

MILBANK CITY COUNCIL PROCEEDINGS

July 8, 2024, 7:00 pm

Call to Order - The City Council met in a regular session on July 8, 2024, at 7:00 pm in the Visitor Center, 1001 East Fourth Avenue, with Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Roger Briggs, Mike Hanson, Josh Karels, Mindy Rogers, John Weyh, and Craig Weinberg. Absent: none. Staff Present: Mark Reedstrom, Steve Pendergrass, Cynthia Schumacher, Laurie Folk, Corey Hooth, Kevin Schulke, Jesse Morton, Julie Landmark, Nicole Berg, Darin Theile, and Don Settje.

Public Present: Traci Stein, Holli Seehafer, Alan Adelman, and Randy Twistol.

Acknowledgments: City employee anniversaries- Brandy Blauert (7 years) and Cynthia Schumacher (31 years) were recognized for their years of service with the finance department, Carl Bostrom – eight years with the police department, and Kenneth Henriksen- one year at the wastewater department. Unity staff anniversaries - Pat DeVere (3 years) and Jessica Bohlen (2 years).

Public Comment – No one present addressed the council at this time.

Grant County Development Corporation – Traci Stein with GCDC report the Industrial Park addition and two housing developments are moving forward.

A motion was made and seconded to go into Executive Session. Motion carried 6-0. The Mayor called the council out of executive session at 7:25 pm. The regular agenda continued.

Consent Agenda – A motion was made and seconded to amend the Consent Agenda and approve as follows. Motion carried 6-0.

Consent Agenda

1. Approve minutes from the June 10, and June 25, 2024, meetings.
2. Approve claims list, \$579,624.37.
3. Ratify hiring Jenna Dexter & Averie Engebretson, Recreation instructors, \$11.49. Preston Laskowski, lifeguard, \$15.33.
4. Accept the resignation of Connie Larson from the P&Z Commission effective immediately.
5. Approve Steve Griffee, part-time police officer, \$30.00/hr.
6. Advertise for bids to repair the Visitor Center exterior beams.

Action Items:

1. A nomination was made and seconded to nominate Josh Karels as Council President. A second nomination was made and seconded to nominate Craig Weinberg as Council President. Nominations closed, and a majority vote was cast for Josh Karels as President.

A nomination was made and seconded to nominate Craig Weinberg as Vice-President. Nominations then ceased, and a majority vote was cast for Craig Weinberg as Council Vice-President.

2. A motion was made and seconded to approve the Mayor’s appointments. Motion carried 6-0. Municipal officials: City Administrator Steve Pendergrass. Finance Officer Cynthia Schumacher. Police Chief Corey Hooth. Fire Chief David Giesen. Attorney-Mark Reedstrom.

3. A motion was made and seconded to approve the Mayor’s committee appointments. Motion carried 6-0.
 Mayor Raffety: Airport, GCDC Liaison.
 Roger Briggs: Water, Grant County Emergency Management.
 John Weyh: Fire, Rubble Site, Wastewater.
 Mindy Rogers: Park, Personnel, Recreation/Unity.
 Craig Weinberg: Finance, MACC Liaison, Planning & Zoning, Property Standards.
 Mike Hanson: Cemetery, Park, GCDC Housing Opportunity Fund, Personnel.
 Josh Karels: GCDC Housing Opportunity Fund, Police, Street.
 Steve Pendergrass: Property Standards.

4. A motion was made and seconded to approve the reserve police officer and fire department rosters as presented and placed on file.

5. A motion was made and seconded to approve a transfer of \$1 million from bond funds originally allocated towards a Unity expansion to the street department for street equipment and projects. Motion carried 6-0.

6. A motion was made and seconded to approve Resolution 7-8-24. Motion carried 6-0.

RESOLUTION 7-8-24 - CONTINGENCY RESOLUTION

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.

Council – Insurance	101-41100-42100	\$ 5.00
Finance – Gas/Oil	101-41400-42610	1,000.00
Finance – Travel	101-41400-42700	1,000.00
Finance – Miscellaneous	101-41400-42900	7,000.00
Police – Insurance	101-42100-42100	3,100.00
Police – Miscellaneous	101-42100-42900	4,000.00
Fire – Miscellaneous	101-42200-42900	2,200.00
Street – Engineering	101-43100-42220	15,000.00
Street – Miscellaneous	101-43100-42900	3,000.00
Street – Capital	101-43100-43000	4,400.00
Airport – Insurance	101-43500-42100	1,300.00
Recreation – Unemploy. Comp.	101-45100-41600	6,000.00
Park – Insurance	101-45200-42100	800.00
 Source of Funding – Contingency Fund	 101-41150-41150	 \$48,805.00

Dated this 8th day of July 2024.

