

MILFORD CITY COUNCIL  
 REGULAR MEETING  
 JANUARY 8, 2018  
 6:30 PM

The Milford City Council met in regular session January 8, 2018 at 6:30 p.m. in the East ½ of the Community Center. Mayor Steve Anderson presided.

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

Absent: Doug Frederick

Others present: Andrew Fisher, Kent Eilers, Don Brinkley, Merlin Wuebker, Bob Clark, Steve Schwaller, Greg Drees and Les Booton

Steve Anderson led the Pledge of Allegiance.

Motion by Hinshaw, second by Yungbluth approve the agenda. All voting aye: Motion carried.

Motion by Yungbluth, second by Olsen to approve consent agenda. All voting aye. Motion carried.

Items on the Consent Agenda were as follows:

- Minutes December 26, 2017 meeting
- Monthly bills as listed below: (approved) and bills paid in vacation

AFLAC	AFLAC PRE TAX	\$682.74
ALLIANT ENERGY	SIGN UTILTY	\$19.18
ALPHA WIRELESS COMM. CO.	FIRE DEPT RADIO	\$853.29
AMAZON/GEICR	LIBRARY BOOKS/SUPPLIES	\$84.56
ANDERSON, STEVE	P & Z MTG 12/21/17	\$25.00
ARNOLD MOTOR SUPPLY	DECEMBER INVOICES	\$747.07
BAKER & TAYLOR INC.	LIBRARY BOOKS	\$762.87
BALLAH ELECTRIC	FIRE DEPT BALLAST/SERVICE	\$175.28
BARCO MUNICIPAL PROD. INC	PUBLIC WORKS CHAIN	\$987.82
BECK ENGINEERING INC	S/SEWER H AVE PHASE 3 RECON	\$26,170.00
BECK ENGINEERING INC	ENGINEER SERVICES	\$1,097.50
BERNING, SHELLY	LIBRARY BRD MTG 12/6/17	\$25.00
BIRCH	306 Q LIFT STATION	\$59.34
BLACK HILLS ENERGY	FIRE DEPT UTILITY	\$1,151.58
BLACKTOP SERVICES	COLD MIX	\$328.75
BOMGAARS	NOV/DEC INVOICES	\$297.10
BRINKS CONSULTING	DECEMBER SERVICES	\$375.00
CARD SERVICES CENTER	PW SUPPLIES/PD SUPPLIES/	\$826.04
CC SCREEN PRINTING	PD EE CLOTHING	\$313.48
CENTER POINT LARGE PRINT	LIBRARY BOOKS	\$510.48
CENTRAL STATES SOUTHEAST	EE HEALTHCARE	\$21,255.00
CINTAS	FIRST AID KITS SERVICED	\$47.04
CITY OF SPENCER	I-POST SEPT 17	\$104.13
COLEMAN, VAUGHN	AIRPORT SHED JANITORIAL	\$125.00
CONSUMERS LUMBER	PW SHOP SUPPLIES	\$64.00
COOKINHAM, JEFF	LIBRARY BRD MTG 1/3/18	\$25.00
COOPERATIVE ENERGY COMPAN	DECEMBER FUEL CHARGES	\$3,823.03
DANNATT, MARY	COMM CTR MTG 1/3/18	\$25.00
DAVE'S REPAIR, INC.	FIRE DEPT MAINTENANCE	\$1,356.25
DEMCO	LIBRARY SUPPLIES	\$100.31
DENNIS E MERRY	DECEMBER JANITORIAL	\$1,700.00
DICKINSON COUNTY	PD LAPTOP UPDATES	\$1,400.00
DICKINSON RECORDER	NRTH MILFRD LOT 10 BLK 9 RE	\$49.00
DOTSON, DENNIS	LIBRARY BRD MTG 12/6/17	\$25.00
DOTSON, DENNIS	LIBRARY BRD MTG 1/3/18	\$25.00
FASTENAL	PW SUPPLIES	\$52.29
FRANKLIN, ELAINE	LIBRARY BRD MTG 12/6/17	\$25.00
FRANKLIN, ELAINE	LIBRARY BRD MTG 1/3/18	\$25.00
GALLS LLC	NEW OFFICER GEAR	\$849.15
GANO, JOANN	LIBRARY BRD MTG 12/6/17	\$25.00
GANO, JOANN	LIBRARY BRD MTG 1/3/18	\$25.00
GENERAL DRIVERS UNION	UNION DUES	\$310.00
GRAHAM TIRE COMPANY	PW SKID LOADER TIRES	\$1,146.88
GREAT AMERICA LEASING CORP.	LIBRARY COPIER	\$110.43
HIWAY TRUCK EQUIPMENT INC.	PUBLIC WORKS EQUIP MAINT	\$420.55
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$11,610.81

