

AGENDA  
CITY OF MILLER  
MONDAY, May 20, 2013  
7:00 P.M.

- Call to Order
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes Pg. 1 - 5
- Public Input

**Department Head Reports**

- 7:15 – 7:45 1. Electric, Water/Sewer, Street Pg. 6 - 7
- 7:45 – 7:55 2. Police Pg. 8
- 7:55 – 8:00 3. Finance Office Pg. 9 - 11

**Approval of Bills**

**Hearing of Delegations**

**Old Business**

- 1. Wage increase for Finance Office clerks

**New Business**

- 1. Public Hearing 8:00 – Annexation of Prairie Vista Third Addition
- 2. Kortney Hastings, The Hondah – Music and alcohol outside on July 6th
- 3. First Reading of Ordinance #642 Pg. 12
- 4. Certificates for Drinking Water and Surface Water Pg. 13 - 14
- 5. Advertise for Bids for City Hall bathrooms
- 6. Resolution #2013-8 Pg. 15
- 7. Hire Electric Lineman, pending completion of paperwork
- 9. Building Permit
  - Roger Zens – Remove house
  - Gary Davis – Build Lawn shed
- 10. Pre-Disaster Mitigation Plan meeting

11. Adopt the State Retention Manual as our Records Management Policy. Pg. 16

12. Approve Malt Beverage License renewals

Tucker's Super Valu

Alco Stores Inc

Highway 14 Fuel Service LLC

Milan Inc

Redneck Paradise Inc

13. Per Housing committee - Discuss use of City equipment for future demolitions

14. Electric CD interest

**Correspondence**

Wheels and Meals Corporation Pg. 17

DENR letter Pg. 18-20

**Adjourn**

**CITY OF MILLER  
CITY COUNCIL MEETING  
MAY 6, 2013**

The City Council met in regular session at City Hall on Monday, May 6, 2013.

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

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

Pledge of Allegiance was said by all present.

**MINUTES:** Motion by Alderman Rangel, seconded by Alderman Zeller to approve the minutes for the regular meeting held on April 15, 2013. Motion carried.

**MOTION TO ADJOURN:** Alderman Zeller made a motion to adjourn as the old Council, seconded by Alderwoman Johnson. Motion carried.

**CALL TO ORDER:** Mayor Blachford called the meeting to order with the new Council. Mayor Blachford commended Lorin Johnson on his ten years of service to the Miller City Council and welcomed Kristin Hargens.

**OATH:** President Rangel administered the Oath of Office to Mayor Blachford, nominated and unopposed. Mayor Blachford administered the Oaths of Office to Alderwoman Hargens, nominated and elected in Ward 1; Alderman Zeller, nominated and unopposed, Ward 2; and Alderman Odegaard, nominated and unopposed, Ward 3. Mayor Blachford Appointed Shannon Speck as Police Chief and Sheila Coss as Finance Officer.

**ELECTIONS:** Alderman Odegaard nominated Alderman Rangel for President, seconded by Alderwoman Johnson. Alderman Zeller moved nominations cease and a unanimous ballot be cast, seconded by Alderwoman Johnson. All members voted Aye. Motion carried. Alderman Rangel nominated Alderman Odegaard for Vice President, seconded by Alderman Zeller. Alderwoman Johnson moved nominations cease and a unanimous ballot be cast, seconded by Alderwoman Hargens. All members voted Aye. Motion carried. Motion by Alderman Odegaard, seconded by Alderman Winsell to approve Mayoral Committee Appointments. Motion carried.

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

**Department Head Reports**

**Fire Department:** Fire Chief Steve Resel reported that twenty new fire fighters were certified, ten from Miller and ten from surrounding communities. Several small fires have been started by farmers; however, most farmers are carrying fire extinguishers in their equipment. The Fire Department recently received a 50/50 grant from the State for 12 sets of bunker gear. Donations and fundraising have covered all of their cost except approximately \$600.

