

AGENDA
CITY OF MILLER
MONDAY, APRIL 1, 2013
7:00 P.M.

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

Department Head Report
7:05-7:15 Fire Department

Hearing of Delegations

1. Amber Werdel and Katie Eschenbaum, C & C fireworks

Old Business

New Business

1. 7:30 Public Hearing – Transfer liquor license – The Virginian
2. 7:45 Public Hearing – Request for variance – Justin Sell
3. Building Permits
 - a. Justin Sell – new house and relocate garage
4. Set Pool and Park Manager Salaries
5. Set Pool Fees Pg. 4 - 6
6. Set joint meeting with City Council and On Hand Development regarding housing issues April 11 at 8:00 p.m.
7. Upgrade phone system with Venture Communications Pg. 7 - 9
8. C & C working women's luncheon, April 24th at Willies
9. Changes to payroll and policy manual Pg. 10 - 11
 - a. change to biweekly payroll
 - b. change in leave sheet requirements

Executive Session

1. Personnel matter pursuant to SDCL 1-25-2 (1)

Correspondence

1. Consolidated Board of Equalization Meeting, April 9, 2013 @ 7:00 p.m. – Tom Winsell
2. Joe Fiala, Governor's Office of Economic Development Appreciation Letter Pg. 12

Adjourn

**CITY OF MILLER
CITY COUNCIL MEETING
MARCH 18, 2013**

The City Council met in regular session at City Hall on Monday, March 18, 2013.

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

CALL TO ORDER: Mayor Blachford called the meeting to order at 7:00 p.m.

ADOPT AGENDA: Motion by Alderman Zeller, seconded by Alderman Rangel 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 4, 2013 with corrections. Motion carried.

APPROVAL OF BILLS: Motion by Alderman Johnson, seconded by Alderman Winsell to approve the bills. Motion carried.

Housing Study & Grant – LaDonna Wharton represented On Hand to cover the Miller Housing Study Presentation and Strategy Session from March 10th. The meeting was well attended by the public with four main topics that will be addressed by a committee.

Department Head Reports

Electric –Bill Lewellen, electric superintendent, requested that a pile of scrap wire be auctioned in October or set up for sealed bid and sold at least 90% of appraised value. A motion was made by Alderman Odegaard and seconded by Alderwoman Johnson to hold the wire until the October surplus auction. AT&T would like to place a new tower at the same location as the current tower. Strata would like to begin work on April 1st but it will probably be later before the frost is out of the ground.

Water/Sewer –Jim Bonebright, water/sewer superintendent addressed the sewer issues next to Welch's and Rangel's. He will be seeking bids and making that project a priority for this summer. The generator received from the hospital is beyond repair. They will bring it back from Sioux Falls and discuss with the hospital what to do with it.

Police Department –Wayne Ames, police officer, discussed the D.A.R.E. program headed by Chris Henrickson, the taser and baton classes to be held in April and the domestic violence training that is required yearly. A motion was made by Alderman Rangel and seconded by Alderman Winsell to pay the vet bill for dog impoundment that included 2012 and 2013 fees. Motion carried.

Street Department –Ron Hoftiezer, street superintendent, discussed an agreement with Greenline Implement for 9 months for the use of a 65 HP tractor for the cost of insurance and \$12.00/hour which is refundable as a trade in for parts and also the use of a tractor style mower free for the hours used. Motion by Alderman Rangel and seconded by Alderman Odegaard to accept the agreement with Greenline Implement. Motion carried.

Finance Office –Laura Smith, outgoing finance officer, showed a comparison of sales tax between 2012 and 2013 and stated that the annual report has been submitted to the state.

Public Hearing for Liquor License Transfer – Motion by Alderman Zeller, seconded by Alderman Odegaard to set the public hearing for liquor license transfer between George Quinlan, The Virginian Inc. and Kortney Jungemann, The Virginian on Monday, April 1st at 7:30 p.m. Motion carried.

Building Permits – Motion by Alderwoman Johnson, seconded by Alderman Winsell to approve the following building permits: Justin Sell, house removal; Tim & Diane Goetz, deck replacement with four season porch. Motion carried.

Public Hearing for building permit variance- Motion by Alderwoman Johnson, seconded by Alderman Zeller to set the public hearing for a variance for Justin Sell on Monday, April 1st at 7:45p.m. Motion carried.

Authorize Sheila Coss to Sign for City Accounts- Motion by Alderman Rangel, seconded by Alderman Winsell to have Sheila Coss added to accounts and Laura Smith removed. Motion carried.

