

MILFORD CITY COUNCIL  
 REGULAR MEETING  
 October 11, 2016  
 6:30 PM

The Milford City Council met in regular session October 11, 2016 at 6:30 p.m. in the Community Center Board Room. Mayor Reinsbach presided.

Members present: Jason Simpson, Mary Kay Rolling, John Walters, and Bill Huse

Members absent: Don Olsen

Mayor Reinsbach led the Pledge of Allegiance.

Motion by Huse second by Simpson to approve the agenda. Roll call vote. All voting aye. Motion carried.

Motion by Walters second by Huse to approve consent agenda. Roll call vote. All voting aye. Motion carried.

Items on the Consent Agenda were as follows:

Minutes September 26, 2016 council meeting

Monthly bills-approve and bills paid in vacation

A1 TECH SOLUTIONS	PHONE LINE REPAIR	\$50.00
AFLAC	AFLAC PRE TAX	\$866.78
ALLIANT ENERGY	SIGN UTILITY	\$24.60
ANDERSON, GILLIAN	LIBRARY SUPPLIES REIMBURSE	\$280.59
ANDERSON, STEVE	9/22/16 P & Z MTG	\$25.00
ARNOLD MOTOR SUPPLY	SEPTEMBER INVOICES	\$870.06
AUMER, BILL	9/9/16 BOA MTG	\$50.00
BAISH, RICKY	EE CLOTHING REIMBURSE	\$59.96
BAKER & TAYLOR INC.	LIBRARY BOOKS	\$1,322.67
BECK ENGINEERING INC	CITY ENGINEER DUTIES	\$9,885.00
BERNING, SHELLY	10/5/16 LIBRARY BRD MTG	\$25.00
BIRCH	SEPT PHONE SERVICES	\$559.63
BLACK HILLS ENERGY	FIRE DEPT UTILITY	\$116.82
BLACKTOP PAVING	AIRPORT RNWAY CRACK SEALING	\$1,000.00
BOMGAARS	PARKS SUPPLIES	\$1,443.24
BRINKS CONSULTING	SEPTEMBER SERVICES	\$343.00
CAMPUS CLEANERS	CITY HALL SERVICES	\$155.55
CARD SERVICES CENTER	TRAINING/EQUIPMENT	\$703.25
CARROLL CONSTRUCTION SUPP	STREET SUPPLIES	\$20.57
CENTER POINT LARGE PRINT	LIBRARY BOOKS	\$41.34
CENTRAL STATES SOUTHEAST & S	EE HEALTHCARE	\$17,752.00
CERTIFIED TESTING SERVICES INC	ALLEY RECONSTRUCTION	\$2,381.50
CONSUMERS LUMBER	CH DUMPSTER & RC SIGNS	\$171.17
COOPERATIVE ENERGY COMPANY	SEPT INVOICES	\$2,500.47
DANNATT, MARY	10/5/16 COMM CTR MTG	\$25.00
DATA TECHNOLOGIES INC.	SOFTWARE USER GRP TRAINING	\$95.00
DATA TECHNOLOGIES INC.	SUPPORT ASSISTANCE	\$1,771.29
DEKOTER, THOLE, & DAWSON, P.L.	GENERAL FILE	\$4,293.60
DEMCO	LIBRARY SUPPLIES	\$124.36
DICK CO. WATER QUALITY CO	2017 WATER QUALITY COMM CON	\$13,000.00
DICKINSON CO. TREASURER	HWY 71 DD91 PROJECT	\$1,130.00
DICKINSON COUNTY ANIMAL CLIN	K9 ROCKY	\$141.40
DICKINSON COUNTY CONSERVAT	GREEN WASTE DISPOSAL	\$760.00
ISU EXTENSION	RICKY BAISH CONT INST COURSE	\$35.00
DOTSON, DENNIS	10/5/16 LIBRARY BRD MTG	\$25.00
DUININCK	STREET MATERIAL	\$1,547.61
ELECTRIC PUMP	LIFT STATION SUPPLIES	\$217.05
FRANKLIN, ELAINE	10/5/16 LIBRARY BRD MTG	\$25.00
GALE GROUP	LIBRARY BOOKS	\$51.73
GALEN'S PRO-MOW	PUBLIC WORKS SUPPLIES	\$43.18
GANO, JOANN	10/5/16 LIBRARY BRD MTG	\$25.00
GCS TECH INC.	LIBRARY SERVICES	\$100.00
GEE ASPHALT SYSTEMS INC.	STREETS SEAL COAT	\$43,859.00
GENERAL DRIVERS UNION	UNION DUES	\$358.00
GREAT AMERICA LEASING CORP.	LIBRARY SERVICES	\$110.43
HANNA, DOUG	FIRE DEPT SUPPLIES	\$17.11
HELLER ENTERPRISES LLC	OVERSEEDER RENTAL	\$200.00
HEMPHILL, LINDA	10/5/16 COMM CTR MTG	\$25.00
HINSHAW, AMIE	SEPTEMBER JANITORIAL	\$1,800.00
HOSS, JESSE	TRAVEL REIMBURSE	\$894.96
HUNTRESS DAVID	9/21/16 BOA MTG	\$75.00
HYDRO-KLEAN, L.L.C.	SANITARY&S REHAB CIPP LININ	\$44,175.38
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$10,120.65
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$8,906.30
INTERSTATE ALL BATTERY CENTE	FIRE DEPT SUPPLIES	\$26.70
IOWA ONE CALL	AUGUST LOCATES	\$86.40
IPERS	IPERS PROTECTN	\$10,600.17

