

MILBANK CITY COUNCIL PROCEEDINGS
November 11, 2024, 7:00 pm

Call to Order - The City Council met in a regular session on November 11, 2024, at 6:00 pm in the Visitor Center, 1001 East Fourth Avenue, with Mayor Raffety presiding.

Roll Call - Mayor Raffety. Councilmembers: Roger Briggs, Mindy Rogers, Mike Hanson, Josh Karels, John Weyh, and Craig Weinberg. Absent: none. Staff Present: Attorney Mark Reedstrom, Steve Pendergrass, Cynthia Schumacher, Laurie Folk, Carl Bostrom, Corey Hooth, Ron Krause, Jesse Morton, Boyd VanVooren, and Darin Thiele. Public Present: Holli Seehafer, Astrid Duarte, Elsie Vina, Robert Schultz, Kari Untalan, and Jamie Henderson.

Public Comment – Elsie Vina expressed frustration with the condition of the laundromat. Mayor Raffety explained it is privately owned and would try to contact the owner and relay her frustrations.

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

1. Approve minutes from October 14, and November 4, 2024 meetings.
2. Approve claims list.
3. Approve the hire of Tracey Boll, Unity fitness trainer, effective 11/1/24, 17.91/hr. Ben Trevathan, Maintenance Technician, \$27.12/hour, effective December 2, 2024. Remove Cartre Saxton, Unity building attendant, effective 10/17/24.
4. Approve the 2025 City holiday schedule.
5. Approve the Liquor License renewal application for Sly's Steakhouse R2.
6. Approve Garbage Haulers License to Waste Management.
7. Approve Arborist License to Jacobsen Tree Experts, and Milbank House Movers, Inc.
8. Call for Bids, Ground Maintenance, 2025-2027.
9. Advertise internal recruitment for police officer.
10. Approve snow removal bids for the 2024/25 and 2025/26 seasons. One bid received: J&J Earthworks. BS 1: Loader-\$225-245/hr. Loader w/blower-\$ 420/hr. Dump truck-\$180/hr. BS 2: Loader-\$225-245/hr. Dump truck-\$180/hr.
11. Resolution 11-11-24, Intent to Lease, Advertise for Bids.

RESOLUTION 11-11-24
City of Milbank
Resolution of Intent to Lease Real Property

WHEREAS, the City of Milbank, Grant County, South Dakota, now owns certain farmland located within

1. Lot 1, Jurgens and Milbank Airport Addition, in Government Lots 3 and 4, all in the North Half of the Northwest Quarter (N1/2NW1/4) of Section 3, Township 120 North of Range 48 West of the 5th P.M., Grant County, South Dakota consisting of 18.76 acres, more or less, and

2. Lot 1, Milbank Airport Fourth Addition in Government Lots 7, and 8 all in the North Half of the Northwest Quarter of Section 3, Township 120 North of Range 48 West of the 5th P.M., Grant County, South Dakota consisting of 21.79 acres, more or less.

WHEREAS, the City deems it advisable to lease the above-described real property for up to six (6) years; and

THEREFORE, BE IT RESOLVED that the public hearing will be held on the 9th day of December 2024 at the Regular Council Meeting, to consider adopting a resolution authorizing the lease of the above-described real property.

This Resolution was adopted at a meeting of the Milbank City Council held on the 11th day of November 2024.

Aye: 6 Nay: 0 Absent: none.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

Action Items –

1. A motion was made and seconded to approve the second reading of Ordinance 853 – 2024 Supplemental Budget. The total increase was \$431,200. The motion carried by roll call vote, 6-0.
2. A motion was made and seconded to approve the second reading of Ordinance 854 regarding the Park Board. The motion carried with a roll call vote, 6-0.
3. A motion was made and seconded to approve the first reading of Ordinance 855 – Alcoholic Beverages. Changes included removing restrictions on Sundays, Christmas, and Memorial Day. A new unlimited retail liquor license for restaurants was added. Motion carried by roll call vote, 6-0.
4. A motion was made and seconded to approve the first reading of Ordinance 856 – 2024 Supplemental Budget. The ordinance included \$46,000 to the police department to purchase two vehicles. Bond funds: \$555,000 was added to the street department for street projects, repairs, and completion of Fifth Street. \$1,000 was added to Bond Interest to cover bank service charges. Twenty thousand was included to cover engineering fees associated with the Industrial Park Project. Expenses related to the Industrial Park Project are reimbursable by grants and the Grant County Development Corporation. A motion carried by roll call 6-0.
5. A motion was made and seconded to approve the first reading of Ordinance 857 – 2025 Appropriations. The ordinance included \$1,856,000 of capital items funded by bond funds, donations, and grants. Motion carried by roll call vote, 6-0.
6. A motion was made and seconded to approve Resolution 11-11-24A – Master Fee Schedule. Administrator Pendergrass explained the resolution does not introduce any new fees or changes to existing fees. Instead, it creates a master list for easier access. Motion carried 6-0.

