

**AGENDA
CITY OF MILLER
MONDAY, SEPTEMBER 15, 2014
7:00 P.M.**

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes *pgs. 1-3*

Approval of Bills

Public Input

Department Heard Reports: *pgs. 4-8*

7:10-7:20 Police, Street

7:20-7:30 Water/Sewer, Electric

7:30-7:35 Finance Office

Old Business

1. Second Reading of Ordinance #653 – 2015 Appropriations *pgs. 9-10*

New Business

1. Abandoned/Junk Vehicles

2. Helms & Associates Contract

3. Mayoral Committee Changes (~~Hargens~~ → Auch)

4. Sewer Permit, Building & Variance Permits & Fees

5. Legislative Audit Letter *pg. 11*

6. Building Permits:

 Kendra & Brandon Gortmaker – house

 Harriet Kopplin – steps

 Lyle Rowen Jr. – remove/replace garage

7. Finance Office Wages

Adjourn

The dictionary is the only place where success comes before work.

**UNAPPROVED MINUTES
CITY OF MILLER
CITY COUNCIL MEETING
SEPTEMBER 2, 2014**

The City Council met in regular session at City Hall at 7:00 p.m. on Tuesday, September 2, 2014.

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

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

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Winsell, seconded by Alderman Odegaard to approve the agenda. All members voted aye. Motion carried.

MINUTES: Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the minutes with one correction for the regular meeting held on August 18, 2014. All members voted aye. Motion carried.

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

PUBLIC INPUT

SuAnn Meyer stated that she moved two houses into the city. Her mother has been living in her house and everything is wonderful. SuAnn still does not have her sewer hooked up and is wondering what the city is doing to find a place for her to hook up to the sewer main. She would like to hook up to the north of her property but that sewer line is in disrepair, and the city is not sure how close it gets to her property. James Bonebright, sewer superintendent, thought that she was going to hook up to the main south of her house. He will have Infra-Track bring a special camera to attempt to locate the end of the sewer main to the north. It may require digging up a large portion of the street to find a sewer main in working condition.

NEW BUSINESS

Helms & Associates – Tentative Airport Runway Construction Bid: Michael Schmit, project engineer with Helms & Associates, presented the bid packet to the council in regards to the airport runway reconstruction project. Motion by Alderwoman Johnson, seconded by Alderman Auch to accept the engineer's recommendation to give a tentative award to T & R Contracting, Inc. for the AIP Project #3-46-0035-008-2014 based on receipt of 90% Federal and 5% State funding. All members voted aye. Motion carried. Motion by Alderman Odegaard, seconded by Alderman Winsell to approve Mayor Ronald Blachford to sign all necessary FAA grant paperwork and contract documents. All members voted aye. Motion carried. There will be a pre-construction conference this fall to inform all contractors and airport hangar lease holders of the plans for next summer.

Joe Beranek – Golf Course Agreement: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the Lease and Operator Agreement with Miller Golf Course, Inc. and to have Mayor Blachford sign the documents. All members voted aye. Motion carried.

Scott or Tracy Bowar – Dilapidated House: Scott Bowar was present to ask permission to make the house on the lot next to their house look like a storage shed. They will also clean up the trees surrounding the house. The council gave them until March 1, 2015, to complete the project.

Infra-Track Pay Request: Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve a pay request from Infra-Track in the amount of \$29,449.35 for the sewer/storm sewer cleaning and camera project. All members voted aye. Motion carried.

Helms & Associates Pay Request: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve a pay request from Helms & Associates for \$4,549.00 for the airport runway design. All members voted aye. Motion carried.

Annexation Planning: The City of Miller currently provides water, sewer, electric or all three utilities to a number of residents and businesses outside city limits. The city does not receive any property tax or sales tax from these properties. Alderman Auch, Alderman Odegaard and Alderman Rangel have been assigned to a committee that will look at the steps required to square off the city limits and to encourage additional development.

Second Reading of Ordinance #652: Motion by Alderman Zeller, seconded by Alderman Auch to approve the second reading of Ordinance #652 – Municipal Gross Receipts Tax. Roll call vote: Rangel – aye; Odegaard – aye; Zeller – aye; Johnson – aye; Winsell – aye; Auch – aye. Motion carried.

First Reading of Ordinance #653 – 2015 Appropriations: Motion by Alderman Odegaard, seconded by Alderman Rangel to approve the first reading of Ordinance #653 – 2015 Appropriations. Roll call vote: Rangel – aye; Odegaard – aye; Zeller – aye; Johnson – aye; Winsell – aye; Auch – aye. Motion carried.

