

AGENDA
CITY OF MILLER
MONDAY, June 17, 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

7:15 – 7:45 1. Electric, Water/Sewer, Street Pg. 4 - 6
7:45 – 7:55 2. Police Pg. 7
7:55 – 8:00 3. Finance Office Pg. 8 - 9

Approval of Bills

Hearing of Delegations

New Business

1. Building Permits
Bernie Coss – remove garage
2. City Wide Cleanup/Free Dump Day
3. Utility Deposits and Reactivation fees Pg. 10 - 11
4. Bids for City Hall bathrooms
5. Elected Officials Workshop Pg. 12 - 13
6. Retirement Options
7. Copier/Printer quotes Pg. 14 - 15
8. Memorandum for Record Destruction Pg. 16 - 18

Correspondence

Federal Aviation Administration Pg. 19
Hand County Emergency Manager Pg. 20

Adjourn

**CITY OF MILLER
CITY COUNCIL MEETING
JUNE 3, 2013**

The City Council met in regular session at City Hall at 7:00 p.m. on Monday, June 3, 2013.

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

CALL TO ORDER: President Rangel called the meeting to order.

Pledge of Allegiance was said by all present.

MINUTES: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the minutes for the regular meeting held on May 20, 2013. All members voted aye. Motion carried.

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

PUBLIC INPUT: Jan Kittleson, Hand County Publishing, requested to receive more complete and true records from the police department. She stated that timely, factual information can allow the Miller Press (and ultimately the public) to assist fighting the crime in the Miller area and make sure that published stories are correct. Tony Rangel reported on a meeting held between Chief Speck, Deputy Ames, *The Miller Press* and the persons involved in a car accident from 50 years ago that was incorrectly reported in *The Miller Press*. Attendees would appreciate a written apology from the Miller Police Department and *The Miller Press* and a correct story be printed in the newspaper.

Department Head Reports

Fire Department: Fire Chief Steve Resel stated that there will be a few volunteer firemen attending the State Fireman's School in Belle Fourche this weekend. He supplied the following list of volunteers to be covered by the City's workmen's comp insurance: Wilbur Johnson, David Johnson, David Blachford, Bruce (Mike) Hammill, Ronald Hoftiezer, Sr., James Bonebright, Robert Labor, Terry Manning, Rick Norton, Michael Namanny, Curt Manning, Shane Sporrer, Scott Gibson, Steve Resel, Josef Fiala, Jeffrey Moncur, Richard Waldrop, Terry Naber, Scottie Gibson, Kelly Fernholz, Doug DeBoer, Rick Oligmueller, Lance DeHaai, Brian Duxbury, Rodney Gortmaker, Arlen Gortmaker, Brandon Hammill, Frank Blair, Jared Alumbaugh, Chris Kruml, Shawn McFarlane, Jeff Phinney, Walter Ufen, Carson Grage, Brad Kopecky, John Douglas, James Waldrop, Dustyn Clarke, and Anthony Van Everdinge.

Deputy Finance Officer and Administrative Assistant – Motion by Alderman Odegaard, seconded by Alderwoman Hargens to approve a raise of \$1.00/hour for Rachel Heezen, Deputy Finance Officer and \$1.00/hour for Cindy Hargens, Administrative Assistant effective June 1, 2013. All members voted aye. Motion carried.

Ordinance #642 – Motion by Alderman Odegaard, seconded by Alderwoman Hargens to approve the second reading of Ordinance #642. (Conditional rezone of property as residential/commercial). Roll call vote: Hargens, aye; Winsell, aye; Zeller, aye; Odegaard, aye; Motion carried.

Building Permits – Motion by Alderwoman Hargens, seconded by Alderman Odegaard, to approve building permits for Marlin Auch, to remove a shed and build a garage; Ralph Johnson - modular home; Gale Auch, remove 2 houses and build a garage. All members voted aye. Motion carried.

Sewer Project – Motion by Alderman Zeller, seconded by Alderman Winsell to approve the bid from Olson Construction for emergency repair of the sewer line on West Seventh Street. All members voted aye. Motion carried.

Pool – Motion by Alderman Zeller, seconded by Alderman Winsell to approve the purchase of an SR Smith Vista 6’ portable lifeguard chair from Associated Supply Company, Inc. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Winsell to approve the purchase of a stainless steel electrical box for the slide controls from Hughes Electric for approximately \$5000.00 installed. All members voted aye. Motion carried.

