

MILFORD CITY COUNCIL  
 REGULAR MEETING  
 FEBRUARY 12, 2018  
 6:30 PM

The Milford City Council met in regular session February 12, 2018 at 6:30 p.m. in the Community Center Board Room. Mayor Steve Anderson presided.

Members present: Chris Hinshaw, Don Olsen, Doug Frederick, Andy Yungbluth and Bill Huse

Absent: None

Others present: Attorney Harold Dawson, Kent Eilers, Don Brinkley, Rachel Fandel, Jay Nieson, Rebecca Peters and Jason Eygabroad

Steve Anderson led the Pledge of Allegiance.

Motion by Yungbluth second by Huse to approve the agenda. All voting aye: Motion carried.

Motion by Hinshaw second by Yungbluth to approve consent agenda to also include the bill from Card Services for \$24.39. All voting aye. Motion carried.

Items on the Consent Agenda were as follows:

- Minutes February 1, 2018 budget council meeting
- Monthly bills as listed below: (approved) and bills paid in vacation

ADVANCED SYSTEMS INC	FIRE DEPT COPIER	\$85.69
AFLAC	AFLAC PRE TAX	\$889.12
ALLIANT ENERGY	SIGN UTILITY	\$28.42
AMAZON/GECRB	BOOKS/VIDEOS/SUPPLIES	\$625.07
ANDERSON, GILLIAN	CRAFT SUPPLIES	\$82.19
ANYTIME TOWING	PD 13 EXPLORER TOW CHR	\$74.00
ARNOLD MOTOR SUPPLY	JANUARY INVOICES	\$1,105.92
BAKER & TAYLOR INC.	BOOKS	\$905.62
BECK ENGINEERING INC	H AVE PHASE 3 SANI SEWER	\$10,468.00
BECK ENGINEERING INC	2018 CITY ENGINEER SERVICES	\$3,996.25
BERNING, SHELLY	MTG 2/7/18	\$25.00
BIRCH	306 Q LIFT STATION	\$59.34
BIRCH	306 Q AVE LIFT STATION	\$59.34
BLACK HILLS ENERGY	FIRE DEPT UTILITY	\$1,184.32
BOMGAARS	PUBLIC WORKS SUPPLIES	\$144.57
BRINKS CONSULTING	JANUARY SERVICES/MTGS	\$50.00
BROWN SUPPLY	PW VEHICLE MAINT	\$889.94
CARD SERVICES CENTER	FIRE DEPT & LIBRARY SUPPLIES	\$646.04
CENGAGE LEARNING	BOOKS	\$67.50
CENTRAL STATES SOUTHEAST & SOU	EE HEALTHCARE	\$17,004.00
CHRISTIANS SHEET METAL	LIBRARY HEAT UNIT	\$75.00
CONSUMERS LUMBER	PUBLIC WORKS SHOP SUPPLIES	\$272.80
COOKINHAM, JEFF	MTG 2/7/18	\$25.00
COOPERATIVE ENERGY COMPANY	JANUARY INVOICES	\$4,421.30
COPPER COTTAGE	FIRE DEPT BOILER	\$1,393.96
CREATIVE PRODUCT SOURCE	BAGS	\$257.06
CRYTEEL TRUCK EQUIPMENT	PW VECHICLE MAINTENANCE	\$117.00
DANNATT, MARY	COMM CTR MTG 2/7/18	\$25.00
DAVE'S REPAIR, INC.	FD-VECHICAL MAINTENANCE	\$2,243.60
DEKOTER,THOLE,DAWSON,& ROCKM	MISC LEGALS	\$2,981.40
DENNIS E MERRY	CLEANING SERVICES FOR JANU	\$1,700.00
DICKINSON COUNTY CONSERVATION	DECEMBER GREEN WASTE FEES	\$510.75
DICKINSON COUNTY NEWS	DECEMBER ADS	\$394.42
DICKINSON COUNTY NEWS	JANUARY ADS	\$560.37
DON PIERSON FORD	PD 2018 FORD INTERCEPT	\$25,478.00
DON PIERSON FORD	PD-VECHICLE MAIN	\$92.95
DOTSON, DENNIS	MTG 2/7/18	\$25.00
FRANKLIN, ELAINE	MTG 2/7/18	\$25.00
GALEN'S PRO-MOW	PW-VECHICLE MAINTENANCE	\$41.00
GANO, JOANN	MTG 2/7/18	\$25.00
GCS TECH INC.	YEARLY TECH SERVICES	\$520.00
GENERAL DRIVERS UNION	UNION DUES	\$310.00
GENERAL TRAFFIC CONTROLS	TRAFFICE SIGNAL SERVICE HWY	\$3,945.00
GREAT AMERICA LEASING CORP.	LANIER COPIER SYSTEM	\$110.43
HEIMAN INC.	SUPPIES	\$89.95

