

**AGENDA
CITY OF MILLER
MONDAY, APRIL 6, 2020
6:00 P.M.**

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes pgs. 1 - 5

Executive Session @ 6:00 P.M.

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

Regular Session @ 7:00 P.M.

Public Input

Department Head Reports pgs. 6 - 12

Public Hearing

7:30 Liquor License Transfer

New Business

1. Water/Sewer Phase III Bid Opening Results
2. Phase II Extra Work pg. 13
3. Utility Committee On-Call Discussion
4. Electric Superintendent Position
5. KBA – Audit Engagement Letter pg. 14
6. Annual Reportsee handout
7. Hire Summer Help
8. Code Enforcement Letter pg. 15
9. Building Permits
 - a. Kent & Jacque Atkinson – remove trailer house
 - b. Dwaine & Harriet Chipman – storage shed
 - c. Brady Coss – breezeway
10. Water/ Sewer Project
 - a. SPN Phase II Invoices 21045-21046 Total: \$5,860.55..... pg. 16
 - b. SPN Phase III Invoices 21031-21033 Total: \$62,680.00..... pgs. 17 - 18
11. COVID-19 Playground Precautions..... pgs. 19 - 20
12. COVID-19 Contractor Dining Plan
13. COVID-19 Employee Masks
14. Bus Barn Roof

Approval of Bills

Adjourn

**CITY OF MILLER
CITY COUNCIL MEETING
MARCH 16, 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 16, 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 Swartz to approve the agenda. All members voted aye. Motion carried.

MINUTES: Motion by Alderman Rangel, seconded by Alderman Zeller to approve the minutes for the regular meeting held on March 2, 2020, and the special meeting held March 11, 2020. All members voted aye. Motion carried.

PUBLIC INPUT

Bill Lewellen, electric superintendent, stated that he has contacted Wessington Springs regarding on-call sharing. Bill and one council member will meet with an employee and council member from Wessington Springs. Bill Lewellen also commented that there was an alarm on the SCADA system for the substation. There was a low CO2 message that was not an issue. However, this brought up the need of a service contract with NorthWestern Energy to help maintain the substation and transmission lines. He is working with NorthWestern Energy to get an agreement written up.

Mayor Blachford made a declaration that city hall will be closed to walk-in traffic for at least ten days as a result of the coronavirus pandemic. He will reassess the need to keep the doors closed at that time. Alderman Steers expressed concern that the coronavirus (COVID-19) is going to affect our community. We need to be aware of the needs of our neighbors, keep hands clean and develop a contingency plan.

Jan Kittelson commented that the newspaper will be published with a Saturday date beginning in April. The paper that would be published on April 1 will be dated April 4. Deadlines will be Wednesday at noon instead of the current Friday deadline.

UNFINISHED BUSINESS

Boney Memorial: Alderman Swartz has been visiting with Steph Bonebright about a possible memorial for Jim (Boney) Bonebright. Alderman Swartz presented a picture of the desired memorial and received estimates from Millerdale Colony, Donlin Construction, Miller Concrete and Common Sense Manufacturing totaling approximately \$4,675.00 to complete the project. Each business had a connection with Boney and were personally and financially committed to assist with this project. There will be further discussion with Steph regarding the wording and placement of the memorial. Motion by Alderman Rangel, seconded by Alderwoman Meyer to go forward with the memorial as presented. All members voted aye. Motion carried.

NEW BUSINESS

Hand County Health & Wellness: Motion by Alderman Swartz, seconded by Alderman Odegaard to approve a special event liquor license for the annual Hand County Health and Wellness fundraiser planned for May 1. The date may be changed due to the coronavirus. All members voted aye. Motion carried.

Storm Shelter Bids: Six bids were received on March 4, 2020, for the community safe room/storm shelter in the park: JDH Construction, Inc. - \$259,000.00, First Dakota Enterprises - \$292,000.00, Rexwinkel Concrete, Inc. - \$316,546.80, Sharpe Enterprises, Inc. - \$282,000.00, Kyburz Carlson Construction - \$326,900.00, and Tellinghuisen, Inc. - \$267,000.00. Motion by Alderman Steers, seconded by Alderman Rangel to accept Civil Design, Inc. recommendation to hire JDH Construction, Inc. All members voted aye. Motion carried.

Bore Storm Shelter Utilities: Three quotes were received to bore the utilities to the community safe room/storm shelter in the park. Motion by Alderman Rangel, seconded by Alderman Odegaard to accept the low bid from Larson Digging, Inc. for \$26,363.98. All members voted aye; Alderman Swartz abstained. Motion carried.

District Meeting: The District Meeting scheduled for March 23 has been cancelled due to the coronavirus.

DGR Invoices: Motion by Alderman Swartz, seconded by Alderman Zeller approve DGR Engineering invoices #239447-239448 for a total of \$13,203.00. All members voted aye. Motion carried.