Resolution #2013-6 – Motion by Alderman Johnson, seconded by Alderman Zeller to approve Resolution #2013-6. Motion carried.

RESOLUTION NO. 2013-6

WHEREAS, Section 9-13-5 SDCL 1967 provides no election shall be held in any municipality or ward thereof where there are no opposing candidates for any office, and the Finance Officer shall issue Certificates of Election to the nominees in the same manner as to successful candidates after election, and

WHEREAS, no opposing candidates filed nominating petitions for the office of Mayor – 2 year term, Councilman for Ward One – 2 year term, Ward Two – 2 year term, and Ward Three – 2 year term.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Miller, South Dakota, that Ronald Blachford be declared elected Mayor of the City of Miller for a term of two years, Kristin Hargens be declared elected Councilman of Ward One for a term of two years, Joe Zeller be declared elected Councilman of Ward Two for a term of two years, and Jim Odegaard be declared elected Councilman of Ward Three for a term of two years, and the Finance Officer be instructed to issue Certificates of Election to said candidates.

Dated this 18th day of March, 2013.

Resolution #2013-7 – Motion by Alderman Odegaard, seconded by Alderwoman Johnson to approve Resolution #2013-7. Motion carried.

RESOLUTION NO. 2013-7

WHEREAS, certain municipal personal property is no longer useful, necessary or suitable for municipal purposes;

WHEREAS, the sale of such property will financially benefit the municipality;

THEREFORE, BE IT RESOLVED that the following municipal property be declared surplus property to wit:

1999 Alco Sensor 3 Serial # 1071619
2008 Alco Sensor 3 Serial # 1225173

Adopted this 18th day of March, 2013.

Motion by Alderwoman Johnson, seconded by Alderman Odegaard, to go into Executive Session at 8:23 p.m. for personnel matters pursuant to SDCL 1-25-2 (1). Motion carried.

Mayor Blachford declared to return to regular session at 8:44 p.m.

Motion by Alderman Winsell, seconded by Alderman Odegaard to hire applicants for summer help. Motion carried. Alderman Zeller abstained.

Motion by Alderman Johnson, seconded by Alderman Winsell to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 8:47 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: _____

2012 Miller Municipal Pool Fees

Season Pass

\$60.00 – Family

35.00 – Single

Daily Pass

\$4.00 – Adult

3.00 – High School

1.00 – Child

Swimming Lessons

\$10.00 – Adult

10.00 – Levels 1 & 2

12.00 – Levels 3-6

Pool Parties

\$100.00 – up to 30 people

2.00 per person over 30 people

*Maximum allowed for pool party is 40 people

Aerobics

\$25.00 Pass or

3.00 per Session

Aerobics Prices

22 lessons (20 lesson punch card)

June 4 – August 15
Monday & Wednesday

\$35.00 pass or \$3.00/Session
if family pass – price?

*WEEKLY FAMILY AND INDIVIDUAL PASSES ARE NO LONGER AVAILABLE.

2012

Fees	12,224.00
Lessons	1,748.00
Parties	<u>1,250.00</u>
Total Rev.	15,222.00

Total Exp. 44,982.50

2011

Fees	9,337.35
Lessons	1,236.00
Parties	<u>1,558.50</u>
Total Rev.	12,131.85

Total Exp. 75,989.22

2010

Fees	9,764.05
Lessons	1,260.00
Parties	<u>1,312.50</u>
Total Rev.	12,336.55

Total Exp. 99,566.55

Swimming Pool Rates 2013

	Daily pass			Season Pass			Swimming Lessons		
	Child	Adult	Single/Child	Single/Adult	Family	Level 1 & 2	Level 3 & up		
Freeman	2.50	4.00	40.00	55.00	70.00	19.00	21.00		
Tripp	2.00	3.00	30.00		50.00				
Menno	2.00	3.00	40.00		70.00	35.00	35.00		
Scotland	1.00	2.00	25.00	35.00	50.00				
Marion	1.00	3.00	30.00	35.00	60.00	25.00	25.00		
Salem	2.00	3.00	35.00		65.00	15.00	15.00		
Faultkton	2.00	3.00	45.00		90.00	20.00	20.00		
Selby	2.00	3.00	50.00		100.00	20.00	20.00		
Phillip	3.00	3.00	55.00		125.00	15.00	15.00		
Groton	2.00	4.00	40.00	60.00	100.00	20.00	20.00		
Mobridge						20.00	20.00		
Emery						15.00	15.00		
Armour						15.00	15.00		
Garretson	2.00	3.00	35.00	40.00	60.00	30.00	30.00		
Avon	2.00	3.00	40.00		75.00	25.00	25.00		
Canton						20.00	20.00		
Herreid	2.00	3.00	40.00		95.00	20.00	20.00		
Viborg						14.00	14.00		
Martin						50.00	50.00		
Onida	1.00	2.00	30.00		65.00	25.00	25.00		
Chamberlain	1.50	2.50	30.00	35.00	70.00	20.00	20.00		
*Parkston	2.00	3.00	30.00	45.00	60.00				
Hartford	2.00	3.00	30.00		60.00				
** Winner	5.00	6.00	60.00		125.00	30.00	30.00		