IMFOA	MEMBERSHIP DUES C FUNK	\$100.00
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$7,683.28
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$8,534.23
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$7,207.69
IOWA CENTRAL COMMUNITY COLL	LANGHOLZ/ARNDT TRAINING	\$100.00
IOWA GREAT LAKES SANITARY DIST	7/1/17-12/31/17 SANITARY SERV	\$1,125.16
IOWA LAW ENFORCEMENT ACADEM	TRAINING K VERNER	\$6,465.00
IPAA	MEMBERSHIP FEE 2018	\$75.00
IPERS	IPERS PROTECTN	\$9,503.56
JAYCOX IMPLEMENT	SNOW EQUIP	\$378.90
JCL SOLUTIONS-JANITORS CLOSET	SUPPLIES	\$94.08
KAPP'S FIRE EQUIP. & SERV.	RECHARGE FIRE EXTINGUISHER	\$10.50
KILTS, RICK	MTG 2/7/2018	\$25.00
KRIZ-DAVIS COMPANY	FIRE DEPT MAINTENANCE	\$1,543.80
LAKES NEWS SHOPPER	ADS	\$409.20
MATHESON TRI-GAS INC	SHOP SUPPLIES	\$714.81
MAXYIELD COOPERATIVE	FD SUPPLIES	\$26.19
MCCREA, JIM	COMM CTR MTG 2/7/18	\$25.00
MELANDER'S	COMM CTR MICROWAVES	\$254.00
MENARDS - SPENCER	OFFICE LIGHTES	\$733.01
METICULOUS CLEAN	FD CLEANING SERVICES	\$107.00
MIDWEST FIRE EQUIPMENT & REPAI	1982 CHEVY VECHICLE MAIN	\$219.22
MILFORD COMMERCIAL CLUB	2018 DUES	\$100.00
MILFORD COMMUNICATIONS	FEBRUARY SERVICES	\$720.47
MILFORD FIRE AND RESCUE	FY 2018 DONATION	\$5,000.00
MILFORD MUNICIPAL UTILITY	JANUARY UTILITIES	\$11,602.75
NORTH CENTRAL INT'L, INC.	VECHICLE MAIN	\$22.32
NWIPDC	FY 2018 3RD DRAW	\$3,000.00
ORTMAN, RICH	COMM CTR MTG 2/7/18	\$25.00
OVERHEAD DOOR SALES	PD REPAIRS	\$490.54
PEDERSON ELECTRIC	LIBRARY LAMPS/BALLAST	\$118.26
PITNEY BOWES	CITY HALL POSTAGE	\$193.65
R & D INDUSTRIES	TECH SERVICES	\$774.50
R & R AUTO SERVICE	PD 13 EXPLORER INSPECTION	\$35.00
CAMPUS CLEANERS	COMM CTR SERVICES	\$177.50
CAMPUS CLEANERS	LAUNDRY SERVICE LIBRARY	\$255.75
RICK'S PEST CONTROL	FD PEST CONTROL	\$95.00
WEDEKING, SAM	SNOW REMOVAL	\$480.00
SECURE BENEFITS SYSTEMS	EE FSA CONTRIBUTIONS	\$279.88
SECURE BENEFITS SYSTEMS	EE FSA CONTRIB	\$279.88
SHAMROCK RECYCLE INC.	DECEMBER CURBSIDE RECYCLE	\$3,828.96
SHAMROCK RECYCLE INC.	RECYCLING SERVICES	\$3,828.96
SMART APPLE MEDIA	BOOKS	\$677.22
SPENCER AUTO PARTS INC.	VECHICLE MAIN	\$21.00
STATE STEEL SUPPLY COMPANY	PW SUPPLIES	\$386.10
STOREY KENWORTHY	OFFICE SUPPLIES	\$378.09
SUNSHINE FOODS	FIRE DEPT SUPPLIES	\$13.08
SUPERIOR EQUIPMENT & RENTAL CO	SUPPLIES	\$60.17
TREASURER, STATE OF IOWA	STATE TAX	\$2,533.00
TRUE VALUE-MILFORD	JANUARY SUPPLIES	\$385.88
U.S. BANK EQUIP FINANCE	CITY HALL COPIER	\$129.24
U.S. BANK EQUIP FINANCE	CITY HALL COPIER	\$185.46
UNITED COMMUNITY BANK FOR PE	LIBRARY PETTY CASH	\$193.16
UNITY POINT CLINIC-OCCUPATIONA	MUCCA MEMBERSHIP DUES 2018	\$40.00
VANDER HAAG'S INC.	JETTER VEHICLE MAINT	\$20.00
VERIZON WIRELESS	PHONE SERVICES	\$528.77
VOLUNTARY ACTION CENTER	FY 2017-18 DONATION	\$1,000.00
WASTE MANAGEMENT	12/16-12/31 LANDFILL CHARGES	\$1,913.82
WASTE MANAGEMENT	SERVICE/CONTAINERS	\$16,106.85
WATCH GUARD	PD CAR CAM	\$4,580.00
WATCH GUARD	EQUIPMENT-HOSS	\$1,120.00
TOTAL ACCOUNTS PAYABLE		\$190,945.21
PAYROLL CHECKS		\$60,243.43
***** REPORT TOTAL *****		\$251,188.64

