

MILBANK CITY COUNCIL PROCEEDINGS
January 9, 2024, 7:00 pm

Call to Order - The City Council met in regular session on January 9, 2024, 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, Mindy Rogers, and Josh Karels. Absent: Craig Weinberg. Staff Present: Mark Reedstrom, Steve Pendergrass, Cynthia Schumacher, Carl Bostrom, Corey Hooth, Cody Pohlen, Dan Keyes, Darin Thiele, Jesse Morton, Ron Krause, and Don Settje.
Public Present: Nathan Watson, Holli Seehafer, Krista Atyeo Gortmaker, Josh Wendland and Russ Jury.

Recognition – Mayor Raffety thanked employees for their years of service. Darin Thiele received recognition for 27 years of service, Jeff Loutsch for 4 years, and Cody Pohlen for 3 years. The mayor also expressed gratitude to all officers on National Law Enforcement Day, today January 9, 2024.

Public Comments – No one present addressed the council.

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

1. Approve minutes from the December 11 & 29, 2023 meetings.
2. Approve the January claims list.
3. Approve the Treasurers Report.
4. Approve the Combined Election Agreement.
5. Approve appointments to the Planning & Zoning Commission, January 2024-December 2028: Sharon Pinkert, Richard Schmeichel, Hans Sacrison, Connie Larson.
6. Approve hiring of Laura Monnens and Makennah Callow, Unity front desk, \$12.84, effective 1-9-24.

Action Items –

1. A motion was made and seconded to approve the first reading of Ordinance 852. Attorney Reedstrom clarified that this reading is in line with the forthcoming recommendation by the Planning Commission. The Planning Commission will set a ten-day publication requirement for a public hearing to be held on February 5, 2024, for the second reading of Ordinance 852 and proposed annexation. The motion was carried by a roll call vote of 5-0.

2. A motion was made and seconded to table action on Ordinance 851, Basis for Establishing the Areas of Special Flood Hazard. Motion carried 5-0.
3. The Council discussed Prairie Homes Management's request to accept ownership of that portion of North Lloyd Street which they own. A motion was made and seconded to table action until confirmation regarding the property lines can be reviewed. Motion carried 5-0.
4. Mayor Raffety noted that the fundraising committee for the Legion baseball field had contacted Craig Weinberg, VPD Studio, for help with the fundraising campaign. Weinberg presented a preliminary concept and three contract options for the project. The Mayor confirmed that payment would be made with donated funds specifically designated for the Legion baseball project. Attorney Reedstrom explained the process of collaborating with a council member, conflict of interest concerns and the required documentation that needs to be filed with the Attorney General's office.

However, there were concerns about the proposed contract being vague and the discussion included the desire to see a material cost list. The council also talked about expanding the campaign to raise funds for other parks and the possible interest of other vendors. A motion was made and seconded to table the action on choosing a contract option. The motion was carried with a vote of 3-2, with Councilmembers Rogers, Weyh, and Briggs in favor and Councilmembers Hanson and Karels against.

Mayor Raffety then requested Councilmembers Hanson, Rogers, and Administrator Pendergrass to draft a Request for Proposals that stipulates all the information desired.
5. A motion was made and seconded to designate the Grant County Review as the official city newspaper for the fiscal year 2024. Motion carried 5-0.
6. Administrator Pendergrass informed the council that the runway turnaround project, scheduled for 2024 has been postponed to 2025 due to changes requested by the federal government. Pendergrass requested that the funds previously allocated for the project be used to upgrade the airport's fuel system instead. A motion was made and seconded to approve the redesignation of up to \$35,000 for the fuel system upgrades. The motion carried 5-0.

Pendergrass also asked for permission to negotiate the FBO contract with Christian Reimche. A motion was made and seconded, to authorize Pendergrass to negotiate and propose an agreement at the next meeting in February. The motion carried 5-0.
7. Mayor Raffety requested the proposed job description changes be discussed in the Executive Session.

8. A motion was made and seconded to approve Resolution 1-9-24, 2024 Salaries. Motion carried 5-0.

RESOLUTION 1-9-24, 2024 SALARIES

BE IT RESOLVED by the City Council of the City of Milbank, South Dakota, the following salaries will be in effect for the second pay period of January 2024 through the first pay period of 2025, except where new employees are hired, and police certification raises are given.