**Deputy Police Chief** – Motion by Alderman Winsell, seconded by Alderwoman Hargens to appoint Wayne Ames as Deputy Police Chief. Motion carried. Motion by Alderman Winsell, seconded by Alderwoman Hargens to give Deputy Ames a \$1.00/hour raise effective immediately. All members voting Aye. Motion carried.

**Deputy Finance Officer** – Recommendation by Mayor Blachford to have the Finance Committee review the wage increase for Deputy Rachel Heezen. Motion by Alderman Rangel, seconded by Alderman Odegaard to table a decision until May 20, 2013. Motion carried.

**Electric Project Surcharge/ Security Lights** – Toby Morris, Dougherty & Company LLC, explained the Bond requirements for the electric surcharge. Research indicates that the surcharge needs to be increased in order to be in compliance with the Bond requirements. It was recommended that a 10% increase in the surcharge be implemented June 1, 2013, and then revisited at the end of the year. Motion by Alderman Rangel, seconded by Alderman Odegaard to increase the surcharge by 10%. Motion carried. Bill Lewellen, Electric Superintendent, reported that we currently have ten different rates for security lights and those need to be consolidated into two rates. Motion by Alderwoman Johnson, seconded by Alderwoman Hargens to consolidate the Security light rates to \$6.00/customer meter and \$10.00/City meter. Motion carried.

**Storm Sewer** – Lynn Harrell was present to discuss the addition of a storm sewer to drain the water that sits around Titan, Harrell Bro. and Oakley Repair. Ron Hoftiezer, Ron Blachford, Tony Rangel and Lynn Harrell met with engineers from SPN to determine the correct plan of action. The city has requested that Harrell Bro. land be annexed into the City of Miller prior to the storm sewer project as they will also be using City water and sewer for future buildings. A decision was tabled until zoning ordinances can be researched as the land is being used for personal agriculture, not commercial business.

**Building Permits** – Motion by Alderman Odegaard, seconded by Alderman Rangel, to approve a building permit for Dennis Cundy, Builder's Cashway, to build an addition to the south of an existing building and for Joe and Vicky Fanning to remove a house. Motion carried.

**DOT Maintenance and Encroachment Agreement** – Motion by Alderman Rangel, seconded by Alderman Winsell to approve the Maintenance and Encroachment Agreement with the Department of Transportation for Project Number NH0014(00)300 PCN 02BN located on US Highway 14 and Project Number P 0045(00)111 PCN 02BP located on SD Highway 45. Motion carried.

**Cell Phones** – Motion by Alderman Rangel, seconded by Alderman Winsell to drop the city cell phones and have each employee get their own plan with a local phone number, preferably their current City number, with the exception of the police department, who will continue to have a City phone that is carried by the officer on duty. Water department employees, Jim Bonebright and Terry Manning will receive \$75.00/month towards their phones and the Street and Electric Departments, as well as Gordon Gross, will receive \$50.00/month. Motion carried.

**Finance Officer School** – Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve Sheila Coss and Rachel Heezen to attend Finance Officer School in Pierre June 12<sup>th</sup> – 14<sup>th</sup>. Motion carried.

**Employee Policy Manual Updates** – Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the following changes to the Employee Policy Manual:

**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 = 100 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.

Police vacation maximum accruals are the following:

0-5 years	220 hours
5-15 years	260 hours
Over 15 years	330 hours

**7.6 Family & Medical Leave Act**

The municipality shall treat maternity leave the same as any other temporary disability. One week of paid sick leave without a doctor's permission slip to either the mother or father to be used within two (2) weeks following birth. The one week sick leave would be deducted from the employee's accumulated/to be accumulated sick leave.

**To be replaced with the following:**

**7.6 Family & Medical Leave Act**

Those employees that have been employed for at least 12 months and have worked 1250 hours in the prior 12 months are entitled to a total of 12 work weeks of leave during a 12 month period for one or more of these reasons: 1) Birth of a child; 2) Receiving a child through adoption or foster care; 3) To care for a spouse, child or parent who has a serious health condition; and 4) An employee's own serious health condition. The leave is unpaid; however, health benefits will continue as if the employee were working. The employee is responsible for paying the employee share of health, dental, vision and other premiums, which must be paid to the Finance Office by the 15<sup>th</sup> of each month. Upon returning to work, the employee must be restored to the former position or one with equivalent benefits, pay, and other terms and conditions of employment.

