

MILBANK CITY COUNCIL PROCEEDINGS
November 11, 2019

PURSUANT TO DUE CALL AND NOTICE THEREOF, a regular meeting of the City Council was duly held at City Hall at 7:00 PM. The following members were present: Mayor Pat Raffety, Councilmen Steve Wiener, Joel Foster, Mike Hanson, James Johnson, Evan Grong and Scott Hoeke. Absent: none. Present from the staff: Attorney Mark Reedstrom, John Forman, Boyd VanVooren, Cynthia Schumacher, Don Settje, Dick Poppen, Darin Thiele, Bryan Lambrechts, Kevin Schuelke, Dick Poppen and Ron Krause Sr. Present from the public: Bobbie Bohlen, Jerry Zubke, Marylynn Fields, Kevin Kouba, Steve Wenzl, Kirk Simit, David Hicks, Corbin Kratovil, Lane Warzecha, Toby Morris, Erick Shott, Stu Schrears, Holli Seehafer, Jeff Kurtz, Brian Sandvig, Steve Nomeland and Rick Diltz.

Mayor Raffety called the meeting to order, and the roll call was taken.

Bobbie Bohlen, Executive Director of the Grant County Development Corporation, explained the lengthy steps taken to secure additional housing in Milbank and how the proposed project came to fruition.

Toby Morris, Dougherty & Co., explained what a tax increment financing district (TIF) is, the need and benefits of TIF districts and the process of implementing a TIF district.

A motion was made and seconded to support the TIF development and requested the Planning & Zoning Commission hold a public hearing on the proposed creation of a district and the district's proposed boundaries, zoning, etc. Motion carried 6-0.

A motion was made and seconded to approve the minutes of the October 14, 2019 meeting. Motion carried 6-0.

A motion was made and seconded to approve the Consent Agenda. Motion carried 6-0.

1. Approve the Street Manager job description.
2. Approve the Park & Cemetery Manager job description.
3. Approve the Engineering Modification #1, Banner Associates, Main Street Reconstruction, North, increase \$38,400.
4. Approve Change Order #2, J&J Earthworks, Viola Street Reconstruction Ph2/Main Street South, increase \$40,688.75.

DEPARTMENT REPORTS

Water – Councilman Wiener gave the monthly report. The City is utilizing 70% spring water.

Administrator Forman presented and explained a Service Line Warranty Program which offers homeowners warranty plans to cover their water line, sewer line and/or interior plumbing. The program is completely optional for residents with no cost to the city. Program material was provided to the council for informational purposes. No action was requested at this time.

Street – The monthly report was read. Asphalt paving was completed on Main Street. Sidewalk construction continues. Administrator Forman anticipates the street lights will be install by the end of the week.

Rubble Site – A new shingle pit was excavated.

Legion Baseball Field Update – ICON fundraising is underway. A Facebook page, Friends & Alumni of Milbank Post 9 Baseball, has been created.

Fire – Councilman Grong read the monthly report. Thank you to The Valley Express for hosting a pancake feed with proceeds going to the Fire Department. A first responder training will be held November 21, 2019.

Planning & Zoning – Councilman Grong reported a variance requested by Brewster Building Center for the construction of four twin-homes constructed within the setback area and exceeding maximum lot coverage was approved. The structures are to be located in Block 9, Highland Heights Addition.

A motion was made and seconded to approve the first reading of Ordinance 828, Ordinance Changes to Chapter 17. Motion carried by roll call vote 6-0.

October Permits

Building: none. Fence: none.

Demo Permits: Five Star Enterprises-211 N Dakota St-4 mobile homes.

Roofing Permits: Jeff Loutsch-701 S Dakota St-asphalt.

Moving: Shawn Hooth move garage from town to outside city limits.

Special Conditional Use: Milbank Area Chamber-Holiday Parade-Main Street-11/30/19.

Finance – A motion was made and seconded to approve the October Treasurer's Report. Motion carried 6-0.

A motion was made and seconded to approve bills list, \$652,239.65. Motion carried 6-0.

A motion was made and seconded to approve Resolution 11-11-19, Contingency Resolution. Motion carried 6-0.

RESOLUTION 11-11-19
CONTINGENCY RESOLUTION

BE IT RESOLVED by the City Council of the City of Milbank, South Dakota that the following sum is transferred from the contingency fund to the following departments to meet the obligations of the city.

