

**AGENDA
CITY OF MILLER
MONDAY, JULY 21, 2014
7:00 P.M.**

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes pgs. 1-4

Approval of Bills

Department Head Reports pgs. 5-10

7:10-7:20 Street, Police
7:20-7:30 Water/Sewer, Electric
7:30-7:35 Finance Office

Public Hearing

8:00 Malt Beverage/Wine License: Pop-a-Top Liquor Store & Tavern

Old Business

1. Building Permits: Tigh Rombough – deck and Kenneth VanZee – Shed

New Business

1. New Radio for Terry Manning
2. Shannon Speck 2012 overpayment
3. Building Permits: Rodney & Mary Jo Gortmaker –porch & deck; Lisa Werdel – deck; Leslie & Cecilia Larson – pole building; Bernie Huisman – deck; Dustin McFarlane – addition
4. DiSC Profile Seminar
5. City Closing/Special Meeting 8 a.m. – 1:30 p.m. August 8th for DiSC Profile Seminar
6. Life Insurance Change to “unum”
7. Resolution/Ordinance Utility Rate Changes
8. Dilapidated Houses
9. Memorandum of Destruction pg. 11

Adjourn

The most difficult thing is the decision to act, the rest is merely tenacity.

- Amelia Earhart

**CITY OF MILLER
CITY COUNCIL MEETING
JULY 7, 2014**

The City Council met in regular session at City Hall at 7:00 p.m. on Monday, July 7, 2014.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen Tony Rangel, Jim Odegaard, Joe Zeller, and Tom Winsell. Alderwoman Mary Johnson. Absent was Alderwoman Kristin Hargens.

CALL TO ORDER: Mayor Blachford called the meeting to order.

Pledge of Allegiance was said by all present.

MINUTES: Motion by Alderwoman Johnson, seconded by Alderman Winsell to approve the minutes for the regular meeting held on June 16, 2014. All members voted aye. Motion carried.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda as amended to cancel the executive session, review the budget fund request forms, and review the DiSC profile. All members voted aye. Motion carried.

APPROVAL OF BILLS: Motion by Alderman Odegaard, seconded by Alderman Rangel to approve the bills. All members voted aye. Motion carried.

COMMITTEE ASSIGNMENTS: Motion by Alderman Odegaard, seconded by Alderwoman Johnson to approve the committee assignments and mayoral appointments as presented. All members voted aye. Motion carried.

2014 Committee Assignments, Mayoral Appointments

(Committee Chair is first person listed, Alternate is 3rd person listed)

FINANCE OFFICE: Zeller, Johnson, Rangel; **PUBLIC SAFETY:** Winsell, Zeller, Johnson Police, Fire, Civil Defense, Emergency Warning System; **STREETS, PARK, BALLPARK:** Rangel, Hargens, Johnson, Streets, Alleys, Sidewalks, Park, Ballpark, City Hall Mowing, Storm Sewer, Street Equipment; **UTILITIES:** Winsell, Rangel, Hargens, Lights and Power, Water, Sewer, Pool, City Hall, Snow Removal, Utility Equipment; **AIRPORT, CITY PLANNING & ZONING:** Odegaard, Winsell, Zeller; **PERSONNEL:** Hargens, Zeller, Odegaard; **BEAUTIFICATION:** Johnson, Rangel; **ON HAND ECONOMIC DEVELOPMENT DELEGATE:** Zeller; **HOUSING:** Rangel; *The Mayor is a member of each committee as ex-officio. (By virtue of his title.)*

Mayoral Appointments: **CITY ATTORNEY:** Jerry Wattier, Riter, Rogers, Wattier & Northrup, LLP; **CHIEF OF POLICE:** Shannon Speck; **FINANCE OFFICER:** Sheila Coss; **OFFICIAL NEWSPAPER:** *The Miller Press*; **OFFICIAL DEPOSITORS:** American Bank & Trust, Quoin Financial Bank Miller; **PUBLIC HEALTH OFFICER:** Dr. Stephen Schroeder; **AMERICANS WITH DISABILITIES REPRESENTATIVES:** Tom Winsell; Kristen Hargens; **TREE CITY USA:** Jim Odegaard; **CONSOLIDATED EQUALIZATION:** Tom Winsell

PUBLIC INPUT

James Bonebright, Water/Sewer superintendent, was present to inform the council that the lift station at the park is in need of immediate repair. The cost is under the bid requirement, so he ordered the parts. Jim also stated that Infra-Track is having a hard time getting their equipment into some of the sewer pipes as they appear to be broken or not lined up properly.

