

MILBANK CITY COUNCIL PROCEEDINGS

May 8, 2023, 7:00 pm

Call to Order - The City Council met in regular session on May 8, 2023, at 7:00 pm in the Visitor Center, 1001 East Fourth Avenue, Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Roger Briggs, Mike Hanson (telephonically), Mindy Rogers, Craig Weinberg, John Weyh and Josh Karels.

Staff Present: Attorney Mark Reedstrom, Darin Thiele, Dick Poppen, Scott Meyer, Donald Settje, Dan Keyes, Cynthia Schumacher, John Forman, Corey Hooth, Ron Krause, and Kevin Schuelke.

Public Present: Dan Sorenson, Holli Seehafer, Nathan Watson, Kathy Ward, Mike Mach, Amy Sis, and Teresa Skaarer.

Public Comments – Teresa Skaarer addressed the council regarding property standards ordinances and enforcement.

Amy Sis, Grant County Conservation District Manager, explained services and inventory her office can provide to the city and area residents.

Minutes – A motion was made and seconded to approve the minutes of the April 10, 2023, meeting. Motion carried 6-0.

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

1. Approve Lake Farley Campground Policy
2. Approve Visitor Center Community Room Rental Policy
3. Approve hiring of Dylan Veen, part-time police officer, \$19.16, 5/8/23
4. Ratify hiring Unity staff: Ashton Loken-lifeguard-\$14.51 hr-3/5/23. McKenzie Mertens-fitness instructor-\$13.69 hr-1/30/23.
5. Ratify hiring of summer recreation staff: Addisyn Krause, Charlie Peery, Tyra Berry, Mason Meister - rec instructors-\$11.49 hr-5/1/23.
6. Ratify hiring of summer park maintenance staff: Dave Heidemann – \$15.80 – 4/17/23. Sam Femling – park maintenance - \$12.27, Karson Weber - \$12.80, Justus Osborne - \$12.27, Nick Batchelor - \$12.27.
7. Approve First Interstate Bank Customer Appreciation Picnic, 7/13/23, 11:00 am to 1:00 pm, close parking lot behind bank on 2<sup>nd</sup> Street/3<sup>rd</sup> Avenue.

Malt Beverage & SD Wine License Applications – A motion was made and seconded to approve the 2023-2024 Malt Beverage & SD Wine License renewal applications. Motion carried 6-0.

1. Triple C Bar, 220 East Second Avenue, Lot 18, Block 6, Original Townsite of Milbank, Retail (on-off) malt beverage & SD farm wine.
2. Comes Investments Inc., Pizza Hut, 1201 East Milbank Avenue, Lot 3, Eslinger's Addition, City of Milbank, Retail (on-off) malt beverage & SD farm wine.
3. The Pump 2.0 LLC, 205 South Main Street, Lots 15 and 16, Block 6, Original Townsite of Milbank, Retail (on-off) malt beverage & SD farm wine.
4. DCDS LLC, Top Hat Lanes, 314 West Fourth Avenue, Lots 3-6, Block 4, West End Addition to the City of Milbank, Retail (on-off) malt beverage & SD farm wine.
5. Berens Market, LLC, 1506 Morningside Drive, Lot 1, except Lot 101 a part of Lot 1, Lot 2 and Lot 3, Block 3, Morningside Addition to the City of Milbank, Retail (on-off) malt beverage & SD farm wine.
6. 15 Hotel Group Inc., Grandstay Hotel & Suites, 1005 S Dakota St, Lot 1 of Grandstay Addition to the City of Milbank, Retail (on-off) malt beverage & SD farm wine.

### Department Reports

Water – Councilman Briggs reported the water service to the sprinklers and the splash pad at Hurley Park have been installed. Crews will begin painting the above ground storage tank as weather permits. The City is averaging 61% spring water.

Housing & Development – Councilman reported \$481,950 will be transferred to the Housing Opportunity Fund. The funds are a result of sales tax paid on the Valley Queen Cheese construction project.

Wastewater – Chlorination began May first with no issues. The control system needs upgrades at an estimated cost of \$280,000. A rate increase may need to be reviewed.

Planning & Zoning – A motion was made and seconded to approve the second reading of Ordinance 847 – Rezoning of Block 2, Hunts Addition from an A1, agricultural district to an R2, general residential district. Motion carried by roll call vote 6-0.

### April Permits

Building: Berens Market-1612 Morningside Dr-fuel canopy. Chris Lewis/Lewis Process Piping-906 S Madison St-commercial accessory structure. JAG Development-1013 Adams Dr-house/garage. Adler Housing LLC-1101 Adams Dr-house/garage. Troy & Abby Gilbertson-803 S Viola St-detached accessory structure.