The request for leave of absence must be submitted in writing to the Supervisor and approved by the City Council. Persons failing to return from leave of absence on the scheduled date will be considered to have voluntarily resigned, unless circumstances do not allow a date to be specified.

Additionally, if you accept other employment during your leave, you will be considered voluntarily resigned.

If possible, you must notify your supervisor at least one week in advance of your agreed-upon return to work date by written documentation. If while on leave, you decide to terminate, you are to notify your supervisor. This must be accomplished by written documentation and it will be filed in the employee's personnel file.

A disability leave may be granted to an employee. A disability leave of absence requires a continued physician's statement of disability (each two weeks). Employees must present a signed physician's "release to return to work" form in order to return to work.

Even if you have not applied for such, you may be required to take a disability leave if your disability is of a temporary nature and seriously affects the quality or quantity of work you perform.

Leaves of absence are not encouraged and will be considered only for the above listed reasons, for unusual or emergency situations.

Motion carried.

**Excess Vacation** – Motion by Alderman Odegaard, seconded by Alderman Hargens to pay Officer Chris Henrickson vacation hours accrued in excess of the maximum 260. Motion carried.

**Flag Responsibility** – Alderman Rangel will ask Gordon Gross or Terry Manning to be responsible for the flag.

Motion by Alderman Zeller seconded by Alderwoman Hargens to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 9:54 p.m.

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Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings  
was received on: \_\_\_\_\_  
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approximate cost of: \_\_\_\_\_

CITY OF MILLER  
CITY COUNCIL SPECIAL MEETING  
MAY 7, 2013

The City Council met for a special session at City Hall on Tuesday, May 7, 2013.

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

**GUEST PRESENT:** On Hand Economic Development (OHED) members were LaDonna Wharton, Loreli Simons, Travis Anderberg, John Carr, Pete DeGeest, Bryan Breitling, Connie Schroeder, and Laine Warkenthein. Craig Johnson - Executive Director, Jim Becker - Board & Gov. Home Representative, and Mike Knutson – Coach with Home Address Program.

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

The Pledge of Allegiance was said.

**ADOPT AGENDA:** Motion by Alderman Rangel, seconded by Alderman Odegaard. Motion was carried with all voting aye.

**HOUSING SHORTAGE MEETING:** A discussion was held on the housing shortage and dilapidated houses in Miller and what the steps will be to move forward. The plan is to start small, with 2-3 lots that will be accessible for On Hand Economic Development to purchase. The City of Miller and OHED exchanged views on the clean-up and maintaining of properties once they are purchased. The goal for this process is to prioritize properties that need to be demolished or cleaned up, more than likely dilapidated structures will be the first properties examined. It was also discussed that the City would like OHED to purchase the properties and support their future decisions with this project. OHED would like the City to enforce, demolish, and maintain the properties purchased along with the support of their future decisions with this project. Any questions can be directed to OHED at (605) 853-3098.

Motion by Alderman Winsell, seconded by Alderwoman Hargens to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 9:15 PM.

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Rachel Heezen, Deputy Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings

Was received on: \_\_\_\_\_

Published once at the

Appropriate cost of: \_\_\_\_\_

# Water Department Report

May 20, 2013

1. Terry and Gordy have been working very hard at getting the pool ready to open.
2. We will be having a CIP meeting with Helm's and the State DOT in the next few weeks to discuss the upcoming airport runway project.
3. We need to advertise for bids to remodel the City Hall bathrooms to make them handicap accessible. Rural Development is requiring it for our loan agreement.
4. I will need to have the 300,000 gallon ground storage tank cleaned and inspected this year. I will also be looking into a maintenance contract for our new water tower to start next year.
5. We will need to dump the lagoon next month as is getting pretty full after the winter. Hand County weed department is going to spray around the lagoons to keep the weeds down.
6. Lanny Olsen is going to come and look over the sewer project on west 7<sup>th</sup> street to see about ordering a new manhole to be put in when they fix that sewer. Brad Manning is also going to locate the sewer lines on those three houses to get an accurate depth before we can determine whether to go west or east with the new pipe.
7. Sheila has been finding several things that were not finished as far as the Rural Development is concerned. I have been helping her with those issues.
8. There are some issues with people wanting to buy properties and build houses where there is no sewer main close by. We need to come up with a plan on how to handle these hookups. The City needs to put water and sewer mains in these streets so people can build. The big question is how do we pay for it?



**Report to Council  
Street Department  
May 16, 2013**

**We replaced a manhole ring and lid on the corner of W 1<sup>st</sup> Ave. & W 7<sup>th</sup> St.**

**We got 2 beavers down by the park however it claimed 2 trees and chewed on a few others. We planted 3 trees placed some "guard wire" around several others.**

**We worked with the wiring on the # 2 truck.**

**We worked on the #3 truck (hydraulic controls and the snow plow jack).**

**We have been working on a couple of trash (water) pumps just in case they are needed.**

**I was told that someone lost their purse (clutch) during the last snow on Main Street so we left that snow to melt away. I don't know if the clutch was found.**

**I applied the lavacide along Ree Creek and other low lying areas.**

**We burned the weeds out of Ree Creek just west and north of the park. We will be hauling several loads of trash, tires, railroad ties, and trees out of the waterline area from the park to the bridge on US Highway 14. We probably hauled from 15 to 18 tandem loads out.**

**We have been patching potholes around town.**

**We have bladed all of the alleys in town with the exception of the alleys that were marked for the Electric and Cable TV projects.**

**We helped the Electric Dept. (Hauled bricks and concrete chunks out and usable fill back in by Bob's Gas).**

Police Department Report  
May 20, 2013

Officer Henrickson had his DARE graduation for the 5<sup>th</sup> grade class at the Elementary Gym on May 9, 2013. Officer Henrickson received some generous donations from Business' to help pay the cost for the DARE graduation.

I have set up Domestic Violence for the officers on June 5, 2013, at the fire hall. The Class will be from 9am to 4pm. Three Trainers from the South Dakota Domestic Violence Coalition will be here to instruct the class.

The department is participating in the Department of Highway Safety's Seatbelt Campaign. The campaign will go from May 19, 2013 to June 1<sup>st</sup>, 2013. During this time extra officers will be on duty to enforce the traffic and seatbelt laws.

**Finance Office**  
Report to Council  
May 20, 2013

1. Sales Tax Report – see attachment
2. The water surcharge will be split out on this week's bill and our goal is to have the electric surcharge split out on July's bill.
3. Majority of cell phones have been switched to personal plans, May 22<sup>nd</sup> is the deadline for AT&T to shut off any remaining phones.
4. Customer Service Training - Miller C & C – Wednesday, May 22, Sheila 10:30-12:00, Cindy and Rachel 1:30-4:00.
5. Clothing allowance  
Uniforms must be required for the job, cannot be worn for general everyday use. Look into this at budget time.
6. Tentative training schedule for Register of Deeds
  - Thursday, May 23<sup>rd</sup> – 8 hours
  - Friday, May 24<sup>th</sup> - 8 hours
  - Tuesday, May 27<sup>th</sup> – 4 hours
  - Friday, May 31<sup>st</sup> – 4 hours
  - Monday, June 3<sup>rd</sup> – 4-8 hours



*Dee Dee Raap presents...*

## **“Leading to Achieve Great Service” & “Achieve Great Service”**

Your Lifeline to Business Success

● An opportunity to improve your business's Customer Service

Customer Service Seminar Highlights:

Customer Loyalty Strategies

Making Service both Fun  
and Effective

Delivering Your Service

Brand Promise

Techniques for Positive Attitudes,  
Communication, and

Team Work

### **Tickets!!**

contact LaDonna at

853-3098,

ladonna@millersd.org, or

stop by the On Hand

Development office

103 W 3rd St.

Cost for attending is

\$10.00 per session

Members of the Miller C & C

will receive tickets at half

price.

