

MILBANK CITY COUNCIL PROCEEDINGS
June 12, 2023, 7:00 pm

Call to Order - The City Council met in regular session on June 12, 2023, at 7:00 pm in the Visitor Center, 1001 East Fourth Avenue, Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Roger Briggs, Josh Karels, Mindy Rogers, Craig Weinberg, and John Wey. Absent: Mike Hanson.

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

Public Present: Holli Seehafer, Kathy Ward, and Kay O'Farrell.

Public Comments – No public comments were heard.

Minutes – A motion was made and seconded to approve the minutes of the May 8, 2023, meeting. Motion carried 5-0.

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

1. Ratify promotion of Officer Justin Isaacson to Sargent, 16-4, \$25.45, 5/8/23.
2. Ratify hiring of Julie Landmark as program supervisor, \$14.77, 5/22/23.
3. Approve pay rate for part-time police officer, \$21.78. Zach Angerhofer, Caden Bjordahl, Wesley Bowsher, Steve Huizenga, Dylan Veen, Keil Zinter.
4. Approve Milbank Area Chamber Farmers Market, Flynn Park (behind Visitor Center), Tuesdays, June 13-Sept 26, 2023, 3:00-6:00 pm.
5. Approve Milbank Area Chamber, Lake Farley Park July 4th Celebration, 4:00-11:00 pm.
6. Declare unclaimed bikes (26) surplus, appraise, and dispose of.
7. Accept the resignation of Jerry Stengel, part-time water maintenance, effective 6/1/23.

Department Reports

Water – Councilman Briggs reported well testing should be completed by the end of the week. A new water main was installed on Jefferson Drive south to Twelfth Avenue. The installation of an overflow pipe was installed on the water storage tank. The overflow pipe was required by DANR.

A pressure valve on the golden Anderson pump was repaired. Settje explained the pump is becoming more difficult to repair based on age and availability of parts. Mayor Raffety requested Councilmen Briggs work with Settje reviewing pump repair and replacement options. The City is averaging 50% spring water. Water restrictions were implemented.

A motion was made and seconded to approve Resolution 6-12-23. Motion carried 5-0.

RESOLUTION 6-12-23

A resolution providing for base rate and surcharge for improvements to the water system, for payment of revenue bonds, setting of base rate and yearly review of rate.

1. Determination of base rate cost service charges. The base rate will be established by multiplying a minimum operation and maintenance fee of twenty dollars and fifty cents (\$20.50) by the appropriate rate factor (\$20.50 x rate factor). The rate factor is based on meter size according to the following table:

<u>Meter Size</u>	<u>Rate Factor</u>
5/8"	1.0
1"	2.0
1-1/2"	4.5
2"	7.5
3" Turb	15.5
3" Comp	19.0
4" Comp	29.5
4" Turb	32.0

2. Base & Usage Rate. The monthly water charge will be determined by combining the base rate with the customer's usage rate (base rate + usage rate). The usage rate shall be \$1.00/100 cu. ft., effective July 23, 2023. Thirteen dollars (\$13.00) of the base rate will be designated as a surcharge.
3. Surcharge of Bond Issue. The surcharge shall be for the services provided by the improvement financed by the Water Borrower Bond (the "Bonds"). The surcharge shall be segregated from the revenues of the utility and shall be used for the payment of the revenue bond. Such surcharge shall be sufficient to fund interest, reserve and debt service fund annual requirements and shall be 110% of the debt service requirements on the Bonds.
4. Collection. The rate specified herein will be collected as a surcharge for the utility improvements. The surcharge shall be collected at the same time as other charges of the utility.
5. Yearly Review. The City Council shall review the rates established by this section annually at the June meeting and may adjust the water rates by resolution.
6. Repeal of Resolution. The rates established hereunder shall be in effect until such time as the City Council adopts a future resolution to adjust the rates pursuant to this section.

Dated at Milbank, South Dakota this 12th day of June 2023.

Aye: 5 Nay: 0 Absent: Mike Hanson

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Housing & Development – The Council reviewed annexation procedures for future developments. Mayor Raffety reiterated the city owns two lots on Diggs Avenue and discussed disposition of the lots for housing.

