

**AGENDA
CITY OF MILLER
TUESDAY, JANUARY 20, 2015
7:30 P.M.**

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes *pgs. 1-3*

Approval of Bills

Public Input

Department Head Reports *pgs. 4-5*

New Business

1. Camden Hofer – Water/Sewer/Storm Sewer Project update *pg. 6*

2. Wilbur-Ellis Airport Lease

3. Executive Session

Legal Counsel pursuant to SDCL 1-25-2 (3)

4. Utility Deposit refunds

5. Resolution No. 2015-2 – Family Crisis Center *pg. 7*

6. Snow Removal

7. Helms & Associates Pay Request - \$3,761.84 *pg. 8*

8. T & R Contracting Pay Request - \$77,285.89 *pg. 9*

9. Police Car Loan

10. SDPAA Intergovernmental Contract *pg. 10*

11. Employee expense reimbursement *pg. 11*

Correspondence

Clark Engineering

Homes are Possible *pg. 12*

Adjourn

**UNAPPROVED
CITY OF MILLER
CITY COUNCIL MEETING
JANUARY 5, 2015**

The City Council met in regular session at City Hall at 6:00 p.m. on Monday, January 5, 2015.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen Gale Auch, Jim Odegaard, Tony Rangel, Tom Winsell, Joe Zeller, and Alderwoman Mary Johnson.

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

Pledge of Allegiance was said by all present.

EXECUTIVE SESSION: Motion by Alderman Odegaard, seconded by Alderman Zeller to go into executive session for legal counsel pursuant to SDCL 1-25-2 (3) at 6:01 p.m. All members voted aye. Motion carried. Motion by Alderwoman Johnson, seconded by Alderman Rangel to return to regular session at 7:02 p.m. All members voted aye. Motion carried. No decisions were made in executive session.

AGENDA: Motion by Alderwoman Johnson, seconded by Alderman Auch to approve the agenda with changing item 7 to the first item on the agenda. All members voted aye. Motion carried.

MINUTES: Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the minutes for the regular meeting held on December 15, 2014, and the year-end meeting held on December 29, 2014. All members voted aye. Motion carried.

NEW BUSINESS

On Hand Economic Development: Bryan Breitling was present to ask the council to attend a joint Planning and Consensus Building Workshop with Hand County and Economic Development on Wednesday, January 21, 2014. Council members are to contact Finance Officer, Sheila Coss by January 15 to let her know if they will be attending the workshop. A special meeting will be held if a quorum will be present.

Resolution 2015-1, Annual Salary Listing: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve the following resolution. Roll Call vote: Auch-aye, Winsell-aye, Johnson-aye, Zeller-aye, Odegaard-aye, Rangel-aye. Motion carried.

RESOLUTION NO. 2015-1

WHEREAS, pursuant to SDCL-6-1-10 a complete list of salaries of all officers and employees must be published,

THEREFORE, BE IT RESOLVED that the following is a current list of salaries for the City of Miller officers and employees:

COUNCIL

Ronald Blachford	Mayor	\$200.00 a month plus \$65.00 per meeting
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Tom Winsell	Ward 1	\$125.00 a month plus \$50.00 per meeting
Gale Auch	Ward 1	\$125.00 a month plus \$50.00 per meeting
Mary Johnson	Ward 2	\$125.00 a month plus \$50.00 per meeting
Joe Zeller	Ward 2	\$125.00 a month plus \$50.00 per meeting
Jim Odegaard	Ward 3	\$125.00 a month plus \$50.00 per meeting
Tony Rangel	Ward 3	\$125.00 a month plus \$50.00 per meeting

FINANCE OFFICE

Sheila Coss	\$24.95 per hour, OT - \$37.43, Flex Meeting Time
Rachel Heezen	\$14.95 per hour, OT - \$22.43, Flex Meeting Time
Cindy Deuter	\$13.34 per hour, OT - \$20.01, Flex Meeting Time

POLICE DEPARTMENT

Shannon Speck	\$19.83 per hour
Wayne Ames	\$18.73 per hour
Chris Henrickson	\$16.40 per hour
James Henson	\$15.85 per hour

