

CITY OF WEST OKOBOJI
REGULAR COUNCIL MEETING
501 TERRACE PARK BLVD
MONDAY, DECEMBER 9, 2024, 6:30 P.M.

PRESIDING: Mayor Craig Miner

COUNCILMEMBERS: Robert Hein, Darlene Powers, Paul Sieh, Mike Olson, Mike Paxton

ADMIN/CLERK/STAFF: Carol Chicoine,

OTHERS PRESENT: Alan Mores (phone), Steve Hallgren, Scott Kass, Tyler Lynn, Terry Heidebrink, Tom Arends, Mary Dreier, Meg Johnson, Bob Kirschbaum, Sam Johnson, Arvin Druvenga, and Tony Thelen

After the Pledge of Allegiance, Mayor Miner called the meeting to order at 6:30 P.M. Roll call was completed with quorum present. Motion Powers, second Olson adopt the agenda. All ayes. Motion carried. Motion Powers, second Paxton, to approve consent agenda, which included minutes 11/11/24, financials from November 2024, and claims and claims in vacation for December 2024, All Ayes. Motion carried.

Visitors:

Terry Heidebrink and Tom Arends gave a presentation about the moving of the Veterans Memorial at the Dickinson County Courthouse. Plans are to remove the 526 bricks with veteran's names on them and then transfer the names onto granite pillars with room for more names. Veterans requested the council for a donation for the project. Bob Kirschbaum with the Pearson Lakes Art Center updated the council on events at the Art Center and visitors that visited over the last year. Mr. Kirschbaum also requested a \$1,000 donation for next year's funding. Mary Dreier and Meg Johnson gave a presentation to the council about the Dickinson County Museum. The museum is open Tuesday and Wednesdays during the week from 10-3. The visitors to the Museum have increased 5422 through November. The museum has a new capital campaign about bringing the depot to life. Ms. Johnson requested a \$1,000 donation from the council. Tyler Lynn, with Beck Engineering, gave an update on the Terrace Park Beach/Danbom Park project. Landscapers are short 200 feet of pavers these will not be in until February. City staff and council with Steffes and Beck did a final walk through and created a punch list of projects needed to be fix/finished. As of the 9th of December, Mr. Lynn stated Steffes was 90% finished with their punch list and all projects should be completed by spring. Arvin Druvenga and Sam Johnson from Winther Stave presented the final report for agreed upon procedures for FY24 fiscal year. Mr. Johnson stated that everything was prepared and ready and received everything they had requested. There were two findings for this year which would be segregation of duties, in which this is on almost every city's report due to limited staffing. Mr. Johnson commented that Administrator Chicoine does utilize council/mayor for approving transactions. The second item was minutes not published within 15 days of meetings, in which the regulation has switched now to submitted to the paper within 15 days.

PUBLIC COMMENT: Tony Thelen gave the council and update on the Garlock Slough Flood Resiliency meeting with Beck presenting their findings. Beck is compiling the information into a report and it will be shared once it is released.

OLD BUSINESS: Discussion was had about installation of security cameras at Terrace Park Beach, bids were received and reviewed. Motion Paxton, second Sieh to go with Midwest Technology, all ayes, motion carried.

NEW BUSINESS: Motion Hein, second Powers, to approve Pay App #12 for \$262,147.35 for Steffes for the Beach/Park Project, all ayes, motion carried. Motion Paxton, second Olson, to approve **Resolution 2024-35** Resolution Providing Wages for Employee of the City of West Okoboji, roll call vote, all ayes, motion carried.

Committee report: Personnel committee is meeting to update the handbook and annual wage increase recommendations. The Finance committee has met to go over past due billings.

Council Report: None

Mayor Reports: None

City Administrator: Request for Proposal (RFP) for Agreed Upon Procedures will be sent out this week. Budget work will begin in January. Will set a meeting for strategic planning.

