

AGENDA
CITY OF MILLER
MONDAY, September 16, 2013
7:00 P.M.

Call to Order
Pledge of Allegiance
Approval of Agenda
Approval of Minutes Pg. 1 - 2

Approval of Bills

Hearing of Delegations

Department Head Reports

7:15 – 7:45 1. Water/Sewer, Street, Electric Pg. 3, 4, 5
7:45 – 7:55 2. Police Pg. 6
7:55 – 8:00 3. Finance Office Pg. 7 - 11

New Business

1. Small Water Facility Funding Application
2. Second Reading of Ordinance #643 Pg. 12 - 13
3. Drainage Easement

Correspondence

Thank you, Miller Swim Club

DENR Letter Pg. 14

Adjourn

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

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

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen Tony Rangel, Tom Winsell, Joe Zeller, Jim Odegaard and Alderwomen Mary Johnson and 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 Alderwoman Hargens to approve the minutes for the regular meeting held on August 19, 2013. All members voted aye. Motion carried. Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the minutes for the special meeting held August 21, 2013. All members voted aye. Motion carried.

AGENDA: Motion by Alderman Odegaard, seconded by Alderwoman Hargens to approve the agenda with one deletion. All members voted aye. Motion carried.

Airport Runway Repair: Previous repair of the runway caused some bad humps. Jon Becker from the State, Jim Schick, Jim Bonebright and Mayor Blachford met to discuss the options. Motion by Alderman Winsell, seconded by Alderwoman Hargens to have the runway repaired at a cost of \$5000.00 to \$6000.00 this year. All members voted aye. Motion carried.

Code Enforcement-Highmore Ordinance: Motion by Alderman Rangel, seconded by Alderwoman Johnson to table discussion until after the Annual Convention so Sheila Coss can attend a seminar regarding code enforcement policies. All members voted aye. Motion carried.

Rental Property – Utility Responsibilities: There was much discussion on how to collect on delinquent accounts. 52 out of the 55 accounts that are currently in collections are renters. Many landlords were present to voice their opinions on how to handle these accounts in the future. The City is going to do everything possible to collect from the renters by possibly implementing higher deposits, contacting landlords when bills are delinquent and trying to shorten the billing cycle. After implementing what changes can be made and checking in to the legalities of charging the property owners for unpaid utility bills, there will be an additional landlord meeting if necessary.

Public Hearing: Motion by Alderman Odegaard, seconded by Alderwoman Hargens to adjourn as the Common Council and reconvene as the Board of Adjustments at 8:00 p.m. All members voted aye. Motion carried. A variance hearing was held to allow Brett Engelmann to build an attached garage beyond the allowed lot line on Lot 6, Block 2, Garlick's Addition to the City of Miller. Motion by Alderwoman Hargens, seconded by Alderman Zeller to approve the variance after the Department Head approvals. Roll call vote: Rangel – aye, Odegaard – aye,

Zeller – aye, Johnson - aye, Winsell – aye, Hargens – aye. Motion carried. Reconvened as the Common Council at 8:09.

Building Permits: Motion by Alderwoman Hargens, seconded by Alderwoman Johnson, to approve the following building permits: John Beaner-add a porch, Rhonda Hasart-build a house, Evert Comstock-build an ADA ramp and Brett Engelmann-build an attached garage. All members voted aye. Motion carried.

First Reading of Ordinance #643: Motion by Alderwoman Johnson, seconded by Alderman Odegaard to approve the first reading of Ordinance #643, 2014 Annual Appropriations. Hargens – aye, Winsell – aye, Johnson – aye, Zeller – aye, Odegaard – aye, Rangel – aye. Motion carried.

Disgruntled Clients: Per the City Attorney and the States Attorney, employees are to call the police if confronted by any disgruntled clients and there will be a sign posted in the front office. This applies to the office staff as well as the employees working around town.