Resolution 11-11-24A

A Resolution to Establish a Master Fee Schedule for the City of Milbank, SD

WHEREAS, the City of Milbank, South Dakota, provides essential services to its residents, businesses, and visitors, including, but not limited to, permitting, licensing, recreational programming, facility rentals, and other municipal services; and

WHEREAS, to cover the costs associated with these services, it is both necessary and appropriate to adopt a standardized schedule of fees that reflects the City's operational expenses fairly and transparently; and

WHEREAS, the City has previously established independent Ordinances and Resolutions to establish fees, benchmarked against comparable municipalities, and aligned fees to ensure they remain fair, reasonable, and reflective of actual costs; and

WHEREAS, establishing a Master Fee Schedule combines all previous Ordinances and Resolutions into a centralized location to streamline the fee-setting process, enhance transparency, and provide for easy access by Milbank's residents, businesses, and visitors; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milbank, South Dakota, as follows:

1. Adoption of Master Fee Schedule

The City Council hereby adopts the attached Master Fee Schedule (Exhibit A) as the official schedule of fees, rates, and charges for City services in Milbank, effective on January 1, 2025.

2. Annual Review and Adjustments

City staff shall review the Master Fee Schedule annually and present it to the City Council for adjustment, as needed, to ensure alignment with actual service costs and to maintain fairness and equity.

3. Public Accessibility

The adopted Master Fee Schedule shall be available to the public on the City's official website and in hard copy at Milbank City Hall during regular business hours.

4. Effective Date

This Resolution shall take effect on November 11, 2024, following its passage and adoption by the Milbank City Council.

Aye: 6 Nay 0 Absent none.

Pat Raffety, Mayor

ATTEST: Cynthia Schumacher, Finance Officer

7. A motion was made and seconded to approve the Salary Grid. Administrator Pendergrass explained that each position has a base rate range. In addition to the base rate, employees can increase their rate by achieving certifications specific to their department.

8. A motion was made and seconded to approve the amended surplus list.

Surplus list: 1976 International loadstar water truck, Atlas Copco air compressor, Matrix stationary bikes (4), weight rack and weights, 4" stair steps (12), dumbbells with weight rack, squat rack. A BOSE tower speaker was removed from the original list. VanVooren stated it is not conducive to Unity's needs. Councilman Weinberg requested the speaker be removed and utilized at the visitor center. Mayor Raffety requested Darin Thiele, Boyd VanVooren, and Cynthia Schumacher obtain values for the sale or disposal of the items. Motion carried 6-0.

Discussion Items –

Boyd VanVooren reported the parking lot and sidewalks at Unity and along Fourth Avenue have been completed. This summer, a Twins grant funded the construction of the T-ball field, and new dugouts for the softball fields will be built in the spring. Jess Hanson has completed her lifeguard certification and will be teaching a class at the high school.

Chief Hooth reported that the department participated in a mass trauma exercise at the high school.

Jesse Morton mentioned that the fence around the rubble site has been repaired, and a new gate has been installed. They are also working on installing updated signage. He stated we need to consider crushing the concrete pile.

Darin Thiele stated that they have resolved issues with three lift stations, completed the quarterly toxicity test, and rebuilt the jetter pump for the new trailer. Work is ongoing to resolve water issues. The water supply improvement project is currently approximately 25% complete.

Building Permits, October

Building: JanMark-315 Haddy Ave-house/garage. Mike & Angela Lambrechts-804 S 3rd St-residential addition.

Jeremy Lapp-912 S 3rd St-deck addition.

Fence: Hunter & Cassidy Winther-508 Kerrydon Dr-vinyl. Brady Krause-708 Viola St-vinyl.

Roofing: Grant County Review-225 S Main St-roof coating.

Demo: R&R Quality Rentals-112 W 5th Ave-accessory structure.

October Salaries

Mayor/Council-\$1,600. Finance-\$28,825. Police-\$58,937. Fire-\$1,798. Streets-\$22,119. Rubble Site-\$1,547.

Recreation-\$29,695. Park-\$16,549. Water-\$12,033. Sewer-\$26,407.

Executive Session

A motion was made and seconded to go into Executive Session according to SDCL 1-25-2(3); consultation with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.

The Mayor called the Council out of executive session. A motion was made and seconded to terminate the Fixed Base Operator contract with Reimche Air Spray. Motion carried 6-0.

Adjourn: A special meeting for a goals and objectives workshop will be held on November 19, 2024. A quorum of the council will be present. No action will be taken. The next regular meeting will be December 9, 2024, at 6:00 pm.

