

**AGENDA
CITY OF MILLER
MONDAY, JUNE 15, 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. Rem & Marla McGeorge – Mobile Home

New Business

1. Miller Swim Team
2. CARES Act Agreement
3. Funds Award Policy.....pgs. 5 - 10
4. Cell Phone Policy.....pgs. 11 - 12
5. Resolution No. 2020-9 Funds Transferpg. 13
6. Transfer to Savings.....pg. 14
7. Helms & Associates Invoice 21492 – \$1,916.24pg. 15
8. Possible Phase IV for Water and Sewer
9. West 1st Avenue water extension north of 7th Street
10. Stop sign at East 4th Avenue & East 6th Street
11. Straight Blade Snowplow – Airport.....pgs. 16 - 19
12. Building Permits:
 - a. Larry Arbogast – 3-season porch

Approval of Bills

Adjourn

CITY OF MILLER
CITY COUNCIL MEETING
JUNE 1, 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, June 1, 2020.

MEMBERS PRESENT: Mayor Ron Blachford, Aldermen: Jim Odegaard, Tony Rangel, Bob Steers, and Joe Zeller. Alderwoman SuAnne Meyer. Alderman Jeff Swartz arrived at 7:06 p.m.

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.

MINUTES: Motion by Alderwoman Meyer, seconded by Alderman Rangel to approve the minutes for the regular meeting held on May 18, 2020. All members voted aye. Motion carried.

DEPARTMENT HEAD REPORTS

Alderman Rangel asked Ron Hoftiezer about removing a tree branch that was hanging down at the park and scratching campers. He also asked Hoftiezer about cleaning the moss in the park pond. There were no further questions beyond the reports for the department heads.

POOL UPDATE

Terry Manning, water and sewer superintendent and Sydney Jessen, pool manager, discussed the steps that have been taken to prepare the pool for opening as soon as the pool is ready, and the lifeguards are trained. The lifeguards met with the pool committee to go over extra precautions necessary due to COVID-19.

UNFINISHED BUSINESS

Bus Barn Roof: Motion by Alderman Steers, seconded by Alderman Odegaard to have DBS Home Improvement shingle the bus barn for \$3,696.00. This was the only quote received. All members voted aye. Motion carried.

NEW BUSINESS

Rem & Marla McGeorge: Rem & Marla McGeorge were present to ask about the possibility of putting a nice mobile home, no larger than 16' X 50', near Justin McGeorge's property pending the sale of their property. Mayor Blachford stated that the zoning map needs to be looked at; and, McGeorge's agreed to speak to the neighbors. This topic will be revisited at a later date.

C&C Fireworks Permit: Patrick Price was present on behalf of the C&C to request approval of a permit to shoot off fireworks east of the football practice field on July 4, 2020. Motion by Alderwoman Meyer seconded by Alderman Rangel, to approve the request to shoot off fireworks on July 4th contingent on receipt of the official permit from C&C. All members voted aye. Motion carried.

Kecia Beranek – Dentist Program: Kecia Beranek stated that dentist Brad Mouritsen is moving out of the state and a new dentist has been hired to replace him. The state has given On Hand Development Corporation the authority to change the name on the current contract regarding tuition reimbursement. Dr. Mouritsen did not fulfil the required 3-year term in order to collect any portion of the reimbursement program. Motion by Alderman Rangel, seconded by Alderman Odegaard to accept the name change on the current contract and continue to support the tuition reimbursement for the new dentist. All members voted aye. Motion carried.

Hire Lifeguard: Sydney Jessen, pool manager, requested that we hire one more lifeguard applicant that is already certified. Motion by Alderman Odegaard, seconded by Alderman Zeller to hire Kailen Krause as lifeguard. All members voted aye. Motion carried.

New Employee Wages: Motion by Alderwoman Meyer, seconded by Alderman Zeller to approve the following hourly wages for employees that have been hired in 2020. Pool Manager Sydney Jessen - 14.00; lifeguards: Kaliopie Ford - 12.24, Kaden Sivertsen - 12.24, Kailen Krause - 11.13, Molly Simons - 11.13, Tori VanZee - 10.92, Luke Naber - 10.92, Kaia Heilman - 10.50, Aubrey DeHaai - 10.50, Cynthia Ford - 10.50, Gabrielle Naber - 10.50, Preslie Russell - 10.50; custodian: Sandra Selting - 12.53; park: Aaron Zeller - 13.62; ballpark: Talon Knox - 10.50; street:

Doug Purrington - 15.00, Art Welk - 14.00, Karly Beckett - 11.55. All members voted aye. Motion carried.

