

**AGENDA
CITY OF MILLER
MONDAY, MAY 17, 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**

Elect President and Vice President

Public Input

Unfinished Business

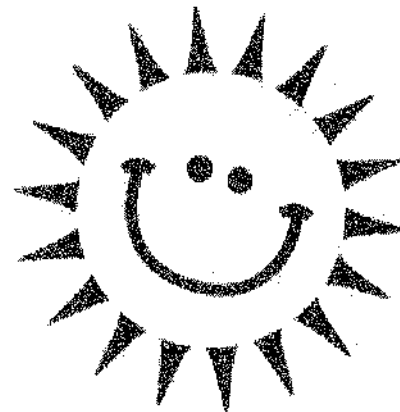
1. Electric Department Training Agreement pgs. 4 - 5
2. FrontDesk Software

New Business

1. Sydney Jessen – Pool
2. Kecia Beranek – On Hand Development Corp Update
3. Nancy Froning Letter – 5th Street Bike Path pg. 6
4. HR & Finance Officers' School..... pg. 7 - 8
5. Utility Committee – Dakota Energy..... pgs. 9 - 10
6. Personnel Policy Change – Flex pg. 11
7. Police Department Roof Repair
8. Building Permits: Diane Goetz - shed
9. Ordinance #717 ~ Budget Supplement pg. 12
10. Community Center Road Quote – Dahme Construction..... pg. 13

Approval of Bills

Adjourn



**CITY OF MILLER
CITY COUNCIL MEETING
MAY 3, 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, May 3, 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.

MINUTES: Motion by Alderwoman Lichty, seconded by Alderman Rangel to approve the minutes for the regular meeting held on April 19, 2021, and the special meeting held April 26, 2021. All members voted aye. Motion carried.

PUBLIC INPUT

Alderman Steers stated that concerned citizens have approached him regarding the garbage in the ditch along East 3rd Avenue towards the racetrack. Ron Hofstiezer commented that that is a county road, but they might be able to get a city crew out there to clean up the ditches.

DEPARTMENT HEAD REPORTS

The council did not have any questions for the department heads.

Street Christmas Lights/Decorations: Motion by Alderman Rangel, seconded by Alderman Odegaard to table a decision regarding Christmas lights and banners until the next meeting. Dustin Graham will do a little research on the quality of our current decorations and how many need to be replaced. All members voted aye. Motion carried.

UNFINISHED BUSINESS

FrontDesk Software Program: gWorks is offering a \$1,200.00 discount to sign up for FrontDesk prior to May 28th. The survey results indicated that 42% of those that responded would be interested in this program. Several comments received were about additional costs to the customer, which would be zero. This program would eventually replace our e-bill and automatic payment programs. Some residents would like to continue to have face-to-face and telephone communication, which we also encourage. Others did not have access to computers. This program would only be a benefit to those who choose to sign up for it. Motion by Alderman Rangel, seconded by Alderman Odegaard to table a decision until the next meeting. All members voted aye. Motion carried.

NEW BUSINESS

Oath of Office: President Rangel gave the mayoral oath of office to Ronald Blachford. Mayor Blachford gave the oath of office to Alderwoman Tammy Lichty, Aldermen Jim Odegaard, Jeff Swartz, and Joe Zeller.

Mayoral Appointments: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the following Mayoral Appointments. All members voted aye. Motion carried.

2021 Committee Assignments/Mayoral Appointments (Committee Chair is first person listed; Alternate is 3rd person listed) **FINANCE OFFICE:** Lichty, Steers, Rangel; **PUBLIC SAFETY:** Police, Fire, Civil Defense, Emergency Warning System, Emergency Management Rangel, Zeller, Steers; **STREETS, PARK, BALLPARK:** Streets, Alleys, Sidewalks, Park, Ballpark, City Hall Mowing, Storm Sewer, Street Equipment Steers, Lichty, Zeller; **UTILITIES:** Lights and Power, Water, Sewer, Pool, City Hall Snow Removal, Utility Equipment Swartz, Zeller, Rangel; **AIRPORT, CITY PLANNING & ZONING:** Zeller, Steers, Lichty; **BUILDINGS MAINTENANCE:** Steers, Zeller, Swartz; **PERSONNEL:** Odegaard, Rangel, Lichty; **BEAUTIFICATION:** Swartz, Odegaard; **WORKPLACE SAFETY:** Lichty, Swartz, Rangel; **ON HAND EC. DEV. DELEGATE:** Zeller; **HOUSING:**

