limits, on blacktop with no water or sewer. He would like to keep it that way and have the owner drill their own well and put in a septic tank or lagoon. NPPD can provide power to each lot. All building and setback requirements will be met. Nick is not asking the city for anything other than permission to move forward. The lots are designed to drain north and west onto the Stauffer/Glanzer existing property. He would like the city to accept the preliminary plat as the final plat. The P & Z Committee requested a 15' utility easement along the west edge of the lots for potential future development. The Council discussed the easement and the consensus was to have Nick add the 15' utility easement along the west property line of the 3 lots. With no further comments Mayor Kelley closed the public hearing at 7:38 pm.

NEW BUSINESS:

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

RESOLUTION NO. 577

The following resolution was introduced by Bashore, who moved its adoption, seconded by Heser,

“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 5th day of February, 2019, 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: Bashore yes, Heser yes, DeLong yes, Stahl yes. Motion carried.

Attest: _____

City Clerk

Mayor

(SEAL)

Appointments/Reappointments:

A motion was made by Bashore and seconded by DeLong to approve the Mayor's recommendation to appoint Stacy Hartgerink to the Citizen Advisory Review Committee for a 2 year term, 2/1/19 thru 2/1/21. Roll call vote: Bashore yes, DeLong yes, Heser yes, Stahl yes. Motion carried.

A motion was made by Bashore and seconded by Heser to approve the Mayor's recommendation to appoint Andreea Baker to the Community Betterment Committee with no term limit. Roll call vote: Bashore yes, Heser yes, DeLong yes, Stahl yes. Motion carried.

A motion was made by Heser and seconded by Stahl to approve the Mayor's recommendation to appoint Stacy Riley to the Community Betterment Committee with no term limit. Roll call vote: Heser yes, Stahl yes, Bashore yes, DeLong yes. Motion carried.

A motion was made by Stahl and seconded by Bashore to approve the Mayor's recommendation to appoint Ashley Eicher to the Pool Board for a 3 year term, 2/1/19 thru 2/1/22. Roll call vote: Stahl yes, Bashore yes, DeLong yes, Heser yes. Motion carried.

A motion was made by DeLong and seconded by Stahl to approve the Mayor's recommendation to reappoint Craig Bontrager to the Pool Board for a 3 year term, 2/1/19 thru 2/1/22. Roll call vote: DeLong yes, Stahl yes, Bashore yes, Heser yes. Motion carried.

A motion was made by Heser and seconded by Bashore to approve the Mayor's recommendation to reappoint Leslie Toovey to the Pool Board for a 3 year term, 2/1/19 thru 2/1/22. Roll call vote: Heser yes, Bashore yes, DeLong yes, Stahl yes. Motion carried.

Approve 2019 Committee List: A motion was made by Bashore and seconded by DeLong to approve the 2019 Committee List along with additions just approved. Roll call vote: Bashore yes, DeLong yes, Heser yes, Stahl yes. Motion carried.

Discuss/Action – Renew website maintenance contract: Ashley Cameron submitted her annual proposal to renew her services to maintain the city website. Ashley designed our website and is available to assist us with areas we are not familiar with, such as adding pages, tabs etc... The city staff is able to add documents such as notices, agendas, photos, minutes etc... Her

annual fee is \$300.00, monthly google analytic reports are \$60.00 and her hourly fee is \$40.00. Last year we did not approve the google analytic reports. Ashley did assist us with creating new city email addresses. Chief Siebken stated it is money well spent; Ashley is very knowledgeable and is a great asset to maintaining the site. Stahl asked how much we have used her in the last year. Hoggins noted quite a bit in the last year as the LCC application required several changes and additions to our website. She did create the emails, updated us to https for more security and assisted with the GIS mapping addition to the website. Mayor Kelley suggested if anyone has ideas for the website to bring them forward. Stahl suggested getting the analytical reports again to connect the use of the website with Economic Development. The board agreed it would be a great reference source. A motion was made by Bashore and seconded by Stahl to renew the website maintenance contract with Ashley Cameron to include the web maintenance retainer, google analytics report and hourly rate as stated on the proposal. Roll call vote: Bashore yes, Stahl yes, DeLong yes, Heser yes. Motion carried.

