

MILBANK CITY COUNCIL PROCEEDINGS  
February 13, 2023

PURSUANT TO DUE CALL AND NOTICE THEREOF, a regular meeting of the City Council was duly held at City Hall at 7:00 PM, February 13, 2023. The following members were present: Mayor Pat Raffety, Councilmembers Josh Karels, John Weyh, Craig Weinberg, Mindy Rogers, Mike Hanson (via telephone). Absent: Roger Briggs. Present from the staff: John Forman, Cynthia Schumacher, Scott Meyer, Dick Poppen, Don Settje, Corey Hooth, Kevin Schuelke and Dan Keyes. Public present: Todd Kays, Holli Seehafer, Kathy Ward, Mark Veen, Ashlie Veen and Kent Englund.

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

PUBLIC COMMENTS – No public comments were heard at this time.

PROCLAMATION – Mayor Raffety read the Executive Proclamation proclaiming February 21, 2023 as Karen Layher Day.

EXECUTIVE PROCLAMATION  
CITY OF MILBANK  
OFFICE OF THE MAYOR

WHEREAS, South Dakota was founded with hard work, perseverance, dedication to duty and the understanding of sacrifice, sharing and love of family; and,

WHEREAS, Karen Layher has devoted 30 years to the service of Grant County and the State of South Dakota as Grant County Auditor; and

WHEREAS, Karen has been responsible for county-wide elections, tax levies, all county buildings, organizing township and county board meetings and through it all, always put the best interests of the County and the City of Milbank at the forefront; and

WHEREAS, Karen's inherent honesty, work ethic, and sincerity have projected a positive image for the City of Milbank, Grant County and the State of South Dakota; and,

WHEREAS, Karen will undoubtedly continue to pursue her interests with the American Legion Auxiliary, the Grant County Historical Society, as well as children and grandchildren; and,

WHEREAS, It is fitting and proper as Mayor to recognize the contributions and tenure of this fine individual, who is celebrating her retirement,

NOW THEREFORE, I, Pat Raffety, Mayor of the City of Milbank, South Dakota, do hereby proclaim Tuesday, February 21, 2023 as

KAREN LAYHER DAY

In Milbank, and I join her family, friends, and co-workers in wishing her a fulfilling and happy retirement.

IN WITNESS WHEREOF, I have hereunto set my hand.  
Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

SPECIAL EVENT PERMIT – A motion was made and seconded to approve special event permit and temporary malt beverage license requested by Bent Arrow Archery, Mark Veen. The event will be held March 4, 2023, 307 South 5<sup>th</sup> Street. Mark and Ashley Veen explained Broken Arrow Archery will be hosting an archery shoot and concessions will be provided by The Pump/2<sup>nd</sup> Chances Caner Walk Team, RB-26404, serving 9:30 am to 7:00 pm. Motion to approve the special event and temporary malt beverage was approved 5-0.

TODD KAYS, First District Association of Local Governments addressed the Council reviewing the establishment, purpose and services provided to the communities within the district. Currently First District is assisting Milbank with funding options for the water supply and pump station improvements and bicycle pedestrian trails project.

PUBLIC HEARING – A public hearing was held for the special assessments against said properties. No one present spoke for or against the assessments. A motion was made and seconded to approve Resolution 2-13-23. Motion carried 5-0.

RESOLUTION 2-13-23  
CITY OF MILBANK SPECIAL ASSESSMENTS

WHEREAS, the City Council, City of Milbank, Grant County, South Dakota, will put a special assessment against the property as hereinafter set out for the collection of outstanding bills which included the expenses of levying such special assessment against said property.

1. Debbie Whitlow Est., 903 E Park Ave, West 55-feet of Lot 2 of Karel's OL C-1, Milbank, Grant County, SD.  
Amount: \$320 = \$300 lot cleanup + \$20 fee.
2. Leroy & Patricia Rodengen Est. 315 W 7<sup>th</sup> Ave, Lot 9, Block 6, West End Addn, Milbank, Grant County, SD.  
Amount: \$920 = \$900 property cleanup & fire call + \$20 fee.
3. James Marshall Hendrix Foundation, 505 S 5<sup>th</sup> St, Lot 18, Block 40, Original Townsite, Milbank, Grant County, SD.  
Amount: \$415.27 = \$395.27 curbstop repair + \$20 fee.

