

CITY OF MILFORD  
SPECIAL MEETING  
JUNE 21, 2018

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 21<sup>st</sup> day of June 2018 at 5:30 pm. Present were: Council members: Jeff Baker, Scott Bashore, Patrick Kelley, Dan Kral; Maintenance Supt. Gary TeSelle; Chief of Police Forrest Siebken, Recreation Director Erica Pallas, Sr. Center Manager Amy Salistean and City Clerk Jeanne Hoggins. Absent: Mayor Nick Glanzer and Attorney Krista Carlson. Also present: Tony DeLong, Travis Fougeron, Troy Pickerill, Roy Cast and Amanda Woita 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 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:** President of Council Patrick Kelley called the meeting to order at 5:34 pm. President of Council 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.

**Budget Preparation for 2018-2019 Fiscal Year:** The Council had each Dept. Head present their budget, noting changes to specific line items, and projects or major purchases planned for the upcoming fiscal year. **Parks** – Gary noted an increase to his gas and oil line item as well as the operating line item due to the cost of chemicals. Gary would like to purchase a new mower and planned to fund half the cost out of parks and half out of streets. He was asked to divide the cost between parks, streets, cemetery and ballfields. Baker asked to revisit this and maybe split the cost of the mower between 2 fiscal years. **Pool** – Not much was changed in pool. Looking into repairing our current filter system which may include some engineering fees. \$2,000.00 increase to salaries from last year. Discussion held on adding funds to the sinking fund to plan for the future plus adding funds to capital outlay. **Recreation** – Erica Pallas reported, not a lot of changes to the recreation budget. Uniform line item will decrease as she may have overestimated due to new uniforms being purchased. Drainage repairs are being planned for this year. Agri lime will all come out of repairs and

maintenance instead of splitting cost with operating. Operating line item is being reduced. Tournaments line item may have been a little high and Milford will not be hosting the 8U boy's tournament next year so, line item reduced. Sports Express efforts are going very well. Agri line costs were not shared this year. Baker questioned agreement with Sports Express and concession stand income. Erica will look into this. Sports Express is running the concession stand on Wednesday nights, plus added a few triangulars for extra income. **Library** – no significant changes. Waiting to mud jack after City Hall is built and rental income of the community room is not available. No major projects planned for the upcoming year. Baker encouraged George to attend the City Library Association for training. Meetings and Training line item was discussed as it has not been used the last several years. Bashore questioned if it's enough? Training is a priority area that all Council members felt should be utilized. **Water** - Increase in Fees Income due to rate increases, planning for the new well. Gary is proposing engineering fees for a water main repair along the highway. He is waiting on a bid to repaint the water tower; if it's not too costly, may change the artwork. Verizon is still considering placing antennas on the water tower. Meeting and Training line item: Gary would like to get Jeremy or Travis started on water training, \$2000.00 is enough. **Sewer** – no changes to sewer. If streets repairs are considered along N. F Street, there is enough budgeted in the Sewer Dept. to handle sewer line repairs. Operating line item increased due to grease treatment, which relates to the highway project. **Bond Fund** – Hoggins explained the water tower bond principal and interest payments are figured into the budget but she is waiting on a schedule for the new City Hall building. **Sr. Center** – Amy presented the following: Line item 3230 has been increased to 18,000 due to the average head count for meals is increasing. 3900 Miscellaneous – increase to \$550.00 due to correct categorizing. Budgeting correctly for phone service will increase 5320 to \$1950.00. Sr Meals 5700 – increase to \$18,900.00. 5900 Program Budget was added this fiscal year. Increase to \$3000.00 which accounts for the Movie license, Party Committee (Sharon Bender), Volunteer Lunch (free meal for volunteers). Friends of the Sr. Center are allowing \$100.00 every three months for entertainment during Birthday Meal. Day Trip (every other month) to pay for transportation or help with fees. Amy plans to apply again for the Emmanuel Vision Grant: Line item 3220 reflects \$1500.00 and 5910 reflects \$1500.00 plus what was not spent this year \$2248.00. **Spec Gifts** - Line item 5590 will change to \$120,180.00. **Fire** – Travis Fougeron reported an increase in gas & oil but everything else stayed basically the same. No truck to buy this year. Telephone increased due to new tablets with jet packs. Hoggins reported on the Fire Pak insurance through Continental Western. They have a guaranteed rate for 3 years, but due to

