

**City of Spirit Lake**  
**Regular City Council Meeting 5:30 p.m.**  
**Tuesday, December 12, 2023**  
**City Council Chambers**  
**Present: Councilmembers: Harbst, Bice, Chappas, Kofoot.**

Meeting called to order by Mayor Keenan.  
The pledge of allegiance to the flag was recited by those present.

**MINUTES**

Motion by Kofoot seconded by Chappas to approve the minutes of the November 28<sup>th</sup> regular meeting. Motion carried unanimously.

**BILLS**

Motion by Kofoot seconded by Chappas to approve the bill list for the month of December, 2023.  
Motion carried unanimously.

A1 WOODWORKING	REPAIRS	\$85.00
ACCESS SYSTEMS	COPIER CONTRACT	\$188.78
ALLIANT ENERGY/IPL	UTILITIES	\$18,141.58
ARNOLD MOTOR SUPPLY	AIR FILTER	\$52.72
AT & T MOBILITY	PHONES	\$819.98
BAKER & TAYLOR, INC.	BOOKS	\$820.32
BECK ENGINEERING, INC	ENGINEERING	\$9,231.25
DAVE BJORK	CERTIFICATION FEE	\$83.54
BLACK HILLS ENERGY	UTILITIES	\$1,931.57
BOJI PORTABLE TOILETS	CLEAN POT	\$175.00
CENTER POINT LARGE PRINT	LARGE PRINT	\$381.07
CENTRAL BANK	CREDIT CARD CHARGES	\$1,623.21
CINTAS CORPORATION	1ST AID SUPPLIES	\$248.24
CITIBUSINESS CARD	CREDIT CARD CHARGES	\$1,472.30
CITY CLERK	UTILITIES	\$200.17
CITY LAUNDERING CO	MATS	\$129.95
COHRS CONSTRUCTION, INC.	DE-ICING SAND & GRAVEL	\$1,251.17
CONSUMER'S LUMBER	TUBE	\$23.38
CONTINENTAL RESEARCH CORP.	DE-ICER	\$232.79
CUTTING EDGE SALES & SERVICE	SWITCH & FILTER	\$20.47
D&K REPAIR	RETREAD	\$2,682.81
DAVE'S REPAIR, INC	SENSOR	\$110.50
DICKINSON CO AIRPORT AUTHORITY	FY24 SUPPORT DEC	\$500.00
DICKINSON CO AUDITOR	ELECTION	\$2,608.73
DICKINSON CO CLEANING	JANITOR - NOVEMBER	\$1,075.00
DICKINSON CO NEWS	MINUTES	\$492.76
EFTPS	FED/FICA TAX	\$29,298.42
ELLIOTT EQUIPMENT CO	LATCH KIT	\$139.14
EMPLOYEE BENEFIT SYSTEM INC	ADMIN FEE JANUARY	\$265.30
FICK'S ACE HARDWARE	WRENCH	\$90.98
FORGE & BUILD	GILBERT PARK ROOF	\$11,859.16
GALE GROUP	MEMORIALS	\$341.25
GRAYMONT WI LLC	LIME	\$5,944.10
HACH COMPANY	TESTING	\$679.95
HAWKINS, INC	CHEMICALS	\$8,809.70
IA LAKES ELECTRIC CO-OP	REPLACE LIGHT LUNDBERG & HWY9	\$490.00