Airport Land Appraisal – Open Bid: Only one bid was received for appraising the property to be purchased for the airport expansion project. Motion by Alderwoman Johnson, seconded by Alderman Rangel to accept the bid from Northern Plains Appraisal, LLC in the amount of \$3,800.00. All members voted aye. Motion carried.

Economic Development – Strategic Planning Meeting: On Hand Economic Development is hosting a strategic planning meeting “Shaping Our Community’s Future...Together!” on Sunday, September 14 at 2:00 p.m. and would like to invite the council, city employees, and all residents to attend.

Raise Purchase Limit: Motion by Alderman Rangel, seconded by Alderman Winsell to raise the purchase limit from \$300.00 to \$500.00 without prior council approval to allow department heads the ability to order necessary items in a timely matter. All members voted aye. Motion carried.

Miller Municipal Code Recodification: Motion by Alderman Rangel, seconded by Alderwoman Johnson to obtain quotes for the process of rewriting our code book to make sure every ordinance is up-to-date with state laws and has a consequence if not obeyed. All members voted aye. Motion carried.

Building Permits: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the following building permit: Todd Meek – office building. All members voted aye. Motion carried.

Correspondence:

DENR – Surface Water Report. Governor Daugaard – Historical Marker for Harlan Bushfield. Alderman Zeller will discuss this with John Bushfield. County Auditor – Mid-Dakota Rural Water Easement. Alderman Auch stated that this is a 20 year renewal of an easement to lay pipeline as necessary throughout Hand County.

Executive Session – Personnel Matter Pursuant to SDCL 1-25-2(4): Motion by Alderman Rangel, seconded by Alderman Auch to go into executive session at 8:36 p.m. to discuss a personnel matter. All members voted aye. Motion carried. Motion by Alderman Odegaard, seconded by Alderwoman Johnson to return to common council at 9:29 p.m. All members voted aye. Motion carried. No decisions were made.

Motion by Alderman Zeller, seconded by Alderman Winsell to adjourn the meeting. There being no further business, the meeting was adjourned at 9:30 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: _____

**City Council Meeting
Department Head Reports
September 15, 2014**

Police Department

1. I set up another Firearms training for September 17, 2014 out at the Range. Highway Patrolman Mark Chamberlain from the Huron Squad Office will be in the instructor.
2. The Police Department participated in the Labor Day Mobilization-Drive Sober or Get Pulled Over Campaign. The Mobilization period lasted from August 15, 2014 to September 1, 2014.
3. I am working with the DOT to move the traffic monitor from North Broadway to the west side of the school zone on 3rd St. I had to put in for a Right of Way permit with the DOT. The DOT then needs to approve the permit.

Street Department

1. We finished oiling the streets in town.
2. We also oiled the street in front of the Elementary school & assisted living.
3. We bladed roads after the rain. I tried to blade alleys but nearly every-other alley had locate marks so I couldn't blade them but hopefully I will be able to blade them all before too long.
4. David has been sweeping the streets that we have oiled. I helped him with the water truck (1,500 gallons) so he doesn't have to keep refilling the sweeper (200 gallons).
5. I helped water the road for Boney at the airport.
6. We shingled the center gazebo in Crystal Park.
7. We helped the Hand County oil at Lake Louise.
8. We helped the Sewer Dept. with the sewer by Ralph Zieger.
We also helped the Sewer Dept. with the sewer by Sue Ann Meyer.
9. I sprayed the football & practice field for mosquitos (West Nile Grant).
10. I sprayed the ball fields for dandelions.

Water Department

1. SuAnne Meyer's sewer has been hooked up. We also fixed a section that was bored through when the electric project was done.
2. Infra-Track is about done with the cleaning project. We have found a lot of bad sewer lines.
3. There have been several people interested in the Airport hayland.
4. I will be going to Watertown on Thursday, September 18th for an SD Warn meeting.
5. I will also be gone on September 22-23 in Bismark for the SD/ND Airport conference.
6. We have been digging up a few curb stops that we couldn't find with the GIS project.

Electric Department

1. Retiring old system.
2. Installed cable for Community Center
3. Midco should start retiring their overhead soon.
4. Ordered longer arms for west flashing lights.
5. Pulled fountain out – has bad cord

Finance Office

1. Sales tax if finally up 1.67% from last year. See attachment.
2. Finalized budget changes due to Airport Capital Improvement change.
3. Working on Unclaimed Property to send to the State. See attachment.
4. Park Donations:
2011 - \$1,503.75
2012 - \$2,057.00
2013 - \$1,846.26
2014 - \$1,910.35 (YTD)
5. Pool Comparison Report – see attachment

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	\$32,383.63	\$24,433.24	
	\$49,766.25	\$39,042.13	
August	\$21,430.30	\$21,806.35	
	\$47,912.61	\$32,235.67	
September			
October			
November			
December			

Total **\$508,145.33** **\$499,775.67** **1.67%**
up/down from last year **\$8,369.66**

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.)

