

**AGENDA  
CITY OF MILLER  
MONDAY, MARCH 16, 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 Minutes pgs. 1 - 4**

**Public Input**

**Unfinished Business**

1. Boney Memorial pg. 5

**New Business**

1. Hand County Health & Wellness – Special Event Liquor License
2. Storm Shelter Bids pgs. 6 - 7
3. Bore Storm Shelter Utilities Bids pgs. 8 - 11
4. District Meeting Cancelled
5. DGR Invoices #239447-239448 \$13,203.00 pg. 12
6. Resolution No. 2020-5 – Wages pg. 13
7. Electric Superintendent Job Posting
8. Close Camping Area – Winter Months
9. Hire Summer Help

**Approval of Bills**

**Correspondence**

DENR Underground Tank Removal Program pg. 14

**Executive Session**

Personnel Matters Pursuant to SDCL 1-25-2(1)

**Adjourn**

**CITY OF MILLER  
CITY COUNCIL MEETING  
MARCH 2, 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 Monday, March 2, 2020.

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

**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 as amended, deleting Rainwater Charge. All members voted aye. Motion carried.

**MINUTES:** Motion by Alderwoman Meyer, seconded by Alderman Steers to approve the minutes for the regular meeting held on February 19, 2020. All members voted aye. Motion carried.

**DEPARTMENT HEAD REPORTS:**

Mayor Blachford asked Ron Hoftiezer to make sure the culverts at the park were cleaned out to prevent any issues with the spring thaw. Officer Wayne Ames stated that he will be training the Hand County Sheriff's employees on the new Life Pack AEDs.

**UNFINISHED BUSINESS**

**District Meeting Attendees:** The following plan to attend the District Meeting to be held in St. Lawrence on March 23: Ron Blachford, Tony & Bette Rangel, SuAnne Meyer, Jeff & Laura Swartz, Kim & Terry Manning, Gordy & Tammy Gross, Sheila & Dan Coss.

**Family Crisis Center Donation:** Motion by Alderman Steers, seconded by Alderman Rangel to table a donation to the Family Crisis Center until reviewing budgets in July. All members voted aye. Motion carried.

**NEW BUSINESS**

**OHED – Kecia Beranek:** Kecia was present to give an overview of the happenings at OHED. She is currently working with the school on a potential housing development. They are looking at a potential industrial park, quality of life improvements, and a welcome team just to name a few projects. They currently have 7 active revolving fund loans with applications out to two businesses. "Magnificent Miller" is set for April 2. They are hosting a 2-day housing meeting in Miller and the recent hotel study indicates that it would be feasible to build a 30-room hotel in Miller.

**Bring Your "A" Game:** OHED is sponsoring a *Bring Your "A" Game* workshop open to the public on March 12.

**Hire Permanent Part-time Street Employee:** Motion by Alderman Steers, seconded by Alderman Rangel to hire Doug Purrington as permanent, part-time employee for the street department at \$15.00/hour. All members voted aye. Motion carried.

**Hire Summer Help:** Motion by Alderman Steers, seconded by Alderman Swartz to hire the following summer employees, wages to be determined: Aaron Zeller – park, Talon Knox – ballpark, Art Welk – street, and lifeguards Karly Beckett, Aubrey DeHaai, Kaliopie Ford, Kaia Heilman, Preslie Russell, Molly Simons, Kaden Sivertsen and Tori VanZee. All members voted aye. Motion carried.

**Electric Project:** Motion by Alderman Rangel, seconded by Alderman Odegaard to approve DGR Engineering invoices 239279-239283 for \$15,580.00. All members voted aye. Motion carried.

**Water/Sewer Project:** Motion by Alderman Odegaard, seconded by Alderman Zeller to approve SPN Phase III invoices 20893-20895 for a total of \$94,020.00. All members voted aye. Motion carried.

**Helms & Associates:** Motion by Alderman Swartz, seconded by Alderman Rangel to pay Helms & Associates invoice #20957 for \$19,162.43. All members voted aye. Motion carried.

**Parks & Rec Discussion:** Mayor Blachford stated that the condition of the ballfields reflects on the city. He wants to make sure the ballfields are kept in good shape. Summer wages were discussed and will be reviewed by the finance committee.

**Building Permit:** Motion by Alderwoman Meyer, seconded by Alderman Rangel to approve a building removal permit for Stephanie Bonebright to remove a house. All members voted aye. Motion carried.

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

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 8:20 p.m. All members voted aye. Motion carried.

