

CITY OF MILFORD, NEBRASKA
NOTICE OF SPECIAL MEETING AND COUNCIL PLANNING RETREAT

NOTICE IS HEREBY GIVEN that a Special Meeting and Council Planning Retreat of the Mayor and City Council of the City of Milford, Nebraska is to be held at 6:00 pm on both Tuesday, May 18 and Wednesday, May 19, 2021 at the City Hall meeting room, 402 1st Street, Milford, which meeting will be open to the public. An agenda for such meeting kept continuously current, is available for public inspection at the office of the City Clerk at the City Hall.


Mayor

ATTEST:


City Clerk

Agenda matters are as follows:

1. Call to Order
2. Roll Call
3. Open Meeting Act Requirement
4. Open discussion with Employees – Updates and Goal Review
5. Consider contract with gWorks for Redistricting Services – May 18, 2021
6. Adjournment

CERTIFICATION

I hereby certify that the above meeting notice was posted by me in three public places in the City of Milford as follows:

City Clerk's Office
Farmers & Merchants Bank
U S Post Office

at 10:00 am on Thursday, May 6, 2021

Revised notice/agenda and reposted at 1:00 pm on Tuesday, May 11, 2021.


City Clerk

CITY OF MILFORD
COUNCIL PLANNING RETREAT
MAY 18, 2021

A special meeting of the Mayor and City Council of the City of Milford, Nebraska was held at the City Office, 402 1st Street in said City on the 18th day of May 2021 at 6:00 pm. Present were: Mayor Patrick Kelley; Council members: Tony DeLong, Becky Freeman, Kelli Keib, Mike Roth and City Clerk Jeanne 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 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 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 west wall in the meeting room.

OPEN DISCUSSION WITH EMPLOYEES - UPDATES AND GOAL REVIEW: Mayor Kelley addressed each employee: The Goal of this session is to have productive discussion in preparation for budgeting our next fiscal year as well as successes and failures from last year working on ways to improve.

Sr. Center Manager – Amy Salistean: See attached information provided by Amy. Successful year even though doors were not open due to COVID.

Decision made - No Potato Bake for Fun Days.

New Meal Vendor: Sunrise Country Manor no longer interested serving meals. Working to finalize contract with Great Western, Terry Ertl with SCC. They will provide meals for the center from June 1st thru August 31st @ \$6.23. A new contract at a lower rate per meal will be considered Sept. 1 to cover next fiscal year. Minimum of 20 meals, which is Amy's goal. Anyone can eat, bring family, and eat together.

In May \$4,000 was received from the Legacy Fund to cover COVID expenses. \$1,000 of those funds have been used.

It was recommended to reach out to the Ministerium to seek volunteers.

140 Newsletters to out monthly.

Shuttle – repairs have been made to current vehicle, see where we are in 6 months. Gas prices?

Building discussion and needed repairs. Building Inspector and Fire Marshall analyzed the west side of the building. A considerable amount of construction would need to be completed to repair the leaking. Multiple attempts were made to get a bid/proposal and Amy had no luck receiving one.

Amy emails and verbally communicates with Gary on repair needs. Ex: gutters, filters to furnace. She takes care of changing bulbs or small jobs. Board members assist with small projects also. Areas needing attention: Soil along north side of the building. Landscape improvements. Budget time review. Need one new board member.

Library – George Matzen: Struggles last couple years, it's been rough. City Hall in meeting room disrupted how we did things. COVID hit. Re-opened and people were still paranoid, the Library has been dead. Overdrive is being utilized fairly well.

Kids are starting to come in again. Next 5-10 years we need to reevaluate how the Library will operate and maybe COVID drastically accelerated the timeline. Computers were purchased for kids to attend school from home. Milford definitely needs a Library but the function may need to change.

Summer Reading Program starts tomorrow. He had 50 1st Graders and 50 2nd Graders in the Library and introduced the Summer Reading Program.

Pollinator Garden – Wild flowers, Honey Suckle trim back in fall.

Look into Outdoor Movie opportunity. Mayor will reach out to SCCDP for guidance/options.

Buildings: George just wants to know what he needs to do. Cleaning gutters is not something he can do very easily because he cannot get on the roof. It has helped that the large tree was removed. The flat roof just causes issues. The large amount of snow this year, which melted caused pooling of water and leaking.

He changes lightbulbs, he does most of the maintenance stuff. Landscaping is difficult as he needs an assistant to accomplish this outside work. Milford A/C checks filters and heat exchangers. Consider landscaping around the Library during budget.