Pat Raffety, Mayor

ATTEST

Cynthia Schumacher, Finance Officer

Publish: 11-20-24

November Claims		Amount
Advanced Technologies	shipping	186.52
Alen, Kristen	refund	25.00
Amazon	parts, supplies	373.24
American AED	AEDs	17,647.00
American CPR Assn	CPR training	73.90
American Engineering Testing	testing	341.25
American Sign & Signal Corp	traffic flashers	208.43
Apple Store	membership fees	13.80
AT&T Mobility	cell phone	722.16
Auto Value Parts Store	parts, supplies	590.59
Berens Market	supplies	18.21
Berkner Excavating & Gravel	main installation, black dirt	4,179.85
Beyond Concrete	tennis court project	46,369.00
BIB	monthly fee	14.42
Bryan Rock Products	agrilime	3,604.68
Butler Machinery	parts	194.17
Card Pointe	card fees	320.20
Chappell Central Inc	system repairs	3,041.08
CHS	gas	2,265.96
City Of Milbank	deposit refunds	67.96
Cole Papers Inc.	supplies	1,522.34
Corporate Technologies LLC	managed IT services	4,300.00
Dakota Mainstem	annual fees	1,253.33
Dewey's Lawn Care	apply fertilizer	70.00
Dezurik Inc.	parts	167.39
Duraedge Products Inc.	red warning track	10,080.00
Eastside Car Wash	manlift rental, truck wash usage	151.18
FEDEX	shipping	18.51
Fenner, Marlin	sign paint	25.00
Ferguson Waterworks #2516	parts	128.23
First Bank Trust	travel expense	1,256.71
First Line Apparatus Training LLC	pump test	350.00
Flexible Pipe Tools & Equipment	pump repairs	5,550.85
Food-N-Fuel	gas	139.48
GCC Consolidated Ready Mix Inc.	crane rental, salt sand	3,741.46
Google	You Tube Fee	14.86
Grant County Auditor	dispatch service	1,000.00
Grant County Review	publications	402.75
Grant Roberts Water	rural water	66.80
Hach Company	supplies	455.91
Hanson, Jessica	training	285.00
Hasslen Construction Inc	water supply improvement project	23,208.30
Hawkins, Inc	chemicals	21,398.36
Helms & Associates	engineering	1,761.56
Hilbrands, Ryan	clothing allowance	106.30
Hooth, Corey	chairs, clothing allowance	620.49
Horter's Farm & Ranch Supply	trailer	18,900.00
Hydro Tech Service	main installation	1,071.00

Inland Truck Parts & Service	parts	1,532.28
Ipower	website	95.45
ITC	phone, internet	1,847.52
iWORKS	setup fee	1,000.00
J&J Earthworks Inc	5th Street, gravel, grading, ditch clearing	574,224.93
Jack's Body Shop	alignment	125.00
Jankord, Trey	insurance deductible	2,500.00
Jefferson Lines	shipping	167.5
John Deere Financial	parts	49.45
Johnson, Braeden	supplies	174.78
Kelly Kutters LLC	mowing contract	17,384.13
Keltek Inc	police vehicles	45,000.00
Klein, Dan	deposit refund	32.04
Larson Elevator Company	service agreement	815.49
Lewis Drug Stores	supplies	60.66
Linde Gas & Equipment Inc	air system maintenance	104.52
McCulloch, Max	deposit refund	100.00
Midwest Powersports, Inc.	oil	30.91
Milbank Ford-Mercury	vehicle repairs	243.98
Milbank Winwater Co.	parts	1,040.66
Minn-Dak Fire & Safety	extinguisher maintenance	780.50
MnB Cleaning Services LLC	cleaning service	3,800.00
Money Movers	NICHA membership fee	12.75
Napa Auto Parts	parts, supplies	1,581.67
NE Furniture Mart	speaker	552.18
Norm's Auto & Truck Repair	fire truck service	545.08
NW Energy	natural gas	846.71
O'Reilly Store #6151	parts	334.93
Otter Tail Power Co.	electric	30,086.58
Pitney Bowes	meter lease	186.54
Poppen, Dick	clothing allowance	170.53
Pro Track & Tennis Inc	tennis court project	5,800.00
Racarie Software	HR software	105.00
Reedstrom, Mark	legal retainer	1,000.00
Reimche Airspray LLC	FBO contract, chemicals	1,690.00
Rockbot	monthly fee	31.86
Roger's Electric Motor	parts	109.35
Runnings Supply Inc.	supplies	1,906.81
Sanstead Excavating LLC	repairs, clear ditch	5,612.50
SD Public Health Lab	testing	196.00
SDWWA	membership fees	20.00
Settje, Donald	clothing allowance	236.80
Star Laundry & Cleaners	laundry service	379.86
Swenson Tree Service	tree removal	13,600.00
Thiele, Darin	clothing allowance	115.20
Time Clock Plus	annual license fee	4,638.36
Trapp Plumbing Co Inc	repairs	88.74
Twin Valley Tire	vehicle, tire service	1,942.16
UPI Petroleum	gas	3,479.37

US Postal Service	postage	600.00
USA Bluebook	parts	13,986.13
Valley Office Products	supplies	590.36
Valley Rental Recycling LLC	recycling agreement	650.00
VanVooren, Boyd	clothing allowance	50.00
Water Environment Federation	membership fee	159.00
Whetstone Home Center Inc.	supplies	362.33
Whetstone Sanitation	garbage service, portopot rental/clean	810.96
Whetstone Valley Electric	electric	1,766.68
Wireless World	supplies, repairs	79.64
WM Corporate Services Inc.	garbage service	598.99
Xerox Corporation	copier leases	482.34
Zem's Inc.	repairs	240.98
Zoom Video Communications	Zoom communications	16.98
		925,076.40