

MILFORD CITY COUNCIL
 REGULAR MEETING
 JANUARY 11, 2021
 6:30 PM

The Milford City Council met in regular session January 11, 2021 at 6:30 p.m. in the East ½ of the Community Center.

Iowa Code Section 21.4 requires that each Council meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impracticable. Given the Governor's prohibition on gatherings of ten or more persons during the COVID19 outbreak and further given Section Nine of the Governor's March 19, 2020 proclamation suspending the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, the City Council has determined that a meeting at a physical place is impossible or impracticable and all Council meetings for the time being will be conducted electronically with the public allowed to attend per the instructions on this agenda. Meeting minutes will continue to be provided per the City's normal course of business. The agenda and the City's website had this message posted more than 24 hours in advance to give instructions on how others could participate in the meeting.

Mayor Steve Anderson presided.

Members present: Chris Hinshaw, Aaron Gebhart, Andy Yungbluth, Jason Eckard, and meeting electronically Doug Frederick.

Absent: None.

Others present: Mayor Steve Anderson, LeAnn Reinsbach, Bob Clark, Kent Eilers, Jason Eygabroad, Alan Ditsworth, Rebecca Peters, Russ Mitchell, George Bower, Beth Henson and Lauren Rosaker. Via Zoom LeAnn Reinsbach, Mayor Anderson, Don Brinkley, and Steve Schwaller.

Steve Anderson led the Pledge of Allegiance.

Motion by Gebhart second by Hinshaw to approve the agenda. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried.

Motion by Eckard second by Yungbluth to approve consent agenda. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried.

Items on the Consent Agenda were as follows:

- Minutes of December 28, 2020 council meeting
- Monthly bills as listed below: (approved) and bills paid in vacation

ACCURA HEALTH CARE	DECEMBER 2020 TIF PAYMENT	\$14,155.22
AFLAC	AFLAC PRE TAX	\$1,020.54
ALLIANT ENERGY	SIGN UTILITY	\$22.95
ALPHA WIRELESS COMM. CO.	FIRE DEPT MINITOR BATTERY	\$22.00
AMAZON/SYNCB	LIBRARY SUPPLIES	\$77.59
AMY'S SIGN DESIGN	BOULEVARD BANNER	\$65.00
ANDERSON, GILLIAN	CRAFTS REIMBURSEMENT	\$83.40
ARNDT, MCINTYRE	P&Z MTG 12/21	\$25.00
ARNOLD MOTOR SUPPLY	DECEMBER INVOICES	\$1,158.79
BAKER & TAYLOR INC.	LIBRARY BOOKS	\$1,102.88
BECK ENGINEERING INC	P AVE & 13TH ST RECON PRJCT	\$34,056.25
BERNING, SHELLY	LIBRARY BRD MTG 1/6	\$25.00
BLACK HILLS ENERGY	CITY HALL UTILITY	\$41.67
BLACKTOP SERVICE COMPANY	AIRPORT RUNWAY PRJCT PAYMNT #4	\$2,050.00
BOMGAARS	PARKS/PW DEPT SUPPLIES	\$589.47
BORDER STATES INDUSTRIES	LIGHT FIXTURES	\$11,720.96
BRINKS CONSULTING	DECEMBER SERVICES	\$265.00
BROWN SUPPLY	PW SIDE CHAIN	\$224.00
C & B OPERATIONS, LLC	PW EQUIP REPAIR	\$4.09
C & D USED OIL SERVICES	RECYCLE OF USED OIL FILTERS	\$55.00
CAMPUS CLEANERS	LIBRARY SERVICES	\$137.55
CANON FINANCIAL SERVICES	LIBRARY COPIER	\$71.83
CARD SERVICES CENTER	PD/OFFICE SUPPLIES/ZOOM	\$107.02
CENTER POINT LARGE PRINT	LIBRARY BOOKS	\$382.86
CENTRAL STATES SOUTHEAST & SOU	EE HEALTHCARE	\$21,726.00
CHRISTIANS SHEET METAL	FALL SERVICE PLAN	\$710.15
CITY OF ARNOLDS PARK	202ND ST & HWY 71 VIDEO DETECT	\$3,937.50
COLEMAN, VAUGHN	AIRPORT SHED JANITORIAL	\$200.00
COOPERATIVE ENERGY COMPANY	DECEMBER FUEL INVOICES	\$2,997.32
CREATIVE PRODUCT SOURCE	LIBRARY SUPPLIES	\$389.00
CRYTEEL TRUCK EQUIPMENT	PW VEHICLE MAINT	\$696.48
CUTTING EDGE SALES & SERVICE	PARKS MOWER	\$306.20
D & W DEVELOPMENT	DECEMBER 2020 TIF PAYMENT	\$45,485.21
DAVE'S REPAIR, INC.	FIRE DEPT SERVICES	\$3,928.47
DCEMSA	PD CHARGE PACKS	\$360.00
DENNIS E MERRY	DECEMBER JANITORIAL	\$1,700.00
DICKINSON COUNTY NEWS	DECEMBER ADS	\$441.16
DICKINSON RECORDER	OKOBOJI CSD RECORDING FEES	\$37.00
DOTSON, DENNIS	LIBRARY BRD MTG 1/6	\$25.00
E & F INVESTMENTS	DECEMBER 2020 TIF PAYMENT	\$6,000.00
EXCEL AUTO BODY	PD 2016 EXPLORER REPAIR	\$3,380.73
FAIRCHILD MRFG. INC.	PW VEHICLE MAINT	\$345.86
FRANKLIN, ELAINE	LIBRARY BRD MTG 1/6	\$25.00
GALE	LIBRARY BOOKS	\$33.74
GALEN'S PRO-MOW	PW VEHICLE MAINT	\$261.24

