

CITY COUNCIL
REGULAR MEETING
JUNE 26, 2023
6:30 PM

The Milford City Council met in regular session June 26, 2023 at 6:30 p.m. in the Community Center Board Room. Mayor Anderson presided.

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

Absent: Jason Eckard.

Others present: City Administrator LeAnn Reinsbach, Dave Stein, Angie Cook, Drew Hage, Dennis Meyer, Sherri Jones, Chad Jones, Jolene Rogers, Todd Abrahamson, Pat Boggess, Ron Morocco, Rick Gould, Ryne Paterson, Russ Beckendorf, Jane Berg, Melissa Bockman, Mike Workman, Ben Groen, Conner Holmes, Brad Willemssen, Tim Kinnetz, and Steve Schwaller.

Mayor Anderson led the Pledge of Allegiance.

Motion by Hinshaw second by Hoffman to approve the agenda. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth.

Nay: None. Motion carried.

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

Items on the Consent Agenda were as follows:

- Minutes of June 12, 2023 council meeting
- Liquor license renewal for Outback Lounge
- Residential tax abatement-41 Helen Ave
- FY2023 year-end bills

| | | |
|--------------------------------|--------------------------------|---------------|
| 4 EVERGREEN | FLOWERS CITY POTS | \$ 1,774.58 |
| 911 INSTALLS LLC | LIGHTBARS | \$ 4,000.00 |
| A & M SERVICES INC. | MAY SVC | \$ 49.50 |
| A1 WOODWORKING LLC | CUSTOM SHELF UNIT | \$ 2,047.00 |
| AFLAC | AFLAC PRE TAX | \$ 738.74 |
| ANNETTE RILEY | REFUND COMM CTR 10/7/23 | \$ 500.00 |
| ARNOLD MOTOR SUPPLY | 2 POST LIFT | \$ 13,395.79 |
| AWE ACQUISITION, INC | COMPUTERS/STANDS | \$ 6,619.00 |
| BAKER & TAYLOR INC. | BOOKS | \$ 1,023.18 |
| BERGLAND AND CRAM ARCHITECTS | 20002 PW BUILDING NEW CONST | \$ 6,040.42 |
| BLACKTOP SERVICE COMPANY | HOT MIX | \$ 506.35 |
| BOMGAARS | SUPPLIES | \$ 848.83 |
| CANON FINANCIAL SERVICES | LIBRARY COPIER | \$ 71.83 |
| CARD SERVICES CENTER | HOSS TRAINING | \$ 518.72 |
| CARD SERVICES CENTER | CONFERENCE/MEMORIALS | \$ 409.80 |
| CARLA RADCLIFFE | OFFICE SHADES | \$ 2,735.00 |
| CHRISTIANS SHEET METAL | SHELTER HOUSE HEAT PUMP | \$ 5,175.00 |
| COTTAGE GARDENS | PARKS PLANTS | \$ 435.00 |
| CRYTEEL TRUCK EQUIPMENT | 2013 WESTERN STAR MAINT | \$ 4,551.92 |
| DISCOVERY HOUSE INC. | CONTRIBUTION FY 22/23 | \$ 2,000.00 |
| FICK'S ACE HARDWARE | PARKS SUPPLIES | \$ 4.47 |
| GALEN'S PRO-MOW | MAGNUM BLOWER | \$ 629.99 |
| GCS TECH INC. | LENOVO ALL IN ONE (2) | \$ 1,999.98 |
| HARRIS-LAKE PARK COMM SCH | ALICE INSTRUCTOR CERTIFICATION | \$ 850.00 |
| INTERNAL REVENUE SERVICE | FED/FICA TAX | \$ 23,016.74 |
| IOWA LAKES ELECTRIC COOP | KUCHEL TRAIL LIGHTS | \$ 340.00 |
| IOWA LAW ENFORCEMENT ACADEMY | HOSS RIFLE RECERTIFICATION | \$ 350.00 |
| IOWA ONE CALL | MAY CALLS | \$ 146.20 |
| IPERS | IPERS PROTECTN | \$ 14,952.11 |
| IPERS | IPERS REGULAR | \$ 14,952.11 |
| KNIGHT PROTECTION | FIRE SYSTEM MONITORING 6/23- | \$ 360.00 |
| KUCH BUILDERS INC & UNITED COM | NATURE TRAILS PHASE 2 TIF PMNT | \$ 46,314.27 |
| MILFORD ELECTRIC INC. | SHOP MAINTENANCE | \$ 308.37 |
| MILFORD WELL SERVICE | PARKS SHED SUPPLIES | \$ 20.00 |
| NORTHWEST ELECTRIC | DIRECTIONAL AUTO GRINDER PUMP | \$ 1,997.00 |
| NWIPDC | EMPLOYEE HANDBOOK CONTRACT | \$ 651.00 |
| OKOBOJI INN & SUITES | BOULDERS INN & SUITES TIF PMNT | \$ 833.23 |
| R & D INDUSTRIES | PD APRIL TECH SUPPORT | \$ 115.00 |
| SAFCO PRODUCTS CO. | SAFCO PRODUCTS TIF PMNT | \$ 20,611.54 |
| SCHULTZ, BECCA | READING PROGRAM REIMBURSE | \$ 43.24 |
| SHERRI BRANSTETTER | REFUND COMM CTR 9/2/23 RENTAL | \$ 150.00 |
| SHILO BREVIK | CLOTHING ALLOWANCE REIMURSE | \$ 83.57 |
| SIOUX SALES COMPANY | PD EQUIPMENT | \$ 1,142.95 |
| SMART APPLE MEDIA | BOOKS | \$ 121.70 |
| TALL GIRL PUBLISHING | LIBRARY | \$ 119.93 |
| TIGER PRIDE LAWCARE | CH JUNE SVC | \$ 110.00 |
| TREAS. - STATE OF IOWA | STORM SEWER TAX | \$ 754.82 |
| TREASURER, STATE OF IOWA | STATE TAX | \$ 4,973.60 |
| VERNER, KEATON | CLOTHING ALLOWANCE REIMBURSE | \$ 600.00 |
| WEDEKING PIT & PLANT | PEA ROCK | \$ 393.54 |
| Accounts Payable Total | | \$ 175,433.91 |
| Payroll Checks | | \$ 64,147.71 |
| ***** REPORT TOTAL ***** | | \$ 239,581.62 |

