

**AGENDA
CITY OF MILLER
MONDAY, JANUARY 3, 2022
7:00 P.M.**

The City of Miller is an equal opportunity employer.

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes pgs. 1 - 5

Public Input

Department Head Reports pgs. 6 - 8

New Business

1. Resolution 2022-1 – Salaries pgs. 9 - 10
2. Michelle Stuck, Rural Advocate – Family Crisis Center
3. Resolution 2022-2 -- Family Crisis Center pg. 11
4. Pool Committee
5. Community Access Grant pg. 12
6. Helms & Associates Invoice 25285 -- \$2,659.67 pg. 13
7. SPN Invoice 25250 – Miller Flood Study for \$19,000.00 pg.14
8. Designate Depositories and Official Newspaper
 - a. Official Newspaper – *The Miller Press*
 - b. Official Depositors – American Bank & Trust - Miller & Quoin Financial Bank - Miller
9. SDRS Election Notice pg. 15
10. Legislative Rib Dinner pg. 16
11. DGR Engineering Agreement pg. 17 - 19
12. KBA Engagement Letters (*Emily will have the agreements here on Monday*)
 - a. Annual Report pgs. 20 - 22
 - b. Audits pg. 23
13. Building Permits: Bill Lewellen – remove carport, Trudy Stevens -- trailer house

Executive Session

Personnel Pursuant to SDCL 1-25-2(1)

Adjourn



Public comments are welcomed during public input, but no action can be taken by the Council on comments received at this meeting. Anyone wishing to have the Council vote on an item should call the Finance Office at 853-2705 by 5:00 p.m. on the Wednesday preceding the next scheduled meeting to be placed on the agenda.

**CITY OF MILLER
CITY COUNCIL MEETING
DECEMBER 20, 2021**

The City of Miller is an equal opportunity employer.

The City Council met in regular session at city hall at 7:00 p.m. on Monday, December 20, 2021.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Jim Odegaard, Tony Rangel, Bob Steers, Jeff Swartz, Joe Zeller, and Alderwoman Tammy Lichty.

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

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda with the correction of journeyman to apprentice. All members voted aye. Motion carried.

MINUTES: Motion by Alderwoman Lichty, seconded by Alderman Rangel to approve the minutes for the regular meeting held on December 6, 2021. All members voted aye. Motion carried.

PUBLIC INPUT

Alderman Zeller asked what the policy will be for the use of body cameras by the police department. Who will be allowed to view the recordings, where will they be stored in the case of a fire, etc.? These are questions that should be answered in the police policy manual. Mayor Blachford thanked DGR, Resco, and SPN for the hors d'oeuvres that were brought to the council meeting.

UNFINISHED BUSINESS

2nd Reading of Ordinance #728: Motion by Alderman Rangel seconded by Alderman Odegaard to approve the second reading of Ordinance #728 -- Budget Supplement. Roll call vote: Alderman Steers -- aye, Alderwoman Lichty -- aye, Alderman Rangel -- aye, Alderman Odegaard -- aye, Alderman Zeller -- aye, Alderman Swartz -- aye. Motion carried.

2nd Reading of Ordinance #729: Motion by Alderwoman Lichty seconded by Alderman Zeller to approve the second reading of Ordinance #729 -- Rezoning. Roll call vote: Alderman Swartz -- aye, Alderman Zeller -- aye, Alderman Odegaard -- aye, Alderman Rangel -- aye, Alderwoman Lichty -- aye, Alderman Steers -- aye. Motion carried.

Municode Agenda & Minutes Enhancement: Motion by Alderman Steers, seconded by Alderman Odegaard to add the agenda and minutes program to the 2023 budget. All members voted aye. Motion carried.

NEW BUSINESS

Loader Bid: The street committee met at 6:30 to open bids for the 2017 544KII John Deere Loader. Motion by Alderman Rangel, seconded by Alderwoman Lichty to accept the bid of \$132,000 from RDO Equipment Company. Other bids received were Steve Howe - \$125,100, Orrin Geide - \$81,000, Richard Wagner - \$80,000, M&S Farm Equipment \$52,600. All members voted aye. Motion carried.

Farm & Home Show Booth: Motion by Alderman Zeller, seconded by Alderman Steers to have a booth at the Farm & Home Show in January. All members voted aye. Motion carried.

Zach Reber -- 1st Year Apprentice Raise: Dustin Graham, electric superintendent, stated that Zach Reber has completed the necessary requirements for the first-year linemen apprentice. Zach completed 1000 hours with CamWal Electric Cooperative prior to working for Miller. He has completed another 1000 hours with the City of Miller and has taken the first-year tests with the final completed on December 6. Motion by Alderman Rangel, seconded by Alderman Steers to approve a \$1.00/hour raise for Zach Reber retroactive to December 6. All members voted aye. Motion carried.

Resolution #2021-16 -- DANR Wastewater Phase IV Funding: Motion by Alderman Odegaard, seconded by Alderman Swartz to approve Resolution No. 2021-16 -- DANR Wastewater Phase IV Funding application. All members voted aye. Motion carried.

Resolution #2021-17 -- DANR Water Phase IV Funding: Motion by Alderman Zeller, seconded by Alderman Steers to approve Resolution No. 2021-17 -- DANR Water Phase IV Funding application. All members voted aye. Motion carried.