Mayor Blachford would like to commend the city employees, C&C, and On Hand Economic Development for getting the city cleaned up, organizing the festivities for the 4th of July celebration, and having tours of the new community center.

NEW BUSINESS

Cornerstones – Carla Newbauer: Carla Newbauer was present to ask if the city would be interested in participating in the Project Skills program. Motion by Alderwoman Johnson, seconded by Alderman Odegaard to approve hiring a high school student through the Project Skills program. There will be no cost to the city and the student will work approximately 250 hours between October 1, 2014, and September 31, 2015. All members voted aye. Motion carried.

Building Permits: Motion by Alderman Odegaard, seconded by Alderman Winsell to approve the following building permits: Dale Hargens – deck; John Arland – deck; Miller Vet Clinic – move shed; Brenda Christiansen – deck; Scott Gross – deck; Mike Mitchell – remove trailer house. All members voted aye. Motion carried.

Infra-Track Pay Request: Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve a pay request in the amount of \$65,178.27 for Infra-Track. All members voted aye. Motion carried.

Helms & Associates Pay Request: Motion by Alderman Zeller, seconded by Alderwoman Johnson to approve a pay request from Helms & Associates for \$13,647.00 for the airport runway design. All members voted aye. Motion carried.

Close Unemployment Fund: Motion by Alderwoman Johnson seconded by Alderman Odegaard to close the unemployment fund. Very few cities use this fund and we technically closed it in November with the new software but neglected to get a motion. All members voted aye. Motion carried.

Elected Officials Workshop: Ron Blachford and Mary Johnson may be interested in attending the Elected Officials Workshop in Pierre on July 23, 2014.

Hay & Farmland Leases: Motion by Alderwoman Johnson, seconded by Alderman Zeller to give a Notice of Intent to Terminate Lease to the current renters of our hay and farm land. We will put a notification of bid in the local newspaper for the 2015 lease agreements. All members voted aye. Motion carried.

DiSC Profile: The council discussed the possibility of having a facilitator come and conduct a DiSC profile for all full-time employees and council members. A decision will be made at the next meeting.

Budget Fund Request Forms: Sheila Coss presented Budget Fund Request Forms for council approval to be sent to anyone that has asked for funds in the past. These forms will be required along with a financial statement prior to allocating any funds to organizations requesting assistance.

EXECUTIVE SESSION: Cancelled.

Motion by Alderman Zeller, seconded by Alderman Winsell to adjourn the meeting. There being no further business, the meeting was adjourned at 8:19 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT:

Copy of the official proceedings
was received on: _____
By: _____

Bills July 2014 (1)

AIPB	Membership	\$45.00
Associated Supply Co, Inc	FAS-DPD Service Kit	\$233.93
AT&T Mobility	Cell Phone	\$88.31
Avera Queen of Peace	Drug Test	\$76.40
Beckler Construction	Deliver Gravel	\$14,022.64
Brad Manning Digging & Septic	Jet Mult Swr Lines	\$530.00
Builders Cashway Inc	Bolts, Plywood	\$5.90
Cedar Shore Resort	Lodging	\$569.70
Brady L Coss	Reimb CDL Test	\$35.00
Dakota Land Management LLC	Spraying	\$3,459.75
DGR Engineering	Cap Imp	\$495.04
EFTPS	FICA	\$8,232.94
Fischer Plumbing	Repair Water Line	\$47.03
Galls/Quartermaster	511 Tactical TDU	\$279.90
Hand County Publishing	Proceedings	\$111.27
Hawkins Inc	Azone 15	\$1,128.76
Helms & Associates	Runway Design	\$13,647.00
Ron Hoftiezer	Meal	\$9.00
Infra-Track Inc	Televising	\$65,178.27
J & J Auto Service	Replace Alt '12 Dodge	\$829.00
Jebro Inc	Road Oil	\$20,781.49
Jim's Auto Repair	'99 Int Truck Repair	\$56.00
KBA LLP	Audit	\$9,072.00
Caitlynd Krosch	Reimb CDL Test	\$35.00
Lamb Chevrolet & Implement Inc	2014 Chevy Silverado	\$24,224.00
Lyle Signs Inc	One Way Signs	\$209.55
McLeod's Printing & Office	Tickets, Reports	\$272.46
Michael Todd & Company Inc	Orange Shirts	\$204.60
Mid-Dakota Rural Water System	Water	\$16,760.40
Miller School District 29-4	Crossing Guard	\$1,307.95
MN Child Support Pymt Center	Child Support	\$228.70
NCFE - Miller Branch	Fuel	\$5,442.53
Northwest Pipe Fittings	Manhole Supplies	\$2,172.08
NorthWestern Energy	Wheeling Charge	\$8,851.57
Oakley Farm & Ranch Supply	Tank Hose	\$32.99
David Phinney	Meal	\$9.00
Pump 'N Pak	Fuel	\$139.11
SD Dept of Health	Tests	\$170.00
SD Dept of Revenue	Sales Tax	\$12,367.41
Stan Houston Equipment Co Inc	Cones	\$395.10
T & R Electric Supply Co Inc	Pad Mount	\$4,304.00
TrueNorth Steel	Supplies	\$112.70
Tucker's SuperValu Foods	Paper Towels	\$17.38
USA Bluebook	Pump Kit	\$538.52
Wells Fargo Bank, N.A.	Bond Pymt	\$31,709.59
Wesco	Splice Cleaner	\$99.48
Wheat Growers	Cornerstone Plus	\$99.36
Zep Sales & Service	Insect Killer	\$1,123.49
Payroll Checks		\$25,479.81
**** Paid Total ****		<u>\$275,241.11</u>