IA LAW ENFORCEMENT ACADEMY	TRAINING - VOS	\$625.00
IA ONE CALL	LOCATES OCTOBER	\$290.10
IMWCA	FY24 PREMIUM 7 OF 8	\$4,014.00
INGRAM LIBRARY SERVICES	CHILDREN'S BOOKS	\$208.71
INSITUFORM TECHNOLOGIES	PAY#2,CO#2-SEWER LINING	\$16,743.75
IOWA LAKES REGIONAL WATER	UTILITIES	\$85.49
JENNINGS AUTO PARTS	TONNEAU COVER	\$1,358.82
KAPCO, INC	SHIPPING FEES	\$91.90
KARL EMERGENCY VEHICLES	LIGHTS	\$313.74
KWIK TRIP INC	FUEL - NOVEMBER	\$10,042.81
L & C TIRE SERVICE	PARTS	\$15.00
LAKES MARKETING AND PRINT	FOLD & STUFF BILLS	\$241.55
LISA'S BAKE SHOP	EMPLOYEE RECOGNITION	\$217.00
LOFFLER	TONER	\$581.93
MACQUEEN EQUIPMENT LLC	VECTOR REPAIR	\$1,156.10
MARCO	COPIES	\$85.23
MEDIACOM LLC	PHONE & INTERNET	\$1,524.47
MEDICAL REIMBURSEMENT	MEDICAL REIMBURSEMENT	\$272.31
MICHAEL TODD & COMPANY	BROOM WIRE	\$701.72
MIDWEST TAPE LLC	PREPAY ON HOOPLA PLATFORM	\$2,000.00
MODERN MARKETING	CALENDARS	\$154.79
MUESKE ELECTRIC INC.	MOTOR REPAIR	\$134.71
MULDER MECHANICAL	REPLACE COMPRESSOR RELAY	\$129.75
NEWMAN SIGNS	POSTS	\$237.27
O'REILLY AUTOMOTIVE INC	WIPER BLADES	\$55.08
OKOBOJI MOTOR COMPANY	REPLACE OIL PUMP&TIMING CHAIN	\$3,767.39
PEDERSON ELECTRIC	ELECTRICAL REPAIRS	\$270.00
PHILLIPS ELECTRIC INC	PAY#3-FINAL-SOUTHERN HILLS	\$5,653.97
PLUMB SUPPLY CO.	PIPE	\$70.21
PLUNKETT'S PEST CONTROL	PEST CONTROL	\$93.47
PRODUCTIVITY PLUS ACCOUNT	BULK OIL & ANTIFREEZE	\$3,032.12
PUMPKIN PEOPLE & PRODUCE	BOOK	\$14.09
RON'S REPAIR INC	FILTERS	\$217.92
SECURE BENEFITS SYSTEMS	ADMIN FEE	\$50.50
SPENCER TROPHY	RETIREMENT PLAQUE	\$69.00
SPIRIT LAKE READY MIX	LAKE STREET	\$1,118.00
STATE REVOLVING FUND	BOND INTEREST & FEES	\$16,430.00
STEIN LAW OFFICE	LEGAL FEES-DD#48	\$341.25
STOREY-KENWORTHY CO.	DOG TAGS	\$142.83
U.S. POSTMASTER	PREPAY POSTAGE PERMIT #18	\$1,832.00
UMB CORP TRUST	BOND INTEREST	\$54,625.00
UNITED STATES POSTAL SERV	REFILL POSTAGE METER	\$1,500.00
FIDELITY PETROLEUM IOWA LLC	OIL CHANGE	\$120.96
WASTE MANAGEMENT OF WI-MN	LANDFILL FEES 11/16-11/30	\$16,925.58
WERTS WINDOW&AWNG CLEANING INC	WINDOW WASHING	\$25.00
WT COX INFORMATION SERV	MAGAZINES	\$1,728.42
UTILITY REFUNDS	UTILITY REFUNDS	\$114.15
PAYROLL	PAYROLL	\$80,403.96
TOTAL		\$332,327.34

