

MILBANK CITY COUNCIL PROCEEDINGS
February 12, 2024, 7:00 pm

Call to Order - The City Council met in regular session on February 12, 2024, at 7:15 pm in the Visitor Center, 1001 East Fourth Avenue, Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Mike Hanson, John Weyh, Mindy Rogers, and Josh Karels (via telephonically). Absent: Roger Briggs and Craig Weinberg. Staff Present: Mark Reedstrom, Steve Pendergrass, Cynthia Schumacher, Corey Hooth, Darin Thiele, Jesse Morton, Ron Krause, Dick Poppen, Kevin Schulke and Don Settje.
Public Present: Nathan Watson, Holli Seehafer, Kathy Ward, Evan Mahoney, Nathan Drake, Bocephus Shelstad, Peyton Bare, Ben Shelstad.

Public Comments – Ben Shelstad was present with several Boy Scout members.

Consent Agenda – A motion was made and seconded to remove the approval of the Treasurers report from the consent agenda. Motion carried 4-0.

A motion was made and seconded to approve the Consent Agenda as amended. Motion carried 4-0.

Consent Agenda

1. Approve minutes from the January 8 & January 26, 2024, meetings.
2. Approve the January claims list.
3. Approve 2024 salaries Jaiden Tillotson \$14.95. Kaia Tillotson \$14.95. Bill Newstrand \$30.00. (omitted in error on Resolution 1-9-24.)
4. Approve appointment of Austin Hunt to the Park & Recreation Board, 2024-2026.
5. Notice to call for bids for Fifth Street Project.
6. Accept resignation of Park & Recreation Director, Dan Keyes pursuant to agreed terms, effective 2/12/24.
7. Approve police sergeant job specifications and advertising for police sergeant.
8. Approve bid for surplus items:
John Deere 672 grader: Josh Zempel \$4,500. (Additional bids: Berkner Excavating \$3,000.)
1985 GMC dump truck-Daniel Thiele \$757.00.

Action Items –

1. A motion was made and seconded to bring the request of Prairie Homes Management's for the City to accept ownership of that portion of North Lloyd Street which they own back to the table for consideration. Motion carried 4-0. Banner Associates identified the property pins, which showed the City does not own any portion of the street. Rather, the entire street is located on their property, abutting up to the privately owned property. Therefore, a motion was made and seconded to deny the request to take ownership of the street. Motion carried 4-0.
2. The Council discussed the unpaid balance of the H.E. Mitchell change order four, in the amount of \$36,886.25. H.E. Mitchell had installed a section of concrete as shown on the rendering. Councilman Karels expressed his concern over the use of renderings by contractors and deemed it unacceptable. The Council also disputed the verbal approval of the work. However, Administrator Pendergrass stated that the work is of good quality and the concrete area will be utilized. After the discussion, a motion was made and seconded to approve the change order, less the labor cost of \$7,381.75, which brings the total to \$29,504.50. The motion was carried with a 4-0 vote.
3. A motion was made and seconded to bring the "Uniting through Heritage" marketing agreement, presented by VPD Studios to the table for consideration. Motion carried 4-0. The amended agreement includes a retainer fee of \$9,500 and 3.5% of funds raised through December 31, 2025. Mayor Raffety explained all funds raised through this campaign would go directly into the Legion Baseball project, and all expenses incurred will be funded by these funds. Motion carried 4-0. A motion was made and seconded to add the retainer fee to the February bills list. Motion carried 4-0.

A motion was made and seconded to approve the fund-raising committee members Travis Lester, Darin Mertens, Mark Leddy, Susan Leddy, Katie Gillmore. Park board members Steve Wenzl, Brian Sandvig, Heidi Wellnitz. Staff members Steve Pendergrass, Brandy Blauert, Cynthia Schumacher, and Mayor Raffety. Motion carried 4-0. A mid-May kickoff event is being planned.

