

AGENDA
CITY OF MILLER
MONDAY, APRIL 15, 2013
7:00 P.M.

Call to Order
Pledge of Allegiance
Approval of Agenda
Approval of Minutes Pg. 1 - 3
Public Input

Department Head Reports

7:25 – 7:55 1. Electric, Water/Sewer, Street Pg. 4-5
7:55 – 8:05 2. Police Pg. 6
8:05 – 8:15 3. Finance Office Pg. 7-8

Approval of Bills

Hearing of Delegations

Old Business

1. Building Permit/Variance
Justin Sell

New Business

1. Building Permit
Jill Wallace – new garage

2. Approve Plat
Mike Beaner

3. Airport Fence

4. Deputy Police Chief

5. Memorandum for Record Destruction Pg. 9 - 12

Correspondence

Midcontinent Communications Franchise – Service and Price Adjustments Pg. 13 - 14

Adjourn

**CITY OF MILLER
CITY COUNCIL MEETING
APRIL 1, 2013**

The City Council met in regular session at City Hall on Monday, April 1, 2013.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen Tony Rangel, Lorin Johnson, Tom Winsell, Mary Johnson, Joe Zeller and Jim Odegaard.

CALL TO ORDER: Motion by Alderman Rangel, seconded by Alderman Winsell to approve the agenda. Motion carried.

MINUTES: Motion by Alderwoman Johnson, seconded by Alderman Zeller to approve the minutes for the regular meeting held on March 18, 2013. Motion carried.

C & C Fireworks – Katie Eschenbaum, on behalf of the Miller C &C, requested permission to hold a public display of fireworks on Saturday, July 6, 2013. The Miller School District has approved the use of their pasture land east of the football field; and, the fire department has agreed to shoot off the fireworks. Motion by Alderman Winsell, seconded by Alderman Johnson to approve public fireworks display. Motion carried.

Joint Meeting with On Hand Development – Mayor Blachford has requested a joint meeting with the City Council and the On Hand Development Board regarding the housing issues in Miller. Alderman Johnson requested that an invitation be extended to Kristin Hargens to attend in his place as this will be an ongoing project. Motion by Alderman Johnson, seconded by Alderman Zeller to set the meeting on Thursday, April 11, at 8:00 p.m. in the City Council room. Motion carried.

Phone Upgrade – The current phone system throughout the city offices is quite old, and the quality of the connection is bad. Venture Communications has given a quote to install new phones with a voice mail system. Motion by Alderman Rangel, seconded by Alderwoman Johnson to approve the purchase of the new phone system. Motion carried.

Working Women's Luncheon – Motion by Alderman Johnson, seconded by Alderman Odegaard to send the three office women to the luncheon held at Willie's on Wednesday, April 24th. Motion carried

Public Hearing – At the advertised time of 7:30 p.m., a public hearing was held regarding the liquor license transfer from George Quinlan of The Virginian Inc. to Kortney Jungemann of The Virginian. Motion by Alderman Zeller, seconded by Alderman Odegaard to approve the transfer of both liquor licenses, Retail and Package, as requested. Motion carried.

Employee Policy Manual Updates – Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the following changes to the Employee Policy Manual:

6.1 Pay Period and Payday

Paychecks are issued bi-weekly on Tuesdays ~~on the 9th and 24th of each month.~~ In the event the payday falls on a holiday ~~or a weekend~~, checks will be distributed on the nearest workday preceding payday.

7.2 Vacation Leave

The following change was made to Paragraph 9:

Vacation leave must be scheduled with the employee's department head at the earliest possible time prior to the use of such leave. **Vacation leave sheets are due in the Finance Office prior to planned leave and immediately upon return from unplanned leave.** The municipality reserves the right, within reason, to disapprove requested time for vacation leave for the purpose of maintaining the work force during heavily scheduled work periods. However, the municipality will make every effort possible to accommodate employee requests for time off.

7.3 Sick Leave

The following was added as paragraph 7:

Sick leave sheets are due in the Finance Office prior to planned leave and immediately upon return from unplanned leave.

Motion carried.

Alderman Winsell will attend the Board of Equalization meeting on April 9, 2013, at 7:00 p.m. at the Hand County Court House.

Mayor Blachford received a letter of appreciation from Josef Fiala for the office space used in city hall for his position with the Governor's Office of Economic Development.