STREET DEPARTMENT

Ron Hoftiezer	\$22.29 per hour, OT - \$33.44, Flex Meeting Time
David Phinney	\$17.69 per hour, OT - \$26.54, Flex Meeting Time

ELECTRIC DEPARTMENT

Bill Lewellen	\$29.48 per hour, OT - \$44.22, Flex Meeting Time \$20.00 per day when on call
Josh Koeck	\$23.53 per hour, OT - \$35.30, Flex Meeting Time \$20.00 per day when on call
James Thomson	\$26.80 per hour, OT - \$40.20, Flex Meeting Time \$20.00 per day when on call

WATER/SEWER DEPARTMENT

Jim Bonebright	\$26.76 per hour, OT - \$40.14, Flex Meeting Time
Terry Manning	\$21.53 per hour, OT - \$32.30, Flex Meeting Time
Gordon Gross	\$14.74 per hour, OT - \$22.11, Flex Meeting Time

JANITORIAL

Verna McMahon	\$11.57 per hour
Tim McMahon	\$11.57 per hour

CERTIFIED POLICE SUBSTITUTES

\$14.45 per hour

SNOW REMOVAL EMPLOYEES

\$12.00 per hour

SEASONAL EMPLOYEES

		<u>10% CDL/WSI</u>
Base Pay	\$8.50 (No Experience)	\$9.35
Returning with 1 year experience	\$8.67 (Base plus 2% of Base)	\$9.54
Returning with 2 years experience	\$8.84 (Base plus 4% of Base)	\$9.72
Returning with 3 years experience	\$9.01 (Base plus 6% of Base)	\$9.91
Returning with 4 years experience	\$9.18 (Base plus 8% of Base)	\$10.10
Returning with 5 years experience	\$9.35 (Base plus 10% of Base)	\$10.29

Adopted this 5th day of January, 2015.

JUTS TRAINING: Motion by Alderwoman Johnson, seconded by Alderman Zeller to approve Josh Koeck and Jim Thomson's attendance at the Joint Utility Training School to be held in Sioux Falls on January 20-22, 2015. All members voted aye. Motion carried.

Railroad Authority Appointment: Motion by Alderman Rangel, seconded by Alderwoman Johnson to appoint Gale Auch to the Railroad Authority. The new owners of the soybean plant will be wanting to install a railroad spur at the plant. All members voted aye. Motion carried.

Change Meeting Date: Motion by Alderman Rangel, seconded by Alderman Odegaard to approve changing the next Council meeting date to Tuesday, January 20, due to Martin Luther King, Jr. Day on Monday, January 19. All members voted aye. Motion carried.

Bushfield Memorial Donations: The City of Miller is requesting donations to purchase a historical marker for former Governor/Senator Harlan Bushfield and Senator Vera Bushfield to tentatively be dedicated on July 4, 2015. We have received some donations from the family and are asking the community to consider donating to this worthy memorial. Donations need to be received by March 15, 2015.

Motion by Alderman Zeller, seconded by Alderman Winsell to adjourn the meeting. There being no further business, the meeting was adjourned at 7:30 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 January 2015 (1)

A & B Business Solutions	Supplies	\$185.15
AT&T Mobility	Cell Phone	\$86.27
JUTS School	Registration	\$400.00
Mid-Dakota Rural Water System	Water	\$14,124.75
NCFE - Miller Branch	Fuel	\$2,749.38
Stan Houston Equipment Co Inc	Cones	\$439.00
Wells Fargo Bank, N.A.	Admin. Fees	\$2,300.00
Zep Sales & Service	Cleaner/Degreaser	\$2,304.98
**** Paid Total ****		<u>\$22,589.53</u>

**City Council Meeting
Department Head Reports
January 20, 2015**

Police Department Report

1. The Department participated in the Department of Highway Safety campaign Drive Sober or get pulled over" from December 10, 2014 to January 1, 2015.
2. For the year of 2014, the department had,
 - 49 accidents.
 - 871 Informational Reports
 - 151 Case Reports
 - 2,175 Building checks
3. The patrol car had to have its front struts, rear brakes/rotors and a battery replaced. The car was taken to Aberdeen Chrysler Center.

