

CITY COUNCIL
REGULAR MEETING
JANUARY 9, 2023
6:30 PM

The Milford City Council met in regular session January 9, 2023 at 6:30 p.m. in the Community Center Board Room. Mayor Anderson presided.

Members present: Chris Hinshaw, Doug Frederick, Shane Hoffman, Jason Eckard and Andy Yungbluth.

Absent: None

Others present: City Administrator LeAnn Reinsbach, Kent Eilers, John Hight, Shilo Brevik, Becky Smith, Jessica Amendt and Bob Shaw.

Mayor Anderson led the Pledge of Allegiance.

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

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

Items on the Consent Agenda were as follows:

- Minutes of December 12 & 15, 2022 council meeting
- Monthly bills- approve and bills paid in vacation

A & B BUSINESS SOLUTIONS	COPIER/COPIES	\$64.74
A & S PRO TINT	POLICE DEPT TINT	\$1,200.00
A-1 DETAILING	PD FORD F-150	\$160.50
AFLAC	AFLAC PRE TAX	\$549.74
ALLIANT ENERGY	1611 1/2 202ND ST SIGN	\$21.61
ALPHA WIRELESS COMM. CO.	MINITOR V BATTERY	\$22.00
AMAZON/SYNCB	SUPPLIES	\$91.57
AMY'S SIGN DESIGN	PD PANELS AND INSTALLATION	\$1,990.00
ARNOLD MOTOR SUPPLY	SUPPLIES	\$690.56
AT&T MOBILITY	PD CELL/LAPTOPS	\$430.45
AXON ENTERPRISE, INC.	LICENSING,SUPPLIES	\$3,622.86
BAKER & TAYLOR INC.	BOOKS	\$741.71
BARCO MUNICIPAL PROD. INC	SHOP SUPPLIES	\$905.70
BECK ENGINEERING INC	E22084 HELEN AVE RECONSTRUCT	\$49,663.00
BOMGAARS	SUPPLIES	\$703.75
CANON FINANCIAL SERVICES	LIBRARY COPIER	\$71.83
CARD SERVICES CENTER	PD BUSINESS CARDS	\$139.10
CARD SERVICES CENTER	SUPPLIES	\$437.13
CARPENTER, JIM	PAYROLL 12/20/2022	\$2,724.06
CENGAGE LEARNING	BOOKS	\$67.48
CENTRAL STATES SOUTHEAST & SOU	EE HEALTHCARE	\$31,536.80
COOPERATIVE ENERGY COMPANY	FUEL	\$11,102.49
DEMCO INC	SUPPLIES	\$103.08
DENNIS E MERRY	JANITORIAL SVCS	\$1,386.12
DICKINSON CNTY	LICENSE,VPN,ANNUAL SUPPORT	\$1,125.00
FICK'S ACE HARDWARE	SUPPLIES	\$37.98
FRIENDS OF THE SPIRIT LAKE LIB	TRUSTEE TRAINING	\$128.00
GALLS LLC	MYHRE BOOTS	\$144.46
GRAHAM TIRE COMPANY	PD TIRES-HOSS	\$647.48
HDR ENGINEERING INC	AIRPORT PROJECT FORMULATION	\$4,796.27
HUMANE SOCIETY OF NW IOWA	YEARLY AGREEMENT	\$3,600.00
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$14,391.43
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$10,198.27
IA. LAKES COMM. COLLEGE	FD PETERSEN WORKBOOK	\$114.75
IOWA LAKES ELECTRIC COOP	44 HELEN AVE	\$624.00
IPERS	IPERS PROTECTN	\$15,461.53
IPERS	IPERS REGULAR	\$15,461.53
KAPP'S FIRE EQUIP. & SERV.	ANNUAL INSPECTION	\$297.00
KNIGHT PROTECTION	YEARLY FIRE SYSTEM MONITOR	\$300.00
KUCH BUILDERS INC & UNITED COM	NATURE TRAILS PHASE 2 TIF	\$59,054.47
M & T FIRE AND SAFETY	SERVICE PUMP	\$2,047.49
MENARDS - SPENCER	SUPPLIES	\$253.94
MIDWEST FIRE EQUIPMENT & REPAI	PARTS	\$347.99
MIDWEST FIRE EQUIPMENT & REPAI	PARTS	\$583.13
MILFORD COMMUNICATIONS	BROADBAND/PHONE	\$805.66
MILFORD MUNICIPAL UTILITY	UTILITIES	\$8,930.44
NEW COOPERATIVE INC.	FIRE DEPT FUEL	\$444.18
NORTH CENTRAL INT'L, INC.	SPARTAN FIRE TRUCK	\$1,272.24
NORTH CENTRAL INT'L, INC.	FD YRLY MAINT #694	\$3,719.71
OKOBOJI INN & SUITES	BOULDERS INN & SUITES TIF	\$34,031.88
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE LEASE	\$163.53
POLICE LEGAL SCIENCES INC	LEGAL UPDATE LESSONS	\$600.00
R & D INDUSTRIES	DECEMBER SVC	\$1,138.13
REINSBACH, LEANN	SUPPLIES REIMBURSEMENT	\$18.12
SAFCO PRODUCTS CO.	SAFCO TIF	\$20,611.55
SHEA'S CLEANING	DECEMBER SVC	\$350.00
SIOUX SALES COMPANY	WICKETT ALLOWANCE	\$337.70
STEARNS, PAIGE	DEC YA CHALLENGE BOX	\$44.98