**When: Wednesday, May 22nd**

**Where: Miller High School Theater**

**Session 1: Employers/Management: 10:30 - 12:00**

**Session 2: Employees: 1:30 - 4:00**

**Brought to you by:**

**Miller Civic & Commerce**

**On Hand Development Corporation**

**SD Office of Tourism**

*Dee Dee Raap*

605 371 2299



ORDINANCE #642

**AN ORDINANCE TO AMEND ORDINANCE NO 448 OF THE CITY OF MILLER, AMENDING THE OFFICIAL ZONING MAP TO INCLUDE CERTAIN PROPERTY IN THE COMMERCIAL ZONED DISTRICT AND RESIDENTIAL ZONED DISTRICT.**

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MILLER, SOUTH DAKOTA:**

The Official Zoning Map of the City of Miller, South Dakota, be amended to include West ½ of Lot 7 and all of Lot 8, Park Row Addition, Miller, South Dakota, 912 East 4<sup>th</sup> Street and be designated in the Commercial and Residential Zoned Districts. This amendment to zone the described property from a Residential District to a Residential/Commercial District is conditional upon the property continuing to be used as a gunsmith shop.

Dated this 20<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
Ronald Blachford, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Sheila Coss, Finance Officer

Record of Votes:

Alderman – Hargens  
Alderman – Winsell  
Alderman – Johnson  
Alderman – Zeller  
Alderman – Odegaard  
Alderman – Rangel

1<sup>st</sup> Reading – May 20, 2013  
2<sup>nd</sup> Reading–  
Adoption –  
Publication –



**DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES**

PMB 2020  
JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

April 26, 2013

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

RE: Drinking Water Certificate of Achievement Award

Dear Mayor Blachford:

Congratulations to you from DENR! The City of Miller public water system has met the requirements of the Safe Drinking Water Act and the state of South Dakota's regulations for supplying safe drinking water to the public. For your efforts and concern for safe drinking water, we would like to present this achievement award to you. This program was initiated by the Drinking Water Program to reward those systems and their operation specialists that have demonstrated excellence in water system management and maintenance.

You will also find enclosed a draft press release concerning the award your system has received. The release can be provided to your local newspaper and includes information about the award as well as those system operations specialists who have been recognized for their dedication and concern for safe drinking water. If any operation specialists are listed in error, please revise accordingly.

Thank you for your interest in maintaining safe drinking water for your consumers. If we can be of assistance to you, please contact us at (605) 773-3754.

Sincerely,

Mark S. Mayer, P.E.  
Administrator  
Drinking Water Program

cc: Jim Bonebright, Utility Manager

Enclosure



**DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES**

PMB 2020  
JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

April 16, 2013

Mayor Ron Blachford  
City of Miller  
PO Box 69  
Miller, SD 57362-0069

Congratulations! City of Miller has been awarded the:

***2012 Operation and Maintenance Award***

for its wastewater treatment facility. This award is given to systems recognized as operating in compliance with its Surface Water Discharge permit.

This award will be presented during the 2013 South Dakota Water and Wastewater Association Operators Seminar to be held May 1-2 at the Clubhouse Hotel & Suites in Pierre. If a representative cannot be present to accept this award, it will be mailed to you following the seminar.

This award is based on the most recent inspection findings conducted by the Department of Environment and Natural Resources, facility performance, and the facility's reporting requirements during the 2012 calendar year.

Enclosed is a draft press release for you to consider sharing with your local newspaper. Only 91 facilities in the state received this award; you should be proud of your efforts to protect the natural resources of South Dakota. If you have any questions regarding this award, please contact Jonathan Hill at (605) 773-3351.