Street Department Report

1. David cleaned Main Street. I thought I was going to be out of town when the snow stopped on Dec. 26th so he took care of it by himself. I'm thinking it was only 2", so hardly enough to crank up a truck anyway.
2. We plowed snow a second time and had to widen a few streets due to the wind.
3. We have been wiring a pickup for a beacon and 2-way radio.
4. We installed a beacon on the S 185 Bobcat.
5. We helped the Water Dept. fix a leak out by Dakota Plumbing.
6. We helped the Electric Dept. take down the Christmas Decorations.
7. I have sanded several times this year however the temperatures above 10° F with sunshine does the most work.
8. We moved the snow off of the Community Center a couple times. One time we left it on a little longer due to the cold weather and the high winds that were predicted. (We thought if we made windrows it would catch more snow).

Electric Department Report

1. Retiring old system.
2. One of the heaters in City Hall needs replaced.
3. Serviced all our vehicles.
4. Trim trees.
5. Took decorations down.
 - a. Starting to show their age

Finance Office Report

1. Sales Tax Report – see attachment
2. City Election – April 14, 2015 – Council member's terms expiring are:
 - a. Ward 1 - Gale Auch
 - b. Ward 2 - Joe Zeller
 - c. Ward 3 - Jim Odegaard
 - d. Mayor - Ron Blachford

The earliest a petition may circulate is January 30, and the deadline is February 27 @ 5:00 p.m.

3. Finished all W-2s and W-3s, 1099s and year-end paperwork.
4. Cindy and I attended the annual reports workshop in Huron on January 14th.
5. I attended a workshop for USDA reports in Aberdeen today (Tuesday).

Water Department Report – James Bonebright does not have a report for this month; however, Wilbur-Ellis and SPN will be speaking during this time.

Sales Tax Comparison

	2014	2013	
January	\$24,103.39	\$41,715.91	
	\$41,170.82	\$26,960.14	
		\$55,712.13	
February	\$34,100.68	\$20,850.27	
	\$32,665.66	\$28,990.38	
March	\$20,128.84	\$26,867.27	
	\$39,046.04	\$36,946.03	
April	\$20,417.77	\$22,193.42	
	\$40,911.98	\$35,118.20	
May	\$16,219.26	\$23,189.58	
	\$46,712.60	\$31,597.69	
June	\$15,415.23	\$32,507.58	
	\$25,760.27	\$41,325.59	
July	\$32,383.63	\$24,433.24	
	\$49,766.25	\$39,042.13	
August	\$21,430.30	\$21,806.35	
	\$47,912.61	\$32,235.67	
September	\$20,268.84	\$30,662.52	
	\$49,824.73	\$38,955.08	
October	\$16,472.92	\$21,629.85	
	\$43,061.81	\$41,925.37	
November	\$18,417.41	\$17,865.55	
	\$44,615.59	\$34,750.36	
December	\$25,524.75	\$29,445.11	
	\$44,129.99	\$38,804.41	

Total	\$770,461.37	\$753,813.92	2.21%
	up/down from last year		\$16,647.45

Note: The first payment in January 2013 is actually the last payment in December 2012

It is not calculated in the "Total" line item on this sheet.

(It wasn't in the bank until January 2013.)

**Miller TV Inspection and GIS
Overall Project Budget
SPN #14141**

Loan \$242,000.00

Construction Contracts	As of 1-1-15	
Sanitary Sewer TV	\$121,572.50	\$109,625.50
Storm Sewer TV	\$49,172.80	\$55,892.80
Change Order Items		\$25,486.00
Remaining Work		\$6,389.00
	<hr/>	
	\$170,745.30	\$197,393.30

Additional Costs Apart from Contract \$18,029.00

Surveying/GIS Sewer System	\$23,000	\$23,000
Design Engineering	\$3,000	\$3,000
Bidding Phase	\$2,500	\$2,500
Construction Engineering	\$7,500	\$15,000
Total Project Cost	<hr/> \$206,745	<hr/> \$258,922

Remaining Funding \$35,255 -\$16,922

RESOLUTION NO. 2015-2

WHEREAS, the City of Miller desires to ensure that the citizens of the City of Miller have a locally managed entity to assist families in need of assistance and victims of domestic violence/sexual assault;

WHEREAS, the Family Crisis Center, Inc. is a locally controlled entity;

THEREFORE, BE IT RESOLVED that the City of Miller hereby endorses the Family Crisis Center, Inc. as the official entity of choice to provide assistance to victims of domestic violence/sexual assault in the City of Miller.