STEIN LAW OFFICE	DECEMBER LEGAL SVC	\$840.69
STUART C IRBY CO BR983	LED PROJECT	\$2,950.00
SUNSET LAW ENFORCEMENT	AMMUNITION	\$400.01
SUNSHINE FOODS	LIBRARY SUPPLIES	\$193.53
THE N'WEST IOWA REVIEW	24 MONTH RENEWAL	\$100.00
TIGER PRIDE LAWCARE	FD DECEMBER SVC	\$110.00
TIM READ	DEPOSIT FOR 7/12/2023	\$200.00
TITAN MACHINERY	SNOW BUDGET PARTS	\$605.71
TREAS. - STATE OF IOWA	DECEMBER SALES TAX	\$737.01
TREASURER, STATE OF IOWA	STATE TAX	\$4,098.00
TRUE VALUE-MILFORD	SUPPLIES	\$95.88
ULINE	POLICE DEPT RUG	\$249.49
VERIZON WIRELESS	DECEMBER SVC	\$285.33
VOLUNTARY ACTION CENTER	CONTRIBUTION	\$1,500.00
WEB GRAPHICS INC.	ENVELOPES	\$131.25
Accounts Payable Total		\$307,544.49
Payroll Checks		\$75,229.77
***** REPORT TOTAL *****		\$382,774.26

Paid from the following funds: General Fund: 147,401.12; Road Use Tax: 32,615.09; Employee Benefits: 24,812.78; TIF: 113,697.90; Helen Ave/S Shore Project: 44,933.00; Sewer Utility Fund: 18,699.57; Storm Water Utility Fund: 614.80

Monthly Clerk's/Treasurers Report with the following receipts: General Fund: 434,481.99; RUT: 38,939.60; Employee Benefits: 15,012.64; Hotel/Motel: 20,279.90; TIF: 57,761.43; LMI Fund: 35,656.27; Debt Service: 27,336.14; Capitol Equipment (LOST): 153,261.03; Capital Project Reserve: 12,609.57 Capital Project A34 West 650,000.00; Helen Ave/S. Shore project: 1,123,300.00; Public Works Building: 3,109,191.00; Sewer Utility: 36,261.09; Storm Water Utility: 12,377.65

CITIZEN OPPORTUNITY FOR COMMENT

Board/Commission Reports

Council reviewed the December Bank Cash report, Clerks/Treasurer report, Monthly Expense and Revenue reports, Police report, Fire Department minutes and call log. December minutes from Park Board, P&Z and Library along with the next month of events, Dickinson County Recycling Commission minutes and Shield Board minutes.

PUBLIC HEARING

Public hearing on FY2023 budget amendment at 6:30 p.m.

Mayor Anderson opened the public meeting at 6:32 p.m. City Administrator Reinsbach mentioned no written or oral comments were received at the City Clerk's office. With no other comments from the public Mayor Anderson closed the public hearing at 6:33 p.m.

ACTION AND DISCUSSION ITEMS

Discovery House annual funding request- Director Jessica Amendt

Jessica Amendt with Discovery House gave a recap of the previous year's budget and is requesting \$2700.00 in funding. Council will review during budget discussion; no action was taken.

