

MILBANK CITY COUNCIL PROCEEDINGS

June 14, 2021

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 Joel Foster, Mike Hanson, Scott Hoeke (via telephone), James Johnson, Josh Karels, and Steve Wiener. Absent: none. Present from the staff: John Forman, Cynthia Schumacher, Don Settje, Dick Poppen, Scott Meyer, Dan Keyes, Kevin Schuelke, Darin Thiele, Mark Reedstrom, and Jacob Folk. Present from the public: Holli Seehafer, Al Shakespeare, Bobbie Bohlen, Krista Atyeo-Gortmaker, Toby Morris, Chuck Foss, Scott Wiese, Keith Weber, Tim Jurgens, Kathy Steinlicht, Ryan Scoular, Roger Briggs, Karen Russman, Mindy Rogers, Steve Wenzl, Terra Goehring, Kelly Goehring, Rene Thrift, Sr. Rosemary Bell, Barb McGee, David Hicks, Roger Hoff, Erick Holmquist, and Laurie Folk.

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

The City Council canvassed the election of June 8, 2021. A motion was made and seconded to approve the canvass of election results of June 8, 2021. Motion carried 6-0.

Public Comment-

Krista Atyeo-Gortmaker spoke regarding the upcoming Energize Conference to be held in Milbank on August 11 & 12, 2021.

Minutes – A motion was made and seconded to approve the minutes of the May 10, 2021, regular meeting and the minutes of the May 24, 2021, special meeting. Motion carried 6-0.

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

1. Ratify the hiring of part-time Unity staff: Transition Jamie DeVaal from building attendant to lifeguard, \$13.81. Richard McDonagh, building attendant, \$11.00.
2. Approve hiring Jerry Stengel, part-time water meter installer, \$14.00, effective 6/15/21.
3. Accept the resignation of Jeanette Strei-Abramowski, Unity front desk.
4. Salary Correction: Jody Dilts, Unity front desk - \$12.75.

Fireworks Ordinance Discussion – The Mayor and Council discussed the current ordinance and approved the use “ground” fireworks – sparklers, snakes, smoke bombs – things that do not go up in the air. A decision will be made by the fire chief and police chief regarding the use of fireworks one week prior to the Fourth of July due to extremely dry conditions.

DEPARTMENT REPORTS

Finance – A motion was made and seconded to approve the bills list, \$408,625.57. Motion carried 6-0.

A motion was made and seconded to approve the April and May Treasurer's report. Motion carried 6-0.

Creation of Tax Increment District Number Four – within the boundaries of the Outlots Lot A3 in SW1/4 Ex Lot P-1 & Lot 1, Koch School Addition A, Part of Lot P-1 of Lot A-3 (Kock School). Toby Morris, Colliers, addressed the council with the specifics of the TIF (Tax Increment Financing). Bobbie Bohlen spoke on behalf of HME development, developer of the proposed senior living facility. Krista Atyeo-Gortmaker, Grant County Development Corporation, spoke concerning the request for developers and that process. Several members of the public addressed the council – Al Shakespeare, Avantara, Karen Russman, St Williams, Terra Goehring, Kathy Steinlicht, Grant Co., and Barb McGee, St Williams. Concerns included employee retention for existing businesses, taxes, playground equipment, and the need for the facility. A motion was made and seconded to approve the Tax Increment Financing District. Motion carried 6-0.

May Salaries: Mayor/Council \$1,600; Finance \$14,547; Police \$24,723; Fire \$1,671; Street \$11,308; Rubble Site \$900; Recreation \$19,861; Park \$11,417; Water \$5,243; Wastewater \$14,904.

Water – Councilman Wiener reported that the City has started restrictions on water usage until further notice. The city has experienced 10 consecutive days of over 1,000,000 gallons of water use. All water meters were read for this quarter. There were ten on the monthly shut off list. The city is utilizing 50% spring water.