Park Fountain: Motion by Alderman Rangel to purchase a fountain for the park from Midwest Turf & Irrigation for \$10,189.38. Motion died for lack of a second. Motion by Alderwoman Meyer, seconded by Alderman Steers to move the purchase of a fountain for the park to the budget process for 2021. Josh Koeck will install the current fountain if it is in working condition for this summer. Five ayes, Alderman Rangel - nay. Motion carried.

Siren Repair Quote: Motion by Alderman Zeller, seconded by Alderman Steers to order the parts necessary to repair the emergency siren located near city hall from Federal Signal for \$1,701.88. All members voted aye. Motion carried.

DGR Invoices: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve DGR Engineering invoices 240785-204786 for a total of \$2,978.00. All members voted aye. Motion carried.

Water & Sewer Project - SPN Invoices: Motion by Alderman Swartz, seconded by Alderwoman Meyer to approve SPN Phase II invoices 21428-21430 and SPN Phase III invoices 21431, 21438-21440 for a total of \$34,783.79. All members voted aye. Motion carried. **Dahme Pay Request:** Motion by Alderman Steers, seconded by Alderman Zeller to approve Dahme Construction Pay Request No. 17 for \$72,460.75. All members voted aye. Motion carried.

City-wide Rummage Sale: Motion by Alderman Steers, seconded by Alderman Odegaard to recommend that the city-wide rummage sale be postponed until a later date depending on COVID-19 conditions. All members voted aye. Motion carried.

Attorney Review of Funding Documents: Rural Development asked that Lindsey Riter-Rapp, city attorney, review a funding contract that had already been signed for Phase III of the water/sewer project. This particular document had not required attorney review in the recent past. Ms. Riter-Rapp would like to request that all future funding documents be forwarded to her for review prior to the Mayor signing such documents.

Employee Cell Phone Reimbursement: Motion by Alderwoman Meyer seconded by Alderman Swartz to table a decision about employee cell phone reimbursements until June 15. Sheila Coss, finance officer, will present a cell phone policy to be approved at that meeting. All members voted aye. Motion carried.

Dahme Bill for Boring Assistance: Motion by Alderman Rangel, seconded by Alderman Zeller to pay Dahme Construction \$12,344.29 for assisting Larson Digging with the utility boring project at the park. Terry Manning had called Dahme to ask for assistance. All members voted aye. Motion carried. Motion by Alderman Steers, seconded by Alderman Rangel to send a letter to Larson Digging requesting assistance with paying for the bill. Five ayes, Alderman Swartz abstained. Motion carried.

Building Permit: Motion by Alderman Odegaard, seconded by Alderman Swartz to approve the following building permit: Ron & Juli Hofstiezer - replace fence. All members voted aye. Motion carried.

APPROVAL OF BILLS: Motion by Alderman Swartz, seconded by Alderwoman Meyer 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 8:35 p.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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Bills June 2020 (1)

American Solutions	Supplies	43.27
AT&T Mobility	Cell Phone	90.18
Bob's Disposal	Garbage	179.00
Bondholders Wells Fargo	Interest Payment	219,756.88
City Utilities	Utilities	6,967.85
Common Sense Mfg.	Swing Benches	1,625.00
Dahme Construction	Phase II Construction/Service	84,805.04
DGR Engineering	Cap Imp	4,608.00
Dollar General	Supplies	15.00
First Bank & Trust	Loan	80,664.88
Hughes Electric	Service	1,664.86
JDH Construction	Prof Fees	75,975.43
Kelly's Plumbing	Service	95.55
Locators & Supplies	Supplies	352.97
Northwest Pipe Fittings	Supplies	3,779.42
Oakley Farm & Ranch	Supplies	225.54
OHED	80% BBB	2,322.71
Orv's Yard Service	Service	320.96
Petty Cash	Postage	46.25
Pollard Water	Supplies	250.75
Postmaster	Postage	325.00
ReLab Software	SCADA software	2,739.00
SD DENR	Fees	650.00
SD Public Health Lab	Tests	233.00
SPN	Prof Fees	34,783.79
Uline	Supplies	1,069.33
VanDiest Supply	Supplies	425.00
Wheels & Meals	Donation	2,000.00
	Accounts Payable Total	<u>\$526,014.66</u>

