

**AGENDA  
CITY OF MILLER  
MONDAY, MARCH 1, 2021  
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 - 3**

**Public Input**

**Department Head Reports.....pgs. 4 - 6**

**New Business**

1. Hire Pool Manager
2. Gortmaker Letter Response
3. Joel Johnson, Code Enforcer Request.....pg. 7
4. Natural Gas Meeting
5. Appoint Consolidated Board of Equalization Member.....pg. 8
6. Ordinance #717 - Firearms .....pg. 9
7. Helms & Associates Invoice 23248 for \$1,916.24 .....pg. 10
8. Lineman/Temporary Electric positions

**Executive Session**

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

**Approval of Bills**

**Adjourn**

**CITY OF MILLER**  
**CITY COUNCIL MEETING**  
**FEBRUARY 16, 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 Tuesday, February 16, 2021.

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

**CALL TO ORDER:** President Rangel called the meeting to order.

Pledge of Allegiance was said by all present.

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

**MINUTES:** Motion by Alderman Zeller, seconded by Alderwoman Lichty to approve the minutes for the regular meeting held on February 1, 2021. All members voted aye. Motion carried.

**PUBLIC INPUT**

Mary Jo Gortmaker presented a list of complaints to the council regarding the police department, the street department, and current surcharges. Mike Beaner asked about the electric poles and lines that are still present on the east side of town. Alderman Steers stated that retiring the old electrical system is a project for this summer. Will Page found a 1964 city map at the courthouse. He will take it back to his office if the city does not have a place to hang it.

**UNFINISHED BUSINESS**

**Petition for Countywide Law Enforcement:** Finance Officer Sheila Coss denied a petition received from Mary Jo Gortmaker regarding countywide law enforcement after consultation with the city attorney. The petition was not in proper form for placement on the ballot. Alderman Steers informed the public that Kecia Beranek, On Hand Economic Development, is setting up a meeting with the city, county and the public to discuss the feasibility of countywide law enforcement.

**2020 Year-end Financials:** Motion by Alderman Steers, seconded by Alderman Swartz to approve transferring \$77,000 from the general fund checking to the airport project checking, and to transfer from the checking account, for the following funds, to CDs at Quoin: \$450,000 general fund, \$25,000 BBB-pool, and \$400,000 electric. All members voted aye. Motion carried.

**NEW BUSINESS**

**Sandbagging Equipment:** Motion by Alderman Odegaard, seconded by Alderman Steers to pay \$700.00 to Hand County for sandbagging equipment. All members voted aye. Motion carried.

**Resolution 2021-4:** Motion by Alderman Swartz, seconded by Alderman Odegaard to approve the reading of Resolution 2021-4 -- Surplus Property. All members voted aye. Motion carried.

**Helms & Associates - Engineering Services:** Motion by Alderman Zeller, seconded by Alderwoman Lichty to approve the engineering services for Helms & Associates to complete Airport Project #3-46-0035-12-2021. All members voted aye. Motion carried.

**Helms & Associates – Geotechnical Exploration:** Motion by Alderman Odegaard, seconded by Alderman Zeller to hire Soil Technologies, Inc. to do the soil boring for Airport Project #3-46-0035-12-2021 at the advice of Helms & Associates. All members voted aye. Motion carried.

**SPN & Associates – Flood Study Agreement:** Motion by Alderman Swartz, seconded by Alderman Steers to hire SPN & Associates to do the flood study for the southeast corner of Miller and the area north of Highway 14 between East 1<sup>st</sup> and 3<sup>rd</sup> Avenues. All members voted aye. Motion carried.

**Municode Estimate – Supplement 6:** Motion by Alderman Zeller, seconded by Alderman Swartz to pay approve the Municode Supplement 6 for \$889.00. All members voted aye. Motion carried.

**MicroFix, Inc. Computer Quote:** Motion by Alderwoman Lichty, seconded by Alderman Zeller to approve ordering a computer for Cindy Deuter, Deputy Finance Officer from MicroFix, Inc. for \$909.00 plus installation fees. All members voted aye. Motion carried.

**Willie's Bar & Grill – Special Event Liquor License:** Motion by Alderman Odegaard, seconded by Alderwoman Lichty to approve a special event liquor license for Willie's Bar & Grill to serve alcohol at the community center on March 3, 2021. All members voted aye. Motion carried.