Motion was made and seconded to approve the surface water protection agreement. Motion carried 5-0 with Councilman Foster abstaining.

Rubble Site – Councilman Hoeke reported that many hours have been spent during the past month cleaning up the DOT contaminated soil area and remnants of the old concrete pile following the J & J Earthworks crushing project. Also, turned compost, worked contaminated soil, and pulled the magnet over the road.

Streets – Councilman Hoeke reported that spring sweeping of residential areas continued until the old sweeper could no longer be used. New sweeper was delivered on June 9th, with training being held on June 14th. Residential and normal weekly sweeping will resume. Hauling of material for Up North Concrete on city projects, pothole patching and summer-time mowing continues as time allows. Floating dock was put out on Lake Farley on May 26th. Mosquito larvicide was dispensed on June 3rd, but spraying the adulticide has not started yet, but will when conditions warrant. New crosswalks painted on 9th St by the new elementary school.

Administrator Forman informed the council of agreement with Muth Electric to change out metal halide lights along 4th Ave to LED lights. Cost is \$24,720. Ottertail Power estimates a two-year payback.

Administrator Forman also discussed with the council letters received from Twin Valley Tire and UPI requesting an upgrade to River Street from gravel to a hard surfaced roadway. The mayor directed Administrator Forman to get some cost numbers from Banner Assoc. for construction and engineering.

Parks & Cemetery – Councilman Karels reported that trees donated by John Maynes were planted in the cemetery to finish out row along the highway. Busy with repairs and maintenance.

Wastewater – Councilman Karels reported and read the monthly report. Daily flows are averaging about 350,000 gallons.

Fire – Councilman Hanson reported and read the monthly report. Nine members attended the SD state fire school in Fort Pierre. A controlled burn was done at the Flynn Nature Trail, burning 72 acres.

Planning & Zoning – Councilman Hanson reported that the Planning & Zoning Commission approved a conditional use permit requested by Esther Ramirez for a food truck to be stationed at the Schoolhouse Suites, 305 South 5th Street, contingent on food truck passing state DOH certification. Commission also approved the TIF plan for recommendation to the City Council.

Councilman Hanson also asked the council to approve Quit Claim Deeds for the vacated alley in Block 48. Administrator Forman indicated this was the last step in the process to get this property allotted to Thomas Properties and Valley Queen Cheese Factory, Inc. A motion was made and seconded to approve the mayor to sign the Quit Claim Deeds. Motion carried 6-0.

May Permits:

Building Permits: Dakota Country Feed & Seed-204 W 10th Ave-commercial building & 6 bins.

Travis Stahl-809 Jefferson Dr-deck. Terry Wittrock-214 N Main St-garage. Darrel Kessler-709 Valley View Circle-house/garage.

Fence Permits: Keil & Heather Zinter-1009 Washington Dr. Darci Fraasch-207 S 4th St. Jacob Johnson-707 E 3rd Ave.

Roof Permits: Matthew Tostenson-102 W Park Ave-asphalt. Victoria Larson-603 S Viola St-steel. Dale Johnson-809 E Park Ave-asphalt. Nick Gores-412 S 3rd St-asphalt.

Moving Permit:

Police – Councilman Hanson read the police report.

Unity Health & Fitness – Park & Rec Manager, Dan Keyes reported that he had successfully completed a Water Safety Instructor Certification Course. Worked with Milbank School District to develop Bulldog Power Program. Initiated repairs to chilling unit at Unity Health & Fitness. Registration has opened for youth flag football, tennis camp and an additional golf session. Baseball & softball seasons started on May 24th with 225 participants.

Aquatic Risk Management was taken off the agenda and will be discussed at the July meeting.

Motion was made and seconded to approve the Healthy Kneads lease agreement. Motion carried 6-0.