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IOWA CENTRAL COMMUNITY CO	ARNDT/LANGHOLZ FD TRAININ	\$100.00
IOWA FIREFIGHTERS ASSOCIATIO	2018 IA FIREFIGHTERS ASSOC FE	\$804.00
IOWA LIBRARY ASSOCIATION	ILA 2018 MEMBRSHIP RENEWAL	\$95.00
IOWA PRISON INDUSTRIES	VERNER ACADEMY CLOTHING	\$225.00
IPERS	IPERS PROTECTN	\$9,946.53
JCL SOLUTIONS-JANITORS CLOSE	JANITORIAL SUPPLIES	\$139.04
KAPP'S FIRE EQUIP. & SERV.	PD EXTINGUISHER RECHARGE	\$13.00
KEIZER, ROBB	COMM CTR MTG 1/3/18	\$25.00
KILTS, RICK	LIBRARY BRD MTG 12/6/17	\$25.00
KILTS, RICK	LIBRARY BRD MTG 1/3/18	\$25.00
KNIGHT PROTECTION	COMM CNTR FIRE SYSTEM SERV	\$300.00
LAKES NEWS SHOPPER	LIBRARY DEC ADS	\$224.40
M & T FIRE AND SAFETY	FIRE DEPT GLOVES	\$869.00
MARTIN'S FLAG CO.	FLAGS ORDER	\$451.21
MAXYIELD COOPERATIVE	FIRE DEPT DEC FUEL CHARGES	\$266.98
MCCREA, JIM	COMM CTR MTG 1/3/18	\$25.00
METICULOUS CLEAN	NOV/DEC FIRE DEPT JANITORIA	\$100.00
MIDWEST GARAGE DOORS INC.	PW SHOP DOORS REPAIR	\$125.00
MIDWESTERN MECHANICAL INC.	FD SERVICES	\$39.19
MILFORD COMMERCIAL CLUB	2018 MEMBERSHIP RENEWAL	\$115.00
MILFORD COMMUNICATIONS	FIRE DEPT DEC SERVICES	\$730.62
MILFORD MUNICIPAL UTILITY	CONCRETE STUDER ALLEY PRJC	\$106.75
MILFORD MUNICIPAL UTILITY	DECEMBER UTILITIES	\$9,473.13
MILFORD POLICE DEPT	TOBACCO COMPLIANCE	\$240.00
MYHRE, MATT	PATCHES FOR CLOTHING	\$40.00
NELSON, WANDA	P & Z MTG 12/21/17	\$25.00
NICCA	2018 NICCA DUES	\$25.00
ORTMAN, RICH	COMM CTR MTG 1/3/18	\$25.00
PAPE, JULIE	P & Z MTG 12/21/17	\$25.00
PARACLETE PRESS INC	LIBRARY BOOKS	\$64.60
R & D INDUSTRIES	DECEMBER SERVICES	\$837.36
CAMPUS CLEANERS	COMM CTR SERVICES	\$66.80
RICE REPAIR	STREET DEPT TIRES	\$334.00
RICK'S PEST CONTROL	FIRE DEPT SERVICES	\$95.00
SECURE BENEFITS SYSTEMS	FSA MEDICAL CONTRIBUTIONS	\$163.50
SIMINGTON, BRAD	P & Z MTG 12/21/17	\$25.00
SPENCER DAILY REPORTER	LIBRARY SUBSCRIPT RENEWAL	\$99.00
STATE STEEL SUPPLY COMPANY	PW SHOP SUPPLIES	\$944.33
STOREY KENWORTHY	PD/CITY SUPPLIES	\$20.51
STUART C IRBY CO BR983	BULBS	\$1,320.00
SUNSHINE FOODS	DECEMBER INVOICES	\$32.94
SUPERIOR EQUIPMENT & RENTAL	PW VEHICLE MAINT	\$79.52
THE N'WEST IOWA REVIEW	LIBRARY SUBSCRIP RENEW	\$39.95
TREASURER, STATE OF IOWA	STATE TAXES	\$2,847.00
TREAT AMERICA	VERNER MEALS FOR ACADEMY	\$1,508.40
TRUE VALUE-MILFORD	DECEMBER INVOICES	\$464.45
U.S. BANK EQUIP FINANCE	CITY HALL COPIER	\$206.53
UNITED COMMUNITY BANK FOR	LIBRARY POSTAGE	\$155.04
UPKEEP	PD FAUCET SETS	\$407.61
VANDER HAAG'S INC.	GARBAGE TRK MAINTENANCE	\$22.09
VERIZON WIRELESS	DECEMBER SERVICES	\$363.04
VERNER, KEATON	TRAVEL REIMBURSEMENT	\$145.40
WASTE MANAGEMENT	12/1/17-12/15/17 LANDFILL CHR	\$1,794.76
WASTE MANAGEMENT	GARBAGE TOTE SERVICES	\$11,736.24
WILLIAMSON BROS. INC.	PW VEHICLE MAINTENANCE	\$1,113.00
WINTHER STAVE & CO. LLP	LMI DEBT RECON ASSIST	\$325.00
TOTAL ACCOUNTS PAYABLE		\$137,172.74
PAYROLL CHECKS		\$52,550.00
**** PAID TOTAL ****		\$189,722.74