Sheila Coss – Probationary Raise: Motion by Alderman Rangel, seconded by Alderwoman Johnson to approve an hourly rate of \$19.15 for Sheila Coss for completing her six month probation. All members voted aye. Motion carried.

Motion by Alderman Zeller seconded by Alderwoman Hargens to adjourn the meeting. All members voted aye. Motion carried. There being no further business, the meeting was adjourned at 9:15 p.m.

Sheila Coss, Finance Officer

Ronald Blachford, Mayor

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings
was received on: _____

Published once at the
approximate cost of: _____

Water Department Report

September 16th, 2013

1. We had a water main valve leak behind North Central Farmers Elevator on west 1st Ave. We replaced a bad fire hydrant and the valve that serves it.
2. Helm's Engineering was here and marked the runway for the soil borings. The soil boring company will be here September 16th & 17th to do the boring.
3. Hydro clean formally A-Tech sewer was here videoing the new sewer by the grade school. It looks a lot better now.
4. First Dakota said they will be sending the bill for the portion of the sewer the city had put in behind the new grade school.
5. The fire department flushed the hydrants for us.
6. I have been contacted by another company looking into building a spray business at the airport.
7. We averaged 343,194 gallons of water a day for August. That's up approximately 10% from last year.

**Report to Council
Street Department
September 15, 2013**

Hand County helped us oil 10 blocks.

Hand County helped us oil 18 more blocks. I made several calls to let the residents know what our plan was.

David has been sweeping the streets and avenues that we oiled. I usually water in front of him to save him time (280 gallon sweeper tank or 1,500 gallon water truck tank).

We worked on the #1 truck.

We helped Hand County oil on the Jack Slater Road and the Vayland Road.

We ground up the asphalt and placed about 2-3" of base course on Duane Chipman's Avenue.

David bladed the main gravel roads after we got the 1/4" of rain.

We finished placing the pea rock around the playground equipment at the park. (Safety needs = 12" of cushion).

We installed all of the 15 MPH and ONE WAY signs around the school.

We helped the Water Dept. with the leak north of Dakota Energy.

Council Meeting

9/16/2013

1. 15 mph flashing lights.
 - a. Move them to new location.
 - b. State will move them, we will hook them up and school will pay for material.
2. Project almost done.
 - a. We have 26 more meters to cut over.
 - b. Strata and Thompson are done.
 - c. Scholz has work to finish on substation by football field.

Police Department Report
9-16-2013

I received notification this past week from the DOT that the right of way permit for moving the speed monitor was granted. I also found out that there will be a designated school zone on 3rd st. by the Armory parking lot.

On 9-19-2013 I set up an annual firearms qualification out at the gun range. All officers of the police department will participate.

I received notification from The Department of Highway Safety that I was approved for a equipment and officer overtime grant for 2014. The amount of the grant is \$13,755.25.

Finance Office
Report to Council
September 16, 2013

1. Sales Tax Report – up 1.58 % - see attachment.

2. The airport no longer qualifies as an enterprise fund as it does not provide an income. Rod Fortin from Legislative Audit recommends that we dissolve the Airport Enterprise Fund and put the airport into the general fund. Emily from KBA is looking into what we should do for 2012/2013 or if we should just start in 2014.

3. Data Technologies to begin installing the General Ledger and Accounts Payable modules November 8-9. Do we want to consider purchasing the ACH module for \$2000.00 for Utility Billing and Payroll?

4. AGA (Association of Government Accountants) Conference – November 5-6 in Ft Pierre. I would like to attend.

5. Do you want to approve all time sheets with overtime? This was part of the Mayor's spending cuts for 2013. . See handout copy of October 2012 Minutes.

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	\$32,507.58	\$23,684.78	
	\$41,325.59	\$40,829.00	
July	\$24,433.24	\$23,470.43	
	\$39,042.13	\$40,475.34	
August	\$21,806.35	\$27,772.95	
	\$32,235.67	\$35,987.68	
September			
October			
November			
December			

Total **\$499,775.67** **\$492,005.13** **1.58%**

up from last year

\$7,770.54

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.)



