

CITY OF BOX ELDER 042120 CC MEETING MINUTES
Tuesday, April 21, 2020
7:00 p.m. - City Council Chambers, 420 Villa Drive, Box Elder

Call meeting to order

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

Moment of Silence/Pledge of Allegiance

There was a moment of silence followed by the Pledge of Allegiance.

Roll Call

Roll was taken. Present were Mayor Larry Larson, Attorney Matt Naasz, Council Members Dawn Beltran, Rob Griffith, Jeff Hollinshead, Michael Knight, John Talich, and Ben Thomas.

Also present were City Administrator/Chief Finance Officer (CFO) Nicole Schneider, Community and Economic Development (CED) Director Blaise Emerson, Public Works (PW) Director Bob Kaufman, Police Chief Jason Dubbs, and City Clerk Jermy Washington.

Approve the Order of Business

Mayor Larson added Item 14N - Appoint 3 Members to Appraise the Surplus Property; moved Consent Agenda Item 10D to New Business Item 14M; removed New Business Items 14E, 14F, 14H, 14I, and 14J. Motion by Knight to approve the order of business as stated by the Mayor. Seconded by Hollinshead. Roll Call: Beltran - Aye; Griffith - Aye; Hollinshead - Aye; Knight - Aye; Talich - Aye; Thomas - Aye. Unanimous. Motion passed.

PUBLIC COMMENT (3-minute time limit per speaker):

No public comments received by email; no virtual public comments.

AWARDS AND RECOGNITIONS

Employee Introduction -- Doug Curry, Public Works Director.

CFO introduced Doug Curry -- Public Works Director. Curry gave brief introduction.

COUNCIL COMMITTEE REPORTS

Finance, Legal, and Public Safety Committee

Motion by Talich to accept the Finance, Legal, and Public Safety Committee Report. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Motion by Hollinshead to adopt the Finance, Legal, and Public Safety Committee Report. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Public Works, Planning and Zoning, and Community and Economic Development Committee

Motion by Hollinshead to accept the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Griffith. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Motion by Beltran to adopt the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

CONSENT AGENDA

A. Approve the April 7, 2020 Council Meeting Minutes.

B. Approve the Claims List.

- C. Disclosure of New Hire Personnel per SDCL 6-1-10: Public Works Director since 04/14/2020: Doug Curry - \$93,977.23 annually.
- E. Utility Easement Change for East Mall Drive
- F. Change Order Proposal for Sanitary Sewer Manhole Coating
- G. Second Reading ORD 624: Amendments to Ordinance #581 Available Liquor Licenses.
- H. Declaration of Surplus Property.

Motion by Talich to approve Consent Agenda Items A, B, C, E, F, G, and H. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

INFORMATIONAL ITEMS

Published Annual Report

CFO gave explanation. No action taken.

Race Track Update - Bill Keester.

Bill Keester gave update on racetrack. No action taken.

UNFINISHED BUSINESS

Consider Resolution No. 20-11 recognizing a public health emergency and encouraging all individuals and businesses within the City of Box Elder to comply with guidelines and directives established by the CDC and State of South Dakota necessary to slow the community spread of Coronavirus (COVID-19); and recognizing the City's authority to abate nuisances necessary to protect the public health.

CFO discussed maybe consider starting lobby hours in City Hall. No action taken.

Consider Resolution No. 20-12 authorizing the Public Works Department to abate utility late fees and shut off orders on a case by case bases during the Coronavirus (COVID-19) pandemic.

No action taken.

NEW BUSINESS

Resolution 20-13 Accepting Infrastructure Improvements for Liberty Park Subdivision Phase #1

PW Director gave overview. Motion by Hollinshead to approve. Seconded by Griffith. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

RESOLUTION 20-13

A RESOLUTION AUTHORIZING ACCEPTANCE OF PAVING, CURB, GUTTER & RELATED INFRASTRUCTURE IN LIBERTY PARK SUBDIVISION PHASE #1

WHEREAS, Jaennis, LLC has completed the installation of paving, curb, gutter and related infrastructure required for the final approval related to the Right-of-Way; located in Liberty Park Subdivision Phase #1; and

WHEREAS, the Public Works Department of the City of Box Elder conducted a final inspection for Prairie Avenue, Pride Court, Liberty Park Drive, and Civil Way in regards to curb, gutter, storm drainage and related public sewer & water infrastructure abutting Lots 1 thru 26 of Block 1; Lots 1 and 2 of Block 2; Lots 1 thru 3 of Block 3; and Lots 1 and 2 Block 4, Liberty Park Subdivision, Box Elder, Pennington County, South Dakota.