GANNO, JOANN	LIBRARY BRD MTG 1/6/2020	\$25.00
GORDON FLESCH COMPANY	LASERFISCHE	\$75.00
HEMPHILL, LINDA	COMM CTR MTG 1/6/2021	\$25.00
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$12,359.26
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$8,806.31
INTERSTATE ALL BATTERY CENTER	FIRE DEPT SERVICE	\$797.70
IOWA ONE CALL	NOVEMBER LOCATES	\$133.30
IPERS	IPERS PROTECTN	\$12,893.28
JAYCOX IMPLEMENT	PW VEHICLE MAINT	\$164.88
JCL SOLUTIONS-JANITORS CLOSET	COMM CTR SERVICES	\$188.53
JOHNSON, DEB	LIBRARY BRD MTG 1/6	\$25.00
JORGENSEN, TOM	P&Z MTG 12/21	\$25.00
KAPP'S FIRE EQUIP. & SERV.	FLORENCE PARK SHELTER	\$321.95
KILTS, RICK	LIBRARY BRD MTG 1/6	\$25.00
KNIGHT PROTECTION	FIRE SYSTEM MONITORING SERVICE	\$300.00
KUCH BUILDERS INC & UNITED COM	DECEMBER 2020 TIF PAYMENT	\$112,278.29
LAKES NEWS SHOPPER	PARKS AD	\$85.80
LOERTS, MATT	REIMBURSE FOR UPDATE CERT BOOK	\$75.00
MCCREA, JIM	COMM CTR MTG 1/6/2021	\$25.00
MENARDS - SPENCER	PW BUILDING MAINT	\$57.92
MID-AMERICAN RESEARCH CHEMIC	PARKS SHOP SUPPLIES	\$1,176.89
MILFORD COMMERCIAL CLUB	LIBRARY 2021 MEMBERSHIP DUES	\$100.00
MILFORD COMMUNICATIONS	CITY HALL BROADBAND	\$885.71
MILFORD ELECTRIC INC.	COMM CTR LIGHT FIX UPGRADE	\$2,250.00
MILFORD MUNICIPAL UTILITY	DECEMBER UTILITY	\$8,061.48
OKOBOJI COMMUNITY SCHOOL	OMS SIDEWALK	\$17,723.13
OKOBOJI FLOORING & FURNIT	COMM CTR NEW CARPET	\$13,385.83
OKOBOJI INN & SUITES	DECEMBER 2020 TIF PAYMENT	\$18,626.33
ORTMAN, RICH	COMM CTR MTG 1/6/2021	\$25.00
OVERDRIVE INC.	LIBRARY BOOKS	\$203.73
PATERSON CONSTRUCTION	FLORENCE PARK SHELTER ADD	\$5,466.65
PITNEY BOWES	POSTAGE LEASE	\$163.53
POWERPLAN	PAYLOADER MAINT	\$653.54
POWERPLAN	PW VEHICLE MAINT	\$2,913.06
R & D INDUSTRIES	PW WORKSTATION REPLACEMENT	\$3,596.71
RICHARD L. COOKE	FIRE DEPT SERVICES	\$95.00
SAFCO PRODUCTS CO.	DECEMBER 2020 TIF PAYMENT	\$21,720.79
WEDEKING, SAM	Q AVE HYDRANT	\$10,007.50
SCHMELLING, BOBBI	DECEMBER 2020 TIF PAYMENT	\$1,162.25
SECURE BENEFITS SYSTEMS	EE FSA CONTRIB	\$375.64
SEXTON, BRENT	P&Z MTG 12/21,10/19,10/5,9/21	\$100.00
SMART SOLUTIONS INC	PARKS SECURITY CAMERA	\$2,229.40
STEARNS, PAIGE	LIBRARY SUPPLIES REIMBURSEMENT	\$51.00
STEIN LAW OFFICE	LEGAL FEES	\$1,777.05
STOREY KENWORTHY	PD DESK SUPPLIES	\$99.69
SUNSHINE FOODS	LIBRARY SUPPLIES	\$53.21
THE DAILY REPORTER	LIBRARY SUBSCRIPTION	\$99.00
THE N'WEST IOWA REVIEW	LIBRARY SUBSCRIPTION	\$89.90
THE SHERWIN-WILLIAMS CO.	STREET LIGHTS	\$218.08
TREASURER, STATE OF IOWA	STATE TAX	\$3,208.00
TRIPLE S SERVICE LLC	HWY 71 ELM TREE REMOVAL	\$200.00
TURN KEY FINANCIAL EQUIPM	TRANSACTION DRAWER DOWN PAY	\$2,210.34
UMB BANK	ADMIN FEES 6/1/20-11/30/20	\$250.00
UMB BANK	ADMIN FEES 6/1/20-11/30/20	\$250.00
UMB BANK	ADMIN FEES 6/1/20-11/30/20	\$250.00
UMB BANK	ADMIN FEES 6/1/20-11/30/20	\$250.00
UNITED COMMUNITY BANK FOR PETT	POSTAGE	\$5.82
UNITED STATES TREASURY	UNDER REPORTED MEDICARE WAGES	\$38.28
VERIZON WIRELESS	CELL/LAPTOP SERVICE	\$615.48
Accounts Payable Total		\$429,725.37
Payroll Checks		\$66,297.45
***** REPORT TOTAL *****		\$496,022.82