Public Hearing – At the advertised time of 7:45 p.m., a variance hearing was held for Justin Sell to move a garage closer to the lot line than is allowed at 416 W 2nd Street. A motion by Alderman Johnson and seconded by Alderman Rangel to adjourn as the Common Council and convene as the Board of Adjustment for the purpose of the variance hearing. Justin Sell was present and explained he wanted to move an existing garage as far south and east as possible. The variance would be along the east edge of the lot. There were no opponents present. Motion by Alderman Johnson, seconded by Alderman Rangel to table the decision regarding the variance and building permit until April 15th at which time a correct legal description is obtained and the building permit shows the preferred placement of the garage. Motion carried.

Mayor Blachford declared to adjourn the Board of Adjustment and reconvene as the Common Council.

Mayor Blachford commended Laura Smith for her 2 years of service. She was presented a gift and a certificate at a going-away luncheon on March 28th.

Executive Session – Motion by Alderman Johnson and seconded by Alderman Rangel to go into executive session for personnel matter pursuant to SDCL 1-25-2 (1) at 8:13 p.m. Motion carried. Mayor Blachford declared to return to regular session at 8:28 p.m. No action taken.

Motion by Alderman Johnson, seconded by Alderwoman Johnson to adjourn meeting. Motion carried. There being no further business, the meeting was adjourned at 8:29 p.m.

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings
was received on: _____
Published once at the
approximately cost of: _____

Council Meeting

4/15/2013

1. *All secondary is down that we are doing this winter.*
2. *Josh finished second year journeyman testing.*
3. *Staking for project.*
4. *STRATA will be here next week.*

**Report to Council
Street Department
April 11, 2013**

We installed a light on the new snow blower. We had to install a relay but one of the wires gave us trouble.

We have bladed some of the roads around town.

We had to put a new plow mount on one of the one-way truck plows.

We have bladed some alleys however some are way too wet and others are almost too dry. We will be blading them when the weather straightens up.

With all of the digging in the alleys from the electric project some alleys will be getting reworked once it dries.

David has been working on a leak on the Case/IH tractor. The water pump went out last fall so he installed it with a rubber fitting however it did not seal when the engine warmed up so he had to add a thick O-ring to help seal the leak.

We installed a new pinion seal on the front differential on the #1 truck.

We have been filling potholes around town.

We did some preventative maintenance on the Dresser Blade.

We of course, plowed the 7" of white rain. Then we plowed the 4" of snow 2 days later.

Police Department Report
April 15, 2013

On April 3, 2013, the officers attended a baton training class at the fire hall. Officer Wayne Ames was the instructor. The Hand County Sheriff's Office also attended the class.

DARE officer Chris Henrickson will be having DARE graduation for the fifth grade class on May 9th at 2:00pm. The graduation will be at the Miller Elementary School gym.

I would also like to send Officer Henrickson to a three day DARE update school in Pierre on June 10-12.

The driver's side seat in the patrol car needs to be replaced. I had Officer Henson take the car to Wegner Auto last week. Wegner's ordered a new seat. The seat should be in sometime in the next week.

Finance Office
Report to Council
April 15, 2013

1. Sales Tax Report – see attachment
2. Rachel has requested a quote from Banyon to “fix” our utility billing problem. It will cost approximately \$350.00 to have them take our data electronically, correct our service groups and implement the surcharge correctly. She would be without the Utility Billing for 2 days.
3. Cindy has contacted Banyon regarding our Chart of Accounts and Payroll “talking” to fund accounting. We need to create a spreadsheet of our current accounts and compare that to the Chart of Accounts for municipalities, Emily Schaefer will review the spreadsheet and then Banyon show us how to make the appropriate adjustments. Then they will hopefully be able to figure out why Payroll figures are not automatically put into fund accounting, fix the problem and cut out a lot of manual monthly calculations by both Cindy and I.
4. We will be closing the office from 11:15 – 12:15, April 24th for the Women’s luncheon.

Sales Tax Comparison			
	2013	2012	
January	\$41,715.91	\$28,228.75	Receipt for Feb. '12 pymt was missed. Corrected in '13.
	\$26,960.14	\$50,517.59	
	\$55,712.13		
Feburary	\$20,850.27	\$21,702.51	
	\$28,990.38		
March	\$26,867.27	\$39,500.70	
	\$36,946.03	\$22,249.77	
		\$28,777.89	
April			
May			
June			
July			
August			
September			
October			
November			
December			

Total	\$196,326.22	\$190,977.21	2.80%
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up from last year

\$5,349.01

Note: The first payment in January 2013 is actually the last payment in December 2012
 It is not calculated in the "Total" line item on this sheet.
 (It wasn't in the bank until January 2013.)