Baseball Complex – Mayor Raffety stated that a meeting was held on Wed., June 9 with the baseball design committee to discuss design, different options, and fundraising. At the meeting, projected numbers from Banner/Confluence were discussed. At the time, only verbal numbers were received from 4Most Sports Group. The group requested that the city pay the \$10,000 fee to obtain a comprehensive cost abstract and full design and layout of the fields, marketable renderings, and recommendations for soil amendment options. Motion was made and seconded to approve the proposal of 4Most Sport Group for \$10,000 (\$5,000 payable upfront and \$5,000 payable upon completion). Motion carried 6-0.

Mayor Raffety also proposed that \$500,000 be spent on construction activities this fiscal year on the baseball field. That money is not currently budgeted for in the 2021 budget. The mayor asked that

\$200,000 be moved from Capital Outlay, earmarked for GCDC Industrial Park project, and another \$200,000 be moved from savings from the W. 7th Avenue Project. This information is found in Ordinance 836, Supplemental Budget Ordinance. Motion was made and seconded to approve the first reading of Ordinance 836, 2021 Supplemental Budget. Motion carried by roll call vote, 6-0.

Motion was made and seconded to approve the second reading of Ordinance 835 – A Temporary Ordinance Regarding Medical Cannabis Establishments. Motion carried by roll call vote, 6-0.

Airport – A motion was made to authorize the Mayor or Council President to sign grant documents for Grant No. 3-46-0034-018-2021, \$9,000 grant for use of costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport and debt service payments. Motion carried 6-0.

Adjourn – The next regular meeting will be July 12, 2021, at 7:00 PM. A motion was made and seconded to adjourn. Motion carried 6-0.

Pat Raffey, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Publish: 6-23-21

Publish once at the approximate cost of \$_____

CLAIMS

6/14/2021

Advanced Technologies Inc.	shipping/equipment/supplies	\$	936.99
Alternative HR, LLC	risk assessment	\$	2,213.60
American Engineering Testing	testing	\$	123.95
American Solutions for			
Business Office Furniture	office furniture	\$	4,293.10
Associated Supply Co.	pool chemicals/parts	\$	1,332.24
AT&T Mobility	cell phone	\$	535.30
Auto Value Parts Store	parts/supplies	\$	82.33
Automatic Building Controls	annual fire alarm check	\$	387.66
Banner Associates, Inc.	engineering services	\$	13,572.55
Bergquist, Carol	program refund	\$	348.00

Berkner Excavating & Gravel	repairs	\$	780.61
Black Mountain Software Inc	cc manager software	\$	154.00
CHS	gas	\$	2,519.01
City of Milbank	deposit to final bill	\$	99.66
Clarke Mosquito Control Products	mosquito chemicals	\$	408.09
Climate Systems	system repairs	\$	275.00
Cole Papers Inc.	supplies	\$	1,450.59
Companion Life Ins.	admin fee	\$	10.00
Cooley, Gloria	election worker	\$	180.00
Corporate Technology	service agreement/supplies	\$	1,753.50
Delarosa, Ana	deposit refund	\$	85.83
DeVaal, Jamie	travel expense	\$	190.05
Dewey's Lawn Care	plantings	\$	36.00
Diamond Vogal	traffic paint	\$	171.90
Dohrer, Peggy	election worker	\$	174.00
Eastside Car Wash	truck wash usage/rentals/parts	\$	332.59
Energy Laboratories	testing	\$	2,344.00
Engelstad Electric	repairs	\$	1,661.53
Fastenal Company	parts	\$	257.45
Ferguson Waterworks	meters/parts	\$	5,024.40
First Bank & Trust CC	parts/supplies/domain	\$	2,625.02
Folk, Jake	travel expense	\$	40.00
Food-N-Fuel	gas	\$	153.84
Forman, John	clothing allowance	\$	34.08
Grant County Review	publications	\$	1,405.74
Hach Company	supplies	\$	1,664.83
Hartman's Family Foods	supplies	\$	10.65
Hawkins Inc.	chemicals	\$	7,266.12
Heiman Fire Equipment	helmets/shields	\$	1,355.30
Helms & Associates	engineering services	\$	1,967.84
Hillbrands, Ryan	clothing allowance	\$	100.00
Hillyard	supplies	\$	272.60
Interstate All Battery Center	batteries	\$	621.85
ITC	telephone/internet service	\$	1,377.35
J & J Earthworks	street/campground projects	\$	203,769.76
John Deere Financial	parts/tractor lease	\$	9,402.47
Kelly Kutters	mowing contract	\$	12,475.00
Keyes, Dan	travel expense	\$	116.76
Kurtz, Tracy	CPR instruction	\$	225.00
Lewis Drug Stores	supplies	\$	20.98
Markve Insurance Solutions	insurance	\$	662.65
MC&R Pools	parts	\$	3,242.78

