

LOCATION: MILLER COMMUNITY CENTER

**AGENDA
CITY OF MILLER
MONDAY, APRIL 16, 2018
7:00 P.M.**

**Call to Order
Pledge of Allegiance
Approval of Agenda
Approval of Minutes *pgs. 1 - 3*
Approval of Bills**

Public Input

Public Hearing

7:30 Special Event Liquor License – Sommers Bar

New Business

1. Andy Koob – DGR Engineering Amendment pgs. 4-7
2. DGR – Approval to Advertise for Material Bids for Electric Project and Set Bid Opening Date
3. Terry Aaker – SPN Contract
4. Phase II Water/Wastewater Bids
5. Heartland Cyber Security
6. Alex Roeber – Siren Testing
7. Miller C&C – Fireworks pg. 8
8. Tucker's SuperValu Appreciation Certificate
9. Data Technologies User Group Meeting – LeMars, IA pg. 9
10. HR/FO School – Sioux Falls June 5-8 pgs. 10-12

Unfinished Business

1. Hire Summer Help
2. Legion Lease
3. Housing Development

Adjourn



**UNAPPROVED
CITY OF MILLER
CITY COUNCIL MEETING
APRIL 4, 2018**

The City Council met in regular session at the community center at 7:00 p.m. on Wednesday, April 4, 2018.

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

MINUTES: Motion by Alderman Swartz, seconded by Alderman Zeller to approve the minutes for the regular meeting held on March 19, 2018. All members voted aye. Motion carried.

APPROVAL OF BILLS: Motion by Alderman Odegaard, seconded by Alderman Rangel to approve the bills. All members voted aye. Motion carried.

UNFINISHED BUSINESS

3rd Reading of Ordinance #690: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the 3rd reading of Ordinance #690 – Storm Sewer Utility Fee. All members voted aye. Motion carried.

Hire Summer Help: Motion by Alderman Swartz, seconded by Alderman Zeller to hire the following lifeguards according to Resolution 2018-1: Kaliopie Ford, Sydney Jessen, Luke Naber, Kaden Sivertsen and Kaili Wilson. All members voted aye. Motion carried.

NEW BUSINESS

John Deere Tractor Lease: Motion by Alderman Rangel, seconded by Alderman Odegaard to lease a 2017 John Deere 6120R Cab Tractor from Greenline Implement for \$1500/250 hours. All members voted aye. Motion carried.

Water & Sewer Project Invoices: Motion by Alderman Zeller, seconded by Alderman Swartz to pay SPN Phase II invoices 17037-17038 for \$25,700. All members voted aye. Motion carried.

Electric Project Invoices: Motion by Alderman Swartz, seconded by Alderwoman Meyer to pay DGR invoices 228418-228421 for \$22,209. All members voted aye. Motion carried.

Suhn Air, LLC: Motion by Alderman Swartz, seconded Alderman Zeller to have Mayor Blachford sign the Collateral Assignment of Leasehold Agreements and Severance Agreement for Suhn Air, LLC with BankWest and Governor's Office of Economic Development. All members voted aye. Motion carried.

Policy Manual – Inclement Weather: Motion by Alderwoman Meyer, seconded Alderman Rangel to accept the policy manual addition regarding inclement weather with one change. All members voted aye. Motion carried.

PUBLIC HEARING:

7:30 Liquor License Transfer & New Malt Beverage License: The council held a public hearing at 7:30 p.m. Motion by Alderman Zeller, seconded by Alderman Odegaard to transfer a package liquor license from Tucker's SuperValu, Inc. to KR Miller LLC dba Kesslers and to issue a new on-off sale malt beverage and SD Farm wine license to KR Miller LLC dba Kesslers. All members voted aye. Motion carried.

Legion Lease: Motion by Alderwoman Meyer, seconded by Alderman Odegaard to table a decision on the Legion lease until May 7. The Legion board will be meeting with the go-cart organization and the baseball association in regards to a lease for the go-carts on Tuesday, April 10. All members voted aye. Motion carried.

