

**AGENDA
CITY OF MILLER
TUESDAY, JANUARY 18, 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 Minutespgs. 1-2

Public Input

7:15 Public Hearing

Phase IV Water/Sewer Funding Application

New Business

1. Rescind Resolution 2022-1 Salaries
2. Revised Resolution 2022-1 Salaries..... pg. 3
3. 1st Reading of Ordinance #730 – Utility Bill Due Date pg. 4
4. Fire Department Roster..... pg. 5
5. Memorandum Of Destruction..... pg. 6
6. Resolution 2022-3 – Nissen Outlots pg. 7
7. Family Crisis Donation
8. Pop-a-Top Special Event Liquor License

Approval of Bills

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
JANUARY 3, 2022**

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, January 3, 2022.

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 Alderwoman Lichty to approve the agenda. All members voted aye. Motion carried.

MINUTES: Motion by Alderman Steers, seconded by Alderman Swartz to approve the minutes for the regular meeting held on December 20, 2021, and the year-end meeting held on December 29, 2021. All members voted aye. Motion carried.

PUBLIC INPUT

Mayor Blachford offered his condolences to Ron Hoftiezer on the death of his father, Dwaine Hoftiezer. City Hall will be closed on Friday, January 7th from 11:00 to 12:00 for employees to attend the funeral.

DEPARTMENT HEAD REPORTS

Alderman Odegaard asked Chief Speck why he purchased the body cameras on his 2021 budget when he was supposed to wait for 2022 and possible grants. Chief Speck said they had been turned down for the grant and had money remaining in his 2021 budget. Alderman Steers stated that he had reviewed the sidewalks that were reported in disrepair by the Disability Rights South Dakota with Ron Hoftiezer. He will contact DRSD and the property owners.

NEW BUSINESS

Family Crisis Center: Janelle Fortin and Michelle Stuck, Family Crisis Center (FCC), were present to give an overview of 2021. They have been very beneficial to residents of Hand County. Deputy Wayne Ames stated that the FCC is a tremendous resource for local law enforcement.

Resolution 2022-2 Family Crisis Center: Motion by Alderman Odegaard, seconded by Alderwoman Lichty to approve the reading of Resolution 2022-2 – Family Crisis Center. All members voted aye. Motion carried.

Pool Committee: Bryan Breitling was present to ask for a commitment from the city to assist financially and with in-kind work for the new pool. The council is going to visit with other entities and get back to the committee. The city would like to postpone the construction phase of the pool for 2-3 years for more fundraising opportunities.

Resolution 2022-1 Annual Salaries: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the reading of Resolution 2022-1 – Annual Salaries. All members voted aye. Motion carried.

Community Access Grant: The City was awarded a \$387,700 Community Access Grant to replace the street in front of the armory.

Helms & Associates: Motion by Alderman Steers, seconded by Alderman Rangel to approve invoice 25285 for \$2,659.67 for the airport project. All members voted aye. Motion carried.

SPN & Associates: Motion by Alderman Swartz, seconded by Alderman Zeller to approve SPN & Associates invoice 25250 for \$19,000 for the flood study. All members voted aye. Motion carried.

Designate Depositories and Official Newspaper: Motion by Alderman Odegaard, seconded by Alderwoman Lichty to designate *The Miller Press* as the official newspaper and Quoin Financial Bank and American Bank & Trust as the official depositories. All members voted aye. Motion carried.

SDRS Election Notice: There were no Class B safety employees interested on serving on the SDRS Board of Trustees.

Legislative Rib Dinner: Anyone interested in attending the Legislative Rib Dinner on February 1st in Pierre must let Sheila know before January 25th.

DGR Engineering Agreement: Motion by Alderman Rangel, seconded by Alderman Swartz to approve DGR Engineering Task Order 11 to assist with the bidding process for new electric radio read meters. All members voted aye. Motion carried.

KBA Engagement Letters: Motion by Alderman Zeller, seconded by Alderman Steers to hire KBA to do our annual report for 2021 and our audit for 2020 & 2021. All members voted aye. Motion carried.

Building Permits: Motion by Alderwoman Lichty, seconded by Alderman Odegaard to approve the removal permit for Bill Lewellen to remove a carport and the building permit for Trudy Stevens to bring in a trailer house. All members voted aye. Motion carried.

EXECUTIVE SESSION: Motion by Alderman Rangel, seconded by Alderwoman Lichty to go into executive session for personnel matters pursuant to SDCL 1-25-2(1) at 8:02 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderwoman Lichty to come out of executive session at 8:47 p.m. All members voted aye. Motion carried. No action was taken.