THEREFORE, BE IT RESOLVED that the City Council of the City of Milbank, Grant County, South Dakota hereby authorized the Finance Officer to file special assessments against these properties at the Grant County Auditor's Office for outstanding bills.

Dated this 13<sup>th</sup> day of February 2023.

Aye: 5    Nay: 0                      Absent: Roger Briggs

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

MINUTES – A motion was made and seconded to approve the minutes from the January 16, 2023, meeting. Motion carried 5-0.

CONSENT AGENDA – A motion was made and seconded to approve the consent agenda. Motion carried 5-0.

Consent Agenda

1. Ratify hiring of Julie Landmark, PT front desk recp./building attendant, \$12.47/hr. Dylan Durick, building attendant \$12.47/hr.

2. Approve pay increases for WSI certifications: Rylee Scoular-\$14.88, Zachary Ringsaker-\$14.88, Mallory Falk-\$14.88, Rachel Schulte-\$14.88, Joe Schulte-\$14.88.
3. Approve 2023 holiday/closure schedule.
4. Approve reappointment of Steve Wenzl and Heidi Wellnitz to Park & Recreation Board, 12/31/2026.
5. Appoint Boyd VanVooren to the Grant County Housing Authority.
6. Declare Items Surplus: 4 – 12 Ga Shotguns, 2 – Genesis Radar Units, 4 – K-Band Antennas, to be sold or disposed of.
7. Approve part-time officers Caden Bjordahl, Orville Folk, Ryan Bakeberg, Jeremy Steffenson, \$19.16/hr.

## DEPARTMENT REPORTS

Water – Crews will be on site this week to repair the Golden Anderson pressure sustaining valve. Application to the State Water Plan, for the water supply and pump station improvements, was submitted. There were 11 on the monthly shut-off list. The city is utilizing 28% spring water.

A motion was made and seconded to approve the agreement with Banner Associates, Inc. for Phase 1 water supply and pump station improvements not to exceed \$730,3000. Motion carried 5-0.

Streets – Councilman Weyh reported J&J Earthworks was contracted to remove and smooth the hard-packed snow on the emergency snow routes. The warmer temperatures aided in smoothing the remaining hard packed streets. Equipment maintenance was completed.

Attorney Reedstrom stated he has been in contact with Transource pertaining to the street sweepers and the ongoing operational issues. Several options were discussed. Reedstrom is waiting to hear proposals from the company to resolve the issue.

Lake Farley – A motion was made and seconded to approve the agreement with 4Most Sport Group for Schedule 3 – Post Construction Consulting, \$25,000. Heart of Milbank funds will be utilized to pay the agreement. Motion carried 5-0.

Park & Cemetery – Due to the warm weather, the ice rink has closed for the season.

No bids were received for the installation of the splash pad therefore Keyes consulted with contractors to obtain quotes. Following review of the quotes the park development committee recommended to accept the quote submitted by Hasslen Construction. Unfortunately, Hasslen could not provide an installation timeline. Councilwoman Rogers explained the project is over budget by \$6,215. Rogers stated the city originally had \$250,000 bond funds designated for the splash park. Fortunately, \$450,000 was received from Valley Queen Charitable Foundation and the Flynn Estate for the project. The original bond funds will be used to cover the overage. A motion was made to approve the splash park installation quote submitted by Hasslen Construction for \$242,200. Motion carried 5-0.

Unity Health & Fitness – Manager Dan Keyes reported registration for the summer recreation programs will begin later this month. Job opportunities are open for summer recreation programs and class trainers.

A public meeting will be held for discussion and input for the skate park; Monday, February 20<sup>th</sup> at 5:30 pm at the Visitor Center.

The lobby remodel estimates were higher than expected. The committee is looking to reduce the scope of work to remain within the budget.

Fire – Councilman Weyh reported the department continues to do pre fire planning walk throughs. A Homeland Security grant application was submitted for state radio P-25 Project.

Rubble Site – No report.

Airport – No report.

Finance – A motion was made and seconded to approve the year-end Treasurer's report. Motion carried 5-0.

A motion was made and seconded to approve the bills list, \$174,748.69. Motion carried 5-0.

