

**CITY OF BOX ELDER CITY COUNCIL MEETING MINUTES**  
**Tuesday, April 7, 2020**  
**7:00 PM - City Council Chambers, 420 Villa Drive, 2nd Floor, 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 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 Jermery Washington.

**Approve the Order of Business**

Motion by Hollinshead to approve the order of business. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

**PUBLIC HEARING**

**Uniform Alcoholic Beverage License Application: Package (off-sale) Liquor: Dan Bruner, Timmons Market - Public Hearing. Continued to May 5, 2020 Council Meeting.**

Mayor Larson opened Public Hearing and opened floor to public comments at 7:02 p.m.

No public comments. Mayor Larson closed public hearing at 7:03 p.m.

Motion by Knight to approve the continuation to May 5th. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

**PUBLIC COMMENT**

Public Comment from Leroy Hix.

**COUNCIL COMMITTEE REPORTS**

**Finance, Legal, and Public Safety Committee**

Motion by Talich to accept the Finance, Legal, and Public Safety Committee Report. Seconded by Beltran. 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 Hollinshead 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 March 17, 2020 Council Meeting Minutes.
- B. Approve the March 27, 2020 Special Meeting Minutes.
- C. Approve the Claims List.
- D. Disclosure of New Hire Personnel per SDCL 6-1-10: Patrol Officer since 04/06/2020: Ricardo Olandez \$47,071.11 annually.
- E. 2020 Water Department Vehicle Purchase request.
- F. Second Reading of Ordinance 649 - Title I.
- G. Second Reading of Ordinance 650 - Title III.

Motion by Hollinshead to approve Consent Agenda Items A - G. Seconded by Beltran. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**INFORMATIONAL ITEMS**

**State of South Dakota Department of Legislative Audit Letter of Acceptance of the City of Box Elder Audit Report.**

CFO gave explanation. 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.

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.

Mayor Larson explained why resolutions 20-11 and 20-12 on agenda. CFO mentioned came up with policy application document for Resolution 20-12. No action taken.

**NEW BUSINESS**

**First Reading ORD 624: Amendments to Ordinance #581 Available Liquor Licenses.**

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

**Minor Plat - #200034 – Application by F. Lee Baldwin for Lot 2 Revised D.B. Subdivision and Lot 4 Revised of D.A. Subdivision, Section 11, T2N, R9E, B.H.M., Pennington and Meade County, South Dakota more generally described as 1 mile east of the intersection of 151st Avenue and 225th Street.**

CED Director gave overview. 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.

**Pennington County Tax Increments District #4 Revised Joint Powers Agreement.**

CFO explained agreement to fix error in USDA name in previous agreement. Motion by Knight to approve. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Alpha Omega Developer Agreement Outline for Phase #1.**

CED Director gave overview; explained tax increment financing (TIF); discussed phases. Gordon Howie discussed improvements, TIF, and agreement. Comment from Bruce Hegel. Motion by Hollinshead to approve presented as is in the agenda packet. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**2020 Sewer Cleaning and Inspection project.**

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

**Policy and Forms for Human Resources in observance of the Families First Coronavirus Response Act (FFCRA); and Short-term Telecommuting Agreement.**

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

**DEPARTMENT HEAD REPORTS**

Finance – Nicole Schneider – moving forward with food drive.

Public Works – Bob Kaufman – stimulus likely have funds for infrastructure, started work in-house try be ready, putting narratives and cost estimates together.

Legal – Matt Naasz – Governor Noem signed Executive Order 2020-14, suspends portion Open Meetings Law that requires official meetings conducted by teleconference, having open or more places where public can come and listen; no longer have to have Event Center open for the public to come participate.