Rebecca Smith 1611 L Ave-discuss snow removal

Rebecca passed around pictures of the snow around her house. Public Works Director Kent Eilers mentioned he would mention it to his staff and see what they could do. The thought during the meeting was to have the snow plow continue west on 17th St instead of turning onto L Avenue. Council asked Rebecca to come back to the city if things do not get better.

Resolution amending the current budget for the fiscal year ending June 30, 2023

Motion by Yungbluth second by Hinshaw to approve **Resolution 22-01** Resolution amending the current budget for the fiscal year ending June 30, 2023. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution authorizing payment #3 to Beck Excavating, Inc. for the 2022 City of Milford South Drainage improvement project. Motion by Yungbluth second by Hinshaw to approve **Resolution 22-02** Resolution authorizing payment #3 to Beck Excavating, Inc. for the 2022 City of Milford South Drainage improvement project. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution authorizing payment #2 to Utility Equipment Company for the 2022 City of Milford 13th St. paving and replacement project material procurement project. Motion by Eckard second by Frederick to approve **Resolution 22-03** Resolution authorizing payment #2 to Utility Equipment Company for the 2022 City of Milford 13th St. paving and replacement project material procurement project. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution regarding continued employment of LeAnn Reinsbach as Milford City Administrator

Mayor Anderson was concerned about the wording in the resolution as it referenced City Administrator and not Clerk. Reinsbach noted her title is City Administrator/Clerk. Motion by Hinshaw second by Yungbluth to approve **Resolution 22-04** Resolution regarding continued employment of LeAnn Reinsbach as Milford City Administrator/Clerk as amended. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution regarding appointment of City Attorney

Motion by Yungbluth second by Eckard to approve **Resolution 22-05** Resolution regarding appointment of City Attorney. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution ratifying Council committee appointments

Motion by Yungbluth second by Hoffman to approve **Resolution 22-06** Resolution ratifying Council committee appointment. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

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

Motion by Hinshaw second by Yungbluth to approve **Resolution 22-07** Resolution establishing time, date & place for City of Milford Council meetings Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution approving designation of official newspaper

Motion by Hinshaw second by Frederick to approve **Resolution 22-08** Resolution approving designation of official newspaper. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution approving depositories for city investments

Motion by Hoffman second by Hinshaw to approve **Resolution 22-09** Resolution approving depositories for city investments. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution of authorizing the destruction of obsolete records in accordance with the Iowa League of Cities records retention policy and all applicable Iowa Laws

Motion by Yungbluth second by Eckard to approve **Resolution 22-10** Resolution of authorizing the destruction of obsolete records in accordance with the Iowa League of Cities records retention policy and all applicable Iowa Laws. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Resolution setting hearing to consider a resolution relating to maximum property tax dollars for FY2023/2024

Motion by Yungbluth second by Hoffman to approve **Resolution 22-11** Resolution setting hearing to consider a resolution relating to maximum property tax dollars for FY2023/2024. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, Yungbluth and Eckard. Nay: None. Motion carried.

Council to approve Deputy City Clerk Lissa Ballis as a co-assignee on all bank accounts

Motion by Hoffman second by Frederick to approve adding Deputy City Clerk Lissa Ballis as a co-assignee on all bank accounts. All voting aye. Motion carried.

Council to approve sending Deputy City Clerk to the IMFOA Conference April 19-21, 2023.

Motion by Hoffman second by Hinshaw to approve sending Deputy City Clerk to the IMFOA Conference April 19-21, 2023. All voting aye. Motion carried.

COMMENTS BY MAYOR, COUNCIL, AND STAFF

City Administrator Reinsbach informed the mayor and council she met with a few departments with respect to 2023-2024 budgets to include the Community Center board, Police Department and Fire Board Trustees. I have budgets from Library and will be meeting in a couple of weeks to go over the airport budget. I have sat down with Kent and reviewed his budget for streets, parks, sewer, and storm sewer and would like to meet with the building and equipment and finance committees within the next couple of weeks. Reinsbach mentioned there will be a joint MMU meeting on February 13, 2023. With no other discussion, motion to adjourn by Yungbluth second by Eckard at 7:22 p.m. All voting aye. Motion carried.

Respectfully submitted,

Steven R. Anderson, Mayor

LeAnn Reinsbach, City Administrator/Clerk