### **TREASURER'S REPORT**

Motion by Kofoot seconded by Chappas to approve the Treasurer's Report for November, 2023. Motion carried unanimously. Revenue included: General Fund \$436,290.63; Canine \$14.03; Local Option Sales Tax \$153,430.27; Park Development Reserve \$69.63; Building Reserve \$14.97; Road Use \$60,204.83; Trust & Agency \$68,841.87; TIF \$129,251.74; Friends of the Library \$1,854.53; Debt Service \$63,504.46; Non-TIF Capital Projects \$2.32; Point of Pines \$95.53; Water \$250,740.40; Water T&A \$1,260.00; Water Rev Sinking 2017 \$11,405.00; Sanitary Sewer \$40,463.51; Solid Waste Collection \$89,271.77; Equipment Revolving \$197.87; Partial Self-funding \$6,484.63. Expenditures included: General Fund \$297,468.55; American Rescue Plan \$13,684.56; Local Option Sales Tax \$71,224.00; Economic Development \$500.00; Road Use \$203,560.75; Trust & Agency \$65,254.20; TIF \$35,618.00; Friends of the Library \$1,504.83; Debt Service \$54,625.00; Water \$238,476.19; Water T&A \$810.34; Sanitary Sewer \$30,036.96; San. Sewer Impr/Liner \$159,225.06; Solid Waste Collection \$131,975.53; Partial Self-funding \$9,282.57.

### **CIGARETTE PERMIT**

Motion by Kofoot seconded by Chappas to approve the cigarette/tobacco permit for Carroll's Tobacco Outlet Plus LLC. Motion carried unanimously.

### **MAYORAL APPOINTMENTS**

Motion by Harbst seconded by Bice to approve the mayoral appointments of Shane Brevik as Spirit Lake Police Chief; and the mayoral appointment of Gregg Owens as City Attorney. Motion carried unanimously.

### **COUNCIL APPOINTMENTS**

Motion by Chappas seconded by Kofoot to approve the appointments of Gregg Owens as City Administrator and Amanda Harskamp as Deputy City Clerk. Motion carried unanimously.

### **CONSIDER 28E AGREEMENT WITH THE DICKINSON COUNTY WATER QUALITY COMMISSION**

Motion by Bice seconded by Chappas to approve the 28E Agreement with the Dickinson County Water Quality Commission. Motion carried unanimously.

### **OLDE TOWN BETTERMENT INCENTIVE PROGRAM APPLICATION FOR 900 LAKE STREET**

Motion by Harbst seconded by Bice to approve the Olde Town Betterment Incentive Program Application for 900 Lake Street. Motion carried unanimously.

### **RESOLUTION NO. 2023-47**

#### **RESOLUTION APPROVING PAY APPLICATION #3 AND CLOSING OUT THE 2023 CITY OF SPIRIT LAKE SOUTHERN HILLS STREET LIGHTS PROJECT**

Chappas introduced and caused to be read Resolution No. 2023-47 and moved for its adoption, which was seconded by Kofoot. Aye: Harbst, Bice, Chappas, Kofoot. Resolution duly adopted.

### **RESOLUTION NO. 2023-48**

#### **RESOLUTION APPROVING PAY APPLICATION #2 AND CHANGE ORDER #2 OF THE 2023 CITY OF SPIRIT LAKE SANITARY SEWER REHABILITATION PROJECT**

Bice introduced and caused to be read Resolution No. 2023-48 and moved for its adoption, which was seconded by Kofoot. Aye: Harbst, Bice, Chappas, Kofoot. Resolution duly adopted.

**APPOINTMENT TO LOW RENT HOUSING AUTHORITY**

Motion by Harbst seconded by Kofoot to approve the appointment of Tonya Kuranda to the Board of Low Rent Housing Agency. Motion carried unanimously.

**CANCELLATION OF SECOND REGULAR MEETING OF DECEMBER**

Motion by Chappas seconded by Bice to approve cancellation of the second regular council meeting on December 26<sup>th</sup>. Motion carried unanimously.

**COMMENTS BY PUBLIC**

Caleb & Kirk Crosby addressed the council regarding water service at 2311 Boston Ave.

**ADJOURNMENT**

Motion by Chappas seconded by Harbst to adjourn the meeting. Motion carried unanimously.

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Bruce Keenan, Mayor

ATTEST:

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Gregg L. Owens, City Administrator