\_\_\_\_\_  
Ronald Blachford, Mayor

\_\_\_\_\_  
Sheila Coss, Finance Officer

#### LEGAL NOTICE OF RECEIPT

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#### Bills March 2020 (1)

3E Electrical Engineering	Repairs	832.50
American Solutions	Supplies	39.00
AT&T	Cell Phone	45.14
Bob's Disposal	Garbage	179.00
City Utilities	Utilities	13,531.62
DGR Engineering	Cap Imp	15,580.00
Helms & Associates	Prof Fees	19,162.43
John Deere Financial	Supplies	1,110.81
OHED	Industry	2,633.51
Petty Cash	Postage	26.15
Postmaster	Postage	325.00
SD Public Health Lab	Tests	30.00
SDML	Registration	252.00
SPN	Prof Fees	94,020.00
Stobbs Sales	Repairs	127.81
	Accounts Payable Total	<u>\$147,894.97</u>

Payroll Salary plus Benefits by Department:	2/28/2020 & 3/3/2020	OT	Total
Department	w/o OT		
41110 COUNCIL	2,325.23		2,325.23
41410 FINANCE OFFICE	1,288.59		1,288.59
41910 BUILDING	482.22		482.22
42110 POLICE	11,628.38	1,076.21	12,704.59
43110 STREET	4,926.12	94.99	5,021.11
43210 SEWER	5,031.07	114.51	5,145.58
43310 WATER	5,030.98	114.50	5,145.48
43410 ELECTRIC	11,409.30	144.03	11,553.33
	<u>\$42,121.89</u>	<u>\$1,544.24</u>	<u>\$43,666.13</u>

**CITY OF MILLER  
CITY COUNCIL MEETING  
MARCH 11, 2020**

*The City of Miller is an equal opportunity employer.*

The City Council met in special session at city hall at 7:00 p.m. on Wednesday, March 6, 2020.

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

**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 Steers to approve the agenda. All members voted aye. Motion carried.

**PUBLIC INPUT**

Bill Lewellen commented that DGR is here now installing the SCADA system for the electric department. The project is very near completion with a few areas that Efraimson has to repair in the spring. Lewellen also asked if it is permissible to use flex time in the last 2 weeks of employment. The policy manual does not cover this topic. He was given the okay to use flex time for April 10. Brian Bonebright stopped at the end the meeting with questions regarding the sidewalk in front of his business. He would like to know who's responsible for fixing the damaged area. He was asked to contact Brad Letcher with the State as main street is next to a state highway and they have different specifications. He also asked if the city would consider assisting with payment of the new sidewalk and adding it to his taxes for payment. The council will research their options.

**NEW BUSINESS**

**Finance Committee Recommendation:** Alderman Steers gave the finance committee recommendation to increase the seasonal wages from minimum wage for 1<sup>st</sup> year employees to \$10.50/hour, subsequent years will be increased by 2% of the base per returning/experience year and 10% of the yearly rate added for CDL & WSI certifications. One seasonal worker with multiple years of experience and a CDL will start with the street department at \$14.00/hour and the pool manager wage raised to \$14.00/hour. The budgets will cover the additional wages.

**Bill Lewellen - Resignation:** Motion by Alderman Zeller, seconded by Alderman Rangel to accept a letter of resignation from Bill Lewellen effective April 10, 2020. Mayor Blachford commended Lewellen for the great job he has done for our electric department in the past 34 years. All members voted aye. Motion carried.

**Utility Committee Recommendations:** Alderman Swartz discussed some options for the surcharges on vacant properties. The bond documents state that the city shall establish a surcharge payable by each customer that receives or benefits from services of the project. There are vacant homes that have permits to be torn down that were not initially charged the

surcharges. They recommend a letter stating that these homes must be removed by December 31, 2020, or they will be charged the entire year's worth of water and sewer surcharges. Vacant lots should continue to have services stubbed into the property for future buildings; however, no surcharge will be attached to such properties. Alderman Swartz turned the discussion to advertising for Bill Lewellen's replacement. The utility committee discussed the pros and cons of a Utility Director versus an Electric Superintendent. The council was asked to think about the options and decide on Monday, March 16.

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 8:46 p.m. All members voted aye. Motion carried.

