AGENDA

CITY OF MILLER

MONDAY, SEPTEMBER 21, 2020

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 - 4
Public Input
Unfinished Business
1. 3 rd Reading of Ordinance No. 712 – 2021 Appropriationspgs. 5 - 6
New Business
1. DLA Audit Letterpg. 7
2. Dawn Haar – Building Encroachment
3. Memorandum of Understandingpgs. 8 - 9
4. Police Policy Manualpgs. 10 - 11
5. Hand County Mitigation Meeting Updatepg. 12
Approval of Bills

Adjourn

CITY OF MILLER CITY COUNCH. MEETING SEPTEMBER 9, 2020

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 Wednesday, September 9, 2020.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Tony Rangel, Bob Steers, Jeff Swartz and Joe Zeller, Alderwoman SuAnne Meyer, Absent: Alderman Jim Odegaard.

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

Pledge of Allegiance was said by all present.

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

MINUTES: Motion by Alderman Swartz, seconded by Alderman Zeller to approve the minutes for the regular meeting held on August 17, 2020, and the special meetings on August 20, 2020, and September 2, 2020. All members voted age. Motion carried.

UNFINISHED BUSINESS

2nd Reading of Ordinance #711 – Budget Supplement: Motion by Alderman Rangel, seconded by Alderman Steers to approve the second reading of Ordinance #711 – Budget Supplement, Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – absent. Alderman Zeller – aye, Alderman Swartz – aye. Motion carried,

NEW BUSINESS

Special Event Liquor Licenses: Motion by Alderman Steers, seconded by Alderman Zeller to approve the special event liquor licenses for Willie's Bar & Grill to serve alcohol at the community center on September 19, 2020, and October 3, 2020. All members voted aye, Motion carried.

Shannon Speck - Potice Car: Motion by Alderman Rangel seconded by Alderman Zeller, to have Shannon Speck order a new police car. Roll call vote: Alderman Steers - aye, Alderman Meyer - aye, Alderman Rangel - aye, Alderman Odegaard - absent, Alderman Zeller - aye, Alderman Swartz - aye, Motion carried.

Terry Manning - Portable Fuel System: Motion by Alderwoman Meyer to purchase the portable fuel system for the airport from TrueNorth Steel without the cabinet. Motion died due to lack of a second. Motion by Alderman Steers, seconded by Alderman Swartz to have Terry Manning order the portable fuel system for the airport from Fuel Tanks to Go, LLC. All members voted aye. Motion carried.

Ron Hoffiezer -- Oil Distribution Truck: Motion by Alderwoman Meyer, seconded by Alderman Swartz to give Ron Hoffiezer permission to bid on a Brown County oil distribution truck at an auction to be held in October. All members voted aye, Motion carried.

Mid-Dakota 2021 Water Rates: There will not be an increase in the water rates charged to the city from Mid-Dakota Rural Water for 2021.

Standing Desk for Cindy Deuter: Motion by Alderman Rangel, seconded by Alderman Steers to order a sit-stand desk for Cindy Deuter from Interstate Office Products through the state bid. All members voted aye. Motion carried.

Electric Project: DGR Invoices Motion by Alderman Zeller, seconded by Alderman Rangel to pay DGR Engineering \$6,579.00 for invoices 242166-242169. All members voted aye. Motion carried.

Water & Sewer Project Invoices: Motion by Alderman Swartz, seconded by Alderwoman Meyer to approve SPN Phase II invoices 22101-22103 and SPN Phase III invoices 22098-22100 for a total of \$44,456.12. All members voted aye. Motion carried. Motion by Alderman Steers, seconded by Alderman Zeller to approve Dahme Pay Request No. 20 for \$186,530.42. All members voted aye. Motion carried. Motion by Alderman Rangel, seconded by Alderman

Swartz to pay TLC Olson Const., LLC Pay Request No. 1 for \$290,692.84. All members voted ave. Motion carried.