Sincerely,

Kelli D. Buscher, P.E.  
Surface Water Quality Program Manager  
Kelli.Buscher@state.sd.us  
(605) 773-3351

Enclosure  
cc: DENR – File



**RESOLUTION #2013-8**

**WHEREAS**, Michael L. and Rita J. Beaner, husband and wife, owners, have petitioned the Common council of the City of Miller to annex certain real property, contiguous to the City of Miller and described as follows:

Lots nine (9) through seventeen (17) inclusive, Block One (1), and Lots six (6) through ten (10) inclusive, Block Two (2), Prairie Vista Third Addition in the Northwest Quarter (NW ¼) of Section Eleven (11), in Township One Hundred Twelve (112) North, Range Sixty-eight (68) West of the 5th P.M., County of Hand, State of South Dakota.

This annexation was previously considered and approved by the Common Council on October 19, 2009. However, a resolution approving the annexation was not recorded.

**WHEREAS**, the City of Miller did publish notice of public hearing and did hold a public hearing on the 20<sup>th</sup> day of May, 2013, to consider annexation of said real property.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MILLER, SOUTH DAKOTA**, that the above described real property hereby be annexed.

Dated this 20<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
Ronald Blachford, Mayor

ATTEST:

\_\_\_\_\_  
Sheila Coss, Finance Officer

(SEAL)

## Procedure to Dispose of Municipal Records Using this Manual:

1. The municipality must adopt this manual as its Records Management Policy.
2. You must maintain a permanent list of what you destroy.
3. You may proceed immediately to dispose of records pursuant to this manual with the following exceptions:

For records more than 50 years old, records required by the Records Destruction Board to be kept 50 years or longer, annual reports, maps, minutes, and photographs, administrative rule<sup>1</sup> requires that you notify the state archivist at least 30 days prior to destruction. The archivist then has 30 days to decide whether to accession the records for the State Archives and to make arrangements to acquire the records in question.

The State Archivist  
The State Archives  
Cultural Heritage Center  
900 Governors Drive  
Pierre, SD 57501

Telephone: 605-773-5521  
E-mail: [Chelle.Somsen@state.sd.us](mailto:Chelle.Somsen@state.sd.us)

4. For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

State Records Manager  
Records Management Program  
104 South Garfield Avenue  
Pierre, SD 57501

Telephone: 605-773-3589  
E-mail: [boa-recmgt@state.sd.us](mailto:boa-recmgt@state.sd.us)

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<sup>1</sup> **24:52:11:04. Destruction of local government records -- Archivist must be notified.** Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in subdivision (1) of SDCL 1-27-9, shall notify the archivist 30 days before the date of the proposed destruction. Notification shall include the name or title of the records, inclusive dates, information content of the records, and quantity. If the archivist believes the records should be preserved, the archivist shall arrange for transfer of the records to the archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist. This section applies only to the following types of records: records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports; maps; minutes; and photographs.



**Wheels and Meals Corporation**  
**105 North Broadway**  
**Miller, South Dakota**  
May 7, 2013

Miller City Council  
120 West 2<sup>nd</sup> St  
P.O. Box 69  
Miller South Dakota

Members of the City Council;

Each year in June, the City of Miller generously assists the Wheels and Meals Corporation in an attempt to insure that the transportation program for the elderly in the Miller area receives sufficient cash match to qualify for state funding.

It is the hope of all involved, that we may again be considered for financial support. Traditionally, the City contribution has been in the amount of \$2,000.00.

Please be aware that your donation is most significant to the continued success of the Wheels and Meals program.

Thank you for your consideration

A handwritten signature in black ink, appearing to read "Richard Palmer". The signature is fluid and cursive.

Richard Palmer  
Wheels and Meals Director



**DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES**  
JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3181  
denr.sd.gov

May 13, 2013

Ron Blachford  
Mayor, City of Miller  
120 W 2nd St  
Miller, SD 57362-1316

Dear Mayor Blachford:

The South Dakota Department of Environment and Natural Resources (DENR) is proposing to renew its general air quality permit for construction and/or continuous activities at state facilities in the Rapid City Air Quality Control Zone. The enclosed public notice describes what a construction activity and continuous activity means and the legal description of the Rapid City Air Quality Control Zone.