SOUTH DAKOTA CHAPTER

The South Dakota Chapter of the Association of Government Accountants is pleased to announce its third annual **Professional Development Conference (PDC)**. The two-day conference features topics relevant to government professionals and those working with government entities.

Up to 16 **Continuing Professional Education (CPE)** credits will be offered for attendees meeting participation requirements. The training offered directly relates to government auditing and environment as specified by the GAO Yellowbook. Once participation requirements are met, a participation certificate will be issued denoting the CPE hours earned.

The PDC includes sessions focusing on **intermediate government accounting, ethics, and fraud**. Conference attendees have the opportunity to delve below the surface of governmental accounting with Betty Pendergrass. During her presentation, she will explore topics relating to financial reporting and internal control. Dr. Chris Bauer will bring his experience as a licensed psychologist to explore ethical considerations in government. Finally, Dr. Herb Snyder will exercise participants "criminal mindset" as he teaches methods to identify fraud by thinking like a crook.

Ms. Betty Pendergrass, CPA, CGFM is a local government consultant providing training and technical assistance to local governments. In her thirty-five year career in local government finance, she has served as Director of Quality Assurance for the Kentucky State Auditor, Local Government Advisor Chief for the Kentucky Department for Local Government, Director of Administration for the Kentucky Workers Compensation Funding Commission, and CFO for several local governments. She has served on the AICPA Governmental Accounting and Auditing Committee as well as several other committee and Task Force positions with the AICPA and the Kentucky Society of CPAs.

Dr. Christopher Bauer is a licensed psychologist with over twenty-five years of experience as a speaker, trainer, author, and consultant on professional ethics and values-driven business strategies. Besides his expertise in ethics and making ethics both fun and funny for audiences, Dr. Bauer's unique style and contributions to the field have led him to be recognized with the prestigious Certified Fraud Specialist designation by the Association of Certified Fraud Specialists. He is also a professional member of the National Speakers Association and has earned their Certified Speaking Professional designation.

Dr. Herb Snyder, CFE is a professor of accounting and department chair of Accounting, Finance, and Information Systems at North Dakota State University. He teaches in the areas of fraud examination and auditing and conducts research primarily in nonprofit fraud, ethics for auditors, and accounting for intellectual capital. The Association of Certified Fraud Examiners presented Dr. Snyder with the Hubbard Award for best fraud paper in 2005 and named him Fraud Educator of the Year in 2008. In 2008, Dr. Snyder also received the American Accounting Association's Innovation in Accounting Education Award. Before joining the faculty at NDSU, he was a Fulbright Scholar in Ukraine and taught at Indiana University. Prior to entering the academic world, Dr. Snyder worked as a fraud investigator for New York State and an intelligence analyst for the U.S. Army.

How to get involved – The PDC will be held on November 5th and 6th at the AmericInn (located on the river at 312 Island Drive) in Fort Pierre, South Dakota. Space is limited and early registration is encouraged.

<u>One day</u>	<u>Cost</u>	<u>Two day</u>	<u>Cost</u>
Non-member	\$140	Non-member	\$245
Member	\$95	Member	\$170
Early Registration	N/A	Early Registration	\$230 – Includes 1 Year AGA Membership!

Attendees registering for the two day conference prior to **October 1st** not only receive a reduced registration rate, they also receive a one year AGA membership (a \$100 value). The offer is valid only for those currently not members of the AGA. Those interested in learning more about the benefits of AGA membership please see: <http://www.agacgfm.org/membership>. If conference registration forms are needed or you have questions on the event please email: SouthDakotaAGA@gmail.com.

