

AGENDA  
CITY OF MILLER  
MONDAY, MARCH 4, 2013  
7:00 P.M.

Call to Order  
Pledge of Allegiance  
Approval of Agenda  
Approval of Minutes Pg. 1 - 4  
Public Input

Hearing of Delegations

- 7:05 – 7:15 1. Kathy Splichal – request permission to close a portion of West 2<sup>nd</sup> Avenue on May 5, 2013 for a moving sale
- 7:15 – 7:25 2. Terry Augspurger – On Hand – Housing study and grant Pg. 5 - 8
- 7:25 – 7:35 3. Miller C & C – Downtown Christmas lights

Old Business

1. Resolution #2013-5 - Lagoon lease reassignment (This will be handed out on Monday night. I am waiting the atty's approval on the wording.)

New Business

1. Building Permits
- a. Jimmy and Karen Evans – storage units
2. Set special meeting to discuss only Housing Study with On Hand
3. 2013 SD Airports Conference Pg. 9
4. Annual Report for 2012

Executive Session

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

Correspondence

Adjourn

CITY OF MILLER  
CITY COUNCIL MEETING  
FEBRUARY 19, 2013

The City Council met in regular session at City Hall on Tuesday, February 19, 2013.

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

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

The Pledge of Allegiance was said.

**ADOPT AGENDA:** Motion by Alderman Odegaard, seconded by Alderman Johnson 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 February 4, 2013 and the special meeting held on February 11, 2013. Motion carried.

**Department Head Reports**

**Electric** – Bill Lewellen, electric superintendent, informed the Council that Garth Park has submitted his resignation. Motion by Alderwoman Johnson, seconded by Alderman Johnson to accept Garth's resignation and commended him for his service. Motion carried.

**Street** – Ron Hoftiezer, street superintendent, informed the Council of the work done in the Street Department. They plowed the emergency routes several times during the snow storm.

**Finance Office**– Laura Smith, finance officer, reported that the workers' compensation audit went well, and the City can expect a refund in 2013 for 2012.

**Police Department** – Shannon Speck, police chief, explained that the PBTs need to be replaced soon. There is a grant available for this. Motion by Alderwoman Johnson, seconded by Alderman Zeller to approve the purchase of a new PBT. Motion carried. Chief Speck also explained that the officers attended a radar class and will be attending a taser recertification class.

**Bill Approval** – Motion by Alderman Johnson, seconded by Alderwoman Odegaard to approve the bills. Motion carried.

**Building Permit** – After Bill Lewellen explained the ordinance, there was a motion by Alderman Zeller, seconded by Alderwoman Johnson to approve a building permit for Matthew Wagner to build a shop. Motion carried.

**Clothing Allowance** – Laura Smith clarified that the Street Department's clothing allowance is \$175 per person per year (full time, permanent employees). The summer help will receive 5 shirts the first year of employment and will be replaced as needed in the following years.

**WAPA** – Motion by Alderman Johnson, seconded by Alderman Odegaard to authorize the Mayor to sign the Firm Power Contract No. 12-UGPR-1018 between the City and WAPA. Motion carried.

**Special Meeting** – Motion by Alderwoman Johnson, seconded by Alderman Odegaard to schedule a special meeting for February 22, 2013 at noon. Motion carried.

**Lagoon Lease** – Nelson’s Inc. no longer wants to farm the lagoon land owned by the City. Harrell Brothers would like to take over the remainder of the lease. Permission was granted for Laura Smith to contact the attorney for advice on how to handle the reassignment. It will be placed on the agenda for the special meeting to be held on February 22, 2013.

**Flower Planters** – The SD Department of Transportation ordered that the flower planters that are placed at the four-way stop on Main Street be removed by June 1, 2013. The planters are currently sitting in the right-of-way. The City will try to help find an alternate place to put them.

**Finance Officer Hire** – Motion by Alderman Odegaard, seconded by Alderman Winsell to accept the Finance Office Committee recommendations for interviews for the position of Finance Officer. Motion carried.

Motion by Alderman Zeller, seconded by Alderwoman Johnson to go into Executive Session for personnel matters pursuant to SDCL 1-25-2(1) at 7:38 p.m. Motion carried.

Mayor Blachford declared to return to regular session at 8:36 p.m. No action taken.

Motion by Alderman Winsell, seconded by Alderman Johnson to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 8:37 p.m.

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Laura Smith, Finance Officer

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CITY OF MILLER  
CITY COUNCIL MEETING  
FEBRUARY 22, 2013

The City Council met in regular session at City Hall on Friday, February 22, 2013.

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

**CALL TO ORDER:** Mayor Blachford called the meeting to order at 12:00 p.m. (noon).

The Pledge of Allegiance was said.