Resolution No. 2020-5: Motion by Alderman Swartz, seconded by Alderwoman Meyer approve Resolution 2020-5 – Wages. All members voted aye; Alderman Zeller abstained. Motion carried.

Electric Superintendent: Motion by Alderman Zeller, seconded by Alderman Rangel to advertise for the electric superintendent position in-house. Roll call vote: Alderman Swartz – aye, Alderman Zeller – aye, Alderman Odegaard – aye, Alderman Rangel – aye, Alderwoman Meyer – nay, Alderman Steers – aye. Motion carried.

Close Camping Area – Winter Months: Motion by Alderman Zeller, seconded by Alderman Odegaard to close the camping area and barricade it during the winter. Dates will be determined by the weather at Ron Hoftiezer's discretion. All members voted aye. Motion carried.

Hire Summer Help: Motion by Alderwoman Meyer, seconded by Alderman Swartz to hire the three additional lifeguard applicants. 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.

Correspondence

DENR has a free abandoned underground tank removal program. The council is not aware of any underground tanks in Miller.

EXECUTIVE SESSION: Motion by Alderwoman Meyer, seconded by Alderman Odegaard to go into executive session for personnel matters pursuant to SDCL 1-25-2(1) at 8:25 p.m. All members voted aye. Motion carried. Motion by Alderman Swartz, seconded by Alderman Zeller to come out of executive session at 9:05 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 9:06 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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Bills March 2020 (2)

A & B Business Solutions	Copier Meter	148.36
Avera Occupational Medicine	Drug Test	83.55
Manning Digging Service	Service	250.00
Civil Design	Prof Fees	3,437.00
CNH Industrial Capital	Supplies	83.25
Cowboy Country Stores	Fuel	1,168.78
DGR Engineering	Cap Imp	14,600.00
Elan	Supplies	363.51
Farnam's Genuine Parts	Parts	879.06
gWorks	Forms	118.63
Hand County Publishing	Supplies	242.12
HCPD	Power	74,305.98
Ron Hoftiezer	Reimb	11.00
Kessler's	Supplies	29.24
Bill Lewellen	Reimb	205.28
MD Industries	Ladder Assy	1,090.00
MDRWS	Water	18,373.00
Midco	Telephones	444.08
Miller Ace	Supplies	589.30
Oakley Farm & Ranch Supply	Supplies	46.24
Prairieland Collections	Prof Fees	249.22
DENR	Testing Fees	20.00
SD Fed Property	Supplies	63.33
Small Engine House	Repairs	250.29
Sturdevant's	Parts	87.99
WAPA	Power	44,058.95
	Accounts Payable Total	<u>\$161,198.16</u>

**Payroll Salary plus Benefits
by Department:**

	3/17/2020		
Department	w/o OT	OT	Total
41410 FINANCE OFFICE	1,291.60		1,291.60
42110 POLICE	10,211.59	1,583.26	11,794.85
43110 STREET	5,097.57	208.97	5,306.54
43210 SEWER	5,027.93		5,027.93
43310 WATER	5,027.84		5,027.84
43410 ELECTRIC	11,559.36		11,559.36
	<u>\$38,215.89</u>	<u>\$1,792.23</u>	<u>\$40,008.12</u>

**CITY OF MILLER
CITY COUNCIL MEETING
MARCH 24, 2020**

The City of Miller is an equal opportunity employer.

The City Council met in special session at the fire hall at 7:00 p.m. on Tuesday, March 24, 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 Swartz, seconded by Alderman Zeller to approve the agenda. All members voted aye. Motion carried.

NEW BUSINESS

Governor Noem – Executive Order No. 19: Governor Noem's Executive Order No. 19 was available for anyone to read.

First Reading Ordinance #709 – COVID-19 Budget Supplement: Motion by Alderman Steers, seconded by Alderman Rangel to accept the first reading of Ordinance #709 – COVID-19 Budget Supplement. Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Motion carried.

First Reading Ordinance #710 – COVID-19 Health Emergency: Motion by Alderman Rangel, seconded by Alderman Odegaard to accept the first reading of Ordinance #710 – COVID-19 Health Emergency. Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Motion carried.

Utility Payment Plan: Motion by Alderman Swartz, seconded by Alderwoman Meyer to accept the proposed application for utility bill payment plans. The application will indicate how COVID-19 has affected the resident or business owner's ability to pay the utility bill in full. The applications will be reviewed by the Safety Committee. All members voted aye. Motion carried.

Appoint Committee: Motion by Alderman Odegaard, seconded by Alderman Zeller to accept Mayor Blachford's appointment of the Safety Committee as the liaison to the Hand County COVID-19 Task Force. The committee will be able to make minor decisions with the Mayor's approval and call special council meetings if necessary. All members voted aye. Motion carried.