A motion was made and seconded to approve a transfer from the Heart of Milbank fund to General fund, \$90,380.00. (4Most-Ph 3-\$25,000. Field backstop system-\$58,395. Johnson Fitness-cycles-\$6,985.10.)

January salaries: Mayor/Council \$1,600; Finance \$19,407; Police \$45,793 Fire \$1,751; Street \$17,233; Rubble Site \$723; Recreation \$26,267; Park \$11,567; Water \$6,400; Wastewater \$14,811.

Housing – No report.

Planning & Zoning – Councilman Weinberg reported three conditional use permits were approve at the February meeting.

Upon the recommendation of the P&Z Commission, a motion was made and seconded to approve Resolution 2-13-23A. Administrator Forman explained the plat includes a right-of-way for Northridge Avenue and Fair Street. Currently the road is an easement. Motion carried 5-0.

Resolution 2-13-23A, Resolution to Approve Plat

Whereas, Charles Liebe-Trustee, Charles A. Liebe Living Trust owner(s) of the hereinafter described real property has submitted to the governing board a proposed plat of Block 3, Northridge Avenue Right-of-Way and Fair Street Right-of-Way of Liebe's North Ridge Subdivision, City of Milbank, Grant County, South Dakota and the Board of City Council of said City having examined the proposed plat and it appearing that all municipal taxes and special assessments if any, upon said plat and survey, have been executed according to law.

Now therefore, be it resolved that said plat and survey be and are hereby in all things accepted and approved. Dated this 13<sup>th</sup> day of February 2023.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

January Permits: none.

GCDC & Chamber – Councilman Weinberg reported Jamie Henderson has accepted the position as Chamber executive director.

Personnel – No report.

Wastewater – The annual calibration of the lab scale was completed. The annual biosolids were reported to EPA.

Police – Chief Hooth gave an update on the department vehicles, equipment, and personnel. Officer Folk has transitioned to the school as the SRO. The department is still one officer short.

EXECUTIVE SESSION – A motion was made and seconded to go into Executive Session for personnel reasons pursuant to 1-25-(1). Motion carried 5-0. Mayor Raffety called the council out of executive session. Councilman Hanson left the meeting.

A motion was made and seconded to approve Resolution 2-13-23B – Salary Bonus as amended. Motion carried 4-0.

# RESOLUTION 2-13-23B

## Employee Bonus

BE IT RESOLVED by the City Council of the City of Milbank, South Dakota, the following one-time two percent (2%) bonus shall be paid the third Wednesday in February 2023. Said one-time two percent (2%) bonus shall not be made part of or added to each employees' base salary calculation as set forth in the 2023 Salary Resolution #1-9-23 dated 1-16-23 and published on 1-25-23.

Name	Amount	Name	Amount	Name	Amount
Adolph, Teresa	\$399.80	Humburg, Allison	\$282.81	Schulte, Joseph	\$50.30
Angerhofer, Zachary	\$8.27	Isaacson, Justin	\$71.05	Schulte, Rachel	\$45.89
Bear, Jody	\$9.72	Jackson, Pamela	\$1.10	Schumacher, Cynthia	\$1,168.96
Berg, Nicole	\$434.54	Jankord, Trey	\$796.22	Scoular, Rylee	\$36.43
Blauert, Brandy	\$837.82	Johnson, Angela	\$16.44	Settje, Donald	\$1,037.92
Bogenrief, Cynthia	\$113.35	Karels, Hope	\$16.29	Sinner-Pulscher, Katie	\$6.37
Bohlen, Jessica	\$59.67	Karels, William	\$37.93	Stengel, Jerald	\$156.84
Bostrom, Carl	\$912.29	Keyes, Dan	\$1,375.30	Street, Benett	\$25.33
Bowsher, Wesley	\$33.82	Krause Sr, Ron	\$1,011.71	Thiele, Darin	\$1,130.69
Bray, Theodore	\$985.09	Lambrechts, Bryan	\$6.15	Thomas, Adam	\$16.12
Brown, Dane	\$87.07	Landmark, Julie	\$40.84	Veen, Carol	\$32.46
DeBoer, Jamie	\$133.54	Larson, Abby	\$263.17	Weinkauf, Deven	\$888.16
Devaal, Jodi	\$44.68	Leins, Adam	\$52.07	Wiese, Camryn	\$1.14
Devaal, Karla	\$41.96	Lesnar, Dennis	\$690.98	Zinter, Kiel	\$379.47
Devere, Patricia	\$213.55	Loutsch, Jeff	\$837.82		
Falk, Mallary	\$29.67	Magedanz, Andrew	\$3.90		
Fenner, Marlin	\$103.10	Mattice, Gene	\$51.67		
Folk, Jacob	\$1,009.63	Meyer, Scott	\$1,011.71		
Folk, Laurie	\$274.71	Morton, Jesse	\$858.62		
Folk, Randy	\$102.31	Nelson, Alex	\$83.27		
Forman, John	\$1,716.42	Owen, Jodie	\$54.62		
Frink, Judy	\$50.65	Pohlen, Cody	\$1,005.06		
Giesen, Mindy	\$38.47	Poppen, Richard	\$1,352.42		
Hanson, Jessica	\$12.28	Ringsaker, Zachariah	\$53.58		
Hermans, Brianna	\$116.28	Schamber, Charles	\$713.44		
Hillbrands, Ryan	\$817.02	Schuelke, Kevin	\$391.85		
Hooth, Corey	\$1,133.18	Schulte, Isaac	\$107.89		
Huizenga, Steven	\$153.14	Schulte, Jennifer	\$18.62		