Motion by Alderman Zeller, seconded by Alderman Swartz to adjourn the meeting. There being no further business, the meeting was adjourned at 8:49 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: _____

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 Odegard 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 Arnes \$23.08 per hour, Grant OT/Worked Holiday - \$34.62
 Chris Herrickson \$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 Hofmeier \$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
~~Josh Reber \$27.54 per hour~~
 \$20.00 per day when on call
 Devin Letsche \$16.32 per hour
 \$20.00 per day when on call
 Josh Koeck \$50.00 per hour (2 hour minimum) as needed basis
 \$50.00 per day when on call as needed basis
 Bill Lewellen \$80.00 per hour as needed basis

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

CERTIFIED POLICE SUBSTITUTES

\$16.61 per hour

SNOW HAULING EMPLOYEES

\$15.30 per hour

SWIMMING POOL MANAGER

\$14.85 per hour

SEASONAL EMPLOYEES

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

Adopted this 18th day of January 2022.

ATTEST:

Sheila Coss, Finance Officer

Ronald Blachford, Mayor

ORDINANCE #730

The City of Miller is an equal opportunity employer.

AN ORDINANCE AMENDING SECTIONS 38-37 AND 38-363, OF THE ORDINANCES OF THE CITY OF MILLER, SOUTH DAKOTA.

BE IT ORDAINED by the City of Miller, South Dakota, that Article II. Section 38-37 and Article IV. Section 38-363 are hereby amended to read as follows:

Article II. Sec. 38-37.

and

Article IV. Sec. 38-363. Payment due date.

All consumer bills shall be due the 15th day of the following month and shall become delinquent on the 16th day of that same month. ~~In the event that the 15th day of the month falls on a Saturday, Sunday or a holiday, the consumer shall have until the next business day to pay due bill.~~ All delinquent consumer bills shall be assessed a five percent penalty on the unpaid balance.

This Ordinance should be in full force and effect so as to commence and include all electrical and water billings due in the month of March, 2022.

Ronald Blachford, Mayor

(SEAL)

ATTEST:

Sheila Coss, Finance Officer

Record of votes:

Alderman Swartz -
Alderman Odegaard -
Alderman Zeller -
Alderman Rangel -
Alderman Lichty -
Alderman Steers -

1st Reading – January 18, 2022
2nd Reading – February 7, 2022
Adoption – February 7, 2022
Publication – February 12, 2022

MILLER FIRE DEPARTMENT			MEMBER ROSTER	
ID #	NAME	ADDRESS	CITY/STATE/ZIP	
1 F115	DAVID L JOHNSON	19810 359TH AVE	MILLER SD	57362
2 F102	DAVID N BLACHFORD	515 EAST 4TH ST	MILLER SD	57362
3 F114	BRUCE (MIKE) HAMMILL	326 EAST 6TH ST	MILLER SD	57362
4 F105	RONALD HOFTIEZER, SR	112 East 1st Ave	MILLER SD	57362
5 FM 20	TERRY L MANNING	311 WEST 6TH ST	MILLER SD	57362
6 F103	RICK C NORTON	419 WEST 1ST ST	MILLER SD	57362
7 F109	MICHAEL NAMANNY	510 EAST 2ND ST	MILLER SD	57362
8 F112	SHANE SPORRER	423 W 1st St	MILLER SD	57362
9 F118	SCOTT GIBSON	317 West 3rd St	MILLER SD	57362
10 FM 26	STEVE RESEL	2205 N Broadway	MILLER SD	57362
11 F120	JEFFREY MONCUR	310 West 7th St	MILLER SD	57362
12 F202	Richard Waldrop	222 West 7th St	Miller, SD	57362
13 F203	Terry Naber	107 S Commercial Ave	St Lawrence, SD	57373
14 FM125	Kelly Fernholz	19812 Rainbow Ranch Pl	Miller, SD	57362
15 F129	Rick Oligmueller	608 West 1st Ave	Miller, SD	57362
16 F124	Lance DeHaai	333 East 7th St	Miller, SD	57362
17 FM 13	Rodney Gortmaker	327 East 9th St	Miller, SD	57362
18 F119	Arlen Gortmaker	305 N Commercial Ave	St Lawrence, SD	57373
19 F128	Brandon Hammill	326 East 6th St	Miller, SD	57362
20 F111	Chris Kruml	PO Box 407	Miller, SD	57362
21 F122	Shaun McFarlane	313 East 6th St	Miller, SD	57362
22 F117	Jeff Phinney	618 E 3rd St	Miller, SD	57362
23 F121	Brad Kopecky	225 W 5th St	Miller, SD	57362
24 F126	James Waldrop	613 W 1st Ave	Miller, SD	57362
25 F104	Chris Asmus	203 W 12th St	Miller, SD	57362
26	Gary Neyens	1600 E 3rd St	Miller, SD	57362
27	Nate Van Zee	117 W 5th St	Miller, SD	57362
28 F107	Seth Allen	101 N Oak St	St Lawrence, SD	57373
29 F135	Michael Hammill	20061 363rd Ave	St Lawrence, SD	57373
30 FM3	Patrick Price	309 W 2nd St	Miller, SD	57362
31 F137	Adam Seeklander	323 E 5th St	Miller, SD	57362
32 SDGFP	John Dunlop	301 N Catalpa St	St Lawrence, SD	57373
33	Brandon Moore	2303 N Braodway Ave	Miller, SD	57362
34 F136	Tyler Swaney	522 E 2nd St	Miller, SD	57362
35	Keeven Long	20541 349th Ave	Ree Heights, SD	57371
36	Devyn Gortmaker	327 E 9th St	Miller, SD	57362
37	Corey Resel	2205 N Broadway	Miller, SD	57362
38 F110	Dustin Graham	205 w 5th Ave	Miller, SD	57362
39	Sheldon Waldrop	222 W 7th St	Miller, SD	57362