prorating last year the quote received for 2018-2019 is \$13,200.00. Fire/Rescue Donation: Donations are down right now. City hasn't received anything in the last several years regarding donations. Hopefully they can meet the \$2,000.00 donation this upcoming year. Fire Dept. attending the SCC National Night Out event scheduled for August 7, 2018. **Police** – Not too much change. Salaries planned around the 2% increase. Gas & Oil reduced by \$1,000.00. Operating increased by \$1,000.00 affected by office supplies. Communications is up, \$32,900.00, due to the 4% approved by the Board and also includes MockBot which is an automated vehicle locator, warrants, vehicles; allowing more interaction with deputies as well as troopers. E-citations are also included in this line item. Chief has been approved by the Drug Board for up to \$45,000.00 for a new vehicle. We will multi-purpose the truck for attending meetings etc... Training line item is sufficient for the Police Dept. Baker suggested designating 5580 to just the amount required from Seward County or our 4%. The amount of the other items will be moved to the operating line item. **Streets** – Highway allocation to be determined. Big projects: North F Street, and Water drainage study between 7<sup>th</sup> & 8<sup>th</sup> - C & D. Moved some out of Repair and Maintenance to Legal & Professional for engineering fees. Budgeted for a mower as well as repairing potholes. West Nile was discovered in Lincoln so fogging will take place this summer. Alley behind the new City Hall building is in bad shape and will be looked into at a later date. Kelley questioned putting money into a sinking fund for future planning for repairs or additional streets. We will add \$10,000.00 to 5610, if the money is there. Baker questioned funds for streets in a new development, do we have enough budgeted. Council asked Gary to invite Mark Bors with the State Roads Dept. to our next Council meeting to discuss Hwy 6. Kelley questioned grinding costs as potential repair for F Street. The problem with F Street is the compaction soil underneath the street has washed away. The base is gone in areas, which is causing the concrete to crack and settle. The maintenance dept. is planning to top the trees on the lot at First & Walnut to assist with site prep. Discussion was held as to who is keeping track of work provided by the City and cost savings on the building project. **Cemetery** – no changes to the budget and Kelley had a conversation with Bill Lauber about land acquisition. Currently there are lots available and no land acquisition will be needed any time soon. **General** - Hoggins reported increases on several revenue line items as they have trended up and have remained for the last couple years. Discussion was held regarding the recycle trailer and the need for another option. Salaries have been calculated at 2% on the worksheet for conversation sake, as well as associated salary line items; social security, retirement. Meetings and Training decreased \$1,000.00. General Insurance was calculated at a 5% increase. Employee

Health Insurance was calculated at 10% increase. Miscellaneous was decreased to \$2500.00 as the Crestview Generator project has been completed. **Sinking Funds** will remain.

**Discuss/Action – Sr. Center Manager Position:** Baker reflected on the experiment of splitting the Sr. Center Manager position with the City Hall receptionist position. Time has shown that this is not a feasible option due to going back & forth between two different offices, doing the work that is required and meeting expectations of both departments. A lot of thought was put into this, we added a Kitchen Coordinator, who assisted with meals and kitchen prep. Things have been going well, as it relates to the numbers. A testament to a lot of different factors: Amy and her work, volunteers and board members. Over the last 8 years a goal has been presented and this year we have met that goal, and now exceeding it. A lot of the goal is based on participation; who's coming in for meals and the average numbers per day/week. All are trending well. Bonnie, our Kitchen Coordinator, submitted her resignation so now is the time to look at the possibility of creating this Manager position into fulltime. It is reflected in the budget worksheet as presented. Amy is doing a good job. The Milford Aging Board discussed this on Monday and made a motion to support moving forward with a fulltime position. This would eliminate the Kitchen Coordinator position. The fulltime position would be scheduled from 8:30 am to 5:00 pm, with a half hour lunch. The center opens at 9:00 am and closes at 3:00 pm. This will allow time for getting groceries. Bashore: 1) Is it in the budget? Baker shared that water and sewer will no longer fund a portion of her salary. We will need to move some funds around. 2) How does Amy feel about it? It's an exciting long day; she has done it since Bonnie resigned on Monday. It's a much better job, to be at the Center all day, as she can focus and do her best. Amy feels it is already working very well. She is able to pick up on some of the areas that need more focus: deep cleaning, preparing the building for rentals etc... Baker believes this is what's going to work and Amy is the person to make it work. He appreciates, very much, her hard work. Roy Cast wanted to reinforce what Jeff said. It has been a work in progress and everyone is on the same page. The Board is excited about moving forward. A motion was made by Baker and seconded by Bashore to change the Sr. Center Manager position from a part time position to a full time position effective July 1, 2018. Roll call vote: Baker yes, Bashore yes, Kelley yes, Kral yes. Motion carried.