Recreation Coordinator – Marissa Parman: See attached information provided by Marissa.

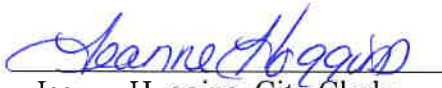
Additional conversation included: Looking into grants, utilizing CBC funds to cover some of the expenses, addition of a second restroom at field #3.


Mayor Kelley presented a long-term goal of seeking a new location for a new ballfield complex, Community Center which would address the concerns of expanding youth programs and updating the facility. Future area of growth for housing is west. The current facility could be developed into housing. Researching areas and presenting a conceptual to the community might be our first step.

City Hall – Jeanne Hoggins: See attached information provided by Jeanne.

Consider contract with gWorks for Redistricting Services: A motion was made by DeLong and seconded by Roth to authorize Mayor Kelley to sign the Redistricting Contract with gWorks, option #2: Standard Tier in the amount of \$1750.00 allowing input of the overall dividing line. Roll call vote: DeLong yes, Roth yes, Freeman yes, Keib yes. Motion carried.

ADJOURNMENT: A motion was made by Roth and seconded by Keib to adjourn the meeting. Roll call vote: Roth yes, Keib yes, DeLong yes, Freeman yes. Motion carried and meeting adjourned at 9:07 pm.


Jeanne Hoggins, City Clerk

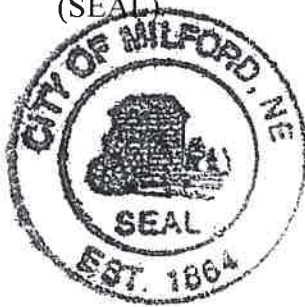

Mayor, Patrick Kelley

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 May 18, 2021 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)



A handwritten signature in blue ink, reading "Jeanne Hoggins", written over a horizontal line.

Jeanne Hoggins, City Clerk

Milford Senior Center

Presented by: Amy Salistean, Manager

May 18, 2021

The Milford Senior Center: A community center dedicated to providing programs and services to active seniors that are 60 and older.

The Center offers nutritionally balanced meals that are served or delivered Monday through Friday. Transportation is provided to those that need assistance getting to appointments within Milford. Programs and Activities are provided for enrichment and education purposes.

"Regular" Year Activities provided at the Milford Senior Center

- BINGO, pitch, puzzles, craft classes, computer classes, quilting groups, cooking classes, game days, holiday parties and special meals, exercise classes, day trips, show and tell, reading buddy program with children, community speakers, fundraising events and more.

"Regular" Year Services provided at the Milford Senior Center

- Foot Care, blood pressure, Nutrition Presentations, assistance with needed programs or resources pertaining to aging or caretaking and more.

Pandemic Year Successes

- 3,007 Meals have been delivered since the Center was closed due to COVID (March 23, 2020)
- Adapted Services Were Offered Throughout the Shutdown
 - o Take Home Craft Kits
 - o Zoom Book Club
 - o Exercise Room Appointments
 - o Buddy Checks
 - o Expanded Newsletter to include Nutritional Education as well as service opportunities
 - o Shuttle service to those that were highest risk and needing to avoid public transit
 - o Grocery pickup and pharmacy pickup
 - o Current and accurate COVID related information as well as transportation to receive vaccines when absolutely necessary
 - o Multiple grant applications were written and funding received

No COVID related deaths in our participating senior community and no COVID cases traced to the Center's services

Moving Forward into a New Year

- The current Shuttle budget allotment will need to be revisited due to the Seward County Transit availability changes and an increase in fuel and maintenance costs.
- New vendor for meals and a contract is being finalized. The cost of meals will be changing and that will influence the entire budget balance.
- There has been a lack of fundraising in the past year due to cancelled Potato Bakes. The fundraising issue is being handled by the Board and Manager and plans are in the works.