Paid from the following funds: General Fund: 157,374.70; Road Use Tax: 28,237.37; Employee Benefits: 14,224.50; Hotel/Motel Tax: 5000.00; H Avenue project: 10,468.00; Sewer Utility Fund: 9,604.73; Garbage Utility: 26,279.34

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 162,860.66; Road Use Tax: 24,176.05; Employee Benefits: 8,060.65; Hotel/Motel Tax: 136.33; TIF: 14,801.24; LMI Fund: 886.13; K-9: 1.35; Police Forfeiture: 300.00; Debt Service: 43,453.54; Capitol Equipment (LOST): 408.98; Capital Project Reserve: 1,772.27; H Ave Project: 5,880.00; Sewer Utility: 21,582.57; Garbage Utility: 18,183.02; Storm Water Utility: 9,648.72

## CITIZEN OPPORTUNITY FOR COMMENT

### REPORTS

#### Board/Commission Reports

Council reviewed the January Bank Cash report, Clerks/Treasurer report, Monthly Expense and Revenue reports, and Police reports. January minutes from Community Center, Park Board, Planning & Zoning, Library along with February events and December Dickinson County Sanitary Landfill Commission minutes/Treasurers report.

### PUBLIC HEARING

#### Public hearing to the Special Exception Use Permits in the Arterial Commercial District (AC) to allow the display & sale of fireworks at 6:30 p.m.

Mayor Anderson opened the meeting at 6:33 p.m. With no comments from the audience or oral and written comments received at the City Clerk's office the public hearing was closed at 6:33 p.m.

### ACTION & DISCUSSION ITEMS

#### Ordinance amending the zoning ordinances of the City of Milford, Iowa, 2011 by amending Article VII (AC) Arterial Commercial District: Section 8.3 Special Exception Uses.

After public hearing Councilmember Huse introduced **Ordinance 11-17** Ordinance amending the zoning ordinances of the City of Milford, Iowa, 2011 by amending Article VII (AC) Arterial Commercial District: Section 8.3 Special Exception Uses and moved that the requirements that the ordinance be considered at two prior council meetings be waived. Councilmember Frederick seconded the motion to waive the requirements that the ordinance be considered at two prior council meetings. Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried.

A motion was made by Yungbluth second by Hinshaw that the proposed **Ordinance 11-17** be adopted. Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried.

#### Okoboji Tourism funding request- Rebecca Peters

Rebecca was present and spoke on behalf of the Okoboji Tourism Committee. Rebecca also updated council on their annual budget, hotel motel tax revenue generated in Dickinson County and surrounding towns, advertising and the most recent digital marketing campaign that started January 2, 2018.

#### Mailbox replacement-Adam Roos

The council reviewed the reimbursement request submitted by Adam Roos. Motion by Hinshaw second by Olsen to reimburse \$50.00 to Adam Roos for replacement of mailbox. Councilman Huse commented the minimum amount according to our ordinance should be reevaluated and raised to not exceed \$60.00 for mailbox replacement. Upon further discussion both Hinshaw and Olsen withdrew their motion. A motion by Huse, second by Hinshaw to table this until next council meeting so the ordinance may be revised. All voting aye: Motion carried.

