

CITY OF MILFORD  
SPECIAL MEETING  
JULY 23, 2019

A special meeting of the Mayor and City Council of the City of Milford, Nebraska was held at the Sr. Center, 105 S. B Street in said City on the 23<sup>rd</sup> day of July 2019 at 6:00 pm. Present were: Mayor Patrick Kelley; Council members: Scott Bashore, Tony DeLong, Kelly Heser, Jason Stahl; Chief of Police Forrest Siebken, Maintenance Supt. Gary TeSelle, Sr. Center Manager Amy Salistean and City Clerk Jeanne Hoggins. Also present: Ryan Roth, Jeremy Dinges, Travis Keilig, Stuart Schweitzer, Andrew Yoder, Shirley Kness, Karen Mundhenke, Troy Pickerill, Wayne Stohlman, Craig Bontrager, Delton Stauffer, Ron Erb, Jessica Allen, Brian & Leslie Toovey, Travis Fougeron, Keith TeSelle, Kevin & Kelli Keib, John Melena, Brad Freeman, Tim Stewart, T.J. Buchli, Hickman Fire Dept. member Doug Hunter and Emily Hemphill with the press.

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 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 6:00 pm. Mayor Kelley 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.

**Discuss/Action – Authorize use of LB840 funds for Pre-Development Planning Study for Downtown Revitalization Grant.** Minutes were provided from the Citizens Advisory Review Committee recommending approval to utilize \$2500.00 of LB840 funds for a pre-planning study. SENDD will provide the service of gathering information for the DTR application. A motion was made by Bashore and seconded by DeLong to approve the authorization of LB840 funds in the amount of \$2500.00 for a pre-planning study in regard to the Downtown Revitalization Grant application. Roll call vote: Bashore yes, DeLong yes, Heser yes, Stahl yes. Motion carried.

**Hire Police Officer and Set Wage:** Chief Siebken requested permission to extend an offer of employment to Lisa Huschka. She is a current employee of Seward County Detention Facility, working there for 2 years. She has training in defensive tactics, reporting and a medical background. Starting

wage of \$17.75, start the Academy in January 2020. Wage increase will be determined with performance evaluation and graduation at the Academy.

A motion was made by Stahl and seconded by Hesel to approve hiring Lisa Huschka as Police Officer for the City of Milford at a starting wage of \$17.75. Roll call vote: Stahl yes, Hesel yes, Bashore yes, DeLong yes. Motion carried.

**Discuss possible position of City Administrator:** There has been previous discussions regarding the position of a City Administrator for the City of Milford. Mayor Kelley is in favor of this role noting successful communities have an Administrator in place. The Council members all have full time jobs and areas related to personnel, Economic Development & growth, plus attending meetings with various individuals is difficult. The Dept. Heads are busy fulfilling their duties. Hesel gathered information (job descriptions, pay range, employment agreements) from communities comparable to Milford. She also visited with City Administrators; Silas Clarke from Hickman and Greg Butcher from Seward. This information can be reviewed and shared to gather insight from the public as to what Milford may want to see from a City Administrator. There is no set protocol in Milford. There is no evaluation system; no formative or summative, no one really knows who to answer to. Hesel would like to establish this, either with an Administrative position or with general conversation. The salary for a City Administrator in a community Milford's size ranges from \$60,000.00 – \$80,000.00. A City Administrator answers to the Mayor, supports and works closely with all Boards, prepares the budget and is a liaison with the City Council. Hesel mentioned we need a strong grant writer, someone with municipal experience and getting residential established. Bashore commented, with a City Administrator, amazing things happen within a community. Multiple Administrators offered to come out and visit with the Council regarding the position as well as assistance in creating the position. Bashore would like to add the position if the budget can sustain it. Greg Butcher shared with Hesel, there is no one template for every community. It depends on the culture and what the individual needs of the community are. If the budget cannot sustain the position now, Hesel would like to take the year and allow administrators to present information to the public. We can collect feedback/input from the public, find out what they want and also share why we are considering the position. Bashore would still like to work it into this year's budget, whether we pull the trigger on it or not wouldn't matter, as long as it's there. Stahl would also like to see this happen, he has had people in the community, not on the Council, tell him that an Administrator is needed. If the community recognizes it and if we are going to grow and be sustainable, we need to do this. Mayor Kelley noted; the most exciting thing is, this person would work on behalf of the City for the

betterment of not only today but for our tomorrow shaping our community for the future. We will just need to see how this budget factors in.