Appoint Spokesperson: Motion by Alderman Rangel, seconded by Alderman Swartz to accept Mayor Blachford's appointment of Bob Steers as the spokesperson for the City of Miller regarding any information pertaining to COVID-19. All members voted aye. Motion carried.

PUBLIC INPUT

Kecia Beranek, OHED thanked the council and local businesses for being proactive in doing their part to slow the spread of COVID-19.

Alderwoman Meyer mentioned that Burbach Aquatics has suspended all meetings regarding the design of the pool until further notice.

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 7:32 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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**CITY OF MILLER
CITY COUNCIL MEETING
MARCH 31, 2020**

The City of Miller is an equal opportunity employer.

The City Council met in special session at city hall at 7:30 p.m. on Tuesday, March 31, 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. All members voted aye. Motion carried.

PUBLIC INPUT

Alderman Zeller expressed concerns regarding kids playing at the ballfield and multiple kids playing on the park playgrounds. Alderman Steers said he would prefer that the kids enjoy the nice weather by being outside rather than gathered in someone's basement playing video games. A discussion will be held at the April 6, 2020, meeting to determine the best course of action for the city parks during the COVID-19 crisis.

Alderman Steers would like to thank all of the businesses for being proactive in doing what they can to limit the amount of traffic. It seems to be working as there are currently zero COVID-19 cases in Hand County.

Mayor Blachford would like to thank the council, emergency management, and everyone involved in any way in keeping our community safe.

NEW BUSINESS

Second Reading Ordinance #709 – COVID-19 Budget Supplement: Motion by Alderman Rangel, seconded by Alderman Steers to accept the second reading of Ordinance #709 – COVID-19 Budget Supplement. Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Motion carried.

Second Reading Ordinance #710 – COVID-19 Health Emergency: Motion by Alderwoman Meyer, seconded by Alderman Swartz to accept the second reading of Ordinance #710 – COVID-19 Health Emergency. Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Motion carried.

Employee Hours due to COVID-19: Motion by Alderwoman Meyer, seconded by Alderman Odegaard to have all employees return to work at this time. They need to practice social distancing and sanitizing and keep employees to 1 person per vehicle. Mayor Blachford stated that we need to keep our employees from contracting this virus so that we can maintain all systems within the city: finance, water, sewer, electric, streets and police. Roll call vote: Alderman Steers – aye, Alderwoman Meyer – aye, Alderman Rangel – aye, Alderman Odegaard – aye, Alderman Zeller – aye, Alderman Swartz – aye. Motion carried. Further discussion will be held at future meetings to determine the best course of action regarding employee work arrangements.

Motion by Alderman Zeller, seconded by Alderman Steers to adjourn the meeting. There being no further business, the meeting was adjourned at 8:32 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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**City Council Meeting
Department Head Reports
April 6, 2020**

Police Department Report

1. On March 6, 2020, I was scheduled to attend a grant meeting in Pierre for Dept of Highway Safety fund. The grant meeting was canceled due to the COVID-19 pandemic. Unknown at this time if it will be rescheduled.
2. Officer Henrickson started teaching D.A.R.E. to the 5th graders this year. His first class was on March 5, 2020. He was going to teach the class for the next ten weeks and have graduation sometime in early May. Unfortunately, with the school being closed, the students will not finish D.A.R.E. this year.

Street Department Report

1. We cut the trees down around where the new tornado/bathroom building will be built.
2. We also cut tree limbs hanging over Highway 14 east of 4 way.
3. We cut several tree limbs out of alleys and a few streets. (All Departments helped us)
4. David installed brakes in the white pick that Aaron drives at the Park.
5. We hauled a few loads of gravel to the Dahme streets & bladed the others. On a few different days....
6. I talked to Ron Blachford about installing larger grates on the storm sewer inlets east of Hand County Highway. I will order them when I can get the measurements.
7. David swept Main Street just before a couple semis lost a bunch of mud, I was called, and we picked up what we could. They were trying to clean up some lots, but the mud prevented them from finishing.
8. We helped welded and installed the safety rail mezzanine at the fire hall.
9. We had a storm pipe that had a bunch of sediment on the end of it on the north end of Crystal Park, so we had to sewer jet it & use the mini excavator to remove the slop by end.
10. We worked on several alleys & the Community Center lot when they weren't too slimy.
11. We had to keep the ice chunks off the culverts at the park & keep the grates clean east of the Hand County Warehouse.
12. We installed a backup camera on the new blade.
13. We helped at the water leak by W 1st Ave. & W 9th St.
14. David swept some streets (we do not dare sweep along gutters yet until they firm up).
15. We will be shingling the Concession stand at the Ball Park.