Wastewater – Plant flows are dropping rapidly making the activated sludge more difficult to manage.

Planning & Zoning – Councilman Weinberg reported all the Board of Adjustment requests were approved;

- a. Lonnie Boschee, operation of a food truck at 1402 Morningside Drive.
- b. Sokota Property Company, LLC, construction of an apartment structure, Govt Lot 4 part (S Dakota St)
- c. Valley Queen Cheese Factory, extending commercial addition within the required side yard.

A motion was made and seconded to approve the first reading of Ordinance 848 – Amending Chapter 17, Zoning Regulations. Motion carried by roll call vote 5-0, Councilman Hanson absent.

A motion was made and seconded to approve Resolution 6-12-23A. Motion carried 5-0.

RESOLUTION 6-12-23A

Whereas, Charles A. Liebe Living Trust, Owner(s) of the hereinafter described real property has submitted to the governing board a proposed plat of Block 4 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.

Jason Sackreiter, Chairman, Planning Commission

Now Therefore, Be It Resolved that said plat and survey be and are hereby in all things accepted and approved.

Dated this 12th day of June 2023.

Pat Raffety, Mayor, City of Milbank

ATTEST Cynthia Schumacher, City Finance Officer

May Permits

Building: Michael Maurer-504 Drake Ave-sunroom. The Window Place, LLC-commercial addition-1300 E 4th Ave. Brewster Building Center-1211 & 1213 S 5th St-twin home. Brewster Building Center-1207 & 1209 S 5th St-twin home. Terri Holtquist-904 S 7th St-deck. Doug Sunne-509 S Grant St-deck. Otter Tail Power-502 W Milbank Ave-substation. JAG Development- 1105 Adams Dr-house/garage. JAG Development- 1103 Adams Dr-house/garage.

Moving: Valley Queen Cheese Factory-215 W 3rd St-commercial building.

Fence: Michael Maurer-504 Drake Ave-nylon fence. Vicki Nelson-212 N 1st St-chain link. Otter Tail Power-502 W Milbank Ave-chain link. Terri Holtquist-904 S 7th St-wood.

Roofing: Calvin Aakre-218 W 5th Ave-asphalt. Jeff & Renae Tayler-1505 Aspen Dr-asphalt. Kevin & Angel Mueller-Bell/Drake Ave-asphalt. Elvis Mielitz-306 E 12th Ave-asphalt. Jason Tiesing-305 N 1st St.-asphalt.

GCDC & Chamber – No report.

Personnel – City Administrator Forman reported he received two quotes from companies to do a wage study. The Council concurred they needed additional time to more carefully review the services and costs associated with each company.

Lake Farley – Administrator Forman reported the soccer field lights will be installed as soon as possible. Bleachers have been ordered. A large part of Farley Park still needs to be leveled and seeded.

Property Standards – Residents are responding to the notices.

Police – The Department participated in the Click It or Ticket national mobilization event. Officer Folk is attending DARE instructor training.

The Department has been unable to secure qualified applications to fill the eighth-officer position. With the position still unfilled, Chief Hooth explained he would like to utilize those budgeted funds for technology updates. Currently their software and equipment are outdated and has little support. Primary dispatch is now out of Watertown who utilize the new, more efficient software, Zeurcher. Most new officers are being trained on this program. The equipment upgrade would include new software and the installation of laptops in the patrol vehicles.

Park & Cemetery – Councilwoman Rogers reported new basketball hoops were erected. Cemetery graves were backfilled, seeded and headstones straightened. Weed spraying as weather permits.

One bid was received for the modular skatepark features. A motion was made and seconded to approve the bid received from Ramptech, \$35,697.00. Motion carried 4-1, Aye- Rogers, Weyh, Karels, Briggs. Nay-Weinberg.

Unity Health & Fitness – Councilwoman Rogers stated registrations for youth summer recreation programs was at an all time high. The surplus skatepark equipment was sold to the City of Bryant, \$50.00. Hasslen Construction completed the necessary site preparation for the construction of the spray park. A completion date could not be determined. The disc golf course is getting an update to include additional tee-boxes and signage throughout the course.