Housing Development Discussion: Motion by Alderman Swartz, seconded by Alderman Zeller to approve the mayoral appointment of Alderwoman Meyer, Alderman Swartz, Alderman Steers and Bill Lewellen to begin the research to start a housing development. Roll call vote: Alderman Rangel – aye, Alderwoman Meyer – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – 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 7:52 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 March 2018 (2)

A & B Business Solutions, Supplies, 254.45
A+ Tire & Auto Service, Repairs, 441.22
Agtegra Cooperative, Fuel, 1,598.06
AT&T Mobility, Cell Phone, 48.92
Bob's Disposal Service, Garbage, 180.00
BSE, Supplies, 350.84
City Utilities, Utilities, 8,425.68
CK Welding & Repair LLC, Service, 247.25
Cowboy Country Stores Inc, Fuel, 531.98
Dakota PC, Computer, 1,200.00
DGR Engineering, Prof Fees, 11,656.68
Drivers License Guide Company, Supplies, 29.95
Farnam's Genuine Parts Inc, Parts, 818.83
Inland Truck Parts, Parts, 145.79
Krohmer Plumbing, Repairs, 3,196.12
Martel Electronics Inc, Video Camera DC6, 3,947.98
MDRWS, Water, 15,355.00
Beaner Construction, Service, 244.89
Muth Electric Inc, Repairs, 1,269.07
Northern Truck Equipment Corp, Parts, 87.14
Northwest Pipe Fittings, Fittings, 39.60
Oakley Farm & Ranch Supply, Supplies, 52.86
OHED, 80% BBB Feb, 1,894.19
Postmaster Trust Account, Postage, 325.00
Potomac Aviation Tech Corp, Anemometer, 447.75
DENR, Cert. Exam, 10.00
SD Dept Of Health, Tests, 30.00
SPN, Prof Fees, 64,250.00
Storey Kenworthy, Supplies, 651.36
Stuart C Irby Co, Supplies, 320.00
T & R Service Company, Service, 160.00
Tucker's SuperValu Foods, Supplies, 10.45
Wells Fargo Bank, N.A., Bond Pymt, 33,073.83
Zeller Construction, Repairs, 302.24
**** Paid Total ****, , \$151,597.13

Payroll by Department: 3/6/2018

Department, w/o OT, OT, Total
41410, FINANCE OFFICE, 1,210.83, , 1,210.83
42110, POLICE, 10,197.10, 2,048.85, 12,245.95
43110, STREET, 4,841.57, 780.45, 5,622.02
43210, SEWER, 4,745.74, 236.27, 4,982.01
43310, WATER, 4,745.66, 236.26, 4,981.92
43410, ELECTRIC, 10,395.36, , 10,395.36
, , \$36,136.26, \$3,301.83, \$39,438.09

AMENDMENT # 1

AGREEMENT: Master Task Order Agreement between DGR Engineering and the City of Miller, South Dakota dated March 16, 2015.

AMENDMENT TO TASK ORDER NO. 5

ORIGINAL TASK ORDER DATE: August 7, 2017

TASK ORDER PROJECT NAME: Substation No. 4 Construction

AMENDMENT ITEMS: The site survey and preliminary design phases of the project are complete. This amendment authorizes the final design, bidding, construction staking, construction phase, final phase, and council meeting attendance services for the project. Specific items that are amended for this Task Order are as follows:

SCOPE OF WORK: The following items have been added to the Scope of Work for the project:

Hourly Portion:

Construction Staking:

1. Stake and mark equipment and foundation locations as requested by the Contractor.

Construction Phase:

1. Organize and attend a preconstruction conference.
2. Review shop drawings.
3. Assist in construction administration and scheduling.
4. Respond to construction questions as needed.
5. Process progress payments and prepare change orders (if required).
6. Make periodic site visits to observe construction.
7. Development of relay settings for all relays and devices installed in this portion of the project.

