

AGENDA
CITY OF MILLER
MONDAY, FEBRUARY 4, 2013
7:00 P.M.

Call to Order
Pledge of Allegiance
Approval of Agenda
Approval of Minutes Pg. 1 - 2
Public Input

Hearing of Delegations

7:05 – 7:15 1. Esco Industries, Inc. – Lloyd Batiem – application for abatement or refund of taxes Pg. 3 - 5

Old Business

1. Approve bills from last meeting. While writing the minutes, I noticed we skipped this item during the last meeting. The vouchers were all initialed, but no official motion was made and/or passed.

New Business

1. City vehicles being driven home – Tony
2. Building Permits
 - a. Matt Wagner – Morton building
3. Pay Estimate #3 – Thompson Electric - \$39,542.74 Pg. 6 - 9
4. Policy Manual Update – place maximum accrual back into the manual Pg. 10 - 11

Executive Session

1. Personnel matter pursuant to SDCL 1-25-2 (1)

Correspondence

1. On Hand Development Corp. – Business After Hours Pg. 12
2. NECOG – 2012 Performance Report – will be available at the meeting to review

Adjourn

CITY OF MILLER
CITY COUNCIL MEETING
JANUARY 22, 2013

The City Council met in regular session at City Hall on Tuesday, January 22, 2013.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen Tony Rangel, Tom Winsell, Mary Johnson, Joe Zeller and Jim Odegaard. Alderman Lorin Johnson was absent.

CALL TO ORDER: Mayor Blachford called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was said.

ADOPT AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda. Motion carried.

MINUTES: Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the minutes for the regular meeting held on January 7, 2013. Motion carried.

Public Input – Mayor Blachford commended the department heads for making the appropriate cuts and coming in under budget for 2012.

Department Head Reports

Water/Sewer – Jim Bonebright, water/sewer superintendent, informed the Council that the generator is in Sioux Falls being repaired. The tractor has been ordered for the airport and should arrive sometime in February.

Street Department – Ron Hoftiezer, street superintendent, purchased a chainsaw chain for approximately \$350. Motion by Alderwoman Johnson, seconded by Alderman Rangel to approve the purchase. Motion carried.

Police Department – Shannon Speck, police chief, explained that Officer Wayne Ames is in need of a vest. Shannon explained that he will be applying for a grant to assist with the purchase. Motion by Alderman Rangel, seconded by Alderman Odegaard to authorize the purchase of a vest for approximately \$800. Motion carried.

Police Chief Speck also explained that the brakes need to be replaced in the newer patrol car. Motion by Alderwoman Johnson, seconded by Alderman Winsell to approve the brake replacement for approximately \$460. Motion carried.

Finance Office– Laura Smith, finance officer, informed the Council that petitions may begin circulating on January 25 for the upcoming election. A report of the 2012 building permits was also given to the Council.

Employee Evaluations – Motion by Alderman Rangel, seconded by Alderwoman Johnson to approve the updated employee evaluation forms, add them to the handbook and conduct evaluations according to what the handbook currently states. Motion carried.

Clothing Allowance – Motion by Alderwoman Johnson, seconded by Alderman Zeller to approve the following clothing allowances for the departments: Finance Office, \$350 per year; Street Department, Permanent Employee - \$350 per year, plus replace coveralls when needed. Summer Help – 5 shirts first year (replace as needed in the years following); Police Department,

\$350 per year, plus replace bulletproof vest and duty belt every five years; Water/Sewer Department, \$300 per year, plus replace coveralls when needed; Pool, two suits first year (replace as needed in the years following); Electric Department, \$650 per year, plus replace winter gear when needed. Motion carried.

Records for Destruction – Motion by Alderman Rangel, seconded by Alderman Winsell to approve the memorandum for destruction presented in the agenda. Motion carried.

Airport – Motion by Alderman Rangel, seconded by Alderwoman Johnson to authorize Mayor Blachford to sign the Financial Agreement between the SD Department of Transportation and the City of Miller for the airport pavement maintenance project. Motion carried.

Motion by Alderman Winsell, seconded by Alderman Rangel to adjourn the meeting. Motion carried. There being no further business, the meeting was adjourned at 7:53 p.m.