2021 Council Planning Retreat

Recreation Department

Successes:

- **Remodel of Concession Stand**
- **Expansion of Soccer Program**
 - o Micro Level was added – 42 Kids for Spring
 - o 151 Kids total for Spring – 50 more than previous seasons
 - o Increased Advertising
 - o More fields and equipment updates

Goals:

- **Improvement of Welch Park**
 - o Bleachers (\$4-6k/bleacher)
 - o Picnic Tables (\$900/picnic table)
 - o New fencing around backstop and dugouts
 - o Lights around field 3
 - o Field Work
- **Mini Field north of Elementary School**
 - o Work with school to improve it and make usable
 - o Utilize for Tball and 8U along with practices for all age groups when needed
- **More Sport Programs**
 - o Youth Volleyball
 - o Youth Track

Concerns:

- **No room to grow youth programs**
 - o Hard to find places to add programs or expand them
 - o Community Center??
- **Financing for all Welch Park improvements**
- **Field Prep**
 - o Seasons are beginning earlier every year and we were way behind on field work this year.
 - o Hoping to encourage prep be in the Fall instead of Spring
- **Not enough help to get what I need done when I need it done**

ITEMS FOR RETREAT
CITY CLERK, JEANNE HOGGINS
May 18, 20221

*NEW MUNICIPAL BUILDING: Looking into a fence along west property line at back of building. Would like to get some photos of Milford to place around the office. Nice display cabinet to place historical items. (Shogo bottles,

*BANK RECONCILIATION REPORT:

Endowment Account:	April 30, 2021 Balance	\$540,867.97
Fire Station		- 20,357.63
Rural Workforce Housing (Pd. 5/15/21)		- 75,000.00
Balance		\$445,510.34
Library Endowment Acct.		\$284,212.64
Sr. Center Endowment Acct.		\$120,692.25
LB840 Fund (19) Economic Development		\$152,652.84
Blue Stem Fiber (next 2 years)		- 20,000.00
CDBG Planning for DTR		- 12,500.00
Rural Workforce Housing (Pd 5/15/21)		- 35,000.00
		\$ 85,152.84
Webermeier Scholarship Account: (Qtrly Report 3/31/21)		\$505,288.62

*CLASSES ATTENDED VIRTUALLY FOR CONTINUING EDUCATION HOURS: LB781 was passed in 2020 requiring treasurers of all counties to "annually complete continuing education through a program approve by the Auditor of Public Accounts, and proof of completion shall be submitted to the Auditor of Public Accounts." 8 hours are required for cities of the second class.

MIDWINTER CONFERENCE: (See Conference Program attached) 10 Hours Credit

MUNICIPAL CLERK INSTITUTE & ACADEMY: (See Conference Schedule attached) 11 Hours Credit

FINANCE CONFERENCE will be held virtually through-out the month of June.

*CURRENT PROJECTS:

AFFORDABLE HOUSING

CROSS CONNECTION SURVEY – Currently collected appr. 52%, need 60-70% to satisfy State of NE

CDBG PLANNING GRANT FOR DOWNTOWN REVITALIZATION

USDA RURAL DEVELOPMENT GRANT – GENERATOR

WATER MAIN REPLACEMENTS

TIMBER CREEK WATER MAIN EXTENSION

TIF – RENT WORKS BUILDING

TIMBER CREEK DEVELOPMENT

DRAINAGE STUDY – Hwy 6 to 8th St.

UPTOWN PARK REVITALIZATION – SPLASH PAD

AMERICAN RESCUE PLAN - ARP

*SCHEDULE OF MONTHLY DUTIES: (See attached)

***BUDGET CONSIDERATION (2021-2022)**

IT OUTSOURCING

"FRONT DESK" PROGRAM THRU gWorks – Open lines of communication with the community online. Online payments like a bank where citizens set up a user profile. They can research history of water usage or bills, make service requests, submit forms on-line. My staff will be provided a demo to see if it is something we want to look into.

UPDATE MUNICIPAL CODE BOOK

UPDATED ZONING MAP – After Annexation of TCD

BUDGET WORKNIGHT, SET DATE ON JUNE AGENDA – Worksheets will be distributed beginning of June.
OFFICE PROCEDURE MANUAL – Continue to work on our Procedure Manual and make updates as needed.

TRAINING – Currently training Susie on Payroll procedure. Susie's current responsibilities include: Utility Billing, Accounts Payable, Managing Front Counter, Phones, Files Sales Tax, Deposits, Licensing etc..

Introduce Marissa to as much as I can in the office. She is very eager to help wherever needed. She is very organized and keeps the Recreation program running very smoothly.

WEBSITE – I try to maintain/update the website the best I can.

AREAS OF CONCERN:

Water meters needing repairs or replaced. Uncomfortable estimating usage.

Penalty Calculation of \$5.00 does not cover time or material.

Landlords responsible for water/sewer bills of rental properties.