

MILFORD CITY COUNCIL
 REGULAR MEETING
 OCTOBER 14, 2019
 6:30 PM

The Milford City Council met in regular session October 14, 2019 at 6:30 p.m. in Community Center Board Room Mayor Steve Anderson presided.

Members present: Chris Hinshaw, Don Olsen, Doug Frederick, and Andy Yungbluth

Absent: None

Others present: City Administrator LeAnn Reinsbach, Police Chief Bob Clark, Kenneth Netsch, Kent Eilers, Jason Eygabroad, Aaron Gebhart, Mac Arndt, Duane Ficken, Carol Sporrer, Jill Grimes, Sam Grimes, Jamison Helmers and James Pyle.

Steve Anderson led the Pledge of Allegiance.

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

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

Items on the Consent Agenda were as follows:

- Minutes of September 23, 2019 meeting
- Minutes of September 30, 2019 special meeting
- Liquor license renewal- Mill Creek Lounge
- Monthly bills as listed below: (approved) and bills paid in vacation

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| AFLAC | AFLAC PRE TAX | \$940.26 |
| ALLIANT ENERGY | SIGN UTILITY | \$23.12 |
| ALPHA WIRELESS COMM. CO. | FIRE DEPT SUPPLIES | \$308.50 |
| AMAZON/SYNCB | LIBRARY SUPPLIES | \$120.12 |
| AMERICAN UNDERGROUND SUP | STORM SEWER GRATE | \$87.16 |
| ANDERSON, GILLIAN | ADULT CRAFT SUPPLIES | \$356.00 |
| ARNOLD MOTOR SUPPLY | SEPTEMBER INVOICES | \$1,248.73 |
| BAKER & TAYLOR INC. | LIBRARY BOOKS | \$1,363.34 |
| BECK ENGINEERING INC | E17022E H AVE CONST SERVICES | \$23,877.50 |
| BEN BRANT CONSTRUCTION | OCH DROP CEILING INSTALL | \$1,050.00 |
| BERNING, SHELLY | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| BLACK HILLS ENERGY | FIRE DEPT UTILITY | \$128.48 |
| BLACKTOP SERVICE COMPANY | 2019 SEAL COAT PROJECT | \$97,539.96 |
| BLACKTOP SERVICE COMPANY | STREET MAINTENANCE | \$10,291.20 |
| BOHLMANN | FLORENCE PARK FOUNTAIN REPA | \$87.25 |
| BOMGAARS | PARKS SUPPLIES | \$1,606.62 |
| BORDER STATES INDUSTRIES | PARK IMPROVEMENTS | \$913.80 |
| BRINKS CONSULTING | SEPT SERVICES | \$553.50 |
| C & B OPERATIONS, LLC | PARKS MOWER | \$44.50 |
| CAMPUS CLEANERS | LIBRARY SERVICES | \$137.55 |
| CARD SERVICES CENTER | SEPT INVOICES | \$318.27 |
| CENTRAL STATES SOUTHEAST & S | EE HEALTHCARE | \$20,836.20 |
| CERTIFIED TESTING SERVICES INC | SL2827 2019 H AVENUE | \$1,735.00 |
| CHRISTIANS SHEET METAL | HVAC MAINTENAINCE | \$600.00 |
| CITY OF SPIRIT LAKE | LIBRARY SHARED MILEAGE | \$73.66 |
| CLARK EQUIPMENT CO.D/B/A BOBC | BOBCAT SKID-STEER LOADER | \$7,381.75 |
| COLEMAN, VAUGHN | AIRPORT CLEANING SERVICES | \$150.00 |
| CONSUMERS LUMBER | PUBLIC WORKS SUPPLIES | \$24.99 |
| COOKINHAM, JEFF | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| COOPERATIVE ENERGY COMPANY | SEPTEMBER INVOICES | \$2,276.59 |
| CUTTING EDGE SALES & SERVICE | PARKS DEPT SUPPLIES | \$66.16 |
| DANNATT, MARY | COMM CTR MTG 9/4/19 & 10/2/19 | \$50.00 |
| DEKOTER,THOLE,DAWSON,& ROCK | LEGAL SERVICES | \$400.00 |
| DENNIS E MERRY | SEPTEMBER JANITORIAL SERVIC | \$1,700.00 |
| DICKINSON COUNTY CONSERVAT | SEPTEMBER GREEN WASTE | \$660.00 |
| DICKINSON COUNTY NEWS | AUGUST ADS | \$430.25 |
| DICKINSON COUNTY NEWS | SEPTEMBER ADS | \$386.37 |
| DICKINSON RECORDER | BOWDEL & ADAMS RECORDER FE | \$47.00 |
| DOTSON, DENNIS | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| ELDON KRANINGER CONSTRUCTIO | FLORENCE PARK HANDICAP | \$440.00 |
| ELWELL ELECTRIC | POLICE DEPT MAIN OFC | \$1,238.50 |
| EVANS GARMENT RESTORATION | TEXTILE RESTORE FRM CH FIRE | \$343.63 |
| EXCEL PLUMBING & HEATING | FIRE DEPT FIRE REPAIRS | \$90.99 |