Laura Smith, Finance Officer

LEGAL NOTICE OF RECEIPT

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

APPLICATION FOR ABATEMENT OR REFUND OF TAXES

TO THE BOARD OF COUNTY COMMISSIONERS OF HAND COUNTY, SOUTH DAKOTA:

STATE OF SOUTH DAKOTA)
) SS.
COUNTY OF HAND)

Esco Industries, Inc., being first duly sworn deposes and says that he/she has grounds for abatement or refund of taxes under the provisions of SDC 57.0801 as indicated by the check mark opposite the following applicable provisions of such statute or as otherwise stated:

- When an error has been made in any indentifying entry or description of the property, in entering the valuation thereof or in the extension of the tax, to the injury of the complainant;
- When improvements on any real property were considered or included in the valuation thereof, which did not exist thereon at the time fixed by law for making the assessment;
- When the complainant or the property is exempt from the tax;
- When the complainant had no taxable interest in the property assessed against him/her at the time fixed by law for making the assessment;
- When taxes have been erroneously paid or error made in noting payments or issuing receipt therefor;
- When the same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax thereon for such year has been paid; provided that no tax shall be abated on any real property which as been sold for taxes, while a tax certificate is outstanding.

COMMENTS the elevator burned down on April 26, 2012. This
parcel should be exempt from taxes for May-December
2012 (2/3 year). Please abate \$1773.50 of the total
tax bill of \$2,660.26

Applicant further states that the description of the property taxes, the year when taxed, the valuation thereof, the amount of the tax, and the amount of the abatement or refund of taxes asked for are as set out in the schedule listed on the back of this form. Therefore, applicant asks said board of county commissioners to grant the relief required by law in such cases made and provided.

Esco Industries Inc
By Lloyd Bateman Mgr.
Signature of Applicant

Subscribed and sworn to before me this 22 day of January, 2013

[Signature] D.O.E.
Director of Equalization or Auditor

YEAR: 2012 VALUATION, PAYABLE 2013

YEAR: _____ VALUATION, PAYABLE _____

DESCRIPTION:

DESCRIPTION:

Building on leased site
(Elevator) on
Parcel 34 a part of the
NELYNE 15-112-48

100% ABATED VALUE: \$ 155,734

100% ABATED VALUE: _____

85% ABATED VALUE: \$ 132,062

85% ABATED VALUE: _____

TOTAL TAX (ORIG FIG): \$ 2660.26

TOTAL TAX (ORIG FIG): _____

TOTAL TAX ABATED: \$ 1773.50

TOTAL TAX ABATED: _____

SCHOOL GEN TAX ABATED: _____

SCHOOL GEN TAX ABATED: _____

SCHOOL SP ED TAX ABATED: _____

SCHOOL SP ED TAX ABATED: _____

YEAR: _____ VALUATION, PAYABLE _____

YEAR: _____ VALUATION, PAYABLE _____

DESCRIPTION:

DESCRIPTION:

100% ABATED VALUE: _____

100% ABATED VALUE: _____

85% ABATED VALUE: _____

85% ABATED VALUE: _____

TOTAL TAX (ORIG FIG): _____

TOTAL TAX (ORIG FIG): _____

TOTAL TAX ABATED: _____

TOTAL TAX ABATED: _____

SCHOOL GEN TAX ABATED: _____

SCHOOL GEN TAX ABATED: _____

SCHOOL SP ED TAX ABATED: _____

SCHOOL SP ED TAX ABATED: _____

APPLICATION FOR ABATEMENT OR REFUND OF TAXES
OR _____

CIRCLE ONE: APPROVED DISAPPROVED

DATE: _____

CHAIRMAN COUNTY BOARD

FILED:

HAND COUNTY TREASURER
 415 WEST 1ST AVE
 MILLER, SD 57362
 605 853 2136

01/22/2013

Parcel Information for Bill #: 2013- 1 -1853

Record #: 8412

TAXPAYER: ESCO INDUSTRIES INC
 PO BOX 7126
 SAINT CLOUD MN 56302-

Prop Addr:

Title:

Legal:

15 - - 0 - 0

BUILDING ON LEASED SITE (ELEVATOR)
 PARCEL 34 A PART OF THE NE 1/4 NE 1/4 15-112-68

School: 29-4

Acres / Lots: .00

	Tax Amt.	Int Due	Adv/Cert	TOTAL DUE	Date Pd	Treas#
1st Half:	1,330.13	.00	.00	1,330.13		0
2nd Half:	1,330.13	.00		1,330.13		0
Totals:	2,660.26			2,660.26		
				***** Interest *****		
				Thru: 01/22/2013		