Resolution #2021-18 -- RD Phase IV Funding: Motion by Alderman Swartz, seconded by Alderman Odegaard to approve Resolution No. 2021-18 -- RD Wastewater, Water & Storm Sewer Phase IV Funding application. All members voted aye. Motion carried.

Resolution #2021-19 -- Contingency Fund Transfer: Motion by Alderwoman Lichty, seconded by Alderman Zeller to approve Resolution No. 2021-19 -- Contingency Fund Transfer. All members voted aye. Motion carried.

St. Lawrence 2022 Agreement: Motion by Alderman Rangel, seconded by Alderman Steers to approve the 2022 Agreement with the City of St. Lawrence. All members voted aye. Motion carried.

2022 Wages: Motion by Alderman Swartz, seconded by Alderwoman Lichty to approve a 2% Cost of Living increase to all regular employees. All members voted aye. Motion carried. Motion by Alderman Rangel, seconded by Alderman Odegaard to keep the seasonal employees at the same rate as last year with the base fee of \$10.50/hour. All members voted aye. Motion carried. Motion by Alderman Steers, seconded by Alderwoman Lichty to approve the council pay of \$200.00/month, \$50.00/meeting, \$50.00/committee meeting, and the mayor pay of \$300.00/month, \$50.00/meeting, and \$50.00/committee meeting. All members voted aye. Motion carried. Motion by Alderman Rangel, seconded by Alderman Steers to pay Sheila Coss \$32.12/hour (\$2.00/hour increase + COL). All members voted aye. Motion carried. Motion by Alderman Steers, seconded by Alderman Odegaard to split the finance officer and deputy finance officer wages 52% Finance Office, 16% each water, sewer & electric. All members voted aye. Motion carried.

Year-End Meeting Date: Motion by Alderman Zeller, seconded by Alderwoman Lichty to set the year-end meeting date for December 29 at 8:00 a.m. All members voted aye. Motion carried.

Approval of Bills: Motion by Alderman Odegaard, seconded by Alderwoman Lichty to approve the bills for payment. Five members voted aye. Alderman Zeller abstained. Motion carried.

EXECUTIVE SESSION: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to go into executive session for personnel and legal matters pursuant to SDCL 1-25-2(1)(3) at 7:46 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Odegaard to come out of executive session at 8:45 p.m. All members voted aye. Motion carried. No action was taken.

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 8:47 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings
was received on: _____
Published once at the
approximate cost of: _____

Bills December 2021 (2)

BE Electrical Engineering	Service	750.00
A & B Business	Supplies	188.60
Agtegra	Fuel	2,231.97
Americinn	Lodging	673.62
AT&T	Cell Phone	45.31
Builders Solutions	Supplies	66.44
CK Welding	Supplies/Frame	796.61
Cowboy Country Stores	Fuel	1,896.00
Dakota Electronics	Radios	1,592.50
DPC	Ann. Agreement	760.00
DSG	Supplies	2,678.43
DGR Engineering	Prof Fees	16,911.00
First Interstate Bank	Credit Card	82,038.51
Forte	Prof Fees	15.75
Goodall Upholstery	Repairs	75.00
Hand County Publishing	Publications	483.20
Hartman Construction	Hauling	11,375.42
HCPU	Power	2,219.42
Hoftiezer, Ron	Reimb	22.00
Hughes Electric	Repairs	576.10
John Deere Financial	Supplies	1,364.65
Manning, Terry	Reimb	15.93
MARC	Supplies	169.17
Martel Electronics	Body Cameras (2)	999.98
Martinmaas, Chuck	Gravel	8,000.00
Miller Ace	Supplies	1,765.44
MMUA	Dues	1,011.00
Morris Inc	Supplies	10,390.11
Northwest Pipe	Supplies	1,239.09
Oakley Farm & Ranch	Supplies	237.40
Oakley Repair	Repairs	664.49
OHED	Industry	6,250.00
Oswald Trucking	Hauling	6,800.58
RDO Equipment Co.	Loader	164,370.00
Rural Development	Loans	16,403.00
SD DARR	Permit	1,500.00
SD DOR	Sales Tax	6,717.43
Servall	Service	78.09
South Dakota R.I.J.	Locates	133.28
Stan Houston Equipment	Supplies	799.50
Streicher's	Carrier	225.00
Stuart C Irby	Supplies	738.60
T.E. Luke & Sons	Gravel	9,813.96
Tony's Repair	Tires	662.84
Twin Valley Tire	Repairs/Tires	6,043.96
WAPA	Power	42,515.88
Wesco	Supplies	3,422.73
Wyoming Livestock Roundup	Classifieds	48.00
Zeller Construction	Repairs	9,733.78
	Accounts Payable Total	<u>\$427,506.77</u>

Payroll Salary plus

Benefits by Department:		12/21/2021		
Department		w/o OT	OT	Total
41402 FINANCE OFFICE		1,444.37	0.00	1,444.37
42101 POLICE		11,129.78	354.10	11,483.88
43101 STREET		5,497.64	59.27	5,556.91
43201 SEWER		5,808.42	58.03	5,866.45
43305 WATER		6,185.03	58.02	6,243.05
43403 ELECTRIC		10,318.44	96.96	10,415.40
		<u>\$40,383.68</u>	<u>\$626.38</u>	<u>\$41,010.06</u>

**CITY OF MILLER
CITY COUNCIL MEETING
DECEMBER 29, 2021**

The City of Miller is an equal opportunity employer.