Water/Sewer/Airport Department Report

1. Dahme Const. & Industrial Builders started preparing the streets for the upcoming construction season.
2. Bid opening for Phase 3 will take place on Monday the 6th.
3. Pre-Construction meeting for Phase 2 will take place on Monday the 6th.
4. Wade Shultz with Wilbur-Ellis told me that they want to discontinue with the fuel service at the Airport and would like us to figure out what we want to do soon. I contacted Brooke Edgar, Helms & Assoc. and told her the situation. She is going to look at what our best options are and will get back to us. Fuel at our Airport is very important.
5. The mezzanine or railing at the fire hall is now complete for insurance purposes.

Electric Department Report

1. Working with Wessington Springs on agreement.
2. Fixed two of the nine underground faults.
3. End of year WAPA reports.
4. Going through as built plans with DGR.
5. Refiguring system opens to balance load on substations.

Finance Office Report

1. Sales Tax Comparison Report – see attachment
2. Quarterly Reports – see attachment
3. COVID-19 business
4. Phase III bid process
5. Storm Shelter – NEOG = funding, JDH = construction, Civil Design = engineering

Sales Tax Comparison			
	2020	2019	\$75,000 to OHED
January	\$18,977.31	\$34,444.92	\$6,250.00
	\$60,236.06	\$44,092.80	
February	\$9,437.05	\$24,204.24	\$6,250.00
March	\$59,657.65	\$52,474.60	\$6,250.00
	\$7,011.30	\$7,654.69	
	\$46,594.48	\$45,999.73	
April	\$8,780.89	\$4,289.54	\$6,250.00
May			\$6,250.00
June			\$6,250.00
July			\$6,250.00
August			\$6,250.00
September			\$6,250.00
October			\$6,250.00
November			\$6,250.00
December			\$6,250.00
Total	\$210,694.74	\$213,160.52	-1.16%
	up/down from last year		-\$2,465.78

Gross Receipts Tax - Split Fund 211

Month	Current Year		
	Total	City 20%	OHED 80%
JAN	\$2,095.82	\$419.16	\$1,676.66
	\$2,395.33	\$479.07	\$1,916.26
FEB	\$1,014.34	\$202.87	\$811.47
	\$2,277.55	\$455.51	\$1,822.04
MAR	\$518.30	\$103.66	\$414.64
	\$1,753.53	\$350.71	\$1,402.82
APR	\$931.48	\$186.30	\$745.18
		\$0.00	\$0.00
MAY		\$0.00	\$0.00
		\$0.00	\$0.00
JUN		\$0.00	\$0.00
		\$0.00	\$0.00
JUL		\$0.00	\$0.00
		\$0.00	\$0.00
AUG		\$0.00	\$0.00
		\$0.00	\$0.00
SEP		\$0.00	\$0.00
		\$0.00	\$0.00
OCT		\$0.00	\$0.00
		\$0.00	\$0.00
NOV		\$0.00	\$0.00
		\$0.00	\$0.00
DEC		\$0.00	\$0.00
		\$0.00	\$0.00
	\$10,986.35	\$2,197.27	\$8,789.08

Previous Year		
Total	City 20%	OHED 80%
\$2,318.56	\$463.71	\$1,854.85
\$1,579.54	\$315.91	\$1,263.63
\$1,436.10	\$287.22	\$1,148.88
\$1,761.91	\$352.38	\$1,409.53
\$816.61	\$163.32	\$653.29
\$1,531.83	\$306.37	\$1,225.46
\$727.67	\$145.53	\$582.14
\$431.24	\$86.25	\$344.99
\$2,152.71	\$430.54	\$1,722.17
\$1,925.48	\$385.10	\$1,540.38
\$728.56	\$145.71	\$582.85
\$427.78	\$85.56	\$342.22
\$3,246.00	\$649.20	\$2,596.80
\$1,597.63	\$319.53	\$1,278.10
\$2,136.26	\$427.25	\$1,709.01
\$2,074.51	\$414.90	\$1,659.61
\$1,698.03	\$339.61	\$1,358.42
\$2,470.80	\$494.16	\$1,976.64
\$1,032.19	\$206.44	\$825.75
\$2,320.80	\$464.16	\$1,856.64
\$957.22	\$191.44	\$765.78
\$3,890.22	\$778.04	\$3,112.18
\$14.85	\$2.97	\$11.88
\$1,498.87	\$299.77	\$1,199.10
\$38,775.37	\$7,755.07	\$31,020.30

\$3,231.28
average/month

up/down from previous year		
Total	610.32	6.46%
City	122.06	6.46%
OHED	488.26	6.46%