A motion was made and seconded to approve the purchase order with Musco for \$413,700 for the baseball field lights. The bid is on the certified bid list. Motion carried 4-0.
4. A motion was made and seconded to approve the Organization/Responsibilities Chart. The chart clears up inconsistencies and identifies the main tasks. Motion carried 4-0.
5. A motion was made and seconded to approve the appointment of Cody Pohlen as Parks & Recreation Director. Motion carried 4-0.
6. A motion was made and seconded to approve the Special Event Permit for the Milbank Vintage Snowmobile Show & Swap at Lake Farley May 29-June 1, 2024. Motion carried 4-0.
7. A motion was made and seconded to approve Resolution 2-12-24, Bridge Inspection.

RESOLUTION 2-12-24
BRIDGE REINSPECTION PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS

WHEREAS, 23 CFR 650, Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, the City of Milbank is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure Federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this 12th day of February 2024, at Milbank, South Dakota.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

Department reports were received.

Additional Information –

January Salaries – December wages: Mayor/Council \$1,600; Finance \$20,423; Police \$35,018; Fire \$1,797; Street \$21,338; Rubble Site \$884; Recreation \$27,325; Park \$12,113; Water \$7,383; Wastewater \$17,517.

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 4-0. Mayor Raffety called the Council out of executive session.

Adjourn – The next regular meeting is scheduled for March 11, 2024, at 7:00 pm. A motion was made and seconded to adjourn. Motion carried 4-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

| | | 2/12/2024 |
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| Vendor Name | | Amount |
| Adobe | Adobe program | 254.75 |
| Advanced Technologies Inc. | supplies, shipping, equipment | 565.10 |
| Alex Air Apparatus, Inc. | annual testing | 796.76 |
| Alternative HR, LLC | HR support | 38.75 |
| Amazon | supplies, parts | 587.19 |
| American Engineering Testing | testing | 555.35 |
| Associated Supply Co. | pool parts, supplies | 1,374.94 |
| AT&T Mobile | cell phone | 713.17 |
| Auto Value Parts Store | parts, supplies | 297.74 |
| Ban-Koe Systems, Inc. | annual inspection, monitoring | 1,684.00 |
| Banner Associates Inc. | engineering | 34,092.50 |
| Berkner Excavating & Gravel Inc. | water break repairs, snow removal | 7,103.32 |
| BIB | background reviews | 14.42 |
| Big State Industrial Supply | supplies | 273.00 |
| BNSF Railway Company | rehab Main Street crossing | 88,362.00 |
| Card Pointe | card fees | 402.89 |
| Carquest of Ortonville | parts | 168.70 |
| Casey's | supplies | 14.35 |
| Chappell Central Inc. | pool, system repairs | 1,077.50 |
| Chen, Angel | deposit refund | 100.00 |
| CHS | gas | 2,368.30 |
| City of Milbank | deposit refunds | 231.68 |
| Cole Papers Inc. | supplies | 2,354.96 |
| Corporate Technologies LLC | IT managed services | 5,650.42 |
| Dakota Supply Group | parts | 2,926.93 |
| DANR-Fiscal Office | discharge permit fees | 7,000.00 |
| DeBoer, Jamie | supplies | 73.15 |
| Eastside Car Wash | manlift rental, truck wash usage | 498.62 |
| Ebsen, Byron-Joanne | refund | 333.72 |
| Expedia | travel expense | 883.28 |
| Expressions Art Gallery | repairs | 178.04 |
| Fastenal Company | supplies | 806.34 |
| First Bank & Trust | fees | 18.26 |
| First District Assoc. of Local Governments | mater trail plan development | 10,000.00 |
| Food-N-Fuel | gas | 135.91 |
| Gaylord Texan Conv Center | travel expense | 68.96 |
| Gingerich, Andy | alley repairs | 571.93 |