Adopted this 20th day of January, 2015.

(SEAL)

Ronald Blachford, Mayor

ATTEST:

Sheila Coss, Finance Officer

C-14

Helms & Associates

PO Box 111
Aberdeen, SD 57402-
Tel: (605) 225-1212 Fax: (605) 225-3189
TERRYH@HELMSENGINEERING.COM

Invoice

Invoice Date: Jan 2, 2015
Invoice Num: 12019
Billing Through: Dec 31, 2014

CITY OF MILLER
120 West 2nd Street
MILLER, SD 57362

AIP # 3-46-0035-008-2014
PER CONTRACT DATED 11/4/14
INVOICE THREE

SEE ATTACHED

Project Name (ID)

MILLER AIRPORT RUNWAY CONSTRUCTION ADMIN (A5638:05) - Managed by (201)

Amount
\$3,761.84

Amount Due This Invoice: \$3,761.84

This invoice is due upon receipt

VERIFICATION OF CLAIM I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is in all things true and correct. Dated this 2nd day of Jan 2015
HELMS AND ASSOCIATES Alan M. Helms

APPROVAL:

BY: _____

TITLE: _____

DATE: _____

Account Summary

Billed To Date	Paid To Date	Balance Due
\$ 10,735.10	\$ 6,973.26	\$ 3,761.84

T&R

PERIODIC PAYMENT ESTIMATE

ISSUE DATE: December 24, 2014 ESTIMATE NO. 1 (Partial) (Final)

OWNER: City of Miller PERIOD FROM: 10/6/2014 - 12/23/2014

CONTRACTOR: T & R Contracting, Inc. DATE OF CONTRACT: October 6, 2014

DESCRIPTION OF JOB: Runway 15/33 Reconstruction

JOB NUMBER: Helms A-5638 AIP # 3-46-0035-008-2014

BID SCHEDULE: Base Bid

INCLUDING APPROVED C/O's: N/A

STATEMENT OF THE CONTRACT ACCOUNT

Original Contract Amount	\$2,544,422.35
Additions Approved to Date - C/O #'s ()	
Deductions Approved to Date - C/O #'s ()	
Net Contract Amount this Date	\$2,544,422.35
Value of Application for PPE for Work to Date	\$17,266.53
Less Recommended Minimum Amount to be Withheld	
Estimated Value of Work to Date	\$17,266.53
Material Stored On-Site	\$68,606.68
Estimated Work to Date and Material On-Site	\$85,873.21
Value of 10 Percent Retainage	\$8,587.32
Estimated Value of Work to Date, Less Retainage	\$77,285.89
Total Previously Certified	
Amount Due this Request	\$77,285.89

Certificate of Approval:

OWNER: City of Miller

BY: _____ DATE: _____

Contractor warrants and guarantees that title to all Work, materials and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner at the time of payment free and clear of all liens, claims, security interests and encumbrances.

CONTRACTOR: T & R Contracting, Inc.

BY: Ryan Gulhaugen DATE: 12-29-14

I have reviewed the Work, and as a result of my observations and to the best of my knowledge and belief, the quantities shown in the periodic estimate are correct, and, it is my Opinion, the Work has been basically performed to meet the intent of the Plans and Specifications. A minimum recommended amount should be withheld from the value of those quantities because of nonperformance or because of partial completion of Work, which is not in accordance with the intent of the Contract Documents. This Work is subject to subsequent inspection, which may require corrective measures to be performed by the Contractor prior to final Certificate of Completion and the final acceptance by the Owner. The Engineer does not guarantee the performance of the work by the Contractor and will not be held responsible for techniques of construction or the safety measures and precautions incidental thereto.