Total	AG	NA-Z	OO	M-OO	NA	M
Valuation:	0	0	0	0	132062	0
Total Tax:	.00	.00	.00	.00	2660.26	.00

1st half paid by:
 2nd half paid by:

Laura Smith

From: Isaac Rinkenberger <isaac@dgrmet.com>
Sent: Friday, February 01, 2013 9:56 AM
To: Bill Lewellen
Cc: Laura Smith (finance.office@cityofmiller.com)
Subject: Pay Request #3 Miller Meter Cutover
Attachments: PayEstimate#3_1-31-13signed.pdf

February 1, 2013

Bill Lewellen, Electric Superintendent
City of Miller
120 W. 2nd Street
Miller, SD 57362

**RE: Pay Estimate No. 3
Electric Meter Cutover 2012 - 2013
DGR JN 420606**

Dear Bill:

Pay Estimate No. 3 is attached to this email. Please facilitate the following:

1. Schedule approval of Pay Estimate No. 3 in the amount of \$39,542.74.
2. Print three (3) copies of enclosed pay request.
3. Authorized City Official needs to sign, title and date all three (3) pay estimates.

4. Pay Estimate has already been signed by Thompson Electric.
5. Send one (1) signed pay estimate and payment of \$39,542.74, to:

Mike Anderson
Thompson Electric Company
520 S. Valley View Road
Sioux Falls, SD 57106

6. Send one (1) signed pay estimate to:

Isaac Rinkenberger
DGR Engineering
1302 South Union Street
P.O. Box 511
Rock Rapids, IA 51246

7. Retain one (1) pay estimate for your files.

Sincerely,

DGR ENGINEERING

Isaac Rinkenberger

IBR
Enclosures

Isaac Rinkenberger

DGR Engineering

1302 South Union Street
Rock Rapids, IA 51246
phone: 712-472-2531
fax: 712-472-2710
cell: 712-470-5138

DGR
ENGINEERING

PAY ESTIMATE NO. 3
ELECTRIC METER CUTOVER 2012-2013
CITY OF MILLER - MILLER, SOUTH DAKOTA
DGR Project Number 476606

For Period From: 10/25/12 To: 12/18/12
Contractor: Thompson Electric
Bid Date: July 31, 2012



