

**AGENDA  
CITY OF MILLER  
TUESDAY, MARCH 21, 2023  
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 - 2**

**Public Input**

**New Business**

1. SPN – East 4<sup>th</sup> Street Bid approval
2. District 5 Meeting Overview
3. Credit Card Policy Changes ..... pg. 3
4. Heartland Annual Meeting .....pg. 4 - 5
5. Hire Summer Help – Floater
6. Good Friday & Easter Monday ..... pg. 6
7. Park Fountain Light Donation
8. DANR Letter..... pg. 7
9. SD Airports Conference attendee(s) ..... pg. 8

**Unfinished Business**

1. Golf Course Pond
2. Ball Field Scoreboards

**Approval of Bills**

**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  
MARCH 6, 2023**

*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, March 6, 2023.

**MEMBERS PRESENT:** Mayor Ron Blachford, Aldermen: Mike Wetz, Tom McGough, Joe Zeller, and Alderwomen Susan Hargens & Tammy Lichty. Jim Odegaard joined via phone call.

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

Pledge of Allegiance was said by all present.

**AGENDA:** Motion by Alderwoman Hargens, seconded by Alderwoman Lichty to approve the agenda as amended. All members voted aye. Motion carried.

**MINUTES:** Motion by Alderman McGough, seconded by Alderman Zeller to approve the minutes for the regular meeting held on February 21, 2023. All members voted aye. Motion carried.

**DEPARTMENT HEAD REPORTS**

Alderman McGough commented that he appreciated Ron Hofsticzer's quick response to a citizen's concern.

Ron Hofsticzer is getting a local quote for a lawn mower to replace the one that was sold in the fall.

**NEW BUSINESS**

**Park Fountain Lights:** Motion by Alderwoman Hargens, seconded by Alderman Zeller to order the colored 3-light kit from Living Water Aeration for the Crystal Park fountain for \$1,805.00. All members voted aye. Motion carried.

**Plat of Jena Outlot 2:** Motion by Alderman Wetz, seconded by Alderman McGough to sign the Plat for Jena Outlot 2. All members voted aye. Motion carried.

**SDMEA Convention:** Motion by Alderman Zeller, seconded by Alderman Wetz to have Dustin Graham and Devin Letsche (providing on-call coverage) attend the SDMEA convention in Watertown, April 4 & 5. All members voted aye. Motion carried.

**SD Airport Conference:** Motion by Alderman McGough, seconded by Alderwoman Hargens to have Terry Manning attend the SD Airport Conference in Deadwood, March 29 & 30. Manning stated that it would be beneficial for mayor, finance officer, or council members to attend as well. All members voted aye. Motion carried.

**Election Worker Pay:** Motion by Alderman Wetz, seconded by Alderwoman Hargens to pay the election workers \$300/person for training and election day. One election board will be utilized to work the elections for all 4 vacant offices to be held at city hall. All members voted aye. Motion carried.

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

Motion by Alderwoman Lichty, seconded by Alderwoman Hargens to adjourn the meeting. There being no further business, the meeting was adjourned at 7:29 p.m. All members voted aye. Motion carried.

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Ronald Blachford, Mayor

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Sheila Coss, Finance Officer

# LEGAL NOTICE OF RECEIPT

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

## Bills March 2023 (1)

Ames, Wayne	Reimb	60.00
BDS	Garbage	350.00
City Utilities	Utilities	13,279.85
CK Welding	Supplies	14.42
Dakota Energy	Prof Fees	410.00
DGR Engineering	Prof Fees	1,667.00
Fischer Plumbing	Repairs	51.12
John Deere Financial	Supplies/Parts	388.15
Milbank WinWater	Supplies	1,164.00
NAPA	Parts	427.00
Northwest Pipe	Supplies	758.65
Oakley Farm & Ranch	Supplies	34.99
OHED	80% BBB	3,298.82
Postmaster	Postage	450.00
R & R Blading	Snow Removal	625.00
SD DOT	Regist.	100.00
SDML	Regist.	160.00
Servall	Service	112.01
SPN	Prof Fees	6,101.25
	Accounts Payable Total	<u>\$29,452.26</u>