Paid from the following funds: General Fund: 154,552.57; Road Use Tax: 30,545.59; Employee Benefits: 17,652.38; TIF: 219,428.09; Debt Service: 1,000.00; Capital Equipment (LOST) 24,923.13; Capital Project-Reserve: 4,030.15; P Ave Project: 31,125.00; Airport Runway Project: 2,050.00; Sewer Utility Fund: 10,515.92; Storm Water Utility Fund: 199.99

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 167,265.50; Road Use Tax: 35,540.77; Employee Benefits; 21,580.22; Hotel/Motel Tax: 2.53; TIF: 30,714.32; LMI Fund: 85,191.15; Debt Service: 45,323.06; Capitol Equipment (LOST) 12.63; Capital Project Reserve: 32.85; Sewer Utility: 33,860.81; Storm Water Utility: 10,818.07

CITIZEN OPPORTUNITY FOR COMMENT

REPORTS

Board/Commission Reports

Council reviewed the December Bank Cash report, Clerks/Treasurer report, Monthly Expense and Revenue reports, Police report, Fire Department call log and minutes. December minutes from Airport Commission, Community Center,

Park Board, Planning & Zoning Commission and Library along with January events and December Dickinson County Sanitary Landfill Commission minutes.

ACTION AND DISCUSSION ITEMS

Funding request Rebecca Peters with Okoboji Tourism

Okoboji Tourism Director Rebecca Peters presented the 2019-2020 annual report and asked council to consider a donation from the hotel motel tax dollars. Rebecca noted a slight decrease in hotel motel dollars due to COVID-19. Council will review during budget discussion; no action was taken

Funding request Lake Ice Arena- Alan Ditsworth

Alan Ditsworth spoke on behalf of the Lakes Ice Arena. They are asking for \$5000.00 in funding. Council will review during budget discussion; no action was taken

Funding request Milford Commercial Club

Russ Mitchell representing the Milford Commercial Club was present to request funding of \$6000.00 Council will consider the request during budget discussion: no action was taken.

Further discussion lighting on P Avenue and 13th Street

City Administrator Reinsbach updated council she is still waiting for the cost estimate for the street lighting. Depending on the cost and in speaking with Milford Municipal Utility Manager Brad Willemssen the idea is to have the city pay for the poles, fixtures and materials and MMU will do the installation.

