

MILFORD CITY COUNCIL
REGULAR MEETING
JANUARY 25, 2021
6:30 PM

The Milford City Council met in regular session January 25, 2021 at 6:30 p.m. in the Community Center Board Room.

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

Absent: None

Others present: Mayor Steve Anderson, Kiley Miller, Brian Dalziel, Kent Eilers, Erin Reed, John Hight and Dan Johnson. Via Zoom LeAnn Reinsbach, Mayor Anderson, Jason Eygabroad, Daniel Vonk, Connie Rhodes, and Steve Schwaller.

Steve Anderson led the Pledge of Allegiance.

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

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

Items on the Consent Agenda were as follows:

- Minutes of January 11, 2021 council minutes

CITIZEN OPPORTUNITY FOR COMMENT

ACTION AND DISCUSSION ITEMS

Council to hear from Kiley Miller with Iowa Lakes Corridor- Commercial development program

Kiley Miller spoke in regards to a forgivable loan program that would act as an incentive to bring a new business to the City of Milford. Council would like to move forward in creating an agreement and ask Kiley to put together a formal proposal to be reviewed at a later date. Kiley also introduced Brian Dalziel who will serve as the CEO starting February 1st, 2021.

Council to hear from Erin Reed with Dickinson County Trails annual 2020 report and budget request

Dickinson County Trails Board Executive Director reviewed the 2020 Annual Report and discussed upcoming 2021 trail projects and maintenance plans. Allocation for the City of Milford is \$7,275.00.

Council to hear from Connie Rhodes funding request for Lake Area Dog Park

Connie Rhodes was present via zoom and reviewed the estimated expenses for the upcoming year. The funding request was \$1000.00. Council will review during budget process; no action was taken.

Resolution setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$2,750,000

Motion by Yungbluth second by Gebhart to table resolution until February. All voting aye. Motion carried.

Resolution setting public hearing to consider proposed plans, specifications, form of contract, estimated total cost of project, setting time to publicly open and read bids and to possibly act for the City of Milford P Avenue and 13th Street Reconstruction Project.

Motion by Yungbluth second by Hinshaw to approve **Resolution 21-07** Resolution setting public hearing to consider proposed plans, specifications, form of contract, estimated total cost of project, setting time to publicly open and read bids and to possibly act for the City of Milford P Avenue and 13th Street Reconstruction Project. Roll call vote. Voting aye: Gebhart, Hinshaw, Frederick, Yungbluth and Eckard. Nay: None. Motion carried. The public hearing will be at 6:30 p.m. on March 8, 2021.

Review and approve Professional service agreement amendment No.1

Motion by Yungbluth second by Eckard to approve the service agreement No. 1, the amendment now includes street lighting on the City of Milford P Avenue and 13th Street Reconstruction Project. All voting aye. Motion carried.

Review and discuss letter in regards to P Ave and 13th St. improvement project

Council reviewed a draft letter in regards to the upcoming P Ave and 13th St. improvement project. Council agreed a public information meeting would be a benefit and noted it should be held any time after March 8th, 2021. City Administrator Reinsbach will reach out to Beck Engineering to schedule a date.

Discussion on P Avenue asphalt for milling to be used on access road in Memorial Park

Council discussed the possibility of using the asphalt from the upcoming P Avenue project to use on the parking area in Memorial Park. This subject came up during a recent park board budget meeting. After some discussion motion by Gebhart to move forward. Public Works Director Kent Eilers will do the prep work and also suggested that we may have to apply some sort of dust control. With that being said councilman Gebhart withdrew is motion. Gebhart then made a motion to use the asphalt on P Avenue for the parking in Memorial Park and that the park board budget to do dust control on a as needed basis. Hinshaw seconded the motion. All voting aye. Motion carried.

Downtown banner discussion

Public Works Director Kent Eilers showed council a couple of banner examples that could be used to promote downtown businesses. Council liked the idea and directed Kent to work with office staff on this project. The banners will be sold for \$100.00 each and it's first come 1st serve. The city has 42 poles that could be used for banner promotion that would be displayed from Memorial Day through Labor Day. Motion by Yungbluth second by Gebhart to have Kent with the city staff on project. All voting aye. Motion carried.

Council review of employee compensation issue, discussion and possible action

Motion by Yungbluth second by Eckard to approve the personnel committee's recommendation to pay employee 2/3 of hourly rate while out with COVID-19 to be in line with the Cares Act. All voting aye. Motion carried.

Deputy City Clerk vacation time compensation, discussion and possible action

Motion by Gebhart second by Hinshaw to grant a onetime bonus of 40 hours of vacation to the Deputy City Clerk for filling in while City Administrator Reinsbach was out this summer on medical leave. All voting aye. Motion carried.

Approve Deputy City Clerk to attend the Iowa Professional Academy February 10-11& July 19-22

Motion by Hinshaw second by Yungbluth to approve Deputy City Clerk to attend the Iowa Professional Academy February 10-11& July 19-22. All voting aye. Motion carried.

Approve City Administrator to attend IMFOA Conference April 21-23, 2021

Motion by Yungbluth second by Gebhart to approve City Administrator to attend IMFOA Conference April 21-23, 2021. All voting aye. Motion carried.

Approve City Administrator to attend the Iowa Professionals Academy July 28-30, 2021

Motion by Eckard second by Hinshaw to approve City Administrator to attend the Iowa Professionals Academy July 28-30, 2021. All voting aye. Motion carried.

Discuss FY2022 budget/update

City Administrator Reinsbach noted she has had a couple of meetings with the finance committee and is hoping to meet with the building and equipment committee yet this week. Reinsbach asked council if they could meet for a special budget meeting on February 1st at 5:00 p.m. Councilman Gebhart noted he would be out of town but could possibly call in via Zoom. Reinsbach said she would try and get him some documentation over the weekend.

COMMENTS BY MAYOR, COUNCIL, AND STAFF

With no other discussion, motion to adjourn by Yungbluth second by Hinshaw at 7:45 p.m. All voting aye. Motion carried.

Respectfully submitted,

Steven R. Anderson, Mayor

LeAnn Reinsbach, City Administrator / Clerk