Final Phase:

1. Conduct project walk-throughs, and develop a "punch-list".
2. Develop close-out documents for signatures.
3. Assemble construction record drawings.

Council Meeting Attendance:

1. Attend City Council meetings as requested by Client.

Lump Sum Portion:

Final Design Phase: The following items will be developed as part of this Amendment #1:

1. Switching one-line diagram for the new substation.
2. Protection and control one-line diagrams for the new substation.
3. Communications processor layout for the new substation.
4. Fencing plan for the new substation.
5. Grounding plan for the new substation.
6. Raceway plan describing raceways for necessary control and power cables.
7. Foundation plan for the new substation.
8. Foundation details for all foundations relating to the substation improvements, including the new control building.
9. Bus plan and section views for the 69 kV buswork.
10. Structure details and design.
11. Substation control building layout. The control building will be a pre-engineered metal building for which we will provide basic layout and elevations. Detailed floor, wall, and roof steel design is not included.
12. Substation control building AC and DC service system details.
13. Basic 15 kV switchgear and 69 kV control panel layouts, nameplates, and schematics for bidding purposes.

Bidding Phase:

1. Develop specifications, bidding, and contract documents to allow receiving of bids for the power transformer.
2. Develop specifications, bidding, and contract documents to allow receiving of bids for the 15 kV switchgear and 69 kV control panel.
3. Develop specifications, bidding, and contract documents to allow receiving of bids for the 69 kV circuit switcher, control building, and substation steel.

4. Provide bidding documents to interested bidders and respond to bidder questions.
5. Assist in receiving bids, attend bid openings, analyze bids, develop spreadsheets detailing bid results, and make a recommendation on the award of the contract(s).

PROJECT BUDGET: The project budget has been updated to the following:

Substation No. 4 Construction

Construction Contract	\$ 622,000
Major Materials (69 kV Circuit Switcher, Power Transformer, 15 kV Switchgear and 69 kV Control Panel, Control Building, Substation Steel)	\$ 1,054,400
Miscellaneous Items (Geotechnical, Relay Testing)	\$ 17,500
Contingencies (6.4%)	\$ 129,400
Engineering	<u>\$ 207,500</u>
Project Total:	\$ 2,030,800

UPDATED FEE ARRANGEMENT: This Amendment #1 revises the fee arrangement as follows:

Segment	Original Fee	Fee Changes by this Amendment #1	Revised Fee Established by this Amendment #1	Fee Type
Preliminary Design Phase	\$ 14,000	\$ 0	\$ 14,000	Hourly-Estimate
Construction Staking	\$ 0	\$ 5,000	\$ 5,000	Hourly-Estimate
Construction Phase	\$ 0	\$ 34,400	\$ 34,400	Hourly-Estimate
Final Phase	\$ 0	\$ 6,500	\$ 6,500	Hourly-Estimate
Council Meeting Attendance	<u>\$ 0</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	Hourly-Estimate
Subtotal – Hourly-Estimate Portion	\$ 14,000	\$ 51,900	\$ 65,900	
Site Survey	\$ 2,500	\$ 0	\$ 2,500	Lump Sum
Final Design Phase	\$ 0	\$ 119,500	\$ 119,500	Lump Sum
Bidding Phase	<u>\$ 0</u>	<u>\$ 19,600</u>	<u>\$ 19,600</u>	Lump Sum
Subtotal – Lump Sum Portion	\$ 2,500	\$ 139,100	\$ 141,600	
Total	\$ 16,500	\$ 191,000	\$ 207,500	

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All "Lump Sum" and "Hourly" work will be billed as described in the original task order.

Additional work beyond the Scope of Work described herein, or any follow-on work, will be billed at our standard hourly rates in effect at the time the work is done plus expenses.