JCL SOLUTIONS-JANITORS CLOSET	SUPPLIES	\$86.35
JOHN'S TIRE SERVICE	2013-F250 TIRES	\$140.00
JONES, SHERRI	9/21/16 BOA MTG	\$25.00
KEIZER, ROBB	10/5/16 COMM CTR MTG	\$25.00
KILTS, RICK	10/5/16 LIBRARY BRD MTG	\$25.00
KIMBALL MIDWEST	PW SUPPLIES & XMAS DECOR	\$638.19
LAKES NEWS SHOPPER	SEPT ADS	\$101.60
LAKES REGIONAL HEALTHCARE	EE TESTING	\$81.00
LORENZEN, JASON	9/21/16 BOA MTG	\$50.00
MCCREA, JIM	10/5/16 COMM CTR MTG	\$25.00
MENARDS - SPENCER	PW SUPPLIES & CH DUMPSTER	\$550.85
MID-IOWA SOLID WASTE EQUIPME	SEWER TRUCK PARTS	\$288.85
MIDWEST BREATHING AIR L.L.C.	FIRE DEPT SUPPLIES	\$788.92
MIDWESTERN MECHANICAL INC.	FIRE DEPT INSPECT & TEST	\$325.00
MILFORD COMMERCIAL CLUB	16-17 MCC DONATION	\$6,255.00
MILFORD COMMUNICATIONS	FIRE DEPT SERVICES	\$335.21
MILFORD MUNICIPAL UTILITY	FIRE HYDRANT REPLACEMENT	\$12,419.98
MILFORD POLICE DEPT	TOBACCO COMPLIANCE CHECKS	\$240.00
MUNICIPAL EMERGENCY SERVICES	FIRE DEPT SUPPLIES	\$1,510.79
MYHRE, MATT	HEAT TEAM REIMBURSE	\$257.00
NELSON, WANDA	9/22/16 P & Z MTG	\$25.00
NORTHWEST IA. PLAN.&DEV.	SHIELD FY 2017 2ND DRAW	\$3,000.00
NOTEBOOM IMPLEMENT LLC	PARKS SUPPLIES	\$77.64
OFFICE SYSTEMS COMPANY	CH SERVICES	\$605.09
OKOBOJI TOURISM COMMITTEE	FY 2016 SUPPORT	\$5,000.00
OKOBOJI TREE SPECIALISTS INC.	STUMP GRINDING	\$2,100.00
PAPE, JULIE	9/22/16 P & Z MTG	\$25.00
R & D INDUSTRIES	SERVICE AGREEMENT	\$774.50
RICE REPAIR	FIRE DEPT SERVICES	\$616.88
RICK'S PEST CONTROL	FIRE DEPT SERVICES	\$95.00
RIVISTAS SUBSCRIP SERVICES	LIBRARY SUBSCRIPTIONS	\$1,448.74
SECURE BENEFITS SYSTEMS	EE FSA CONTRIBUTIONS	\$352.96
SEXTON, BRENT	9/22/16 P & Z MTG	\$25.00
SHAMROCK RECYCLE INC.	SEPT CURBSIDE RECYCLE	\$3,828.96
SHELEY, GEORGIA	9/30/16 BOA MTG	\$25.00
SIMINGTON, BRAD	9/22/16 P & Z MTG	\$25.00
SIOUX FALLS CASE	PW SUPPLIES	\$74.85
SORENSEN, BETH	LIBRARY SUPPLIES REIMBURSE	\$72.60
STOREY KENWORTHY	SUPPLIES	\$206.39
SUNSHINE FOODS	SUPPLIES	\$30.92
SUNSHINE KENNELS	RECERT FOR K9 ROCKY & MATT	\$350.00
TD TOOLS	PW SUPPLIES	\$14.60
TOP NOTCH GRAPHIX	RECYCLE SIGNS	\$530.00
TREASURER, STATE OF IOWA	STATE TAX	\$2,576.00
TRI STATE PAVING	STREET SUPPLIES	\$619.88
TRUE VALUE-MILFORD	SEPT INVOICES	\$398.28
UNITED COMMUNITY BANK FOR	LIBRARY POSTAGE	\$163.72
VALLEY CONTRACTING INC.	H AVE WORK THROUGH 9/3/2016	\$160,091.91
VERIZON WIRELESS	SEPT SERVICES	\$515.72
VOLUNTARY ACTION CENTER	2016 CONTRIBUTION	\$1,000.00
WEDEKING PIT & PLANT	PW SUPPLIES	\$52.26
WITTRUCK LAWN SERVICE	CEMETARY MOW & TREATMENT	\$2,525.00
TOTAL ACCOUNTS PAYABLE		\$396,729.16
PAYROLL CHECKS		\$55,666.44
***** REPORT TOTAL *****		\$452,395.60