<u>Name</u>	<u>2024 Salary</u> hourly/bi-weekly
ADOLPH ETHAN	\$ 12.55
ADOLPH TERESA	\$ 19.33
ANGERHOFER ZACH	\$ 30.00
BAKEBERG RYAN	\$ 28.37
BATCHELOR ASHLYN	\$ 14.95
BATCHELOR JAMES	\$ 14.95
BEAR JODY	\$ 14.10
BERG NICOLE	\$ 17.13
BJORDAHL CADEN	\$ 30.00
BLAUERT BRANDY	\$ 21.16
BOHLEN JESSICA	\$ 12.84
BOSTROM CARL	\$ 28.37
BOWSHER WESLEY	\$ 30.00
BROWN DANE	\$ 14.10
CHAIRES ANTONIO	\$ 12.84
DEBOER JAMIE	\$ 17.13
DEVAAL JODI	\$ 14.95
DEVERE PATRICIA	\$ 12.84
FALK MALLORY	\$ 15.33
FENNER MARLIN	\$ 13.00
FOLK JACOB	\$ 30.75
FOLK LAURIE	\$ 19.33
FOLK RANDY	\$ 13.00
FOUSEK RHONDA	\$ 12.84
FRINK JUDY	\$ 14.10
HANSON JESSICA	\$ 14.79
HARMS CORY	\$ 20.00
HARTMAN LILLY	\$ 15.33
HENRIKSEN KENNETH	\$ 23.00
HERMANS BRIANNA	\$ 15.14
HILBRANDS RYAN	\$ 23.00
HOOTH COREY	\$ 2,778.85
JANKORD TREY	\$ 23.00
JOHNSON BRAEDEN	\$ 20.35

JURGENS ROSS	\$ 23.00
KARELS HOPE	\$ 15.33
KEYES DAN	\$ 2,697.91
KRAUSE SR RONALD	\$ 28.00
LANDMARK JULIE	\$ 16.00
LARSON ABBY	\$ 14.10
LESNAR DENNIS	\$ 17.11
LESNAR KEIFER	\$ 28.37
LOUTSCH JEFFREY	\$ 23.00
MATTICE GENE	\$ 22.08
MEISTER MASON	\$ 12.55
MERTENS MCKENZIE	\$ 14.10
MORTON JESSE	\$ 30.00
OWEN JODIE	\$ 12.84
PARENT GILCHRIST	\$ 14.10
PEERY CHARLIE	\$ 12.55
PENDERGRASS STEVEN	\$ 3,557.69
POHLEN BRITTNEY	\$ 12.84
POHLEN CODY	\$ 2,500.96
POPPEN RICHARD	\$ 2,652.75
RINGSAKER ZACH	\$ 15.33
RYHTI SCOTT	\$ 23.00
SAXTON CARTER	\$ 12.55
SCHAMBER CHARLES S.	\$ 18.01
SCHUELKE KEVIN	\$ 1,597.55
SCHULTE JOSEPH	\$ 15.33
SCHULTE RACHEL	\$ 15.33
SCHUMACHER CYNTHIA	\$ 31.00
SCOLAR RYLEE	\$ 15.33
SETTJE DONALD	\$ 28.00
SEYER ETHAN	\$ 14.95
THIELE DARIN	\$ 2,778.85
VEEN CAROL	\$ 14.89
VEEN DYLAN	\$ 30.00
ZINTER KIEL	\$ 30.00

Aye: 5 Nay: 0 Absent: Craig Weinberg

Dated this 9th day of January 2024.

This resolution is effective upon passage.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

Department reports were noted.

Additional Information –

December Salaries – December wages: Mayor/Council \$1,600; Finance \$21,802; Police \$37,152; Fire \$1,751; Street \$17,507; Rubble Site \$932; Recreation \$26,819; Park \$11,192; Water \$8,637; Wastewater \$17,537.

December Permits – Cody Pohlen -710 S Main St-chain link fence.

Executive Session -A motion was made and seconded to go into Executive Session pursuant to 1-25-2(1)(3) personnel and legal matters. Motion carried 5-0. Mayor Raffety called the Council out of executive session.

Adjourn – The next regular meeting is scheduled for February 12, 2023, at 7:00 pm. A motion was made and seconded to adjourn at 9:35 pm. Motion carried 5-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Publish: 1/17/23

Vendor Name		1/9/2024 Amount
Advanced Technologies Inc.	supplies	246.85
Al's Body Shop	supplies, vehicle repairs	320.00
Alternative HR, LLC	HR support	542.50
Amazon	hockey equip, file cab, parts	832.44
Associated Supply Co.	pool parts, supplies	12,812.19
AT&T Mobile	cell phone	713.17
Auto Value Parts Store	parts, supplies	168.84
Banner Associates Inc.	engineering	19,170.00
BIB	background reviews	28.84
Bituminous Paving Inc.	asphalt paving	935.25
Black Strap Inc.	road salt	10,308.80
Brewster Building Center	fence panels	3,496.55
Butler Machinery Co.	parts	238.58
Card Pointe	card fees	414.66