The City Council met in special session at city hall at 8:00 a.m. on Wednesday, December 29, 2021.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Jim Odegaard, Tony Rangel, Bob Steers, Jeff Swartz, Joe Zeller, and Alderwoman Tammy Lichty.

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

Pledge of Allegiance was said by all present.

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

PUBLIC INPUT

none

NEW BUSINESS

Code Enforcement Contract: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the 2022 Code Enforcement Contract with Joel Johnson. All members voted aye. Motion carried.

Change 2022 Meeting Dates: Motion by Alderwoman Lichty, seconded by Alderman Steers to change the following Monday holiday meetings to Tuesday: Martin Luther King, Jr. Day 1/17 to 1/18, President's Day 2/21 to 2/22, Independence Day 7/4 to 7/5, and Labor Day 9/5 to 9/6. All members voted aye. Motion carried.

Disability Rights Complaint: The City of Miller received a letter from Disability Rights South Dakota (DRSD) with concerns regarding some city sidewalks not being fully accessible for individuals utilizing mobility devices. Alderman Steers and Ron Hoftiezer will review the sidewalks in question and Steers will contact DRSD with the plans to correct any concerns.

Titan Machinery Resolution 2021-20: Motion by Alderman Steers, seconded by Alderwoman Lichty to approve Resolution No. 2021-20 to rescind the 67-foot setback on the north side of Nissen Outlots 2-6 inclusive. All members voted aye. Motion carried.

SDPAA Intergovernmental Contract: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the SDPAA Intergovernmental Contract for insurance with changes in their Policy on Member Departures. All members voted aye. Motion carried.

2022 Funding Requests: Motion by Alderman Swartz, seconded by Alderman Rangel to approve the following funding requests for 2022. Utility Credits: Helping Hands - \$2,500, McWhorter Museum - \$1,500 and Hand in Hand Daycare - \$850. Donation requests: Miller C&C Fireworks - \$2,000, Wheels & Meals - \$2,250 and On Hand Economic Development - \$81,000 (10% of the average sales tax for the past 2 ½ years). All members voted aye. Motion carried.

Approval of Bills: Motion by Alderman Swartz, seconded by Alderman Zeller to approve the bills for payment. All members voted aye. Motion carried.

EXECUTIVE SESSION: Motion by Alderwoman Lichty, seconded by Alderman Rangel to go into executive session for personnel and legal matters pursuant to SDCL 1-25-2(1)(3) at 8:30 a.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Swartz to come out of executive session at 9:10 a.m. All members voted aye. Motion carried. No action was taken.

Motion by Alderwoman Lichty, seconded by Alderman Zeller to adjourn the meeting. There being no further business, the meeting was adjourned at 9:14 a.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

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Bills December 2021 (EOY)

American Solutions	Supplies	6.12
Arbor Day Foundation	Membership	15.00
Axon Enterprise	T.A.P.	218.54
Graham, Dustin	Reimb	64.00
Hand County 4-H Office	Booth Rent	100.00
Martel Electronics	Body Cameras (2)	999.98
Oakley Farm & Ranch	Supplies	45.42
Petty Cash	Postage	9.42
Reber, Zach	Reimb	64.00
SD DOH	Tests	30.00
Share Corp	Supplies	216.43
SD Arms Co.	Supplies	900.00
Stuart C Irby	Supplies	25.00
Tony's Repair	Tires	578.08
Twin Valley Tire	Repairs	24.00
Wesco	Supplies	650.00
	Accounts Payable Total	<u>\$3,945.99</u>

Payroll Salary plus

Benefits by Department:		12/30/2021		
Department		w/o OT	OT	Total
41101	COUNCIL	2,739.71	0.00	2,739.71

**City Council Meeting
Department Head Reports
January 3, 2022**

Police Department Report

1. On December 29, 2021, I was notified by the Department of Justice that the department was not selected for the "Small, Rural & Tribal" (SRT) body camera program. The DOJ did advise that the department was put on a "wait list" if additional funding became available.
2. I was able to purchase 4 body cameras from Martel Electronics. I had enough funds in my budget from budget year 2021 to purchase the cameras. Total cost = \$2,000.00.
3. The department participated in the Highway Safety "December Mobilization." The mobilization period went from December 15 to January 1.

Street Department Report

1. We have been busy pushing up gravel, pea rock, base course, & ¾" clean rock.
2. David cut insulation boards to cover up the vents at the park bathrooms then later, when the real cold was threatening, we winterized them.
3. We had swept streets throughout the fall. With all the big winds, most of the time we are done by mid-November.
4. We winterized the street sweeper, UTV sprayer, ATV sprayer, & water tank.
5. We fixed a front fender issue on the John Deere blade. A cast iron ear broke off, so we had to tear it apart to weld it.
6. We were going to put 4 new tires on the John Deere blade and move the 2 best to the front, however they had pretty good cuts on them, so I chose to put on all new tires, because of the weight of the front plow's weight.
7. We have been trying to get a heater core (fixed or replaced) on the water truck.
8. David and I cut some tree branches above the sidewalk along E. 3rd St.
9. David has built a wind breaker for the loader basket.
10. We cut a few trees in boulevards with the help of the Electric and Water Departments.
11. Bob Steers and I drove along the sidewalk that we talked about in December. Bob said he would contact the owners where there were issues.