Unit No.	Name and Description of Construction Unit	No. of Units	UNIT PRICE			WORK COMPLETED TO DATE (including this Pay Period)			WORK COMPLETED THIS PERIOD			
			L & M	Material	L & M	Exc. Price L & M	Units Comp.	% Comp.	Value of Comp. Work	Units Comp.	% Comp.	Value of Comp. Work
UD	Conductor Installation (ea.)	481	\$45.00		\$45.00	\$21,645.00	215	45%	\$9,675.00	136	28%	\$6,120.00
UD-3PH	Conductor Installation - Three Phase (ea.)	70	56.00		56.00	3,920.00	8	11%	448.00	4	6%	224.00
UM6-6	Ground Rod Installation (ea.)	475	36.00	37.00	73.00	34,675.00	40	8%	2,920.00	7	1%	511.00
UM6-EX	Existing Ground Wire Connection (ea.)	47	29.00	3.00	32.00	1,504.00	148	315%	4,756.00	101	215%	3,252.00
UM8-DIS	Service Entrance Disconnect Switch (ea.)	1	251.00	34.00	285.00	285.00	0	0%	0.00	0	0%	0.00
UM8-M	Meter Installation, 1-ph (ea.)	262	22.00		22.00	5,764.00	1	0%	22.00	0	0%	0.00
UM8-3M	Meter Installation, 3-ph (ea.)	38	22.00		22.00	836.00	0	0%	0.00	0	0%	0.00
UM8-MS	Meter Socket Installation, 1-ph (ea.)	334	59.00	21.00	80.00	26,720.00	125	37%	10,000.00	72	22%	5,760.00
UM8-3MS	Meter Socket Installation, 3-ph (ea.)	49	71.00	38.00	109.00	5,341.00	0	0%	0.00	0	0%	0.00
UM8-MMC	Multiple Meter Connection (ea.)	7	130.00	7.00	137.00	959.00	0	0%	0.00	0	0%	0.00
UM8-TB-1Ø	Terminal Box, 1-ph (ea.)	3	99.00	105.00	204.00	603.00	2	67%	210.00	2	67%	210.00
UM8-TB-3Ø	Terminal Box, 3-ph (ea.)	21	114.00	6.00	120.00	2,304.00	1	5%	120.00	1	5%	120.00
UM8-ARM	Remove and Reinstall Existing Meter (ea.)	136	16.00		16.00	2,176.00	14.5	11%	232.00	10.5	8%	168.00
UM8-3Ø CT Cab	Current Transformer Cabinet Installation, 3-ph (ea.)	9	340.00	12.00	352.00	3,168.00	3	33%	756.00	2	22%	504.00
UM8-REL	Relocate Existing Meter and Meter Socket (ea.)	73	95.00	10.00	105.00	7,665.00	34	47%	3,370.00	4	5%	420.00
UR12-2P	Conduit to Meter Socket - 2" (per thousand ft.)	3,722	6,938.00	2,933.00	9,861.00	36,702.64	1,566	42%	15,442.33	0.964	26%	9,306.00
UR12-3P	Conduit to Meter Socket - 3" (per thousand ft.)	0.474	7,312.00	5,375.00	12,687.00	6,013.64	0.046	10%	583.60	0.034	7%	431.36
UR12-4P	Conduit to Meter Socket - 4" (per thousand ft.)	0.04	7,971.00	15,646.00	23,617.00	625.44	0.000	0%	0.00	0.000	0%	0.00
UR-LDS	Lawn Damage Seeding (per thousand ft.)	0.1	4,135.00	2,767.00	6,902.00	690.20	0.000	0%	0.00	0.000	0%	0.00
ID-OUIS	Removal of Existing Overhead Service (ea.)	527	99.00		99.00	42,273.00	9	2%	891.00	6	7%	408.00
ID-UGS	Removal of Existing Underground Service (ea.)	88	68.00		68.00	5,984.00	6	7%	408.00	6	7%	408.00
IUM8-M	Removal of Existing Meter (ea.)	204	32		32.00	6,528.00	0	0%	0.00	0	0%	0.00
IUM8-MS	Removal of Existing Meter Socket (ea.)	263	53.00		53.00	13,939.00	63	35%	4,000.00	54	21%	2,862.00
USBY	Special Service Entrance Work (l.c.)	148	50.00		50.00	7,400.00	111.5	75%	5,575.00	88	59%	4,400.00
IP (SDEC)	Inspection Fee (South Dakota Electrical Commission)	383	50.00		50.00	19,150.00	181.2	47%	9,040.00	181.2	47%	9,040.00
T1	Taxes on Owner-Furnished Materials	1	6,016.06		6,016.06	6,016.06	0	0%	0.00	0	0%	0.00

TOTAL CONTRACT PRICE: \$261,914.98 TOTAL TO DATE: \$69,377.93 CONTRACT TOTAL: \$43,936.36
THIS PERIOD:

PAY ESTIMATE NO. 3
 ELECTRIC METER CUTOVER 2012-2013
 CITY OF MILLER - MILLER, SOUTH DAKOTA
 DGR Project Number: 421606

For Period From: 10/25/12 To: 12/10/12
 Contractor: Thompson Electric
 Bid Date: July 31, 2012

DGR
 DGR & ASSOCIATES CO.
 CONSULTING ENGINEERS
 ROCK RAPIDS, IOWA

SUMMARY

VALUE OF WORK COMPLETED TO DATE \$69,577.93
 LESS RETAINAGE.... (10%) \$6,957.79
 TOTAL AMOUNT DUE INCLUDING THIS PAYMENT..... \$62,620.14

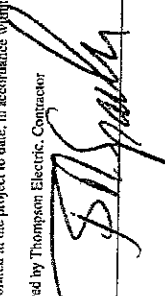
LESS ESTIMATES PREVIOUSLY APPROVED.....
 Pay Estimate No. 1 \$5,906.93
 Pay Estimate No. 2 \$17,170.47
 Pay Estimate No. 3 NA
 Pay Estimate No. 4 NA
 Pay Estimate No. 5 NA
 Pay Estimate No. 6 NA
 Pay Estimate No. 7 NA
 Pay Estimate No. 8 NA

TOTAL AMOUNT DUE THIS ESTIMATE..... **\$39,542.74**

ORIGINAL CONTRACT PRICE..... \$261,914.98
 EXPECTED FINAL CONTRACT COST (w/C.O.s, Additions & Deletions)..... \$261,914.98
 LESS TOTAL PAYMENTS, INCLUDING THIS PAYMENT..... \$62,620.14
 EXPECTED CONTRACT BALANCE AFTER THIS PAYMENT..... \$199,294.84
 % OF EXPECTED FINAL CONTRACT PRICE PAID, INCL. THIS PAYMENT..... 24%

The undersigned Contractor hereby certifies that payment has been made in full for all labor and materials incorporated in the project to date, in accordance with the terms of the Construction Contract.