Update on P Avenue and 13th Street project

Jason with Beck updated council the project still is on target for an early March bid letting. There are plans to have a sidewalk on the south side of 13th St that would turn and go south to Buchanan Park and a bike trail on the north side of A34 from Hwy 71 going east on 13th St.

Consideration of letter to Jacobson Westergard for Drainage District #50

Motion by Yungbluth second by Hinshaw to send the letter from Jason with Beck Engineering to the Dickinson County Auditor's Office and Jacobson-Westergard for review with hopes there will be feedback from either party prior to the January 19, 2021 public hearing on Drainage District # 50. All voting aye. Motion carried.

Review letter from State Auditor's office in regards to public funding to private non-profit organizations

City Attorney Dave Stein had a discussion with council in regards to the city funding private non-profit organizations based on a letter he had received for the State Auditor's office. Stein is recommending the city have some kind of written agreement from the entity asking for funding that spells out how the city would benefit or what the public purpose would be.

Discuss H Avenue project with possibly extended surface warranty

Jason with Beck is concerned about the center line joint on Phase III. After some discussion there was a motion by Gebhart second by Yungbluth to have Jason communicate with City Attorney Dave Stein to draw up an addendum to the project that is to be sent to the contractor. All voting aye, motion carried.

Discussion of evergreen in front of police station-Christmas lights

This item was tabled from the December 14, 2020 council meeting until Councilman Hinshaw could be in attendance. There was discussion between the Milford Commercial Club and the city. Going forward if the Milford Commercial Club wants to decorate the tree with lights, they need to find a company that has a tall enough bucket truck as the city or MMU does not have equipment that reaches to the top of the tree.

Discussion on Covid-19 procedures, protocol, pay and any other miscellaneous items regarding Covid-19

A lengthy discussion took place in regards to COVID-19 and pay. There are employees that have exhausted the 80 hours of emergency pay that expired on December 31, 2020. Due to COVID-19 there were a couple of employees that were told to stay home a couple of days last week and they could use vacation, sick or comp time for those days because they have already exhausted the 80 hours of emergency leave. Council didn't feel that it was right for them to use personal time. Motion by Gebhart second by Hinshaw to have city staff add in 8 hours a day for the days missed. All voting aye. Motion carried. Moving forward there was a motion by Yungbluth second by Gebhart that in the event this would happen again the personal committee should meet and make a recommendation to council. All voting aye, motion carried.

Discuss snow removal- city buildings

Councilman Gebhart asked if there was an emergency route when it comes to snow removal. He has had a couple of issues while going out on a rescue call where an accumulation of snow has been an issue. Public Works Supervisor Kent Eilers commented the fire station is first when it comes to snow removal and if at any time the fire department needs something they need to call Kent on his work phone.

Resolution ratifying Council committee appointments

Motion by Yungbluth second by Eckard to approve **Resolution 21-01** Resolution ratifying Council committee appointments. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried

Resolution establishing time, date & place for City of Milford Council meetings

Motion by Yungbluth second by Gebhart to approve **Resolution 21-02** Resolution establishing time, date & place for City of Milford Council meetings. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried

Resolution approving designation of official newspaper

Motion by Gebhart second by Hinshaw to approve **Resolution 21-03** Resolution approving designation of official newspaper. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried

Resolution approving depositories for city investments

Motion by Yungbluth second by Gebhart to approve **Resolution 21-04** Resolution approving depositories for city investments. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried

Resolution extending Covid-19 sick leave provisions

Motion by Yungbluth second by Eckard to approve **Resolution 21-05** Resolution extending Covid-19 sick leave provisions. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution setting hearing to consider a resolution relating to maximum property tax dollars for FY2022

Motion by Yungbluth second by Gebhart to approve **Resolution 21-06** Resolution setting hearing to consider a resolution relating to maximum property tax dollars for FY2022. Roll call vote. Voting aye: Hinshaw, Gebhart, Frederick, Yungbluth and Eckard. Nay: None. Motion carried

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COMMENTS BY MAYOR, COUNCIL, AND STAFF

City Administrator Reinsbach mentioned she had a meeting with the finance committee earlier and we will be looking at refinancing some of our bonds in the near future. Mayor Anderson asked that the east to west alley on the former Smith property be added to the next P&Z agenda to discuss abandoning that alley and also look at the zoning ordinance in regards to residential property owners renting out dock space as commercial. With no other discussion, motion to adjourn by Gebhart second by Hinshaw at 8:10 p.m. All voting aye. Motion carried.

Respectfully submitted,

Steven R. Anderson, Mayor

LeAnn Reinsbach, City Administrator / Clerk