Pay OHED through AP using expense code: 211-4651-4510

OHED 80%

Check # _____

Check Date _____

MAR	414.64
MAR	1,402.82
	\$1,817.46

REVENUE & EXPENSE REPORT

CALENDAR 3/2020, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TAXES TOTAL	128,220.01	237,100.16	1,141,500.00	904,399.84
	LICENSES AND PERMITS TOTAL	.00	115.00	8,100.00	7,985.00
	INTERGOVERNMENTAL REVENUES TOTA	9,369.08	32,487.75	340,500.00	308,012.25
	CHARGES FOR GOODS AND SER TOTA	4.24	1,438.73	26,000.00	24,561.27
	FINES AND FORFEITS TOTAL	.00	.00	.00	.00
	MISC. REVENUES TOTAL	1,566.98	4,754.51	34,250.00	29,495.49
	OTHER SOURCES TOTAL	.00	.00	150,000.00	150,000.00
	TOTAL REVENUE	139,160.31	275,896.15	1,700,350.00	1,424,453.85
	COUNCIL TOTAL	3,187.34	10,054.82	32,450.00	22,395.18
	CONTINGENCY TOTAL	.00	.00	25,000.00	25,000.00
	ELECTIONS TOTAL	.00	.00	2,200.00	2,200.00
	ATTORNEY TOTAL	.00	175.00	12,000.00	11,825.00
	FINANCE OFFICE TOTAL	3,891.01	13,055.19	82,686.00	69,630.81
	BUILDINGS TOTAL	2,287.82	6,617.97	27,080.00	20,462.03
	POLICE TOTAL	36,460.28	90,564.90	367,025.00	276,460.10
	FIRE TOTAL	2,371.62	7,711.63	45,900.00	38,188.37
	CODE ENFORCEMENT TOTAL	.00	1,500.00	6,000.00	4,500.00
	CIVIL DEFENSE TOTAL	.00	.00	.00	.00
	STREET TOTAL	21,231.30	55,050.78	390,150.00	335,099.22
	AIRPORT TOTAL	1,083.63	3,676.69	29,150.00	25,473.31
	COVID-19 TOTAL	.00	.00	150,000.00	150,000.00
	HEALTH & WELFARE TOTAL	419.00	1,078.07	8,500.00	7,421.93
	BALLPARK TOTAL	333.15	375.62	12,525.00	12,149.38
	SENIOR CITIZEN ACTIVITIES TOTA	.00	.00	.00	.00
	PARK TOTAL	4,305.18	27,199.62	348,400.00	321,200.38
	POOL TOTAL	129.57	344.81	68,000.00	67,655.19
	ZONING TOTAL	.00	.00	5,200.00	5,200.00
	ECONOMIC DEVELOPMENT TOTAL	6,250.00	18,750.00	75,000.00	56,250.00
	PROMOTION OF CITY TOTAL	.00	.00	1,000.00	1,000.00
	DEBT SERVICE TOTAL	.00	.00	.00	.00
	CAPITAL OUTLAY TOTAL	.00	.00	.00	.00
	TRANSFER OUT TOTAL	.00	.00	11,250.00	11,250.00
	TOTAL EXPENSES	81,949.90	236,155.10	1,699,516.00	1,463,360.90
	GENERAL TOTAL	57,210.41	39,741.05	834.00	38,907.05-
	TAXES TOTAL	4,549.38	10,054.87	35,000.00	24,945.13
	TOTAL REVENUE	4,549.38	10,054.87	35,000.00	24,945.13
	POOL TOTAL	.00	.00	7,000.00	7,000.00
	ECONOMIC DEVELOPMENT TOTAL	2,633.51	10,549.59	28,000.00	17,450.41
	TOTAL EXPENSES	2,633.51	10,549.59	35,000.00	24,450.41

REVENUE & EXPENSE REPORT

CALENDAR 3/2020, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	GROSS RECEIPTS TAX FUND TOTAL	1,915.87	494.72-	.00	494.72
	OTHER SOURCES TOTAL	18,204.31	34,588.19	225,000.00	190,411.81
	TOTAL REVENUE	18,204.31	34,588.19	225,000.00	190,411.81
	AIRPORT TOTAL	19,162.43	36,408.61	225,000.00	188,591.39
	TRANSFER OUT TOTAL	.00	.00	.00	.00
	TOTAL EXPENSES	19,162.43	36,408.61	225,000.00	188,591.39
	CAPITAL IMPROVEMENT TOTAL	958.12-	1,820.42-	.00	1,820.42
	WATER TOTAL	49,991.58	139,320.59	1,846,750.00	1,707,429.41
	TOTAL REVENUE	49,991.58	139,320.59	1,846,750.00	1,707,429.41
	WATER TOTAL	70,564.97	224,544.27	1,814,850.00	1,590,305.73
	TOTAL EXPENSES	70,564.97	224,544.27	1,814,850.00	1,590,305.73
	WATER TOTAL	20,573.39-	85,223.68-	31,900.00	117,123.68
	ELECTRIC TOTAL	256,305.83	679,832.06	4,033,000.00	3,353,167.94
	TOTAL REVENUE	256,305.83	679,832.06	4,033,000.00	3,353,167.94
	ELECTRIC TOTAL	184,782.20	646,774.50	4,028,900.00	3,382,125.50
	TRANSFER OUT TOTAL	.00	.00	.00	.00
	TOTAL EXPENSES	184,782.20	646,774.50	4,028,900.00	3,382,125.50
	ELECTRIC TOTAL	71,523.63	33,057.56	4,100.00	28,957.56-
	SEWER TOTAL	52,601.47	153,624.57	2,736,750.00	2,583,125.43
	TOTAL REVENUE	52,601.47	153,624.57	2,736,750.00	2,583,125.43
	SEWER TOTAL	94,469.83	281,646.21	2,736,750.00	2,455,103.79
	TOTAL EXPENSES	94,469.83	281,646.21	2,736,750.00	2,455,103.79
	SEWER TOTAL	41,868.36-	128,021.64-	.00	128,021.64
	TOTAL PROFIT/LOSS:	67,250.04	142,761.85-	36,834.00	179,595.85