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Ronald Blachford, Mayor

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Sheila Coss, Finance Officer

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**CIVIL**  
DESIGN INC

Civil Engineers & Land Surveyors

March 5, 2020

Mr. Ron Blachford  
City of Miller – Mayor  
120 W. 2<sup>nd</sup> Street  
Miller, SD 57362

**RE: City of Miller Community Safe Room – Bid Letting | Letter of Recommendation**

Mr. Blachford:

Bids for the above referenced project were opened and publicly read at Miller City Hall at 120 W. 2<sup>nd</sup> Street, Miller, SD 57362, on Wednesday, March 4, 2020 at 3:00 pm. A Bid Tabulation was prepared by Civil Design Inc. and is attached hereto.

A total of six (6) bids were received. JDH Construction, Inc. was the low bidder, at approximately 1.3% under the Engineer's Opinion of Probable Cost, with a total bid price of \$259,000.00. The Engineer's Opinion of Probable Cost for this project was \$262,400.00. There were no irregularities noted with JDH Construction, Inc.'s bid submittal.

The Hazard Mitigation Grant received by the City of Miller was for a total of \$319,900.00. After subtracting the total engineering contract from the grant amount (\$57,500.00), this leaves a remaining available cost of \$262,400.00, which is higher than the low bid of \$259,000.00.

It is the recommendation of CDI to award the project to the low bidder, JDH Construction, Inc. Upon approval from the Miller City Council, the Mayor shall sign the attached Notice of Award and send to Civil Design Inc. to begin the contract agreement process with the Contractor.

Respectfully,

Chris Brozik, PE  
Vice President

Attachments: Bid Tabulation, Notice of Award



## As-Read Bid Tabulation

City of Miller | Community Safe Room

Bid Letting: Wednesday, March 4, 2020 @ 3:00 PM (local time)

Bidder	Bid Security	Addendum #1	Total Bid
JDH Construction Inc.	X	X	\$259,000.00
First Dakota Enterprises	X	X	\$292,000.00
Rexwinkel Concrete, Inc.	X	X	\$316,546.80
Sharpe Enterprises, Inc.	X	X	\$282,000.00
Kyburz Carlson Construction	X	X	\$326,900.00
Tellinghuisen, Inc.	X	X	\$267,000.00
Engineer's Opinion of Cost			\$262,400.00





**Dakota  
Directional  
LLC**

206 E 13th Ave.  
Redfield, SD 57469

## Estimate

Date	Estimate #
2/20/2020	57

Name / Address
City of Miller 120 W 2nd St. Miller, SD 57362

Description	Qty	Rate	Total
Work to be completed at City of Miller's request on park restroom facility project.			
Installation of 8" Y.M. for on grade, gravity fed sewer by directional bore.	368	39.00	14,352.00
Material: 8" SDR26 Y.M. - 380ft.	1	5,747.50	5,747.50
Installation of 2" waterline and 1/0 triplex by directional bore.	368	15.00	5,520.00
Material: 2" HD poly waterline-400ft. 1/0 triplex- 400ft.	1	1,814.40	1,814.40
Mileage (figured at one way)drill rig	52	5.00	260.00
Mileage (figured at one way)service truck	52	5.00	260.00
Subtotal			27,953.90
Excise Tax		570.54	570.54
We look forward to working with you.		<b>Total</b>	\$28,524.44

## BID PROPOSAL


Work to be completed at City of Miller's request on park storm shelter/restroom facility project.

Description	Qty	Rate	Total
Installation of 8" Y.M. for on grade, gravity fed sewer by directional bore.	368	40.00	14,720.00
Material: 8" SDR26 Y.M. - 380 ft	1	7,000.00	7,000.00
Installation of 2" waterline and 1/0 triplex by directional bore.	368	10.00	3680
Material: 2" HD poly waterline - 400 ft. 1/0 triplex - 400 ft.	1	1850.00	1850.00
Mileage (figured at one way) drill rig			
Mileage (figured at one way) service truck			
Subtotal			\$27,250
Excise Tax			556.00

**Total Bid:**

27,806.00

Notes:



**CITY OF MILLER**  
South Dakota

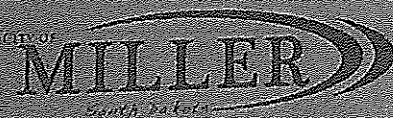
*Terry Manning*  
Water/Wastewater Superintendent  
Airport Manager

120 West 2nd St.      605.853.2705 work  
Miller, SD 57362      605.853.3617 fax  
terry.manning@cityofmiller.com      605.204.0565 cell