SPECIAL TERMS AND CONDITIONS: The following items shall be added:

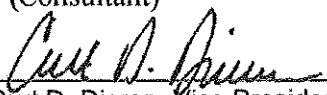
2. Four (4) bidding packages will be developed: power transformer; 15 kV switchgear and 69 kV control panel; other major materials (69 kV circuit switcher, control building, substation steel); and construction.
3. Geotechnical/soil boring information will be provided by the Client, including information needed for foundation design, along with a measurement of soil electrical resistivity needed for ground grid design. We will procure quotes for the work on behalf of the Client.
4. Boundary survey information was obtained as part of the Preliminary Design Phase.
5. Standard EJCDC (Engineers Joint Contract Documents Committee) contract documents shall be used for the substation construction bidding package.
6. Resident observation is not included, but can be added later by Amendment if desired.

City of Miller, South Dakota
(Client)

By: _____

Date: _____

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By: 
Curt D. Dieren, Vice President

Date: 4-12-18

April 10, 2018

Miller City Council Board Members
123 East 2nd St
Miller, South Dakota 57362

Re: Public Display of Fireworks

Dear Board Members:

As specified in SDCL: 34-37-13, I am requesting permission to have a public display of fireworks on July 4, 2018 in conjunction with the Miller holiday celebration.

The display will last up to 1 hour and will take place from about 9:30 P.M. and up and until 11:00 P.M.

The display, if permitted, will occur upon the property of:

1 The pasture ground, owned by Miller School District located between the Miller High School Football complex and St. Ann's Cemetery. Assessable off East 7th Street, Miller, SD

The property will be protected from uncontrolled fire by the Miller Fire Department who will be present prior to, during and after the display in conducted. Trained technicians of the Miller Fire Department will manage the display.

Sincerely,

Kristi Lichty
Miller Civic & Commerce Association

34-37-13. Public display of fireworks. Nothing in this chapter prohibits the use of public display of fireworks. However, any person, association, organization, municipality, county, firm, partnership, or corporation, before making such public display of fireworks shall secure a written permit from the governing board of the municipality, township, or county where the public display is to be fired, and shall have purchased fireworks for the display from a licensed wholesaler under this chapter. Any public display shall comply with the National Fire Protection Association Standard 1123, 1995 edition.

Upon due consideration the City Council of Miller does hereby grant permission to the Miller Civic & Commerce Association to have a public display of fireworks to take place on July 4, 2018 upon the described property. This permission is contingent upon the approval of the property owners.

Granted this ____ day of _____, 2018

Ron Blachford-Mayor



Iowa User Group Meeting



Data Technologies is offering a User Group Meetings for your convenience. The agenda for the UGM is listed in the body of the email.

Le Mars Convention Center—Upper Level
275 12th Street SE, Le Mars, IA
THURS April 26th: 9:30 am —3:30 pm

Registration starts 30 minutes prior to the meeting.

Your City Name: City of Miller, SD

Print the Name of each Individual Attending: Cost

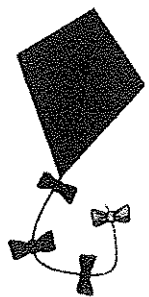
- | | | |
|----|------------------------|----------------|
| 1. | <u>Cindy Deuter</u> | <u>\$95.00</u> |
| 2. | <u>Christi Danburg</u> | <u>\$75.00</u> |
| 3. | <u></u> | <u>\$75.00</u> |
| 4. | <u></u> | <u>\$75.00</u> |

TOTAL ENCLOSED \$ 170 .00

The fee to attend the UGM is \$95.00 for the first person and \$75.00 for each additional person (from your city) that will attend.

If you would like to attend, please return this completed form with your payment by the following dates: **Thursday, April 19th** for the Le Mars meeting.

