

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, April 16, 2019
7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder

Meeting was called to order by Mayor Larson at 7:00 p.m.

Roll was taken. Present were Mayor Larson, City Attorney Kristi Vetri, Council Members Dawn Beltran, Steve Cowley, Michael Hanson, Michael Knight, and Rick McPherson.

Also present were City Administrator Nicole Schneider, Police Chief Jason Dubbs, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, Accountant Mandy Morris, and City Clerk Jermery Washington.

Mayor Larson – additional sheet containing New Hires, will be Item K on Consent Agenda (Public Works Streets Operator III since 04/15/2019: Kraig Scheer - \$45,078.99 annually; Public Works Streets Operator II since 04/15/2019: Charles Sandine - \$39,345.22 annually; Police Officer since 04/15/2019: Parker Frederick - \$43,416.64 annually).

Motion by Hanson to approve order of business with changes. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

COUNCIL COMMITTEE REPORTS:

A. FINANCE, LEGAL, AND PUBLIC SAFETY

Motion by Cowley to Accept the Finance, Legal, and Public Safety Committee Report. Seconded by McPherson. Vote: Aye. Unanimous. Motion passed.

Motion by McPherson to Adopt the Legal, Finance, and Public Safety Committee Report. Seconded by Cowley. Vote: Aye. Unanimous. Motion passed.

B. PUBLIC WORKS AND PLANNING AND ZONING

Motion by Hanson to Accept the Public Works, and Planning and Zoning Committee Report. Seconded by McPherson. Vote: Aye. Unanimous. Motion passed.

Motion by McPherson to Adopt the Public Works, and Planning and Zoning Committee Report. Seconded by Cowley. Vote: Aye. Unanimous. Motion passed.

CONSENT AGENDA:

Motion by McPherson to Approve Consent Agenda Items A-K: (April 2, 2019 Council Minutes; Claims List; Resolution 19-04 Approve Discharge of Fireworks; Resolution 19-05 Approve Discharge of Fireworks Within City Limits; Business License #1832 – Nummies, Inc. DBA “The Sandwich Shop”; Business License #1833 – Out West Campers and Rig Rentals; Minor Plat #190073 Elk Vale Business Park (Minor Lot Line Adjustment); Minor Plat 190074 Magic Mountain LLC (Minor Lot Line Adjustment); Award Bid for Water Storage Tank Inspection and Cleaning (PWW 02-2019); Award Bid for Construction Bids for Sewer Main Cleaning and Inspection (PWS 01-2019); Public Works Streets Operator III since 04/15/2019: Kraig Scheer -

\$45,078.99 annually; Public Works Streets Operator II since 04/15/2019: Charles Sandine - \$39,345.22 annually; Police Officer since 04/15/2019: Parker Frederick - \$43,416.64 annually. Seconded by Cowley. Roll Call: Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

INFORMATIONAL ITEMS:

2018 Audit Presentation, Casey Peterson, Ltd. Deidre Budahl presented the City of Box Elder 2018 Audit report; she explained the documents in the packet provided to Council; she pointed out that there were no findings issued in the current year and that this is very noteworthy for the City and that this is first time ever since she'd been here; she commented on great administrative team now and really turning things around and should be commended for job being done to make sure there are no findings anymore on audits; she went through audit report and gave breakdown of each area. She added "nice job to Nicole and Mandy for all their hard work on this, also record timing of getting it done".

DEPARTMENT HEAD REPORTS:

Finance – Schneider – interesting week last week with blizzard, several people still working trying to get things done, and keeping things moving. Exciting week planned next week, InCode will be here to train on new workflows for Accounts Payable process, Records Retention process, new agenda software...start having meetings tomorrow and training next week; need to know if everyone okay going electronic interface or still want receive paper; will train on everything else—show how to use it, will be easy and think will enjoy it.

COUNCIL MEMBERS:

Council Member Knight – great job on the audit!

Council Member Cowley – excellent job.

Council Member Hanson – great job to Finance Department. This is first time had report with "no findings". Speaks to you [Nicole] and your staff, making everything to work properly—getting right staff in place, this is good thing to see and this is far better than our City has ever been in past, so congratulations to you.

Council Member McPherson – congratulations, this is awesome.

Council Member Beltran – say the same. Thank you.

EXECUTIVE SESSION:

Motion by Hanson to go into Executive Session, Pursuant to SDCL 1-25-2 (1) for purpose of discussing employee grievance and official misconduct allegations. Seconded by Cowley. Roll Call: Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

Executive Session entered at: 7:20 p.m.

Out of Executive Session at: 10:37 p.m.

