

MILBANK CITY COUNCIL PROCEEDINGS

July 12, 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 Steve Wiener, Mike Hanson, James Johnson, Joel Foster, Josh Karels and Scott Hoeke. Absent: None. Present from the staff: Attorney Mark Reedstrom, John Forman, Boyd VanVooren, Cynthia Schumacher, Dick Poppen, Scott Meyer, Darin Thiele, Don Settje, Kevin Schuelke, Dan Keyes and Ron Krause. Public present: Roger Briggs, Mindy Rogers, Holli Seehafer, Kathy Ward, Krista Atyeo-Gortmaker, Carol Kilde, Renee Osborne, Brendan VanSambeek, Dale Johnson and Pam Johnson.

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

A motion was made and seconded to approve the minutes from the June 14, 2021, meeting. Motion carried.

A motion was made and seconded to approve the June Treasurer's report. Motion carried.

A motion was made and seconded to approve the claims list, \$373,017.04. Motion carried.

June salaries: Mayor/Council \$1,600; Finance \$22,649; Police \$38,611; Fire \$1,671; Street \$16,181; Rubble Site \$1,110; Recreation \$41,206; Park \$20,993; Water \$8,101; Wastewater \$21,137.

A motion was made and seconded to adjourn. Motion carried

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

CLAIMS

7/12/2021

4Most Sport Group, LLC	design fee	\$	5,000.00
Advanced Technologies Inc.	shipping/equipment/supplies	\$	879.81
Al's Body Shop	supplies	\$	54.00
Alternative HR, LLC	HR support	\$	270.00
American Engineering Testing	testing	\$	706.30
Armando Beltran	deposit refund	\$	100.00
Associated Supply Co.	pool chemicals/parts	\$	3,178.18
AT&T Mobility	cell phone	\$	467.65
Auto Value Parts Store	parts/supplies	\$	428.92
Banner Associates, Inc.	engineering services	\$	9,721.85
Berkner Excavating & Gravel	clear trees	\$	163.27
Bituminous Paving Inc	milling	\$	66,978.00
Blauert, Brandy	postage	\$	341.51
Brewster Building Center	supplies	\$	66.53
Card Pointe	card fees	\$	281.68
CHS	gas	\$	2,297.78
City of Milbank	deposit to final bill	\$	129.89
Climate Systems	system pm agreement	\$	1,095.50
Cole Papers Inc.	supplies	\$	228.66
Companion Life Ins.	admin fee	\$	10.00
Corporate Technology	service agreement/supplies	\$	2,749.50
Dewey's Lawn Care	plantings	\$	112.95
Eastside Car Wash	truck wash usage/rentals/parts	\$	93.48
EideBailly LLP	audit	\$	10,000.00
First Bank & Trust CC	parts/supplies/domain	\$	2,101.03
Food-N-Fuel	gas	\$	533.68
Forman, John	travel expense	\$	39.90
Fraasch, Wade	CPR training	\$	300.00
Grant County Historical Society	building displays	\$	2,000.00
Grant County Review	publications	\$	449.37
Hartman's Family Foods	supplies	\$	60.76
Hawkins Inc.	chemicals	\$	5,716.53
Heiman Fire Equipment	helmets/shields	\$	557.70
Helms & Associates	engineering services	\$	82.50
Internet Network	website annual renewal	\$	194.00
ITC	telephone/internet service	\$	1,473.42
J & J Earthworks	street/campground projects	\$	98,004.22
Jamestown Advanced Products	fire rings/grates	\$	7,562.80
Jimenez, Daniel	deposit refund	\$	70.11

