

MILFORD CITY COUNCIL  
 REGULAR MEETING  
 June 24, 2019  
 6:30 PM

The Milford City Council met in regular session June 24, 2019 at 6:30 p.m. in the Community Center Board Room Mayor Steve Anderson presided.

Members present: Chris Hinshaw, Don Olsen, and Bill Huse. Frederick arrived at 6:40

Absent: Andy Yungbluth

Others present: City Administrator LeAnn Reinsbach, Don Brinkley, Tim Kinnetz, Rachel Harmen, Jill Harms, Jason Eygabroad, Aaron Gebhart, Mac Arndt, Kirb Walters, Russ Beckendorf and Herman Richter

Steve Anderson led the Pledge of Allegiance.

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

Motion by Huse second Hinshaw to approve consent agenda. All voting aye. Motion carried.

Items on the Consent Agenda were as follows:

- Minutes of June 10th, 2019 council meeting/joint meeting with MMU
- Minutes from the June 20, 2019 Millstone Park conference call
- Press release-July is National Parks and Recreation Month
- Correspondence between City of Milford-Okobojo School District-Brinkley's
- Cigarette/ Tobacco Permit: Dollar General Store- 3001 Okobojo Ave
- Thank you from Okobojo Elementary School
- Monthly bills-(approved) and bills paid in vacation

ARNOLD MOTOR SUPPLY	PARKS 03 DUMPTRUCK	\$1,236.18
BEACON ATHLETICS	PARKS SUPPLIES	\$1,073.60
BERGLUND, SCOTT	P & Z MTG 6/20/19	\$25.00
BLACKTOP SERVICES	HELEN AVE PATCH	\$8,705.60
BOCKMAN, MELISSA	AIRPORT BRD MTG 6/14/19	\$25.00
BOJI WELDING AND SERVICES	PUBLIC WORKS SUPPLIES	\$26.00
BOLAND RECREATION	FLORENCE PARK WHEELCHAIR	\$3,500.00
BOMGAARS	PARKS SUPPLIES/FLOODING SU	\$1,346.05
CHRISTIANS SHEET METAL	LIBRARY AIR HANDLER	\$4,900.00
COTTAGE GARDENS	FLOWERS/PLANTS	\$361.50
CUTTING EDGE SALES & SERVIC	PARKS TRIMMERS	\$229.65
D & W DEVELOPMENT	2019 JUNE TIF PAYMENT	\$38,766.18
E & F INVESTMENTS	2019 JUNE TIF PAYMENT	\$6,000.00
GALLS LLC	MYHRE EE CLOTHING	\$31.36
GOULD, RICK	AIRPORT BRD MTG 6/14/19	\$25.00
HEIMAN INC.	FIRE DEPT NOZZLES	\$1,050.00
HEMPHILL, LINDA	COMM CTR MTG 6/5/19	\$25.00
IA DEPT OF PUBLIC SAFETY	APRIL 19 - JUNE 19 SERVICES	\$300.00
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$8,632.79
IOWA GREAT LAKES SANITARY	AIRPORT DR. RETENTION POND	\$120.00
IOWA LAKES ELECTRIC COOP	PHEASANT LN LIGHTING	\$620.00
IOWA ONE CALL	MAY LOCATES	\$194.40
JCL SOLUTIONS-JANITORS CLOS	JANITOR SUPPLIES	\$261.65
KEIZER, ROBB	COMM CTR MTG 6/5/19	\$25.00
KNIGHT PROTECTION	FIRE DEPT SERVICE	\$300.00
KUCH BUILDERS INC & UNITED C	2019 JUNE TIF PAYMENT	\$76,549.15
LAKES REGIONAL HEALTHCARE	BIRCHARD TESTING	\$151.00
LINGO	306 Q AVE LIFT STATION	\$59.43
MATHESON TRI-GAS INC	SEWER SUPPLIES	\$148.60
MAXYIELD COOPERATIVE	PARKS CHEMICALS	\$755.67
MAYER, BOB	2019 JUNE TIF PAYMENT	\$15,016.22
MENARDS - SPENCER	FLORENCE PARK EAGLE SCT PRJ	\$1,848.32
NELSON, WANDA	P & Z MTG 6/20/19	\$25.00
OKOBOJO INN & SUITES	2019 JUNE TIF PAYMENT	\$17,937.31
ORTMAN, RICH	COMM CTR MTG 6/5/19	\$25.00
PAPE, JULIE	P & Z MTG 6/20/19	\$25.00
RICK'S PEST CONTROL	FIRE DEPT SERVICES	\$95.00
SAFARI CHILDCARE CENTER-CAS	2019 JUNE TIF PAYMENT	\$1,183.00
SCHMELLING, BOBBI	2019 JUNE TIF PAYMENT	\$1,109.78
SECURE BENEFITS SYSTEMS	EE FSA CONTRIBUTIONS	\$364.38

