

MINUTES of the CITY OF MILO COUNCIL MEETING
CITY HALL, 100 MAIN ST, MILO, IOWA - MONDAY, AUGUST 3, 2020

Milo City Council was called to order by Mayor Hall at 7:00 p.m. Council answering roll call: Moulds, Graham, Uttley and Mason. Kinser was absent. The Pledge of Allegiance was administered.

Motion by Moulds to approve the agenda. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Motion by Moulds to approve the consent agenda to include all council meeting minutes of July 6 and July 14, 2020; and accounts payable from July 7 – August 3, 2020 in the amount of \$65,294.66; May 2020 Bank Reconciliation Report; June 2020 Bank Reconciliation Report; and the June 2020 Warren County Sheriff's Report. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved.

Under old business, Mayor Hall introduced City Project Tracking Form for council to track items approved from beginning to completion. The form will be the responsibility of each council person and will serve as a reminder of ongoing projects. Next, there was no new information from Hall Engineering regarding the wastewater system update. Next, Doug Hembry presented information and pricing for the Milo asphalt project. Motion by Moulds to approve \$147,440.16 for asphalt projects within the City of Milo to be completed in FY2021. Second by Uttley. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Next, council discussed asphaltting the commercial alley that runs east/west between 2nd Street and 3rd Street north of Main Street. Motion by Uttley to approve asphaltting the commercial alley north of Main Street running east/west between 2nd Street and 3rd Street. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Information was shared and discussion was had regarding the stop sign issue at the intersection of Main Street and South 3rd Street. Motion by Moulds to place a 4-way stop sign with a breakaway base in the center of the intersection. Second by Uttley. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Council then discussed the need/types of emergency generators for the Community Center and the storm siren. This item was tabled to 2021 to explore funding and grant options. City Clerk presented information regarding the sculpture/wind spinner options for the Memorial Park to honor past, present, and future volunteers. Motion by Moulds to purchase the 3 sculpture/wind spinners for the Memorial Garden and signage recognizing past, present, and future volunteers. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. The next item is the city funding portion for the Dan Nash Memorial Playground. The Milo Lion's Club has raised money and purchased the playground equipment and is asking the city for the mulch and concrete for the entryway. Motion by Uttley to approve up to \$20,000 towards the mulch and concrete for the new playground. Second by Moulds. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved.

Doug Hembry elaborated on the many projects completed and ongoing in Milo which include the following: jetting and replacing culverts in various areas of town, alleviating standing water around City Park and other areas of town, painting cross-walks for the start of school, washing and then painting parking lines on Main Street, removing dead elm trees along the South entrance to Milo, plans are being made to remove the diseased elm trees that surround the city's ballfields, trimming of a few trees in City Park, removed a raccoon from City Park, city dump was sorted/cleaned and burned, installed a memorial bench in Centennial Park's Memorial Garden, filled dirt along the concrete pathway, filled and sloped the new parking at the lower field, changed out aged water meters and moved several meters due to location within in fenced yards that have dogs, updated council on state water/wastewater reporting which involves sampling of water and transporting to Ankeny several times quarterly, several water leaks have been fixed and daily usage reports are down, there are still a couple underground that need fixed, replaced several street signs, park signs and information signs around town, met at Centennial Park with Terry Davis and playground equipment vendor to discuss placement and size of playground equipment. Next, Renee Hembry, Milo Library Director, shared several things happening at the library, including: changes in hours of operation, sanitization protocols and quarantining for library books, limit touch areas of the library, circulation is still okay and work is being done for accreditation, the library website is evolving, continuing education hours are mostly online, STEM items have been purchased from the STEM grant, county funding is increased to \$1,600 per year, the Library Facebook page continues to be a source of programming for local youth with take and make projects. Then, Tony Beck, Milo Fire Chief, shared that \$6,000 in grants have been written for purchase of bunker gear and \$8,600 in grants have been written to help pay for a new heart monitor/defibrillator for the ambulance. Future items include obtaining bids for attack truck, paying off the pumper truck in 2021, possibly purchasing an ATV for grassfires, ongoing replacement bunker gear, helmets, and air packs as necessary. During the COVID-19 planning and response, Beck stated that he has been involved daily with Warren County Department of Public Health COVID-19 meetings and Polk County Fire