**ADOPT AGENDA:** Motion by Alderman Odegaard, seconded by Alderman Winsell to approve the agenda. Motion carried.

Motion by Alderwoman Johnson, seconded by Alderman Odegaard to go into Executive Session for personnel matters pursuant to SDCL 1-25-2(1) at 12:02 p.m. Motion carried.

Mayor Blachford declared to return to regular session at 12:43 p.m. Motion by Alderman Rangel, seconded by Alderman Winsell to hire Sheila Coss as Finance Officer at the pay rate of \$17.06 per hour. Wages will be reviewed after the six month probation is completed. Roll call vote: Rangel, aye; Winsell, aye; M. Johnson, aye; Zeller, aye; Odegaard, aye. Motion carried.

Alderwoman Johnson left at 12:44 p.m.

Lagoon Lease – An update on the lagoon land lease was given by Laura Smith, finance officer. No action was taken.

Resolution #2013-4 – Motion by Alderman Zeller, seconded by Alderman Odegaard to approve Resolution #2013-4 Family Crisis Center. Motion carried.

**RESOLUTION NO. 2013-4**

**WHEREAS**, the City of Miller desires to ensure that the citizens of the City of Miller have a locally managed entity to assist families in need of assistance and victims of domestic violence/sexual assault;

**WHEREAS**, the Family Crisis Center, Inc. is a locally controlled entity;

**THEREFORE, BE IT RESOLVED** that the City of Miller hereby endorses the Family Crisis Center, Inc. as the official entity of choice to provide assistance to victims of domestic violence/sexual assault in the City of Miller.

Adopted this 22<sup>nd</sup> day of February, 2013.

Motion by Alderman Rangel, seconded by Alderman Zeller to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 12:52 p.m.

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Laura Smith, Finance Officer

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## **Small Grants Facilitation Support Fund Request for Proposal**

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This Request for Proposal (RFP) is an invitation by the Meadowlark Institute with financial support from InCommons to qualified community organizations with 501c3 status, education institutions or local government agencies to apply for funds to help support a local event or gathering intended to invite people into a dialogue about an issue, opportunity, project, etc. important to the community, organization or institution. These dialogues should be facilitated by an InCommons Art of Hosting trained facilitator or other trained facilitator.

InCommons is interested in supporting local gatherings that will utilize innovative approaches to host important community conversations. Through these gatherings, InCommons is also committed to creating opportunities for facilitators to practice their Art of Hosting skills, deepen their learning, impact their communities and strengthen the InCommons Art of Hosting Community of Practice. Grant applicants are encouraged to work in collaboration with other InCommons facilitators to plan and implement their local gathering.

Submission of a proposal does not create any right in or expectation of a contract with the Meadowlark Institute, InCommons or the Bush Foundation. Meadowlark Institute reserves the right to reject any or all proposals, and Meadowlark Institute further declares that it will incur no financial obligations for any costs by any entity in preparation of proposals. It is expected that all funds will be allocated by May 31, 2013 and that all activities will be completed by June 30, 2013.

Qualified organizations or community institutions may submit their proposal responses to:

**Jerry Nagel, President  
Meadowlark Institute  
16982 Stakke Lake Road  
Lake Park, MN 56554**

## **Background**

The InCommons initiative of the Bush Foundation in collaboration with the Art of Hosting community trained over 125 people in 2011 and expects to train another 500 in 2012 in using Art of Hosting patterns and practices. The intent of the training is to have skilled facilitators available to individuals, organizations and communities that want to learn and work together to help each other turn challenges into opportunities. InCommons recognizes the potential of all of those trained in the Art of Hosting patterns and practices to become a significant community of change agents, the potential for these change agents to be resources for change making underway in the region and the potential to apply Art of Hosting practices to what is happening in the region. InCommons also recognizes that small grants to support local gatherings will create opportunities for facilitators to practice their Art of Hosting skills, deepen their learning, impact their communities and strengthen the Art of Hosting Community of Practice. Therefore InCommons has provided funding to the Meadowlark Institute to support local events or gatherings intended to invite people into a dialogue about an issue, opportunity, project, etc. important to the community, organization or institution using Art of Hosting practices.

InCommons is also committed to partnering with facilitators trained in other proven facilitation methods. Practitioners trained in other facilitation practices are eligible to apply for the Small Grants Program.

## **Small Grants Program**

### **Goals**

- create opportunities for communities to participate in conversations that help turn challenges into opportunities
- foster local problem solving
- discover community based courageous leadership
- create opportunities for facilitators to practice their Art of Hosting skills,
- create opportunities for facilitators to deepen their learning,
- create opportunities for facilitators to impact their communities and strengthen the Art of Hosting Community of Practice,

### **Funding**

While there is no specific maximum funding amount, it is expected that the average grant request will be \$3,000. \$85,000 is available for the small grants program and it is expected that approximately 30 grants will be made. Grantees should plan to expend the funds within 60 days.