Water/Sewer/Airport Department Report

1. We've been busy with inventory.
2. Restrooms at the park recently winterized.
3. Working in the shop.
4. Work orders, meter books, locates.

Electric Department Report

1. Retirement of old overhead electrical system.
2. Some readouts.
3. Clean, organize all equipment and tools.
4. Zach and I went to Marshall, MN for transformer school for a week.
5. Studding NWLC when really cold outside.
6. Fixed and installed several streetlights.

Finance Office Report

1. Final 2021 Sales Tax is up -- see attachment
2. City Election -- April 12, 2022 -- Council members' terms expiring are:
a. Ward 1 -- Bob Steers b. Ward 2 -- Tammy Lichty c. Ward 3 -- Tony Rangel
The earliest a petition may be circulated is January 28, and the deadline is February 25.
3. All funds look good for the end of the year. I will give a detailed overview of 2021 financials at the next meeting.

Sales Tax Comparison			
	2021	2020	\$75,000 to OHED
January	\$28,806.71 \$66,474.49	\$18,977.31 \$60,236.06	\$6,250.00
February	\$9,033.66 \$46,699.17	\$9,437.05 \$59,657.65	\$6,250.00
March	\$15,084.94 \$46,272.30	\$7,011.30 \$46,594.48	\$6,250.00
April	\$14,051.66 \$69,693.93	\$8,780.89 \$62,466.98	\$6,250.00
May	\$2,454.18 \$72,730.66	\$2,706.30 \$67,272.84	\$6,250.00
June	\$4,260.96 \$27,517.85	\$2,015.23 \$31,475.09	\$6,250.00
July	\$53,029.70 \$73,786.60	\$36,965.09 \$76,131.05	\$6,250.00
August	\$7,061.22 \$64,852.30	\$8,778.97 \$59,824.46	\$6,250.00
September	\$20,964.19 \$67,505.49	\$9,623.97 \$69,856.86	\$6,250.00
October	\$6,875.62 \$69,704.89	\$8,301.50 \$69,424.04	\$6,250.00
November	\$4,489.30 \$59,907.05	\$3,942.99 \$66,763.28	\$6,250.00
December	\$25,751.79 \$49,742.04	\$13,097.08 \$38,375.26	\$6,250.00
Total	\$906,750.70	\$837,715.73	8.24%
	up/down from last year		\$69,034.97

Gross Receipts Tax - Split

Fund 211

Month	Current Year		
	Total	City 20%	OHED 80%
JAN	\$2,485.13 \$3,097.69	\$497.03 \$619.54	\$1,988.10 \$2,478.15
FEB	\$234.13 \$1,691.35	\$46.83 \$338.27	\$187.30 \$1,353.08
MAR	\$1,236.26 \$1,232.80	\$247.25 \$246.56	\$989.01 \$986.24
APR	\$1,290.47 \$3,227.52	\$258.09 \$645.50	\$1,032.38 \$2,582.02
MAY	\$0.00 \$2,727.91	\$0.00 \$545.58	\$0.00 \$2,182.33
JUN	\$667.65 \$653.71	\$133.53 \$130.74	\$534.12 \$522.97
JUL	\$4,377.18 \$3,679.88	\$875.44 \$735.98	\$3,501.74 \$2,943.90
AUG	\$922.71 \$3,182.16	\$184.54 \$636.43	\$738.17 \$2,545.73
SEP	\$1,528.06 \$2,857.10	\$305.61 \$571.42	\$1,222.45 \$2,285.68
OCT	\$1,349.97 \$3,982.44	\$269.99 \$796.49	\$1,079.98 \$3,185.95
NOV	\$2.97 \$1,886.20	\$0.59 \$377.24	\$2.38 \$1,508.96
DEC	\$2,704.45 \$2,089.08	\$540.89 \$417.82	\$2,163.56 \$1,671.26
	\$47,106.82	\$9,421.36	\$37,685.46

\$3,925.57
average/month

	Previous Year		
	Total	City 20%	OHED 80%
	\$2,095.82 \$2,395.33	\$419.16 \$479.07	\$1,676.66 \$1,916.26
	\$1,014.34 \$2,277.55	\$202.87 \$455.51	\$811.47 \$1,822.04
	\$518.30 \$1,753.53	\$103.66 \$350.71	\$414.64 \$1,402.82
	\$931.48 \$2,277.67	\$186.30 \$455.53	\$745.18 \$1,822.14
	\$356.14 \$2,547.25	\$71.23 \$509.45	\$284.91 \$2,037.80
	\$63.82 \$365.74	\$12.76 \$73.15	\$51.06 \$292.59
	\$3,634.42 \$3,334.95	\$726.88 \$666.99	\$2,907.54 \$2,667.96
	\$754.80 \$2,779.46	\$150.96 \$555.89	\$603.84 \$2,223.57
	\$1,607.08 \$2,708.45	\$321.42 \$541.69	\$1,285.66 \$2,166.76
	\$1,132.14 \$3,516.16	\$226.43 \$703.23	\$905.71 \$2,812.93
	\$29.44 \$2,423.20	\$5.89 \$484.64	\$23.55 \$1,938.56
	\$1,382.85 \$794.64	\$276.57 \$158.93	\$1,106.28 \$635.71
	\$40,694.56	\$8,138.91	\$32,555.65

\$3,391.21
average/month

up/down from previous year		
Total	6,412.26	15.76%
City	1,282.45	15.76%
OHED	5,129.81	15.76%

Pay OHED through AP using expense code: 211-4651-4510

RESOLUTION NO. 2022-1

The City of Miller is an equal opportunity employer.