SEXTON, BRENT	P & Z MTG 6/20/19	\$25.00
SIOUX SALES COMPANY	PD VESTS	\$4,440.10
STEIN, CHRIS	AIRPORT BRD MTG 6/14/19	\$25.00
THE SHERWIN-WILLIAMS CO.	PW PAINTING SUPPLIES	\$1,904.58
THE VACUUM CLEANER CENTER	VACUUM BAGS	\$43.90
U.S. BANK EQUIP FINANCE	CITY HALL COPIER	\$201.15
UTILITY EQUIPMENT COMPANY	AIRPORT RETNT PND FLOODING	\$243.38
VALLEY, ROBERT	MAILBOX REPLACEMENT	\$60.00
VERIZON WIRELESS	CELL/LAPTOP SERVICES	\$434.54
WATCH GUARD	WOLFF BODY CAM	\$1,195.00
WEDEKING PIT & PLANT	PUBLIC WORKS SUPPLIES	\$326.37
WORKMAN, MIKE	AIRPORT BRD MTG 6/14/19	\$25.00
TOTAL ACCOUNTS PAYABLE		\$201,996.84
PAYROLL CHECKS		\$25,163.28
**** PAID TOTAL ****		\$227,160.12

Paid from the following funds: General Fund: 50,416.15; Road Use Tax: 10,282.05; Tax Increment Financing: 156,561.64; Capitol Equipment LOST: 6,160.00; FEMA Flood 2019 Project: 704.78; Sewer Utility Fund: 2,915.50; Storm Water Utility Fund: 120.00

## CITIZEN OPPORTUNITY FOR COMMENT

### REPORTS

#### Board/Commission Reports

Council reviewed the June Monthly Expense and Revenue reports

### ACTION & DISCUSSION ITEMS

#### Grape Tree property- Tim Kinnetz

Tim Kinnetz extended an open invitation for an Open House at Grape Tree July 17<sup>th</sup> and also spoke to council about offering the use of the outdoor stage, splash pad and swimming pools to the Milford Commercial Club and the City of Milford. Kinnetz has been talking with Andrew Fisher from the YMCA in regards to staffing of the pools if an agreement can be made with the City and the YMCA. Overall consensus from council is to move forward and form a committee to discuss options for the property Tim Kinnetz owns. Councilman Olsen and Hinshaw expressed interest to be on the committee. Council thanked Kinnetz for coming.

#### ICAP Insurance and IMWCA Insurance Renewals (Russ Beckendorf w/ MHR)

Russ Beckendorf with MHR was on hand to go over rates and coverage for FY 2020. Beckendorf commended the City for lowering the workers compensation experience and because of this the mod factor went from .80 to .78 bringing the premium to \$22,591.00 Russ also talked about ICAP insurance, the premium this year will be \$70,279.93. Council was happy to hear about the reduction in premiums for FY2020 and thanked him for attending.

#### RIDES update-Hugh Lively

Hugh Lively with RIDES passed out the statistics for FY18. Mayor Anderson commented he tried to get a group of cub scouts and was told they couldn't do it because it was a charter. Hugh explained a charter is defined as one person or entity paying for the entire trip versus a passenger who pays per ride.

#### Approve FY2020 RIDES contract

Motion by Olsen second by Hinshaw to approve the RIDES contract for FY 2020. All voting aye. Motion carried.

#### Iowa Great Lakes Watershed Project-Kirb Walters

Resident of Milford Kirb Walters urged the council to attend the Watershed Level Presentation beginning at 1:30 June 26<sup>th</sup> at the Sami Bedell Center of Performing Art in Spirit Lake. Kirb suggested looking at a drainage district and spreading this across the county and urged the council not to rush into making any decision and also commented that everybody ought to be involved with this, not just the City of Milford and the county.