NOW, THEREFORE, BE IT RESOLVED by the City of Box Elder that the City hereby accepts the subdivision improvements and required infrastructure related to the above-described property, and shall hereafter be responsible for the care and maintenance of said improvements, the street in the platted area from the date of this resolution, subject to the requirement of the Subdivision Regulations of the City of Box Elder Ordinance, Section 152.041(a)(4), that all improvements are guaranteed by the Developer for a period of not less than two (2) years from the date of formal acceptance by the City Council. The warranty period shall be based upon the date of acceptance of this Resolution, as recorded in the Minutes of this meeting.

Dated this ____ day of ____ 2020.

CITY OF BOX ELDER

Larry Larson, Mayor

ATTEST:

Nicole Schneider, Finance Officer

Preliminary and Final Plat #200035 – Application by Mark Biggs on behalf of B & G Development LLC for Lots 1 & 2 of Biggs Subdivision, Section 17, T2N, R9E, B.H.M., Box Elder, Pennington County, South Dakota more generally described as south of the intersection of Villa Drive and Briggs Street.

CED Director gave overview; explained stipulations. Motion by Talich to approve. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

1. That requested changes from Register of Deeds are made to the plat document;
2. Prior to City Council approval of the Final Plat, the applicant shall submit an engineer's estimate of the subdivision construction cost; and,
3. Prior to City Council approval of the Final Plat, all subdivision improvements shall be completed or surety shall be posted for the cost of those improvements.

Conditional Use Permit #200041 by Jennifer Behrens for Cleaner Image Inc, a residential cleaning business, to operate out of 22761 Partridge Lane (Lot 24 of Block 4, Creekside Estates Subdivision, Section 30, T2N, R9E, B.H.M., Box Elder, Pennington County, South Dakota).

CED Director gave background. Jennifer Behrens spoke employees and vehicles; discussed conditions meet zoning ordinance; discussed application process and applicant able reapply. Motion by Hollinshead that this conditional use as is, is denied at this time. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Build Planning Grant Letter of Support and Resolution

PW Director gave overview. Motion by Knight. Seconded by Griffith. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Lhotak Properties, LLC Memorandum of Understanding for City Center property.

CED Director gave background. Motion by Hollinshead. Seconded Beltran. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Approve mayor to sign, engagement agreement with Dougherty & Company LLC for Water Revenue Bonds, Series 2020A, for the purpose of refinancing Water Revenue Bonds, Series 2006.

CFO gave background. Motion by Hollinshead. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Reversion of Lot 1 of the City Center Subdivision - Dakota Primary Care

CED Director gave background. Motion by Knight to approve. Seconded by Griffith. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Parks Department Vehicle Purchase Approval

Motion by Talich to continue to the May 5th City Council Meeting. Seconded by Thomas. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Appoint 3 Members to Appraise Surplus

CFO gave explanation. Motion by Hollinshead to appoint Talich, Beltran, and Griffith to assist Finance Office in appraising surplus property for the City. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

DEPARTMENT HEAD REPORTS

Finance - Nicole Schneider - discussed weekly PSA.

Community and Economic Development - Blaise Emerson - orange flags in Right-of-Ways; Vast putting in fiber optic lines into community.

Public Works - Bob Kaufman - Vast requested permission to park cable splicing trailer in community parking lot overnight; gave approval.

ADJOURNMENT

Motion by Talich to adjourn. Seconded by Thomas. Public Works - Bob Kaufman - Vast requested permission to park cable splicing trailer in community parking lot overnight; gave approval.