WHEREAS, pursuant to SDCL-6-1-10 a complete list of salaries of all officers and employees must be published,

THEREFORE, BE IT RESOLVED that the following is a current list of salaries for the City of Miller officers and employees:

COUNCIL

Ronald Blachford	Mayor	\$300.00 a month plus \$65.00 per meeting plus \$50.00 per committee meeting
Jeff Swartz	Ward 1	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting
Bob Steers	Ward 1	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting
Tammy Lichty	Ward 2	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting
Joe Zeller	Ward 2	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting
Jim Odegaard	Ward 3	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting
Tony Rangel	Ward 3	\$200.00 a month plus \$50.00 per meeting plus \$50.00 per committee meeting

FINANCE OFFICE

Sheila Coss	\$32.12 per hour
Cindy Deuter	\$22.19 per hour
Christi Danburg	\$18.64 per hour

POLICE DEPARTMENT

Shannon Speck	\$25.42 per hour, Grant OT/Worked Holiday - \$38.13
Wayne Ames	\$23.08 per hour, Grant OT/Worked Holiday - \$34.62
Chris Henrickson	\$19.68 per hour, Grant OT/Worked Holiday - \$29.52
James Henson	\$19.58 per hour, Grant OT/Worked Holiday - \$29.37

STREET DEPARTMENT

Ron Hoftiezer	\$26.87 per hour
David Phinney	\$20.83 per hour
Doug Purrington	\$15.91 per hour (Part-time)

ELECTRIC DEPARTMENT

Dustin Graham	\$37.74 per hour \$20.00 per day when on call
Zach Reber	\$26.52 per hour \$20.00 per day when on call
Devin Jetsche	\$16.32 per hour \$20.00 per day when on call
Josh Koeck	\$50.00 per hour (2 hour minimum) <i>as needed basis</i> \$50.00 per day when on call <i>as needed basis</i>
Bill Lewellen	\$80.00 per hour <i>as needed basis</i>

WATER/SEWER DEPARTMENT

Terry Manning	\$30.14 per hour
Gordon Gross	\$18.39 per hour
Brandon Hammill	\$22.14 per hour

JANITORIAL

Sandra Selting	\$15.91 per hour
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<u>CERTIFIED POLICE SUBSTITUTES</u>	\$16.61 per hour
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<u>SNOW HAULING EMPLOYEES</u>	\$15.30 per hour
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SWIMMING POOL MANAGER

\$14.85 per hour

SEASONAL EMPLOYEES

10%CDL/WSI

Base Pay	\$10.50	(No Experience)	\$11.55
Returning with 1 year experience/longevity	\$10.71	(Base plus 2% of Base)	\$11.78
Returning with 2 years experience/longevity	\$10.92	(Base plus 4% of Base)	\$12.01
Returning with 3 years experience/longevity	\$11.13	(Base plus 6% of Base)	\$12.24
Returning with 4 years experience/longevity	\$11.34	(Base plus 8% of Base)	\$12.47
Returning with 5 years experience/longevity	\$11.55	(Base plus 10% of Base)	\$12.71
Private Lessons: Lifeguards will receive 70% of the private lessons fee, the city will keep 30%.			

Adopted this 3rd day of January 2022.

ATTEST:

Sheila Coss, Finance Officer

Ronald Blachford, Mayor

RESOLUTION NO. 2022-2

The City of Miller is an equal opportunity employer.

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 3rd day of January, 2022.

(SEAL)

Ronald Blachford, Mayor

ATTEST:

Sheila Coss, Finance Officer

Community Access Grants Applications

City	Project Location	Project Description	Area of Community Service	Estimated Total Project	Amount Requested	Days
Miller	East 4th Street	Reconstruction to include asphalt surfacing, storm sewer, sidewalk, and water improvements.	School	\$574,065	\$387,700	121
Deadwood	Crescent Drive	Reconstruction to include sidewalk, widening of roadway, storm sewer and utilities, and relocation of overhead utilities	Rodeo and Events Center	\$852,500	\$511,500	115.5
Eagle Butte	Landmark Avenue	Reconstruction to include asphalt surfacing, curb & gutter, sidewalk, storm sewer, and water and sanitary sewer improvements.	Business Area	\$1,150,000	\$600,000	115
Wagner	Walnut Avenue	Reconstruction to include concrete surfacing, sidewalks, curb & gutter and water main improvements.	School and Hospital	\$381,450	\$550,000	115
Aurora County	Campbell Street	Reconstruction to include asphalt concrete surfacing, curb & gutter, sidewalk, box culvert, and water and sanitary sewer improvements.	School	\$1,036,935	\$600,000	113.5
Winner	Eighth Street and Country Club Drive	Reconstruction to include asphalt surfacing, curb & gutter, sidewalk, and water and sanitary sewer improvements.	School and Hospital	\$464,000	\$281,000	113
Springfield	Eleventh Street and Ash Street	Reconstruction to include sidewalk, asphalt surfacing, curb & gutter, and water and sanitary sewer improvements.	School	\$803,850	\$439,400	112