## Payroll Salary plus

Benefits by Department:		2/2/2023		
Department		w/o OT	OT	Total
41402 FINANCE OFFICE		3,248.84	0.00	3,248.84
42101 POLICE		12,634.83	1,614.03	14,248.86
43101 STREET		8,476.52	1,470.96	9,947.48
43201 SEWER		5,600.38	98.31	5,698.69
43305 WATER		5,828.81	98.28	5,927.09
43403 ELECTRIC		9,583.75	67.59	9,651.34
		<u>\$45,373.13</u>	<u>\$3,349.17</u>	<u>\$48,722.30</u>

## CARDHOLDER RESPONSIBILITIES

The credit card is intended to manage low-dollar purchases and offer cash back benefits to the City of Miller. The ability to use a credit card and receive the benefits depends on each user following the guidelines outlined in this document.

- Ensure the credit card is used for purchasing supplies and services in the amount of \$1,000 or less. The credit card can be used for contract items as well as non-contract items.
- You should never split charges to avoid exceeding the \$1,000 spending authority as set by the city council.
- ~~The credit card may be used only by the approved Cardholder whose name is embossed on the card. Use by anyone other than the cardholder is prohibited. The card is not transferable to another employee.~~
- Do not use the credit card for payment if the merchant charges credit card processing fees. Request that the city receive a direct bill.
- **Retain all sales slips and receipts for all credit card purchases.** These receipts must be given to the accounts payable clerk to be attached to the monthly credit card statement.
- Ensure that the credit card purchase procedures in this document are met.
- Any changes to your credit card (such as name, phone, or spending limit changes) must be pre-approved.

### Credit Card Security

The credit card should always be treated with a level of care that will reasonably secure the card and account number.

- A. Storage of the credit card – keep the card in an accessible but secure location.
- B. Credit Card Account Number – guard the credit card account number carefully. Do not post it at your desk or write it in your planner.
- C. Sharing – **the only person entitled to authorize use of the credit card is the person whose name appears on the face of the card.** Do not lend your card to ~~another person a nonemployee~~ for use.
- D. Lost or Stolen Cards – just like your personal credit card, if the credit card is lost or stolen you must immediately notify the bank and the accounts payable clerk at your earliest convenience.



## **Promoting electrification. Funding opportunities. Protecting your utility.**

An abundance of incentives have been made possible through both the IIJA and IRA. But, where do you start? Join Heartland Energy at our Annual Meeting to learn what funding opportunities your community may qualify for, how to apply and when. You'll also learn how you can protect your utility from a cyber breach, free of charge.

**2023 Annual Meeting**  
**April 13, 2023 @ 10:00 a.m. | Madison, SD**  
RSVP deadline: March 31

**SIGN UP**

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**Featured speakers:**



## **Alex Hofmann**

*Chief Strategy and Operations Officer, **Beneficial Electrification League***

Hofmann will share with participants the challenges and opportunities electrification provides for municipalities and their long-term growth strategies. He'll also share strategies for developing beneficial electrification programs and how federal investment will affect the industry.



## **John Godfrey**

*Senior Director of Government Relations, **American Public Power Association***

Godfrey is APPA's expert on tax policy. He'll bring customers up to speed on funding opportunities available to municipalities through the Infrastructure Investment and Jobs Act and the Inflation Reduction Act. He will also review the many resources APPA offers to help determine which programs you may be eligible for and how to apply.



## **Dr. Arica Kulm**

*Director of Digital Forensics Services, **Dakota State University***

Dr. Kulm leads the teams that provide cybersecurity assessments through Project Boundary Fence, a program free of charge to all Heartland Energy customers to test their cybersecurity strength. Learn what tactics are employed to determine your utility's weaknesses, what the most common entry points are and how you can prevent a breach.

Hear from experts and get your questions answered. Also on the agenda: a recap of updates to Heartland Energy programs plus an election of new members to our Customer Connections Committee.

We hope you'll join us! Anyone employed by or associated with the electric municipality is encouraged to attend, including finance officers, council members, mayors, electric superintendents and more.