HELMS AND ASSOCIATES:

BY: Michel P. Allard DATE: 12/24/14
(Project Engineer)



SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE

MAIN OFFICE
208 Island Drive
Ft. Pierre, SD 57532

SATELLITE OFFICE
5024 Bur Oak Place, Suite 103
Sioux Falls, SD 57108

PHONE: 605.224.8654 Option 2
TOLL FREE: 800.658.3633 Option 2

December 31, 2014

Dear SDPAA Members,

Thank you for your owner-membership in the South Dakota Public Assurance Alliance. It is with great excitement that SDPAA staff begins providing administration, marketing, and Member services for you!

Due to the transition of performance of these services from third-party contractor, Hagan Benefits, Inc. (HBI) to "in-house", it is necessary that a new Intergovernmental Contract (IGC) between your entity and the SDPAA be completed. Enclosed please find two IGCs. At your earliest convenience, please have the appropriate authorized person sign them for your entity and return one of them to the SDPAA in the enclosed self-addressed postage paid envelope. The other is for your files. While some language was cleaned up in the document, the only major change was the deletion of references to HBI as the Administrator for SDPAA. We encourage you to review the document with your legal counsel and contact us with any questions.

Also enclosed is a new SDPAA organizational chart with contact information for all of your needs.

Please note our new mailing addresses, new off-hours emergency claims reporting telephone number, and our new website address, www.sdpaaonline.org. We hope you will visit the website often to check out SDPAA news and services!

In addition to new mailing and website addresses, the transition brings other changes which we are very pleased to be able to provide:

- 2015 rate reductions for nearly all coverages
- Cyber Liability Coverage at no expense to Members in 2015
- Enhanced Crime Coverage
- ACH payments for Members choosing to do so
- Enhanced Member Services

Please check out our website for more information regarding coverage and services. Our Member Services and Underwriting staff will be working individually with Members throughout the coming months to ensure you are fully informed of your current coverage and other coverage available through SDPAA.

We look forward to working with you to continue providing broad coverage and great services at stable, competitive rates.

Best Regards,

Judith M. Payne, Executive Director
South Dakota Public Assurance Alliance

MUNICIPALITY OF MILLER, SD

EXPENSE & PER DIEM WORKSHEET

FOR REIMBURSEMENT OF EXPENSES

Name: _____

Address: _____
Street City State Zip

Dates of Travel: _____

Travel From: _____ Travel To: _____

	Supporting Detail	Breakfast	Lunch	Dinner	Daily Total
In-State		\$5.00	\$9.00	\$12.00	\$26.00
Out of State		\$8.00	\$11.00	\$17.00	\$36.00
Date -					
Date -					
Date -					
Date -					
Date -					

Breakfast	leave before 6:00 a.m. or return after 7:00 a.m.	(\$5.00)
Lunch	leave before 11:30 a.m. or return after 12:30 p.m.	(\$9.00)
Dinner	leave before 5:00 p.m. or return after 6:00 p.m.	(\$12.00)

Total Meal Expenses: \$ _____

Total Mileage: _____ miles @ .37/mile \$ _____

Total Lodging Expenses: \$ _____
Lodging receipt must be attached.

Miscellaneous Expenses:
Receipts must be attached.
 \$ _____
 \$ _____
 \$ _____

Total Miscellaneous Expenses: \$ _____

TOTAL TRAVEL REIMBURSEMENT \$ _____

Signature of Claimant: _____ *Date:* _____



January 13, 2015

Hello,

As we all know there are homes in our communities that need some "fixing up". It's not that the homeowner doesn't want to fix them it's just a lack of funds. This is where Homes Are Possible, Inc. (HAPI) may be able to step in and help. We can assist income qualified homeowners with a \$6,000 grant. We use only, licensed/insured, reliable contractors, to ensure that the work will be done correctly.

If you know of any homeowners who could use some assistance, please pass along our contact information to them. We can assist with windows, insulation, roofing, HVAC, siding and electrical or plumbing upgrades to name a few. By working together we can create a win, win situation for all.

I have enclosed one of our brochures for you to review. If you have any questions, please give me a call at 225-4274.

Sincerely,

Colleen Jones
Housing Asst.

enclosure

www.homesarepossible.org

318 S. Main Street ♦ Aberdeen, SD 57401

Phone 605.225.HAPI (4274) ♦ Fax 605.226.4274 ♦ eMail: info@homesarepossible.org

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