John Deere Financial	parts	\$	153.64
Karels, William	registration fee/travel expense	\$	384.64
Kelly Kutters	mowing contract	\$	13,716.67
Milbank Glass & More	repairs	\$	199.90
Milbank Winwater	parts/supplies	\$	1,672.53
Moldenhauer Trust, Norman	water protection agreement	\$	5,890.40
Moldenhauer, Laverna	water protection agreement	\$	15,255.20
Money Movers	NIHCA fees	\$	9.75
NAPA Auto Parts	parts	\$	160.44
NW Energy	natural gas	\$	1,175.33
Otter Tail Power	electric	\$	19,218.15
P&H Construction	reset cemetery stones	\$	5,115.31
Petty Cash	postage/supplies/filing fee	\$	131.90
Praxair Distribution Inc.	service air system	\$	45.87
Purchase Power	postage	\$	899.93
Reedstrom, Mark	retainer fee	\$	1,000.00
Running's Supply, Inc.	supplies/parts	\$	1,262.82
Schulte, Isaac	registration fee	\$	300.10
Schumacher, Cynthia	travel expense	\$	121.80
SD Dept of Revenue & Regulation	sales tax	\$	7,051.91
SD Public Health Lab	testing	\$	146.00
Seez, Cassidy	travel expense	\$	150.20
Share Corp	supplies	\$	391.55
South Dakota 811	one calls	\$	93.45
Star Laundry & Cleaners	laundry service	\$	151.33
Steve's World	repairs	\$	492.49
Stoney Brook Ent Inc	parts/supplies	\$	969.63
Street Graphex	staff shirts/engraving/lettering	\$	1,584.39
Stuntcams	body cameras	\$	4,469.00
Sturdevants Auto Parts	supplies	\$	112.40
Thue, Taylor	travel expense	\$	105.01
Tietjen, Mariah	deposit refund	\$	100.00
Trapp Plumbing Co Inc	repairs	\$	876.28
Twin Valley Tire	tires/tire service	\$	724.51
Two Way Solutions	install extender	\$	158.72
Uniforms & Accessories			
Warehouse	badges	\$	526.82
Unzen Motors	vehicle repairs	\$	619.49
UPI Petroleum	gas	\$	3,512.83
US Bank	bond payment	\$	52,951.51
US Postal Service	postage	\$	360.00
USA Bluebook	supplies	\$	972.02

Valley Office Products	supplies	\$	391.71
Valley Rental & Recycling	recycling agreement	\$	650.00
Vogel, Pam	deposit refund	\$	100.00
Western Consolidated Coop	lawn chemicals	\$	319.95
Whetstone Home Center Inc.	lumber/supplies	\$	228.81
Whetstone Sanitation	portable restroom maintenance	\$	564.00
Whetstone Valley Electric	electric/repairs	\$	857.18
Wilbur Ellis	FBO Contract	\$	1,200.00
Window Pros	exterior window cleaning	\$	490.00
WM Corporate Services Inc.	garbage service	\$	210.00
Xerox	copier lease	\$	269.99
		\$	373,017.04

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The Mayor called the meeting to order. Following a unanimous vote to approve the Mayor's Appointment of Roger Briggs as Ward 3 Councilman, Attorney Reedstrom administered the Oath of Office Council members Roger Briggs, Josh Karels, Mindy Rogers and Mike Hanson.

A nomination was made for Scott Hoeke as Council President. Nominations ceased, and a unanimous ballot was cast for Scott Hoeke as Council President.

A nomination was made for Steve Wiener as Vice-President. Nominations ceased, and a unanimous ballot was cast for Steve Wiener as Vice-President.

A motion was made and seconded to approve the Mayor's employee appointments. Motion carried.

City Administrator – John Forman

Finance Officer – Cynthia Schumacher

Police Chief – Boyd VanVooren

Fire Chief – Kevin Schuelke

Asst Fire Chief – David Giesen, Justin Mathiason

City Attorney – Mark Reedstrom

A motion was made and seconded to approve the Mayor's Committee Appointments.

Motion carried.

Pat Raffety – Finance & Personnel

Roger Briggs – Airport, Finance & Wastewater

Mike Hanson – Fire, Grant County Emergency Management, Lake Farley

Scott Hoeke – Housing & Development, Rubble Site, Street

Josh Karels – Housing & Development, Lake Farley, Police

Mindy Rogers – Park & Cemetery, Planning & Zoning, Unity Health & Fitness
Steve Wiener – GCDC & Chamber Liaison, Property Standards, Water

A motion was made and seconded to approve the Reserve Police Officer Roster; Rodney Thaden, Neil Folk, Nic Bray, Jacob Wellnitz and Steve Huizenga. Motion Carried.

A motion was made and seconded to approve the Fire Department Roster as placed on file in the office. Motion Carried.

A public hearing was held for the transfer of Retail (on-sale) Liquor License from Birch-Miller Post No 9 to Dale and Pam Johnson/Johnson Automotive Inc., Lot 6 and Lot 107, Block 3, Morningside Drive, Milbank, SD. A motion was made and seconded to approve the transfer. Motion carried.

Public Comments – Carol Kilde addressed the council regarding Unity’s policies for use of the pool. Mayor Raffety thanked her for expressing her concerns and would take her request into consideration when discussing the Aquatic Risk Management agreement.

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

1. Ratify hiring of part-time Unity staff: Zach Ringsaker-lifeguard, \$13.81/hr, 6/28/21.
2. Amend Kelly Kutters contract, \$250/mo, to include Unity Health & Fitness property .
3. Approve West Third Avenue (First Street) closure, July 21-23, Valley Queen equipment installation .