Finance – Group Insurance	101-41400-41500	6,000.00
Finance – Insurance	101-41400-42100	1,000.00
Police – Insurance	101-42100-42100	1,500.00
Police – Rent	101-42100-42400	8,000.00
Fire – Insurance	101-42200-42100	2,000.00
Street – Maintenance-Building	101-43100-42520	1,000.00
Street – Maintenance-St Projects	101-43100-42541	5,200.00
Street – Maintenance-Storm Projects		101-43100-42542
		1,700.00
Street – Snow Removal	101-43100-42590	6,000.00
Street – Capital-Streets/Hwy	101-43100-43120	9,000.00
Source of Funding – Contingency Fund		
	101-41100-41150	41,400.00

Dated this 11th day of November, 2019.

Aye: 6 Nay: 0 Absent: none.

This Resolution is effective upon passage.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

A motion was made and seconded to approve the liquor license renewal applications, 6-0; 15 Hotel Group, Inc.-RW, Cheri Meagher/Speedway Bar & Grill-RL, Swanedog Entertainment LLC/The Pump-RL, Lantern Inn Inc.-RL, Habanero's Hispano Restaurant Bar-RL, VFW Post 3486-RL, Moonlite 3D Inc./Valley Liquor-PL, Scott & Pamela Jackson/Midtown Liquors-PL.

October Salaries: Mayor/Council \$1,600; Finance \$14,811; Police \$24,217; Fire \$1,559; Street \$11,854; Rubble Site \$892; Park \$4,065; Water \$5,267 Wastewater \$13,646.

Personnel – No Report.

Housing – Mayor Raffety stated the city owns two lots on Diggs Avenue, one of which has LWCG use restrictions. Administrator Forman is working to have the LWCG restrictions transferred to the Lake Farley property. The council discussed transferring ownership of these lots to the Grant County Development Corporation. A motion was made and seconded to transfer Lot 8 and Lot 17 both in Block 59, Original Townsite to the Grant County Development Corporation when the LWCG restrictions have been removed from the property. The properties are to be used for single-family residences to be completed within three years. Motion carried 6-0.

The house the city acquired with the purchase of the Lake Farley property was discussed. Administrator Forman stated there may be some items that could be removed and utilized, specifically the furnace and hot water heater. Administrator Forman was asked to make a list of those items. Councilman Hanson was asked to contact the ministerial association to inquire if there was anyone in need of the furnace or hot water heater.

Attorney – No report.

Airport – The City will be hosting an emergency response training pertaining to aircraft emergencies.

Wastewater – Councilman Foster read the monthly report. Weather has not permitted the land application of the biosolids.

Park – Councilman Johnson reported the department is getting the equipment ready for the ice rink.

A motion was made and seconded to approve the engineering agreement with Banner Associates, Inc. for the Lake Farley Park Drainage/Grading Improvements in the area west of the proposed ballpark complex. At a cost of \$78,500. Mayor Raffety stated the other quote received from I&S Group is for \$169,300. Motion carried 5-1, Grong voting against.

Administrator Forman explained that appraisals are done on the park properties that have Land & Water Conservation grant regulations tied to them. Upon final US Wildlife approval, the encumbrances on these properties will be reassigned to the new Lake Farley property.

Police – The monthly report was read. Residents are urged to stop at the City office and sign up for the free service to be notified of snow alerts and plowing.

Mayor Raffety asked Councilmen Johnson and Hanson, Chief VanVooren and Administrator Forman to research a sidewalk layout for the new elementary school area and the city's bike path layout.

Property Standards – The ongoing property standards and setback issues at 606 West Milbank Avenue were discussed. Attorney Reedstrom was asked to provide available option for cleanup.