JDH Construction Certificate of Substantial Completion: Motion by Alderwoman Meyer, seconded by Alderman Steers to have Mayor Blachford sign the JDH Construction certificate of substantial completion for the Crystal Park storm shelter. All members voted aye. Motion carried.

First Reading of Ordinance #712: Motion by Alderman Rangel, seconded by Alderman Swartz to approve the first reading of Ordinance #712—2021 Appropriations with two category corrections. Roll call vote: Alderman Steers—aye, Alderwann Meyer—aye, Alderman Rangel—aye, Alderman Zeller—aye, Alderman Swartz—aye, Alderman Odegaard—absent. Motion carried.

Sound System - Loaner from Patrick Price: Patrick Price brought speakers and a microphone to test the sound transfer to the city's YouTube channel. It was determined that the system was not efficient and other options need to be explored.

Article to *The Miller Press:* Mayor Blachford would like to begin a monthly "From the Mayor's Desk" article for *The Miller Press.*

Building Perimits: Motion by Alderman Steers, seconded by Alderman Rangel to approve the following building permits: Megan Stevens – front steps, Wendy Hofer – remove fence and shed, City of Miller – remove old restrooms at Crystal Park. All members voted aye. Motion carried.

Correspondence: Austin Claeys, USDA has accepted a position with Rural Development of Minnesota. Brian Ring will fill the position as our loan specialist with Rural Development.

APPROVAL OF BILLS: Motion by Alderman Steers, seconded by Alderman Zeller to approve the bills. All members voted aye. Motion curried.

EXECUTIVE SESSION: Motion by Alderman Rangel, seconded by Alderwoman Meyer to go into executive session for personnel matters pursuant to SDCL 1-25-2(1) at 8:42 p.m. All members voted aye. Motion carried. Motion by Alderman Zeller, seconded by Alderman Swartz to come out of executive session at 9:04 p.m. All members voted aye. Motion carried. No action taken.

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 9:05 p.m. All members voted aye. Motion carried.

	Ronald Blachford, Mayor
LEGAL NOTICE OF RECEIPT Copy of the official proceedings was received on: Published once at the approximate cost of:	Sheila Coss, Finance Officer

A & B Business Solutions Copier Meter 150.85 A-Ox Welding CO2 19.28 Agtegra Fuel 1,223.18 BDS Garbage 179.00 Builders Cashway Supplies 545.86 Builders Solutions Supplies 23.26 City Utilities Utilities 7,045.31 Civil Design Prof Fees 3,069.00
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Civil Design Prof Fees 3,069.00
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Code Enforcement Specialists Code Enforcement 1,460.48
Dahme Construction Ph.II Construction 186,530.42
DGR Engineering Cap Imp 6,579.00
Farnam's Parts 200.03
Fastenal Supplies 5.66
Fischer Plumbing Repairs 60.63
Flint Hills Resources Asphalt Material 19,903.12
Forterra Pipe Pipes 578.20
Hand County Publishing Publications 372.27
HCPD
Insurance Benefits Liab Ins 1,090.00
Interstate Office Products Sit Stand Desk 2,910.46
Jazzy's Repair Repairs 226.05
JDH Construction Prof Fees 1,800.00
John Deere Financial . Repairs 1,641.28
Kesster's Supplies 47.88
MARC Supplies 719.05
MORWS Water 17,781.75
Midco Telephones 450.48
Midco Diving Tank Cleaning/Inspection 2,498.00
Milbank WinWater Supplies 154.22
Miller Ace Supplies 516.24
Miller Rexall Supplies 52.35
Morris Inc Sand Seal 4,840.65
Municode Prof Fees 995.00
Northwest Pipe Fittings Supplies 55.20
Oakley Farm & Ranch Supplies 154.30
OHED 80% 8BB Comm Ctr. 2,827.41
Postmaster Postage 325.00
Resco Cable 396.00
SD Public Health Tests 105.00
SD Dept of Public Safety Service 2,340.00
SD DOT Signs 64.00
Share Corporation Supplies 2,694.01
SPN
Streicher's Supplies 746.60
Stuart C Irby Hi-Vis Clothing 915.00
Sturdevant's Parts 5.68
TLC Olson Construction Ph.III Construction 290,692.84
Uline Supplies 485.05
Vosika Fencing Gate Rollers 270.00
WAPA Power 39,443.70
Wilbur Ellis Fuel 621.97
Accounts Payable Total \$667,666.10