10

BANK CASH REPORT 2020

BANK NAME FUND GL NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
AMERICAN BANK & TRUST						
BANK AMERICAN BANK & TRUST						1,379,220.24
101 CHECKING	491,968.38	139,160.31	81,950.42	549,178.27	91,219.49	
211 CHECKING	26,239.10	4,549.38	2,633.51	28,154.97	2,633.51	
501 CHECKING	487.46	18,204.31	19,162.43	470.66	19,162.43	
602 CHECKING	265,381.14	50,654.02	71,127.41	244,907.75	72,603.24	
603 CHECKING	269,902.43	284,309.75	243,579.95	310,632.23	200,172.12	
604 CHECKING	301,660.16	52,746.27	94,614.63	259,791.80	102,594.84	
DEPOSITS					535,708.78	
WITHDRAWALS					732.22	
TRANSFER-OUT					33,616.81	
AMERICAN BANK & TRUST TOTALS	1,355,638.67	549,624.04	513,068.35	1,392,194.36	12,974.12	1,379,220.24
SAVINGS ABT #275231						
BANK SAVINGS ABT #275231						469,855.86
101 UNRESTRICTED SAVINGS AB&T	112,158.99	0.00	0.00	112,158.99		
101 UNRESTRICTED AIRPORT AIP	12,701.92	0.00	0.00	12,701.92		
101 RESTRICTED CASH - AB&T	0.00	0.00	0.00	0.00		
602 UNRESTRICTED SAVINGS AB&T	37,939.47	0.00	0.00	37,939.47		
602 BOND 2017 SURCHARGE	0.00	0.00	0.00	0.00		
603 UNRESTRICTED SAVINGS AB&T	180,503.93	0.00	0.00	180,503.93		
603 PHASE II	36,955.01	0.00	0.00	36,955.01		
604 UNRESTRICTED SAVINGS AB&T	74,774.47	0.00	0.00	74,774.47		
604 BOND 2016 SURCHARGE	14,822.07	0.00	0.00	14,822.07		
SAVINGS ABT #275231 TOTALS	469,855.86	0.00	0.00	469,855.86	0.00	469,855.86
CHECKING WF #600						
BANK CHECKING WF #600						67,286.00
603 CHECKING EL WF #600	67,286.00	33,616.81	0.00	100,902.81		
TRANSFER-IN					33,616.81	
CHECKING WF #600 TOTALS	67,286.00	33,616.81	0.00	100,902.81	33,616.81	67,286.00
CHECKING WF #601						
BANK CHECKING WF #601						
603 CHECKING EL WF#601	0.00	0.00	0.00	0.00		
CHECKING WF #601 TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
CHECKING WF #602 RES						
BANK CHECKING WF #602 RES						590,916.97
603 CHECKING EL WF #602 RESTRICTED	590,916.97	0.00	0.00	590,916.97		
CHECKING WF #602 RES TOTALS	590,916.97	0.00	0.00	590,916.97	0.00	590,916.97