Demo: Valley Queen-221 W 3<sup>rd</sup> Ave-house/garage.

Sign: Berens Market-1612 Morningside Dr.

Fence: Sage Griffin-520 S Grant St-chain link.

Event: Milbank Area Chamber-Cinco de Mayo-Lake Farley-5/6/23. Milbank Area Chamber-Farley Fest-Lake Farley-7/27-7/30/23. It Only Takes a Spark-cancer walk/picnic-Lake Farley-6/9-6/10/23.

GCDC & Chamber – Councilman Weinberg reported the Cinco de Mayo event was well attended despite the weather-related last-minute move indoors.

A motion was made and seconded to accept a \$15,000 grant through the Infrastructure First Project at the GOED to supplement the cost associated with a five-year capital improvement plan. The grant funds will be matched by the city. ISG Engineering will develop, outline, prioritize to recommend a capital improvement project list for the next five years. Motion carried 6-0.

Personnel – The Mayor discussed the idea of seeking outside assistance to conduct a wage study. Administrator Forman was directed to seek quotes for a wage study.

Lake Farley – The Council thanked the Flynn Estate for a \$250,000 donation to the American Legion Baseball project.

The Mayor announced that Valley Queen Charitable Foundation has committed to a donation match of 2023 donations, up to \$300,000, made to the American Legion Baseball project.

Administrator Forman reported the road around the campground was paved. No bids were received for the backstop, he is working to obtain quotes.

Property Standards – Property standard inspections will be done, and notices sent out.

Police – Interviews for the vacant patrol officer position have been scheduled. Law enforcement agencies conducted a mock traffic accident at the high school. Several area K-9 units assisted with a sweep of the school and parking lot.

Park & Cemetery – Several items at Pribyl Park were vandalized. Water service has been restored to the parks and cemetery.

A motion was made and seconded to declare the skate park equipment surplus, appraise and dispose. Motion carried 6-0. Park board development committee members appraised the current equipment at \$25.

Unity Health & Fitness – A motion was made and seconded to approve the amendments to the 24/7 facility use guidelines. The amendments included 1. The lap pool will be available to patrons ages 18 years of age and older during designated times. 2. Members ages 16 and over will be able to purchase 24/7 access. 3. Members under 16 can use the facility during 24/7 operations with direct supervision by parent or adult guardian. Following discussion, motion carried 6-0.

Fire – A motion was made and seconded to accept a \$9,400 grant received from the US Department of Agriculture, United States Forest Service. The grant funds will be matched by the city to purchase SCBA voice amps and protective gear. Motion carried 6-0.

The council discussed the continued use of the fire sirens and the confusion between the fire siren and weather siren.

Rubble Site – Residents are encouraged to take advantage of extended rubble site hours May 12-May 20, 2023.

Streets – Councilman Weyh gave the monthly report.

Airport – 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. Motion carried, 6-0.

A motion was made and seconded to approve the 2022 annual report as submitted. Motion carried 6-0. The annual report will be submitted to the SD Department of Legislative Audit and Eide Bailly auditors.

April salaries: Mayor/Council \$1,600; Finance \$19,418; Police \$31,041 Fire \$1,751; Street \$13,280; Rubble Site \$794; Recreation \$24,120; Park \$10,565; Water \$5,512; Wastewater \$15,021.

Executive Session -A motion was made and seconded to go into Executive Session pursuant to 1-25-2(1). Motion carried 6-0. Mayor Raffety called the council out of executive session.

A motion was made and seconded to approve the request of Ted Bray for an unpaid leave of absence, April 26-May 5, 2023. Motion carried 6-0.

A motion was made and seconded to approve the position and job description of Public Works Coordinator. Motion carried 6-0.

A motion was made and seconded to approve advertising for the position of public works coordinator. Motion carried 6-0.

Adjourn – The next regular meeting is June 12, 2023, at 7:00 pm. A motion was made and seconded to adjourn. Motion carried 6-0.

