

MILBANK CITY COUNCIL PROCEEDINGS

August 14, 2023, 7:00 pm

Call to Order - The City Council met in regular session on August 14, 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, Josh Karels (telephonically), Mindy Rogers, Craig Weinberg, and John Weyh. Absent: none.

Staff Present: Attorney Mark Reedstrom, Cynthia Schumacher, Corey Hooth, Kevin Schuelke, Cody Pohlen, Ron Krause, Darin Thiele, Dick Poppen, Donald Settje.

Public Present: Michael Maurer, Holli Seehafer, Nathan Watson, Mark Veen, Ashley Veen, Boyd VanVooren, Jan Sriver, Mark Fiechtner, Brenda Kowski, Tom Kowski, Isaac Hackbarth and Kathy Ward.

Public Comments – Mike Maurer, owner of Milbank Animal Rescue Services, explained he has been trapping, rehabilitating, providing medical care, and rehoming stray cats and dogs for the past five years. However, the volume of stray dogs and cats have exceeded his capabilities and has come to the city to ask for monetary assistance. The number of feral and stray animals is increasing. Maurer reported the price to obtain veterinarian care and to spay/neuter the animals can run from \$120-\$150 per animal. He requested assistance from the city to help defray veterinarian costs to spay/neuter and vaccinate the strays. No action was taken. The Mayor asked the council to review the materials provided by Mr. Maurer, gather additional information, and address the request at the September meeting.

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

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

1. Approve Arborist's Licenses: Nick's Tree Service
2. Approve advertising for snow removal.
3. Ratify hiring of Sonja Jensen, Unity front desk, \$12.47/hr., effective 8/1/23. James Batchelor, Lifeguard, \$14.51., effective 7/26/23. Donovan Godfrey, Unity front desk, \$12.47/hr. effective 7/24/23. Charlie Peery, building attendant, \$12.18/hr. effective 8/7/23. Jenna Dexter, Unity instructor, \$11.49., effective 8/7/23.
4. Accept the resignation of Justin Isaacson, effective August 22, 2023.
5. Approve revised 7.11 FMLA Leave policy.
6. Approve the transfer of \$2,500 grant funds from First Interstate Bank to the Chamber for the 4th of July Celebration.

Department Reports

Housing & Development – Two local realtors have agreed to review the surplus lots on Diggs Avenue and provide a market value.

Park & Cemetery – Several trees were removed from the cemetery. New bleachers were erected and placed at the soccer fields. The fields were prepped for youth flag football. Softball and baseball equipment was stored for the season.

H.E.Mitchell Construction was the only one to submit a bid for the Legion Field Verticals Installation Project, in the amount of \$1,048,080.00. The project includes the backstop, chain link fence, Campion wall, Versacap fence cap, foul poles, bullpens, dugouts, batting cage barn and concrete paving. H.E. Mitchell Construction also submitted a quote to complete all work as described except the batting cage barn, in the amount of \$425,000. Upon review a motion was made and seconded to approve the revised \$425,000 quote without the batting cage barn. The project will be completed with 100% donated funds. Work is scheduled to begin August 28, 2023. Motion carried 6-0.

Personnel – Alternative HR, LLC completed the Compensation Analysis Report on Friday 11, 2023. The Mayor requested each council member review and be ready to discuss it at the September meeting.

Unity Health & Fitness – Staff is preparing for the 2023 Summer CommUnity Celebration to be held August 26, 2023, 9:00 am to 1:00 pm. The event includes a health fair, fun run, inflatables big wheel races and much more. As the new school year begins, watch for updated fitness and pool hours. There were 1,055 registrations for spring and summer programs. Fall youth programs include flag football, soccer, volleyball, agility, and weights.

The front lobby remodel is underway. New handicap accessible doors and a new front desk were installed, and flooring and paint will be completed this month.

Police – A Workforce Scholarship Memorandum of Understanding between the City and Lake Area Technical College was presented. The scholarship would be available for students enrolled in the second year of the Law Enforcement program at LATC. The City would provide tuition, fees, books, and uniforms. And upon graduation the student would receive an offer of employment. Fess would be reimbursed should the student leave the program or fail to meet minimum standards as stipulated in the Memorandum of Understanding.

A motion was made and seconded to approve Lake Area Technical College Workforce Scholarship Memorandum of Understanding not to exceed \$9,718, the application of Braeden Johnson for the Workforce Scholarship, and employment offer as a non-certified, part-time officer, effective 8/15/23, \$20.35. Motion carried 6-0.

Streets – Mark Veen requested permission to install angle parking on the 300-block of Fifth Street in front of his property known as 307 South 5th Street. The council discussion included angle parking to provide for longer vehicles and no cost to the city. A motion was made and seconded to approve the request. Motion carried 6-0.

Airport – A motion was made and seconded to approve the one-year extended crop land lease, Michael and Jason Mielitz, \$205.85/acre, 105 acres. Motion carried 6-0.