CentralSquare Technologies, LLC	annual subscription fee	3,001.11
CHS	gas	2,788.00
Climate Systems	system repairs	1,796.75
Cole Papers Inc.	supplies	69.73
Colliers Securities LLC	continuing disclosure filings	300.00
Corporate Technologies Inc.	IT managed services	1,990.00
Creative Product Sourcing, Inc.	DARE shirts	940.09
DBT Transportation Services, LLC	AWOS data/service agreement	6,208.00
Dezurik Inc.	parts	829.86
Energy Laboratories, Inc.	testing	135.00
Expedia	travel expense	662.59
FACe - Propay	transaction fees	46.91
First District Association of Local Governments	annual dues, GIS website agreement	14,972.75
Flexible Pipe Tools & Equipment	parts	1,550.95
Food-N-Fuel	gas	282.41
Galeton	supplies	319.24
Google	YouTube	14.86
Grant County Auditor	payment-CAT motor grader	35,000.00
Grant County Auditor	county services	1,000.00
Grant County Historical Society	building displays	3,000.00
Grant County Review	publications	963.07
Hawkins, Inc.	chemicals	1,312.65
Heiman Fire Equipment	cleardone	51.87
Helms Engineering	engineering	20,610.37
Homan Metal Fab. LLC	rebuild snowplows	18,750.00
I & S Group Inc.	infrastructure planning	3,500.00
Insurance Benefits, Inc.	airport liability insurance	2,048.00
Ipower	web hosting	690.89
ITC	phone, internet	1,688.59
Jacks Body Shop	vehicle repairs	70.00
Jefferson Lines	shipping-testing	165.00
John Deere Financial	repairs, parts	269.04
Lewis Drug Stores	supplies	61.45
Linde Gas & Equipment Inc.	air system	51.70
Milbank Glass LLC	windshield	1,507.00
Milbank Winwater Co.	parts	641.16
MnB Cleaning Services LLC	cleaning service	265.00
NAPA Auto Parts	parts, supplies	1,759.61
Netbrands Media Corp	key chains	115.00
Norm's Auto & Truck Repair	valve kit	72.90

Northern Balance & Scale	calibrate/service scale	201.00
NW Energy	natural gas	2,332.45
OReilly Store	parts	652.57
Otter Tail Power Co.	electric	18,726.40
Peak Software	annual software fee	4,350.45
Pohlen, Cody	travel expense	203.90
Ricarie Software	HR software	105.00
Rausch Bros. Monument	stone repair	96.00
Reedstrom, Mark	retainer fee	1,000.00
Reimche Airspray LLC	FBO Contract	1,500.00
Rockbot	media subscription	31.86
Rocky Mountain Printing	supplies	101.80
Roger's Electric Motor	tools	2,557.30
Runnings Supply Inc.	supplies, parts	1,131.28
Safeguard Business Systems	supplies	774.68
SD Airport Management Assn	membership fees	50.00
SD Assoc of Code Enforcement	membership fees	75.00
SD Building Officials Assn	membership fees	55.00
SD City Management Assn	membership fees	150.00
SD Dept of Revenue & Regulation	sales tax	2,618.71
SD Government Finance	membership fees	40.00
SD Human Resource Assn	membership fees	25.00
SD Municipal Attorneys Assn	membership fees	20.00
SD Municipal Street Maint	membership fees	70.00
SD Police Chiefs Assn	membership fees	200.00
SD Public Health Lab	testing	146.00
SDML	dues	3,332.53
SDML Workers Comp Fund	work comp	30,218.00
South Dakota 811	one calls	49.35
Star Laundry & Cleaners	laundry service	603.65
Street Graphex Inc.	staff shirts	1,367.50
The Valley Shopper	help wanted ad	184.48
Thiele, Darin	parts	48.26
Time Clock Plus	TCP annual license fee	4,581.12
Twin Valley Tire	tires, tire service	1,873.65
UPI Petroleum	gas	2,445.67
US Bank	bond payment	52,951.51
US Postal Service	postage	68.11
US Postal Service	postage	440.00
Valley Office Products	supplies	597.57
Valley Rental & Recycling	recycling agreement	650.00

Whetstone Home Center	supplies, parts	301.29
Whetstone Sanitation	garbage service	85.00
Whetstone Valley Electric	electric, repairs	3,808.61
Wilmot Plumbing Inc.	install bottle fill fountain	2,490.51
WM Corporate Services, Inc.	garbage service	2,178.08
Zoom Video Communications	zoom subscription	16.98
		325,236.49