Aye: 4    Nay: 0    Absent: Councilmen Hanson and Briggs

Dated this 13<sup>th</sup> day of February 2023.    This resolution is effective upon passage.

Pat Raffety, Mayor

ATTEST    Cynthia Schumacher, Finance Officer

Special Meeting – Mayor Raffety called a special meeting for February 20, 2023, 6:00 pm. The purpose of the meeting is a working session to discuss drinking water supply, storage, and rates.

Adjourn –Next Regular meeting meet is March 13, 2023, at 7:00 pm. A motion was made and seconded to adjourn. Motion carried 4-0.

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Pat Raffety, Mayor

ATTEST

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Cynthia Schumacher, Finance Officer

Publish:

Publish once at an approximate cost of: \$\_\_\_\_\_

#### 2/13/23 Claims

Vendor Name	Description	Claim \$
ABEL ROLDAN ESTRADA	deposit less final bill	85.50
ADVANCED TECHNOLOGIES INC	shipping/equipment/software	256.12
ALEX AIR APPARATUS, INC	annual compressor test	846.14
ALL FLAGS, LLC	flags	88.94
AL'S BODY SHOP INC.	install lightbar and center panel	270.00
AMAZON	parts/supplies	583.34
AMERICAN RED CROSS	lifeguard training	200.00
ASSOCIATED SUPPLY COMPANY	parts/supplies	1,498.73
AT&T MOBILITY	cell phones	511.24
AUTO VALUE PARTS STORE	parts/supplies	177.69
AUTOMAXX CDJR INC	vehicle repairs	768.60
BAN-KOE SYSTEMS, INC.	fire alarm testing/inspection & monitoring	1,650.00
BANNER ASSOCIATES, INC.	engineering/maps	2,830.39