•	roll Salary plus Benefits 8/25/2020 & 8/31/2020 Department: 8/9/01/2020			
	Department	w/o OT	or	Total
41110	COUNCIL.	2,449.05	0.00	2,449.05
41410	FINANCE OFFICE	1,296.66	0.00	1,296.66
41910	BUILDING	323.72	0.00	323.72
42110	POLICE	10,694.37	1,031.76	11,726.13
43110	STREET	6,673.00	373.53	7,046.53
43210	SEWER	5,186.31	985.89	6,172.20
43310	WATER	5,186.23	985.88	6,172.11
43410	ELECTRIC	8,382.50	276.38	8,658.88
45210	PARK	143.86	0.00	143.86
45310	POÖL	1,428.00	0.00	1,428.00
		\$41,763.70	\$3,653.44	\$45,417.14

CITY OF MILLER CITY COUNCIL MEETING SEPTEMBER 16, 2020

The City of Miller is on equal opportunity employer.

The City Council met in special session at city hall at 7:00 p.m. on Wednesday, September 16, 2020.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Jim Odegaard, Tony Rangel, Jeff Swartz, Joe Zeller, and Alderwoman SuAnne Meyer. Absent: Alderman Bob Steers.

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.

UNFINISHED BUSINESS

Airport Fuel System: Motion by Alderman Rangel, seconded by Alderman Swartz to have Terry Manning add the locking steel cabinet to the airport fuel system for an additional \$1,400. All members voted age. Motion carried.

Police Car – Iowa State Bid: Shannon Speck has been working with Stivers Ford, Waukee, IA on purchasing a police car for approximately \$3,000 less through the lowa state bid. Sheila Coss has been verifying the various legalities of purchasing a police vehicle with the Iowa State bid. Motion by Alderman Rangel, seconded by Alderman Zeller to have Shannon Speck order a police Ford Interceptor from Stivers Ford. Roll call vote: Alderwann Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Alderman Steers – absent. Motion carried.

West 1st Ave — Water Main Replacement: Motion by Alderman Zeller, seconded by Alderman Rangel to fix the water main on West 1st Avenue north of West 7th Street as a part of the Phase II water project. Roll call vote: Alderman Swartz — aye, Alderman Zeller — aye, Alderman Odegaard — aye, Alderman Rangel — aye, Alderwann Meyer — aye, Alderman Steers — absent. Motion carried.

2nd Reading of Ordinance #712 – 2021 Appropriations: Motion by Alderman Swartz, seconded by Alderman Zeller to approve the second reading of Ordinance #712 – 2021 Appropriations. There was substantial change from the first reading to include \$60,000 in the street budget to cover a portion of the Phase II water/sewer project that will be in excess of Phase II funding. Currently, the majority of the streets of Miller have been redone through the projects at no cost to the street department. Roll call vote: Alderman Swartz – aye, Alderman Zeller – aye, Alderman Odegaard – aye, Alderman Rangel – aye, Alderwoman Meyer – aye, Alderman Steers – absent. Motion carried.

Motion by Alderman Zeller, seconded by Alderwoman Meyer to adjourn the meeting. There being no further business, the meeting was adjourned at 7:37 p.m. All members voted aye. Motion carried.