Adjourn – The next regular meeting will be December 9, 2019 at 7:00 PM. A motion was made and seconded to adjourn. Motion carried 6-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Publish: 11-20-19

Publish once at the approximate cost of \$_____

CLAIMS

11/11/2019

Ament, Kim	deposit refund	\$	50.39
American Engineering Testing	testing/soil boring	\$	11,570.75
Ameripride Services Inc.	rugs	\$	124.67
AT&T	cell phone	\$	255.13
Auto Value Parts Stores	supplies	\$	77.94
Berens Warehouse Grocery	supplies	\$	7.49
Bituminous Paving Inc	asphalt	\$	44,938.45
Bray, Nic	deposit refund	\$	61.49
Britten Inc.	parts	\$	7,819.51
Car Quest - Ortonville	parts	\$	142.95
CHS	gas	\$	1,306.80
City of Milbank	deposits to accounts	\$	468.02
Core & Main LP	parts	\$	625.88
Corporate Technologies LLC	service agreements	\$	584.00
Diede, Logan	deposit refund	\$	33.92
Eastside Car Wash	truck wash usage/rental	\$	91.00
Electric Pump Inc.	parts	\$	7,468.63
Ferguson Waterworks #2516	parts	\$	7,808.94
First Bank & Trust-CC	uniforms/parts	\$	397.01
Food-N-Fuel	gas	\$	200.17
Gesswein Motors	vehicle service	\$	31.42
Grant County Auditor	services	\$	2,516.66
Grant County Review	publications	\$	155.56
Hartman's Family Foods	supplies	\$	51.08
Hawkins Inc.	chemicals	\$	8,147.46
Helms & Associates	engineering	\$	230.00
Hemingway Solutions	software	\$	3,486.00
Hillyard	supplies	\$	122.90
Hughes, John	deposit refund	\$	86.18
Hydro Klean	clean/inspect/televise mains	\$	24,917.98
I&S Group Inc.	development plan	\$	977.50
Interstate All Battery Center	batteries	\$	117.90
ITC	phone service	\$	907.10
J&J Earthworks Inc.	Main St project	\$	148,679.57
Johnson, Lucille	deposit refund	\$	20.26
Kelly Kutters	mowing contract	\$	12,466.67

Kibble Equipment	parts	\$	20.96
Maquire Iron, Inc.	inspect/wash tanks	\$	15,300.00
MHM Contracting LLC	move/install equipment & dirt work	\$	41,066.39
Michael Todd & Co.	parts	\$	37.16
Milbank Communications	parts	\$	12.43
Milbank Ford-Mercury	service/rotate	\$	71.14
Milbank Glass & More	repairs	\$	97.89
Milbank Winwater	parts	\$	2,099.46
Minn-Dak Fire & Safety	recharge extinguishers	\$	38.50
Nelson Auto Center	2020 Ford	\$	33,512.50
Northern Lights Displays	banners	\$	9,286.02
NW Energy	natural gas	\$	93.16
Otter Tail Power	electric	\$	6,203.39
Peterson, Connie	uniform patch	\$	20.00
Petty Cash	postage/supplies/memorial	\$	185.51
Praxair Distribution Inc.	service air system equipment	\$	26.25
RC Technologies	services	\$	45.95
RDO Equipment	parts	\$	46.10
Roger's Electric Motor	parts	\$	512.00
Runnings	supplies	\$	907.78
SD Dept. of Revenue	sales tax	\$	168.61
SD One Calls	one calls	\$	51.45
SD Public Health Lab	testing	\$	367.00
Seehafer Hardware	supplies	\$	57.53
Share Corp	supplies	\$	1,106.63
Star Laundry & Cleaners	rugs/coveralls	\$	25.95
Stengel, Tim	run/maint mill	\$	520.00
Street Graphex	supplies	\$	17.30
Sturdevants Auto Parts	parts	\$	193.24
Tech One Inc.	shipping/supplies	\$	416.25
Thiele, Darin	travel expense	\$	91.70
Twin Valley Tire	tire service/tires	\$	883.54
UPI Petroleum	gas	\$	272.43
US Bank	bond payment	\$	243,984.83
USA Bluebook	supplies	\$	2,105.95
USPS	billing expense	\$	360.00
Valley Office Products	supplies	\$	78.20
Valley Rental & Recycling LLC	recycling agreement	\$	650.00
Water Environment Federation	membership dues	\$	155.00
Westmor Industries LLC	repair fuel tank	\$	762.25
Whetstone Home Center	supplies	\$	259.45
Whetstone Valley Electric	electric	\$	952.95
Wilbur Ellis	FBO Contract	\$	1,200.00

Wittrock & Sons	metal pickup	\$	630.00
Xerox Corporation	copier lease	\$	223.88
Zempel, Paige	travel expense/clothing allowance	\$	175.54
		\$	652,239.65