

CITY OF WEST OKOBOJI  
REGULAR COUNCIL MEETING  
501 TERRACE PARK BLVD  
MONDAY, DECEMBER 11, 2023 6:30 P.M.

**PRESIDING:** Mayor Craig Miner

**COUNCILMEMBERS:** Robert Hein, Darlene Powers, Mike Olson (Absent), Mike Paxton, Paul Sieh.

**ADMIN/CLERK/STAFF:** Carol Chicoine, Trey Fife

**OTHERS PRESENT:** Scott Kass, Eva Shine, Steve Hallgren, Shilo Brevik, Deb Peterson, Bob Kirschbaum

After the Pledge of Allegiance, Mayor Miner called the meeting to order at 6:30 P.M. Motion Paxton, second Powers to adopt the agenda. All ayes. Motion carried. Motion Powers, second Hein to approve consent agenda, which included minutes 11/13/23 and 11/21/23, appointment of Dennis Armstrong (2028) to Board of Adjustment, renewal of appointment of Don Larson to Planning and Zoning (2028), the claims and claims in vacation for December 2023, and November 2023 Financials. All ayes. Motion carried.

**Visitors:**

Shilo Brevik, Police Chief with the Milford Police Department: Chief Brevik gave update on the presence of the police force and was available to answer questions and to see if the council had any concerns or suggestion for the police department. Chief Brevik also made a request for an increase in their budget to \$30,000 for next fiscal year due to increase cost and new staff and coverage.

Bob Kirschbaum with Lakes Arts Center gave a presentation of what has happened at the Arts Center this last year and also requested for a donation of \$1,000 for the next fiscal year. Motion Paxton, second Powers to approve **Resolution 2023-42** for Donation of \$1,000 to the Lakes Art Center, All Ayes, Olson Absent. Motion carried.

**PUBLIC HEARING**

Mayor Miner said it was time and place to open up public hearing for the easement for Alliant for public property described as Lot 1 of Titterington's plat in the City of West Okoboji, Dickinson County, Iowa at 6:50 p.m. with no written or verbal comments for or against, Mayor Miner declared public hearing closed at 6:52 pm. Council to consider **Resolution 2023-40:** A Resolution to use of Public Property, Motion Paxton, second Powers, All Ayes, Olson Absent. Motion carried

Mayor Miner said it was time and place to open up public hearing for the easement for Alliant of public property described as An Alleyway 20 feet wide lying South of Lot 10 and North of Lot 11 in Strikers Park, West Okoboji, Dickinson County, Iowa at 6:54 p.m. with no written or verbal comments for or against, Mayor Miner declared public hearing closed at 6:55 pm. Council to consider **Resolution 2023-41:** A Resolution to use of Public Property, Motion Paxton, second Powers, All Ayes, Olson Absent. Motion carried

**OLD BUSINESS**

Milford Municipal Water Contract Purchase Contract is being reviewed by Dorsey and Whitney, also Ross McWhirter with Kruse, Cate and Nelson, PC, once they are done, council will reach out and request a joint meeting with Milford Municipal Utilities (MMU) board for further negotiations. Motion by Hein, second Powers, to approve **Resolution 2023-45** contract with Dorsey and Whitney to purchase legal services, to review, negotiate, and approval of the MMU Water Purchase Contract, with the fee to be up to \$8,000 depending on work engaged. All Ayes, Olson Absent. Motion carried

There are two Openings on the Planning and Zoning Board, Josh Miller decided he will not renew his term for another 5 years. If there is any resident interested in filling on the board, please fill out the application on the City's website.

**NEW BUSINESS**

Council to consider **Resolution 2023-43:** A Resolution to approving 28E Agreement with Dickinson County Water Quality Commission, West Okoboji Share to be \$13,250, Motion Hein, second Paxton, All Ayes, Olson Absent. Motion carried. Council to consider **Resolution 2023-44** a Resolution Approving Open Records Request Policy and Record

Request Form. Motion Hein, second Paxton, All ayes, Olson Absent, Motion Carried. Council to consider **Resolution 2023-46: A Resolution Approving Hire of City Maintenance Position, Trey Fife, \$23.00 Starting December 11, 2023.** Motion Paxton, second Sieh Trey was here to introduce himself to let the council he is excited and looking forward to serving the community of West Okoboji. All Ayes, Olson Absent, Motion carried.

Discussion was had about watermain break that occurred on November 30 at the intersection of Okoboji Blvd and Lake Street and holding off until spring, for warmer weather and for dirt to settle, to replace cement and possibly putting in a new drain at the intersection to handle the run off from Lake Street. Also bid was received from Black Top Services for \$34,232 to seal coat 212<sup>th</sup> Loop in May of 2024, the other companies that provide this service are located in Sioux Falls and Wisconsin and would not be able to mobilize before Memorial Day. Motion by Hein, second Power, All Ayes, Olson Absent, Motion carried.