Steers, Lichty: *The Mayor is a member of each committee as ex-officio. (By virtue of his title.)*
Mayor Appointments: **CITY ATTORNEY:** Riter, Rogers, Wattier & Northrup, LLP
OFFICIAL NEWSPAPER: "The Miller Press" **OFFICIAL DEPOSITORS:** American Bank & Trust - Miller, Quoin Financial Bank - Miller, **PUBLIC HEALTH OFFICER:** Dr. John Hopkins **LEPC LIAISON:** Ronald Hoffiezer **NECOG LIAISON:** Tammy Lichty
AMERICANS WITH DISABILITIES REPRESENTATIVES: Jeff Swartz, Tammy Lichty
TREE CITY USA: Jim Odegaard **CONSOLIDATED EQUALIZATION:** Tammy Lichty

Media Policy: Motion by Alderman Zeller, seconded by Alderman Rangel to have the council members sign the media policy. All members voted aye. Motion carried.

Fireworks Permit: Motion by Alderman Steers, seconded by Alderman Odegaard to approve the fireworks permit for July 4, 2021. All members voted aye. Motion carried.

Midwest Assistance Program Training: Midwest Assistance Program (MAPS) will be offering training to Finance Officers and council members in Miller on June 24th. This free training is required for project funding with DENR and Rural Development.

Malt Beverage Renewals: Motion by Alderman Zeller, seconded by Alderwoman Lichty to approve the following malt beverage license renewals: 4 Amigos, LLC - Cowboy Country Store, DOLGEN Midwest, LLC - Dollar General, KR Miller, LLC - Kessler's, MILAN, INC. - Pump 'N Pak, and Turtle Creek Steakhouse, LLC. All members voted aye. Motion carried.

Helms & Associates - Airport Taxi Lane Improvements: Motion by Alderman Swartz, seconded by Alderman Odegaard to have Mayor Blachford sign the FAA Grant Application for \$765,000. All members voted aye. Motion carried. Motion by Alderwoman Lichty, seconded by Alderman Swartz to tentatively award the AIP Project #3-46-0035-012-2021 Hangar Taxi Lane Improvements, Base Bid to Midland Contracting, Inc., Huron, SD, in the amount of \$586,371.45 contingent upon receipt of an FAA Grant Offer. One other bid was received from Morris, Inc., Fort. Pierre, SD, for \$635,741.50. All members voted aye. Motion carried.

Helms & Associates Invoice: Motion by Alderman Odegaard, seconded by Alderman Zeller to pay Helms & Associates \$25,429.39 for invoice numbers 23629 & 23664. All members voted aye. Motion carried.

Soil Technologies: Motion by Alderman Steers, seconded by Alderwoman Lichty to approve Soil Technologies, Inc. invoice #21-1664-1 for \$9,516.00. All members voted aye. Motion carried.

Water/Sewer Project: Motion by Alderman Swartz, seconded by Alderman Odegaard to pay SPN Phase III invoices 23589-23591 & 23595, total \$23,495.65. All members voted aye. Motion carried. Motion by Alderman Steers, seconded by Alderwoman Lichty to pay TLC Olson Construction, LLC Pay Request Six for \$106,277.27. All members voted aye. Motion carried.

Building Permits: Motion by Alderman Swartz, seconded by Alderman Odegaard to approve the following building permits: David Holloway - fence and Lance DeHaai - fence. All members voted aye. Motion carried.

EXECUTIVE SESSION: Motion by Alderman Swartz, seconded by Alderman Zeller to go into executive session for personnel matters pursuant to SDCL 1-25-2(1) at 8:14 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Swartz to come out of executive session at 9:14 p.m. All members voted aye. Motion carried.

Electric Department Training Contract: Motion by Alderman Rangel, seconded by Alderman Swartz to table the agreement until reviewed by the city attorney. All members voted aye. Motion carried.

Election Recount Board: Motion by Alderman Rangel, seconded by Alderman Steers to pay the election recount board members \$20.00 each for their time. All members voted aye. Motion carried.