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| FLIGHT LIGHT INC | AIRPORT GLOBES | \$56.44 |
| FRANKLIN, ELAINE | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| FUNK, JOE | BD OF ADJ MTG 9/12/2019 | \$25.00 |
| GALE | BOOKS | \$33.74 |
| GALLES, MATT | P&Z MTG 9/19/2019 | \$25.00 |
| GANO, JOANN | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| GENERAL DRIVERS UNION | UNION DUES | \$392.00 |
| GREAT AMERICA LEASING CORP. | LIBRARY COPIER | \$110.43 |
| HEMPHILL, LINDA | COMM CTR MTG 9/4/19 & 10/2/19 | \$75.00 |
| HOPE HAVEN | PUBLIC WORKS SUPPLIES | \$30.75 |
| HULSTEIN EXCAVATING, INC. | H AVE RECON PHSE 3 PYMT 3 | \$107,829.90 |
| IA COMMUNITIES ASSURANCE POO | MILLSTONE PARK PROPERTY | \$677.00 |
| INTERNAL REVENUE SERVICE | FED/FICA TAX | \$10,595.75 |
| INTERNAL REVENUE SERVICE | FED/FICA TAX | \$8,306.34 |
| INTERSTATE ALL BATTERY CENTE | PARK DEPT COMMERCIAL BATTE | \$369.75 |
| IA. LAKES COMM. COLLEGE | EMS CONFERENCE FIRE DEPT | \$400.00 |
| IOWA LAKES ELECTRIC COOP | 301 PHEASANT LN LIGHTING | \$634.00 |
| IOWA LAKES ELECTRIC COOP | PHEASANT LANE LIGHTING | \$684.00 |
| IOWA ONE CALL | AUGUST 2019 LOCATES | \$66.60 |
| IPERS | IPERS PROTECTN | \$13,242.21 |
| ISU EXTENSION | PARK DEPT CONTINUING EDUCAT | \$70.00 |
| JAYCOX IMPLEMENT | PW VECHICLE MAINTENANCE | \$4.44 |
| JCL SOLUTIONS-JANITORS CLOSET | JANITORIAL SUPPLIES | \$176.91 |
| JONES, SHERRI | BD OF ADJ MTG 9/12/19 | \$50.00 |
| KARL EMERGENCY VEHICLES | PD INSTALL LIGHT/SIREN | \$773.52 |
| KEIZER, ROBB | COMM CTR MTG 9/4/19 & 10/2/19 | \$75.00 |
| KILTS, RICK | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| KIRKWOOD COMMUNITY COLLEGE | FIRE SCHOOL-LODGING | \$275.00 |
| LORENZEN, JASON | BD OF ADJ MTG 9/12/2019 | \$50.00 |
| MAXYIELD COOPERATIVE | FIRE DEPT FUEL | \$209.41 |
| MAXYIELD COOPERATIVE | FIRE DEPT SEPT INVOICES | \$272.68 |
| MCCREA, JIM | COMM CTR MTG 9/4/19 & 10/2/19 | \$50.00 |
| MENARDS - SPENCER | OLD CITY HALL LIGHT COVERS | \$41.48 |
| MENARDS - SPENCER | POLICE DEPT SUPPLIES FIRE | \$1,156.86 |
| MIDWEST BREATHING AIR L.L.C. | SEPT INVOICE | \$703.06 |