Sewer Permits

Box Elder Application Fee \$20/\$100 if project started before permit is approved
Lake Andes \$25 Permit fee & \$125 Tapping Fee; Maintenance Supt is present when main is tapped

Building Permits

Huron Various fees – see attached

Variance Fee

Huron The Variance Fee is \$100 or double the permit fee

Aberdeen Application & \$75.00

Building Permit Fees
(Effective 2-1-06)

PERMIT	TYPE	RATE
Basement	Unfinished	\$14.00
	Occupied	\$18.25
	To finish existing	\$10.50
	Crawl Space	\$6.35
Deck	Composite Wood/Vinyl	\$23.75
	Treated wood/ Redwood/Cedar	\$6.50
	3-seasons room	\$32.00
	Covered	\$7.00
Dwellings Residential Finished habitable space – Wood/Masonry	1-2 Family	\$67.36 – Sq. Ft.
	Multiple Family	\$63.98 – Sq. Ft.
Fencing	4' Chain link	\$4.25
	5' Chain link	\$5.25
	6' Chain link	\$6.25
	4' Cedar	\$7.25
	5' Cedar	\$8.50
	6' Cedar	\$10.75
	4' Treated	\$6.50
	5' & 6' Treated	\$7.25
	Split Rail - 2 rails	\$5.25
	Split Rail - 3 rails	\$5.50
4' Vinyl	5' or 6' Vinyl	\$16.00
		\$18.00
Garage	Detached	\$23.53
	Attached	\$26.37
	Floor Only	\$3.00
	Carport	\$14.65
HVAC/Sprinkler	Replacement	\$15.00
	Water Heater	\$5.00
Moving Permits	Sheds	\$12.50
	Homes	\$40.00
	Garages	\$25.00
	Manufactured Homes	\$25.00
Placement Permit *Only for those going into mobile parks	Manufactured homes	\$20.00
Pole Barn/Cold Storage	Concrete floor	\$15.00
	Gravel	\$10.00
	Rental Storage Building	\$30.00
Razing		\$12.00
Remodeling based on valuation	Minimum	\$12.00
Residing	Steel	\$4.00
	Vinyl	\$2.00
Shed	Treated Floor	\$9.50
	Concrete Floor	\$10.00
Shingling	Residential	\$13.00
	Steel (approved type only)	\$14.00
	Commercial	\$25.00
Signs	Minimum per sign	\$20.00
	Banner or portable	\$5.00
	Commercial	\$2.00 per sq. ft. valuation
Swimming Pool	Over 5,000 gallons	\$44.00
Window Replacement – Bow/Bay or Egress (Based on cost)	Minimum	\$12.50

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
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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				200.00		
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		(25.00)		0.00

JULY (2013)	\$2,649.00		1,803.00				396.00				450.00		
JULY (2014)	\$3,376.00	1,745.00	75.00	40.00	0.00	25.00	625.00	341.00	0.00	225.00	300.00		
JULY COMPARISON	\$727.00		57.00		254.00			341.00	0.00		75.00		0.00

AUGUST (2013)	\$1,127.00		507.00				220.00				400.00		
AUGUST (2014)	\$938.00	468.00	0.00	0.00	0.00	50.00	0.00	170.00		50.00	200.00		
AUGUST COMPARISON	(\$189.00)		(39.00)		(170.00)			170.00	0.00		(150.00)		0.00

(189.00)

OVERALL COMPARISON TO DATE	\$13,286.00		9,782.00				2,454.00				1,050.00	0.00	0.00
	\$17,481.50	3,288.00	6,040.00	880.00	60.00	525.00	4,725.00	781.00	82.50	450.00	500.00	0.00	150.00
	\$4,195.50		426.00		2,856.00			781.00	82.50		(100.00)		150.00

# of Swimmers	2013 June			2014 June			June Diff			Open Pool Dates		
	2013 June	2551	2041	2014 June	2041	June Diff	-510	2013 - Open June 1st through August 20th				
	2013 July	3014	3003	2014 July	3003	July Diff	-11	2014 - Open June 6th through August 19th				
	2013 Aug	1419	1364	2014 Aug	1364	Aug Diff	-55					
	2013 Total	6984	6408	2014 Total	6408	Total Diff	-576					

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ORDINANCE #653
ANNUAL APPROPRIATIONS ORDINANCE FOR 2015

SECTION 1. BE IT ORDAINED by the City of Miller, South Dakota, that the following sums are appropriated to meet the obligations of the municipality for the year 2015.