**New York Life – Group Life Policy:** Motion by Alderman Odegaard, seconded by Alderman Steers to have Donna Bourdon, New York Life, offer group life insurance to the employees. After discussion all members voted nay. Motion failed. Motion by Alderman Steers, seconded by Alderman Odegaard to table a decision regarding group life insurance until a later date. All members voted aye. Motion carried.

**Correspondence – Paint SD:** The council was given information regarding Paint SD where people can nominate a homeowner to have their house painted by volunteers at no cost to the resident.

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

Motion by Alderman Zeller, seconded by Alderwoman Lichty to adjourn the meeting. There being no further business, the meeting was adjourned at 7:52 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 February 2021 (2)**

A & B Business	Used & New Copiers	4,447.77
Agtegra	Fuel	201.72
American Solutions	Supplies	44.19
Brookings Area CTC	Supplies	60.00
CK Welding	Supplies	196.31
Coss Agency	John Green prints (4)	572.00
Cowboy Country Stores	Fuel	757.07
Drivers License Guide Company	ID Guide	31.95
Elan	Supplies	1,745.18
Family Crisis Center	Donation	1,500.00
Farnam's	Parts	31.80
Frontier Precision	Subscription	1,650.00
Hand County Publishing	Publications	288.47
HCPD	Power	13,950.49
Light and Siren	Vehicle Equip.	6,732.74
MDRWS	Water	16,351.75
Midco	Telephones	465.70
Miller Ace	Supplies	1,312.39
Oakley Farm & Ranch	Supplies	979.34
OHED	Industry	6,250.00
Overhead Door Co.	Repairs	220.61
Riter Rogers Law	Prof Fees	1,872.50
Rural Development	Loans	16,403.00
SD Dept of Revenue	Sales Tax	8,495.59
Share Corp	Supplies	236.66
Sturdevant's	Parts	176.24
Tony's Repair	Repairs	80.00
WAPA	Power	54,412.29
	Accounts Payable Total	<u>\$139,465.76</u>

**Payroll Salary plus**

Benefits by Department:		2/16/2021		
Department		w/o OT	OT	Total
41402 FINANCE OFFICE		1,409.86	0.00	1,409.86
42101 POLICE		11,061.66	849.84	11,911.50
43101 STREET		5,227.96	0.00	5,227.96
43201 SEWER		5,483.26	44.33	5,527.59
43305 WATER		5,483.17	44.32	5,527.49
43403 ELECTRIC		6,050.01	0.00	6,050.01
		<u>\$34,715.92</u>	<u>\$938.49</u>	<u>\$35,654.41</u>

**City Council Meeting  
Department Head Reports  
March 1, 2021**

**Police Department Report**

1. February 3, 2021, the officers were recertified in CPR and AED. Officer Wayne Ames was the instructor.
2. February 17, 2021, Officer Wayne Ames attended an Advanced Traffic Stops Training. The class was online.
3. February 18, 2021, Officer Henson assisted the South Dakota Highway Patrol with a traffic safety check point.

**Street Department Report**

1. I finished my pesticide recertification categories. These were all online this year.
2. We attended the mandatory annual MSHA safety training.
3. We repainted the water truck chassis and painted the new water tank. We also re-plumbed and overhauled several valves and rewired some lights on the truck.
4. I sanded streets a couple times as needed.
5. I was contacted by the DOT on asphalt for the bike path between Miller and St. Lawrence. They are planning on work around the area and asked if we wanted to be included so we could get a better price on hot mix. This would be in a year or three (their project is still in the planning stages).
6. We fixed a plow mount, small water leak, alternator, and lights on the #4 truck.
7. We cut some more tree limbs that were impeding some streets. I am planning on cutting more in the next few weeks.
8. David helped Haydn take down some overhead wire.
9. I had an LTAP meeting, and they were discussing areas in towns where people were driving too fast. They mentioned a sign with a radar gun and have had good luck with its use. I talked to Shannon about this and I will be giving him more information after I get it.
10. We are doing some adjustments to the new sweeper so it will be ready when we can go with it.

**Water/Sewer/Airport Department Report**

1. We had several calls the last couple of weeks of residences with frozen water and sewer lines, but each time it was the homeowner's responsibility. We helped them out if we could.
2. We've had to pull the pumps at each lift station for rags and a 6' SUMP PUMP HOSE STUCK IN THE LIFT STATION!!!
3. Overhauled some water meters.
4. We attended some safety and spray classes.
5. Helped the electric department take down some power lines.
6. The fuel trailer for the airport is finished and has been shipped. It should be here next week.

