

MILBANK CITY COUNCIL PROCEEDINGS  
December 11, 2023, 7:00 pm

Call to Order - The City Council met in regular session on December 11, 2023, at 7:15 pm in the Visitor Center, 1001 East Fourth Avenue, Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Roger Briggs, Mike Hanson, John Weyh, and Josh Karels.

Absent: Craig Weinberg and Mindy Rogers

Staff Present: Mark Reedstrom, Steve Pendergrass, Cynthia Schumacher, Carl Bostrom, Corey Hooth, Cody Pohlen, Dan Keyes, Darin Thiele, Jesse Morton, Dick Poppen, and Don Settje.

Public Present: Todd Kays, Nathan Watson, Holli Seehafer, Jenna Moak, Karen Davis, James Davis, Isaac Hackbarth, and Kathy Ward.

Recognition – Councilman Hanson reported he attended the St Lawrence Mystery Dinner Theater production, thanking those involved for sharing their talents with the community.

Public Comments – No one present addressed the council.

Master Trail Plan – Todd Kays, of the First District, reported that in 2022 he began working with the bike and trail committee to develop a formal plan that would assist in making the city grant eligible. To gather public input, public meetings and surveys were conducted. The plan is now available for review on the First District website. According to Kays, the south-east area of town was the most concerning area. Kays clarified that the City's acceptance of the plan doesn't impose any obligation. Instead, it serves as a tool that can be used in the future as funds become available.

Minutes – A motion was made and seconded to approve the minutes of the November 13, 2023, meeting. Motion carried 4-0.

Consent Agenda – A motion was made and seconded to approve the consent agenda. Motion carried 4-0.

1. Approve updated Appendix D and E to the Employee Policy Manual.
2. Declare items surplus, appraise, sell &/or dispose of: matrix bike, dumbbell rack, treadmills, incline trainer, bench, reebok step, ab coaster, hamstring machine, volleyball poles, nets, office chairs. Items can be viewed and bid on at Unity Health & Fitness.
3. Approve the 2024 rental agreement with Kibble Equipment for 6145R tractor and 640R loader, \$3,998, 1-year.
4. Approve Alcohol Beverage License- Cocktails & Corks- Package (off-sale) liquor, Valley Liquor Package (off-sale) liquor, The Bank (retail (on-off) wine & cider).

Action Items –

1. A motion was made and seconded to approve the Agreement for Professional Services for the Milbank Municipal Airport Runway 13 Turnaround Project, A-8710, AIP 3-46-0034-021-2024, \$237,420.39. The project is funded 95% by state and federal funds, 5% by the city. Motion carried 4-0.

2. A motion was made and seconded to approve Resolution 12-11-23, motion carried 4-0.

Resolution 11-12-23

Whereas, Roberta Bohlen, James & Karin Davis, John & Kimberly Lightfield, Owners of the hereinafter described real property has submitted to the governing board a proposed plat of Lots 11, 12 and 13, Block 1 of Highland Heights Addition, 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 11<sup>th</sup> day of December 2023

Mayor, Pat Raffety

Attest: City Finance Officer, Cynthia Schumacher

3. A motion was made and seconded to approve Resolution 12-11-23A, motion carried 4-0.

Resolution 11-12-23A

Whereas, James J. Berkner and Patricia R. Berkner, Owners of the hereinafter described real property has submitted to the governing board a proposed plat of Lot 5A of Berkner's Addition, in the Northwest Quarter (NW1/4) of Section 12, Township 120 North, Range 49 West of the 5<sup>th</sup> Principal Meridian, Grant County, South Dakota, and the Board of City Council of Milbank 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 11<sup>th</sup> day of December 2023

Mayor, Pat Raffety

Attest: City Finance Officer, Cynthia Schumacher

4. A motion was made and seconded to approve the hire of Ryan Bakeberg as a full-time police officer, \$28.37/hr, effective 1/2/24. Motion carried 4-0.

5. The request to take ownership of the portion of Lloyd Street between Milbank Avenue and Virgil Avenue was discussed. This section of the street is located on private property owned by Prairie Homes Management, who claim that it has been used by the public. Public Works Coordinator Thiele estimated that it would cost around \$20,000 to repair the road in its current condition. Questions were raised regarding the benefits of owning the street for the city and how parking would be managed during snow removal. A motion was made and seconded, directing City Administrator Pendergrass to contact the current owners to discuss repair costs and snow removal concerns. The motion was carried 4-0.

6. Change Order #4 for the Legion Field Verticals Installation was received, which included several changes. The installation of the dugout was removed, a deduction of \$14,720. There was an increase for the backstop post installation, which was \$2,397.75. Additionally, there was an increase in cost for the installation of additional concrete along the 1st baseline, which amounted to \$36,886.25.