*The Electric Co of SD*

*Scott Oswald*

*SW*  
*3-11-20*



120 W 2nd St., Miller, SD, 57362  
Phone: (605) 853-2705 Fax: (605) 853-3617  
Email: finance.office@cityofmiller.com



March 10, 2020

Miller project #45363 park shelter/ facility

Unit(s)	Description	U/M	Price
368 ft	8" Gravity fed sewer dir. bore	\$23.00 ft.	\$8,464.
400 ft	6" 2) 2" water line, 1) 1/0 triplex dir. bore	\$20.00 ft.	8,000.
4-hours	Backhoe*	130.00 hr.	520.
36 ft	Jet Vac*	35.00 ft.	1260.
			<u>\$18,244.</u>

Material

380 ft	8" SDR26 Yelomine pipe w/cplg & splines	15.88 ft	\$6,034.40
800 ft	2" 200# SDR-11 HDPE PE 4710 POLY NSF	1.04 ft	832.00
			<u>\$6,866.40</u>

Mobilization			
58.1 mi.	2) Straight Trucks	\$4.75 mi. ea.	\$551.95
58.1 mi.	Service Truck	3.00 mi.	174.30
			<u>\$726.25</u>

\$25,836.65

Tax 2.041% 527.33

Estimate Total \$26,363.98

\*Estimate; amounts may vary

# BID PROPOSAL

*City Employees*

Work to be completed at City of Miller's request on park storm shelter/restroom facility project.

Description	Qty	Rate	Total
Installation of 8" Y.M. for on grade, gravity fed sewer by directional bore.	368		
Material: 8" SDR26 Y.M. - 380 ft	1	\$5,103.40	\$5,103.40
Installation of 2: waterline and 1/0 triplex by directional bore.	368		
Material: 2: HD poly waterline - 400 ft. 1/0 triplex - 400 ft.	1	\$1,100.00	\$1,100.00
Mileage (figured at one way) drill rig			
Mileage (figured at one way) service truck			
Subtotal			
Excise Tax			

**Total Bid: \$ 6,203.40**

CITY MAN HOURS	HOURS		
Man hours to dig in water & sewer (48hrs x 3 workers= 144 hours)	144	\$37.50	\$5,400.00
Backhoe (6days = 48 hours)	48	\$125.00	\$6,000.00
Ditch Witch pot holes	4	\$125.00	\$500.00
Pickup	4	\$30.00	\$120.00
Tandem dump truck(mud, trees, roots, dirt, gravel)	16	\$75.00	\$1,200.00
Single axel truck	16	\$65.00	\$1,040.00
Trailer	1	\$30.00	\$30.00
Loader		\$125.00	\$0.00
Skid Steer	48	\$70.00	\$3,360.00
Blade		\$125.00	\$0.00
Oil Truck		\$50.00	\$0.00
Subtotal			
Excise Tax			

**Total Bid: \$17,650.00**

**\*\* DOES NOT INCLUDE ELECTRIC & STREET WORK\*\***



120 W 2nd St., Miller, SD, 57362  
 Phone: (605) 853-2705 Fax: (605) 853-3617  
 Email: finance.office@cityofmiller.com



1302 South Union Street  
P.O. Box 511  
Rock Rapids, IA 51246  
phone: 712.472.2531 - fax: 712.472.2710

### Invoice

City of Miller  
Mr. Bill Lewellen, Electric Department  
120 West 2nd Street  
Miller, SD 57362

March 11, 2020  
Project No: 420613.00  
Invoice No: 00239447  
Project Manager: Andrew Koob

Invoice Total **\$456.00**

Project 420613.00 Distribution Improvements

Task Order No. 7

Professional Services through February 29, 2020

Task X400 Construction Phase

Task	Hours	Rate	Amount
Technician 13	1.00	114.00	114.00
Totals	1.00		114.00
Total Labor			114.00
Total this Portion			\$114.00

Task X500 Final Phase

Task	Hours	Rate	Amount
Technician 13	3.00	114.00	342.00
Totals	3.00		342.00
Total Labor			342.00
Total this Portion			\$342.00
AMOUNT DUE THIS INVOICE			<b>\$456.00</b>

Respectfully Submitted:

Andrew Koob



1302 South Union Street  
P.O. Box 511  
Rock Rapids, IA 51246  
phone: 712.472.2531 - fax: 712.472.2710

### Invoice

City of Miller  
Mr. Bill Lewellen, Electric Department  
120 West 2nd Street  
Miller, SD 57362

March 11, 2020  
Project No: 420614.00  
Invoice No: 00239448  
Project Manager: Andrew Koob