**Cindy Deuter**

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**From:** sd-finance-officers@googlegroups.com on behalf of Sara Rankin <sara@sdmunicipalleague.org>  
**Sent:** Monday, March 13, 2023 9:35 AM  
**To:** sd-finance-officers@googlegroups.com  
**Subject:** FW: Easter Holiday

Please see the Governor's email below...

Dear Team,

Our state government workforce go above and beyond for the people of South Dakota – but the foundation of your work starts at home. As we work to build stronger families in this state, it is important that we spend time with our own families. I am so grateful for the work that you do, and that is why I am excited to show my gratitude with this announcement!

I'm granting administrative leave for both Good Friday and Easter Monday, April 7 and 10, 2023. I hope this extra time gives you a chance to celebrate the reason for the Easter holiday, spend quality time with your family, and enjoy some much-deserved relaxation.

Thank you again for all that you do for our great state.

Warmest regards,  
Governor Kristi Noem

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You received this message because you are subscribed to the Google Groups "SD Finance Officers" group.

To unsubscribe from this group and stop receiving emails from it, send an email to [sd-finance-officers+unsubscribe@googlegroups.com](mailto:sd-finance-officers+unsubscribe@googlegroups.com).

To view this discussion on the web visit <https://groups.google.com/d/msgid/sd-finance-officers/DM5PR0401MB3573004251DA1E467B6E0A0CCFB99%40DM5PR0401MB3573.namprd04.prod.outlook.com>.



SCAN 0211  
**DEPARTMENT of AGRICULTURE  
and NATURAL RESOURCES**

JOE FOSS BUILDING  
523 E CAPITOL AVE  
PIERRE SD 57501-3182  
danr.sd.gov

January 12, 2023

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

RE: City of Miller Public Water System (EPA ID: 0211)

Dear Mayor Blachford:

We understand that the City of Miller is working on plans to complete some needed infrastructure improvements to ensure that the infrastructure serving residents of Miller do not pose any risk to public health. Improvements to address your aging infrastructure now will be instrumental in avoiding unnecessary interruptions in service and improve drinking water quality.

Systems with Asbestos Cement Pipe (ACP) are much more susceptible to main breaks since the aging pipe becomes brittle and unreliable. Each time a main breaks, public health is at risk. The distribution system looping and water storage improvements are also projects that impact public health because of documented water quality improvements when water in storage tanks are provided with mixing and dead-end water mains are looped to eliminate water stagnation problems. Lastly, properly plugging and abandoning your previous supply wells will also protect public health. Protecting the aquifer from inadvertent contamination and also preventing potential injury from abandoned well house structures eliminates a that risk to your citizens and the city.

We commend the City for proactively addressing the issues identified and taking the necessary steps to protect the public you serve.

Sincerely,

Mark Mayer  
Drinking Water Program Administrator  
(605) 773-6039

cy: Sheila Coss, Finance Officer  
Terry Manning, Utilities Manager  
Camden Hofer, PE – SPN and Associates

(cys: sent via email only)



## 2023 South Dakota Airports Conference

The Lodge, Deadwood, SD

March 29<sup>th</sup> and 30<sup>th</sup>

**\$100 per person registration fee includes:**

Breakfast, breaks, lunch and social on Wednesday

Breakfast and breaks on Thursday

**REGISTRATION INFORMATION**

Agency / Organization City of Miller

Full Name Sheila Coss, Finance Officer

Address 120 W 2<sup>nd</sup> St.

City, State Zip Miller, SD 57362

Email sheila.coss@cityofmiller.com

Phone 605-853-2705

**Conference dues payable by check only.**

**Please make checks payable to *SD Airports Conference***

**Mail to: DOT – Airports Conference  
700 East Broadway Ave.**

**Pierre, SD 57501**

**Vendor/Consultants would you like to sponsor a break or meal?**

☐ **Yes, please give me more information on sponsorship.**

**For questions on registering, contact Nancy at [nancy.hiller@state.sd.us](mailto:nancy.hiller@state.sd.us) or at  
(605) 773-4430**