Helm & Associates
 PO BOX 111
 ABERDEEN, SD 57402
 TEL (605) 225-1212 FAX (605) 225-3189
 RCH@HELMENGINEERING.COM

CITY OF MILLER
 120 West 2nd Street
 MILLER, SD 57352

Invoice
 Invoice Date: Dec 28, 2021
 Invoice Month: 2021
 Billing Through Dec 25, 2021

AP # 3-46-0034-012-2021
 INVOICE ELEVEN
 SEE ATTACHED
 PROJECT NAME: SD
 MILLER AIRPORT HANGAR TAXILANE IMPROVEMENTS ADMIN (4807403) - Monitored by (205)
 MILLER AIRPORT HANGAR TAXILANE IMPROVEMENTS RESIDENT ENGINEERING SERVICES (4807403) - Monitored by (205)

Amount Due this Invoice: \$2,457.67

VERIFICATION OF CLAIM: I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is in all things true and correct. Dated this 28th day of December, 2021.

APPROVAL:

BY: _____

TITLE: _____

DATE: _____

Account Summary		
Billed To Date	Paid To Date	Balance Due
\$ 57,936.28	\$ 47,270.56	\$ 2,457.67

Helm & Associates

CIVIL ENGINEERS & LAND SURVEYORS

200 West 11th Street
 Aberdeen, SD 57402
 (605) 225-1212
 RCH@HELMENGINEERING.COM

PROJECT: MILLER MUNICIPAL AIRPORT TAXILANE IMPROVEMENTS
 AP # 3-46-0034-012-2021
 A-8052
 CONTRACT DATE: PER AGREEMENT DATED 2/22/2021
 INVOICE DATE: 12/28/2021
 INVOICE NUMBER: ELEVEN
 INVOICE PERIOD: 1/28/2021 THROUGH 12/28/2021
 NEW OVERHEADS APPROVED BY SD DOT 96372232

CONSTRUCTION ADMINISTRATION SERVICES

	CURRENT INVOICE	TOTAL TO DATE
LABOR COSTS:		
OVERHEADS @ 1.84199	\$404.14	\$4,714.54
	\$764.84	\$9,756.61
LABOR SUB-TOTAL	\$7,188.96	\$13,270.16
COST OF MONEY @ 2.734%	\$11.05	\$328.85
FIXED FEE @ 13.5%	\$90.51	\$1,872.47
EXPENSES @ COST:		
MILEAGE:	\$0.00	\$79.36
MEALS:	\$0.00	\$14.00
LODGING:	\$0.00	\$0.00
OUTSIDE CONSULTANT (O&G) @ COST	\$0.00	\$0.00
TOTAL	\$1,350.54	\$12,984.87

RESIDENT ENGINEERING SERVICES

	CURRENT INVOICE	TOTAL TO DATE
LABOR COSTS:		
OVERHEADS @ 1.84199	\$382.40	\$14,580.30
	\$745.47	\$28,509.00
LABOR SUB-TOTAL	\$7,115.51	\$43,189.30
COST OF MONEY @ 2.734%	\$10.86	\$401.38
FIXED FEE @ 13.5%	\$153.27	\$5,430.55
EXPENSES @ COST:		
MILEAGE:	\$0.00	\$2,164.23
MEALS:	\$0.00	\$1,114.00
LODGING:	\$0.00	\$283.87
OUTSIDE CONSULTANT (FOERSTER) @ COST	\$0.00	\$460.00
TOTAL	\$1,289.73	\$55,955.38

SPN & ASSOCIATES

ENGINEERS & SURVEYORS

INVOICE

Schmucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Invoice Date Dec 27, 2021	Invoice Num 25250
Billing Through Dec 25, 2021	

Model has been set up, run, and adjusted to reflect storm events and flooding that occurred in the past few years. Alternative improvements to reduce flooding are being evaluated. Each alternative is evaluating the cost of the alternative and benefits seen from making the proposed improvements. It is anticipated that the findings of the study can be presented in mid January.

Billing period through: 12/25/2021

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M15727:0102	MILLER PRE-MITIGATION FLOOD STUDY SET UP OF MODEL	\$19,000.00	100.00	\$0.00	\$19,000.00

Total Amount Due \$19,000.00

This invoice is due upon receipt

VERIFICATION OF CLAIM

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Dated this 27th day of December 2021

Schmucker, Paul, Nohr & Associates

[Signature]
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

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222 East Capitol Avenue, Suite 8 • PO Box 1098 • Pierre, SD 57501
Toll-Free (888) 605-SDRS • Phone (605) 773-3731
Fax (605) 773-3949 • sdrs.sd.gov

MEMO

TO: AUTHORIZED AGENTS FOR CLASS B PUBLIC SAFETY EMPLOYEES

FROM: TRAVIS ALMOND, EXECUTIVE DIRECTOR *TWA*

SUBJECT: 2022 ELECTION FOR A CLASS B PUBLIC SAFETY EMPLOYEE
REPRESENTATIVE TO THE SDRS BOARD OF TRUSTEES

DATE: DECEMBER 16, 2021

In June of 2022, an election will be held to select a Class B public safety employee representative to the SDRS Board of Trustees. The four-year term will begin July 1, 2022.