#### Discussion on Smith property

Mayor Anderson opened the conversation by communicating that we originally were not going to discuss this again until the July 8<sup>th</sup> council meeting, however because he had received a letter from Milford Development Inc. stating they had received an offer from another party on the property for \$300,000. The offer to sell the property to the City will expire July 9, 2019. Huse believes this is the best thing for everyone overall and we should let them sell it and make a decision tonight. Motion by Olsen second by Huse the city declines to purchase the property and the Milford

Development Board should take the offer for \$300,000 from another interested party. Olsen felt Hinshaw had a conflict of interest and stated Hinshaw had a horse in the race. Hinshaw argumentatively denied such statement. Voting aye: Olsen, Frederick and Huse. Nay: Hinshaw. Motion carried.

Discussion on other bills to approve

City Administrator Reinsbach discussed with council an invoice from R&D for \$4555.08 for maintenance on moving information from our old server that needs to be paid out yet this year and is hoping to get the invoices related to moving the warning siren by Friday. Motion by Huse second by Olsen to make the R&D payment before July 1<sup>st</sup>. There were also a couple of invoices turned in from the Fire Department one from Alpha Wireless for 2 radios totaling \$11,012.00 and the other from Heiman Fire Equipment for an Eclipse camera for \$6320.35. City Administrator Reinsbach expressed her concern on the timing of the invoices and felt due to the purchasing policy council needs to approve such expenditures. Hinshaw noted he would like to have a meeting with Fire Chief Jim Carpenter to discuss future purchases. After further discussion motion by Olsen second by Huse to approve payment before July 1<sup>st</sup>. All voting aye. Motion carried.

Consideration of residential tax abatement- Shane Neavin

Motion by Olsen second by Huse to approve residential tax abatement for Shane Neavin. All voting aye. Motion carried.

Approve City Clerk to attend SFR training August 28<sup>th</sup> in Algona

Motion by Olsen second by Huse to allow City Clerk to attend the SFR training August 28<sup>th</sup>, 2019 in Algona. All voting aye: Motion carried

Recycling containers at public works area

Reinsbach informed council she attended the June 11, 2019 Dickinson County Board of Supervisors in regards to removing the 2-6 yard recycling dumpsters by our public works shop. When she left the meeting the supervisors were going to explore other options for citizens of the unincorporated areas in Dickinson County. Reinsbach also reached out to Jay Nieson with Waste Management and he can draft an addendum to the contract removing the language in regards to the dumpsters however he suggested just leaving as is in the event the city would need to have dumpsters for overflow at some point. From Waste Management's side they would just cancel the account and remove the dumpsters to stop the dumping and service and fire it back up if the City wanted the service at a later date. Motion by Olsen second by Huse to send a letter to the Dickinson County Board of Supervisors opting out of the recycling program and advise Waste Management to remove the dumpsters August 30, 2019. Voting aye: Olsen, Frederick and Huse. Voting nay: Hinshaw. Motion carried.

Second consideration of Ordinance approving application for rezoning and amending the page City's zoning map in Accordance therewith and consideration of waiving third reading and possible passage of the ordinance

Motion by Olsen second by Huse to approve the second reading of **Ordinance 6-10-2019** approving application for rezoning and amending the City's zoning map in Accordance therewith. Roll call: Hinshaw, Olsen, Frederick and Huse. Nay: None. Motion carried.

Motion by Huse second by Olsen to waive the third reading of **Ordinance 6-10-2019** approving application for rezoning and amending the City's zoning map in Accordance therewith. Roll call: Hinshaw, Olsen, Frederick and Huse. Nay: None. Motion carried.

Motion by Olsen second by Huse to adopt **Ordinance 6-10-2019** approving application for rezoning and amending the City's zoning map in Accordance therewith. Roll call: Hinshaw, Olsen, Frederick and Huse. Nay: None. Motion carried.

Accept resignation from Planning and Zoning member Wanda Nelson

Motion by Olsen second by Frederick to accept the resignation from Wanda Nelson on the P&Z board. All voting aye. Motion carried. City Administrator Reinsbach noted she has been running ads every other week for almost 3 months to fill the vacancy of Brad Simington because he decided against running another term so now we will have two open positions if you know anyone who would be a good fit for the board.

Accept resignation from Milford Municipal Utilities member Wanda Nelson

Motion by Olsen second by Frederick to accept the resignation from Wanda Nelson on the MMU Board of Trustees. All voting aye. Motion carried. Reinsbach will get an ad sent to the paper.

Accept resignation from Airport Commissioner David Dubois

Motion by Olsen second by Dubois to accept the resignation of David Dubois from the Airport Commission. All voting aye. Motion carried.