Aye: 6 Nay: 0 Absent: none.

This Resolution is effective upon passage.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

7. A motion was made and seconded to approve the North Ridge Acres Agreement for Public Improvements between the City and JanMark, LLC. The agreement stipulates construction and development standards, securities and warranty of the improvements and acceptance. Attorney Reedstrom recommended approving the agreement. Motion carried 6-0.
8. Administrator Pendergrass provided information about Atwood Consulting Group. Atwood is the consulting company he contacted regarding assistance at Unity. Atwood works with both public and private entities to succeed in the fitness industry. They conduct facility assessments, make recommendations for improvements, and support implementing these recommendations. Additionally, they offer design assistance, help implement sales and marketing strategies, and assess technology and system implementation needs. They create member retention strategies, programs, and staff training. They also assist in recruiting, hiring, and retaining skilled staff.

During the Council discussion, the topic was whether to hire a consultant before or after employing a Unity lead. Councilmembers Rogers, Karels, and Weinberg believed that the consultant could help with hiring qualified staff for our facility. However, other members thought that the new director should be in place to collaborate with the consultant to achieve the desired objectives. After deliberation, a motion was made and seconded to table further discussion on hiring any consultants until a Unity lead is recruited. Motion passed 4-2. Aye: Briggs, Hanson, Rogers, Weyh. Nay: Karels, Weinberg.
9. A motion was made and seconded to create and recruit a Unity Lead position. Motion carried 6-0.
10. No bids were received for the purchase of Lot 17, Block 59, Original Townsite. The lot had been advertised for sale, with a stipulation of a housing structure to be constructed within four years of purchase. Following discussion, a motion was made and seconded for the City to maintain ownership of the lot. Motion carried 6-0.

Discussion –

1. The preliminary property tax numbers were reviewed.
2. Mayor Raffety requested Councilmembers Hanson, Rogers, and Weinberg collaborate with the staff to review the current state and local alcohol laws and present a proposed ordinance at the August meeting.
3. Mayor Raffety mentioned he had received a written request from Twin Valley Tire Inc. and River Street Properties requesting to vacate River Street.
4. The request to name the new road in the Industrial Park Second Addition “Hepper Street” was acknowledged by the Council. Final approval will come with the acceptance of the plat.

Department reports – Department reports were reviewed.

June Salaries: Mayor/Council \$1,600; Finance \$21,071; Police \$40,192; Fire \$1,798; Street \$17,761; Rubble Site \$959; Recreation \$30,772; Park \$22,648; Water \$8,061; Wastewater \$20,303.

June Permits: Building: Community Transit-511 Court House St-garage. Duane Winquist-608 S 6th St-deck replacement.

Kenneth Saeger-911 S 7th St-ramp. Clifford Vitters-515 S 3rd St-steps. Jesse Johnson-206 Lakeview Dr-deck.

Sign: none.

Roof: none.

Fence: Derek Steffen-1109 Washington Dr-wood. Lance & Kendra Junso-210 S Viola St-vinyl. Merlin Fields-1517 Elmwood Ave-wood.

Demo: none.

Conditional Use Permits: none.

Variances: none.

Adjourn – The next regular meeting is scheduled for August 12, 2024, at 7:00 pm. A motion was made and seconded to adjourn at 9:10. Motion carried 6-0.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Vendor Name		7/8/2024 Amount
Accredited Security		1,512.95
Advanced Technologies Inc.	supplies/shipping	258.44
Al's Body Shop	vehicle repair	992.10
Amazon	supplies, parts	650.59
American Engineering Testing Inc.	testing	803.00
American Legal Publishing Corp	codification	9,620.35
Associated Supply Co.	supplies	1,162.79
AT&T Mobile	cell phone/Wi-Fi/tablets	704.90
Auto Value Parts Store	parts, supplies	82.98
Bakeberg, Ryan	travel expense	255.00
Banner Associates, Inc.	engineering	25,186.20
Berens Market	supplies	68.30