Even though this permit is solely for facilities located in the Rapid City area, State law requires the DENR to notify every municipality, county, and Indian tribe upon public noticing an Air Quality general permit. This notice is required to ensure that the local governmental entities affected by the general permit are given an opportunity to comment. By doing so, DENR will be aware of any questions, concerns, comments, or support that your governmental agency has regarding these permits.

Questions regarding the proposed Air Quality general permits may be directed to Jon Epp at (605) 394-5313.

Sincerely,

A handwritten signature in cursive script that reads 'Kyrik Rombough'.

Kyrik Rombough  
Engineering Manger I  
Air Quality Program

Enclosure

NOTICE OF MINOR AIR QUALITY OPERATING PERMIT  
FOR CONSTRUCTION AND/OR CONTINUOUS ACTIVITIES IN  
THE RAPID CITY AIR QUALITY CONTROL ZONE

The South Dakota Department of Environment and Natural Resources (DENR) is proposing to renew its general air quality permit for construction and/or continuous activities at state facilities in the Rapid City Air Quality Control Zone.

Construction activity means any temporary activity at a state facility or highway, which involves removal or alteration of the natural or pre-existing cover of one acre or more of land based on a cumulative area of anticipated disturbance for the entire project.

Continuous activity means the following ongoing activities at a state facility that may release fugitive emissions of particulates:

1. Unpaved parking lots and storage lots one acre or more in size;
2. Paved parking lots to which deicing and traction materials are applied during adverse weather;
3. Storage piles and activities associated with handling of the stock pile material;
4. The applying of deicing and traction materials on and cleaning of streets, roads, and highways; and
5. Any other ongoing activity as determined by the Secretary that may cause such fugitive emissions.

The Rapid City Air Quality Control Zone is a 10-mile by 14-mile area within the following boundaries: from the northwest corner of Section 15, Township 2 north, Range 6 east; East to the northeast corner of Section 14, Township 2 north, Range 8 east; South to the southeast corner of Section 35, Township 1 north, Range 8 east; West to the southwest corner of Section 34, Township 1 north, Range 6 east; and North to the point of beginning.

Prior to obtaining coverage under the general air quality permit, the applicant must submit a Notice of Intent form to DENR describing the operations, equipment, and location that will be covered under the permit. DENR will review the Notice of Intent to determine if the applicant qualifies for coverage under the general permit and is capable of complying with the general permit. If the applicant qualifies and can meet the requirements, coverage under the general air quality permit will be authorized.

In accordance with the Administrative Rules of South Dakota (ARSD) 74:36:04:12, any person desiring to comment on DENR's draft permit must submit written comments to the address below within thirty days of this public notice. Comments may be directed to the following mailing address: Department of Environment and Natural Resources; 2050 West Main, Suite 1; Rapid City, South Dakota 57702-2493. DENR will consider and address all comments submitted, and issue a final permit decision pursuant to ARSD 74:36:04:12.01. DENR will notify each person that submitted written comments or requested notice of DENR's final permit decision, including notification of any changes to the permit based on the comments.

Any person desiring to contest the issuance of this permit and have a contested case hearing must file a petition, which complies with ARSD 74:09:01:01. This petition must be filed either within thirty days of this public notice or, if that person submits comments on DENR's draft permit pursuant to the paragraph above, within thirty days of receiving notice of DENR's final permit decision. Upon receipt of a petition, DENR will schedule this matter for a contested case hearing before the Board of Minerals and Environment.

If no comments or objections are received within thirty days of this public notice, the draft permit becomes the final permit decision and the proposed permit will be issued.

Copies of DENR's draft permit and other information may be obtained from Jon Epp, Engineer III, Air Quality Program, at the above address or telephone (605) 394-2229.

Steven M Pirner, Secretary  
Department of Environment and Natural Resources