McBride, Kendra	deposit refund	\$	88.32
McLeod's Printing	supplies	\$	60.03
Metcalf Archaeological	survey	\$	14,995.35
Milbank Winwater	parts	\$	1,139.97
Modern Marketing	supplies	\$	236.72
Money Movers	NIHCA fees	\$	8.50
NAPA Auto Parts	parts	\$	712.67
Norm's Auto & Truck Repair	vehicle repairs	\$	220.89
NW Energy	natural gas	\$	2,051.91
Otter Tail Power	electric	\$	18,895.20
Outdoor Aluminum	picnic tables	\$	3,170.00
Petty Cash	postage/supplies	\$	78.40
Praxair Distribution Inc.	service air system	\$	45.39
Purchase Power	postage	\$	695.47
Reedstrom, Mark	retainer fee	\$	1,000.00
Rethke, Mary	election worker	\$	180.00
Roger's Electric Motor	supplies	\$	1,711.05
Running's Supply, Inc.	supplies/parts	\$	779.75
Sandvig, Janel	program refund	\$	42.00
SD Assn of Rural Water	dues	\$	865.00
SD Dept of Revenue & Regulation	sales tax	\$	1,776.12
SD Public Health Lab	testing	\$	219.00
Share Corp	supplies	\$	573.70
Sioux Equipment	install fuelmaster	\$	8,497.78
South Dakota 811	one calls	\$	60.90
SPS Works	supplies	\$	205.91
Star Laundry & Cleaners	laundry service	\$	162.92
Street Graphex	supplies	\$	91.75
Strube, Jerry	deposit refund	\$	26.19
Sturdevants Auto Parts	supplies	\$	228.88
Sweeney Controls	system repairs	\$	1,056.00
T&T Heating & AC	install pool vent	\$	964.92
The Original Marketing Group	marketing agreement	\$	650.00
The Ortonville Independent	summer rec ad	\$	668.81
The Valley Shopper	seasonal help ad	\$	584.66
Thyssenkrupp Elevator	repair elevator	\$	249.48
Time Clock Plus	license update	\$	275.00
Titan Machinery	parts	\$	495.15
Twin Valley Tire	tires/tire service	\$	216.15
Two Way Solutions	install radio	\$	317.21
Up North Concrete	install concrete	\$	36,533.00
Upbeat Inc	supplies	\$	2,052.19

UPI Petroleum	gas	\$	2,678.15
US Postal Service	postage/permit fee	\$	360.00
Valley Office Products	supplies	\$	124.41
Valley Rental & Recycling	recycling agreement/ rentals	\$	693.00
Van Diest Supply Co	mosquito chemicals	\$	1,518.00
Whetstone Home Center Inc.	lumber/supplies	\$	861.91
Whetstone Sanitation	portable restroom maintenance	\$	25.00
Whetstone Valley Electric	electric/repairs	\$	5,131.05
Wilbur Ellis	FBO Contract	\$	1,200.00
WM Corporate Services Inc.	garbage service	\$	2,055.00
Xerox	copier lease	\$	552.16
		\$	408,625.57