**Payroll Salary plus Benefits
by Department:**5/26/2020 &
5/29/2020

Department	w/o OT	OT	Total
41110 COUNCIL	2,373.70	0.00	2,373.70
41410 FINANCE OFFICE	1,305.82	0.00	1,305.82
41910 BUILDING	340.59	0.00	340.59
42110 POLICE	9,952.18	402.22	10,354.40
43110 STREET	8,060.97	186.68	8,247.65
43210 SEWER	5,231.20	691.58	5,922.78
43310 WATER	5,231.11	691.57	5,922.68
43410 ELECTRIC	8,395.46	201.00	8,596.46
45210 PARK	821.07	0.00	821.07
	<u>\$41,712.10</u>	<u>\$2,173.05</u>	<u>\$43,885.15</u>

**Payroll Salary plus Benefits
by Department:**

6/2/2020

Department	w/o OT	OT	Total
45310 POOL	2,267.96	0.00	2,267.96
	<u>\$2,267.96</u>	<u>\$0.00</u>	<u>\$2,267.96</u>

**CITY OF MILLER
CITY COUNCIL MEETING
JUNE 2, 2020**

The City of Miller is an equal opportunity employer.

The City Council met in special session at city hall at 11:00 a.m. on Tuesday, June 2, 2020.

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

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

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Swartz to approve the agenda. All members voted aye. Motion carried.

NEW BUSINESS

Phase II Construction Concerns: Motion by Alderman Zeller, seconded by Alderman Rangel to finish the storm sewer replacement at the intersection of West 1st Avenue and West 7th Street. The city will furnish the materials and Dahme Construction will provide the labor. Camden Hofer, SPN engineer, will talk to Hugh Dahme about the city providing the contractor to complete the concrete work. All members voted aye. Motion carried.

Camden Hofer, SPN engineer, met with the utility committee earlier today to discuss the financial concerns of the Phase II water and sewer project. He stayed to relay his concerns to the full council. Camden recommends that no additional work be added to the current project unless funds are available near the end of the project. There is approximately 20% of the project to be completed.

JDH Construction Change Order: Motion by Alderman Zeller, seconded by Alderman Swartz to approve construction Change Order No. 1 for the storm shelter. All members voted aye. Motion carried.

Motion by Alderman Zeller, seconded by Alderwoman Meyer to adjourn the meeting. There being no further business, the meeting was adjourned at 11:31 a.m. All members voted aye. Motion carried.

Ronald Blachford, Mayor

Sheila Coss, Finance Officer

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City of Miller

Funds Award Policy

Adopted June 15, 2020

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Introduction

The purpose of this policy is to ensure the compliant, efficient, fair and professional administration of awarded funds in compliance with all local, state, and federal requirements. It applies to all public officials, officers, employees or agents of the City engaged in the award and administration of contracts supported by state, federal or local funds.

Administration—

All awarded funds, regardless of dollar amount, will be fully reviewed and approved by the Miller City Council prior to award acceptance. A complete assessment of potential reporting requirements, current and future cost implications and any other legal or compliance measures will be prepared by the applicant and reviewed by Common Council; acceptance will occur during an official council meeting. The City Council has the sole responsibility for approving awards on behalf of the City.

The finance office and the requesting employee shall be designated as award administrators. All awards exceeding \$5,000 will be designated in the accounting software to track all revenues and expenditures. Award administrators are responsible for all aspects of the award process, this includes researching and planning for award acquisition, preparing and submitting proposals, providing complete documentation when requesting council action to accept awarded funds, developing implementation plans, managing award programs, preparing and submitting reports to grantors, and properly closing out funded projects.

All federal awards will be identifiable by using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number, award year, name of federal agency, and the name (if applicable) of the pass-through agency. The City will follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Rules") Codified at 2 C.F.R. §200.317 through 200.326 when managing federal awards, even when they are coming through a pass-through agency.

The designated award administrators shall maintain internal controls over federal programs that provide reasonable assurance that the City is managing the award in compliance with all requirements including but not limited to; allowable costs review, procurement standards, contract provisions, affirmative hiring practices, and non-procurement debarment and suspension regulations. Debarment and suspension regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The City is subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2CFR 180 (2 CFR 200.212) and must not make any award or permit any award at any tier to parties listed on the government-wide exclusions in the System for Award Management (SAM) www.sam.gov.