Paid from the following funds: General Fund: 100,959.88; Road Use Tax: 23,904.13; Employee Benefits: 17,780.63; Capital Equipment/Project (LOST): 106.75; H Avenue project: 26,170.00; Sewer Utility Fund: 6,969.07; Garbage Utility: 13,832.28

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 154,581.64; Economic Development: 303,562.00; Road Use Tax: 29,025.72; Employee Benefits: 20,342.80; Hotel/Motel Tax: 33,989.70; TIF: 31,712.86; LMI Fund: 72,692.52 K-9: .94; Debt Service: 47,200.57; Capitol Equipment (LOST): 282.05; Capital Project Reserve:

1,222.24; H Ave Project: 14,700.00; Sewer Utility: 23,859.88; Garbage Utility: 17,857.05; Storm Water Utility: 9,916.31

**CITIZEN OPPORTUNITY FOR COMMENT**

**REPORTS**

Board/Commission Reports

Council reviewed the December Bank Cash report, Clerks/Treasurer report, Monthly Expense and Revenue reports, Fire and Police reports. December minutes from Community Center, Planning & Zoning and Library along with January events.

**ACTION & DISCUSSION ITEMS**

Appointment of Mayor Pro Tem

Mayor Anderson announced his appointment of Councilman Andy Yungbluth as Mayor Pro Tem.

Appointment of City Administrator/ Clerk

Motion by Huse, second by Yungbluth to appoint LeAnn Reinsbach as City Administrator/Clerk for another year. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motion carried.

Appointment of City Attorney

Newly elected Councilman Chris Hinshaw commented he would like to know what the city is getting billed and in his opinion thinks we should get an attorney that is closer. Administrator Reinsbach commented that according to expenses so far this year we have spent approximately \$12,000 on attorney fees. Motion by Olsen second by Huse to appoint Harold Dawson as City Attorney for 6 months. Roll call vote. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motion carried.

Appointment to Fire Advisory Board

Mayor Anderson recommended appointing Andy Yungbluth to the Fire Advisory Board. Yungbluth is currently a member of the Arnolds Park/Okobojo Fire Department. Motion by Olsen, second by Huse to appoint Andy Yungbluth to the Fire Advisory Board. All voting aye. Motion carried.

Authorized signers on city checking account

Since the election of Mayor Steve Anderson and the appointment of Andy Yungbluth as Mayor Pro-Tem the signature card at United Community Bank needs to be changed to reflect this. Motion by Huse, second by Yungbluth to remove Bill Reinsbach and John Walters off the signature card at UCB. All voting aye. Motion carried.

YMCA funding request- Andrew Fisher

Andrew Fisher CEO of the YMCA of the Okobojois thanked council for the continued support and requested \$15,000 in funding. Fisher went on to say that about 20% of the current members of the YMCA are from the City of Milford and talked about different programs that are offered. Mayor Anderson questioned if the YMCA is reaching out to other local towns for funding request and also ask that if the City of Milford continues to support the YMCA that Milford be recognized as a promoter.

Blue Water Festival funding- Greg Drees

Greg Drees spoke on behalf of the Okobojo Blue Water Festival. August 11<sup>th</sup>, 2018 marks the 3<sup>rd</sup> Annual Okobojo Blue Water Festival and explained that there will be lot of things going on that day to include a free concert. Drees also expressed that the importance of the festival is to teach children about water quality and keeping the lakes clean. Drees requested \$5000 in funding and appreciates whatever the city can contribute. Council said they would consider it during budget sessions.