Department Head Reports – July 21, 2014

Street Department

1. We got the Dept. of Health (West Nile Grant) \$5,101. + \$5,000 because DOH wants us to do surveillance for the Culex Tarsalis (the carrier of West Nile Virus). P.S. We have a confirmed case of West Nile as of 7/7/14.
2. We have been cleaning up the area south of the gravel pile area.
3. We helped the Water Dept. with a leak on west 4th St.
4. We hauled some gravel for Haider Construction their tunnel bore machine broke down in the alley north of 9th St. so they asked me if I could fix it for them because it was too wet when they were in town.
5. I took the land leveler to the street north of Day Care and leveled it for the school.
6. We also helped the school install the Veterans Memorial Bell that came from the old High School lot.
7. We removed a culvert that was no longer used at Miller Grain and we used it in a driveway for Eric Price just west of the rainbow bridge.
8. We sprayed the park as best we could for mosquitoes. (There were activities several day right up to July 3rd by then lots of people were already camping).
9. We cut down 13 "Dutch Elm" trees and a few other trees one was a biggy by the west entrance in the park.
10. We painted the white stripes on the tennis courts. I had a request to paint stripes for "pickle ball" too. They said they would tape it for us.
11. We helped Hand County oil on the Jack Schlater road.
12. We have been spraying weeds on the street edges (it has been windy).

Police Department

1. The police department helped with traffic control for several events over the 4th of July. All went well with the traffic control and the weekend was quiet.
2. I would like to be able to update my handheld radio that I have. I have received a price quote of \$345. My current radio is 10 years old.
3. I am currently working on getting the officer's annual firearms qualification set up in August.

Electric Department

1. Retiring old system.
2. Installed new transformer for Cement plant's new system.
3. Sold 100 transformers to T&R.
4. Midco will start taking their cable off the poles in about a month.
 - a. We will start removing poles when they are done.

Finance Office

1. The budgeting has started.
 - a. Department heads were given the revenue and expenditure budget worksheets to work on. The Finance Committee needs to meet to discuss splitting Sheila and Cindy's wages with the enterprise funds and what to budget for COL increases.
 - b. Budget request forms were sent to any entity that requested donated funds last year. Some of those forms have been returned. The Finance Committee also has to meet to determine how much can be budgeted as donations based on the general fund revenues and expenses.
2. I have been working on the property/casualty insurance renewals.
3. Rachel has been entering the electric and water deposits from previous years into Summit. We will need to determine what to do with older deposits for people no longer living here.
4. Pool Report - see attachment.
5. Sales Tax Report – see attachment.

2014 Miller Municipal Pool Comparison

DATE	TOTAL	GEN. ADMISSION	FAMILY PASSES	SINGLE PASSES	LAP SWIM	AEROBICS	LESSONS	PRIVATE LESSONS	SCHOLAR LESSONS	PARTY DEP'S	PARTIES	DONATE	GIFT CERT
MAY (2013)	\$4,417.00		3,029.00				1,388.00						
MAY (2014)	\$7,347.50	0.00	3,150.00	120.00	0.00	300.00	3,545.00	0.00	82.50	0.00	0.00	0.00	150.00
MAY COMPARISON	\$2,930.50	0.00	241.00		0.00	300.00	2,157.00	0.00	82.50	0.00	0.00	0.00	150.00