Allowable costs review—

The following criteria are highlighted in 2 CFR 200.403 as necessary for costs to be considered allowable. The costs must:

- Be necessary and reasonable for the performance of the federal award (and be allocated to that use)
- Conform to limitations or exclusions regarding type or cost
- Be consistent with the policies and procedures the City would apply to non-federally financed work
- Be treated consistently with other comparable costs—for example, a cost may not be treated as a direct cost if a cost incurred for the same purpose in similar circumstances was allocated as an indirect cost
- Be determined in accordance with US Generally Accepted Accounting Principles (GAAP) except as otherwise provided in 2 CFR 200 (for state and local governments and Indian tribes only)
- Not be used to meet cost-sharing or matching requirements of any other federally financed program
- Be adequately documented (see documentation below)

Conflict of Interest—

No employee or official of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to bias the design, conduct, or reporting of a funded project on which he or she is working. It shall be the responsibility of the governing body, the finance office and the award administrator for each award-funded project to ensure that in the use of project funds, officials or employees of the City and non-governmental recipients or sub-recipients shall avoid any action that might result in or create the appearance of:

- Using his or her official position for private gain
- Giving preferential treatment to any person or organization
- Losing complete independence or impartiality
- Making an official decision outside official channels
- Affecting adversely public confidence in the award funded program in particular and the City in general
- Soliciting or accepting gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors

Penalties for violating conflict of interest policy—

The City recognizes violations at 3 levels; mistakes, gross negligence and criminal fraud. Our goal is to address, resolve and disclose potential conflicts. If the City has reasonable cause to indicate that an insider of the organization has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, the insider shall be informed of the basis for the belief and they will be afforded an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response and making any further investigation as warranted by the circumstances, the Council determines that the insider has failed to disclose an actual or possible conflict of interest,

the Council shall take prompt corrective action to ensure that such conduct ceases and will not recur. Corrective action can include but is not limited to;

- The City determines the conflict cannot be avoided and shall be disqualified from eligibility for the award and the award agreement is terminated
- The responsibility for the award or award program is reassigned to a different employee.
- Actions to be taken to mitigate or neutralize perceived or actual conflicts of interest include: revising the grantee's duties so that the conflict is mitigated; allowing the grantee to propose the exclusion of task areas that create a conflict, if appropriate; submitting an organizational conflict of interest avoidance or mitigation plan; or making all information available to all grantees and/or potential grantees in order to eliminate favoritism toward any one grantee.
- Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with all other City policies, procedures, and state and federal laws.

Accounting and Reporting—

City accounting software has the ability to track revenues and expenditures related to award funding sources through a project code system. The finance office will set up the project code in the accounting software and will communicate the code to the award administrator responsible for purchasing and processing requests for payments related to the awarded funds. It is the responsibility of the preparer of the claim voucher to document the project code on all vouchers to ensure the finance office staff can identify and track those items. Only allowable costs will be allocated to the award.

Budget—

Award funds will only be added to the budget once received. Federal Award dollars can be added to a budget by a simple motion of the Council, other award dollars will be added by supplemental appropriation ordinance. Any necessary budget supplements must be discussed with the finance office and approved by Council.

Department staff and Finance staff will maintain a close working relationship with respect to any award activity to ensure compliance and a clear understanding of the project status.

Documentation—

All award expenses must comply with the terms set forth in the award application, award letter, City procurement policies and the guidelines in the OMB Compliance Supplement-Uniform Guidance, Title 2- Subtitle A-Chapter II - Part 200.

When using **federal funds**, the City will follow its own documented procurement procedures which reflect applicable state (bid laws, etc.) and local laws and regulations, **provided** that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. §200.318 through 326. **When using federal funds, the City will follow the most restrictive requirements outlined in applicable state, local, OR federal laws and regulations.**

Documentation for all expenditures must be retained by the City for audit purposes and should include:

- Timesheets signed by the employee and approved by their department head for all award related payroll expenses
- Complete purchasing documents for all expenditures (detailed receipts and/or invoices)
- City, State or Federal governmental agreement number
- Formal bids for all purchases over \$50,000
- Ledger showing all expenditure activity
- If required by grantor, check numbers, copies and payment dates for all payments made

Award documents should be read carefully to ensure compliance with all award requirements. Additional documentation may be required under the terms and conditions of the specific award to include, but not limited to, procurement justification, award reconciliation frequency, cash match, calculation and tracking and records retention.