| MIDWEST RADAR & EQUIPMENT | POLICE DEPT INVOICES | \$240.00 |
| MIDWESTERN MECHANICAL INC. | ANNUAL FIRE SPRINKLER INSPEC | \$335.00 |
| MILFORD COMMUNICATIONS | CITY BROADCAST SERVICES | \$770.00 |
| MILFORD MUNICIPAL UTILITY | SEPTEMBER UTILITY | \$7,267.36 |
| NAPPE, RACHEL | PARK RENTAL REFUND | \$25.00 |
| NFPA | FIRE DEPT MEMBERSHIP DUES | \$445.00 |
| OFFICE OF AUDITOR OF STAT | AUDIT FILING FEE | \$425.00 |
| OFFICE SYSTEMS COMPANY | PD COPIER | \$5.00 |
| ORTMAN, RICH | COMM CTR MTG 9/4/19 & 10/2/19 | \$75.00 |
| OVERDRIVE INC. | BOOKS | \$83.23 |
| PAPE, JULIE | P&Z MTG 9/19/2019 | \$25.00 |
| PITNEY BOWES | CITY HALL POSTAGE | \$193.65 |
| R & D INDUSTRIES | SERVICE AGREEMENT | \$1,794.51 |
| RADCLIFFE, JESS | FIRE SCHOOL-RADCLIFF | \$325.16 |
| REETZ, LEEANN | BD OF ADJ MTG 9/12/2019 | \$50.00 |
| RICK'S PEST CONTROL | FIRE STATION SERVICES | \$95.00 |
| RIVISTAS SUBSCRIP SERVICES | MAGAZINE SUBSCRIPTION RENE | \$1,244.09 |
| SCHULTZ, BECCA | PERFORMERS SHOWCASE | \$5.98 |
| SECURE BENEFITS SYSTEMS | EE FSA CONTRIBUTIONS | \$364.88 |
| SEXTON, BRENT | P&Z MTG 9/192019 | \$25.00 |
| SHORTLEY, MICHELE | LIBRARY BD MTG 10/2/2019 | \$25.00 |
| SIOUX COMMERCIAL SWEEPING IN | 2019 BALANCE CRACK SEALING | \$11,287.20 |
| STATE LIBRARY OF IA | FY20 CATALOGING RECORDS | \$1,683.00 |
| STEIN LAW OFFICE | SEPTEMBER LEGAL SERVICES | \$2,867.24 |
| STOREY KENWORTHY | LIBRARY SUPPLIES | \$213.17 |
| SULLIVAN CONCRETE | ELEMENTARY CORNER CEMENT | \$9,000.00 |
| SUPERIOR PLUMBING LLC | FIRE DEPT SUPPLIES | \$110.00 |
| SWANK MOVIE LICENSING USA | COPYRITE COMPLIANCE SITE LIC | \$226.00 |
| THE VACUUM CLEANER CENTER | VIBRANCE COMM VACUUM | \$493.90 |
| TREASURER, STATE OF IOWA | STATE TAX | \$2,992.00 |
| TRUE VALUE-MILFORD | SEPTEMBER INVOICES | \$378.21 |
| U.S. BANK EQUIP FINANCE | CITY HALL COPIER | \$221.27 |
| U.S. BANK EQUIP FINANCE | CITY HALL COPIER | \$201.15 |
| UNITED COMMUNITY BANK | LIBRARY POSTAGE | \$156.44 |
| UNITED COMMUNITY BANK | DEPOSIT FORM ORDER | \$26.75 |
| UPKEEP | MALE URINAL REPAIR | \$114.00 |
| VANDER HAAG'S INC. | POLICE DEPT SUPPLIES | \$53.86 |