JUNE (2013)	\$5,093.00		4,443.00				450.00						
JUNE (2014)	\$5,820.00	1,075.00	2,815.00	720.00	60.00	150.00	555.00	270.00	0.00	175.00	0.00	0.00	0.00
JUNE COMPARISON	\$727.00		167.00			315.00		270.00	0.00	0.00	0.00	0.00	0.00

JULY (2013)	\$2,649.00		1,803.00				396.00						
JULY (2014)	\$0.00												
JULY COMPARISON	(\$2,649.00)		(1,803.00)				(396.00)	0.00	0.00	0.00	0.00	0.00	0.00

(2,649.00)

AUGUST (2013)	\$1,127.00		507.00				220.00						
AUGUST (2014)	\$0.00												
AUGUST COMPARISON	(\$1,127.00)		(507.00)				(220.00)	0.00	0.00	0.00	0.00	0.00	0.00

OVERALL COMPARISON TO DATE	\$9,510.00		7,472.00				1,838.00				200.00		0.00		0.00	
	\$13,167.50	1,075.00	5,965.00	840.00	60.00	450.00	4,100.00	270.00	82.50	175.00	0.00	0.00	0.00	150.00		
	\$3,657.50		408.00			2,772.00		270.00	82.50		(25.00)		150.00			

Total # Swimmers in June 2013:	2,551	Days Open in June 2013:	27
Total # Swimmers in June 2014:	2,041	Days Open in June 2014:	22
	(510)		(5)

June 2014 Miller Municipal Pool Receipts

DATE	TOTAL	GEN. ADMISSION	FAMILY PASSES	SINGLE PASSES	LAP SWIM	AEROBICS	LESSONS	PRIVATE LESSONS	SCHOLAR LESSONS	PARTY DEP'S	PARTIES	DONATE	GIFT CERT
6/8/2014	\$240.00		150.00	40.00	50.00								
6/9/2014	\$937.00	37.00	675.00	120.00			105.00						
6/10/2014	\$1,046.00	81.00	790.00	80.00			95.00						
6/11/2014	\$494.00	39.00	300.00	80.00		25.00	50.00						
6/12/2014	\$394.00	44.00	150.00	120.00			80.00						
6/13/2014	\$22.00	22.00											
6/14/2014	\$60.00	20.00		40.00									
6/15/2014	\$55.00	15.00		40.00									
6/16/2014	\$238.00	38.00	75.00		10.00	100.00	15.00						
6/17/2014	\$294.00	29.00	75.00	40.00				50.00		100.00			
6/18/2014	\$126.00	36.00	75.00				15.00						
6/19/2014	\$281.00	91.00	150.00	40.00									
6/20/2014	\$384.00	59.00	225.00	40.00				60.00					
6/21/2014	\$21.00	21.00											
6/22/2014	\$113.00	38.00	75.00										
6/23/2014	\$178.00	78.00				25.00				75.00			
6/24/2014	\$75.00	25.00						50.00					
6/25/2014	\$189.00	134.00					25.00	30.00					
6/26/2014	\$259.00	69.00	75.00	40.00			25.00	50.00					
6/27/2014	\$26.00	26.00											
6/28/2014	\$26.00	26.00											
6/29/2014	\$188.00	88.00					70.00	30.00					
6/30/2014	\$174.00	59.00		40.00			75.00						
TOTALS:	\$5,820.00	\$1,075.00	\$2,815.00	\$720.00	\$60.00	\$150.00	\$555.00	\$270.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00