Mayor Raffety expressed his objection to the concrete installation cost as the city staff did not approve it. He stated he may recommend approving the material cost only. A motion was made and seconded to request Pendergrass and Thiele to obtain the material cost and direct the city attorney to draft a letter to the contractor, H. E. Mitchell, conveying this information. The motion carried 4-0.

7. A motion was made and seconded to approve the second reading of Ordinance 850, 2024 appropriations. Motion carried by roll call vote 4-0. Aye-Briggs, Hanson, Karels, Weyh. Absent-Rogers, Weinberg
8. A motion was made and seconded to table the October Treasurer's report. Motion carried 4-0.
9. A motion was made and seconded to approve the bills list, \$632,702.15. Motion carried 4-0. November wages: Mayor/Council \$1,600; Finance \$20,028; Police \$48,052; Fire \$1,751; Street \$16,498; Rubble Site \$1,434; Recreation \$41,433; Park \$19,067; Water \$15,544; Wastewater \$25,824.
10. A motion was made and seconded to approve Resolution 12-11-23B, 2023 Contingency. Motion carried 4-0.

**RESOLUTION 12-11-23B, CONTINGENCY**

BE IT RESOLVED by the City Council of the City of Milbank, South Dakota that the following sum is transferred from the contingency fund to the following departments to meet the obligations of the city.

Finance-Audit	101-41400-42210	\$15,000.00
Finance-Miscellaneous	101-41400-42900	15,500.00
Street – Capital	101-41400-42900	35,000.00
Airport-Maintenance	101-43500-42500	20,000.00
Conservation/Development		
-TIF #3	101-46000-46001	1,500.00
Rubble Site – Ground Maintenance	101 43240-42540	4,000.00
Source of Funding – Contingency Fund		
	101-41150-41150	\$91,000.00

Dated this 11<sup>th</sup> day of December 2023.

Aye: 4    Nay: 0    Absent: Councilmembers Weinberg and Rogers

This Resolution is effective upon passage.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

Department Reports – Preliminary award was received for a \$2.6 million grant was received for the expansion of Industrial Park. A majority will come from grants and the remaining balance will be paid by the governing board.

The water reservoir is back online and operational. Flushing will continue as needed.

November Permits - Building: Jeremy Andrews-101 Jefferson Dr-accessory structure. JAG Development-1109 Adams Dr-house, garage. JAG Development-1111 Adams Dr-house, garage.

Demolition: Lester Bloem-602 S 9<sup>th</sup> St-house, garage.

Moving: none.

Fence: Valley Queen-212 W 2<sup>nd</sup> Ave-chain-link.

Roofing: none.

Special Event Permits: none.

Executive Session -A motion was made and seconded to go into Executive Session pursuant to 1-25-2(1), (2). Motion carried 4-0. Mayor Raffety called the Council out of executive session.

Adjourn – A special year end council meeting will be held December 29, 2023, 7:00 am. The next regular meeting is January 8, 2024. 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

Claims List:

Ace Industrial Supply	parts	\$	299.99
Advanced Technologies Inc.	shipping/supplies	\$	175.02
Amazon	supplies/equipment/parts	\$	1,351.26
American Engineering Testing Inc.	testing	\$	604.65
Apex Ironworks & Fabrication Inc.	repair volley ball poles	\$	747.30
Associated Supply Company	chemicals/parts	\$	2,765.59
AT&T	cell phone	\$	595.73
Auto Value Parts Store	parts/supplies	\$	724.06
Bates Construction Co.	excavate rubbish hole	\$	36,027.26
Beacon Athletics LLC	engineering/backstop net	\$	5,800.00
Berens Market	supplies	\$	3.73
Berkner Excavating & Gravel, Inc.	system repairs/dirt	\$	8,640.00
Big State Industrial Supply	supplies	\$	167.40
Bituminous Paving, Inc.	asphalt paving	\$	69,504.90
Blauert, Brandy	clothing allowance	\$	100.00
Boiler Supply	parts	\$	238.29
Butler Machinery Co.	parts	\$	697.52
Card Pointe	card fees	\$	373.98
Carquest of Ortonville	parts	\$	1,100.00
CHS	gas/oil	\$	3,611.73
City of Milbank	deposit refund	\$	205.89