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

Motion by Alderman Steers, seconded by Alderwoman Lichty to adjourn the meeting. There being no further business, the meeting was adjourned at 9:19 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 May 2021 (1)

American Solutions	Supplies	76.06
BDS	Garbage	179.00
Bob's Gas	Supplies	94.02
Butler Machinery	Repairs	1,061.64
City Utilities	Utilities	8,916.75
DGR Engineering	Prof Fees	111.00
Helms & Associates	Prof Fees	25,429.39
Jazzy's Repair	Parts	36.23
John Deere Financial	Bulk Hose	31.68
Kessler's	Supplies/Fuel	336.75
McLeod's	Tickets	159.58
Michael Todd & Company	Elgin Parts	284.50
MMUA	Prof Fee	4,500.00
Nelson, Dave	Reimb	51.65
Northwest Pipe	Fittings	768.42
Oakley Farm & Ranch	Supplies	239.76
OHED	80% BBB	3,614.40
Postmaster	Postage	325.00
Prairieland Collections	Prof Fees	76.56
SD Public Heath	Tests	211.00
Share Corp	Supplies	764.35
Soil Technologies	Prof Fees	9,516.00
SPN	Prof Fees	23,495.65
Stuart Kirby	Supplies	253.92
TLC Olson Construction	Phase III Const.	106,277.27
Twin Valley Tire	Repairs	304.91
US Bank	Loans	32,264.37
VanDiest	Chemical	6,021.30
Wesco	Supplies	695.86
Wes Bank	Fuel	109.52
	Accounts Payable Total	<u>\$226,206.53</u>

Payroll Salary plus

Benefits by Department:

4/27/2021 &

4/30/2021

Department	w/o OT	OT	Total
41101 COUNCIL	2,325.26	0.00	2,325.26
41402 FINANCE OFFICE	1,406.77	0.00	1,406.77
41902 BUILDING	428.24	0.00	428.24
42101 POLICE	10,719.69	1,249.77	11,969.46
43101 STREET	5,511.49	108.65	5,620.14
43201 SEWER	5,585.11	738.01	6,323.12
43305 WATER	5,585.01	737.99	6,323.00
43403 ELECTRIC	8,520.74	15.98	8,536.72
45202 PARK	75.57	0.00	75.57
	<u>\$40,157.88</u>	<u>\$2,850.40</u>	<u>\$43,008.28</u>

Employee Training Reimbursement and Compensation Agreement

This employee training reimbursement agreement is entered into by and between the City of Miller, a South Dakota Municipal Corporation (City) and _____ (Employee).

Whereas, City has agreed to provide certain valuable outside training to Employee, which City believes will enable the Employee to provide valuable services to City;

Whereas, City is offering such training to Employee hoping that it benefits from investing in the employee training and in anticipation of Employee continuing to work for City for a period of at least two years after the completion of all four modules of the Minnesota Municipal Utilities Association (MMUA) lineman program so that City recovers some of the benefit of the investment in such training;

Whereas, both the City and Employee recognize and acknowledge that this agreement does not constitute a contract of employment, a guarantee of employment for a certain period of time, or otherwise modify the "at-will" status of Employee's employment with City; and,

Whereas, the employee understands that City would not offer such training unless Employee intended to remain an employee of the City after the completion of such training, and as such, Employee agrees to reimburse the City for the costs and expenses of such training in the event the Employee voluntarily terminates his employment with the City sooner than two years from the conclusion of such training.

Now, therefore, considering the premises and the promise outlined below, Employee agrees that:

1. City will provide to Employee, at City's direct expense, a 4-year training program administered by the MMUA, consisting of both on-site instructor-led training, as well as quarterly off-site trainings held at the MMUA Training Center located in Marshall, Minnesota.
2. The expected annual cost to be paid by the City for the above training is \$8,102 per year, with an expected total cost of \$32,408 for the entire 4-year program.
3. The anticipated completion date of the MMUA training program is May 2025.
4. If Employee voluntarily terminates their employment with City within two years following the training completion date, Employee agrees to reimburse City's training expenses paid on behalf of Employee according to the schedule shown below:

DATE OF TERMINATION	REIMBURSEMENT OWED TO CITY
PRIOR TO MAY 2022	\$4,500
MAY 2022 - APRIL 2023	\$9,000
MAY 2023 - APRIL 2024	\$9,000
MAY 2024 - APRIL 2025	\$9,000
MAY 2025 - APRIL 2026	\$9,000
MAY 2026 - APRIL 2027	\$4,500