Please post the enclosed "Election Notice" in a prominent place where it can be seen by all Class B public safety employees.

Additional Nominating Petition forms can be obtained from our office.

All Nominating Petitions must be completed and filed in the office of the executive director of the South Dakota Retirement System by 5:00 p.m. Central Time on February 23, 2022. Petitions received later will not be considered.

To inform the voters about the candidates, a special Election Issue of Outlook is prepared and mailed with the ballots. Candidates who would like information about themselves included in Outlook should submit the following with their petitions:

- *Recent photo and
- *Typewritten (200 words) biographical sketch and/or statement of candidacy. (The document should only speak to the candidate's professional background and basis of candidacy.)

The biographical sketch and/or statement of candidacy will be printed without editing provided the total word count, excluding articles, does not exceed 200 words.

Please feel free to contact Dawn Smith at 773-4596 if you have any questions.

Thank you.

TWA:dms

Enclosures

SOUTH DAKOTA MUNICIPAL LEAGUE

RIB DINNER WITH YOUR LEGISLATORS

Mayors, councilmembers and all municipal employees, please join us Tuesday, February 1, 2022 for an informal rib dinner with your state legislators. The dinner will be held at Drifters Bar & Grille in Fort Pierre beginning at 6:00 p.m. CST. Prior to dinner, a legislative briefing will be held to update you on discussion topics and on the committee meetings for Wednesday, February 2, 2022.

2022 MUNICIPAL GOVERNMENT DAY AT THE LEGISLATURE

Wednesday, February 2, 2022 will be Municipal Government Day at the Legislature. This is the day all municipal officials are invited to Pierre to watch the Legislature in action.

AGENDA

Tuesday, February 1, 2022 (all times listed are Central Standard Time)

- 5:00 p.m. to 6:00 p.m. **Registration**
Drifters Bar & Grille, Fort Pierre
- 5:30 p.m. **Legislative Briefing**
Drifters Bar & Grille, Fort Pierre
- 6:00 p.m. **Rib Dinner**
Drifters Bar & Grille, Fort Pierre

Wednesday, February 2, 2022

- 7:45 a.m. to Noon **Legislative Committee Meetings**
Various Committee Rooms in the State Capitol Building
(Registration packets available at the Rib Dinner will have the details.)

Register online at www.sdmunicipalleague.org/register

*Please register by Tuesday, January 25, 2022. **Rib Dinner registration is \$30.00 per person.**

*Online registration allows you to pay by credit card or indicate that you will be sending in a check.

No refunds will be given after January 25, 2022.

Accommodations:

A block of rooms has been reserved at the Ramkota Hotel in Pierre (605-224-6877) for Tuesday, February 1, 2022. (room block release date is January 1, 2022). Room rate is \$94.00 plus tax. Be sure to mention the SD Municipal League block when making your reservations.

Individuals needing assistance, pursuant to the Americans with Disabilities Act should contact the League office in advance of the meeting to make any necessary arrangements.

TASK ORDER

Task Order No. 11

Effective Date: _____

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: City of Miller, South Dakota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 16th day of March, 2015.

TASK ORDER PROJECT NAME: AMI System Procurement

TASK ORDER PROJECT DESCRIPTION: Assist City with the procurement of a new electric Advanced Metering Infrastructure (AMI) system.

DGR CONTACT PERSON(S): Jarrod Luze, P.E., Client Manager
Stuart Anderson, P.E., Project Manager,

CLIENT CONTACT PERSON: Dustin Graham, Electric Superintendent

SCOPE OF WORK:

1. Design Phase:

- a. Review and discuss the project with the Client.
 - i. Develop a list of desired features and outcomes for the project.
 - ii. Review the vendors the Client has evaluated and discuss each in detail.
 - iii. Discuss the variety of AMI technologies, software hosting options, and personnel requirements for operations and maintenance.
 - iv. Determine if/how vendor reference systems should be vetted.
- b. With input from Client, determine which system components are desired.
- c. With input from Client, develop a construction and cutover schedule for the AMI system development.
- d. Develop public bidding documents for the procurement of AMI system components and services.
- e. Provide bidding phase services, including providing bidding documents to AMI vendors, answering vendor questions, tabulating and evaluating bids, and providing award recommendations.

2. Construction and Implementation Phase:

- a. Assist the Client during the construction and implementation phase, including representing the Client's interest to the vendor, and related activities as needed.
- b. Review shop drawings, if required.
- c. Review submitted Operations and Maintenance recommendations and manuals.

Assumptions:

- No onsite visits are included in estimate, but visits can be arranged as desired.
- Meter sizing, desired form classes, and meter quantities necessary to be determined by Client.
- No programming modifications to the SCADA system and related equipment in order to accommodate any interfaces to AMI system is included in this estimate. However, these services can be completed as needed.
- The Vendor and Client will build and maintain the AMI system.

FEE ARRANGEMENT: We propose the following fee arrangement for the identified work:

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Design Phase	\$ 10,000	Lump Sum
Construction Phase	\$ 2,000	Estimate Fee - Hourly

All "Hourly" work will be billed at the then-current Hourly Fee Schedule then in effect at the time the work is performed. A copy of the current 2022 Hourly Fee Schedule A is attached as Appendix I. In addition to the amount relating to the personnel grade of the individuals doing the work, the only other expenses expected to be billed directly are travel-related costs (primarily mileage); subsistence costs if overnight stays are required (food and lodging); and Engineer's subconsultant charges.