Electric Project – Motion by Alderwoman Hargens, seconded by Alderman Winsell to approve the pay request from DGR & Associates Co. for \$140,282.73. All members voted aye. Motion carried.

City Hall Cleaning – There was discussion regarding the budget for City Hall cleaning. It was suggested that the employees take turns cleaning City Hall to save money. It was decided to continue with Tim and Verna McMahon’s cleaning services.

Noise Ordinance – There was discussion regarding the current Noise Ordinance for the City of Miller. Alderman Rangel suggested that the Public Safety Committee meet with Chief Speck to develop an ordinance, have it reviewed by the city attorney, and brought back to the Council for approval.

Jim Henson Probationary Raise – Motion by Alderman Zeller, seconded by Alderman Winsell to approve a \$.50/hour plus 3% cost of living raise for Jim Henson as he has completed his probationary period. All members voted aye. Motion carried.

Elected Officials Workshop – SDML is offering an Elected Officials workshop on Wednesday, July 24, 2013. The agenda will be presented when available. Alderwoman Hargens and Alderman Odegaard expressed interest in attending.

Alderman Odegaard wanted to thank Alderman Rangel for his time researching and conducting the meeting regarding the accident involving the police officer 50 years ago.

Motion by Alderman Zeller seconded by Alderman Winsell to adjourn the meeting. All members voted aye. Motion carried. There being no further business, the meeting was adjourned at 8:35 p.m.

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings

was received on: _____

Published once at the

approximate cost of: _____

Council Meeting

6/17/2013

1. Primary and transformers are all set south of the tracks and east side of main street.
2. Thompson starting this week on meter cutover.
3. Sholz should be starting soon on substation.

Water Department Report

June 17, 2013

1. The new pump panel has been installed at the pool. Also the new life guard chair is also here.
2. Olson Construction has fixed several private sewer issues in town. They are working on the sewer on West 7th street.
3. We found a manhole on East 5th street and East 1st Ave that is falling in. We need to have it replaced ASAP. Olson Construction will be replacing that manhole also.
4. The guys have been really busy doing locates and mowing at the Airport.
5. Terry Aaker from SPN was here on Wednesday going over some sewer issues.
6. I got a Quote from Dakota Pump and Control to put new impellers and a new valve in the east lift station. The quote was \$6298.60. I am also looking into prices for complete pumps also. The impellers and wear rings are worn pretty badly and they are not pumping up to capacity.

**Report to Council
Street Department
June 13, 2013**

We have been busy keeping the grass mowed around town.

We mowed a residential lot for Shannon.

We have been patching pot holes around town. We are out of mix however there should be some available the week of June 17th.

We had storm water backing up all around town from the heavy rain we had on May 26 some flooding was due to the grass & garbage.

We had one storm sewer that was extremely slow so we jetted it and David found 2 beaver dams inside it. David said by the storm sewer outlet he found a dead beaver, I wonder if it drowned.

We worked on two Main Street alleys after Strata dug them up.

David swept Main Street for Jenson Rock (They will be billed accordingly). Any of the pea rock that is left we will reuse for our oiling.

We anchored down the bridge so if we do get a flood it won't move very much.

We worked on the sweeper replaced the belt a roller and 4 of the bearings.

We helped the Electric Dept. clean out an area for a transformer.

We will be starting to ready the streets that will be oiled hopefully before the 4th of July.

After the 4th of July we will be digging up the storm sewer by Duane Chipman.

Police Department Report
June 17, 2013

Officer Henrickson attended a DARE Refresher course in Pierre from June 10-13.

Three Trainers from the South Dakota Network against Family Violence and Sexual Assault held a training at the fire hall on June 6, 2013. The training lasted for six hours. Officers from the Police Department and several other law enforcement agencies attended the class.

The Department participated in the Department of Highway Safety's "May Mobilization-Seatbelt Campaign". The Campaign lasted from May 19, 2013 to June 1, 2013.

I would like to have permission to buy a bulletproof vest for Officer Henson. The approximate cost for a vest is \$870. I have put in for a grant that will pay for half of the vest price. I haven't found out anything on the grant yet.

Shannon Speck

Finance Office
Report to Council
June 17, 2013

1. Sales Tax Report – see attachment
2. The water surcharge was successfully split out on last month's statement and our goal is to have the electric surcharge split out on July's bill for June usage.
3. Rachel and Sheila attended Human Resources School June 11-12 and Finance Officer School June 12-14 in Pierre. Sheila also attended a Wellmark seminar while in Pierre.
4. We will be having Data Technologies, Inc. here on Tuesday, June 25th for a demonstration of Municipal and Utility Accounting Solutions software program.
5. I am winding down at the Register of Deeds office as they are fully staffed as of June 11th!
6. A&B Business Solutions out of Aberdeen can give state rates to all government entities for most office supplies. We are considering switching from Wheeler's to A&B Business Solutions.