5. This agreement will be deemed invalid after two years, following the completion date of the training or if the employee's employment is terminated and the training costs are reimbursed to the City according to the terms agreed upon in this contract.
6. Employee expressly authorizes City to deduct the training costs from any compensation that Employee owes upon termination of employment. Employee shall promptly pay the City any balance remaining.
7. Employee may request that a subsequent employer reimburse the City for the training costs but understands that ultimately, Employee is solely liable to the City for any amounts owed under this Agreement and agrees to remain liable until the entire amount is paid in full.
8. Employee agrees to sign any documents requested by the City to confirm the amount of money owed City following notice to terminate employment.
9. Employee agrees to promptly return any materials related to training or lineman work (e.g., books / PPE) to City.
10. City retains all rights to all lawful collection methods to obtain any amounts owed under this Agreement, including, if needed, filing an appropriate action in State court. Employee understands that should it become necessary for City to incur additional expenses such as collection costs, attorney's fees, etc. that Employee will be liable for these expenses in addition to any amounts owed under this Agreement.
11. Employee shall be paid according to the agreed upon wage with increases to include \$1.00/hour after the completion of each module of the MMUA training program.

Employee acknowledges that Employee has read this agreement in its entirety and understands its contents and has been afforded the opportunity to consider it and have it reviewed by Employee's own independent legal counsel.

Company name: City of Miller

Employee name: _____

Title: _____

Signature

Date

Witness Name

Witness Signature

Date

City of Miller

From: Nancy Froning <nfroning@gmail.com>
Sent: Friday, May 7, 2021 12:03 PM
To: finance.office@cityofnmiller.com
Subject: Sidewalk added to North end of 5th Street "horseshoe " lots

Mayor Ron Blachford

First and foremost I am always in favor of safety.

I understand that a sidewalk will be constructed along Fifth Street. Is it possible for the city to entertain the idea of a pedestrian lane? This lane would be marked with a white painted stripe on the current street. I spend time in an Iowa community that designates a lane for pedestrians. This idea would provide snow removal from the city as it would be part of the existing roadway.

As a resident of the horseshoe and concerned citizen, I feel that alternative options have NOT been addressed.

The residents of the horseshoe continue to mow the center of the horseshoe, which is city property; but it will be more difficult for us to keep the sidewalk cleared daily during the Winter for the safety of the people using it. Someone employed by the city will be responsible for keeping that sidewalk cleared.

I ask that you consider other options before disrupting our horseshoe.

SINCERELY,

Nancy G Froning

YOUNG

SD Governmental Human Resource School

June 8-9, 2021 • Rainkota Hotel & Conference Center • Pierre, SD

Tuesday, June 8, 2021

Registration - 70669

General Business Meeting - General

11:20:15 P.M.

Online Safety Training
 These E-Work Tools Center Consultants, Safety Experts, Inc.
 SDML WC Fund First Responder Assistance Program
 Brad Wilson, Administrator, SDML Work Comp Fund

2:15 to 2:06 p.m.

10-21-21

- *Interview Questions – Good and Bad*
 - *Personnel Files – What, Where and How?*
 - *FICA Paperwork – How and Why?*
- Julius Tjebke, Human Resource Director, Walworth*
- Steve Schwan, Risk Manager, Aberdeen*

