

MILBANK CITY COUNCIL PROCEEDINGS
May 9, 2022

PURSUANT TO DUE CALL AND NOTICE THEREOF, a regular meeting of the City Council was duly held at City Hall at 7:00 PM, May 9, 2022. The following members were present: Mayor Pat Raffety, Councilmen Roger Briggs, Steve Wiener, Mike Hanson, Josh Karels, Mindy Rogers, and Scott Hoeke. Absent: None. Present from the staff: Attorney Mark Reedstrom, John Forman, Boyd VanVooren, Cynthia Schumacher, Kevin Schuelke, Ron Krause, Dan Keyes, Dick Poppen, Don Settje, and Scott Meyer. Public present: Holli Seehafer, Kathy Ward & Dan Sorensen.

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

Public Input – No public comments.

A motion was made and seconded to approve the renewal of the Retail (on-off sale) Malt Beverage & SD Wine licenses, July 1, 2022 – June 31, 2023. The Back Door Pub, Luvuvern Hanson. Pizza Hut, Comes Investments, Inc. The Pump 2.0. Top Hat Lanes, DCDS LLC. Berens Market LLC. Grandstay Hotel, 15 Hotel Group Inc. Motion carried 5-0. Councilman Hoeke abstained.

Minutes – A motion was made and seconded to approve the minutes from the April 11, 2022, meeting. Motion carried 6-0.

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

CONSENT AGENDA

1. Approve the hiring of seasonal recreation staff: Victoria Nelson, \$11.09/hr. Camryn Weise, \$11.09/hr. Parker Shell, \$11.09/hr. Charlezton Ward, \$11.09/hr. Hallie Schulte, \$11.09/hr. Jacob Shelstad, \$11.09/hr.
2. Ratify the transition of Nicole Berg from fitness instructor/personal trainer to recreation supervisor – health & fitness, effective 4/26/22, \$16.31/hr., part-time.
3. Ratify the transition of Abby Larson from Unity building attendant to custodian, effective 4/30/22, \$11.96/hr., part-time.
4. Ratify the transition of Jamie DeVaal from lifeguard, water safety instructor, building attendant to recreation supervisor-aquatics, effective 4/26/22, \$16.31/hr., part-time.
5. Approve the hiring of Hope Karels, part-time water safety instructor, effective 5/10/22, \$14.23.
6. Authorize bidding for splash pad installation.

DEPARTMENT REPORTS

Water – Councilman Wiener read the monthly report. The restrooms at Lake Farley will remain closed until the water break at the park is repaired. A six-inch water main was installed for the Koch senior living facility. The city is utilizing 78% spring water.

Property Standards – No report.

Housing – The two city owned lots on Diggs Avenue were previously offered to the Grant County Development Corporation (GCDC) for construction of single-family homes. Attorney Reedstrom stated title work has revealed encumbrances on one lot. A motion was made and seconded to extend the transfer of the property to GCDC for up to 12 months, allowing time for any encumbrances to be resolved. A stipulation that the property shall be used for the construction of a single-family dwelling will be attached to the properties. Motion carried 6-0.

Rubble Site – Councilman Hoeke reported staff has been pumping water from the new pit and firming the ramp and work area around the new pit in preparation of Shape Up Milbank, May 6 – 14, 2022.

Street – Councilman Hoeke read the monthly report.

A motion was made and seconded to approve the street material bids as follows.

Motion carried 6-0.

BS 1-hot mix bituminous material picked up-\$74.00/ton-BPI, only bid.

BS 2-asphalt, machine laid-\$79.00/ton-BPI, only bid.

BS 3-aggregate base course material delivered-\$7.95/ton, J&J Earthworks, only bid.

BS 4-asphalt milling 2"- \$2.50/sq yd-BPI, only bid.

A motion was made and seconded to approve the bid submitted by J&J Earthworks for the First Street Project, \$291,865.00. Only one bid was received. Motion carried 6-0.

A motion was made and seconded to approve the bid submitted by J&J Earthworks for the Virgil Avenue Project, \$26,980.00. Only one bid was received. Motion carried 6-0.

Police – Councilman Karels read the monthly report. Residents are reminded to beware of scams via phone and computer. Do not give out personal information, routing or account numbers or purchase gift cards. Hang up the phone and do not respond. If you have questions contact a family member, your local bank, or the police department.

Attorney – No report.

Finance – A motion was made and seconded to approve the April Treasurer’s report. Motion carried 6-0.

A motion was made and seconded to approve the bills list, \$127,618.91. Motion carried 6-0.