Meeting adjourned at 7:55 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

CITY OF BOX ELDER CLAIMS LIST 04/21/2020

ADVANCED ASSET ALLIANCE	COLLECTIONS	\$	196.02
AFLAC	INSURANCE	\$	956.80
BAN-KOE SYSTEMS, INC	TIME CLOCK	\$	125.28
BLACK HILLS CHEMICAL & JANITORIAL	SUPPLIES	\$	41.99
BOUND TREE MEDICAL	GLOVES	\$	261.80
CITY OF RAPID CITY	BULK WATER	\$	283.94
COCA COLA BOTTLING	WATER	\$	101.25
CODE WORKS, INC.	BUSINESS DEV	\$	1,349.70
CREDIT COLLECTIONS BUREAU	GARNISHMENT	\$	150.23
DELTA DENTAL OF SOUTH DAKOTA	INSURANCE	\$	1,648.69
DEPT OF TREASURY- IRS	INCOME TAXES	\$	28,532.46
EPIC OUTDOOR ADVERTISING	BILLBOARD AD	\$	525.00
FERBER ENGINEERING COMPANY	EAST MALL DRIVE	\$	23,271.00
FIDELITY SECURITY LIFE INSURANCE CO.	INSURANCE	\$	202.06
GREAT WESTERN BANK	CREDIT CARD	\$	4,586.24
GRIMMS PUMP AND INDUSTRIAL SUPPLY	SERVICE	\$	120.15
GUNDERSON, PALMER, NELSON, & ASHMORE L	LEGAL	\$	19,845.88
HEALTH POOL OF SD	INSURANCE	\$	21,603.30
INTERSTATE ALL BATTERY CENTER	MAINTENANCE	\$	121.95
JOHNNY SUNDBY PHOTOGRAPHY, INC.	PHOTOS	\$	74.00
KT CONNECTIONS, INC	IT SERVICES	\$	9,474.22
LAMAR COMPANIES	PROFESSIONAL SERVICES	\$	509.00
LASTING IMPRESSIONS UNLIMITED	NAME PLATES	\$	69.50
MATHESON TRI-GAS INC dba LINWELD	RENTALS	\$	126.60
MCKIE FORD LINCOLN, INC.	VEHICLE MAINTENANCE	\$	46.24
MICK'S ELECTRIC, INC	PARTS	\$	67.28
MIDCONTINENT COMMUNICATIONS	PHONE SERVICE	\$	539.17
MIDCONTINENT TESTING LABORATORIES, INC	WATER TESTING	\$	210.00
NEW YORK LIFE	INSURANCE	\$	111.00
OFFICE OF CHILD SUPPORT ENFORCEMENT	GARNISHMENT	\$	66.68
PITNEY BOWES INC	POSTAGE	\$	331.20
THE PITNEY BOWES RESERVE ACCOUNT	POSTAGE	\$	685.00
PRAIRIE AUTO PARTS	AUTO PARTS	\$	215.77
PRODUCTIVITY PLUS ACCOUNT	PARTS	\$	49.15
QUALIFIED PRESORT SERVICE, LLC	MAIL SERVICE	\$	680.45
RAPID CITY JOURNAL C/O LEE ENTERPRISES	PUBLISHING	\$	266.18
SD ONE CALL	LOCATOR	\$	203.70
SDRS SUPPLEMENTAL RETIREMENT PLAN	RETIREMENT	\$	30.00
SERVALL UNIFORM & LINEN SUPPLY	SUPPLIES	\$	179.87
SOUTH DAKOTA RETIREMENT SYSTEM	RETIREMENT	\$	15,017.08
TEAMSTERS LOCAL NO. 120	UNION DUES	\$	471.00
TEMPERATURE TECHNOLOGY, INC	SERVICE	\$	557.51
THYSSENKRUPP ELEVATOR CORP	MAINTENANCE	\$	693.67
TYLER TECHNOLOGIES INC	IT SERVICES	\$	100.00
US BANK VOYAGER FLEET SYSTEMS	FUEL	\$	5,530.81
USA BLUEBOOK	SERVICES	\$	723.16
VERMEER HIGH PLAINS	PARTS	\$	41.55

WYSS ASSOCIATES, INC.	CONTRACT SERVICES	\$	6,210.00
ZUERCHER TECHNOLOGIES, LLC	MAINTENANCE	\$	2,346.20
BOOM CONSTRUCTION	UB REFUND	\$	260.00
CRUSE, CHRISTINA/DERRI	UB REFUND	\$	65.00
DWYER, MICHELLE/DANIEL	UB REFUND	\$	19.41
GIKLING, WILLIAM	UB REFUND	\$	227.35
HARBOR POINT PROPERTIES	UB REFUND	\$	21.41
HARBOR POINT PROPERTIES LLC	UB REFUND	\$	25.82
KNUDSON, KYLAR/CORTNEY	UB REFUND	\$	40.92
LAFEVERE, BRITNI	UB REFUND	\$	60.54
MACKEY/HAGEMAN , GERALD/KORTNE	UB REFUND	\$	19.64
MORRISON, PATRICK/CAROLAN	UB REFUND	\$	80.08
PEREZ, MICHAEL	UB REFUND	\$	9.21
REID, CORA	UB REFUND	\$	14.85
RENTAL MADNESS ONE, LLC	UB REFUND	\$	8.82
SOHLBERG, MEGAN	UB REFUND	\$	26.30
STOLLE, PATRICIA	UB REFUND	\$	10.00
STOVER/HUCK, HARLYNN/JEREMIA	UB REFUND	\$	38.74
STRALEY, JOSH/EMILY	UB REFUND	\$	12.59
TNT HOMES & CONSTRUCTION	UB REFUND	\$	121.97
VERSATILE CONSTRUCTION CO LLC	UB REFUND	\$	107.41
WESTERN SD PROPERTIES	UB REFUND	\$	69.29
ZEISLER CONSTRUCTION LLC	UB REFUND	\$	86.24
**PAYROLL EXPENSES			
QUARTERLY EMPLOYER BENEFITS PAID	JAN-MAR 2020	\$	217,819.36
	GG	\$	5,009.62
	FO	\$	8,780.48
	PD	\$	43,097.72
	STREETS	\$	12,594.77
	PARKS	\$	8,749.94
	CED	\$	3,194.69
	PZ	\$	5,862.40
	WATER	\$	14,682.85
	SEWER	\$	12,452.28
	SOLID WASTE	\$	791.14
TOTAL		\$	483,910.57