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| VERIZON WIRELESS | CELL/LABTOP SERVICES | \$469.18 |
| WASTE MANAGEMENT | DISPOSAL/LANDFILL FEES POLICE | \$181.54 |
| WEDEKING PIT & PLANT | STREET MAINT S/SEWER SUPPLIE | \$472.28 |
| WEDEKING PIT & PLANT | FILL DIRT | \$20.00 |
| WITTRUCK LAWN SERVICE | CEMETARY MOW 8/9 & 8/19 | \$750.00 |
| WITTRUCK LAWN SERVICE | CEMETERY MOW/FERT/MEMOR | \$2,687.50 |
| ZERO9 HOLSTERS | POLICE DEPT BODY CAMERA CAS | \$39.95 |
| TOTAL ACCOUNTS PAYABLE | | \$376,002.72 |
| PAYROLL CHECKS | | \$61,162.72 |
| **** PAID TOTAL **** | | \$437,165.44 |

Paid from the following funds: General Fund: 120,337.24; Road Use Tax: 28,874.50; Employee Benefits: 16,929.42; Capitol Equipment LOST: 124,656.81; Capital Project Reserve: 773.52; H Ave project: 132,664.90; 2019 Fire/ICAP Old City Hall: 3,199.65; Sewer Utility Fund: 9,529.41; Storm Water Utility Fund: 199.99

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 140,846.21; Road Use Tax: 41,638.26; Employee Benefits: 44,107.43; Hotel/Motel Tax: 176.34; TIF: 85,987.95; LMI Fund: 1,146.19; Police Forfeiture: 14,588.97; Debt Service: 30,843.79; Capitol Equipment (LOST) 50,336.96; Capital Project Reserve: 2,292.38; Sewer Utility: 26,618.93; Storm Water Utility: 10,196.91

CITIZEN OPPORTUNITY FOR COMMENT

REPORTS

Board/Commission Reports

Council reviewed the September Bank Cash report, Clerks/Treasurer report, Monthly Expense and Revenue reports, Police report and Fire Department call log. September minutes from Fire Department, Airport Commission, Board of Adjustments, Community Center, Park Board, Planning & Zoning and Library along with October events.

Winther Stave & Co.-review city audit ending June 30, 2019

Carol Sporrer from Winther Stave & Co. was present and gave a review of the annual city audit report for the year ending June 30, 2019. Motion by Olsen second by Yungbluth to approve audit. All voting aye. Motion carried.

Update on P Avenue cost

Jason with Beck Engineering was present to review options for P Ave from 13th St. to 21st St. Options were as follows based on anticipated 2021 construction values:

Milling and resurfacing 13th St. to 21st St. - \$606,653.50

Milling and resurfacing 13th St. to 21st St. with storm sewer and drainage improvements- \$1,069,893.50

Division I concrete reconstruction including storm sewer improvements from 21st to 1704 Okoboji Ave. \$885,607.50

Division II concrete reconstruction including storm sewer improvements from 1704 Okoboji Ave. to 13th St.

\$1,905,515.00. Jason explained the reason the storm sewer is so expensive is because there are no decent outlets. Any new upgrades are a whole new route. Council discussed the different options provided and felt the concrete option was best due to the amount of traffic and is also concerned on how the project would be funded. City Administrator Reinsbach will reach out to Tim Oswald with Piper Jaffray and get together with the finance committee.

Update on surveying east of town along 6th St.

Jason with Beck Engineering was present and reviewed an estimate to repave Q to the culvert east on 6th St. Jason talked about cost to survey and mentioned in talking with Dickinson County Engineer Dan Eckert he might have quite a bit of this designed from roughly 7 years ago and suggested that the city reach out to Dan and see if this is something that is still on the radar.

Update on storm sewer drainage

Jason with Beck Engineering was present and reviewed options for storm sewer drainage on Eilers and Harmon drainage projects. Eilers project would consist of some excavation around the sediment basin, put in an intake and get a pipe flowing south with a cost estimate of \$49,435.00. Council Hinshaw suggested looking at taking the pipe further to the south and asked Jason to figure what that cost would be. Jason then went over options for the Harmon drainage project and reviewed 3 different options.

Install rip rap along existing drainage way: \$53,756.00

Extend L Ave. pipe outlet to waterway: \$289,295.00

Grading of drainage and detention pond construction: \$334,430.00

There was concern with the rip rap option of getting it to the site because the railroad grade is not wide enough. There was also discussion on funding and possibly doing an SRF loan. Mayor Anderson suggested talking about this as we get closer to budget, council agreed.