MEMORANDUM FOR RECORD

January 18, 2022

SUBJECT: Record Destruction
FROM: Finance Office

1. The following **2015 & 2016 Payroll** records are to be destroyed:
 - a. GL Yearly
 - b. Payroll Register
 - c. Check Stubs
 - d. W-2's and W3
 - e. Timesheets
 - f. Accumulation Report
 - g. Monthly and Current Ded/Ben
 - h. Deduction/Benefit Register and D/B Transactions
 - i. Payroll Summary
 - j. Quarterly Reports: 941's, Unemployment
 - k. Employee Ded/Ben
 - l. Outstanding Checks/Paid Register
 - m. Timecards Report
 - n. Retirement Plans
 - o. Insurance Statements
 - p. SDRS Contribution Reports
 - q. EFPTS confirmations
2. The following **2015 & 2016 Fund Accounting** records are to be destroyed:
 - a. Expenditure & Revenue Guidelines
 - b. Expenditure & Revenue WS's
 - c. Journal Entries
 - d. Payments
 - e. Check Detail Register
 - f. Receipt Book Report
 - g. Balance Sheets
 - h. Cash Balances
 - i. Batch Payments
 - j. Expenditure Summary
 - k. Trial Balance
 - l. Receipts
 - m. Expenditure Guideline by Department
 - n. Check Summary Registers
 - o. Check Stubs
 - p. 1096 and 1099's
 - q. Vouchers
3. The following **2015 & 2016 Utility Billing** records are to be destroyed:
 - a. Alpha Accounts
 - b. Receipts Distribution
 - c. Billing Register/Summary
 - d. Entry Register
 - e. Receipt Distribution Register
 - f. Water Reading/Consumption Reports
 - g. Deposits Refunded Spreadsheet
 - h. Meter Installation Sheets and Work Orders
 - i. Meter book readings
4. The following **2015 & 2016 Miscellaneous** records are to be destroyed:
 - a. SDPAA insurance renewals
 - b. Health, Vision, Dental, Life Insurance renewals
 - c. KBA year-end journal entry records

Prepared by:

Steve Noack, General Counsel
Titan Machinery Inc.
644 East Benton Drive
West Fargo, ND 58078
701-356-0130

RESOLUTION NO. 2022-3

The City of Miller is an equal opportunity employer.

A RESOLUTION TO RESCIND SET-BACK REQUIREMENTS

WHEREAS, certain land was platted in Hand County in 1964, by the survey of plat recorded in Book 3 Plats, Page 21, depicting a building setback requirement (the "**Setback Requirements**").

WHEREAS, the land was annexed into the City of Miller in 1979;

WHEREAS, the then owner of the Property constructed a building in 1979 that encroached into the set-back buffer on the north side of the Property;

WHEREAS, the City of Miller does not have set-back requirements for commercial and/or industrial property; and

WHEREAS, the current owner of the following described Property desires that the following Setback Requirements contained in plat be rescinded in their entirety, or at least with respect to the following described land.

The North 362.6 feet of Nissen Outlot 2;
The North 362.6 feet of the 66 foot right of way (now vacated) platted and lying between Nissen Outlot 2 to the West and Nissen Outlots 3 and 7 to the East;
Nissen Outlots 3, 4, and 5;
The West 118.6 feet of Nissen Outlot 6;
The North 161.3 feet of the West 718.6 feet of Nissen Outlot 7;

and

the North 33 feet of the adjacent right of way (now vacated) on the South Side of said Outlot 7. All in the NorthEast 1/4 NorthEast 1/4 of Sec. 10, Twp. 112 North, Range 68, West of the 5th P.M., Hand County, SD, according to the recorded plat thereof Excepting therefrom all highway rights-of-way. (the "**Property**")

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Miller, that a variance is hereby granted for the above-described property as follows:

1. The Setback Requirements as depicted in survey of plat recorded in Book 3 Plats, Page 21 that are applicable to the Property are rescinded as of the date hereof;
2. The Property shall be subject to the same zoning ordinances and regulations as applicable to other commercial and industrial property located in the City of Miller; and
3. The owner of the Property shall cause these resolutions, or a certified copy of these resolutions, to be recorded in the real estate records of Hand County, South Dakota.

Dated this ____ day of January, 2022.

(SEAL)

ATTEST:

Sheila Coss, Finance Officer

Ronald Blachford, Mayor