3-4-6-8-10-12-14-16-18-20-22-24-26-28-30-32-34-36-38-40-42-44-46-48-50-52-54-56-58-60-62-64-66-68-70-72-74-76-78-80-82-84-86-88-90-92-94-96-98-100-102-104-106-108-110-112-114-116-118-120-122-124-126-128-130-132-134-136-138-140-142-144-146-148-150-152-154-156-158-160-162-164-166-168-170-172-174-176-178-180-182-184-186-188-190-192-194-196-198-200-202-204-206-208-210-212-214-216-218-220-222-224-226-228-230-232-234-236-238-240-242-244-246-248-250-252-254-256-258-260-262-264-266-268-270-272-274-276-278-280-282-284-286-288-290-292-294-296-298-300-302-304-306-308-310-312-314-316-318-320-322-324-326-328-330-332-334-336-338-340-342-344-346-348-350-352-354-356-358-360-362-364-366-368-370-372-374-376-378-380-382-384-386-388-390-392-394-396-398-400-402-404-406-408-410-412-414-416-418-420-422-424-426-428-430-432-434-436-438-440-442-444-446-448-450-452-454-456-458-460-462-464-466-468-470-472-474-476-478-480-482-484-486-488-490-492-494-496-498-500-502-504-506-508-510-512-514-516-518-520-522-524-526-528-530-532-534-536-538-540-542-544-546-548-550-552-554-556-558-560-562-564-566-568-570-572-574-576-578-580-582-584-586-588-590-592-594-596-598-600-602-604-606-608-610-612-614-616-618-620-622-624-626-628-630-632-634-636-638-640-642-644-646-648-650-652-654-656-658-660-662-664-666-668-670-672-674-676-678-680-682-684-686-688-690-692-694-696-698-700-702-704-706-708-710-712-714-716-718-720-722-724-726-728-730-732-734-736-738-740-742-744-746-748-750-752-754-756-758-760-762-764-766-768-770-772-774-776-778-780-782-784-786-788-790-792-794-796-798-800-802-804-806-808-810-812-814-816-818-820-822-824-826-828-830-832-834-836-838-840-842-844-846-848-850-852-854-856-858-860-862-864-866-868-870-872-874-876-878-880-882-884-886-888-890-892-894-896-898-900-902-904-906-908-910-912-914-916-918-920-922-924-926-928-930-932-934-936-938-940-942-944-946-948-950-952-954-956-958-960-962-964-966-968-970-972-974-976-978-980-982-984-986-988-990-992-994-996-998-1000-1002-1004-1006-1008-1010-1012-1014-1016-1018-1020-1022-1024-1026-1028-1030-1032-1034-1036-1038-1040-1042-1044-1046-1048-1050-1052-1054-1056-1058-1060-1062-1064-1066-1068-1070-1072-1074-1076-1078-1080-1082-1084-1086-1088-1090-1092-1094-1096-1098-1100-1102-1104-1106-1108-1110-1112-1114-1116-1118-1120-1122-1124-1126-1128-1130-1132-1134-1136-1138-1140-1142-1144-1146-1148-1150-1152-1154-1156-1158-1160-1162-1164-1166-1168-1170-1172-1174-1176-1178-1180-1182-1184-1186-1188-1190-1192-1194-1196-1198-1200-1202-1204-1206-1208-1210-1212-1214-1216-1218-1220-1222-1224-1226-1228-1230-1232-1234-1236-1238-1240-1242-1244-1246-1248-1250-1252-1254-1256-1258-1260-1262-1264-1266-1268-1270-1272-1274-1276-1278-1280-1282-1284-1286-1288-1290-1292-1294-1296-1298-1300-1302-1304-1306-1308-1310-1312-1314-1316-1318-1320-1322-1324-1326-1328-1330-1332-1334-1336-1338-1340-1342-1344-1346-1348-1350-1352-1354-1356-1358-1360-1362-1364-1366-1368-1370-1372-1374-1376-1378-1380-1382-1384-1386-1388-1390-1392-1394-1396-1398-1400-1402-1404-1406-1408-1410-1412-1414-1416-1418-1420-1422-1424-1426-1428-1430-1432-1434-1436-1438-1440-1442-1444-1446-1448-1450-1452-1454-1456-1458-1460-1462-1464-1466-1468-1470-1472-1474-1476-1478-1480-1482-1484-1486-1488-1490-1492-1494-1496-1498-1500-1502-1504-1506-1508-1510-1512-1514-1516-1518-1520-1522-1524-1526-1528-1530-1532-1534-1536-1538-1540-1542-1544-1546-1548-1550-1552-1554-1556-1558-1560-1562-1564-1566-1568-1570-1572-1574-1576-1578-1580-1582-1584-1586-1588-1590-1592-1594-1596-1598-1600-1602-1604-1606-1608-1610-1612-1614-1616-1618-1620-1622-1624-1626-1628-1630-1632-1634-1636-1638-1640-1642-1644-1646-1648-1650-1652-1654-1656-1658-1660-1662-1664-1666-1668-1670-1672-1674-1676-1678-1680-1682-1684-1686-1688-1690-1692-1694-1696-1698-1700-1702-1704-1706-1708-1710-1712-1714-1716-1718-1720-1722-1724-1726-1728-1730-1732-1734-1736-1738-1740-1742-1744-1746-1748-1750-1752-1754-1756-1758-1760-1762-1764-1766-1768-1770-1772-1774-1776-1778-1780-1782-1784-1786-1788-1790-1792-1794-1796-1798-1800-1802-1804-1806-1808-1810-1812-1814-1816-1818-1820-1822-1824-1826-1828-1830-1832-1834-1836-1838-1840-1842-1844-1846-1848-1850-1852-1854-1856-1858-1

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Marijuana Legislation and other Hot Topics in HR - Officer A
Chris Hovane, Attorney, Jackson Lewis P.C.

5:30 - 8:30 p.m.

Food and Fun!
Food: Daffodil Event Center
223 Hudson Ave., Ft. Pierce
Fun: Outdoor games

W. E. H. BAKER, June 9, 1878.

Breakfast - Cereal A

0.20 to 0.45 g/ml.