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Pat Raffety, Mayor

ATTEST

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Cynthia Schumacher, Finance Officer

Publish: 5-17-23

CLAIMS

5/8/2023

Advanced Technologies Inc	shipping/display boards	\$	551.81
All Flags LLC	flags	\$	384.43
Alternative HR, LLC	HR support	\$	271.25
Amazon	supplies/parts	\$	352.07
Associated Supply Co.	supplies	\$	4,198.74

AT&T	cell phone	\$	511.81
Auto Value Parts Store	parts/supplies	\$	89.96
AutoMaxx CDJR Inc.	vehicle repairs	\$	278.29
Banner Assoicates	engineering	\$	37,841.50
BIB	background checks	\$	14.42
Big State Industrical Supply	safety supplies	\$	946.36
Brewster Building Center	lumber	\$	104.39
BSN Sports	supplies	\$	20.00
Card Pointe	card fees	\$	499.22
Chappell Central Inc.	HVAC equipment inspection	\$	1,320.00
City of Milbank	deposit to final bill	\$	19.62
Cole Papers	building supplies	\$	1,185.06
Corporate Technology	service agreement/computers	\$	4,943.59
Eastside Car Wash	truck wash usage/manlift rental	\$	263.86
Energy Laboratories	testing	\$	3,201.00
FACe-Propay	transaction fees	\$	10.15
Fastenal Co.	parts	\$	450.95
Feld Fire	function test	\$	1,449.15
Flower Shoppe	memorial	\$	66.50
Folk, Jake	travel expense	\$	166.00
Food-N-Fuel	gas	\$	212.24
Google/YouTube	membership fees	\$	12.77
GR Emergency Vehicle Outfitters	install equipment	\$	1,550.00
Grant County Auditor	county services	\$	1,000.00
Grant County Development Corp	housing fund	\$	481,950.00
Grant County Review	publications	\$	468.89
Hach Co.	testing supplies	\$	193.00
Hawkins Inc.	chemicals	\$	11,119.25
Hinneberg, Cory	deposit refund	\$	80.38
Homan Metal Fab LLC	blade repair	\$	2,625.00
Hooth, Corey	badges	\$	360.23
Issacson, Justin	uniforms	\$	164.97
ITC	telephone/internet service	\$	1,552.06
J&J Earthworks Inc.	snow removal	\$	1,767.50
John Deere Financial	parts/repairs	\$	675.71
Landmark, Julie	repair shower	\$	494.95
Larson Elevator Co.	maintenance agreement	\$	89.34
Leins, Adam	clothing allowance	\$	100.00
Les Mills	spin class virtual bundle	\$	299.00
Lewis Drug Stores	supplies	\$	9.98
Linde Gas & Equipment	air maint. system	\$	50.64
Manning Environmental	parts	\$	1,221.76

Milbank Ford & Mercury	vehicle repairs	\$	188.83
Milbank Glass & More	install door/keys/rent	\$	4,797.02
Milbank Winwater Co.	parts	\$	17,730.90
MnB Cleaning Services LLC	cleaning service	\$	4,800.00
NAPA Auto Parts	parts/supplies	\$	146.06
Norton, Don & Brenda	dance program	\$	497.40
NW Energy	natural gas	\$	3,601.47
Otter Tail Power	electric	\$	21,838.00
Petty Cash	postage/recording fee	\$	61.54
Reedstrom, Mark	retainer fee	\$	1,000.00
Reimche Airspray LLC	FBO Contract	\$	1,500.00
Ricarie Software	software license	\$	105.00
Roger's Electric Motor	parts	\$	218.40
Running's Supply, Inc.	supplies/parts	\$	1,423.04
Schaeffer's Mfg. Co.	oil	\$	559.20
SD Department of Revenue	sales tax	\$	4,185.87
SD Health Lab	testing	\$	172.00
Share Corp.	supplies	\$	1,400.48
SiteOne Landscape Supply	fertilizer	\$	512.38
South Dakota 811	Feb one calls	\$	8.40
Spotify	subscription	\$	10.64
Star Laundry & Cleaners	laundry service	\$	483.98
Street Graphex Inc.	staff shirt/name plate	\$	122.18
The Ortonville Independent	advertising exp/flyers	\$	630.41
Thomas L. Price Inc.	evaluation	\$	2,400.00
Time Clock Plus	over license fee	\$	180.00
Titan Machinery	repair tractor	\$	8,522.81
Twin Valley Tire	tires/service	\$	1,777.81
UPI	gas	\$	5,138.92
US Postal Service	billing expense	\$	440.00
USA Bluebook	parts/supplies	\$	601.90
Valley Office Products	supplies	\$	67.46
Valley Rental & Recycling	recycling agreement	\$	650.00
Vessco	parts	\$	905.53
West Central Communications Inc.	radio system programming	\$	4,057.00
Westermeyer, Susan	program fee refund	\$	105.00
Whetstone Home Center	supplies/lumber	\$	853.13
Whetstone Sanitation	garbage service	\$	589.00
Whetstone Valley Electric	parts	\$	149.00
WM Corporate Services	garbage service	\$	336.77
Xerox Corporation	copier lease	\$	447.55
Zoom Video Communications Inc	subscription	\$	112.88
		\$	658,465.76