11

BANK CASH REPORT
2020

BANK NAME FUND GL NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
SAVINGS QUOIN 5710						
BANK SAVINGS QUOIN 5710						1,405,582.72
101 UNRESTRICTED SAVINGS QUOIN	337,865.90	0.00	0.00	337,865.90		
101 RESTRICTED CASH (UD) - QUOIN	0.00	0.00	0.00	0.00		
602 UNRESTRICTED SAVINGS QUOIN	54,002.10	0.00	0.00	54,002.10		
602 BOND 2009 SURCHARGE	38,924.21	0.00	0.00	38,924.21		
602 BOND 2016 SURCHARGE	66,573.43	0.00	0.00	66,573.43		
603 UNRESTRICTED SAVINGS QUOIN	756,551.33	0.00	0.00	756,551.33		
603 BOND 2010A SURCHARGE	11,941.76	0.00	0.00	11,941.76		
604 UNRESTRICTED SAVINGS QUOIN	139,723.99	0.00	0.00	139,723.99		
604 LOAN 2014L-402 SURCHARGE	0.00	0.00	0.00	0.00		
604 BOND 2017 SURCHARGE	0.00	0.00	0.00	0.00		
SAVINGS QUOIN 5710 TOTALS	1,405,582.72	0.00	0.00	1,405,582.72	0.00	1,405,582.72
QUION CD						
BANK QUION CD						61,004.56
101 CDS	0.00	0.00	0.00	0.00		
501 CD S	0.00	0.00	0.00	0.00		
602 CD S	0.00	0.00	0.00	0.00		
603 CD S	61,004.56	0.00	0.00	61,004.56		
604 CD S	0.00	0.00	0.00	0.00		
QUION CD TOTALS	61,004.56	0.00	0.00	61,004.56	0.00	61,004.56
SD FIT						
BANK SD FIT						298,684.39
603 SD FIT ELECTRIC	298,684.39	0.00	0.00	298,684.39		
SD FIT TOTALS	298,684.39	0.00	0.00	298,684.39	0.00	298,684.39
TOTAL OF ALL BANKS	4,248,969.17	583,240.85	513,068.35	4,319,141.67	46,590.93-	4,272,550.74

12

Shelia Coss

From: Camden Hofer <chofer@spn-assoc.com>
Sent: Monday, March 23, 2020 2:28 PM
To: Shelia Coss; Terry Manning (terry.manning@cityofmiller.com)
Subject: FW: Miller Extra Work and Budget

Follow Up Flag: Follow up
Flag Status: Flagged

Sheila and Terry,
Here is an email about the remaining budget and extra work items.

In addition to these, the library alley would cost approximately \$32,000 to pave like the other alleys.

The East 3rd Avenue water main extension is part of Phase 3 to give flexibility.

Thanks,

Camden A. Hofer, P.E.

From: Camden Hofer
Sent: Monday, December 30, 2019 1:31 PM
To: Coss Sheila <sheila.coss@cityofmiller.com>; Terry Manning (terry.manning@cityofmiller.com) <terry.manning@cityofmiller.com>
Subject: Miller Extra Work and Budget

Sheila and Terry,
The extra work items to consider in Phase 2 are:

1. East 7th Street. \$156,500.
2. East 3rd Avenue water main extension. \$155,800
3. Ground Storage Tank Rehabilitation and Tank Mixers. \$127,600
4. Water main replacements:
 - a. West 1st Street from West 1st Ave east to the alley. \$21,060.
 - b. East 4th Street west from the Armory at East 6th Avenue to East 4th Avenue. \$57,300
 - c. East 4th Street between 4th Avenue and East 5th Avenue. \$43,700.

A review of the remaining budget indicates approximately \$227,000 in water and \$156,000 in sewer. Unfortunately, we cannot get all of this work done with the money available. I suggest we plan on item 1 since that work will fit in nicely with the work remaining that Dahme will do in 2020. We can complete either item 2 or 3. The water main replacements will need to be dealt with some other way.

I look forward to discussing this with you in more detail.

Thanks,

Camden A. Hofer, P.E.
Project Engineer
SPN and Associates

KOHLMAN, BIRSCHBACH & ANDERSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS

ROY R FAUTH, CPA
WILLIAM J BACHMEIER, CPA

117 E 3RD STREET • PO Box 127
MILLER, SD 57362
605-853-2744 • 605-853-2745 (FAX)

WITH AN OFFICE IN
MOBRIDGE, SOUTH DAKOTA

March 12, 2020

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

We are pleased to confirm our understanding of the services we are to provide the City of Miller for the years ended December 31, 2018 and 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Miller as of and for the years ended December 31, 2018 and 2019.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Miller's financial statements. We will subject the following supplementary information, if you prepare them, to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.
2. Budgetary comparison schedules.
3. Pension schedules.

Full agreement on file in office.

CODE ENFORCEMENT SPECIALISTS

Joel Johnson – owner

PO Box 125 Burke SD, 57523
johnsimp@gwtc.net Ph. (605)208-0786

March 25, 2020

Dear Council Members/Board Members,

Greetings to you all and prayers of safety and protection for you and your communities. The challenging days in which we now find ourselves place a burden on all of us. While I do not know what the immediate future holds for us as regards the COVID-19 pandemic, I do know that we will get through it. The other thing I know is that the business of code enforcement in our communities needs to continue; unfortunately this pandemic is coming at a time when many of the communities I serve were beginning to make great strides at cleaning up the unsightly abandoned buildings, unlicensed vehicles, and just plain junk that made them less attractive.

In an effort to be proactive and continue enforcement, while at the same time being sensitive to the wishes of your council and board members I am sending you all this letter. As you know, we conduct an initial "sweep" of your community in the spring checking for new violations and looking at the status of unfinished violations. To do this we need access to equalization assessments, and in some cases access to your local Courthouse. We also need limited access to your Finance Officer. Going farther into the future, we would also potentially need access to your city maintenance employees. Also needed, but beyond your control, is access to eating establishments, and local motels. I have heard of a couple of communities who do not want any outside people coming into their towns. I have also heard from a couple of you who would like me to get started with the spring inspections as soon as we are able.