Data Technologies, Inc.
14225 Dayton Circle, Suite 4
Omaha, NE 68137-5559
Phone: (888) 299-8149 ext. 114
Fax: (402) 891-0698





AGENDA

SD Governmental Human Resource School June 5-6, 2018 • Holiday Inn City Centre • Sioux Falls, SD

Tuesday, June 5, 2018

- 12:15 to 1:00 p.m.** **Registration – Conference Center Lobby**
- 1:00 to 1:15 p.m.** **General Business Meeting – Falls West**
- 1:15 to 3:00 p.m.** **From Suits to Tattoos: Riding the Waves of Diversity and Change**
Kostas Voutsas, Professor of Business, Dickinson State University
**Kostas has been teaching Management and Human Resource courses for 20+ years. He is a professor, an author, a corporate trainer and keynote motivational speaker. His book Secrets to Making Diversity Work also discusses gender, cultural, and generational differences.*
(Kostas will be available afterwards for discussion if individuals want/need)
- 3:00 to 3:15 p.m.** **Break – Atrium**
- 3:15 to 5:00 p.m.** **Mission POSSIBLE: Giving Harassment the Boot – Falls West**
Kostas Voutsas, Professor of Business, Dickinson State University
- 5:30 – 6:30 p.m.** **Social with Hors d'oeuvres – Falls East**
** Then on your own, enjoy the evening in Sioux Falls!!*

Wednesday, June 6, 2018

- 7:30 to 8:30 a.m.** **Breakfast – Falls East**
- 8:30 to 9:45 a.m.** **Questions and Answers: A panel discussion of HR Anything – Falls West**
Facilitated by Kostas Voutsas and the SDGHRA Board Members
– Performance reviews, Employee Orientation, Harassment, Salary Studies
- 9:45 to 10:00 a.m.** **Break – Atrium**
- 10:00 to 11:30 a.m.** **Vampires @ Work: Handling Difficult People, Different Personalities and Conflict**
– Falls West
Kostas Voutsas, Professor of Business, Dickinson State University

SOUTH DAKOTA GOVERNMENTAL FINANCE OFFICERS' ASSOCIATION
— An Affiliate of the South Dakota Municipal League —

SD Governmental Finance Officers' School

June 6, 7, & 8, 2018 • Holiday City Centre • Sioux Falls, SD

Agenda

Wednesday, June 6

10:30 a.m. Banyon User Group
– 12:30 p.m. – Starlight Ballroom
(Up elevators 10th Floor)
Jeff Christensen, Banyon Data System, Inc.
Utility Billing, Point of Sale, Fund Accounting, Payroll
and New Products will be covered.
*Banyon will be available for individual Q&A
following the User Group meeting.

*Door Prizes will be given away throughout the
school – must be present to win.*

Noon – 4:00 p.m. Registration
– Conference Center Lobby

**12:45 p.m. Welcome by Sioux Falls
Mayor – Falls Room**

1:00 – 1:15 p.m. Business Meeting

1:15 – 1:30 p.m. Legislative Update
*Yvonne Taylor, Executive Director, SD Municipal
League*

1:30 – 2:15 p.m. Capital Improvement Plans
Chad Hanisch, PE, Infrastructure Design Group, Inc.

2:15 – 2:30 p.m. Break – Atrium

2:30 – 3:45 p.m. Basic Accounting
– Falls Room
*Rod Fortin, Director of Local Government
Assistance, SD Department of Legislative Audit*

4:00 – 6:30 p.m. Networking Event
– Palisades / Outside Terrace

Escape Unit – The Mobile Sioux Falls Escape
Room delivers a unique team-building activity that
will spark your imagination!
<https://www.escapeunit.com/>

5:30 – 7:00 p.m. Dinner and Cash Bar
– Palisades / Outside Terrace

Hospitality room at Holiday Inn
opens after dinner until 11:30 p.m.

