

CITY OF MILFORD  
SPECIAL MEETING  
FEBRUARY 26, 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 26<sup>th</sup> day of February 2019 at 5:30 pm. Present were: Mayor Patrick Kelley; Council members: Tony DeLong, Kelly Hesel, Jason Stahl; Attorney Justin Sheldon; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle and City Clerk Jeanne Hoggins. Absent: Council member Scott Bashore. Also present: Gerry Dunlap.

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 5:30 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.

**Appointments/Reappointments:**

A motion was made by Hesel and seconded by Stahl to approve the Mayor's recommendation to appointment Ron Oswald to the Milford Aging Services Commission for a 2 year term, 3/1/19 thru 3/1/21. Roll call vote: Hesel yes, Stahl yes, Bashore absent, DeLong yes. Motion carried.

A motion was made by Stahl and seconded by DeLong to approve the Mayor's recommendation to re-appointment Susan Burkey to the Milford Aging Services Commission for a 2 year term; this will be Susan's second term, 1/1/19 thru 1/1/21. Roll call vote: Stahl yes, DeLong yes, Bashore absent, Hesel yes. Motion carried.

A motion was made by DeLong and seconded by Stahl to approve the Mayor's recommendation to re-appointment Vi Stutzman to the Milford Aging Services Commission for a 2 year term, this will be Vi's first term as she fulfilled Elna Lambert's term, 1/1/19 thru 1/1/21. Roll call vote: DeLong yes, Stahl yes, Bashore absent, Hesel yes. Motion carried.

**Discuss/Action – Authorize Mayor's signature, Pre-application for NE Affordable Housing:** Gerry Dunlap shared information on the project. The City would apply for a \$250,000.00 grant and have to match 10%. If grant approval is awarded to Milford the funds would be used for homeowners to

rehab their homes with upgrades or repairs. Applications would be received from homeowners meeting a certain criteria of income and a city Housing Authority Committee will be created to review the applications. Applications up to \$25,000.00 per homeowner could be considered. The applications meeting all the guidelines would be forwarded onto the City Council for final approval and then submission to SENDD. SENDD will administer the program and provide staff thru the process to make sure the repairs meet a standard for final approval. Items that could be considered include: insulation, roofs, repair or replace major housing systems, site improvements, energy related improvement, accessibility for age or disabled people, improvements of non-luxury items. Applicable codes must be met with each project. The step under consideration tonight is a preliminary application which informs the State of how many communities are interested in the program. A more extensive application must be submitted by April 30, 2019. At this point the City will need to have our 10% or \$25,000.00 in place as well as creating a Housing Authority Committee. The State will award and announce grant recipients on July 1, 2019. Discussion was held regarding the Housing Committee. Heser suggested having Building Inspector Kendall Hoggins as part of the group to bring his code and building knowledge to the group. Mayor Kelley questioned the lien process and who would service the lien. Gerry thought it would be filed in favor of the city. At the end of the 5 year commitment the lien would be released. We don't want people to buy a house, rehab it and then sell it to make a profit. There are options of a grant or loan. If loan payments are made those funds would be recirculated back to Milford. Any funds not used would go back into the SENDD program. The City could award 8 project houses for up to \$25,000.00 each and the additional funds would go to administer the program with SENDD. Mayor Kelley stated, "What a great opportunity to help people". Heser mentioned Fairbury has utilized this program since at least 2014. Everyone understands that SENDD will totally administer the entire project, funding and all. Stahl thought putting together a Housing Authority Committee would be our biggest hurdle. Heser again requested Kendall Hoggins be a part of the Committee because of his insight with other issues around town. Mayor Kelley acknowledged the idea of having Kendall on the Housing Authority Committee as Building Inspector but questioned him being pulled in too many directions and taken away from the maintenance dept. and work load. Gary didn't think it would be too big a problem. Kendall has been Building Inspector for 5 years now and after working through some communication things it's come out where it's working pretty slick. We haven't had any issues where it has pulled him away too much. I think it will be alright. Heser noted SENDD has their own inspector and Kendall would be more of an advisor or resource for the committee. Mayor Kelley mentioned if 8 homes all need an inspection at

one time, it would pull him away from the maintenance dept. and productivity may decrease dramatically. Hesper stated, we will just have to wait and see and work it out. Stahl mentioned it would be wise to have Kendall a part of it because we are very hands off with this program and the city should have some representation. He can monitor the projects and bring forth any concerns. A motion was made by Stahl and seconded DeLong to authorize the Mayor to sign the 2019 pre-application for the Nebraska Affordable Trust Fund to proceed by the deadline of February 28, 2019. Roll call vote: Stahl yes, DeLong yes, Bashore absent, Hesper yes. Motion carried.

**Discuss/Action – Hire Fulltime Administrative Asst. and set wage:** Erica Pallas has resigned her position as of 2/26/19. J. Hoggins recommended moving Ardella “Susie” Huber to the fulltime position fulfilling the roll of Administrative Asst. at an hourly wage of \$15.00. Susie will not be applying for the city health insurance but will apply for dental and vision coverage. Susie has done an excellent job for us so far as receptionist. She is willing to try anything we have given her and she brings knowledge and professionalism from her past employment. Chief shared she is very personable and not afraid to take on a challenge. A motion was made by Hesper and seconded by DeLong to hire Ardella “Susie” Huber as Administrative Assistant at \$15.00 per hour utilizing dental and vision coverage thru the City of Milford. Roll call vote: Hesper yes, DeLong yes, Bashore absent, Stahl yes. Motion carried.

**Introduction and Adoption of Resolutions:**

RESOLUTION NO. 578 – General Account: Roll call vote: Hesper yes, Stahl yes, Bashore absent, DeLong yes. Motion carried.

RESOLUTION NO. 579 – Economic Development and Recreation Accounts: Roll call vote: Stahl yes, DeLong yes, Bashore absent, Hesper yes. Motion carried.

RESOLUTION NO. 580 – Stop and Grant Accounts: Roll call vote: DeLong yes, Hesper yes, Bashore absent, Stahl yes. Motion carried.

**Resolution of Depository – Jones National Bank:**

RESOLUTION NO. 581 – General Account: Roll call vote: Stahl yes, Hesper yes, Bashore absent, DeLong yes. Motion carried.

**ADJOURNMENT:** A motion was made by Hesper and seconded by Stahl to adjourn the meeting. Roll call vote: Hesper yes, Stahl yes, Bashore absent, DeLong yes. Motion carried and meeting adjourned at 6:16 pm.

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Jeanne Hoggins, City Clerk

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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 February 26 , 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)

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Jeanne Hoggins, City Clerk