* dual slide, high dive, low dive and heated pool

** slide, high dive, low dive, heated pool and kiddie park

	child	high school	adult	Single Pass	Family Pass	Adult	Swimming Lessons		
							Levels 1&2	Levels 3-6	
Miller	1.00	3.00	4.00	35.00	60.00	10.00	10.00	12.00	



218 Commercial Avenue SE
PO Box 157
Highmore, SD 57345

City of Miller

Rachel,

Find enclosed pricing for upgrading your existing system with New Phones and Voice Mail, as well as pricing for a complete New System. This new system will handle your needs for today and has room for growth. All of our systems that we quote do include Surge Suppression for your protection. Installation fees shown below are in addition to the prices shown for the purchase or lease of the system.

Upgrade Pricing for Existing System

16 – Panasonic 12 button Digital Display Phone	\$175.00	\$2800.00
1 – Panasonic Voice Mail System		<u>\$574.51</u>
	Total	\$3374.51

Estimated Install charges for upgrade would be \$520.00 - \$1040.00

New System Purchase Pricing

1 – Avaya IP Office Phone System w/Voice Mail		\$2141.77
16 – Avaya 16 button Digital Display Phone	\$230.93	<u>\$3694.88</u>
	Total	\$5836.65

Estimated Install charges for New System would be \$1040.00-\$1560.00

This will include programming and installation of the system, and training to operate system. Please keep in mind the install charges are estimated and may be more or less if wiring and jacking is sufficient to handle the new system.

Purchased systems include a one year warranty for all parts and labor from date of installation. After a year any maintenance, programming and repair work will be billed at our regular hourly labor rate of \$65.00 per hour.

Thank you for giving us the opportunity to bid your key system. If you have any questions please feel free to contact me by dialing 1-800-824-7282.

Venture Communications Inc.

Sincerely,

Clint Buchholz
Service Manager

Sheila Coss

From: Rachel Heezen <rachel.heezen@cityofmiller.com>
Sent: Monday, March 18, 2013 2:41 PM
To: finance.office@cityofmiller.com; Laura Smith
Subject: FW: Phone System Quote
Attachments: City of Miller IP Office Quote.doc

This is for the April 1st Council Meeting.

Existing Phones:

Police - 1

Finance Office - 3 (make w/s/e pay for Rachel's?)

Break Room (building) - 1

Council Room - 1

Electric - 3 (one will need to be installed for new lineman)

Electric Shop - 1

Water/Sewer - 2

Water Shop - 1

Street Shop - 1

☺

*Rachel N. Heezen
Utility Billing/Deputy Finance Officer
120 West 2nd Street
P.O. Box 69
Miller, SD 57362
Office Phone: (605)-853-2705
Fax Number: (605)-853-3617*

From: Clint B. [<mailto:clintb@venture.coop>]
Sent: Monday, March 18, 2013 1:23 PM
To: rachel.heezen@cityofmiller.com
Subject: Phone System Quote

Rachel, here is the phone system quote as we discussed. You will see both options on it. We can add a voice mail system to your existing phone system, so I added the cost of that in with the option to upgrade your current phones. I also quoted you a new phone system w/voice mail and all new phones. I quoted this awhile back, and we 16 for the number of phones. I used 16 for this quote as well, we get a for sure count and only order what is needed before things are finalized.

As for transferring a call to a cell phone, you possibly have 2 options.

You can do that now with your current system, we would have to come over and program the system to allow it. There is one down fall with doing it that way, it will tie up 2 of your incoming/outgoing lines, and the call can only last 10 min, then the system disconnects it automatically.