Climate Systems	service agreement	\$	1,162.00
Cole Papers Inc.	supplies	\$	1,961.66
Corporate Technology	managed services	\$	6,801.14
Dewey's Lawn Care	application service	\$	360.00
Eastside Car Wash	truck wash usage/rental	\$	420.24
EideBailly LLP	audit	\$	4,141.42
FACe-Propay	transaction fees	\$	11.75
Feld Fire	hose assembly/amps/part	\$	10,275.00
Flores, Heidi Lopez	deposit refund	\$	75.57
Folk, Jake	clothing allowance	\$	100.00
Food-N-Fuel	gas	\$	207.24
Galeton	supplies	\$	131.38
Gapp, Paul	deposit refund	\$	18.54
Google-You Tube	fees	\$	14.86
Grant County Auditor	county services/reimbursement	\$	1,654.00
Grant County Development Corp	housing fund	\$	96,349.00
Grant County Review	publications	\$	286.75
H.E. Mitchell Construction	Legion field vertical installation	\$	198,177.75
Hach Co.	supplies	\$	1,042.14
Hawkins	chemicals	\$	7,033.41
Heiman Fire Equipment	face shields	\$	450.00
Hillyard	supplies	\$	601.30
ITC	telephone/internet service	\$	1,694.34
J&J Earthworks Inc.	replace manhole-Bell Ave	\$	26,187.80
John Deere Financial	parts	\$	337.04
Johnson Fitness & Wellness	fitness weights	\$	2,392.00
Landmark, Julie	clothing allowance	\$	47.79
Les Mills United States Trading	virtual training	\$	299.00
Lesnar, Kiefer	travel expense	\$	248.50
Lewis Drug	supplies	\$	14.49
Liens, Adam	travel expense	\$	197.55
Linde Gas & Equipment	service air system	\$	50.64
MacQueen Emergency	fire suits	\$	13,751.56
Milbank Winwater Co.	parts	\$	4,972.29
Minn-Dak Fire & Safety	extinguishers	\$	240.00
MnB Cleaning Services	cleaning	\$	4,800.00
Money Movers	NIHCA membership fee	\$	12.75
NAPA Auto Parts	parts/supplies	\$	1,032.55
NW Energy	natural gas	\$	1,120.55
O'Reilly Store	parts	\$	31.91
Otter Tail Power	electric	\$	21,317.38
Pendergrass, Steve	moving reimbursement	\$	5,000.00
Petty Cash	supplies/postage	\$	32.12
Pitney Bowes	meter lease	\$	186.54

Quick Pro Lube	service vehicle	\$	44.79
R&R Specialties of WI	supplies	\$	180.05
Real Tuff	compress oxygen	\$	48.67
Reedstrom, Mark	retainer fee	\$	1,000.00
Reimche Airspray LLC	FBO Contract	\$	1,500.00
Ricarie Software	applicant stack subscription	\$	105.00
Rockbot	media device setup	\$	375.95
Roger's Electric Motor	supplies/parts	\$	446.40
Rosewood Apartments LLC	TIF #3	\$	34,428.01
Runnings Supply Inc.	supplies/parts	\$	1,692.70
	repair storm sewer/hookup		
Sanstead Excavating LLC	sprinkler	\$	4,725.00
Schamber, Charles	clothing allowance	\$	100.00
SD Department of Revenue	sales tax	\$	1,072.66
SD Public Health Lab	testing	\$	356.00
Share Corp	supplies	\$	3,266.56
SiteOne Landscape Supply	valve box lid	\$	65.76
South Dakota 811	one calls	\$	86.10
Star Laundry & Cleaners	laundry service	\$	330.12
Stengel, Tim	Mill operation & maintenance	\$	440.00
Street Graphex Inc.	logo shirts	\$	26.68
Sweeney Controls Co.	system repairs	\$	1,348.40
The Ortonville Independent	sponsorship signs/bldg. sings	\$	1,530.50
Twin Valley Tire	tires/tire service/vehicle service	\$	82.23
UPI	gas	\$	3,536.71
US Postal Service	permit fee	\$	310.00
USA Bluebook	parts	\$	2,628.74
Utility Logic	confined space entry package	\$	3,999.00
Valley Office Products	supplies/furniture	\$	7,721.30
Valley Rental & Recycling	recycling agreement	\$	650.00
Vanderwall, Dawn	supplies	\$	250.00
Waldner, Michael	repairs-F3	\$	5,422.14
Whetstone Home Center Inc.	misc. lumber/supplies	\$	795.68
Whetstone Sanitation	garbage service	\$	85.00
Whetstone Valley Electric	electric/repairs	\$	1,596.66
WM Corporate Services Inc.	garbage service	\$	342.78
Xerox Corp	copier lease	\$	471.75
Zem's Inc.	furniture	\$	2,552.00
Zoom Video Communications Inc	subscription	\$	112.56
		\$	632,702.15