A motion was made and seconded to accept the 2021 annual report and forward to the Department of Legislative Audit. Motion carried 6-0.

April salaries: Mayor/Council \$1,600; Finance \$15,079; Police \$29,198 Fire \$1,716; Street \$12,170; Rubble Site \$793; Recreation \$25,190; Park \$10,310; Water \$7,453; Wastewater \$15,384.

Airport – No report.

Wastewater – Councilman Briggs read the monthly report. Began disinfection on May 1. The plant received a state an Operation & Maintenance Award.

Park – Councilwoman Rogers gave the park report, stating the community gardens have been tilled and the docks are in at Lake Farley.

A motion was made and seconded to approve Resolution 5-9-22. Motion carried 6-0.

RESOLUTION 5-09-22
APPOINTMENT OF APPLICANT AGENT
for the Hazard Mitigation Grant Program (HMGP)

WHEREAS, City of Milbank is submitting a Hazard Mitigation Grant application or the construction of a tornado safe room to the South Dakota Division of Emergency Management and the Federal Emergency Management Agency; and

WHEREAS, the city is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents.

NOW THEREFORE BE IT RESOLVED that the Milbank City Council appoints the Milbank City Mayor as the authorized Applicant Agent.

Dated this 9th day of May 2022.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

Unity Health & Fitness – Councilwoman Rogers gave the monthly report. Youth baseball and softball registration is closed. A fourth session for swim lessons is currently being planned. Golf and tennis registration remain open until full, or lessons start. The summer celebration planning is underway.

The Council was informed that four bids were received for the new boilers at Unity. 1. SCR Inc. - \$138,000. 2. Burnn Boiler & Mechanical Inc. (2 bids) - \$138,000 – Thermal Solutions and \$159,000 – Lochinvar. 3. Chappell Central Inc. \$173,091 – Lochinvar. Attorney Reedstrom explained a tie bid can be decided by rejecting the bids and rebidding, by a lottery system, or residence preference. The council choose to move forward with a lottery option and based on a coin toss, a motion was made and seconded to approve the bid submitted by Burnn Boiler & Mechanical Inc., \$138,000-Thermal Solutions. Motion carried 6-0.

Two quotes were reviewed for a new Inet system at Unity. Attorney Reedstrom stated the system did not need to be bid as it is a specialty item under \$100,000. SCR Inc. submitted the lower quote. A second, higher quote was received from Chappell Central Inc. Administrator Forman explained frustrating experiences with SCR Inc. No decision was made. The mayor requested a presentation by both companies.

The resignation of Laura Brochman, Unity administrative services supervisor, was received and the job opening will be posted.

Planning & Zoning – Councilwoman Rogers reported a conditional use permit was approved for Leisha Job for the operation of a home-based daycare at 1106 South Viola Street.

April Permits:

Building: Jason Krause-608 S 5th St-accessory structure. Jeff Carlin-307 W 6th Ave-accessory structure.

Sign Permit: First Interstate Bank-302 S Main St.

Roofing Permit: Scot & Colette Anderson-1002 E Bell Ave-asphalt.

Fence Permits: Darin Thiele-303 N 1st St-wood. Taylor Stotesbery-509 S 2nd St-vinyl.

Demolition: Valley Queen Cheese-207, 211, 215 W 3rd Ave-houses.

Lake Farley Projects – A motion was made and seconded to call for bids for ballpark dirt work, materials, and installation. Motion carried 6-0.

Fire – Councilman Hanson gave the monthly report. All sirens have been repaired. Weekly siren testing will continue every Monday at 5:30 pm. The test siren will sound in fire mode.

A motion was made and seconded to enter Executive Session pursuant to SDCL 1-25-2(3), consultation with legal counsel. Motion carried 6-0. The mayor called the council out of executive session.

Adjourn – The next regular meeting will be June 13, 2022, at 7:00 PM. A motion was made and seconded to adjourn 8:00 pm. Motion carried 6-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

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CLAIMS

5/9/2022

Advanced Technologies Inc.	shipping/supplies/computer	\$	1,176.02
Amazon	supplies/equipment/helmets	\$	646.76
American Engineering Testing	testing	\$	330.60
American Red Cross	training manuals	\$	380.92
Anderson Garage Door	install doors	\$	15,025.00
Associated Supply Co.	parts, supplies	\$	947.20
AT&T	cell phone	\$	465.18
Auto Value Parts Store	parts/supplies	\$	150.21
Balti Sales	parts	\$	1,593.69
Baseball Savings	helmets	\$	641.40
Berens Market	supplies	\$	20.68
Berg, Nicole	Continuing Ed-CPT	\$	295.02
BIB	background checks	\$	14.00
BPI, Inc.	asphalt	\$	748.20
Chrtrebo	supplies	\$	31.95
CHS	gas/oil	\$	5,742.04
City of Milbank	deposit refund	\$	100.00
Climate Systems Inc.	PM contract	\$	6,747.96
Cole Papers Inc.	supplies	\$	2,291.97