**Discuss/Action – City Hall Receptionist Position:** Hoggins is asking to go back to the 8:30 am to 3:00 pm position with an hour lunch. Advertising as soon as possible as it will be August before we get someone hired. Bashore asked if there has been any thought, after moving into the new City Hall, requiring an additional full time position. There has been conversation about

utilizing the receptionist position to assist with the Police Dept. files, administrative duties to free the Chief up. It would allow the Chief to focus on the administrative part instead of secretary. A license would be purchased to allow access to NIBRS and records management could be compiled and distributed in a timely manner. Consider this as part of the hiring process. Baker questioned if Chief could come up with the funds in his current proposed budget. He would need to review the numbers. (roughly \$14,000.00 to be considered) With the amount of Recreation responsibilities Erica has, the fulltime position could assist her as well. Discussion was held regarding a starting wage. As life changes with internet, social media, those types of platforms, we are a little bit behind in that area. Kelley would like to see us grow in the area of outreach and communication through-out the community. Bringing in someone with those types of skills as well as administrative skills will benefit the community. The ladies at City Hall are very busy and there is work that can be done, it's just determining whether it's feasible and if our budget can handle a full time position with benefits. The job description may need to be modified. A motion was made by Bashore and seconded by Kelley to advertise for a part-time receptionist from 8:30 am to 3:00 pm at \$12.00 per hour. Motion amended to: up to \$12.00 per hour. Bashore yes, Kelley yes, Baker yes, Kral yes. Motion carried.

**Discuss/Action – Consideration of Dept. Head Responsibilities:** Kelley mentioned, going thru the budget process and understanding the work load that Gary has and the different directions that he is constantly pulled, it is unfair. Kelley would like to see his focus narrowed to the point where he can focus on ½ of the maintenance responsibilities. He presented an option of dividing the different departments creating a scenario of training and preparing for the time when Gary and Kendall transition away from the City. Kelley put together an ideas list of how this could possibly take place. (The proposal is attached to these minutes.) Even with the division of responsibilities Kelley would still rely on the entire dept. to work as a team. Some areas have suffered due to over burden of duties. Travis and Jeremy are young and need to be trained to take over. We need to plan for the future. Kral had 2 questions: 1) How would you handle the On Call time? 2) Who is in charge?

Gary expressed his concern with employee turn-over, he has gone thru 3 people since he took over plus dealing with his family illnesses. Ben was trained and prepared to take over water and sewer. With the new well controls coming in a couple months, the guys will be trained on the new system.

As the community grows and changes there are more expectations and splitting the focus will allow more productivity. Bashore suggested a

Supervisor and Assistant role, as having 2 Chiefs never works. Kral suggested tabling the item until the July 10<sup>th</sup> meeting and inviting an individual with experience of divided responsibilities. He also expressed the importance of having the Mayor present. Lengthy discussion continued on the proposal. A motion was made by Kral and seconded by Bashore to table the item until July. Roll call vote: Kral yes, Bashore yes, Baker no, Kelley no. Motion failed. Bashore mentioned we are on the right track, but the Mayor should be involved in the conversation. An executive session should be called. Kral agreed. Kelley reiterated the importance of getting things accomplished. Some things do not appear to be a priority, we need to narrow the focus and achieve more. Separate and conquer more tasks. He would like to continue this conversation. We can pick up again when the Mayor is available. Kelley - this was meant to be productive and somewhere we lost that. We will move forward.

**Discuss/Action – Salaried 2018-219 Fiscal Year:** Hoggins presented a salary worksheet for the Council to consider. The figures were plugged into the budget worksheet. A motion was made by Bashore and seconded by Kral to approve the salaries as presented at a 2% increase. Baker asked what cost of living is right now. We have a proposal for 2% that can be considered for budget purpose but we can reevaluate it at a later date. If COLA is 2.5% Baker would want to consider that before we make a final decision. Bashore amended his motion seconded by Kral to use the figures for the proposed budget. Roll call vote: Bashore yes, Kral yes, Baker yes, Kelley yes. Motion carried.

**ADJOURNMENT:** A motion was made by Kral and seconded by Kelley to adjourn the meeting. Roll call vote: Kral yes, Kelley yes, Baker yes, Bashore yes. Motion carried and meeting adjourned at 8:47 pm.

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Jeanne Hoggins, City Clerk

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President of Council, 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 June 21, 2018 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