A motion was made and seconded to approve the Pre-Applications for the Design & Reconstruction Runway 13 End Turnaround Reconstruction (Concrete) w/Geotechnical Exploration and Aquatic Resource Survey. Federal=\$855,000, State=\$47,500, City=\$47,500. Motion carried 6-0.

Grant County Development – Mayor Raffety reported First District is preparing applications to assist with a \$3.3 million expansion to Industrial Park. If received, an EPA grant and Local Infrastructure Improvement Program (LIIP) grant would cover \$3.14 million of the project.

Chamber of Commerce – A Farley Fest recap detailed over 40 vendors participated, and 991 tickets were scanned for the concert.

Water – A motion was made and seconded to approve Resolution 8-14-23 – Approve certain drinking water facility improvements and the issuance and sale of a revenue bond to finance. (Resolution published separately.) Motion carried 6-0.

Discussion ensued regarding the operation of the splash pad during community water restrictions.

Resolution 8-14-23A was removed from the agenda.

Rubble Site – No report.

Fire – Don Weber was added to the roster. Truck inspections and equipment updates are upcoming.

Wastewater – Staff continues with routine maintenance.

Planning & Zoning – The Board of Adjustments approved a variance requested by Tony Gertsema for an accessory structure exceeding allowable size and located within three-feet of the side-yard lot line. The property is known as 110 East Park Avenue.

Upon the recommendation of the Planning & Zoning Commission, a motion was made and seconded to approve the Janmark, LLC Hunt Second Addition Phase 1 preliminary plan, identified as Blocks 1-10 of Janmark First Addition to the City of Milbank. All city engineering requirements must be met. Jan Scriver and Mark Fiechtner addressed questions. Motion carried 6-0.

Councilman Weinberg reminded the need to construct Fair Street and Northridge Avenue and the impact that will have on future city funds.

July Permits

Building: John Denholm-1110 S 2nd St-deck. Tim & Teresa Flannery-1514 Elmwood Ave-accessory structure. Poririo Perez-409 W 8th Ave-residential addition. David Schamber-811 S 4th St-accessory structure.

Demolition: Valley Queen-102 S Dakota St-commercial building. Five Star Enterprises, LLP -703 E Milbank Ave-house/garage.

Moving: none.

Fence: none.

Roofing: Marge Wellnitz-605 E Milbank Ave-asphalt.
Special Event Permits: none.

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

A motion was made and seconded to approve the bills list, \$651,241.73. Motion carried 6-0.

Ordinance 849 – 2023 Supplemental Budget Ordinance. Significant changes were made to Ordinance 849 after the first reading. Therefore, another first reading is required. A motion was made to approve the second reading of ordinance 849. Motion failed for lack of second. A motion was made and seconded to approve the revised supplemental budget Ordinance 849A. Motion carried by roll call vote, 6-0.

No action was taken on the arts council financial request.

July salaries: Mayor/Council \$1,600; Finance \$19,362; Police \$33,442; Fire \$1,751; Street \$8,147; Rubble Site \$870; Recreation \$29,642; Park \$21,461; Water \$10,241; Wastewater \$14,316.

Property Standards – No report.

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 increase the part-time certified police officer pay to \$30.00 per hour. Motion carried 6-0.

A motion was made and seconded to approve the job description for Street and Fleet Maintenance Lead. Motion carried 6-0.

A motion was made and seconded to set the maximum starting rate of pay at \$30.00 for the Street and Fleet Maintenance Lead. Motion carried 6-0.

Adjourn – The next regular meeting is September 11, 2023, at 7:00 pm. A motion was made and seconded to adjourn. Motion carried 6-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Vendor Name		8/14/2023 Amount
A&J Screening	program shirts	980.00
Adler Feed & Seed	softener	4 45.54

Adolph, Teresa	supplies	33.11
Advanced Technologies Inc.	supplies	29.99
Al's Body Shop	supplies, vehicle repairs	1,030.00
Alternative HR, LLC	compensation project	581.25
Amazon	supplies, equipment, parts	174.73
American Engineering Testing	testing	809.15
AOO Industrial Solutions	ground storage reservoir project	132,773.99
Associated Supply Co.	supplies, parts	1,448.40
AT&T Mobile	cell phone	511.53
Auto Value Parts Store	parts, supplies	368.01
Balloontatic	Unity summer celebration	404.00
Ban-Koe Systems	replace fire alarm system	11,459.54
Banner Associates Inc.	engineering	30,295.50
BEC Integrated Solutions	duress stations	1,605.50
Berens Market	supplies	104.82
Berkner Excavating & Gravel	system repairs, black dirt	3,517.01
BIB	background checks	14.42
Big State Industrial Supply	supplies	119.88
Bituminous Paving Inc.	asphalt paving	75,192.40
Bostrom, Carl	travel expense	102.00
Canva	renewal	119.99
Card Pointe	card fees	450.97
CHS	gas, grease	1,331.70
City of Milbank	deposits to final bill	190.98
Climate Systems	system repairs	2,538.74
Cole Papers Inc.	supplies	2,074.05
Corporate Technologies Inc.	computer, equipment, services, IT support	4,497.40
DANR	annual permits	1,450.00
Dewey's Lawn Care	supplies, repairs	489.98
East Side Car Wash	truck wash usage	3.36
Edmar Corp-Bissell Commercial	replacement cord	47.11
Electric Pump Inc.	parts	15,026.50
Emergency Apparatus Maintenance	truck repairs	1,286.38
FACe - Propay	transaction fees	12.17
First Tee	program agreement	272.00
Folk, Jake	travel expense	86.42
Food-N-Fuel	gas	71.00
Fraasch, Wade	CPR training	350.00
Freemotion Fitness	equipment parts	128.00
GCC Consolidated Ready Mix	street repairs	467.00