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	\$22,193.42	\$21,992.49	
	\$35,118.20	\$38,246.99	
May	\$23,189.58	\$16,559.56	
	\$31,597.69	\$32,008.70	
June			
July			
August			
September			
October			
November			
December			
Total	\$308,425.11	\$299,784.95	2.88%

up from last year

\$8,640.16

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.)

Current

1. Electric Deposits

Residential (under 1500 kwh/mo.)	\$80.00
Residential (over 1500 kwh/mo.)	\$120.00
Commercial (under 1500 kwh/mo.)	\$80.00
Commercial (over 1500 kwh/mo.)	\$150.00
Large Power (over 5,000 kwh/mo.)	\$300.00

2. Connection and Re-connection Fees

Residential

During business hours	\$10.00
After business hours	\$20.00

Commercial

During business hours	\$50.00
After business hours	\$100.00

3. We DO NOT collect full utility bill when a customer is shut off for non-payment.

Proposed

1. Electric Deposits

Residential	\$150.00
Small Commercial (over 5,000 kwh/mo.)	\$200.00
Large Power (over 5,000 kwh/mo.)	\$350.00

2. Connection and Re-connection Fees

Residential	
During business hours	\$25.00
After business hours	\$50.00
Commercial	
During business hours	\$50.00
After business hours	\$100.00

3. Collect full utility bill when a customer is shut off for non-payment.

4. At 8:00 AM on the Tuesday after delinquents are due – if delinquent bill is UNPAID the customer will automatically be charged the fees as if they were disconnected. (Will be required to pay full balance of utility account & re-connection fees.)

**The reasoning for this is because it isn't fair to the people that pay their bill on time and it causes excess work for the office, electric department and water department. **

Sheila Coss

From: Lori Butler <lori@sdmunicipalleague.org>
Sent: Friday, June 07, 2013 9:02 AM
To: Lori Butler
Subject: Elected Officials Workshop - July 24th
Attachments: Elected Officials 2013 Agenda.pdf; Elected Officials 2013 Registration Form.pdf

South Dakota Municipal League's
Elected Officials Workshop

When:
Wednesday, July 24th

CRASH COURSE

on local government

Where:
Ramkota, Pierre, SD

2013 Elected Officials Workshop

Cost:
\$20 each
(Includes workshop materials and lunch)



Learn about important topics such as:
Open Meetings Laws and Executive Sessions
Bids and Contracts
Budgeting
Understanding City Finances
Liquor Licensing

Registration Deadline:
Wednesday, July 17th

****THIS WORKSHOP IS OPEN TO ALL ELECTED OFFICIALS****

Registration form and agenda are attached or you may visit our website at www.sdmunicipalleague.org/sdmlevents

Return the registration form with payment to:

SDML
208 Island Drive
Ft. Pierre, SD 57532

Lori Butler

SOUTH DAKOTA MUNICIPAL LEAGUE

2013 Elected Officials Workshop

Agenda

Ramkota • Pierre, SD

Wednesday, July 24, 2013

- 9:30 a.m. **Registration** – *outside Galleries B & C*
- 10:00 a.m. **Welcome and Introduction to the League** – *Galleries B & C*
Yvonne Taylor, Executive Director, South Dakota Municipal League
- 10:05 a.m. **Forms of Government** – *Galleries B & C*
Yvonne Taylor, Executive Director, South Dakota Municipal League
- 10:15 a.m. **Budgeting and Understanding City Finances** – *Galleries B & C*
Rod Fortin, Director of Local Government Assistance,
South Dakota Department of Legislative Audit
- 11:00 a.m. **Bids and Contracts** – *Galleries B & C*
Rod Fortin, Director of Local Government Assistance,
South Dakota Department of Legislative Audit
- 11:40 a.m. **Ordinances, Resolutions, Initiative and Referendum** – *Galleries B & C*
Yvonne Taylor, Executive Director, South Dakota Municipal League
- Noon **LUNCH** – Galleries D, E & F
- 12:45 p.m. **Municipal Officials and Employees** – *Galleries B & C*
Laurie Gronlund, Human Resource Director, City of Pierre
- 1:15 p.m. **Liquor Licensing and Laws** – *Galleries B & C*
Carol Logan, Section Coordinator- Special Tax Division,
South Dakota Department of Revenue
- 1:45 **Proper Procedure for Conducting a Meeting** – *Galleries B & C*
Joe Neeb, City Administrator, City of Spearfish
- 2:15 p.m. **Open Meetings Law, Open Records and Executive Sessions** – *Galleries B & C*
Bethanna Feist, Assistant Attorney General, Office of the South Dakota Attorney
General
- 3:00 p.m. **Adjourn**