MEMORANDUM FOR RECORD

April 15, 2013

SUBJECT: Record Destruction

FROM: Finance Office

1. The following Fund Accounting records for 1996 are scheduled to be destroyed:

- a. Check Registers
- b. Expenditure Budget Worksheet
- c. Cash Disbursement
- d. General Fund Expenditures
- e. Receipt Transactions
- f. Transaction List
- g. Payment Transactions
- h. End of Month
- i. Unpaid Check Summary
- j. Unpaid Detail Check Register
- k. Receipt Distribution
- l. System Balance Report
- m. Deposits
- n. Receipt Book
- o. Trial Balance
- p. Revenue Budget Worksheet
- q. Expenditure Summary
- r. Journal Entries
- s. Vendor Listing & Vendor Analysis

2. The following Fund Accounting records for 1992 are scheduled to be destroyed:

- a. Revenue Guidelines
- b. Trial Balance
- c. Unpaid Detail Check Register
- d. Payment Transaction Listing
- e. Transaction List

3. The following Utility Billing records for 1995 are scheduled to be destroyed:

- a. Deposits
- b. Residential
- c. Outside Residential
- d. Outside Commercial
- e. Commercial
- f. Penalty
- g. Alpha
- h. Public
- i. City
- j. Check Register
- k. and 1996 Balances

4. The following Utility Billing records for 1992 are scheduled to be destroyed:

- a. Commercial
- b. City
- c. Residential
- d. Public
- e. Penalty Deposits
- f. Alpha

5. The following Payroll records for 1992 are scheduled to be destroyed:

- a. Payroll Register
- b. Paid Register

6. The following other records are scheduled to be destroyed:

- a. Solid Waste Investigation; May 1992 by Clark Engineering Corp.
- b. 1985-2000 Electric Meter Reading Records (electric meter books)
- c. 1995 Expenditure Guideline by Department
- d. 1995 Journal Entries
- e. Jan. '93-Jan. '98 – Paid Detail Check Register
- f. Dec. '70-Dec. '75 – Monday Receipt Book
- g. 1995 Bank Statements

7. The following miscellaneous records for 1992 are scheduled to be destroyed:

Unpaid Summary Check Register
Vendor & Chart Listing
Expenditure Guideline
Journal Batch Listing
Voided Audit G.L. Batch Listing
Revenue Report
System Balance Report
Monthly Disbursement Ledgers
Budget Worksheet
Receipt Transaction Listing
Vendor Analysis
Deposit Slips & Receipts
Federal Tax Deposit Coupon Books (Form 8109)
Hand County State Bank Deposit Slips 11/26/1992-12/31/1992
W-2 & W-3 print outs/copies 1992
Budget 3/5/1993 & Budget Worksheet 3/5/1993
Accumulation Report Jan. 13, 1993
Adjusting Entries per Audit
Municipal Compliance Report 12/31/1991
Audit Report 12/31/1989
Statement of General Fund Expenditures Year End 12/31/1992
Revenue Report 8/6/1992
Journal Batch Listing 6/29/1992
First State Bank Miller Statements 1992 – 12/9, 1/31, 6/30, 3/31, 2/28
5500 C/R 1991 (filed in 1992)
Certificate of Deposit Interest Rate Hand County State Bank
First Bank Insurance Premium Listing 3/1/1992
Form C-404; 1988
Payroll Employee Timesheets; 1992
Monthly Bank Statements 1992
1997 Grievances

8. The following reports are scheduled to be destroyed:

1990 Proposed Subdivision Regulations Ordinance (2 copies)

1990 Proposed Model Zoning Ordinance (11 copies)

1990 Proposed Zoning Ordinance (1 copy)

Annual Report on Audit for Jan. 1, '71 thru Feb. 28, '73

1974 Report on Long Range System Plan (Finley Engineering Company)

1990 Comprehensive Plan (Hand County South Dakota) – Clark Engineering

1975 Street Improvement Project Specifications (Schoell & Madson, Inc.)

1965 South Dakota Planning Assistance Procedure Manual



3901 North Louise Avenue
Sioux Falls, South Dakota 57107

April 2013

Mayor Ron Blachford
City of Miller
PO Box 69
Miller, SD 57362-0069

Dear Mayor,

As part of our franchise commitment to keep the city informed, I'm enclosing a copy of the information our customers will receive in the next few days outlining some upcoming changes. This annual notice contains information about our services, packages, bundles, channel changes and price adjustments that become effective in April of 2013.

Each of our customers will receive a customized letter that will include information on a la carte products, discount packages and bundles, along with a full description of our services. We will also outline the net price changes they can expect. As always, we encourage our customers to call our **Customer Service Department at 1-800-888-1300** with any questions or concerns, and encourage the city staff to pass questions from citizens on to us as well. We appreciate the opportunity to speak directly with our customers about their concerns, and our customer service representatives stand ready to help them with a package of services that most appropriately fits their needs.