Discuss/Action – Redefine lot width and change definition; Introduction and Adoption of Ordinance: Councilmember Heser introduced the following ordinance:

ORDINANCE NO. 934

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO AMEND SECTION 2.02.242 OF THE ZONING ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO REDEFINE THE DEFINITION OF LOT WIDTH. (See Ordinance Record)

Discuss/Action – Amend Section 3.09 number of lots allowed in Administrative Plat; Introduction and Adoption of Ordinance: Councilmember Bashore introduced the following ordinance:

ORDINANCE NO. 935

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO AMEND SECTION 3.09.01 OF THE SUBDIVISION REGULATIONS OF MILFORD, NEBRASKA TO CHANGE THE NUMBER OF LOTS ALLOWED IN ADMINISTRATIVE PLATS. (See Ordinance Record)

Discuss/Action – Amend Section 5.13.03, #14 Remove kennels & stables within city limits; Introduction and Adoption of Ordinance: Councilmember Stahl introduced the following ordinance:

ORDINANCE NO. 936

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO AMEND SECTION 5.13.03 OF THE ZONING ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO REMOVE KENNELS AND STABLES AS A CONDITIONAL USE. (See Ordinance Record)

Discuss/Action – Preliminary Plat for Camden Acres Addition: A motion was made by Bashore and seconded by Heser to accept the Camden Acres preliminary plat with the addition of the 15' utility easement abutting the west edge of the property as recommended by the Planning & Zoning and let this reflect as the Final Plat for Camden Acres Addition. Roll call vote: Bashore yes, Heser yes, DeLong yes, Stahl yes. Motion carried.

Audit Report 2017-2018, Carmen Standley with Marvin Jewell: Carmen Standley with Marvin Jewell & Co reviewed the findings of the 2017-2018 audit. The Independent Auditor's Report summarizes the responsibilities of the city. Management is responsible for the preparation and presentation of the financial statements in the blue book. Part of the process is that someone on staff has the skills, knowledge, education and experience to accept the preparation of numbers as the cities. The council should review the excel spread sheet to verifying the numbers as well. Carmen focused on the importance of independence and their firm never stepping over into the role of management. Carmen noted the importance of continuing education by the staff. A lot of focus has been on internal control. The State Auditor's Office is going to add cities and villages to a rotation where they come in and do the audit. During this year's audit procedure they have focused on some of the internal control areas that the State would focus on to prepare the city staff. She noted the importance of the board reviewing A/P, Payroll etc... due to the small office staff. We don't have the staff to segregate duties. Designing the internal control plan is up to the city staff and during the audit Carmen's staff will test the effectiveness. The opinion of the auditors: the financial statements referred to present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund as of Sept. 30, 2018. "A clean opinion" The financial statements are based on a cash basis. The Internal Control Report states that we do have the segregation of duties issues due to our limited size. There were no issues with compliance and other matters. Carmen reviewed the documented opportunities to strengthen internal control. The letter is attached to these minutes and was discussed with the Board. Mayor Kelley questioned 2) all payroll claims are paid only after Council approval. The Council only meets once a month and payroll is biweekly. Carmen referenced state compliance but could not cross the line into management. Attorney Sheldon offered to research the state regulation.

Amend Ordinance Section 5.512 adding First Street to Snow Emergency

Route: Mayor Kelley presented his concern of First Street, between C Street and Hwy 6, not being utilized as a snow emergency route. Currently C Street from First Street to 5th Street is the only emergency snow route. With the Fire Station located on First Street Mayor Kelley felt it made sense to create a no parking ban, between specific hours, along First Street to allow efficiency in removing the snow. Mayor Kelley asked the Council to consider amending the ordinance adding First Street from C Street to Hwy 6 to the emergency snow route. Bashore questioned the amount of hours it takes to clear the streets in the city along with removing the snow from the middle of First Street and B Street. Gary and Scott both had concerns with the amount of additional hours the maintenance dept. would have to put in to complete this task. If they have already started work at 4:00 am there comes a point when safety becomes an issue. The overtime hours and budget were also noted as a concern. Bashore noted it has been like this for as long as he can remember and in his 20 years of being on the Fire Dept. there has never been a problem. The hours involved and safety was the main concern for the maintenance dept., they are a small department. Mayor Kelley reiterated his concern with being able to remove the snow off of First Street without all the vehicles parked in the business district. It becomes very congested for the maintenance guys to maneuver. Utilizing Saturday or Sunday when First Street is not so congested with parked cars seems beneficial. Designated hours could be established for no parking. There were concerns noted that taking parking away from the businesses during weekdays would not fare well. Parallel parking was mentioned. Hesar noted there are options that we need to explore prior to making a decision. DeLong suggested tabling the item. Mayor Kelley moved on as there was no interest in amending the ordinance.