WINA Best Practices and Scenarios
Chris Monroe, Attorney, Jackson Lewis P.C.

9:45 to 10:00 a.m.

Break-Lobby

10:08 to 11:30 a.m.

Unemployment Claims 101 - Callery &

- When Questions:
 - Quarterly Reporting
 - How to Appeal
- Annex William**, Deputy Reemployment Assistance Director, SD Dept of Labor
- Patricia**, Reemployment Assistance Division, SD Dept of Labor



SD Governmental Human Resource School

June 8-9, 2021 • Ramkota Hotel & Conference Center • Pierre, SD

...of the 309 municipalities in South Dakota, less than 1% have full time professional Human Resource personnel. Most HR duties are added responsibilities for existing city staff. This training will help anyone with HR responsibilities become better informed in this field, learn who to call on when they need help and where to turn to find resources.

Registration fee is \$50.00 for affiliate members and \$100.00 for non-members. Fees are non-refundable. All members are required to follow CDC Guidelines found at the following link: <https://www.cdc.gov/media/releases/2020/s0901-covid-19-guidelines.html>

*Participants are encouraged to follow CDC Guidelines found at the following link: <https://www.cdc.gov/election/votes/2019-2020/preventing-voting-mistakes/faq/index.html>.
 *AA refers to <https://www.cdc.gov/election/june%202019-approach.html>.

if you have the time and the information so that we can make proper arrangements

HOTEL ACCOMMODATIONS: Be sure to mention you are with the Municipal League HR School. Make reservations by May 9th to guarantee the conference rate. Ramkota Hotel, 605-224-6877. \$104.00 + tax.

REGISTRATION

2021 SD Governmental Human Resource School
June 8-9, 2021 • Bankura Hotel & Conference Center • Pierre, SD

MUNICIPALITY REPRESENTING

Watts
The
Linn

person(s) @ \$50.00 each = \$ _____

person(s) @ \$100.00 each = \$ _____

Return registration with payment by May 11, 2021 to: SD Governmental Human Resource Association
208 Island Drive
*No refund will be given after May 22, 2021

F. Pietro, South Dakota 57532



SOUTH DAKOTA GOVERNMENTAL FINANCE OFFICERS' ASSOCIATION

An Affiliate of the South Dakota Municipal League

SD Governmental Finance Officers' School

June 9 - 11, 2021 • Ramkota Hotel and Conference Center • Pierre, SD

Agenda

Wednesday, June 9

10:30 a.m. - **Banyon User Group**
- Lake Sharpe
Chris Olson, Banyon Data System, Inc.
Utahy Billing, Fund Accounting, Payroll and
New Products will be covered.
Banyon will be available for individual Q&A
following the User Group meeting.

Deer Prizes will be given away throughout the
school - must be present to win.

Noon - 4:00 p.m. **Registration**
- Lobby

12:45 p.m. **Welcome by Pierre Mayor**
- Gallery BC

Mayor Steve Harding

1:00 - 1:15 p.m. **Business Meeting**

1:15 - 1:30 p.m. **Legislative Update**

Viviane Taylor, Executive Director,
SD Municipal League

1:30 - 2:30 p.m. **Not all Cyber Security is
Created Equal**
- Gallery BC

Tyler Ford, Business Dev. Director,
Ironbush Solutions, LLC

2:30 - 2:45 p.m. **Break - Lobby**

2:45 - 4:30 p.m. **Basic Accounting**
- Gallery BC

Rod Fortin, Director of Local Government
Assistance, SD Department of Legislative Audit

5:00 - 5:08 p.m. **Welcome Reception**
- Gallery A

*Cash Bar

5:00 - 8:00 p.m. **Dinner and Entertainment**
Featuring Vintner Entertainment's Jeopardy!
Multiple Rounds Prizes for Winning Teams.

Hospitality room at Ramkota
open from 5:00 to 11:30 p.m.

Thursday, June 10

7:15 - 8:00 a.m. **Breakfast Buffet**
- Gallery A

8:15 - 9:45 a.m. **General Session**
- Gallery BC

Keynote Speaker, Jan Michalski
Finding the Funny in Change
From reform to new rules and regulations, finance
officers are routinely having to reassess and re-
evaluate their practices. All of this change causes
frustration, tension, and miscommunications!