### **Uses of Funds**

Uses of the funds includes meeting space rental, meals for gatherings participants, travel for co-facilitators, modest consulting fees as appropriate for coaching/assistance from skilled AoH hosts, materials for meetings, etc.

## **Grantee Expectations**

Grantees will be expected to invite gatherings participants to connect with the larger InCommons community. InCommons talking points and other materials will be made available. Grantees will also be expected to submit a blog on the InCommons web site describing the project and the outcomes or gathering “harvest”.

## **Application Information and Process**

### **Specifications for Proposal**

All proposals submitted in response to this RFP should be prepared simply and economically.

Submit two (2) printed copies of the proposal along with an electronic version of the proposed narrative and budget (IRS documents required with the submission need not be mailed electronically). Proposals should be sent: Attention Jerry Nagel, Meadowlark Institute, 16982 Stakke Lake Road, Lake Park, MN, 56554, jerry@meadowlark.co

All proposals should be short and concise and contain the following information:

- Cover letter that introduces your organization and your proposal and identifies key project staff and/or the trained facilitator that will facilitate/host the gathering.
- Completed Cover Sheet
- Short project narrative clearly stating the purpose for the use of the funds, expected outcomes and makes a strategic link between your proposal and InCommons’ mission of people and communities learning together and helping each other turn challenges into opportunities.
- Budget describing how the funds will be used.
- A copy of the lead organization’s (or your fiscal agent’s) IRS determination letter indicating tax-exempt 501(c)(3) status.

### **Proposal Checklist**

- Cover letter, including identification of key staff or contact person and/or Identification of Art of Hosting Facilitator(s)
- Cover sheet
- Proposal narrative
- Project budget
- IRS determination letter

### **Criteria and Selection Process**

Grantees will be selected by a panel of Art of Hosting practitioners from the region and will be reviewed based upon the InCommons gathering values, described below.

InCommons gatherings—large or small, one-time or ongoing, in a rural or urban setting—will demonstrate the following:



- **Facilitation.** High quality facilitation that reflects proven methods to engage diverse perspectives.
- **Purpose.** Agendas and approaches that reflect a clear purpose and meet a demonstrated need without predetermining outcomes.
- **Welcoming.** Hospitality demonstrated by removing barriers to participation and providing quality logistics, space, and refreshment. Participants urged to take responsibility for cultivating a sense of respect and belonging. All points of view encouraged to be expressed and well-considered.
- **Creativity.** Use of inventive tools, including art and physical movement, to inspire creativity and new understanding.
- **Harvesting.** Products or stories that document the progress that took place at the gathering to share with those who were not present.
- **Invitation to InCommons.** Participants invited to connect to the larger InCommons community.

# ***DON'T FORGET!***

## **2013 South Dakota Airports Conference**

at the Cedar Shores Resort

ADDRESSING THE NEEDS OF LOCAL AIRPORTS AND PLANTING THE SEEDS FOR A SECURE FUTURE WITH LOCAL DECISION MAKERS WITH DISCUSSIONS ABOUT:

- ▶ ELECTRONIC AIRPORT LAYOUT PLANS
- ▶ IMPORTANT UPDATES FROM THE FAA
  - \* NEW ISSUE OF THE AIP HANDBOOK
  - \* CHANGES IN PASSENGER FACILITY CHARGES
- ▶ AG SPRAYERS AND THE ISSUES THEY FACE
- ▶ BENEFITS OF BUSINESS AVIATION IN SOUTH DAKOTA
- ▶ REIMBURSEMENT PROCEDURAL CHANGES

Conf #  
50226

The conference will be held at the *Cedar Shore Resort* in Chamberlain, SD starting Wednesday March 27<sup>th</sup> at 10:00 a.m. and closing at noon on Thursday, March 28<sup>th</sup>. The Aeronautics Commission will meet on Wednesday, March 27<sup>th</sup> at 8:00 a.m. and is open to the public.

A \$60.00 registration fee includes breaks, lunch, dinner & breakfast. The Cedar Shore Resort has a block of rooms reserved under the name "SD Airports Conference." Rooms will be at a group rate of \$79.95 (plus tax) for March 26th and 27th. **Conference participants are responsible for making their own hotel reservations. The block will be released on February 25th.** Call (605) 734-6376 and say you are with the "SD Airports Conference" to receive the special group rate.

If you have any questions please contact us at (605) 773-3574.