Invoice Total **\$12,747.00**

Project 420614.00 SCADA System

Task Order No. 8

Professional Services through February 29, 2020

Task 0200 Final Design Phase

Task	Hours	Rate	Amount
Lump Sum Portion	57,700.00		46,160.00
Total Fee	80.00		34,620.00
Percent Complete			11,540.00
Total this Task			<b>\$11,540.00</b>

Task X400 SCADA Integration

Task	Hours	Rate	Amount
Engineer 7	2.00	140.00	280.00
Technician 11	9.00	103.00	927.00
Totals	11.00		1,207.00
Total Labor			1,207.00
Total this Task			<b>\$1,207.00</b>
AMOUNT DUE THIS INVOICE			<b>\$12,747.00</b>

Respectfully Submitted:

Andrew Koob

# RESOLUTION NO. 2020-5

*The City of Miller is an equal opportunity employer.*

**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 revised list of salaries for the City of Miller seasonal employees:

SEASONAL STREET DEPARTMENT      \$14.00 per hour (Multiple years' experience + CDL)

SWIMMING POOL MANAGER      \$14.00 per hour

<u>SEASONAL EMPLOYEES</u>		<u>10% CDL/WSI</u>
Base Pay	\$10.50 (No Experience)	\$11.55
Returning with 1 year experience/longevity	\$10.71 (Base plus 2% of Base)	\$11.78
Returning with 2 years experience/longevity	\$10.92 (Base plus 4% of Base)	\$12.01
Returning with 3 years experience/longevity	\$11.13 (Base plus 6% of Base)	\$12.24
Returning with 4 years experience/longevity	\$11.34 (Base plus 8% of Base)	\$12.47
Returning with 5 years experience/longevity	\$11.55 (Base plus 10% of Base)	\$12.71

Private Lessons: Lifeguards will receive 70% of the private lessons fee, the city will keep 30%.

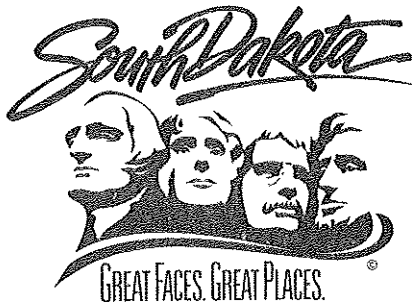
Adopted this 16<sup>th</sup> day of March 2020.

## ATTEST:

\_\_\_\_\_  
Sheila Coss, Finance Officer  
(SEAL)

\_\_\_\_\_  
Ronald Blachford, Mayor





DEPARTMENT of ENVIRONMENT  
and NATURAL RESOURCES

JOE FOSS BUILDING  
523 EAST CAPITOL  
PIERRE, SOUTH DAKOTA 57501-3182

denr.sd.gov

March 3, 2020

RE: South Dakota's Free Abandoned Underground Tank Removal Program

The State of South Dakota has entered the 19<sup>th</sup> year of our free voluntary abandoned tank removal program and has removed abandoned underground petroleum tanks at approximately 3,500 sites. Under the program, South Dakota Department of Environment and Natural Resources will remove tanks that qualify and perform environmental cleanup actions we deem necessary to protect human health at no cost to the owner.

The state wants to remove every abandoned underground storage tank that was used to store a petroleum product. Examples of petroleum products are gasoline, diesel, fuel oil, aviation fuel, waste oil, etc. In many of these situations, petroleum products may still be in the tanks or may have leaked into the ground. This spillage can cause our ground water to become polluted and may be a risk to people in the area. The state will not remove petroleum tanks that may be inaccessible, such as beneath a building. The free tank removals do not apply to tanks that were in retail service on or after April 1, 1988. Non-petroleum tanks such as propane tanks, cisterns, and septic tanks are not eligible under this program.

We wanted your city to know about this ongoing program. Enclosed with the tank removal application form is a summary fact sheet. The sheet lists the steps tank owners need to take to get tanks removed. Any help you can give us in getting the word out about it would be appreciated. Please forward information to anyone within your office and city who would benefit from the program and give copies of the forms to anyone you know who may have abandoned tanks on their property.

For more information, please contact Justin Allen with DENR at 605.773.3296 with any questions about this free program. You may also contact us by fax (605.773.6048), e-mail (DENRINTERNET@state.sd.us), or visit our website (<http://denr.sd.gov/TankYank>). Thank you for your help.

Sincerely,

Justin Allen  
Natural Resources Project Engineer  
Ground Water Quality Program  
605-773-3296