<u>GENERAL FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>	
101-4111	Mayor/Council	30,725.00	
101-4115	Contingency	25,000.00	
101-4131	Elections	1,500.00	
101-4141	Attorney	16,500.00	
101-4142	Finance Office	53,566.00	
101-4192	Building	80,450.00	
101-4211	Police	307,653.00	
101-4221	Fire	33,500.00	
101-4291	Civil Defense	1,000.00	
101-4311	Street	309,375.00	
101-4351	Airport	28,791.00	
101-4490	Health & Welfare	2,000.00	
101-4511	Ballpark	16,175.00	
101-4514	Senior Citizens	1,000.00	
101-4521	Park	32,435.00	
101-4531	Pool	85,675.00	
101-4633	Zoning	800.00	
101-4651	Economic Development	132,000.00	
101-4701	Debt Service	<u>185,800.00</u>	
TOTAL GENERAL FUND	APPROPRIATIONS		1,343,945.00
CAPITAL IMPROVEMENT FUND			
501-4351	Capital Improvement Airport		3,000,000.00
ENTERPRISE FUNDS			
602-4335	Water	531,950.00	
603-4343	Electric	2,538,846.00	
604-4325	Sewer	<u>271,725.00</u>	
TOTAL ENTERPRISES			3,342,521.00
TOTAL APPROPRIATIONS			7,686,466.00

SECTION 2. That the following is a summary of the appropriated amounts and the means of financing each:

MEANS OF FINANCE:	
Current Tax Levy	330,000.00
Taxes other than current tax levy	2,700.00
Municipal Sales Tax	750,000.00
License & Permits	11,025.00
Intergovernment Revenue	88,500.00
Charges for Goods and Services	23,200.00
Fines & Forfeiture	250.00
Miscellaneous Revenue	30,000.00
Transfer from other Funds	108,270.00

GENERAL FUND
TOTAL MEANS OF
FINANCE 1,343,945.00
LESS: Appropriations. (1,343,945.00)

CAPITAL IMPROVEMENT AIRPORT
Federal Grant 2,700,000.00
State Grant 150,000.00
Fund Balance 50,000.00
Transfer In From Electric Fund 50,000.00
Economic Development 50,000.00
TOTAL MEANS OF
FINANCE 3,000,000.00
LESS: Appropriations (3,000,000.00)

	<u>WATER FUND</u>	<u>ELECTRIC FUND</u>	<u>SEWER FUND</u>
Means of Finance:			
Estimated Revenue	537,000.00	2,654,745.00	283,000.00
TOTAL MEANS OF FINANCE	537,000.00	2,654,745.00	283,000.00
LESS: Appropriations	<u>(531,950.00)</u>	<u>(2,538,846.00)</u>	<u>(271,725.00)</u>
	5,050.00	115,899.00	11,275.00

SECTION 3: That the Finance Officer is directed to certify the following dollar amount of the Tax Levy in this Ordinance to the Hand County Auditor.

GENERAL TAX LEVY	\$343,869.00
CPI Increase (1.40%)	4,814.00
Growth (3.70%)	<u>12,723.00</u>
	361,406.00

(SEAL)

ATTEST: _____
Sheila Coss, Finance Officer

Ronald Blachford, Mayor

Record of Votes: Alderman G. Auch -
Alderman T. Winsell -
Alderwoman M. Johnson -

Alderman J. Zeller -
Alderman J. Odegaard -
Alderman A. Rangel -

1st Reading: September 2, 2014
2nd Reading: September 15, 2014

Adoption: September 15, 2014
Publication: September 24, 2014

Published once at the
approximate cost of: _____



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C/O 500 EAST CAPITOL
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MARTIN L. GUINDON, CPA
AUDITOR GENERAL

September 9, 2014

Sheila Coss, Finance Officer
City of Miller
120 West 2nd Street
Miller, SD 57362

We have reviewed and accepted your audit report on the:

City of Miller
(For the Two Years Ended December 31, 2013)

Our review was limited to the report and did not include a review of the working papers.

It is our understanding that The Miller Press is the official newspaper for the City of Miller. If this is not the case, please inform me of the name of the current official newspaper.

Please present a copy of this letter to the governing board to indicate our acceptance of the audit report.

Yours very truly,

Martin L. Guindon, CPA
Auditor General

MLG:sld

cc: Kohlman, Bierschbach & Anderson, LLP
Certified Public Accountants
PO Box 127
Miller, SD 57362