**2014 Miller Municipal Pool
Daily Number of Swimmers**

DATE	NUMBER OF SWIMMERS	EVENT	TIME(S) OPEN	DAILY TOTAL	NOTES
6/8/2014	5	GENERAL	1:00 - 3:30	5	
6/9/2014	101	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/9/2014	4	AEROBICS		109	
6/9/2014	4	LAP SWIM			
6/10/2014	157	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/10/2014	3	AEROBICS		163	
6/10/2014	3	LAP SWIM			
6/11/2014	88	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/11/2014	3	AEROBICS		98	
6/11/2014	7	LAP SWIM			
6/12/2014	98	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/12/2014	1	AEROBICS		100	
6/12/2014	1	LAP SWIM			
6/13/2014	32	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/13/2014	4	LAP SWIM	AM	36	
6/14/2014	27	GENERAL	1:00 - 5:00		
6/14/2014	1	LAP SWIM		28	
6/15/2014	40	GENERAL	1:00 - 5:00 & 7:00 - 9:00	40	
6/16/2014	56	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/16/2014	8	AEROBICS		68	
6/16/2014	3	LAP SWIM	AM		
6/16/2014	1	LAP SWIM	PM		
6/17/2014	77	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/17/2014	4	AEROBICS	PM	82	
6/17/2014	1	LAP SWIM	PM		
6/18/2014	63	GENERAL	1:00 - 5:00		
6/18/2014	3	LAP SWIM	AM	66	
6/19/2014	111	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/19/2014	6	AEROBICS		119	
6/19/2014	2	LAP SWIM			
6/20/2014	144	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/20/2014	2	LAP SWIM	AM	146	
6/21/2014	61	GENERAL	1:00 - 5:00	61	
6/22/2014	73	GENERAL	1:00 - 5:00 & 7:00 - 9:00	73	
6/23/2014	122	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/23/2014	9	AEROBICS		138	
6/23/2014	4	LAP SWIM	AM		
6/23/2014	3	LAP SWIM	PM		
6/24/2014	85	GENERAL	1:00 - 3:00 & 7:00 - 9:00	85	Aerobics & Lap Swim Cancelled

**2014 Miller Municipal Pool
Daily Number of Swimmers**

DATE	NUMBER OF SWIMMERS	EVENT	TIME(S) OPEN	DAILY TOTAL	NOTES
6/25/2014	130	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/25/2014	14	AEROBICS			
6/25/2014	6	LAP SWIM	AM	152	
6/25/2014	2	LAP SWIM	PM		
6/26/2014	174	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/26/2014	7	AEROBICS			
6/26/2014	3	LAP SWIM	PM	184	
6/27/2014	66	GENERAL	1:00 - 5:00 & 7:00 - 9:00	66	
6/28/2014	45	GENERAL	1:00 - 5:00		
6/28/2014	1	LAP SWIM	AM	46	
6/29/2014	89	GENERAL	1:00 - 5:00 & 7:00 - 9:00	89	
6/30/2014	82	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
6/30/2014	3	AEROBICS			
6/30/2014	2	LAP SWIM	AM	87	

2041

2041

DATE	NUMBER OF SWIMMERS	EVENT	TIME(S) OPEN	DAILY TOTAL	NOTES
7/1/2014					Closed all day
7/2/2014	66	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
7/2/2014	5	AEROBICS			
7/2/2014	3	LAP SWIM	AM	75	
7/2/2014	1	LAP SWIM	PM		
7/3/2014	147	GENERAL	1:00 - 5:00 & 7:00 - 9:00	151	
7/3/2014	4	AEROBICS			
7/4/2014	103	GENERAL	1:00 - 5:00 & 7:00 - 9:00	103	
7/5/2014	156	GENERAL	1:00 - 5:00	156	
7/6/2014	96	GENERAL	1:00 - 5:00 & 7:00 - 9:00	96	
7/7/2014	63	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
7/7/2014	11	AEROBICS			
7/7/2014	6	LAP SWIM	AM	81	
7/7/2014	1	LAP SWIM	PM		
7/8/2014	93	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
7/8/2014	3	AEROBICS			
7/8/2014	2	LAP SWIM		98	
7/9/2014	84	GENERAL	1:00 - 5:00 & 7:00 - 9:00		
7/9/2014	11	AEROBICS			
7/9/2014	11	LAP SWIM	AM	107	
7/9/2014	1	LAP SWIM	PM		

Sales Tax Comparison			
	2014		2013
January	\$24,103.39	\$41,715.91	
	\$41,170.82	\$26,960.14	
		\$55,712.13	
Feburary	\$34,100.68	\$20,850.27	
	\$32,665.66	\$28,990.38	
March	\$20,128.84	\$26,867.27	
	\$39,046.04	\$36,946.03	
April	\$20,417.77	\$22,193.42	
	\$40,911.98	\$35,118.20	
May	\$16,219.26	\$23,189.58	
	\$46,712.60	\$31,597.69	
June	\$15,415.23	\$32,507.58	
	\$25,760.27	\$41,325.59	
July			
August			
September			
October			
November			
December			

Total	\$356,652.54	\$382,258.28	-6.70%
	up/down from last year		-\$25,605.74

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

July 22, 2014

SUBJECT: Record Destruction

FROM: Finance Office

1. Old Certificates of Liability Insurance
2. 1992 – 1993 Vouchers
3. Cassette tapes of Council Meetings back to 1997
4. Insurance Claims and Renewal Forms 1995-2006