Paid from the following funds: General Fund: 135,074.96; Road Use Tax: 21,853.34; Employee Benefits: 15,057.50; Hotel/Motel Tax: 11,000.00; K-9: 748.40; Capitol Equipment (LOST): 46,240.50; H Ave Project: 164,171.91; Sewer Utility: 52,155.04; Garbage Utility: 6,093.95

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 131,033.19; Road Use Tax: 44,534.17; Employee Benefits: 20,197.39; Hotel/Motel Tax: 26,108.47; Milford South Industrial Park: 12,717.03; Nature Trails TIF: 24,735.77; Ponds Phase 1 TIF: 3,672.24; LMI Fund 140.22; K-9 Unit: .64; Debt Service: 31,293.79; Capitol Equipment (LOST) 44,718.05; Capital Project Reserve: 280.44; H Avenue Project: 45,391.00; Sewer Utility: 29,300.03; Garbage Utility: 15,443.67; Storm Water Utility: 9,776.16

### CITIZEN'S APPEARANCES-PUBLIC COMMENTS

No public comments.

### REPORTS

### Board/Commission reports

Council reviewed the September Clerk/Treasurer report, September monthly expense and revenue reports, Police and Fire Department reports. September minutes from Board of Adjustments, Community Center, Park Board, Milford Planning & Zoning, Milford Memorial Library and Library events for October. Landfill Commission minutes/ Treasurer's report from August.

## PUBLIC HEARING

Public hearing amending zoning ordinance on two parcels ID # 0731351008 and 073135109 which are located on Hwy 71 North and Terrace Park Blvd, Milford, Iowa from MH (Mobile Home) to (AC) Arterial Commercial at 6:30 p.m.

Mayor Reinsbach 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 6:34 p.m.

## ACTIONS & DISCUSSION ITEMS

### Adopt Ordinance amending the existing zoning ordinances of the City of Milford

After the public hearing Councilman Walters introduced **Ordinance 10-11-16** amending the existing zoning ordinances of the City of Milford. Mayor Reinsbach entertained a motion to waive the requirements that **Ordinance 10-11-16** amending the existing zoning ordinances of the City of Milford be considered at two prior meetings. A motion by Simpson second by Huse to waive the requirement that the **Ordinance 10-11-16** amending the existing zoning ordinances of the City of Milford in accordance with Iowa Code section 380.3. A motion was made by Walters, second by Simpson to adopt **Ordinance 10-11-16** amending the existing zoning ordinances of the City of Milford. Roll call vote. All voting aye. Motion passed.

### Update on H Avenue extension project and alley reconstruction- Beck Engineering

City Engineer Brad Beck addressed council the first pay application for Hulstein Excavating is due which included a change order for some extra concrete needed on the north end of the project for a portion of the sidewalk. The alley project went well and came in slightly under bid amount. The completion date for the alley project was November 4<sup>th</sup> and the alley will be open by early next week. Beck advised council all the concrete has been poured on the H Avenue extension project and the street will be ready to open within a week or so.

### Discuss H Avenue extension project-Completion date was September 16, 2016

Engineer Brad Beck addressed the completion date on the project was September 16, 2016 and the actual finish date will end up being about a month late by the time the concrete cures. He asked the council to consider the extremely wet season we had and also remind them the contractors bid was about \$120,000.00 less than the second bidder on the project. Under the circumstances we were fortunate to be able to contract out in such a short amount of time due to the unforeseen circumstances with Thorstad Companies who was hired to do the first phase of project from 6<sup>th</sup>-9<sup>th</sup> St.

### Resolution approving payment application #3 to Valley Contracting, Inc. for the H Avenue extension project between 9<sup>th</sup>-10<sup>th</sup> St

Motion by Walters second by Huse to approve **Resolution 16-43**. Roll call vote. All voting aye. Motion passed.