Chief's meetings. During the pandemic, the fire department has tried to bring some joy to the community by having a drive-by Easter Bunny parade (the egg hunt was canceled); drive-by birthday parades, and participating in the graduation parade. Beck and the deputy chief took classes to train on the new radios. Beck noted that the departments has 27 members with 2 additional probationary members. The department has responded to 105 calls since January 2020. The following was heard during council reports/questions: Moulds: possible installation of a street light along Elm Street between 3rd and 4th Streets. Doug Hembry will investigate. Graham: no report/questions. Mayor Hall asked if Graham would like to elaborate on the email items and answers that were included in the council packets. Graham replied no. Uttley: commended Doug for the gravel along the road edge. Hembry said it is an ongoing project. Mason: no report/questions.

Under new business, Lynnae Young, Milo Hometown Pride Committee, shared that they had written a successful Prairie Meadows Grant, a Warren County Philanthropic Partnership Grant, and received donations totaling \$15,500 towards an electronic reader sign for the west edge of Milo. The total price of the sign is \$16,994. Young asked if Milo would donate \$1,488 toward the sign. Discussion followed, motion by Uttley to approve \$1,488 be paid toward the electronic reader sign for the west edge of Milo. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Next, City Clerk shared that Dave Minton had resigned as Memorial Garden maintenance person. Alex Rodgers and the Southeast Warren FFA group along with the horticulture students would like the opportunity to maintenance the garden for a donation. City Clerk shared that this has been a paid position and suggested \$1,250 per season to include spring clean-off, 3rd Grade Planting/Mentoring Day, summer weed/maintenance (at least twice per month), watering if needed, Fall clean-off. The donation would be made after the Fall clean-off is complete. After discussion, motion by Moulds to approve the aforementioned agreement. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Council did ask if it might include the west entrance small shrub garden after the electronic reader sign is installed. Clerk will ask Rodgers. Next, Council discussed an accessory building permit application. Motion by Uttley to approve an accessory building permit for 120 Elm Street, Milo, Iowa. Second by Moulds. Ayes: Moulds, Graham and Uttley. Abstain: Mason. Absent: Kinser. Nays: none. Motion approved. Then, Erica Wadle and Lisa Msuya addressed council regarding the Wine Down to Milo Event planned for September 20, 2020 at Milo City Park and street closing needed to help with social distancing guidelines for COVID-19. Snow fencing will be used to outline the perimeter. Msuya and Wadle will give measurements to Doug Hembry who will check if they can borrow snow fence from Warren County. On-line ticket sales will allow for a limit on participants, plastic sampling cups for each sample will be used for the event, port-a-potty's and hand sanitizing stations will be available. There will be 12 vendors and a live band. Discussion followed, motion by Uttley to approve closing Walnut Street between 1st Street and 2nd Street from 12 – 5 pm on September 20, 2020 for Wine Down to Milo. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved.

Next, Fire Chief Beck explained an emergency access concern to Council regarding the unmaintained north/south alley between Main and Spruce Streets. He stated that a more direct route for emergency vehicles to enter/leave the Milo Manor Apartments #1-4 would be through the direct line of the alley. Beck asked that Council consider rocking the alley as an emergency access to the Milo Manor. Bill Mason and Randy Ohnemus expressed their concerns about through traffic disrupting their driveway and back-yard, respectively. Motion by Graham to not rock the alley. Motion died for lack of a second. Discussion continued. Another motion was made by Graham to not rock any alleys in Milo. Motion died for a lack of a second. Discussion continued. Motion by Graham to not rock the north/south alley as an emergency access between Main Street and Spruce Street. Second by Mason. Voice Vote: Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Next, Fire Chief Beck asked that more no parking signs be place in the 400 block of First Street due to it being an emergency access route. Motion by Uttley to place addition no parking signs in the 400 block of First Street due to it being an emergency access route. Second by Mason. Ayes: Moulds, Graham, Uttley and Mason. Absent: Kinser. Nays: none. Motion approved. Next, the changes requested for Milo Ordinances Chapter 54 and 55 have been submitted to the City Attorney and the City Clerk is awaiting a response. This item was tabled until a response is received. Next, Council discussed the fireworks ordinance State of Iowa Chapter 727 with no local changes being made. The City of Milo will follow the State Iowa Code. Mayor Hall then provided information regarding the Iowa Department of Natural Resources Milo Tree Inventory; she then shared that Milo City Wide Fall Clean-up is set for September 12, 2020. Mayor Hall then assigned quadrants of Milo to each council person so they could determine who should receive an ordinance notice letter for property clean-up. Council should turn in the information to the City Clerk by August 12, 2020 so ordinance letters can be sent and the citizen can utilize the Milo Fall City Wide Clean-up on September 12, 2020.