	Ronald Blachford, Mayor
	Sheila Coss, Finance Officer
LEGAL NOTICE OF RECEIPT	
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was received on:	
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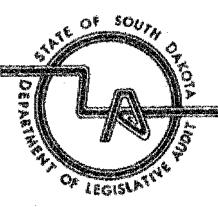
ORDINANCE NO. 712 2021 APPROPRIATION ORDINANCE

	General Fund 101	Gross Receipts Tax Fund 211	Capital Improvements
Governmental Funds	Statement of the second section and an extension of the second section of the second s	er old gerick warmer by the "Be my the same and a second and where the bit is now commented a second	a manana anno morar de minimistra de la companiar de malanda presentado a movimisma en
104 Unassigned Funds	\$105,824.00		
104 Reserved for Airport	\$12,702.00		
310 Taxes	\$1,182,500.00	\$35,000.00	
320 Licenses and Permits	\$10,200.00		
330 Intergovernmental Revenue	\$103,500.00		\$630,000.00
340 Charges for Goods and Services	\$22,500.00		\$24,500.00
360 Miscellaneous Revenue	\$33,500.00		
390 Transfers In			\$45,500.00
Total Means of Finance	\$1,470,726.00	\$35,000.00	\$700,000.00
Governmental Funds			
410 General Government			
41.11 Council	\$34,675.00		
4115 Contingency	\$25,000.00		
4131 Elections	\$2,200.00		
4141 Attorney	\$7,500.00		
4142 Finance	\$66,301.00		
4192 Building	\$28,150.00		
Total General Government	\$163,826.00	\$0.00	and and remain an arthur transformation and are also become an arthur and remain and are as
420 Public Safety	a artifa sum marent Millione su america elemente di Marenti la relizione describita su accessiva.	ananomia, me, a remaneremente media a erem malera entre sine frene a afec, es emula eller	
4211 Police	\$384,225.00		
4221 Fire	\$27,350.00		
4231 Code Enforcement	\$6,000.00		
4291 Civil Defense	\$1,000.00		
Total Public Safety	\$418,575.00	\$0.00	
430 Public Works			
4311 Street	\$606,450.00		
4351 Airport	\$28,900.00		\$700,000.00
Total Public Works	\$635,350.00	\$0.00	\$700,000.00
440 Health and Welfare	**************************************		
4490 Health and Wolfare	\$6,750.00		
Total Health and Welfare	\$6,750.00	\$0.00	parameter and anticopyright of the indicator of the product of the parameter of the paramet
450 Culture and Recreation	WATER THE PROPERTY AND ADDRESS OF THE PARTY AN	·	A CONTRACTOR OF THE CAST CONTRACTOR OF THE CONTR
4511. Ballpark	\$15,025.00		
4521 Park	\$41,050.00		
4531 Pool	\$66,200.00	\$7,000.00	
Total Culture and Recreation	\$122,275.00	\$7,000.00	
460 Conservation and Development	47.2664,67.3.3560		
4633 Zoning	\$200.00		
4651 Economic Development	\$75,000.00		
4651 Community Center	\$7.5,000.00	\$28,000.00	
	ດາ ຄອດ ແລ	\$26,000.00	
4653 Promotion of City Total Conservation and Development	\$3,250.00	¢30 800 80	та калып кажендары жары тары жана данын арын арын арын арын арын арын арын
511 Transfers Out	\$78,450.00	\$28,000.00	
	\$45,500.00	64° 000 00	200 000
Total 2021 Appropriations	\$1,470,726.00	\$35,000.00	\$700,000.00
Proprietary and Fiduciary Funds Beginning Unrestricted Cash	Water Fund 602	Electric Fund 603	Sewer Fund 604
Estimated Revenue	\$3,145,250.00	\$2,337,000.00	\$6,261,750.00
Total Available	\$3,145,250.00	\$2,337,000.00	\$6,261,750.00
Less Appropriations (Expenses)	\$3,137,650.00	\$2,317,510.00	\$6,112,400.00
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Cash Retained \$7,600.00 \$19,490.00 \$149,350.00

Dated this 21st day of September 202	0.	
		Ronald Blachford, Mayor
ATTEST:		
Shella Coss, Finance Officer	(seal)	
Record of Votes:		
Alderman Swartz -		
Alderman Zeller -		1st Reading - September 9, 2020
Alderman Odegaard -		2nd Reading - September 21, 2020
Alderman Rangel -		Adoption - September 21, 2020
Alderwoman Meyer -		Publication - September 26, 2020

Alderman Steers -



427 SOUTH CHAPELLE C/O 500 EAST CAPITOL PIERRE, SD 57501-5070 (605) 773-3595

> RUSSELL A. OLSON AUDITOR GENERAL

September 14, 2020

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

We have reviewed and accepted your audit report on the:

City of Miller (For the Two Years Ended December 31, 2019)

Our review was limited to the report and did not include a review of the working papers.