City of Miller

Equipment

Kyocera 3500i B&W copier

Purchase

\$5,810

36 mo lease

**\$173.72/ mo
(excludes
maintenance)**

Features

35 pages per minute

Print/ color scan/ copy/ fax

Dual scan copies (1/2, 2/2, 2/1)

Print from and Scan to USB

10.2" color touch screen

1,000 sheet finisher w/ stapling

Document Box (store commonly used documents on machine)

Can handle paper size up to 12"x18" & 110lb cover

2GB of RAM and 160GB HDD

Dual 500 sheet paper trays

Cabinet

Many more additional features

Warranty

90-days parts & labor

Maintenance

**\$25.00/ mo to include 2,500 copies. All
parts, labor and toner included.**

Installation

Century Business will install & train
personnel on system.

Training

Free for life of system

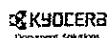
Delivery

Within 2 wks of notification

P.O.Box 1042 > 329 E. Dakota Ave. > Pierre, SD 57501



TF | 800.529.1950 > Ph | 605.224.6767 > Fx | 605.224.6017



www.cbpic.biz



Solutions.

JUNE 4, 2013

SOLUTION FOR: CITY OF MILLER

QUANTITY	MODEL	PRODUCT #	DESCRIPTION
1	E-STUDIO356	E-STUDIO356	E-STUDIO356
1	E-STUDIO356	GD1250NXF	FAX BOARD (FOR 110V MACHINES)
1	E-STUDIO356	MR3022	100-SHEET RADF (E356/E456/E506)
1	E-STUDIO356	MT2	15 AMP SURGE PROTECTOR
1	E-STUDIO356	STAND355/455	STAND
1	ACCESSORY ONLY	KD1025	550 SHEET PAPER FEED PEDESTAL
1	ACCESSORY ONLY	KN2520	BRIDGE KIT (REQUIRED WITH ALL FINISHERS EXCEPT MJ1032)
1	ACCESSORY ONLY	MJ1101	CONSOLE FINISHER W/ STAPLING (E356/456/506 ONLY)

STATE OF SD PRICING

- 35 Pages Per Minute
- Delivery, installation and training

INVESTMENT OPTIONS

Purchase Price:

\$3,700.00

SUGGESTED LIST PRICE: \$17,064.00

price is good for 30 days and does not include taxes and/or freight & fuel surcharge

GUARANTEED MAINTENANCE AGREEMENT

- A Guaranteed Maintenance Agreement to include 3,500 black prints would be \$50.40 per month. Overages to be billed at \$0.01440000 per black page.
- A&B Business full service and supply agreement includes all service, preventive maintenance calls, parts, labor, and unlimited supplies, excludes paper.
- 0-4 Hour Onsite Service Response Time Guarantee
- State of the art call center with 7 second average wait times
- Local Certified Training/ A&B full parts inventory/Company owned service vehicle.
- As an added convenience, meter reads will be gathered electronically to ensure account maintenance and accuracy.

MEMORANDUM FOR RECORD

Month Day, Year

SUBJECT: Record Destruction

FROM: Finance Office

1. The following Payroll records for 2002 were destroyed:

- a. Accumulation Report
- b. Payroll Registers
- c. Time Card
- d. Retirement Plans
- e. Monthly & Current
- f. Quarterly Reports – 941, Unemployment
- g. Deduction/Benefit Register
- h. Payroll Summary
- i. EFTPS
- j. SDRS Contribution Reports
- k. Outstanding/Paid Registers
- l. Timesheets
- m. W2 & W3
- n. Payroll Reconciliation Worksheets

2. The following Utility Billing records for 2002 were destroyed:

- a. Balance Sheets
- b. Energy Assistance/LIEAP
- c. Alpha Accounts
- d. Billing Registers for Residential, Commercial, Public, City, Outside Res., Out. Comm.