Discuss/Action – Posting Agenda; Introduction and Adoption of Ordinance – Amend Section 1.503 Meetings; Public and/or 1.503.01 Meetings; Agenda:

Hesar is recommending adding to 1.503, posting of the agenda no later than 5:15 pm and the locations in which they should be posted. Discussion was held as to which buildings the agenda should be posted. Hesar would like to see the agenda posted at the Sr. Center allowing this demographic to be notified. Hoggins mentioned the standard notice posting sites are City Hall, U.S. Post Office and Farmers & Merchants Bank. She also inquired about posting at Jones Bank. Stahl mentioned social media and if that would cover the website and FB. Using the term electronic posting or digitally was agreed upon. Mayor Kelley understands the purpose of communicating to the public but limiting ourselves to creating an ordinance with posting specifics by 5:15 on a Friday does not follow suit

with state statute or other communities in which Mayor Kelley researched. Changing the time the agenda shall be altered to no later than 72 hours is also tying us down to specifics that no other community in the state is even considering and by doing so we may lose out on an opportunity as mentioned earlier by Jonathan Jank. Discussion was held as to the agenda deadline. Hoggins has always used noon on Friday as the deadline for adding items to the agenda. State Statute reads: Except for items of an emergency nature, the agenda shall not be altered later than twenty-four (24) hours before the scheduled commencement of the meeting... The question arose as to what defines an emergency when adding an agenda item to the meeting. Heser stressed her concern with having a final agenda on Friday so the public knows exactly what will be discussed at the meeting. Locations were discussed again and posting to establishments that close prior to 5:15 pm may become an issue. The board decided to focus on public buildings: City Hall, Post Office, Sr. Center and Digitally. The agenda will be posted as a “workable agenda” but will be posted by 5:15 pm on the Friday prior to the meeting. An agreement was made not alter the 24 hour and 48 hour restrictions to 72 hours.

Council member Heser introduced the following ordinance:

ORDINANCE NO. 937

AN ORDINANCE OF THE CITY OF MILFORD, NEBRASKA TO AMEND THE ORDINANCE PERTAINING TO MEETINGS TO ADD ADDITIONAL LOCATIONS FOR THE POSTING OF THE MEETING AGENDA. (See Ordinance Record)

No action taken on 1.503.01.

Discuss/Action – Accept use of Seized Drug Funds to assist with construction of Police Facility, new Municipal Building: Chief Siebken informed the Council that he requested \$50,000.00 from the State Seized Drug Fund to assist with adding the garage back onto the new municipal building. He was awarded these funds. There is another funding source but it cannot be used for construction. Chief is anticipating his year-end reserves to be healthy due to the current Police Dept. situation. There will be enough funds to facilitate another \$37,000.00 to make up the difference of the garage cost at \$87,000.00. A meeting will be held with the general contractor and the architect on Thursday to discuss the building with the additional funds. Chief is looking for approval to move forward with adding the garage back into the plans with the additional funds as presented. A motion was made by Bashore and seconded by Stahl to accept the use of seized drug funds to assist with the construction of police facility in new municipal building pending acceptance from the builder. Roll call vote: Bashore yes, Stahl yes, DeLong yes, Heser yes. Motion carried.

ADJOURNMENT: A motion was made by DeLong and seconded by Bashore to adjourn the meeting. Roll call vote: DeLong yes, Bashore yes, Heser yes, Stahl yes. Motion carried and meeting adjourned at 10:05 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 5, 2019 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