If you could please show this or forward to your council/board members ahead of their upcoming meeting, please let me know via email, text messaging, or a phone call what your community would like to see from me. We will do our very best to respect your wishes and continue to provide you with excellent service to clean up your communities. Once again, prayers for communities.

Very respectfully,



Joel Johnson

Code Enforcement Specialists

SPN & ASSOCIATES

ENGINEERS & SURVEYORS

INVOICE

CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Schmucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

Invoice Date Mar 31, 2020 Invoice Num 21045
Billing Through Mar 28, 2020

Prepare pay request and change order, work on drawings of construction record for work completed in 2019;
and other project coordination.
Billing period: 12/22/19 thru 3/28/2020

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M14842-05WV	MILLER WASTEWATER PHASE2-CONST ADMIN	\$108,300.00	60.00	\$60,648.00	\$3,980.55

Total Amount Due \$3,980.55
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 these true and correct.

Dated this 1st day of April, 2020

SCHMUCKER, PAUL, NOHR & ASSOCIATES

Paul Nohr
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

SPN & ASSOCIATES

ENGINEERS & SURVEYORS

INVOICE

CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Schmucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

Invoice Date Mar 31, 2020 Invoice Num 21046
Billing Through Mar 28, 2020

Prepare pay request and change order, work on drawings of construction record for work completed in 2019;
and other project coordination.
Billing period: 12/22/19 thru 3/28/2020

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M14842-05W	MILLER WATER PHASE2-CONST ADMIN	\$94,000.00	56.00	\$50,760.00	\$1,880.00

Total Amount Due \$1,880.00
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 these true and correct.

Dated this 1st day of April, 2020

SCHMUCKER, PAUL, NOHR & ASSOCIATES

Paul Nohr
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

SPN & ASSOCIATES

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CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Schnucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

Invoice Date	Invoice Num
Mar 31, 2020	21033
Billing Through	
Mar 28, 2020	

Final design has been reviewed and approved by all funding agencies and City. Project is currently being advertised for bid.
Billing period 2/23/2020 thru 3/28/2020

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M15318-03SS	MILLER PHASE III FINAL DESIGN - STORM WATER	\$27,000.00	100.00	\$16,200.00	\$10,800.00

Total Amount Due \$10,800.00
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 1st day of April, 2020
SCNUCKER, PAUL, NOHR & ASSOCIATES
Paul Nohr
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

SPN & ASSOCIATES

ENGINEERS & SURVEYORS

INVOICE

CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Schnucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

Invoice Date	Invoice Num
Mar 31, 2020	21032
Billing Through	
Mar 28, 2020	

Final design has been reviewed and approved by all funding agencies and City. Project is currently being advertised for bid.
Billing period 2/23/2020 thru 3/28/2020

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M15318-03W	MILLER PHASE III FINAL DESIGN - WATER	\$51,000.00	100.00	\$30,600.00	\$20,400.00

Total Amount Due \$20,400.00
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 1st day of April, 2020
SCNUCKER, PAUL, NOHR & ASSOCIATES
Paul Nohr
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

SPN & ASSOCIATES

ENGINEERS & SURVEYORS

INVOICE

CITY OF MILLER
120 WEST 2ND
MILLER, SD 57362

Schnucker, Paul, Nohr and Associates
2100 North Sanborn Blvd — PO Box 398
Mitchell SD 57301-0398
Phone (605) 996-7761
Fax (605) 996-0015
www.spn-assoc.com

Invoice Date	Invoice Num
Mar 31, 2020	21031
Billing Through	
Mar 28, 2020	

Final design has been reviewed and approved by all funding agencies and City. Project is currently being advertised for bid.
Billing period 2/23/2020 thru 3/28/2020

Project ID	Project Name	Contract Amount	% Complete	Previously Billed	Amount Due
M15318-03WW	MILLER PHASE III FINAL DESIGN WASTE WATER	\$78,700.00	100.00	\$47,220.00	\$31,480.00

Total Amount Due \$31,480.00

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 1st day of April, 2020

SCHNUCKER, PAUL, NOHR
& ASSOCIATES

Paul Nohr
Signed

Due upon receipt. Overdue accounts will be assessed a 1.5% monthly finance charge from the date of billing until the account is paid in full.

Due to the Coronavirus (COVID-19)

Precautions

**Playground equipment
is closed until further notice.**

**The public is encouraged to practice
social distancing at all times.**

PLAYGROUND CLOSED



Length of time Coronaviruses
live on surfaces:

Metal	5 Days
Plastic	2-3 Days
Stainless Steel	2-3 Days
Aluminum	2-8 Hours
Wood	4 Days