**Electric Department Report**

1. Fix light for Welcome to Miller sign.
2. Wreck out old system.
3. Maintenance equipment.
4. Adjusting inventory.
5. Trim trees.

**Finance Office Report**

1. 2021 Sales Tax Comparison Report -- see attached.
2. We will have an election for Mayor and Ward II Alderman on April 13<sup>th</sup>.
3. Emily Schaefer, KBA, is working on our annual report.
4. I have been working with various funding agencies for 2020 financial information.
5. **Current** results of FrontDesk software survey are:

Responses	Yes	No
Monkey Survey (Facebook)	22	7
Email	5	0
Paper	19	45

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			\$6,250.00
April			\$6,250.00
May			\$6,250.00
June			\$6,250.00
July			\$6,250.00
August			\$6,250.00
September			\$6,250.00
October			\$6,250.00
November			\$6,250.00
December			\$6,250.00
<b>Total</b>	<b>\$151,014.03</b>	<b>\$148,308.07</b>	<b>1.82%</b>
	up/down from last year		<b>\$2,705.96</b>

# 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		\$0.00 \$0.00	\$0.00 \$0.00
APR		\$0.00 \$0.00	\$0.00 \$0.00
MAY		\$0.00 \$0.00	\$0.00 \$0.00
JUN		\$0.00 \$0.00	\$0.00 \$0.00
JUL		\$0.00 \$0.00	\$0.00 \$0.00
AUG		\$0.00 \$0.00	\$0.00 \$0.00
SEP		\$0.00 \$0.00	\$0.00 \$0.00
OCT		\$0.00 \$0.00	\$0.00 \$0.00
NOV		\$0.00 \$0.00	\$0.00 \$0.00
DEC		\$0.00 \$0.00	\$0.00 \$0.00
	<b>\$7,508.30</b>	<b>\$1,501.66</b>	<b>\$6,006.64</b>

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
<b>\$40,694.56</b>	<b>\$8,138.91</b>	<b>\$32,555.65</b>

\$3,391.21

average/month

up/down from previous year		
Total	-274.74	-3.53%
City	-54.95	-3.53%
OHED	-219.79	-3.53%

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

OHED 80%

Check #

Check Date

FEB 187.30

FEB 1,353.08

**\$1,540.38**

# CODE ENFORCEMENT SPECIALISTS

Joel Johnson – owner  
PO Box 125 Burke SD, 57523  
johnsimp@gwtc.net Ph. (605)208-0786

February 12, 2021

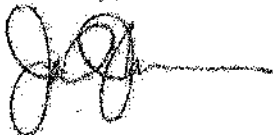
Hello everyone!

In the spirit of streamlining code enforcement, I am reaching out to all communities with a couple of ideas to make our process a little more efficient. Here are a few thoughts I would like us all to work on together:

- Three Council members.
1. Instead of emailing the follow-up report to just the finance officer or mayor as we have done in the past, I would like to create a "mailing list" in Outlook so I can readily send it to all those concerned with city govt. (ie. mayor, council members, maintenance personnel, law enforcement). This should help keep everyone abreast of what is going on in their community and it should speed up meetings. In order to do that, I would like a list of all interested parties and their email addresses.
  2. It would be very helpful to me and my associates if I could get an electronic copy of the town map for every community. I do have maps of a handful of communities, but the vast majority of you I do not have. It does make inspections easier and record keeping a little easier. I could also scan a paper copy if that were all you had.
  3. I would also like an electronic version, or a link to one, of all your city ordinances. Some of our paper copies are getting worn out and at times they are a bit cumbersome. There have also been occasions when we are asked to send a notice and the ordinances are not readily accessible.
  4. A few communities have not adopted the International Property Maintenance Code. I think some are concerned that doing so will nullify their current ordinances -- it will not. What adopting the IPMC will do for your community if you haven't already adopted it is become a supplement for your existing ordinances. Adopting the IPMC will help streamline the process for the majority of your violations, while allowing you to keep the "one off" ordinances that your current ones do a better job of addressing. You don't have to adopt the whole IPMC either as portions of it are unnecessary in South Dakota. I can help you with that as needed.

Please disregard the portions of this letter if some of the items do not pertain to you. Should you have questions on any of this, please feel free to give me a call. Just looking to minimize time to keep your investment as small as possible. Here's to looking forward to a very productive year.