Fire – Kevin Schuelke explained he will serve on a state committee for the purpose of developing a standardized, mandated policy on siren use. Councilwoman Rogers requested local discussion continue. Mayor Raffety requested Councilmembers Rogers, Weyh and department members continue discussions on siren use.

Rubble Site – Councilman Weyh read the monthly report.

Streets – A motion was made and seconded to accept the resignation, effective June 23, 2023, of Scott Meyer, street superintendent. The Mayor and Council thank Scott for his years of service.

Councilman Weyh reported the lease on the tractor expires in July. Mosquito spraying is done on Wednesdays, weather permitting.

Airport – Administrator Forman reported there has been interest in the construction of new hangars. The grass runway must first be relocated. Forman explained the runway relocation is on the Airport Improvement Project list and Forman will contact Helms Associates regarding the process.

A pilots’ meeting was held. Fuel system issues persist. The FBO has installed a temporary alternative.

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

A motion was made and seconded to approve the bills list, \$690,464.31. Motion carried, 5-0.

May salaries: Mayor/Council \$1,600; Finance \$28,907; Police \$43,334 Fire \$1,751; Street \$17,862; Rubble Site \$1,583; Recreation \$38,644; Park \$21,833; Water \$9,784; Wastewater \$23,286.

Executive Session -A motion was made and seconded to go into Executive Session pursuant to 1-25-2(1). Motion carried 5-0. Mayor Raffety called the Council out of executive session.

Special Meeting – The Mayor called a special meeting on June 28, 2023, at 5:00 pm. Motion carried 5-0.

Adjourn – The next regular meeting is July 10, 2023, at 7:00 pm. A motion was made and seconded to adjourn. Motion carried 5-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

4Most Sport Group, LLC	3rd quarter scheduled visit	6,250.00
Advanced Technologies Inc.	shipping, brochures, supplies	1,083.15
Al's Body Shop Inc.	supplies, vehicle repairs	2,288.27
Amazon	supplies, equipment, parts	458.56
American Engineering Testing	testing	582.10
American Red Cross	lifeguard training expense	168.00
Associated Supply Co.	supplies, parts	1,312.70

AT&T Mobile	cell phone	507.86
Auto Value Parts Store	parts	1,363.13
AutoMaxx CDJR Inc.	service vehicle	35.15
Ban-Koe Athletics LLC	system repairs	562.50
Banner Associates Inc.	engineering	14,682.03
Beacon Athletics LLC	engineering, relocate pole	1,450.00
BEC Integrated Solutions	duress stations	1,605.50
Berens Market	supplies	22.33
Berkner Excavating & Gravel	misc. repairs, water break repairs, sand	23,944.23
Bernsten	campsite markers	2,843.50
BIB	background checks	14.42
Bituminous Paving Inc.	asphalt paving	221,651.88
Card Pointe	card fees	618.81
CHS	gas	3,430.20
Climate Control Inc.	dust control	7,440.83
Cole Papers	supplies	2,594.80
Corporate Technologies Inc.	managed services, IT support	5,001.99
CRBS Guns LLP	ammunition	940.00
Crouch Recreation Inc.	shelter installation	32,583.00
Dakota Pump & Control Co. Inc.	rebuild pump	713.47
Diamond Vogel Paints	traffic paint	452.50
Eastside Car Wash	manlift rental/truck wash usage	265.62
ERA A Waters Company	testing supplies	1,276.24
FACe - Propay	transaction fees	13.16
Feld Fire	equipment	5,160.00
Food-N-Fuel	gas	589.94
Google	YouTube subscription	12.77
Grant County Auditor	county services	1,000.00
Grant County Review	publications	3,898.29
Hawkins, Inc.	chemicals	7,220.21
Heiman Fire Equipment	parts	13.85
Internet Networx	web listing	194.00
ITC	phone, internet	1,451.56
ITS	install camera, network	1,380.81
J&J Earthworks Inc.	screened black dirt	300.00
Jefferson Lines	testing-postage	130.00
John Deere Financial	parts, supplies	1,450.86
Johnson Fitness & Wellness	equipment, parts	1,434.12
Karels, Danielle	refund room rental	70.00
Kelly Kutters LLC	mowing contract	16,784.78