The other option would be for you to contact your service provider, either Century Link or Midco, whichever one you use, and ask them if there is an option for you to utilize through them. We have a feature in our Central Office Switching equipment, known as "User Transfer", this feature gets put on your lines, and then when you need to transfer a call to a cell phone, you simply press the flash button, dial the cell phone number, then you simply hang up the call, and it transfers through the Central Office Switching Equipment to the cell phone, and frees up your line to be used again.

If you have any questions, please let me know.

Thanks!

Clint Buchholz

Service Manager

Venture Communications Cooperative

e-mail address:clintb@venturecomm.net

605-852-2224 Business Office

1-800-824-7282 Business Office

7.2 Vacation Leave

Paid vacation leave will be granted to all qualified employees (see Policy 3).

Vacation leave will accrue at a rate according to the following schedule:

0-5 years	2 weeks	Maximum accrual = 80 hours
5-15 years	3 weeks	Maximum accrual = 140 hours
Over 15 years	4 weeks	Maximum accrual = 210 hours

(Pro-rated for permanent part-time employees)

Police vacation in lieu of holidays will accrue at a rate of ten (10) hours per month.

Employees on leave of absence without pay or suspensions without pay do not accrue vacation leave benefits. Employees-in-training accrue vacation leave but may not take such leave until they have successfully completed such training period.

Vacation hours not used during the calendar year in which they are earned may be carried over into successive years.

Upon accrual above the maximum vacation leave hours, hours accrued will automatically be subtracted down to the maximum allowable hours without time being granted for leave. It is the employee's responsibility to ensure that hours are used on a timely basis according to this policy.

Upon separation from employment, an employee will be paid for any accumulated vacation time. Reimbursement for vacation leave will be at the employee's salary rate per their last day of employment.

When an employee's vacation time falls on a holiday, such time is not to be subtracted from an employee's vacation leave balance.

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 for 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.

Vacation leave will be granted on a first come first serve basis, based on operational needs.

The minimum amount that may be charged to an employee's vacation leave is one hour per leave period.

7.3 Sick Leave

Employees who are eligible for full benefits (see Policy 3) shall accrue sick leave at a rate of eight (8) hours of sick leave per month. (Pro-rated for permanent part-time employees – Section 3.1)

Employees on leave of absence without pay or suspensions without pay who are absent for a full pay period do not accrue sick leave benefits.

Sick leave benefits not used during the calendar year in which they are earned may be carried over and used during the succeeding calendar year. Employees may accumulate up to 1040 hours of sick leave.

Sick leave benefits shall be paid at the employee's regular rate of pay at the time the leave is taken. The minimum charge to sick leave is one half hour per leave period.

An employee absent from work due to illness or disability shall notify his/her department head before scheduled to work, or as soon as possible if an emergency situation exists, and indicate the nature of the illness or disability and the expected length of absence. Failure to report an illness in a timely manner may be cause to consider the absence as unauthorized and without pay.

After three (3) days of continuous sick leave, medical doctor approval will be necessary to prove that a legitimate illness exists. However, the department head may request a physician's statement concerning such absence at any time.

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

Any employee found to have abused their sick leave privileges may be subject to disciplinary action.

It is the policy of the municipality that upon voluntary resignation after seven (7) years of continuous service the employee shall be eligible for the payment of accrued sick leave. Such leave shall be paid at one-fourth (1/4th) of unused leave of absence for sickness, up to a maximum of 260 hours, which has accrued as of the employee's final day on payroll at the employee's current rate of pay upon separation in good standing from municipal. However, in the case of death of the employee, payment for such accumulated leave of absence for sickness shall be paid as provided under the provisions of SDCL 3-8-8 to 3-8-11.

POLICY #6: COMPENSATION

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.



SOUTH DAKOTA
GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

March 26, 2013

Honorable Ron Blachford
Mayor of Miller
120 West 2nd Street, Suite 2
Miller, SD 57362

Dear Mayor,

Thank you for allowing me to have an office in city hall for the past year. I, and the Governor's Office of Economic Development (GOED), appreciate the generosity of the city council.

The city employees have been welcoming and have gone out of their way in hosting our office in city hall. I hope the addition of the GOED office has gone as smoothly for the City of Miller as it has for me.

At this time, there are no facility changes being discussed in our office. I'll be sure to keep you and the city council informed if that changes.

Again, thank you for the office space and I look forward to partnering with the City of Miller on economic development projects in the future.

Sincerely,

Josef L. Fiala