BERENS MARKET	supplies	34.43
BERKNER EXCAVATING & GRAVEL INC.	snow removal	3,806.25
BIB	background checks	14.42
BRUCE KLEINSASSER	lifeguard training	185.00
BSN SPORTS INC	helmet	81.27
CARD POINTE	card fees	348.69
CARQUEST OF ORTONVILLE	parts	189.35
CHS	gas	6,588.46
CITY OF MILBANK	deposit to final	14.50
CLIMATE SYSTEMS, INC.	system repairs	1,537.00
COLE PAPERS INC.	building supplies	1,681.96
CORPORATE TECHNOLOGIES LLC	managed services	1,617.79
EASTSIDE CAR WASH	truck wash usage	79.30
EIDEBAILLY LLP	audit expense	4,141.00
ELECTRIC PUMP INC	pump controls	1,526.00
EQUIPMENT BLADES INC	insert plow blades	1,944.00
FAcE - PROPAY	transaction fees	77.47
FASTENAL COMPANY	parts	397.93
FIRST BANK & TRUST	fees	24.00
FOOD-N-FUEL	gas	42.51
GOOGLE-YOU TUBE	subscription	12.77
GORDONA ELECTRIC SUPPLY	emergency lights	303.29
GRANT COUNTY AUDITOR	county services	1,000.00
GRANT COUNTY REVIEW	publications	621.46
HAWKINS, INC.	chemicals	6,992.87
HOMAN METAL FAB. LLC	plow repairs	860.00
INLAND TRUCK PARTS & SERVICE	parts/repairs	719.24
INTERSTATE POWER SYSTEMS INC.	service generators	1,302.00
ITC	ITC services	1,510.35
ITS	key fobs	332.60
J&J EARTHWORKS INC.	snow removal/Virgil & 1st Street project	38,944.45
JAKE FOLK	supplies	95.62
JEFF LOUTSCH	clothing allowance	100.00
JOHN DEERE FINANCIAL	parts	1,715.23
JOHNSON FITNESS & WELLNESS	training cycles	6,985.00
LES MILLS UNITED STATES TRADING	virtual bundle	598.00
LEWIS DRUG STORES	supplies	59.44
LINDE GAS & EQUIPMENT INC	air system maintenance	50.64
MAGUIRE IRON, INC.	clean/inspect tower	2,898.00
MARK REEDSTROM	retainer fee	1,000.00
MCLEOD'S PRINTING	supplies	229.06
MICHAEL TODD & CO., INC.	parts	1,169.10
MILBANK FORD-MERCURY	vehicle repairs	480.13
MILBANK WINWATER CO.	meter/parts	2,005.37
MnB CLEANING SERVICES LLC	cleaning services	4,800.00
MONEY MOVERS	NIHCA fees	11.00
NAPA AUTO PARTS	parts	434.46

NORTH CENTRAL INTERNATIONAL IN	parts	96.91
NORTHERN BALANCE & SCALE, INC.	calibrate and clean scale	231.00
NORTHERN TRUCK EQUIP CORP	parts	3,485.68
NW ENERGY	natural gas	8,716.18
OTTER TAIL POWER CO.	electric	28,091.77
PETTY CASH	postage/supplies	53.94
RACARIE SOFTWARE	HR software	105.00
REIMCHE AIRSPRAY LLC	FOB contract	1,500.00
ROGER'S ELECTRIC MOTOR	parts	14.40
RUNNINGS SUPPLY INC.	supplies/parts	1,790.84
SCOTT MEYER	clothing allowance	100.00
SD DEPARTMENT OF AG	applicators license	55.88
SD DEPT OF REVENUE & REG	sales tax	2,182.87
SD PUBLIC HEALTH LAB	testing	86.00
SHARE CORP	grease	237.29
SIME REPAIR LLC	tractor repairs	506.80
SOUTH DAKOTA 811	one calls	8.40
SPARX HOCKEY	parts	181.02
SPOTIFY	subscription	10.64
STAR LAUNDRY & CLEANERS	rugs/coveralls/towels	433.33
STONEY BROOK ENT INC	parts	2,560.79
STREET GRAPHX INC	name plates/plaque	94.57
STRYKER	radar unit	87.88
SUMNER DIESEL, INC.	sweeper repairs	912.12
SYN-TECH SYSTEMS	supplies	50.50
THE VALLEY SHOPPER	advertising	169.00
TRAPP PLUMBING CO INC.	replace fixture	657.39
TUBBS OF SOFT WATER INC	supplies	35.22
TWIN VALLEY TIRE	tire service	276.15
UPI PETROLEUM	gas	1,664.94
US POSTAL SERVICE	billing expense	440.00
USA BLUEBOOK	tools/oil/parts	1,876.03
VALLEY OFFICE PRODUCTS	supplies	711.39
VALLEY RENTAL & RECYCLING LLC	recycling agreement	650.00
VISTA PRINT	supplies	65.94
WEST CENTRAL COMMUNICATIONS INC.	parts	39.95
WHETSTONE HOME CENTER INC.	supplies	167.32
WHETSTONE SANITATION	GARBAGE SERVICE-UNITY	85.00
WHETSTONE VALLEY ELECTRIC	electric	6,148.05
WM CORPORATE SERVICES, INC.	GARBAGE SERVICE-UNITY	237.37
XEROX CORPORATION	copier lease	491.22
ZOOM VIDEO COMMUNICATIONS	subscription	111.81
		174,748.69