Kranz Well & Excavation	pipe, parts	50.40
Krueger, Richard	replace mailbox	74.54
Lacal Equipment, Inc.	gutter broom	725.84
Leins, Adam	equipment reimbursement	40.00
Les Mills United States Trading	virtual-spin cycle	598.00
Lewis Drug Stores	supplies	21.96
Lifeguard.com	backboard, supplies	575.55
Linde Gas & Equipment Inc.	air system	50.11
Markve Insurance Solutions	insurance premium	662.65
Milbank Ford-Mercury	vehicle service	83.31
Milbank Glass LLC	rental fee	2,000.00
Milbank Winwater Co.	parts	6,907.79
MnB Cleaning Services LLC	cleaning service	4,800.00
Money Movers	NIHCA membership fee	13.25
NAPA Auto Parts	parts, truck coating	616.25
Nartec, Inc.	supplies	303.70
Nelson Electric Inc.	electrical for chiller	13,265.33
Norm's Auto & Truck Repair	equipment repair	1,742.69
Nutrien Ag Solutions	chemicals	1,018.68
NW Energy	natural gas	820.89
Oriental Trading	supplies, equipment, parts	107.92
Otter Tail Power Co.	electric	25,489.60
Peterson, Connie	sew patches	8.00
Petty Cash	postage, supplies, recording fees	115.34
Pitney Bowes	machine lease	186.54
Precor	parts	306.96
Pure & Secure LLC	lab equipment	196.75
Quill Corporation	supplies	619.74
Racaries Software	HR application support	105.00
Reedstrom, Mark	retainer fee	1,000.00
Reimche Airspray LLC	FBO Contract	1,500.00
Roger's Electric Motor	drill bits	113.68
Rosewood Apartments, LLC	TIF #3	34,428.01
Runnings Supply Inc.	supplies, parts	1,774.10
S&S Worldwide	beginner bats	46.82
Safeguard Business Systems, Inc	utility bills	219.46
Sanstead Excavating LLC	install overflow pipe, clear ditches, install piping	6,260.00
SCR	install chiller, safety screens	106,205.00
SD 811	one calls	52.50

SD Assn of Rural Water Systems	annual dues	890.00
SD Dept of Public Safety	boiler certification & inspections	440.00
SD Dept of Revenue	sales tax	3,300.41
SD Public Health Lab	testing	140.00
SDML	registration fee	30.00
Share Corp	supplies	582.64
Spotify	subscription fee	10.64
Star Laundry & Cleaners	laundry service	390.06
Street Graphex	logo ware	60.00
T & T Heating & AC	repairs	6,014.69
Tacklebox Customs	dock repairs	52.25
The Ortonville Independent	advertising	420.00
the Valley Shopper	advertising	1,902.77
Trapp Plumbing Co.	repairs	261.63
Twin Valley Tire	tires, tire service	3,529.27
Upbeat Inc.	dispensers	1,192.25
UPI Petroleum	gas	3,804.03
Uptowne Cleaners	checklist development	250.00
US Bank - SRF	bond payment	52,951.51
US Postal Service	postage, permit fee	1,158.66
USA Bluebook		366.93
Valley Office Products	supplies	244.08
Valley Rental & Recycling	recycling agreement	650.00
Van Diest Supply Co.	chemicals	11,307.30
Vessco Inc.	regulator	584.24
West Central Communications	install radio	769.31
Whetstone Electric	electric, repairs	3,593.76
Whetstone Home Center	supplies, weed spray, cement mix	1,130.68
Whetstone Sanitation	garbage service	1,000.29
Window Pros	exterior window washing	1,337.00
WM Corporate Services, Inc.	garbage service	362.99
Xerox Corporation	copier leases	1,037.17
Zem's Carpet Cleaning	carpet cleaning	897.50
Zem's Fresh Start	supplies	54.55
Zoom Video Communications	Zoom video subscription	112.88