Sincerely,



Joel Johnson  
Code Enforcement Specialists



## City of Miller

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**From:** Hand Co Auditor -- Doug DeBoer <auditor@handcountysd.org>  
**Sent:** Tuesday, February 23, 2021 8:50 AM  
**To:** 'City of Miller'  
**Subject:** RE: Consolidated Board of Equalization for 2021

Terry told me my date in the last sentence was wrong so I had to change that one. Here is the current plan I'll submit to the commissioners

~~PROPOSED~~  
**NOTICE OF MEETING OF  
CONSOLIDATED EQUALIZATION BOARD  
SDCL 10-11-66**

NOTICE IS HEREBY GIVEN that the Board of County Commissioners and Local Boards of Equalization, sitting together as a Consolidated Board of Equalization of Hand County, South Dakota will meet in the Commissioners' Chambers in said County on ~~Tuesday, April 13th, 2021, at 7 p.m.~~ for the purpose of reviewing, correcting and equalizing the assessment of said County and associated local boards for the year 2021.

NOTICE IS ALSO HEREBY GIVEN that any local board of equalization, whether township, municipality or school district may participate with the Consolidated Board of Equalization of Hand County as provided in SDCL 10-11-66 as amended.

Any municipality, school or township wishing to participate in the Consolidated Board of Equalization shall serve upon the county auditor, notice of intent to participate by Monday March 22<sup>nd</sup>, 2021.

All persons considering themselves aggrieved by said assessment are required to submit written notice to the County Auditor no later than April 6th, 2021.

/s/: Doug DeBoer -- Auditor

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**Office of the County Auditor**  
Doug DeBoer  
415 West 1<sup>st</sup> Avenue, Suite 202  
Miller, South Dakota 57362

[auditor@handcountysd.org](mailto:auditor@handcountysd.org)  
Public Alerts via [www.alertsense.com](http://www.alertsense.com)  
<https://hand.sdcounties.org/auditor>

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**From:** City of Miller <finance.office@cityofmiller.com>  
**Sent:** Tuesday, February 23, 2021 8:41 AM  
**To:** 'Hand Co Auditor - Doug DeBoer' <auditor@handcountysd.org>  
**Subject:** RE: Consolidated Board of Equalization for 2021

What is the date and time of the meeting?

**ORDINANCE #717**

*The City of Miller is an equal opportunity employer.*

**AN ORDINANCE AMENDING CHAPTER 26 TO INCLUDE SECTION 2 OF THE ORDINANCES OF THE CITY OF MILLER, SOUTH DAKOTA.**

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

SECTION 26-2 of the Miller Municipal Code was added to read as follows:

**Sec. 26-2 - Firearms**

It shall be unlawful for any person to discharge or shoot off any gun, pistol, rifle, air gun, carbon-dioxide gun or any other firearm, or use for any purpose any such device for throwing or forcing through the air missiles or projectiles of any character whatever, within the city limits of the City of Miller. This Section shall not apply to any law enforcement officers while engaged in the lawful conduct of their duties, or to any citizen discharging of a firearm when lawfully defending his or her person or property,

Violation of this ordinance may be punished by a fine in accordance to a class 2 misdemeanor.

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

(SEAL)

ATTEST:

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

Record of Votes:

Alderman Swartz --

Alderman Zeller --

Alderman Odegaard --

Alderman Rangel --

Alderwoman Lichty --

Alderman Steers --

1<sup>st</sup> Reading -- March 1, 2021

2<sup>nd</sup> Reading -- March 15, 2021

Adoption -- March 15, 2021

Publication -- March 20, 2021

Helms

**Helms & Associates**

PO Box 111

Aberdeen, SD 57402-

Tel: (605) 225-1212 Fax: (605) 225-3189

BOBB@HELMSENGINEERING.COM

**Invoice**

Invoice Date: Feb 23, 2021

Invoice Num: 23248

Billing Through: Feb 20, 2021

CITY OF MILLER  
120 West 2nd Street  
MILLER, SD 57362-**MILLER AIRPORT ALP & NARRATIVE REPORT (A7138:01) - Managed by (205)**

AIP #3-46-0035-010-2019

PER AGREEMENT DATED 4/16/19

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
A7138:01	MILLER AIRPORT ALP & NARRATIVE REPORT	\$191,624.25	81.00	\$153,299.40	\$1,916.24

Total Amount Due: \$1,916.24

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 23<sup>rd</sup> day of Feb 2021.

HELMS AND ASSOCIATES Bob Helms

APPROVAL:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Account Summary**

Services BTD	Expenses BTD	Billed To Date	Paid To Date	Balance Due
\$ 155,215.64	\$ 0.00	\$ 155,215.64	\$ 153,299.40	\$ 1,916.24

10