Google	YouTube subscription	12.73
Grant County Auditor	county services	1,000.00
Grant County Development Corp	housing agreement	179,778.00
Grant County Review	publications	1,268.57
Gray Construction	lobby remodel	24,750.00
Hach Company	testing supplies	316.98
Hawkins, Inc.	chemicals	5,885.27
Heiman Fire Equipment	boots, gloves, visors	250.81
Hilbrands, Ryan	clothing allowance	26.60
Hillyard	building supplies	530.36
ITC	phone, internet	1,618.51
John Deere Financial	repairs, parts	1,779.68
Kelly Kutters LLC	mowing contract	16,784.78
Koepke, Miranda	refund	75.00
Kurtz, Tracy	CPR training	350.00
Larson Elevator	elevator maintenance	89.34
Les Mills	virtual bundle training	598.00
Lewis Drug Stores	supplies	18.97
Linde Gas & Equipment Inc.	air system	50.11
Menards	shelving unit	181.95
Metropolitan Compounds	floor coating	741.75
Midwest Petroleum Equipment	router	766.75
Midwest Power Sports	equipment repairs	518.63
Midwestern Mechanical, Inc.	fire sprinkler inspections	525.00
Mike's Stump[Grinding	stump grinding	420.00
Milbank Area Community Tennis	program agreement	1,700.00
Milbank Ball Diamond Association	program agreement	3,430.00
Milbank Fellowship of Christian Athletes	program agreement	2,915.00
Milbank Ford-Mercury	vehicle repairs	16.67
Milbank Glass LLC	rent, window repairs	2,420.19
Milbank Glass LLC	install ADA doors	10,262.80
Milbank Refrigeration	AC repairs	95.00
Milbank Winwater Co.	parts	381.56
MnB Cleaning Services LLC	cleaning service	4,800.00
Money Movers	NIHCA membership fee	11.50
NAPA Auto Parts	parts, supplies	960.53
National Pen Co.	supplies	117.82
Nelson, Raquel	deposit refund	42.79
Nutritional Coaching Institute	training, certification	1,650.00
NW Energy	natural gas	180.21
Otter Tail Power Co.	electric	24,648.94

P&H Construction	level headstones	5,183.60
Petty Cash	postage, copy fees	34.75
Poppen, Dick	clothing allowance	100.00
Precision Irrigation & Lawncare	repair irrigation system	6,800.00
Pro Image Partners	sign	17.50
Purchase Power	postage	3,000.00
Racarie	HR application support	105.00
Reedstrom, Mark	retainer fee	1,000.00
Reimche Airspray LLC	FBO Contract	1,500.00
Roger's Electric Motor	tools	490.05
Runnings Supply Inc.	supplies, parts	2,038.41
Sanstead Excavating LLC	install drain line and fountains	7,576.25
Schumacher, Cynthia	insurance deductible	2,000.00
SD Dept of Revenue	sales tax	2,488.67
SD Public Health Lab	testing	1,201.00
SDML	workshop	100.00
SDWWA	registration fee	260.00
Seton	reflective cones	1,082.82
Share Corp	supplies	1,372.24
Sime Repair	tractor repair	1,883.16
Site One Landscape Supply LLC	chemicals, parts	4,238.03
South Dakota 811	one calls	137.55
Star Laundry & Cleaners	laundry service	380.78
Stoney Brook Ent. Inc.	calibration	264.34
Syn-Tech Systems	service agreement	3,500.00
The Valley Shopper	help wanted ad	95.67
Transource	battery	190.95
Twin Valley Tire	tires, tire service	1,135.92
UPI Petroleum	gas	3,262.43
US Bank	admin fees	600.00
US Postal Service	postage	440.00
Valley Dairy Supply	thread handle	40.00
Valley Office Products	supplies	139.90
Valley Rental & Recycling	recycling agreement	650.00
Vanorny Tree Service	tree removal	950.00
West Central Communications	program radios, repairs	3,525.50
Western Consolidated Coop	chemicals	258.29
Whetstone Creek Golf Course	program agreement	360.00
Whetstone Home Center	supplies, parts	86.55
Whetstone Sanitation	garbage service	943.84
Whetstone Valley Electric	electric, repairs	5,647.80

Wiese Electric	replace camper pedestal	186.22
Winter, Courtney	deposit refund	66.23
WM Corporate Services, Inc.	garbage service	336.77
Xerox Corp.	copier lease	993.31
Zoom Video Communications	Zoom video subscription	112.88
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