**Budget Preparation for 2019-2020 Fiscal Year:** Clerk Hoggins started with the **General** fund noting the general insurance rate increase was calculated at 8%, which is what was relayed to her from INSPRO representative Becky Haufle. Payroll spreadsheet was provided with a 2% & 3% increase. 2% was figured into the budget worksheet including social security and retirement calculations. Health insurance was also calculated into the budget worksheet but will be discussed later in the meeting. Discussion will need to take place with the accountant on budgeting figures for the new building and the bond. Some of the furnishings for the new building can be purchased in this fiscal year but we will need to budget some in next years budget as well. Moving dog impound behind city hall and flagpole lighting was figured into Repair & Maintenance line item. For tonight's discussion all but the Sr. Center transfers remained the same. The **Sr. Center** decreased their transfer by 5,000.00. Sr. Center Manager, Amy Salistean presented her budget to the Council with no major changes. Utilizing the Seward County Public Transit allows a decrease in line item 23-00-5200. Telephone line item was also decreased due to free internet service thru Bluestem Network. **Fire Dept.** Mayor Kelley opened with discussion regarding billing for ambulance services. Billing to insurance companies only, would generate additional revenue for the Fire Dept. Mayor Kelley had no interest in billing residents of the community above and beyond what their insurance company did not pay. He invited Doug Hunter with the Hickman Fire Dept. to share the impact billing has had on the Hickman Dept. There are many communities that bill for ambulance services in order to reimburse the Dept. for supplies and services. They use EMS billing, which provide and excellent service for them. The revenue source collected from billing insurance companies takes the burden off the local taxpayers. Mayor Kelley opened the floor to the public for input. Several individuals from the gallery spoke in absolute opposition of billing for services. Mayor Kelley stated if the Fire Dept. is not interested in billing than he is not interested in pursuing it any further.

The Council members presented their budgets line by line. Items to note within the budget for fiscal year 2019-2020: **Fire Dept - Grant Income** was increased to \$25,550.00 as grant applications are being considered. **Transfer from General** was increased to \$66,500.00. **Streets** – Increase in **Repair & Maintenance** line item for alley and parking at new city building, street repairs plus add **Snow Removal** line item of \$20,000.00. **Cemetery** – ½ a mower was budgeted. **Parks** – Sprinklers in Uptown Park, other ½ of mower. **Pool** – new filter system, deck repairs and new pool feature. **Library** – mud jacking for community room, updates to community room. **Water** – 5<sup>th</sup> Street water main project and future planning. **Sewer** – future

planning. The proposed budget will be presented to the accountant for review. Public Hearings for budget approval will be held in September.


**Discuss/Action – Health Insurance Plan for 2019-2020 Fiscal Year:**

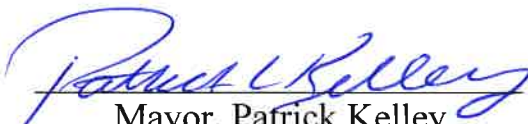
Hoggins presented information on the renewal health insurance policy and an alternate renewal policy. Our current policy HSA \$4,000/\$8,000 deductible; 100% after deductible is no longer available so the renewal policy changed to HSA \$5,000/\$10,000; 100% at a 15% increase. The alternate policy presented was a \$6,000/\$12,000 deductible; 50% with a max out of pocket of \$6,750.00/\$13,750.00. Premium rate at .05% increase.

The Council discussed the options and a motion was made by Stahl and seconded by Bashore to approve the renewal option of \$5,000/\$10,000 at 100% after deductible. Roll call vote: Stahl yes, Bashore yes, DeLong yes, Heser yes. Motion carried.

**Discuss/Action – Salaries for 2019-2020 Fiscal Year:** A spreadsheet of current salaries, a 2% and 3% increase in salaries was provided by Clerk Hoggins. As of 7/15/19 the National Average or COLA is set at 2.8%. Discussion was held amongst council members and a motion was made by Bashore and seconded by Stahl to approve the 3% pay increase for fiscal year 2019-2020 as presented. Roll call vote: Bashore yes, Stahl yes, DeLong yes, Heser yes. Motion carried.

**ADJOURNMENT:** A motion was made by Stahl and seconded by DeLong to adjourn the meeting. Roll call vote: Stahl yes, DeLong yes, Bashore yes, Heser yes. Motion carried and meeting adjourned at 10.47 pm.

  
Jeanne Hoggins, City Clerk

  
Mayor, Patrick Kelley

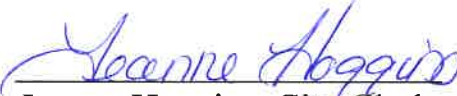
**CERTIFICATION**

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 July 23, 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