It is our understanding that The Miller Press is the official newspaper for the City of Miller. If this is not the case, please inform me of the name of the current official newspaper.

Please present a copy of this letter to the governing board to indicate our acceptance of the audit report.

Yours very truly,

Russell A. Olson Auditor General

RAO:sld

cc: Kohlman, Bierschbach & Anderson, LLP.

Certified Public Accountants

PO Box 127 Miller, SD 57362

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and between the City of Miller (Miller) and the City of Wessington Springs (Wessington Springs).

WHEREAS, Miller and Wessington Springs desire to jointly and cooperatively assist one another in the form of personnel and equipment to aid in restoring and/or maintaining electric utility service when such service has been disrupted outside the normal operating hours of each municipality (hereinafter referred to as a "utility event").

THEREFORE, BE IT RESOLVED the City of Miller and the City of Wessington Springs, through their elected officials, employees and agents, hereby agree to the conditions contained in this Memorandum of Understanding as follows:

- 1. The purpose of this agreement is to establish the terms and conditions by which the parties will assist one another with on-call duties and for those circumstances in which there has been a disruption in service and one city is unable to respond to an event and needs the assistance of the other.
- The services provided under this agreement shall be limited to those services provided on the weekend (Saturday and Sunday) and on holidays.
- 3. Each party to this agreement has two (2) City employees in their respective electric departments, one of whom is the superintendent of that department and one of whom is a lineman.
- 4. Under the agreement, those four (4) employees will rotate on-call duties each month such that each will be on call one (1) weekend a month (Saturday and Sunday). Further, said employees will rotate on call duties for each holiday during the calendar year that is mutually provided by the parties to this agreement.
- 5. Further, the parties will alternate every other week so that no city will be required to have an employee of their unit on-call for any two (2) successive weekends.
- 6. Any request for services from the requesting party will be relayed to the superintendent or his or her designee, who will consider and act upon the same.
- 7. Each party shall pay their own on-call pay for the hours in which its own employee is on-call. However, if there is an utility event and the City experiencing it is unable to respond, then the requesting party will be responsible for the actual salary and benefits paid to or on behalf of said responding employee, including any overtime, during the time he is requested to and is directly working on a project for the requesting party and shall reimburse the City for such actual material costs or expenses, if any, for all services and materials provided to the requesting party.
- 8. Each party will be responsible for providing and paying for all workers compensation coverage and other general liability and personal injury liability coverage, covering actions or inactions of any employee that is regularly employed by that party, even when he or she is providing services to the other party under this agreement.
- Hence, each party will give notice to its workers compensation and liability insurance carriers
 intending that City's coverage will be extended to the employee(s) providing services hereunder.
- 10. It is further understood that the safety protocol can vary from community to community. Hence, if a project requires specific expertise or equipment that the requesting party does not have, the

- responding parties' employee is able to utilize the safety protocol for which they have been trained so to do.
- 11. Furthermore, each City will hold harmless and indemnify the other City for liability arising from any actions or inactions not otherwise covered by workers compensation or general liability insurance of any employee who responds to a utility event for the other during all times he or she is performing services thereunder for the requesting party.

The term of this Agreement shall be for a period of one (1) year from and after the execution of this Memorandum of Understanding. The Agreement can be terminated by any party to this Memorandum of Understanding upon thirty (30) days written notice served upon the other parties.