Paid from the following funds: General Fund: 118,704.47; Road Use Tax: 37,087.83; TIF: 67,759.04; Public Works Building: 6040.42; Sewer Utility Fund: 9,571.80; Storm Water Utility Fund: 418.06

CITIZEN OPPORTUNITY FOR COMMENT

Board/Commission Reports

Council reviewed Monthly Expense and Revenue reports.

PUBLIC HEARING

Public hearing on submission of CDBG application at 6:30 p.m.

Mayor Anderson opened the public meeting at 6:32 p.m. Mayor Anderson read the public hearing announcement as follows.

CITY OF MILFORD

PUBLIC HEARING ANNOUNCEMENTS

A. Explain how the need for the activities was identified.

- The City of Milford has a need to improve the water distribution system and the sanitary sewer collection system along the A34 corridor to improve the overall water distribution system and water quality to all users of the Milford water system. The sanitary sewer improvements along the corridor will also improve sanitary sewer service within the City and eliminate potential sanitary sewer backups in residential homes caused by excessive infiltration and inflows through the aged clay tile pipe in the area. Flooding mitigation benefits will be seen throughout the sanitary sewer collection and treatment system.

B. Explain how the proposed activities will be funded and the sources of funds.

- The project will be funded with a combination of CDBG funds and General Obligation Bond proceeds. It is estimated that total project costs will be \$1,354,917.00. In addition, the City is completing a street reconstruction project on A34 which will cost an estimated \$5,078,870.50 and will be funded by a combination of General Obligation Bond proceeds and an Iowa Department of Transportation grant.

C. Announce the date the CDBG application will be submitted to the State

- The grant application will be submitted to the Iowa Economic Development Authority no later than July 1, 2023, at midnight.

D. Announce the requested amount of federal funds.

- The City is requesting \$500,000 in CDBG funds for the proposed project.

E. Announce the estimated portion of funds that will benefit low-and-moderate income persons.

- The project will result in a citywide benefit for residents of the Cities of Milford and West Okoboji, Iowa. Based on an LMI survey conducted in August 2022 within both communities, 57.99% of the residents living in the benefited area who will be impacted by the project are of low-and-moderate income.

F. Announce where the proposed activities will be conducted.

- The proposed project activities will take place along the A34 street corridor within the existing right-of-way.

G. Announce plans to minimize displacement of persons and businesses resulting of funded activities.

- The proposed project will not result in the displacement or relocation of any persons or businesses.

H. Announce plans to assist persons actually displaced.

- No persons will be displaced by the proposed project.

I. Announce the nature of the proposed activities.

- The nature of the proposed project involves the construction of new water mains, related valves and fire hydrants. Sanitary sewer improvements will include the installation of new sanitary sewer piping and manholes along the corridor. Both elements of the project will provide connection to existing systems and the users along the route.

City Administrator LeAnn 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 6:36 p.m.

ACTION AND DISCUSSION ITEMS

ICAP/IMWCA renewal Russ Beckendorf

Russ Beckendorf with MHR reviewed the summary report and discussed the rates for FY2024. Beckendorf noted the mod factor is at a .77 for IMWCA bringing the premium to \$23,374.00. Russ also talked about ICAP insurance, the premium this year will be \$118,497.00 which is 13.18% increase over last year and a large part of the increase is due to an 8% increase in building valuations.