Audit—

If the City expends more than \$750,000 in a year of federal award dollars, either as the grantee or the sub-grantee, then we will be subject to a single or program specific audit. The single audit encompasses both our financial statements and the federal awards received by the City; whereas a program specific audit will audit one federal program and can only be used when the grantee receives awards only from one federal program. The City contracts with an external auditing firm to conduct both our annual and single audits as needed.

Any awarding agency may also specify additional audit requirements in an award letter or award guidance document.

The Finance Office, with the assistance of the specific grantee city department head, shall follow up and take corrective action on all audit findings.

Approved this 15th day of June, 2020

Approved:

Ronald Blachford, Mayor

Attest:

Sheila Coss, Finance Officer



Cell Phone Policy

The City of Miller will reimburse employees for the use of their personal cell phone for city business with the following guidelines.

Guidelines

1. Participation in the personal cell phone reimbursement program is voluntary.
2. Personal device reimbursement will not be offered to all employees. Only full-time permanent employees are eligible.
3. Payments shall be made to the employee in their bi-weekly payroll and expensed to the proper budget line item. (e.g. – water department employee's reimbursement is expensed to the water department's budget)
4. Employees will only use their cell phone for calls while driving. Employees will refrain from texting or surfing the internet while driving on city time.
5. Employees are not required or expected to check email or take phone calls while outside normal or assigned working hours. Unless employees are directed to provide an immediate response, emails or phone calls should be responded to only during the individual's scheduled working hours.
6. While the City will make reasonable efforts to assure no personally owned data stored on or in a mobile device is lost or destroyed, it is impossible to predict all circumstances that may arise. Therefore, it is important for anyone accessing City email through a personally owned mobile device to assume responsibility for backing up their personal data. Therefore, it should be assumed that any data on a mobile device is at risk of being lost or destroyed.
7. In the event of loss or theft of a mobile device the owner must:
 - a. Notify their supervisor immediately.
 - b. Change city email password.
 - c. Notify the cellular company providing service to the mobile device to have it wiped and/or deactivated.
8. If an employee is approved to be reimbursed to use his/her mobile device for their job functions, the mobile device must have a professional voicemail greeting or standard machine voicemail greeting.

Reimbursement

1. The City of Miller City Council is responsible for determining what reimbursement amount is reasonable. The reimbursement amount shall be based on one of two options:
 - a. General city business.
 - b. SCADA access along with general city business.
2. The employee must comply with the previous guidelines regarding cell phone use.
3. The City must comply with the Fair Labor Standards Act for a non-salaried employee. City business conducted with a personal device must be reported as work time.
4. Employees must have access to their city email on their cell phone.
5. The city's flat rate reimbursement will be \$50.00 per month for general city business and \$75.00 per month for SCADA system capabilities along with general city business.
6. Any individual receiving reimbursement must sign the City's Personal Cell Phone Use Agreement below.

Employee Personal Cell Phone Use Agreement

I, _____ have read, understand and consent to the policy above.

Employee Signature

Date

Supervisor Signature

Date

RESOLUTION NO. 2020-9

BUDGET TRANSFER

The City of Miller is an equal opportunity employer.

A RESOLUTION TO TRANSFER BUDGETED 2020 FUNDS FROM THE GENERAL FUND TO THE AIRPORT CAPITAL IMPROVEMENT FUND FOR AIRPORT PROJECT 3-46-0035-010-2019

WHEREAS, appropriations were made in the 2020 adopted budget to transfer funds from the General Fund to the capital improvement fund; and,

WHEREAS, Airport Project 3-46-0035-010-2019 has a total cost of \$225,000.00; and,

WHEREAS, of the total project cost, the Federal Aviation Administration is responsible for 90%, the State of South Dakota is responsible for 5%, and the City of Miller is responsible for 5%.

THEREFORE, BE IT RESOLVED that the following appropriation be transferred from the General Fund to the Capital Improvement Fund for Airport Project 3-46-0035-010-2019.

101-5111-5111 Transfers Out – General Fund	\$11,250.00
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501-3900-3911 Transfers In – Capital Improvement Airport	\$11,250.00
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Adopted this 15th day of June 2020.