Thursday, June 7

7:15 – 8:00 a.m. Breakfast Buffet
– Restaurant Terrace

8:15 – 9:45 a.m. General Session – Falls Room
Keynote Speaker: Mark Mayfield
A former corporate lobbyist and nightclub performer,
Mark Mayfield is one of America's finest humorists.
Content based yet comedy driven. It's pretty simple
what he does...he talks about VERY SERIOUS stuff
in a VERY FUNNY way. If you want to learn about
change, or teamwork, or stress, or customer service;
why not have a great time doing it?

9:45 – 10:00 a.m. Break – Atrium

**10:00 – 10:55 a.m. Concurrent Sessions (Pick
one; sessions will be repeated in the afternoon)**
Municipal Constitutional Debt – Cascade
*Todd Meierhenry, Bond Counsel & Municipal
Advisor*

Drugs and Alcohol in the Workplace – Palisades
*Matt Petersen, Safety Consultant/Loss Control
Representative, Safety Benefits*

City Financial Policies – Falls East
*Rod Fortin, Director of Local Government
Assistance, SD Department of Legislative Audit*

**11:00 – 11:55 a.m. Concurrent Sessions (Pick
one; sessions will be repeated in the afternoon)**
Tax Increment Financing (TIF) – Cascade
Tom Grimmond, Senior VP, Dougherty & Company
*Woody Woodsend, Senior VP, Dougherty &
Company*

Code Enforcement – Palisades
*Geoff Fillingsness, Code Enforcement Officer,
Beresford*

The World of Liquor – Falls East
Dave Smith, Code Enforcement Officer, Sturgis
*Jason Evans, Assistant Director, Special Tax
Division, SD Department of Revenue*

**12:00 – 12:55 p.m. Finance Officer of the Year
Luncheon – Starlight Ballroom**
(Up elevators 10th Floor)
Finance Officer of the Year Award presentation
Years of Service Pins will be presented

1:00 – 2:30 p.m. General Session – Falls Room
Keynote Speaker: Mark Mayfield

2:30 – 2:45 p.m. Break – Atrium

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

Municipal Constitutional Debt – Cascade
Todd Meierhenry, Bond Counsel & Municipal Advisor

The World of Liquor – Falls East
Jason Evans, Assistant Director, Special Tax Division, SD Department of Revenue

Code Enforcement – Palisades
Geoff Fillingsness, Code Enforcement Officer, Beresford
Dave Smith, Code Enforcement Officer, Sturgis

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

City Financial Policies – Falls East
Rod Fortin, Director of Local Government Assistance, SD Department of Legislative Audit

Drugs and Alcohol in the Workplace – Palisades
Matt Petersen, Safety Consultant/Loss Control Representative, Safety Benefits

Tax Increment Financing (TIF) – Cascade
Tom Grimmond, Senior VP, Dougherty & Company
Woody Woodsend, Senior VP, Dougherty & Company

5:30 – 8:00 p.m. President's Social and Dinner
Washington Pavilion, 3rd Floor Lobby
(3 blocks from the hotel at 301 S. Main Ave.)
**Featuring the comedy of Mark Mayfield!*

Hospitality room at Holiday Inn
opens after Dinner until 11:30 p.m.

Friday, June 8

7:30 – 8:15 a.m. Breakfast Buffet
– *Restaurant Terrace*

8:15 – 8:30 a.m. Last Minute Announcements
– *Falls Room*

8:30 – 9:30 a.m. ALICE Training – Tools to Handle Workplace Assaults
Trooper Christopher Halm, SD Highway Patrol
Trooper Andrew Steen, SD Highway Patrol

9:30 – 10:30 a.m. Tax Levies and Equalization Meetings
Wendy Semmler, Program Manager, Property and Special Tax Division, SD Dept of Revenue

10:30 – 10:45 a.m. Break – Atrium

10:45 – Noon Municipal Sales and Excise Tax Refresher
– *Falls Room*

Ryan Conway-Hay, Revenue Agent, SD Dept. of Revenue