If you have questions, I welcome your call. Please contact me directly, at your convenience. My office number is 1-888-258-0028. Thank you for your assistance and best regards.

Sincerely,

A handwritten signature in black ink that reads "Dan Nelson". The signature is written in a cursive, flowing style.

Dan Nelson
Director of Governmental Affairs
Midcontinent Communications



2013 Service & Price Adjustments for MILLER, SD

— A LA CARTE —

Basic Cable	52.95	MidcoNet PlusPak	15.95	Distinctive Ring	3.95
Limited Cable	17.95	Game Sonnia Service	6.50	Last Call Return	3.95
Cinemax	16.00	MidcoNet Tunes Plus Service	16.95	Continuous Redial	3.95
HBO	16.00	MidcoNet SuperPak	25.95	Call Waiting-Identification	3.95
Showtime/The Movie Channel	16.00	Static IP Addresses	20.00	Additional Directory Listing	3.95
Starz/Encore	16.00	MidcoNet Wireless Modem Lease	5.00	Call 800-888-1300-Obsolete Fea	3.95
Spanish Package	4.00	MidcoNet Modem Lease	3.00	Toll Denial Block	3.95
Sports & Variety Package	6.00	Local Digital Phone Line	20.00	Unlimited Long Distance	10.95
CableCard Monthly Lease	4.00	Additional Digital Phone Line	9.95	Installation	35.00
Digital Receiver Monthly Lease	4.00	Toll Free Service	10.00	Add/Activate Outlet	25.00
Digital Video Recorder Lease	2.00	Caller ID	3.95	Special Telephone Feature Inst	25.00
High Def Digital Receiver Leas	8.00	VoiceMail	5.95	Home Service Call	50.00
MidcoNet Xstream Wideband 1.0	46.95	3-Way Calling	3.95	Directory Listing Change Fee	6.00
MidcoNet Limited Broadband	30.95	Call Forward	3.95	Modem Purchase DOCSIS 3.0	79.00
MidcoNet Xstream Wideband 2.0	66.95	Call Waiting	3.95	Wireless Modem Purchase 3.0	109.00
MidcoNet Xstream Wideband 3.0	106.95	Speed Call-30 Number	3.95	Reconnect Fee	60.00
MidcoNet Tunes Service	12.95	Speed Call-8 Number	3.95		
MidcoNet Plus Service	6.95	Call Forward-Busy/Don't Answer	3.95		
Learning Edge Service	6.50	Non-Listed Directory Service	3.95		
		Non-Published Service	3.95		

— PACKAGES —

ULTIMATE TRIO	\$164.85	THEATRE TRIO	\$145.85	PREFERRED TRIO	\$129.85
Ultimate Theatre Suite		Theatre Suite		Preferred Cable	
MidcoNet Xstream 2.0		MidcoNet Xstream 1.0		MidcoNet Xstream 1.0	
Digital Phone Package		Digital Phone Package		Digital Phone Package	
Three Service Discount		Three Service Discount		Three Service Discount	
THEATRE SUITE & MIDCONET XSTREAM	\$122.90	ULTIMATE THEATRE SUITE	\$109.95	THEATRE SUITE & DIG PHONE PKG	\$108.90
Theatre Suite		Preferred Cable		Theatre Suite	
MidcoNet Xstream 1.0		HBO		Digital Phone Package	
Two Service Discount		Starz/Encore		Two Service Discount	
		Cinemax			
BASIC TRIO	\$104.90	Showtime/The Movie Channel		THEATRE SUITE	\$80.95
Basic Cable		Sports & Variety Package		Preferred Cable	
MidcoNet Xstream 1.0		Basic Cable		1 Premium Movie Package	
Main Residential Line		MidcoNet Xstream 1.0			
Three Service Discount		Two Service Discount			
MIDCONET XSTREAM1.0 & DIG PHONE	\$74.90	PREFERRED CABLE	\$64.95	DIGITAL PHONE PACKAGE	\$32.95
MidcoNet Xstream 1.0		Basic Cable		Main Residential Line	
Digital Phone Package		Preferred Cable		Caller ID	
Two Service Discount				Optional Voicemail	
				3-Way Calling	
TELEPHONE 8 FEATURE GROUP	\$9.95	TELEPHONE 3 FEATURE GROUP	\$7.95	Call Forward	
Caller ID		3 Features		Speed Call-30 Number	
3-Way Calling				Distinctive Ring	
Call Forward				Last Call Return	
Speed Call-30 Number				Continuous Redial	
Distinctive Ring				Call Waiting-Identification	
Last Call Return				Unlimited Long Distance	
Continuous Redial					
Call Waiting-Identification					