### Resolution approving payment application #1 to Hulstein Excavating, Inc. for 2016 City of Milford Alley reconstruction project from 9<sup>th</sup>-10<sup>th</sup> St.

Motion by Walters second by Huse to approve **Resolution 16-44**. Roll call vote. All voting aye. Motion passed.

### Milford Commercial Club-discuss security for street dance July 22, 2017 (125<sup>th</sup> Town Celebration)

Chris Hinshaw and Beth Sorenson asked if the police department would provide an officer at the street dance for security purposes. Council had no issues and commented the city will be happy to work with the Commercial Club if more officers are needed. Council asked they come to a council meeting when the time gets closer to get their exact needs.

### Political sign removal- Shane Bush

City Administrator Houge commented Mr. Bush had called her earlier on Tuesday and asked that he be removed from the agenda.

### Council to review ICAP loss control report and corrective actions

A copy of the ICAP loss control report and correction actions were presented to the council, City Administrator Houge relayed the information on this report is down considerably from the last time the ICAP representative was here in 2014.

### Approve AURR( Annual Urban Renewal Report)

Motion by Rolling second by Simpson to approve Annual Urban Renewal Report. Roll call vote. All voting aye. Motion passed.

Resolution setting date for a public hearing on designation of the Nature Trails II Urban Renewal Area and on Urban Renewal plan and project

Motion by Huse, second by Simpson to adopt **Resolution 16-45** setting date for a public hearing on designation of the Nature Trails II Urban Renewal Area and on Urban Renewal plan and project. Roll call vote. All voting aye. Motion passed. The public hearing will be November 14<sup>th</sup> at 6:30 p.m.

Resolution deleting property from the Nature Trails Urban Renewal Area

Motion by Simpson, second by Rolling to adopt **Resolution 16-46**. Roll call vote. All voting aye. Motion passed. Council member Rolling introduced an ordinance entitled "Ordinance No 10-12-16. An Ordinance Deleting Property From the Tax Increment Financing District for the Nature Trails Urban Renewal Area of the City of Milford, Iowa Pursuant to Section 403.19 of the Code of Iowa" Motion by Simpson, second by Huse the ordinance be adopted. Roll call vote. All voting aye. Motion passed. Mayor Reinsbach declared that the ordinance had been given its initial consideration. Motion by Huse, second by Walters that the statutory rule requiring an ordinance to be considered and voted on for passage at two Council meeting prior to the meeting at which it is to be finally passed be suspended. Roll call vote. All voting aye. Motion passed. Motion by Walters, second by Huse that the ordinance entitled "Ordinance No. 10-12-16. An Ordinance Deleting Property From the Tax Increment Financing District for the Nature Trails Urban Renewal Area of the City of Milford, Iowa Pursuant to Section 403.19 of the Code of Iowa" now be put upon its final passage and adoption of the ordinance. Roll call vote. All voting aye. Motion passed.

Discuss lots D&W would like to offer the City

The council reviewed the lots D&W would like to offer the City of Milford, Outlet A and Lot 1 Ponds of Hunter Hills Phase II. Mayor Reinsbach felt the Outlet A may not be of much value and appears to be more of a water catch basin. Councilman Walters and Huse expressed they would like to go look at the property. Mayor Reinsbach asked City Engineer Brad Beck do some research based on the plat. Motion by Simpson, second by Huse to table any action until the next meeting allowing Brad some time to get us information and council members to look at property.

**COMMENTS BY MAYOR, COUNCIL AND STAFF**

City Administrator Houge updated council she has received the paperwork from the attorney on the Certificate of Change of Title for property located at 903 Okoboji Avenue. It now belongs to the City of Milford. The attorney will be at the next meeting to discuss with council the steps that need to take place for the contents in the building as we have to go through an abandonment process. Houge also updated council all but two of the windows at the Police Station have been replaced. She is supposed to be getting some paint samples to pick from for the exterior siding and the contractor plans to be back next week to finish up the project. Councilman Simpson asked if seeding was done at the north "Welcome to Milford" sign. Houge said the parks department was doing this but she would double with the Parks Supervisor. Councilman Walters asked if we had researched at future development on the airport. Mayor Reinsbach said he had been in contact with a company but had not heard back from them. Houge also said she still only has about half of the signed airport easement agreements back and will attempt to send another letter or reach out to a resident who did sign earlier and commented they would be willing to help out.

With no other discussion, motion to adjourn by Simpson, second by Huse at 7:38 p.m. All voting aye. Motion carried.

Respectfully submitted,

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Bill Reinsbach, Mayor

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LeAnn Houge, City Administrator/Clerk