Zoning Administrator: None

Public Works: None

Motion to adjourn, Paxton, second Sieh, all ayes, motion carried. Mayor Miner adjourned at 7:40 PM

Attest: Carol Chicoine, Administrator

Craig Miner, Mayor

VENDOR	REFERENCE	AMOUNT
ADVANCED DOOR SYSTEMS	DOOR 4 TROLLEY	1,720.00
ALLIANT ENERGY	11/24 CITY ELECTRIC	2099.16
ARNOLD MOTOR SUPPLY	PLOW LIGHTS	1,608.76
BECK ENGINEERING	GARLOCK SLOUGH FLOOD	10,000.00
BECK ENGINEERING	BEACH ENGINEERING	3,154.65
BLACK HILLS ENERGY	11/24 GAS	201.33
BOMGAARS SUPPLY INC	TRUCK SUPPLIES	130.88
ELAN FIANCIAL SERVICES	11/24 VISA	465.73
CAROL CHICOINE PETTY CASH	MEETING SUPPLIES	17.9
CERTIFIED TESTING SERVICES	SOIL TESTING BEACH	710
CUTTING EDGE SALES & SERE	PREMIX	34.99
DANBOM LAKE SERVICE	DOCK REPAIR	1,107.50
DELTA DENTAL OF IOWA	12/24 DENTAL/VISION	253.88
DENNIS ARMSTRONG	FY24 BOA MEETINGS	50
DICKINSON CO REG COLL CEN	11/24 GREEN WASTE RECYCLING	505
DICKINSON WATER QUALITY COM	FY25 DUES	9,460.65
DULIN CONTRACTING INC	WINTERIZATION BEACH	467.5
EFTPS - 941	FED/FICA TAXES	6,707.89
HURLBURT TOOLS LLC	SHOP TOOLS	126.5
IMAGINE IOWA GREAT LAKES	STEFFES DRAW 12 MATCH	59,802.63
IOWA CODIFICATION	CODE DEVELOPMENT PROJECT	1,000.00
IOWA DEP OF REVENUE	11/24 WET TAX	5,018.60
IOWA ONE CALL	10/24 LOCATES	43.4
IPERS	IPERS	4,149.47
JASON YOUNG	FY24 P&Z MEETINGS	50
JEANNE SIEH	FY24 BOA MEETINGS	50
JILL FREED	FY24 BOA MEETINGS	50
JAN LARSON	FY24 P&Z MEETINGS	25
JUDY HAVILAND	FY24 BOA MEETINGS	50
KAPP'S FIRE EXTINGUISHER SALES	FY25 ANNUAL INSPECTION	202.55
KOLLASCH WELDING&MACHINE	2 YARD DUMPSTER REPAIR	595
KRIS KNEEN	FY24 BOA MEETINGS	50
MENARDS, INC	OFFICE SUPPLIES	74.97
MILFORD COMMUNICATIONS	NOV/DEC INTERNET/FAX	182.31
MILFORD MUNICIPAL UTILITIES	11/24 WATER	24,293.52
NEW COOPERATIVE INC	11/24 FUEL	638.46
NWIPDC	3RD DRAW SHIELD	3,500.00
OFFICE OF AUDITOR OF STATE	FY24 FILING FEE	175
PLANNING SOLUTIONS,LLC	11/24 ZONING ADMIN	1,115.55
PRINCIPAL LIFE INSURANCE	12/24 LIFE INS	237.48
RICE REPAIR	GARBAGE TRUCK TIRE REPAIR	385
ROY TESENE	FY24 P&Z MEETINGS	50
SAM WEDEKING EXCAVATING, INC	FEMA DRAIN CLEAN OUT	7,370.16
SANFORD	HEARING SCREENINGS	62
SHARON OLSON	FY24 P&Z MEETINGS	50
SKYLAR LARSON	FY24 P&Z MEETINGS	25
STATE HYGIENIC LABORATORY	11/24 WATER TESTING	14.5

STEFFES COMPANIES,LLC	BEACH DRAW 12	41,542.09
STEIN LAW OFFICE	11/24 LEGAL	146.25
TRUE VALUE-MILFORD	TOOLS/PAINT/WEED STRING	216.85
VERIZON	12/24 CELL PHONE	139.41
VISUAL EDGE IT	12/24 COPIER 11PAYMENT	108.54
WASTE MANAGEMENT-LANDFILL	7/24 2ND HALF DEBRIS/GARBAGE	1,377.47
WELLMARK	12/24 HEALTH	2,552.48
Total Payroll Paid		14,268.01
***** REPORT TOTAL *****		208,434.02

Revenues November: General 31,125.67; Road Use 3,672.23 ; LOST 8,628.72; TIF 2,208.88; TIF AP 339.99; Cap Imp Beach 11,000; Water 106,705.80; Garbage 17,864.69 Total 181,545.98