**Committee report:** Park Department talked about thinning out the Day Lillies this spring and options how to do that. Personnel will be meeting to go over evaluations and wage adjustments for the new year.

**Council Report:** No Council Reports

**Mayor Reports:** No Mayor Report

**City Administrator:** Administrator Chicoine informed council about new process for the budget for FY25. In January will start budget workshops. Administrator Chicoine has started investing the city's funds and has went out for bids and secured a million CD at Bank Midwest for 5.36% for 12 months and working on setting up money markets with the remaining funds. Next week Winther Stave will be onsite to go over Agreed Upon Procedures for FY23 year end. ICAP grant was applied for and received for \$1,000 for safety. Also working on with Steve Hallgren a training for this winter with Board of Adjustment, Planning and Zoning on job duties and parliamentary procedure, council is welcome to attend. Scott Kass reached out and was wanting to look at the city's benefit policies and possibly be city's agent of record. Discussion will be at a later meeting. Steve Hallgren gave update on permits he has been working on and zoning issues that have came up over the last months.

Motion to adjourn, Sieh, second Paxton, all Ayes, motion carried.

Meeting adjourned at 7:58 PM

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Attest: Carol Chicoine, Administrator

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Craig Miner, Mayor

#### CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ALLIANT ENERGY	CITY UTILITES	2,242.86
ARNOLD MOTOR SUPPLY	HOSE AND SUPPLIES	110.1
BLACK HILLS ENERGY	10/23 GAS CITY HALL	228.02
BOMGAARS SUPPLY INC	CLOTHING ALL & ONE CALL MARK	260.15
ELAN FIANCIAL SERVICES	ZOOM, TV, BUDGET CLASS, PAPER	819.55
CERTIFIED TESTING SERVICES	TERRACE BEACH SOIL TESTING	977
CITY OF ARNOLDS PARK	11/23 STREET SWEEPING	353.08
CITY OF MILFORD	11/23 LAW ENFORCEMENT	1,075.00
DAKOTA SUPPLY GROUP	REPAIR SLEEVES WATER	1,376.99
DELTA DENTAL OF IOWA	12/23 DENTAL/VISION	239.42
DICKINSON COUNTY AUDITOR	FY24 ELECTIONS	339.5
DICKINSON COUNTY NEWS	11/23 MINUTES AFR PUB HEARING	391.91
DICKINSON CO REG COLL CEN	11/23 APPLIANCE, GREEN WASTE	359
EFTPS - 941	FED/FICA TAX	2,585.34
FEAR COMPUTER SOLUTIONS,LLC	TV MOUNT AND INSTALLATION	185
FORTE COMPANIES	11/23 ACH FEES	74.46

GALEN'S PRO-MOW	VAC ASSEMBLY	255.25
GREATAMERICA FINANCIAL SVCS	12/23 COPIER LEASE	29
IOWA DEP OF REVENUE	10/23 WET TAX	4,055.23
IOWA ONE CALL	10/23 LOCATES	31.5
IPERS	IPERS	1,773.87
LAKES NEWS SHOPPER	MAINTENANCE WANT AD	133.2
MEDIACOM ILLC	12/15-1/14/24 INTERNET/PHONE	195.51
MILFORD MUNICIPAL UTILITIES	10/23 WATER PURCHASE	25,036.58
NEW COOPERATIVE INC	11/23 FUEL	436.41
NEW YORK LIFE INSURANCE	11/23 LIFE/DIS INSURANCE	142.47
ALDON CONSTR. CO.INC	2ND FROM WEST DOOR REPAIR	328.03
PLANNING SOLUTIONS,LLC	11/23 ZONING ADMINISTRATION	1,180.43
SCHOELERMAN CONTRACTING	CONCRETE BY PAWN SHOP	3,500.00
SILVERSMITH DATA	SETTING UP GIS	571
STATE HYGIENIC LABORATORY	11/23 WATER TESTING	14.5
STEFFES COMPANIES,LLC	DRAW 3 PAVEMENT	15,486.03
STEIN LAW OFFICE	11/23 LEGAL FEES	1,722.15
TREASURER STATE OF IOWA	10/23 GARBAGE TAX	376.52
VERIZON	12/23 CELL PHONES	92.84
VISUAL EDGE IT	12/23 COPIER MAINT	141.82
VOLUNTARY ACTION	FY23 ALLOCATION	500
WASTE MANAGEMENT-LANDFILL	11/16 HAUL 6.96 TONS	1,113.27
WELLMARK	12/23 HEALTH INS	2,867.82
YOUNG BROS LAWN	WEED CONTROL CITY PROPERTY	2,618.50
Total Payroll Paid		8,292.87
***** REPORT TOTAL *****		82,512.18

Revenues November: General 38,045.56; Road Use 3,409.28; LOST 7,929.55; TIF 1,791.98; TIF AP 584.96; CAP Imp Beach 10,000.00; Water 95,260.01; Water Deposit 0.00; Garbage 23,376.02 Total 180,397.36