DEPARTMENT REPORTS

Finance – No report.

Water – Councilman Wiener reported several valve boxes were repaired and hydrants flushed to assist with rusty water complaints. The hydrant flow results were good on 10th Ave and 5th Street. There were 12 on the monthly shut off list. The city is utilizing 50% spring water.

Rubble Site – One of the contaminated soil sites has been released by the state for use as cover material on site. Other contaminated soil sites and the compost site were turned. A controlled burn was done June 22nd.

Street – Councilman Hoeke reported the new street sweeper is working well. The company representative was on site for minor repairs, adjustments and training. Mosquito spraying has begun, will continue weekly on Wednesday evenings weather permitting. Thursday evenings will be used as an alternate. Routine pothole patching and mowing continues.

A motion was made and seconded to approve the special conditional use permit requested by GCDC to close a part of 2nd Ave and the city parking lot on 2nd Ave and 3rd St for evening entertainment in conjunction with the Energize Conference. Motion carried.

Brendan VanSambeek and Jamie LaRoche addressed the council regarding the reconstruction of River Street. Administrator Forman stated the estimate received to rebuild the street from Hwy 12 south to city limits, 36-foot concrete, with water, sewer, curb and gutter is \$922,000. LaRoche stressed he has requested road improvements for several years. Mayor Raffety stated they would consider the request in the 5-year plan.

Park – Councilwoman Rogers gave the monthly park report. The lines were painted on the pickle ball courts. The brush was removed from Whetstone Creek below the dam and sprayed the rock area. Scoreboards, backboards and other items were salvaged from Koch School and put into storage. Several trees were removed from the cemetery.

Wastewater – The flows at the plant are very low. A manhole on Milbank Avenue was repaired after being damaged during asphalt milling. Regular maintenance continues.

Fire – Councilman Hanson thanked residents for sacrificing firework activity during the drought conditions. The rain was very welcome. VFA grant was awarded to purchase PPE gear. National Night Out will be held Tuesday, August 3rd at the 4-H grounds.

Planning & Zoning – A conditional use permit requested by Darin Wixon for a commercial storage building was tabled. Mr. Wixon was not present to answer question of the Board.

June Permits:

Building Permits: Milbank School District-1001 E Park Ave-accessory structure.

Demolition Permits: none.

Sign Permits: Comes Investments-1200 E 4th Ave. Valley Office Products-110 S Main St.

Roofing Permits: none.

Fence Permits: none.

Special Event Permits: Ameriprise Financial-customer appreciation picnic-Lake Farley-6/22/21.

Valley Queen Cheese Factory-cheeseburger day-Lake Farley-6/10/21. Valley Queen Cheese-contractor appreciation picnic-Lake Farley-6-29-21.

Police – All officers attended firearms and radar training. There were a few incidents in the city limits with fireworks over the fourth. Officers will begin wearing body cameras. Chief VanVooren gave the council a presentation on the cameras.

A motion was made and seconded to approve hiring Deven Weinkauf, police officer, 5-1, \$19.29, effective 7-26-21. Motion carried.

Unity Health & Fitness – Director Keyes reported the Combined Appeal grant application was completed and submitted. Staff is working and analyzing the corporate membership and sponsorship program. Unity has obtained authorized provider status from the American Red Cross for the provision of the Learn-To-Swim Program and many other future water safety classes. Registration is open for youth football, football camp, second round of golf, tennis and swimming lessons. The Memorial Challenge was held May 29th, with 31 participants. \$2,880 was raised. Both youth weights and bulldog power stats have been well attended.

The aquatic risk management document was reviewed. Attorney Reedstrom explained his concerns. After careful consideration, a motion was made and seconded to approve the Milbank Parks & Recreation Department Participant Agreement, Waiver and Release Form. Motion carried.

One bid was received for an electronic message board at Unity: Stein Sign Display, \$54,728. A motion was made and seconded to approve the bid. Motion failed.

Property Standards – No report.

Baseball Complex – Mayor Raffety stated they are working to finalize the field plan.

A motion was made and seconded to approve the second reading of Ordinance 836, 2021 Supplemental Budget. Motion carried by roll call 6-0.

Personnel – No report.

Attorney – No report.

Airport – A motion was made and seconded to approve Helms and Associates as the engineering consultant for airport engineering, aviation planning services, 2021-2025. Motion carried.

Housing – Mayor Raffety stressed the need for additional housing.

Adjourn – The next regular meeting will be August 9, 2021, 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: 7/21/21

Publish at an approximate cost of: \$ _____