Additional work beyond the Scope of Work described herein will be billed at our standard hourly rates in effect at the time the work is done.

SPECIAL TERMS AND CONDITIONS: None

<u>City of Miller, South Dakota</u> (Client)	<u>DeWiid Grant Reckert and Associates Company</u> <u>d/b/a DGR Engineering</u> (Consultant)
By: _____	By: _____
Title: _____ (Authorized signature and Title)	Title: _____ (Authorized signature and Title)
Address: _____	Address: 1302 South Union Street
City: _____	City: Rock Rapids, IA 51246
Date: _____	Date: _____

EXHIBIT A

DGR ENGINEERING

JANUARY 2022

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$100	\$59	\$54
02	\$106	\$64	\$56
03	\$112	\$69	\$60
04	\$118	\$73	\$65
05	\$127	\$78	\$70
06	\$140	\$84	\$75
07	\$152	\$88	\$80
08	\$162	\$94	\$85
09	\$175	\$100	\$90
10	\$187	\$106	\$96
11	\$200	\$112	\$103
12	\$212	\$117	\$118
13	\$226	\$123	\$135
14	\$232	\$132	\$166
15	\$238	\$142	\$219

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at \$0.80 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

KOHLMAN, BIRSCHBACH & ANDERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS
ROY R. HAUTE, CPA
BARRY SCHWABERS, CPA
WILLIAM BOCHMEIER, CPA
CHRISTINE OLSEN, CPA

1172 3RD STREET • PO BOX 127
MILLER, SD 57362
605-582-2744 • 605-583-2745 (FAX)

WYOMING OFFICE
MORRISON, SOUTH DAKOTA

December 29, 2021

City Council
City of Miller
120 West 2nd Street
Miller, South Dakota 57362

We are pleased to confirm our acceptance and understanding of the services we are to provide for the City of Miller for the year ended December 31, 2021.

You have requested that we prepare the financial statements of the City of Miller, which comprise the statement of net position - modified cash basis, the balance sheet - modified cash basis of the governmental funds and the statement of net position - modified cash basis of the proprietary funds and the related statement of activities - modified cash basis, the statement of revenues, expenditures, and the changes in fund balances - modified cash basis for governmental funds and the statement of revenues, expenses and changes in the net position - modified cash basis for proprietary fund for the year ended December 31, 2021 and perform a compilation engagement with respect to those financial statements. These financial statements will not include related notes to the financial statements as required for financial statements prepared in accordance with the modified cash basis of accounting. In addition, the budgetary comparison schedule - budgetary basis for the governmental funds, and the schedule of change in long-term debt will be prepared and presented with the financial statements. Such supplementary information is the responsibility of management and will be subject to our compilation engagement.

We will assist your bookkeeper in adjusting the books of accounts with the objective that she will be able to prepare a working trial balance from which financial statements can be prepared. Your bookkeeper will provide us with a detailed trial balance and any supporting schedules we require.

City of Miller
December 29, 2021
Page Two

Our Responsibilities

The objective of our engagement is to-

1. prepare financial statements in accordance with the modified cash basis of accounting based on information provided by you and
2. apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the City or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

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Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the modified cash basis of accounting and assist you in the presentation of the financial statements in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the modified cash basis of accounting and the inclusion of a description of the modified cash basis of accounting.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the City complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with --

- access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
- additional information that we may request from you for the purpose of the compilation engagement.

- unrestricted access to persons within the City of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our report will disclose that the City's management has selected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were to be included in the financial statements, they might influence the user's conclusions about the City's assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements will not be designed for those who are not informed about such matters.

Our report will disclose that the financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

You agree to include our accountants' compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain our permission to do so.

CITY OF MILLER
December 29, 2021
Page Five

The supplementary information accompanying the financial statements will be presented for purposes of additional analysis. Our report will not express an opinion, a conclusion, nor provide any assurance on such information.

Other Relevant Information

Daily Schaefer is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are based upon the time required by the individuals involved in the engagement, plus any direct expenses.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

William, Burckhardt & Anderson, LLP
Kohman, Stierbach & Anderson, LLP

ACKNOWLEDGED:

CITY OF MILLER

Signature _____

Title _____

Date _____

PLEASE
& D

KOHLMAN, BIRSCHBACH & ANDERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS

ROY R FAUTH, CPA
EMILY SCHAEFERS, CPA
WILLIAM J BACHMEIER, CPA
CHRISTINE OLSEN, CPA

117 E 3RD STREET • PO Box 127
MILLER, SD 57362
605- 853-2744 • 605- 853-2745 (FAX)

WITH AN OFFICE IN
MOBRIDGE, SOUTH DAKOTA

December 29, 2021

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

Our proposal to perform an audit of the financial statements of the City of Miller for the two years ended December 31, 2021 will not exceed \$16,500.00 if the city is not subject to Uniform Guidance, or \$19,000.00 if the city is subject to Uniform Guidance.

If our proposal is accepted, please contact us and we will provide you with an engagement letter.

Very truly yours,

KOHLMAN, BIRSCHBACH & ANDERSON, LLP



Emily Schaefer, CPA, Partner

ES/ng