Jan will show you how to use humor to:

- diffuse tension instantly
- work off tough conversations
- facilitate communications

9:45 - 10:00 a.m. **Break - Lobby**

10:00 - 10:55 a.m. **Concurrent Sessions (Pick one)**
one sessions will be repeated in the afternoon)

A Look Back at COVID and City Practices
- Amphitheatre I

Eric Rangel, Finance Officer, Brookings
Paul Benson, City Manager, Brookings
FO 101 - Gallery DE

SEAFOG Panel
Bids and Surplus Property Laws - Gallery FG

Rod Fortin, Director of Local Government
Assistance, SD Department of Legislative Audit

11:00 - 11:55 a.m. **Concurrent Sessions (Pick one)**
one sessions will be repeated in the afternoon)

Cash Back - Accounts Payable Program
- Gallery DE

Dennis Krull, Business Payments Consultant,
First Interstate Bank

Joyce Ehlers, Accounts Payable Supervisor, Surgis
The World of Liquor - Amphitheatre I

Jason Evans, Property and Special Tax Division,
Department of Revenue

Municipal Sales Tax Refresher - Gallery FG

Betty Morford, Business Tax Division,
SD Department of Revenue

12:00 - 12:55 p.m. **Finance Officer of the Year
Luncheon** - Gallery A

Finance Officer of the Year Awards presentation
Years of Service Pins will be presented

1:00 - 2:30 p.m. **General Session**
- Gallery BC

Keynote Speaker, Jan Michalski
Fleecing from Failure
Bureaucracy, managers, and mistakes... no one talks
about them but we all make 'em. How do we handle
recovery and avoid these mistakes in the future?

Learning Objectives:

- understand the major causes of failure
- learn 5 skills to develop for avoiding pitfalls
- and assuring success
- discover techniques to use when things are
going awry
- gain tools to move forward

2:30 - 2:45 p.m. **Break - Concourse**

2:45 - 3:40 p.m. **Concurrent Sessions**
(Pick one)

Bids and Surplus Property Laws - Gallery FG

Rod Fortin, Director of Local Government
Assistance, SD Department of Legislative Audit

FO 101 - Gallery DE

SEAFOG Panel
The World of Liquor - Amphitheatre I

Jason Evans, Property and Special Tax Division,
Department of Revenue

3:45 - 4:40 p.m. **Concurrent Sessions**
(Pick one)

Municipal Sales Tax Refresher - Gallery FG

Betty Morford, Business Tax Division,
SD Department of Revenue

Cash Back - Accounts Payable Program
- Gallery DE

Dennis Krull, Business Payments Consultant,
First Interstate Bank

Joyce Ehlers, Accounts Payable Supervisor, Surgis

A Look Back at COVID and City Practices
- Amphitheatre I

Eric Rangel, Finance Officer, Brookings
Paul Benson, City Manager, Brookings

5:30 - 8:00 p.m. **President's Social and Dinner**
- Duffers Event Center
(328 Huston Ave. Ft. Pierre)

*Musical Entertainment - Sugarcoasters Band

Hospitality room at Ramkota open from
8:00 to 11:30 p.m.

Friday, June 11

7:30 - 8:15 a.m. **Breakfast Buffet**
- Gallery A

8:15 - 8:30 a.m. **Last Minute Announcements**
- Gallery BC

8:30 - 10:00 a.m. **Property Taxes - Working
with County Auditors**
- Gallery BC

Wendy Semmler, Property Tax Program Manager,
Dept. of Revenue

10:00 - 10:15 a.m. **Break - Lobby**

10:15 - 11:15 a.m. **Boundary Tables for Cities
Interactive Sales Tax Website**
- Amphitheatre I

Doug Schinkel, Director of Business Tax,
Department of Revenue

Asst. James Deputy Director of Business Tax,
Department of Revenue

PROCEDURE

Subject: Service Work Charges

Procedure No. 003

Issue Date: October 28, 2014

Revised Date: March 24, 2020

It is the procedure of Dakota Energy to set labor and equipment charges for services as follows:

1. Charges for labor performed for customers during regular working hours:
 - a. Labor shall be \$70.00 per hour per man for members and \$75.00 per hour per man for non-members. After the first hour, labor shall be billed in quarter hour increments. Labor will be billed only for time on the job.
2. Charges for labor performed for customers after regular hours.
 - a. The labor charge for continuing the normal workday, when necessitated by the consumer, shall be \$25.00 per quarter hour per man.
 - b. The labor charge, when requested by a customer outside of the normal working day, shall be a \$50.00 service call plus labor to be billed at the rate of \$25.00 per quarter hour per man. The minimum billing for labor shall be \$120.00. Mileage shall be billed as per Section 4.
3. Charges for use of equipment:

a. Digger	\$45.00/hr.
b. Service Truck	\$25.00/hr.
c. Basket Unit	\$45.00/hr.
d. Skid Steer	\$25.00/hr.
e. Backhoe/Excavator	\$50.00/hr.
f. Thumper	\$150.00/locate
g. Trencher	\$ 2.00/ft.
h. ATV/UTV	\$25.00/hr.
i. Jet Vac	\$30.00/hr.
4. Charges for Mileage will be \$2.00 per mile, round trip, plus labor charges for on-the-job time. Mileage shall be distributed between same day customers as equitably as possible.
 - a. The charge for digging shall be \$40.00 per hole. The Digger and Skid Steer will be used only for the installation of poles that electrical equipment will be attached to and when the unit is in the area.
5. Prepayment is required on wiring department service work estimated to be over \$30,000.
 - a. This prepayment would be in the amount of 100% of the estimated retail value of the material to be used on the job or 50% of the total job estimate. Management or his/her designee will determine which prepayment option works best for the work requested.

- b. The prepayment would be due and payable before any material is ordered.
 - c. A work agreement/contract shall be completed and signed by the consumer before work is started at the job site.
 - d. Should the job not require all the material that was estimated and the job total is less than the prepayment, the overpayment would be refunded.
 - e. The final bill will be paid no later than 30 days after the final billing has been sent.
6. Special order material:
- a. A 25% restocking fee will be charged on special order material.

Effective Date: April 1, 2020

CEO/General Manager

5.4 Call Back Pay

When an employee is called in to work or required to be at a meeting concerning city business, he/she shall receive a minimum of one hour of work time to be applied to his/her total hours worked for the work week. Minimum of one hour based on 15-minute increments thereafter.

5.5 Flex Time

The council authorizes flexible work hours within the 40-hour work week in situations where it is appropriate or necessary. Employees must still adhere to the standard 40-hour work week unless flex time or overtime has been approved in advance by their supervisor.

~~Required presence at council meetings will accrue flex time at the rate of one hour per hour.~~

ORDINANCE #717

BE IT ORDAINED BY THE CITY OF MILLER that the following sum is supplementary appropriated to meet the obligation of the municipality.

101 - General Fund

41401	42201	Attorney	\$4,700.00	Police Petition
43501	43400	Airport Machinery & Equipment	\$12,151.40	Fuel Trunk & Trailer
45101	41101	Ball Park Salary	\$2,500.00	R. Haberling
45101	41201	Ball Park FICA	\$200.00	R. Haberling
45101	42501	Ball Park Reparis & Maintenance	\$7,400.00	Repair Ball Park
			<u>\$26,951.40</u>	

Source of Funding

101-General Fund

33100	33104	Federal CARES Grant	\$12,151.40	Fuel Tank & Trailer
		Unassigned Fund Balance	<u>\$14,800.00</u>	
			<u>\$26,951.40</u>	

Ronald Blachford, Mayor

ATTEST:

Sheila Coss, Finance Officer

(SEAL)

Record of Votes:

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

First Reading: May 17, 2021
Second Reading: June 7, 2021
Adoption: June 7, 2021
Publication: June 12, 2021

Published once at the approximate cost of:




DAHME CONSTRUCTION CO., INC.
PO BOX 407 - ABERDEEN, SD 57402-0407 - 605/227-2917 - FAX 605/227-2519
"EXCAVATION, WATER & SEWER CONTRACTORS"

To: City of Miller	Contact:
Address: PO Box 20 Miller, SD 57362-0069	Phone: (605) 853-2705
	Fax: (605) 853-3617
Project Name: Miller Asphalt Prep	Bid Number:
Project Location:	Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$1,649.80	\$1,649.80
3	Roadway Shaping	489.00	SY	\$18.08	\$8,841.12
4	Asphalt	82.00	TON	\$174.16	\$14,281.12
Total Bid Price:					\$24,772.04

Notes:

- We Appreciate The Opportunity To Quote This Project For You. *Thank You*
- The above price includes Contractor's Excise Tax.
- The above price does not include any sub grade soils corrections.
- The above price does not include any compaction testing.
- The above price reflects an estimate of quantities/measurements, Customer will be billed on actual Quantities.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Dahme Construction Co., Inc. Authorized Signature:  Estimator: _____
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