Companion Life Ins.	admin fee	\$	10.00
Corporate Technology	service agreement/computer	\$	1,544.00
Creative Products	DARE supplies	\$	590.31
Dakota Pump & Control	repair valve	\$	561.23
Do Supply	returns	\$	(238.00)
Eastside Car Wash	truck wash usage/lift rental	\$	310.24
Elite Drain & Sewer	clear main	\$	630.00
ERA S Waters Company	testing	\$	1,138.92
FACe-Propay	transaction fees	\$	23.54
First District Association	ordinance assistance	\$	5,000.00
Fitness By Design	flooring	\$	1,350.00
Fonder, Eileen	repair mailbox	\$	95.50
Food-N-Fuel	gas	\$	870.42
Galeton	vest/gloves/boots	\$	171.27
Gall's	uniforms	\$	178.12
Gas & Goodies	gas	\$	75.00
Grant County Auditor	county services	\$	1,675.00
Grant County Review	publications	\$	853.95
Hawkins	chemicals	\$	10,360.29
Hillyard	supplies	\$	305.04
Independent/North Star	signs/help ad	\$	729.50
Inland Truck Parts & Service	blades	\$	353.40
Internet Network	website renewal	\$	194.00
ITC	telephone/internet service	\$	1,518.65
John Deere Financial	parts	\$	1,120.42
Kromer Co. LLC	parts	\$	162.44
Lewis Drug	supplies	\$	156.71
Linde Gas & Equipment	service air system	\$	48.87
Metropolitan Compounds	degrease	\$	516.35
Milbank Kiwanis Club	"M" donation	\$	60.00
Milbank Winwater Co.	parts	\$	22.92
Money Movers	NIHCA membership fee	\$	11.25
NAPA Auto Parts	parts/supplies	\$	1,857.95
Nelson Auto Center	2022 vehicle	\$	153.06
Newman Traffic Signs	traffic signs	\$	686.38
NW Energy	natural gas	\$	5,463.69
O'Reilly Store	cleaner	\$	5.99
Otter Tail Power	electric	\$	18,620.15
Petty Cash	supplies/postage	\$	35.00
Quick Pro Lube	vehicle service	\$	222.42
Ramkota Hotel	travel expense	\$	98.00
RDO Equipment Co.	parts	\$	1,222.89
Reedstrom, Mark	retainer fee	\$	1,000.00

Reimche Airspray LLC	FBO Contract	\$	1,200.00
Ricarie Software	applicant stack subscription	\$	99.00
Roger's Electric	parts	\$	1,243.49
Running's Supply, Inc.	supplies/parts	\$	1,887.86
S.W. Inc.	electronic recycling	\$	4,190.00
SD Department of Revenue	sales tax	\$	2,469.65
SD Public Health Lab	testing	\$	86.00
SDSU Property Management	CPR Manikins	\$	70.00
Share Corp	supplies	\$	1,352.76
South Dakota 811	one calls	\$	25.20
Spotify	subscription	\$	10.64
Star Laundry & Cleaners	laundry service	\$	224.91
Stoney Brook Ent Inc	equipment repairs	\$	725.54
Street Graphix	shirts	\$	472.60
T & T Heating & AC	install pump	\$	476.85
The Original Marketing Group	billing	\$	250.00
The Valley Shopper	help ad	\$	287.02
Transource	parts	\$	141.90
Twin Valley Tire	tire service/battery	\$	350.22
Unzen Motors, Inc.	vehicle repairs	\$	401.62
UPI	gas	\$	1,959.14
US Postal Service	postage/permit	\$	685.00
USA Bluebook	trolley/crane	\$	4,045.87
Valley Office Products	supplies	\$	898.27
Valley Rental & Recycling	recycling agreement	\$	650.00
Whetstone Sanitation	garbage service	\$	724.00
Whetstone Valley Electric	electric/repairs	\$	2,993.97
Wiese Electric	repairs/installation	\$	854.89
WM Corporate Services Inc.	garbage service	\$	1,617.03
Zoom Video Communications Inc	subscription	\$	111.81
		\$	127,618.91