Appointment of Airport Commission member

City Administrator Reinsbach explained the volunteer board appointment policy in regard to gender balance policy. We received two applications one from Jane Berg who resides in Milford and Craig Camozzi from Okoboji. Also current

Chairman Chris Stein term ends June 30 and wishes to serve another term. City Code states that three (3) members shall be residents of the City and two (2) members may be residents of a county or city served by the airport. With that being said a motion by Olsen second by Huse to appoint Jane Berg to the Airport Board effective 7/1/19-6/30/2025 and appoint Chris Stein to fill the vacancy of David Dubois. All voting aye. Motion carried.

Resolution ratifying council boards and commissions appointments

Motion by Huse second by Olsen to approve **Resolution 19-41** Resolution ratifying council boards and commissions appointments. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution setting public hearing and bid letting for the 2019 City of Milford Seal Coat project

Motion by Olsen second by Frederick to approve **Resolution 19-42** Resolution setting public hearing and bid letting for the 2019 City of Milford Seal Coat project. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing payment to Blacktop Services Co. for the 2019 Hill Drive Hot Mix Asphalt resurfacing project

Motion by Olsen second by Huse to approve **Resolution 19-43** Resolution authorizing payment to Blacktop Services Co. for the 2019 Hill Drive Hot Mix Asphalt resurfacing project. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing payment to Beck Excavating, Inc. for the 2018 City of Milford Alley reconstruction project

Motion by Olsen second by Huse to approve **Resolution 19-44** Resolution authorizing payment to Beck Excavating, Inc. for the 2018 City of Milford Alley reconstruction project. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing payment No.1 to Visu-Sewer, Inc. for the 2019 City of Milford CIPP lining project

Motion by Olsen second by Huse to approve **Resolution 19-45** Resolution authorizing payment No.1 to Visu-Sewer, Inc. for the 2019 City of Milford CIPP lining project. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing payment to Fort Dodge Asphalt Co. for the 2019 A34 Slurry leveling project

Motion by Olsen second by Frederick to approve **Resolution 19-46** Resolution authorizing payment to Fort Dodge Asphalt Co. for the 2019 A34 Slurry leveling project. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing the City Clerk to make certain payments regarding Phase 3 of the H Avenue project prior to council approval

Motion by Olsen second by Frederick to approve **Resolution 19-47** Resolution authorizing the City Clerk to make certain payments regarding Phase 3 of the H Avenue project prior to council approval. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution setting fire department wages for FY2020

Motion by Olsen second by Huse to approve **Resolution 19-48** Resolution setting fire department wages for FY2020. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution setting employment salaries and wages for fiscal year 2020

Motion by Hinshaw second by Huse to approve **Resolution 19-49** Resolution setting employment salaries and wages for fiscal year 2020. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing TIF fund transfers for FY19

Motion by Olsen second by Huse to approve **Resolution 19-50** Resolution authorizing TIF fund transfers for FY19. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution for street closures for Pioneer Days

Motion by Olsen second by Huse to approve **Resolution 19-51** Resolution for street closures for Pioneer Days. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution approving utility write offs

Motion by Olsen second by Frederick to approve **Resolution 19-52** Resolution approving utility write offs. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution authorizing the destruction of obsolete records in accordance with the League of Cities Records Retention Policy and all applicable laws.

Motion by Olsen second by Huse to approve **Resolution 19-53** Resolution authorizing the destruction of obsolete records in accordance with the League of Cities Records Retention Policy and all applicable laws. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

Resolution transferring funds from 001 General Fund to the 314 Fema Flood 2019 project fund

Motion by Olsen second by Huse to approve **Resolution 19-54** Resolution transferring funds from 001 General Fund to the 314 Fema Flood 2019 project fund. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick, and Huse. Nay: None. Motion carried.

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

Hinshaw noted there are some drainage issues on 16<sup>th</sup> St. and it appears the intakes are not working properly. Hinshaw also commented he has received some calls in regards to cars parking at Alger Customs that are blocking the view at the intersection of P Avenue and 13<sup>th</sup> St. City Administrator Reinsbach said she would talk with Kent Eilers about the drainage and have Bob Clark talk with Jerad or Chris Alger on the parking as this has been brought to their attention a couple of weeks ago. With no other discussion, motion to adjourn by Olsen second by Huse at 8:03 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