- e. Utility Deposits
- f. Cash Disbursement
- g. Receipt/Utility Receipts/Distribution
- h. Book 600/800
- i. Postage Statements
- j. Work/Service Orders

3. The following Fund Accounting records for 2002 were destroyed:

- a. End of Year, 2003 Budget by Dept.
- b. G.L. Summary
- c. Pad Detail/Summary Check Register
- d. Vendor Listing
- e. Expenditure Guideline by Dept.
- f. Receipt Book
- g. Revenue Budget Worksheet
- h. Payment/Receipt Transaction Listing
- i. Transaction Listing
- j. Payments by Batch
- k. General Fund Expenditure Report
- l. System Balance
- m. Expenditure Guideline/Summary
- n. Vendor Analysis
- o. Journal Entries
- p. Revenue Guidelines
- q. Trial Balance

- r. Expenditure Budget Worksheet
 - s. Audit Revenue/Expenditure Report
 - t. 1099's
 - u. Monthly Statements for Counter Receipts
 - v. Receipts for Counter Receipts
 - w. Bank Statements
4. The following Fund Accounting records for 2001 were destroyed:
- a. Bank Statements
 - b. Reconcile Worksheets
 - c. Counter Receipts for 2000-2001
5. The following Payroll records for 2001 were destroyed:
- a. Payroll Registers 2000-2001
 - b. Timesheets
 - c. Quarterly Reports – 941/Unemployment
 - d. SDRS Contribution Reports 2000-2001
 - e. Accumulation Report
6. The following Utility Billing records were destroyed:
- a. 1990-2003 Deposit Refunds
 - b. 2009-2012 Utility Bill Stubs



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Bismarck Airports District Office
2301 University Drive, Building 23B
Bismarck, ND 58504

May 29, 2013

The Honorable Ron Blachford
Mayor of Miller
P.O. Box 69
Miller, SD 57362-0069

Dear Mr. Blachford:

Miller Municipal Airport
Land Acquisition for Hangar Area Expansion
Categorical Exclusion Determination

This letter is to notify you the project identified above has been reviewed in accordance with the National Environmental Policy Act (NEPA). This environmental decision is generally valid for three years before a reevaluation could be required, unless current conditions change materially or new information becomes available sooner.

Under NEPA, the Federal Aviation Administration (FAA) is required to take into account environmental considerations when authorizing or approving Federal actions. Based on the review of the actions described in the enclosed environmental document, the undersigned has determined the proposed actions are specifically categorically excluded. The proposed actions fall within the specific items identified in FAA Order 1050.1E, "Environmental Impacts: Policies and Procedures", Chapter 3, Advisory and Emergency Actions and Categorical Exclusions and are normally categorically excluded from the requirements for formal environmental assessment when extraordinary circumstances are not present or not a significant impact.

Please note that this transmittal is a notification that this project has been cleared environmentally only. This is not a notice of final project approval, funding eligibility or availability. As the sponsor, you are still responsible for compliance with all applicable environmental laws, regulations and procedures, including any applicable Federal, state, and local permits.

If you have additional questions, please contact our office at (701) 323-7380.

Sincerely,

Patricia L. Dressler
Environmental Protection Specialist
Bismarck Airports District Office

Enclosure

HAND COUNTY SHERIFF'S OFFICE
Public Safety Dispatch & Emergency Management
415 West First Avenue, Suite 102
Miller, South Dakota 57362-1371

June 10, 2013

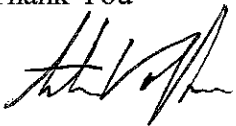
City Of Miller,

As part of the State and Local Agreement that the county enters into with the State Of South Dakota, the South Dakota Office of Emergency Management requests an updated contacts list from each county and municipalities every year. Pursuant to SDCL 34-48A-13, I am requesting the list of public official's and contact information for them. If you could please provide me with the council members business and personal telephone numbers, addresses, and e-mail addresses before July 1st so I can submit my list to the state that would be greatly appreciated? This information is requested so that if the need arises the state could contact them.

In the past I had set up with Laura Smith that if they did not have an e-mail address or if they did not want to provide one I would have them set up with the finance office e-mail address. If that is what they would prefer to continue to do, it works fine for me as long as that e-mail address is checked periodically for information. I appreciate your help in gathering this information.

You can either type up a document and mail it or e-mail it over to me at handcounty.em@live.com, and I will compile the information and send it to the South Dakota Office of Emergency Management.

Thank You



Nehemia Volquardsen
Hand County Emergency Manager

605-853-2408
605-853-2362 - FAX
Email: handcosheriff@hotmail.com
<http://hand.sdcounties.org/sheriff>
Community alerts via www.nixle.com