This Memo		ling is hereby accepted and approved by the City of Miller this
,		CITY OF MILLER
		Ronald Blachford, Mayor
Attest:		
Sheila Coss, Fi	nance Officer	
	emorandum of Unders day of	tanding is hereby accepted and approved by the City of Wessington, 2020.
		CITY OF WESSINGTON SPRINGS
		By: Melissa Mebius, Mayor
Attest:		
<u> </u>		

MILLER POLICE DEPARMENT

POLICE DEPARTMENT PERSONNEL

POLICY, GUIDELINES & PROCEDURES

2020

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cindy.deuter@cityofmiller.com

From: Alison Kiesz <alison@necog.org>
Sent: Thursday, August 27, 2020 9:02 AM

To: Arlen Gortmaker; Doug DeBoer; handcohwy@yahoo.com;

assessor.handcoern@midconetwork.com; finance.office@cityofmiller.com; stlaw@live.com; finance@venturecomm.net; randdgonefishin@gmail.com; nikkirogers@live.com; The Miller Press; handcounty.custodian@gmail.com;

cindy.deuter@cityofmiller.com; jones33.jj@gmail.com; ron.hoftiezer@cityofmiller.com;

shirleyjunea@gmail.com

Cc: Lesleann Palmer

Subject: RE: Hand County Mitigation Plan Meetings

Thank you for attending the mitigation plan meeting Tuesday. Here is a summary of the meeting to include on the agenda for your next county commission/city council/town board meeting. Please include "Hand County Mitigation Plan Update" on your meeting agenda and read the following summary. After the meeting, please provide me a copy of the agenda and minutes (email is fine).

Hand County Mitigation Meeting Update:**

Members from Miller, Ree Heights, St Lawrence and Hand County attended a mitigation planning meeting at the Miller Community Center on August 25, 2020. Staff from NECOG led the meeting. The purpose of the mitigation planning meetings is to collect input and information for the County's Mitigation plan. Having an updated Hazard Mitigation Plan is a requirement by FEMA for any jurisdiction (city, county, State, tribe) that desires to remain eligible for FEMA disaster mitigation funding. FEMA disaster mitigation funding is a grant program that covers 75% of the costs to complete mitigation projects. The funding can be used for construction of projects that mitigate (reduce or eliminate) the threat of natural hazards or prevent loss of life, loss of property, or loss of infrastructure. Examples of eligible activities include: powerline burial, construction of storm shelters, construction of or improvements to storm sewers, acquisition or relocation of homes or businesses located in floodprone areas, and installation of backup generators to run critical facilities in the event of power loss. There are many other types of projects that are eligible for consideration in this program. Through the mitigation process, projects are identified for each participating jurisdiction. After the projects are identified, they are prioritized, and included in the mitigation strategy section of the plan. NECOG requested that participating jurisdictions (city and county officials) as well as members of the public provide information and/or comments about possible mitigation projects to be included in the plan. Written comments can be emailed to alison@necog.org or mailed to NECOG at 416 Production Street N., Suite #1, Aberdeen SD 57401.

Thank you! I look forward to seeing all of you next month. Alison

From: Alison Kiesz <alison@necog.org> Sent: Monday, August 24, 2020 2:43 PM

To: Arlen Gortmaker <handcounty.em@live.com>; Doug DeBoer (auditor.handcounty@midconetwork.com)

<auditor.handcounty@midconetwork.com>; 'handcohwy@yahoo.com' <handcohwy@yahoo.com>;

'assessor.handcoem@midconetwork.com' <assessor.handcoem@midconetwork.com>;

'finance.office@cityofmiller.com' <finance.office@cityofmiller.com>; 'stlaw@live.com' <stlaw@live.com>;

'finance@venturecomm.net' <finance@venturecomm.net>; 'randdgonefishin@gmail.com'

<randdgonefishin@gmail.com>; 'nikkirogers@live.com' <nikkirogers@live.com>

Cc: Lesleann Palmer <lesleann@necog.org>

Subject: RE: Hand County Mitigation Plan Meetings

Just a reminder about the meeting tomorrow for Hand County's Mitigation Plan. I hope to see you all there.