Resolution Ratifying Council committee appointments

Motion by Olsen second by Hinshaw to approve **Resolution 18-01**: Ratifying council committee appointments. Roll call vote. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motioned carried. Appointments are as followed.

<u>Finance Committee</u>	<u>Building &amp; Equipment</u>	<u>Personnel</u>	<u>Housing Committee</u>	<u>Infrastructure</u>
Steven Anderson, Mayor	Steven Anderson, Mayor	Steven Anderson, Mayor	Don Olson	Steven Anderson, Mayor
Bill Huse	Andy Yungbluth	Doug Frederick	Bill Huse	Andy Yungbluth
City Administrator	Don Olsen	Chris Hinshaw		Bill Huse
Department head/	City Administrator	City Administrator		City Administrator

staff as needed

Department head/  
staff as needed

Department head/  
staff as needed

Department head/  
staff as needed

Resolution Establishing Council meeting time, date and place

Motion by Yungbluth, second by Huse to approve **Resolution 18-02**: Establishing Council Meeting time, date and place. The resolution keeps the regular council meetings set for the second and fourth Monday of each month at 6:30pm. Roll call vote. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motioned carried.

Resolution Designation of newspaper

Motion by Huse, second by Yungbluth to approve **Resolution 18-03**: Designation of Newspaper. The resolution designates the Dickinson County News as the official newspaper. Roll call vote. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motioned carried.

Resolution designating depositories and setting maximum balances

Motion by Olsen, second by Huse to approve **Resolution 18-04**: Designating Depositories and Setting Maximum Balances. Roll call vote. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motioned carried.

Approve Resolution setting Police Chief Compensation.

Administrator Reinsbach informed council the resolution that was adopted September 11<sup>th</sup>, 2017 included verbiage that that an annual salary was based off an 84 hour two week work schedule, plus an additional 12 hour shift to equal 96 hours every two weeks. Any hours put in over the 96 hours would be paid at the rate of \$20.00 and was to be reevaluated in three months. The resolution addressed on the agenda states the police chief compensation is strictly based off of 84 hours worked. Councilman Andy Yungbluth disagrees stating he did some checking and the Police Chief in Okoboji gets paid time and a half on any hours worked beyond his normal 12 hour shift and the Police Chief in Arnolds Park gets comp time on any hours worked over 84 hours in a two week pay period. Mayor Anderson suggested since the election and the personnel committee is new that maybe we should table the resolution. Motion by Yungbluth second by Olsen to table the Resolution Setting Police Chief Compensation until the personnel committee can meet and discuss. The general consensus of the council is to move forward and include comp time. Voting aye: Hinshaw, Olsen, Yungbluth and Huse. Nay: None. Motioned carried.

Review and approve General Traffic Control quote for Hwy 71 and 13<sup>th</sup> St. controller

Motion by Hinshaw, second by Yungbluth to approve the quote from General Traffic Control for \$3945 to replace controller. All voting aye: Motion carried

FY 2019 Budget Update

City Administrator Reinsbach discussed a timetable for meeting with the Building & Equipment along with the Finance Committee on the FY 2019 budget week of January 15<sup>th</sup> or 22<sup>nd</sup>. Reinsbach noted she is meeting with the Park Board on Wednesday January 10<sup>th</sup>, Airport Commission on Friday January 12<sup>th</sup> and the Fire Advisory Board on January 15<sup>th</sup> to review the Fire Department budget request. Reinsbach also mentioned she has received back budget forms from both the Community Center and Library Board. Mayor Anderson would like to see budget done by end of February.

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

Mayor Anderson asked council to look over the information in regards to council proceedings that were included in the council packets, when budget season is over Anderson would like council to discuss.

Mayor Anderson also commented that in conjunction with the Iowa Lakes Corridor Development Corporation there will be an open house/job fair to welcome Mayline-Safco to Milford on Thursday January 11<sup>th</sup> from 3-6 pm. City Administrator Reinsbach also mentioned there will be information coming out in both the Lakes News Shopper and Dickinson County News. Councilman Huse asked how the Jaws of Life funding request is going with the new company coming into town. Mayor Anderson said he had spoken with the Fire Chief Jim Carpenter and a letter was sent last week to LDI. With no other discussion, motion to adjourn by Yungbluth second by Olsen at 7:22 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