Blue Star Marker Program- Marian McNabb

Marian McNabb presented council with information about the Blue Star Marker Program that honors veterans and are designed to pay tribute to the Armed Forces as a whole. Motion by Yungbluth second by Hinshaw to make Milford a Blue Star Community with the Parks Board coming up with the description on the plaque and display in Florence Park. All voting aye. Motion carried.

Housing – Joint Planning Session

Drew Hage member of the Strategic Planning Committee for South Okoboji Development presented a slide show containing information on a 53-unit housing project that would be built on the grass runway. Also included in the slide show was a proposal to donate 25 acres of land for construction of a new elementary school and enhancements to the cities current ball fields in Memorial Park. Okoboji School District Superintendent Todd Abrahamson spoke about a recent new enrollment study that indicates the district will see student enrollment increase to more than 1,400 students by 2027. Abrahamson further explained that the high school is running out of room so it is just not the elementary school that is running into the same dilemma. After much discussion it was suggested the strategic planning committee reach out to include Doug Frederick and Chis Hinshaw, members of the housing committee to attend their next meeting. Mayor Anderson reminded the group the council has made it very clear the city is not in the market of closing the airport at this time because there is no other operational airport to take its place and if this would happen the sale of the airport would need to go through the public process.

Discussion on curb replacement at 98 Helen

City Administrator Reinsbach informed the council a resident at 98 Helen choose to cut down the curb because they did not like the bump. Motion by Hinshaw second by Hoffman to replace the curb back to the way it was in conjunction with the Helen Ave project. All voting aye. Motion carried.

Discussion on adding sidewalk from Woodlyn Drive to Helen Avenue

Motion by Hoffman second by Hinshaw to hold off adding a sidewalk from Woodlyn Drive to Helen Avenue at this time and revisit after the bridge is constructed over the Lower Gar outlet. All voting aye. Motion carried.

Council to review and possibly approve A34 electric proposal from MMU

Motion by Hinshaw, second by Hoffman to table until the joint mmu/city council meeting on July 17th, 2023. All voting aye. Motion carried.

Resolution committing matching funds for a community development block grant application

Motion by Hinshaw second by Hoffman to approve **Resolution 23-51** Resolution committing matching funds for a community development block grant application. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution endorsing and authorizing submission of an application for community development block grant funds following public hearing. Motion by Yungbluth second by Hoffman to approve **Resolution 23-52** Resolution endorsing and authorizing submission of an application for community development block grant funds following public hearing. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution approving preliminary plat-final plat of Sternberg's 6th Addition

Motion by Yungbluth second by Fredrick to approve **Resolution 23-53** Resolution approving preliminary plat-final plat of Sternberg's 6th Addition. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution authorizing payment #1 to Beck Excavating, Inc. for the 2023 City of Milford South Shore Estates Helen Avenue reconstruction project.

Motion by Hinshaw second by Hoffman to approve **Resolution 23-54** Resolution authorizing payment #1 to Beck Excavating, Inc. for the 2023 City of Milford South Shore Estates Helen Avenue reconstruction project. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution setting public hearing on proposed amendment to Chapter 136 regarding sidewalk regulations

Motion by Hinshaw second by Yungbluth to approve **Resolution 23-55** Resolution setting public hearing on proposed amendment to Chapter 136 regarding sidewalk regulations. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution authorizing disposal of city personal property

Motion by Yungbluth second by Hoffman to approve **Resolution 23-56** Resolution authorizing disposal of city personal property. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution approving the 28E Agreement with Okoboji Community Schools regarding employment of a school resource officer.

Motion by Yungbluth second by Hoffman to table approving the 28E Agreement to the July 10, 2023 council meeting. All voting aye. Motion carried.

Resolution to transfer funds

Motion by Hinshaw second by Hoffman to approve **Resolution 23-57** Resolution to transfer funds. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution setting employee salaries and wages for FY2024

Motion by Yungbluth second by Hinshaw to approve **Resolution 23-58** Resolution setting employee salaries and wages for FY2024. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution setting fire department wages for FY2024

Motion by Yungbluth second by Hoffman to approve **Resolution 23-59** Resolution setting fire department wages for FY2024. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

Resolution approving the write off of certain delinquent utility accounts

Motion by Hoffman second by Hinshaw to approve **Resolution 23-60** Resolution approving the write off of certain delinquent utility accounts. Roll call vote. Voting aye: Hinshaw, Frederick, Hoffman, and Yungbluth. Nay: None. Motion carried.

COMMENTS BY MAYOR, COUNCIL, AND STAFF

City Administrator Reinsbach commented she and office staff have been working with City Attorney Dave Stein on sending out dangerous building letters. With no other discussion, motion to adjourn by Yungbluth second by Hinshaw at 8:11 p.m. All voting aye. Motion carried.

Respectfully submitted,

Steven R. Anderson, Mayor

LeAnn Reinsbach, City Administrator/Clerk