Berkner Excavating	repair water break	3,017.16
BIB	background reviews	14.42
Big Stone Broadcasting	advertising	260.00
Brewster Building Center	supplies	9.99
Card Pointe	Card Fees	554.38
Central Square Technologies	IT installation, training	19,673.55
Chappell Central Inc.	repair chiller	610.00
CHS	gas	1,528.36
City of Milbank	deposits	343.92
Cole Papers Inc.	supplies	1,055.03
Comfort Inn	travel expense	238.76
Corporate Technologies Inc.	IT managed services	3,180.00
Dakota Supply Group	supplies	617.02
Dewey's Lawn Care	application	480.00
Diamond Vogel Paints	traffic paint	655.00
Displays 2 Go	supplies	2,716.23
Eide Bailly LLP	2023 audit	13,125.00
Farmhouse Celebrations	Legion field event	280.00
Ferguson Water Works	meter	787.78
First Bank & Trust	travel expense	25.00
Flexible Pipe Tools & Equipment	parts	2,297.90
Food-N-Fuel	gas	158.56
Fraze, Jaque	lockers	100.00
GCC Consolidated Ready Mix	base material	1,007.51
Grant County Abstract & Title Co	property report	200.00
Grant County Auditor	county services	1,000.00
Grant County Conservation District	tree planting	600.00
Grant County Historical Society	displays	3,000.00
Grant County Review	publications	1,199.81
Grant Roberts Rural Water	water service	151.80
Hawkins, Inc.	chemicals	12,888.19
Heiman Fire Equipment	parts	1,045.35
Helms & Associates	engineering	8,543.46
ITC	phone, internet	1,935.60
J&J Earthworks	Fifth Avenue project/base material	372,473.06
John Deere Financial	parts	91.70
Kelly Kutters	mowing contract	17,384.13
Krause Sr, Ron	supplies	212.27
Lewis Drug Stores	supplies	57.90
Linde Gas & Equipment	air system	52.26
Midwestern Mechanical, Inc.	fire sprinkler system inspection	275.00

Milbank Ford-Mercury	vehicle repair	342.48
Milbank Glass	install window	178.99
Milbank Refrigeration	repair ac unity	507.49
Milbank Winwater Co.	parts	3,109.79
MnB Cleaning Services LLC	cleaning service	3,800.00
NAPA Auto Parts	parts, supplies	280.03
Newman Traffic Signs	signs	136.08
Northern Truck Equipment	parts	731.31
NW Energy	natural gas	939.00
On Deck Sports	parts	1,552.40
O'Reilly Store	parts	39.98
Otter Tail Power Co.	electric	22,590.31
Peterson, Connie	sew patches	8.00
Petty Cash	supplies, postage	53.40
Pro Image	field signs	640.00
RDO Equipment Co	parts	429.65
Reedstrom, Mark	retainer fee	1,000.00
Reimche Airspray LLC	FBO Contract	750.00
Ricarie Software	HR software	105.00
Rockbot	media subscription	31.86
Roger's Electric Motor	parts, shipping	408.49
Runnings Supply Inc.	supplies, parts	2,650.49
Sass, Brandi	deposit refund	56.08
Schmitt, Morgan	deposit refund	100.00
Schumacher, Cynthia	travel expense	791.29
SD DANR	application fee	35.88
SD Dept of Revenue & Regulation	sales tax	3,297.16
SD Public Health Lab	testing	145.00
SD Solid Waste Management Assoc.	registration/membership fee	300.00
Share Corp	supplies	171.23
South Dakota 811	one calls	85.05
Spartan Athletic Co	nets, posts	1,355.60
SPS Works	notary, deposit stamps	128.80
Star Laundry & Cleaners	laundry service	381.98
Stein Sign Displays	install scoreboard	1,285.00
Street Graphix	plaque	18.50
Tractor Supply Store	gun safe	371.69
Traffic Safety Warehouse	traffic cones, speed bumps	730.15
Trapp Plumbing	repairs	1,013.98
UPI Petroleum	gas	453.01
US Postal Service	postage	521.65

USA Bluebook	supplies	966.41
Valley Office Products	supplies	160.11
Valley Rental & Recycling	recycling agreement	650.00
VPD Studio	Legion Field promotion	1,238.20
Whetstone Sanitation	garbage service	1,699.00
Whetstone Valley Electric	electric, repairs	5,443.25
WM Corporate Services, Inc.	garbage service	423.19
WWGoetsch Associates, Inc.	parts	1,823.25
Xerox	copier leases	518.62
YouTube	subscription	14.86
Zoom Video Communications	zoom subscription	16.98
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