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| Google-You Tube | YouTube | 14.86 |
| Grant County Auditor | county services | 1,000.00 |
| Grant County Development Corp | housing fund | 94,986.00 |
| Grant County Review | publications | 609.79 |
| H.E. Mitchell | baseball project | 29,504.50 |
| Harbor Freight | compactor | 371.67 |
| Hawkins, Inc. | chemicals | 140.00 |
| Heiman Fire Equipment | lettering | 225.46 |
| Helms & Associates | engineering | 10,305.19 |
| Henricksen, Ken | travel expense | 120.00 |
| Hermans, Brianna | training expense | 52.04 |
| Hilbrands, Ryan | travel expense | 262.80 |
| I & S Group Inc. | infrastructure planning | 1,500.00 |
| Inland Truck Parts & Service | parts | 192.51 |
| ITC | phone, internet | 2,406.92 |
| iWorks | fleet, public works software | 7,500.00 |
| J&J Earthworks | black dirt | 1,565.98 |
| JanMark LLC | rental fee | 825.00 |
| John Deere Financial | parts | 98.46 |
| Larson Elevator Co. | elevator service | 992.06 |
| Lewis Drug Stores | supplies, Shop w/a Cop | 637.87 |
| Linde Gas & Equipment Inc. | air system | 52.26 |
| Loutsch, Jeff | clothing allowance | 100.00 |
| Maguire Iron | inspect, clean underground tank | 2,400.00 |
| Midwest Power Sports | parts | 18.39 |
| Milbank Ford-Mercury | vehicle repairs | 196.63 |
| Milbank Glass LLC | window, door repairs | 576.50 |
| Milbank Winwater Co. | parts | 1,567.29 |
| MnB Cleaning Services LLC | cleaning service | 8,600.00 |
| Money Movers | NIHCA fees | 14.25 |
| NAPA Auto Parts | parts, supplies | 225.65 |
| NW Energy | natural gas | 4,538.04 |
| O'Reilly Store | parts, supplies | 325.44 |
| Otter Tail Power Co. | electric | 23,008.89 |
| Petty Cash | postage, supplies | 176.82 |
| Pitney Bowes | postage meter lease | 186.54 |
| Precision Machining | valves | 1,140.00 |
| Quill Corporation | supplies | 495.39 |
| Racarie Software | HR software | 105.00 |
| Reedstrom, Mark | retainer fee | 1,000.00 |

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| Reimche Airspray LLC | FBO Contract | 1,500.00 |
| Rockbot | media subscription | 31.86 |
| Roger's Electric Motor | tools | 149.99 |
| Runnings Supply Inc. | supplies, parts | 1,520.77 |
| Satterwhite, Patrick | deposit refund | 30.95 |
| SD Department of Agriculture | applicators registration fee | 91.75 |
| SD Dept of Revenue & Regulation | sales tax | 2,528.03 |
| SD Public Health Lab | testing | 86.00 |
| SDML | legislator day | 30.00 |
| SDRS | fees | 1,017.62 |
| Severson, Dan | lifeguard training | 1,005.00 |
| Share Corp | supplies | 617.44 |
| South Dakota 811 | one calls | 29.40 |
| Star Laundry & Cleaners | laundry service | 311.91 |
| Stoney Brooke Ent. Inc. | sensors | 1,256.60 |
| Street Graphex Inc. | signs, banners, plaques | 309.98 |
| The Shop | lift truck | 550.00 |
| Tillman, Duane | construct cubbie units | 400.00 |
| Trapp Plumbing | water heater, clear mains | 1,054.17 |
| Trevett, Ashley | deposit refund | 37.37 |
| Tubs of Soft Water Inc. | supplies | 24.00 |
| Twin Valley Tire | tire service | 364.40 |
| Uber.com | travel expense | 51.11 |
| Unzen Motors, Inc. | oil | 53.20 |
| UPI Petroleum | gas | 4,660.84 |
| US Postal Service | postage | 450.00 |
| USA Bluebook | supplies, parts | 3,508.85 |
| Utility Logic | inspect, calibrate, reset scale | 81.10 |
| Valley Office Products | supplies | 389.18 |
| Valley Rental & Recycling | recycling agreement | 650.00 |
| VPD Studios | retainer fee | 9,500.00 |
| West Central Communications | program radios | 3,799.50 |
| Whetstone Home Center | supplies | 833.86 |
| Whetstone Sanitation | garbage service | 85.00 |
| Whetstone Valley Electric | electric, repairs | 18,921.94 |
| WM Corporate Services, Inc. | garbage service | 593.44 |
| Xerox | copier leases | 486.68 |
| Zoom Video Communications | zoom subscription | 16.98 |
| | | 427,644.05 |