#### Snow removal concerns- Rob Mayer

It was communicated Mr. Mayer could not be in attendance for the meeting and that Mr. Mayer requested to have the discussion item tabled to March 12<sup>th</sup>, 2018. Mayor Anderson asked the council if they still wished to have some discussion on the snow removal concerns with Public Works Supervisor Kent Eilers present. The council agreed to discuss and to better understand the concerns of Mr. Mayer. Kent communicated if the businesses push or blow snow off the sidewalk and curb into the street at a minimum of 18 inches and no more than 36 inches the city crew is able to collect and remove the snow to avoid inconvenience to those parking downtown. The council asked if the City Clerk's office received any other complaints from downtown businesses and the office has not.

#### Continue discussion on recycling

Jay Nieson with Waste Management was present to answer any questions in regards to garbage and recycle. The council continued discussion from the January 23<sup>rd</sup>, 2018 meeting in regards to residential recycling. The discussion covered information provided on garbage/recycle rates of surrounding cities. A councilmember suggested working with the county on developing a four year county recycling plan that would benefit cities in Dickinson County. After some

continued discussion it was time to move onto the next agenda item. Mayor Anderson restated the recycle discussion will continue during the March 12<sup>th</sup>, 2018 council meeting.

Appointment of Planning & Zoning Commission member

There were three individuals who turned in applications. Bill Reinsbach, Adam Roos and Scott Berglund. Motion by Olsen, second by Yungbluth to appoint Scott Berglund as the newest Planning & Zoning Commission member. All voting aye: Motion carried.

Discussion on renewal of Lease Agreement with US Fish & Wildlife Services

Motion by Yungbluth second by Olsen to approve another (3) year lease with the US Fish and Wildlife Services keeping the current rental rate of \$1000.00 a month. All voting aye: Motion carried. Attorney Harold Dawson commented it is very typical to see three year lease agreements in these types of cases. If you lease longer than three years you are required to have a public hearing.

Discussion sewer charges- letter from Monte Burrell with Green Acres

Council reviewed letter from Mr. Burrell and agreed that the extra sewer charges stemmed from the master meter for water should be removed. Motion by Hinshaw, second by Olsen moving forward starting with January, 2018 billing the sewer charges will be removed on statements mailed to Green Acres Homes. All voting aye: Motion carried

Approve community center bid from Christians Sheet Metal to replace HVAC system

Motion by Yungbluth second by Olsen to approve the replacement bid from Christians Sheet Metal for \$25,513.00 to replace both HVAC systems in the Community Center. All voting aye: Motion carried.

Resolution setting date for public hearing on Urban Renewal Plan Amendment

Motion by Huse second by Olsen to adopt **Resolution 18-8** setting date for public hearing on Urban Renewal Plan Amendment

Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried. The public hearing will be March 12, 2018 at 6:30 p.m.

Resolution setting a date of meeting at which it is proposed to approve a Development Agreement for the support of the Safco Products Co. project, including annual appropriation Tax increment payments

Motion by Olsen second by Huse to adopt **Resolution 18-9** setting a date of meeting at which it is proposed to approve a Development Agreement for the support of the Safco Products Co. project, including annual appropriation Tax increment payments. Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried. The public hearing will be March 12, 2018 at 6:30 p.m.

Resolution of support regarding support of joint City, MMU and County proposed 13<sup>th</sup> Street Reconstruction project

Motion by Olsen second by Hinshaw to adopt **Resolution 18-10** of support regarding support of joint City, MMU and County proposed 13<sup>th</sup> Street Reconstruction project. Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried.

Resolution adopting policy on use of public funds for community events, employee morale and purchase of meals

Motion by Yungbluth second by Huse to adopt **Resolution 18-11** adopting policy on use of public funds for community events, employee morale and purchase of meals. Roll call vote: Voting aye: Hinshaw, Olsen, Frederick, Yungbluth and Huse. Nay: None. Motion carried

**COMMENTS BY MAYOR, COUNCIL, AND STAFF**

Mayor Anderson commented he is meeting with Bryon Wieberdink from LDI on Friday. Councilman Hinshaw questioned if Boji Cribs is required to charge hotel/motel tax. With no other discussion, motion to adjourn by Yungbluth second by Olsen at 8:05 p.m. All voting aye: Motion carried.

Respectfully submitted,

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Steven R. Anderson, Mayor

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LeAnn Reinsbach, City Administrator/Clerk