APPROVED:

Ronald Blachford, Mayor

(SEAL)

BANK CASH REPORT
2020

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
AMERICAN BANK & TRUST						
BANK AMERICAN BANK & TRUST						1,723,149.49
101 CHECKING	711,922.40	15,292.09	119,495.60	607,718.89	129,165.66	
211 CHECKING	29,882.73	63.82	2,322.71	27,623.84	2,322.71	
501 CHECKING	12,686.70	0.00	0.00	12,686.70		
602 CHECKING	173,111.62	26,433.12	50,613.85	148,930.89	52,576.09	
603 CHECKING	689,156.19	102,405.86	231,056.02	560,506.03	147,101.98	
604 CHECKING	75,449.72	27,996.25	87,930.33	15,515.64	89,892.74	
DEPOSITS					172,163.92	
TRANSFER-IN					27.22	
TRANSFER-OUT					126,672.86	
AMERICAN BANK & TRUST TOTALS	1,666,835.96	172,191.14	491,418.51	1,347,608.59	375,540.90	1,723,149.49
=====						
TOTAL OF ALL BANKS	1,666,835.96	172,191.14	491,418.51	1,347,608.59	375,540.90	1,723,149.49
=====						

Helms & Associates

PO Box 111

Aberdeen, SD 57402-

Tel: (605) 225-1212 Fax: (605) 225-3189

BOBB@HELMSENGINEERING.COM

C.77

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

Invoice

Invoice Date: May 27, 2020

Invoice Num: 21492

Billing Through: May 23, 2020

MILLER AIRPORT ALP & NARRATIVE REPORT (A7138:01) - Managed by (205)

AIP # 3-46-0035-010-2019

PER AGREEMENT DATED 4/16/19

Project ID	Project Name	Contract Amount	% Comp.	Previously Billed	Amount Due
A7138:01	MILLER AIRPORT ALP & NARRATIVE REPORT	\$191,624.25	61.50	\$115,932.67	\$1,916.24

Total Amount Due: \$1,916.24

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 27th day of May 2020.
HELMs AND ASSOCIATES *[Signature]*

APPROVAL:

BY: _____

TITLE: _____

DATE: _____

Account Summary

Services BTD	Expenses BTD	Billed To Date	Paid To Date	Balance Due
\$ 117,848.91	\$ 0.00	\$ 117,848.91	\$ 115,932.67	\$ 1,916.24

15

Make it Mine Designs

301 S. Burr St.

Mitchell, SD 57301

City of Miller

Quote for a Snow-ex 7600 HD, 7'6" Straight Blade Snow Plow mounted on a 2007 Ford F-250

77720 Blade Assembly

77820-3 Plow Box

33259 Mount Kit

72530 Light Kit

29051 Light Harness

84400 Handheld Control

29070-1 Control Module

List Price \$6690.00

Instalation \$500.00

\$7190.00

Discount \$1690.00

Final Sale Price \$5500.00

Additional Options

84506-1 Heavy Duty Skid shoes \$225.00

84854 Down Force Kit \$125.00

72525 LED Headlamps \$650.00

Skid shoes will help with cutting edge wear and use on gravel streets
or uneven surfaces.

Down Force Kit will allow a additional 1200lbs of down force when activated

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To help with back dragging or to help scape off hard pack snow.
LED Headlamps have superior visibility VS standard halogen lights.

Snow plow will have a two year warranty on all parts except cutting edge & skid shoes
as these are wear items.

Thank you for allowing us to quote this plow.
Please contact me with any questions

Dan Schneider
Aftermarket Accessories Manager
Make it Mine Designs
301 S. Burr St.
Mitchell SD 57301
605-990-3570
605-770-1109 Cell & Evenings

Make It Mine Designs

301 S. Burr St.

Mitchell, SD 57301

City of Miller

Quote for a Snow-ex 8000 HD, 8' Straight Blade Snow Plow mounted on a 2007 Ford F-250

77725 Blade Assembly

77820-3 Plow Box

33259 Mount Kit

72530 Light Kit

29051 Light Harness

84400 Handheld Control

29070-1 Control Module

List Price \$6857.00

Installation \$500.00

\$7357.00

Discount \$1715.00

Final Sale Price \$5642.00

Additional Options

84506-1 Heavy Duty Skid shoes \$225.00

84854 Down Force Kit \$125.00

72525 LED Headlamps \$650.00

Skid shoes will help with cutting edge wear and use on gravel streets
or uneven surfaces.

Down Force Kit will allow a additional 1200lbs of down force when activated

To help with back dragging or to help scape off hard pack snow.

LED Headlamps have superior visibility VS standard halogen lights.

Snow plow will have a two year warranty on all parts except cutting edge & skid shoes
as these are wear items.

Thank you for allowing us to quote this plow.

Please contact me with any questions

Dan Schneider

Aftermarket Accessories Manager

Make it Mine Designs

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