Once the registration form is completed please submit with payment to: South Dakota AGA
PO Box 25
Pierre, SD 57501

In order to reserve your place, attendees are encouraged to email their completed registration form to SouthDakotaAGA@gmail.com and seats will be saved pending receipt of payment.

Who We Are - The AGA supports the careers and professional development of government finance professionals working in federal, state, and local governments as well as the private sector and academia. Founded in 1950, AGA has a long history of being the thought leader for the government accountability profession. Through education, research, publications, certification and conferences, AGA reaches thousands of professionals and provides more than 100,000 continuing professional education (CPE) hours annually.

Miller Area Health Board – Brian Jones explained that “Move, Miller, Move” would be starting on Friday, October 6. Motion by Alderwoman Johnson, seconded by Alderman Odegaard to approve the Mayoral Proclamation that October and November be named “Move, Miller, Move” months. Motion carried.

Trail Maintenance – Brian Jones also explained that the running trail between Miller and St. Lawrence and the trail between Miller and the golf course are in need of some extensive maintenance. A quote was obtained by the citizens, it says the cost of the needed repairs would be approximately \$33,500 total for both trails. Research will be done to see what, if any, grants are available for such projects.

Prairie Vista – Mike Beaner explained that the last lot with water and sewer has been sold. He would like permission to move forward with the next phase of development. The finance officer will check to see how this was handled in the past. Mike will return to the next Council meeting for further guidance.

Mayor’s Spending Cuts – Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the following cuts effective January 1, 2013 (subject to change):

1. City Council – No pay or committee pay for special meetings.
- ✕ 2. Overtime
 - a. Cut back on OT and have committees initial time.
 - b. Change personnel manual to read that OT be paid after 40 actual worked hours.
3. Freeze on buying equipment and creating new positions.
4. Committees research project for necessity and funding and file a written report with the council at time of report.
5. Cut all spending and have a goal of having a positive balance at the end of the year.
6. Lights off and heat down.
7. Utilities – Pay for materials if damaging streets by digging, etc.
8. Mayor will initial vouchers before writing checks. Council will initial vouchers and vote to pay bills while department heads are at meeting.
9. City vehicles will be left at the City buildings unless employee is being paid to be on-call.

Building Permits – Motion by Alderwoman Johnson, seconded by Alderman Zeller to approve a building permit for Paulette Gates for a new house. Motion carried.

Canadian Pacific – The Council looked over an agreement in favor of the City of Miller covering three 2” steel casings under the tracks of the DME Railroad Corporation’s property at railroad mile post 402.6 and in the NW ¼, NW ¼ of Section 15, Township 112N & Range 68W, in the City of Miller, SD. Motion by Alderman Zeller, seconded by Alderman Odegaard to approve the agreement. Motion carried.

Electric Project Pay Estimates – Motion by Alderwoman Johnson, seconded by Alderman Odegaard to approve Pay Estimate #4 to Strata for \$267,234.52. Motion carried.

Motion by Alderman Johnson, seconded by Alderman Zeller to approve Pay Estimate #1 to Thompson Electric for \$5,906.93. Motion carried.

ORDINANCE #643
ANNUAL APPROPRIATIONS ORDINANCE FOR 2014

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 2014.

<u>GENERAL FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>	
101-410	Mayor/Council	30,270.00	
101-412	Attorney	16,000.00	
101-413	Elections	1,500.00	
101-414	Finance Office	123,919.00	
101-416	Zoning	400.00	
101-417	Miller Housing	15,000.00	
101-419	Building	27,300.00	
101-420	Civil Defense	1,000.00	
101-421	Police	286,620.00	
101-422	Fire	31,050.00	
101-424	Court	500.00	
101-431	Street	340,590.00	
101-435	Airport	29,175.00	
101-441	Health & Welfare (Mini Bus)	2,000.00	
101-451	Park	29,550.00	
101-452	Ballpark	16,525.00	
101-453	Pool	56,350.00	
101-458	Museum	1,600.00	
101-465	Industrial Development	132,000.00	
101-470	Debt Service	192,800.00	
101-999	Contingency	<u>10,000.00</u>	
TOTAL GENERAL FUND APPROPRIATIONS			1,344,149.00
CAPITAL IMPROVEMENT FUND			
501-435	Capital Improvement Airport		2,000,000.00
ENTERPRISE FUNDS			
601-433	Water	491,416.00	
602-438	Sewer	204,202.00	
603-434	Electric	<u>2,262,469.00</u>	
TOTAL ENTERPRISES			2,958,087.00
TOTAL APPROPRIATIONS			6,302,236.00