There were no public comments. Mayor Hall then announced employee reviews and asked Doug Hembry if he would prefer a closed session. Hembry chose an open session. Mayor elaborated that Hembry is always on time and stays late if needed; works well with co-workers; is always increasing knowledge pertaining to his position; has great problem-solving skills; and excellent decision making. Mayor Hall stated that Doug Hembry is a valuable asset to the community; he is proactive and manages multiple projects along with his regular responsibilities and he has a vast knowledge of operations and of the budget. Mayor Hall then asked Council if they had any comments regarding strengths, weaknesses, and goals for the future. Mayor Hall noted on the record that Councilman Graham exited the meeting at 9:20 p.m. Mayor Hall stated that an operations manual is important and needed to be started and to create a training program for Bradley Byers. Hembry said that participation from Council is important to understand what his job entails and that the council departmental reports and the council project sheets are a good start. Council should call or email Hembry with questions, concerns, comments, ideas, etc. pertaining to their appointed areas. Mayor Hall thanked Doug Hembry for all he does to keep Milo moving forward. Mayor Hall then stated that Council does not have an employee review for part-time employees but Councilman Graham specifically requested this item. Mayor Hall said the review would be done at a later date with Doug Hembry. Mayor asked Byers if he had any questions for council or anything he wanted to discuss. Byers said the smaller things like changing a meter takes more effort than you may think. There are times small crawl spaces or holes are involved when moving wires and meters. Hembry said that Byers does an excellent job and picks up on routine items easily and would like to start the State licensing process. Hembry said that are so many things that requires two people to accomplish and that Byers is a great asset to the City of Milo. Councilman Uttley thanked Byers for attending and told him to take advantage of all the learning he can from Hembry for future use. Mayor thanked Byers for attending. Mayor Hall then asked Misti Kosman if she would prefer a closed session. Kosman chose an open session. Mayor elaborated that Kosman does a tremendous job in her position as City Clerk. Mayor stated that Kosman makes things easy for Mayor and Council and that she is thorough, has a great attention to detail, is professional and excellent with customers, vendors, and staff. Mayor also said that Kosman goes beyond her job description, and provides complete information so Council can make informed decisions, and she takes initiative in her position, and she is a great grant writer. Councilman Uttley thanked Kosman for being the person she is and a hard worker, grant writing and answering questions after hours through text. Kosman said that her goal is to always make Milo better for its citizens and help to keep the small-town Iowa feel. Hembry said that Kosman is a great asset to the City of Milo and Byers shared that Kosman is honest and direct in any question asked of her. Goals for the future is to utilize a back-up clerk for those times when it gets really busy and extra help would be beneficial. Kosman said that she would appreciate if Council was proactive in seeking information for ongoing projects when they have questions and not wait until the council meeting. Often, answers are easily obtained and if there is research to be done, then the Clerk would have time to do that prior to a Council meeting. Kosman said it is better when Council is productive and proactive instead of reactive and that all involved are professionals and can behave that way and take care of each other in that way. Going forward, the projects form will be helpful for Council

Under propositions and remarks, Mayor Hall thanked the City Clerk for finding and writing a grant for \$8,600 to help pay for the defibrillator. Clerk stated Renee Hembry has also written several grants for the Fire/EMS department to help pay for bunker gear and other items which saves property tax dollars for Milo. Mayor Hall also showed the Milo banner that is on the fence surrounding the Indianola construction zone for the new Warren County Courthouse. Safety and Health Committee meeting reviewed a handout for dealing with citizen's questions and complaints.

Motion by Moulds to adjourn at 9:52 p.m. Second by Uttley. Ayes: all present. Motion approved.

By Order of the Milo City Council