Update/discussion Linda Long property

City Administrator Reinsbach informed council that the court date was supposed to be October 14th. Reinsbach felt council should review and reached out to Dave Stein to get a court date extension. Council reviewed pictures of Linda Long's property since they started cleaning it up back in June. Council believes that the property looks much better. Motion by Yungbluth second by Olsen to dismiss the municipal infraction and all fees/court cost assessed to the homeowner.

Council to appoint Nate Temme as new member of Fire Department

Motion by Olsen second by Yungbluth to appoint Nate Temme to the Fire Department. All voting aye, motion carried.

Council to appoint Dylan Ellis as new member of Fire Department

Motion by Yungbluth second by Olsen to appoint Dylan Ellis to the Fire Department. All voting aye, motion carried.

Council to approve FEMA Fraud Reporting Policy

Motion by Yungbluth second by Olsen to approve the FEMA Fraud Reporting Policy. All voting aye, motion carried.

Council to approve FEMA Procurement Policy

Motion by Yungbluth second by Frederick to approve the FEMA Procurement Policy. All voting aye, motion carried.

Council to approve FEMA Personally Identifiable Information Policy

Motion by Hinshaw second by Frederick to approve the FEMA Personally Identifiable Information Policy. All voting aye, motion carried.

Resolution on Conflict of Interest Policy in regards to FEMA

Motion by Yungbluth second by Hinshaw to approve **Resolution 19-68** Resolution on Conflict of Interest Policy in regards to FEMA. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick and Yungbluth. Nay: None. Motion carried.

Resolution authorizing payment No. 4 to Hulstein Excavating, Inc. for the 2019 City of Milford H Avenue reconstruction project- Phase III

Jason with Beck Engineering gave a recap of the project and noted contingent of the weather and if everything goes good this week the contractor plans to be done by the end of the week. Mayor Anderson opened the discussion with the public and there were concerns about the back filling, the ditch along A34 by Duane Ficken's residence, an irrigation system that was damaged by the James Pyle residence as well as a tree they feel is dying due to the H Avenue Reconstruction project. City Administrator Reinsbach commented if the irrigation system was in the city owned easement it's the property owners' expense. Another topic of concern was that some of the driveways may be steeper than before and the amount of curve on the curb that was poured along the east side of H Avenue particularly around Kenneth Netsch residence at 1204 H Avenue. After much discussion the council decided to have a special meeting at 8:00 A.M. Wednesday October 16th to walk that area and make a decision to leave it or have the contractor tear it out and repave. Motion by Yungbluth second by Frederick to approve **Resolution 19-69** Resolution authorizing payment No. 4 to Hulstein Excavating, Inc. for the 2019 City of Milford H Avenue reconstruction project- Phase III Roll call vote. Voting aye: Hinshaw, Olsen, Frederick and Yungbluth. Nay: None. Motion carried.

Resolution approving additional crosswalks on 6th St.

Motion by Olsen second by Hinshaw to approve to **Resolution 19-70** Resolution approving additional crosswalks on 6th St. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick and Yungbluth. Nay: None. Motion carried.

Resolution setting public hearing on no parking at the intersection of 6th St. and L Avenue

Motion by Yungbluth second by Olsen to approve **Resolution 19-71** Resolution setting public hearing on no parking at the intersection of 6th St. and L Avenue. Roll call vote. Voting aye: Hinshaw, Olsen, Frederick and Yungbluth. Nay: None. Motion carried.

COMMENTS BY MAYOR, COUNCIL, AND STAFF

City Administrator mentioned there was a couple of street lights damaged and after speaking with Logan at MMU we can no longer get pressure sodium fixtures and will have to resort to LED. Councilman Olsen expressed his concern about deep cracks in the road by the culverts on Lower Gar. Mayor Anderson noted that he and City Administrator Reinsbach attended the Dickinson County Board of Supervisors meeting October 8th in regards to Drainage District #50.

The City of Milford owns some land in this district and the Board of Supervisors set a reclassification on meeting for December 17th at 10:00 A.M.

With no other discussion, motion to adjourn by Yungbluth second by Olsen at 8:15 p.m. All voting aye. Motion carried.

Respectfully submitted,

Steven R. Anderson, Mayor

LeAnn Reinsbach, City Administrator/Clerk