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

MEANS OF FINANCE:	
Current Tax Levy	320,000.00
Taxes other than current tax levy	3,350.00
Municipal Sales Tax	760,000.00
License & Permits	21,925.00
Intergovernment. Revenue	80,700.00
Charges for Goods and Services	22,800.00
Fines & Forfeiture	250.00
Miscellaneous Revenue	29,200.00
Transfer from other Funds	96,860.00
Rent	<u>9,064.00</u>

GENERAL FUND
 TOTAL MEANS OF FINANCE 1,344,149.00
 LESS: Appropriations. (1,344,149.00)

CAPITAL IMPROVEMENT AIRPORT
 Federal Grant 1,800,000.00
 State Grant 100,000.00
 Industrial Development 100,000.00
 TOTAL MEANS OF FINANCE 2,000,000.00
 LESS: Appropriations (2,000,000.00)

	WATER FUND	SEWER FUND	ELECTRIC FUND
Means of Finance:			
Estimated Revenue	<u>492,956.00</u>	<u>244,857.00</u>	<u>2,283,980.00</u>
TOTAL MEANS OF FINANCE	492,956.00	244,857.00	2,283,980.00
LESS: Appropriations	<u>(491,416.00)</u>	<u>(204,202.00)</u>	<u>(2,262,469.00)</u>
	1,540.00	40,655.00	21,511.00

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	327,245.00
CPI Increase (3.76%)	12,304.00
Growth (1.32%)	<u>4,320.00</u>
	343,869.00

(SEAL)

ATTEST: _____
 Sheila Coss, Finance Officer

 Ronald Blachford, Mayor

Record of Votes: Alderwoman K. Hargens -
 Alderman T. Winsell -
 Alderwoman M. Johnson -

Alderman J. Zeller -
 Alderman J. Odegaard -
 Alderman T. Rangel -

1st Reading September 3, 2013
 2nd Reading September 16, 2013

Adoption September 16, 2013
 Publication September 25, 2013

Published once at the
 approximate cost of: _____



**DEPARTMENT of ENVIRONMENT
and NATURAL RESOURCES**

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

September 12, 2013

denr.sd.gov

The Honorable Ron Blachford
Mayor of Miller
120 West 2nd Street
Miller, SD 57362-1316

Dear Mr. Blachford:

The city of Miller has submitted a request to have its Sanitary and Storm Sewer Cleaning and Televising project placed on the 2013 State Water Plan. The State Water Plan applications will be considered by the Board of Water and Natural Resources on September 27, 2013, at its meeting being held over the Digital Dakota Network (DDN). Staff will recommend placement of your project onto the 2013 State Water Facilities Plan.

Enclosed is a copy of the agenda and a list of the applicants requesting placement on the plan. Applicants are welcome to attend this meeting. I do not anticipate any problems with the placement of your project onto the State Water Facilities Plan, and therefore, do not believe it is necessary that you attend the meeting.

If you have any questions regarding this matter, please feel free to contact me at (605) 773-4216 or email at mike.perkovich@state.sd.us.

Sincerely,

Michael A. Perkovich
Engineering Director
Division of Financial and Technical Assistance

Enclosure

cc: Ted Dickey, Northeast Council of Governments, Aberdeen
Camden Hofer, PE, SPN and Associates, Mitchell