Motion by Hanson to adopt Resolution 19-06 [A Resolution Setting Forth the Council Findings Concerning the Grievance Arising Out of The Complaints and Allegations Against Alderman Allen and Reaching A Conclusion on the Appropriate Punishment Pursuant to South Dakota

Codified Law 9-8-5]. Seconded by Cowley. Roll Call: Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Nay; Knight-Aye. Motion passed by two-thirds vote.

Motion by Hanson to enter the Investigative Report to the Public Record without the attachments and amended to include the statement that Alderman Allen has requested that the report be made public. Seconded by Cowley. Roll Call: Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Nay; Knight-Aye. Motion passed by two-thirds vote.

Motion by Knight to adjourn. Seconded by Hanson. Vote: Aye. Unanimous. Motion passed.

ADJOURNMENT: 10:42 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

CITY OF BOX ELDER CLAIMS for 04/16/2019

AFLAC	\$	790.31
CREDIT COLLECTIONS BUREAU	\$	60.00
DELTA DENTAL OF SOUTH DAKOTA	\$	1,258.70
DEPT OF TREASURY- IRS	\$	21,927.35
HEALTH POOL OF SD	\$	16,064.64
OFFICE OF CHILD SUPPORT ENFORCEMENT	\$	66.68
SDRS SUPPLEMENTAL RETIREMENT PLAN	\$	30.00
SOUTH DAKOTA RETIREMENT SYSTEM	\$	11,151.22
TEAMSTERS LOCAL NO. 120	\$	318.00
WASTE CONNECTIONS	\$	361.19
BECHEN FENCING LLC	\$	1,401.42
BLACK HILLS AMMUNITION	\$	5,049.00
BORDER STATES ELECTRIC SUPPLY	\$	101.70
BOX ELDER TRUE VALUE	\$	40.67
BUTLER MACHINERY COMPANY	\$	234.74
CARQUEST #3951	\$	246.41
CENTURY BUSINESS PRODUCTS, INC	\$	1,077.30
CITY OF RAPID CITY	\$	261.49
CODE WORKS, INC.	\$	224.70
CORE & MAIN LP	\$	1,665.52
EPIC OUTDOOR ADVERTISING	\$	450.00
FERBER ENGINEERING COMPANY	\$	7,551.50
FERGUSON ENTERPRISES, INC DBA POLLARDW	\$	413.00
GREAT WESTERN BANK	\$	13,225.19
GREAT WESTERN TIRE	\$	701.39
HAWKINS INC	\$	506.50
HEAVY CONSTRUCTORS, INC.	\$	160,477.00
HUMANE SOCIETY OF THE BLACK HILLS	\$	210.00
INTERSTATE ALL BATTERY CENTER	\$	47.76
JENNER EQUIPMENT COMPANY	\$	56,923.00
KIESLER POLICE SUPPLY, INC.	\$	882.00
KT CONNECTIONS, INC	\$	8,006.56
LAKOTA CONTRACTING, INC	\$	127.60
LAMAR COMPANIES	\$	509.16
LAMB MOTOR CO, INC.	\$	63,146.00
LARSON, LARRY	\$	58.05
MATHESON TRI-GAS INC dba LINWELD	\$	201.00
MCKIE FORD LINCOLN, INC.	\$	808.11
MCLEOD'S PRINTING & OFFICE SUPPLY	\$	58.26
MENARDS	\$	162.53
MIDCONTINENT COMMUNICATIONS	\$	559.30
MIDCONTINENT TESTING LABORATORIES, INC	\$	225.00
OFFICE DEPOT	\$	166.80
OLSON TOWING	\$	65.00
PLUMBING & HEATING WHOLESALE, INC.	\$	34.98

QUALIFIED PRESORT SERVICE, LLC	\$	670.11
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$	504.19
S&S AUTO BODY SHOP	\$	4,995.76
SANFORD LABORATORIES	\$	130.00
SERVALL UNIFORM & LINEN SUPPLY	\$	298.02
THYSSENKRUPP ELEVATOR CORP	\$	671.64
TYLER TECHNOLOGIES INC	\$	1,700.00
VERMEER HIGH PLAINS	\$	54,553.00
WATERTREE, INC.	\$	42.75
WEX BANK	\$	404.30
BENNETT, ERIC	\$	38.86
HERRELL, SAVANNAH/DALTON	\$	35.81
HERTING, STEVE/PATTI	\$	37.86
HULT HOMES LLC	\$	42.70
LEGANT, MERISSA/JOSHUA	\$	34.76
LKH PROPERTY MGMT	\$	47.76
NELSON, TREVOR	\$	37.21
OLSON, KELLY	\$	85.00
PANGBURN, STEPHANIE/BRIAN	\$	0.88
SIX LLC AKA CASEY SKYBERG	\$	0.40
TESSMER, NICHOLAS/SHANNO	\$	36.38
**PAYROLL EXPENSES	\$	88,432.76
TOTAL	\$	530,646.88