Prepared by Thompson Electric, Contractor

By:  Date: 1-31-13

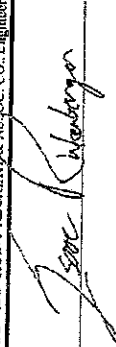
CERTIFICATE

THE AMOUNT OF \$ 39,542.74 IS APPROVED FOR PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT.

CITY OF MILLER, SOUTH DAKOTA, Owner

By: _____
 Title: _____
 Date: _____

DAVID GRANT RECKERT & ASSOC. CO., Engineer

By: 

Date: 1-31-13

POLICY #7: LEAVES OF ABSENCE

7.1 General Policy

Leaves of absence are considered a benefit and privilege offered by the municipality of Miller. Leaves are not granted automatically, but are to be requested by the employee. Every effort will be made to ensure that all employees are treated equally and fairly. In some instances it may not be possible to grant all leaves requested during busy times or emergency situations, however, every effort will be made to grant requests.

Employees anticipating a leave of absence are encouraged to apply for such leave as soon as possible and no later than two (2) days prior to the leave being taken.

7.2 Vacation Leave

Paid vacation leave will be granted to all qualified employees (see Policy 3).

Vacation leave will accrue at a rate according to the following schedule:

0-5 years	2 weeks	Maximum accrual = 80 hours	} NEW
5-15 years	3 weeks	Maximum accrual = 140 hours	
Over 15 years	4 weeks	Maximum accrual = 210 hours	

(Pro-rated for permanent part-time employees)

Police vacation in lieu of holidays will accrue at a rate of ten (10) hours per pay period.

Employees on leave of absence without pay or suspensions without pay do not accrue vacation leave benefits. Employees-in-training accrue vacation leave but may not take such leave until they have successfully completed such training period.

Vacation hours not used during the calendar year in which they are earned may be carried over into successive years.

Upon accrual above the maximum vacation leave hours, hours accrued will automatically be subtracted down to the maximum allowable hours without time being granted for leave. It is the employee's responsibility to ensure that hours are used on a timely basis according to this policy.

Upon separation from employment, an employee will be paid for any accumulated vacation time. Reimbursement for vacation leave will be at the employee's salary rate per their last day of employment.

When an employee's vacation time falls on a holiday, such time is not to be subtracted from an employee's vacation leave balance.

Vacation leave must be scheduled with the employee's department head at the earliest possible time prior to the use of such leave. The municipality reserves the right, within reason, to disapprove requested time for vacation leave for the purpose of maintaining the work force during heavily scheduled work periods. However, the municipality will make every effort possible to accommodate employee requests for time off.

Vacation leave will be granted on a first come first serve basis, based on operational needs.

The minimum amount that may be charged to an employee's vacation leave is one hour per leave period.

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0-5 years 2 weeks

5-15 years 3 weeks

Over 15 years 4 weeks

(Pro-rated for permanent part-time employees)

OLD

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(Revised at Council Meeting 6-03-02)

(Revised at Council Meeting 1-04-10)



On Hand Development Corporation
103 West 3rd Street * Miller, SD 57362
Phone: (605) 853-3098 * Fax: (605) 853-3276
www.millersd.org

January 28, 2013

RE: Business After Hours

You are cordially invited to a Business After Hours event at the Miller School District on Wednesday, February 6th. We will be hosting the BAH social starting at 5:30 at the Miller Armory (please enter using the main Armory entrance). All business owners, managers, and employees are welcome to attend.

The new elementary school will be showcased at this event. They will provide info and tours of the new facility. Appetizers will be served.

Every Miller Civic and Commerce member will be entered in a Miller Community Cash drawing. However, you must be present to win. The drawing for this Business After Hours event is \$100. If the winner isn't present, the prize will roll over to the next Business After Hours and increase that drawing by \$100. All attendees will be entered into a separate a door prize drawing.

Business After Hours is an opportunity to learn about the host business. You'll find out what they do and what products and services they offer. The event also provides the chance to network with other business owners and community leaders. Our plan is to have these events on a regular basis. An active Business After Hours program is a key to a growing and thriving business community.

Thanks and we look forward to seeing you there!

Sincerely,

LaDonna Wharton
Executive Director