**ADJOURNMENT**

Motion by Talich to adjourn. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Seal:**

**Attest:**

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**Larry Larson**  
**Mayor**

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**Nicole Schneider**  
**City Administrator/Chief Finance Officer**

## CITY OF BOX ELDER CLAIMS LIST 04/07/2020

ADVANCED ENGINEERING AND ENVIRONMENTAL	WATER STUDY	\$2,680.04
AFLAC	INSURANCE	\$956.80
B.Y.R.S. LAWN CARE	TRASH CLEANUP	\$1,475.00
BARCO MUNICIPAL PRODUCTS, INC.	VINYL	\$3,590.77
BLACK HILLS AMMUNITION	AMMUNITION	\$8,879.50
BLACK HILLS CHEMICAL & JANITORIAL	CLEANING SUPPLIES	\$1,495.85
BLACK HILLS COUNCIL OF LOCAL GOVERNMENT	MEMBERSHIP DUES	\$2,025.00
BLACK HILLS ENERGY	UTILITIES	\$4,363.27
BORDER STATES ELECTRIC SUPPLY	ELECTRIC	\$93.77
BOX ELDER PROMOTIONS		\$7,144.00
BOX ELDER TRUE VALUE	SUPPLIES	\$36.62
BRANCATO, ROBERT	FEE RETURN	\$250.00
CARQUEST #3951	OIL FILTER	\$37.96
CASEY PETERSON LTD	PROFESSIONAL SERVICE	\$19,966.55
CENTURY BUSINESS PRODUCTS, INC	COPIER LEASE	\$1,085.09
CENTURY LINK	PHONE	\$53.61
CERTIFIED LABORATORIES	TESTING	\$2,963.35
CORE & MAIN LP	SHOP SUPPLIES	\$9,545.36
CREDIT COLLECTIONS BUREAU	FEES	\$150.23
DAKOTA FLUID POWER, INC.	PARTS CLEANER	\$51.22
DAKOTA SUPPLY GROUP	PARTS	\$105.70
DELTA DENTAL OF SOUTH DAKOTA	INSURANCE	\$1,648.69
DENR	MEMBERSHIP DUES	\$12.00
DEPT OF TREASURY- IRS	TAXES	\$30,225.37
EILEEN'S COLOSSAL COOKIES	EMPLOYEE BIRTHDAY	\$23.70
ELEESON, KELLI	REIMBURSE TRAVEL	\$27.91
FERBER ENGINEERING COMPANY	ENGINEERING	\$15,994.15
FERGUSON ENTERPRISES DBA POLLARDWATER	PARTS	\$1,328.25
FIDELITY SECURITY LIFE INSURANCE CO.	INSURANCE	\$202.06
G & H DISTRIBUTING OF RAPID CITY INC	SHOP SUPPLIES	\$353.94
GRASS, GUNNAR	REIMBURSE TRAINING	\$80.00
GUNDERSON, PALMER, NELSON, & ASHMORE L	LEGAL	\$18,388.50
HAWKINS INC	GRAVEL	\$200.00
HEALTH POOL OF SD	INSURANCE	\$21,598.05
HEAVY CONSTRUCTORS, INC.	CONTRACT PAYMENT	\$266,445.45
INTERSTATE ALL BATTERY CENTER	BATTERIES	\$111.95
J&D PRECAST, INC	ADJ RINGS	\$745.00
JENNER EQUIPMENT COMPANY	WASHERS, BOLTS	\$272.27
KADRMAS, LEE & JACKSON, INC	TOPO SURVEY	\$60,908.75
KT CONNECTIONS, INC	IT	\$6,748.00
KTM DESIGN SOLUTIONS, INC	DRAFTING	\$5,118.54
LASTING IMPRESSIONS UNLIMITED	NAME PLATE	\$11.75
LIBERTY CHRYSLER CENTER, LLC	2020 RAM	\$49,361.00
LIGHTING MAINTENANCE CO	STREET LIGHTS	\$2,387.53
LINTON, DOUG	REIMBURSE AFLAC	\$33.96

MATHESON TRI-GAS INC dba LINWELD	AC, SM, VIKING	\$138.88
MDU	UTILITIES	\$798.83
MSC INDUSTRIAL SUPPLY CO.	SHOP SUPPLIES	\$428.86
NEW YORK LIFE	INSURANCE	\$111.00
NORTHWEST PIPE FITTINGS, INC	COUPLING	\$2,056.42
OFFICE OF CHILD SUPPORT ENFORCEMENT	FEES	\$66.68
PETE LIEN & SONS, INC	BASE COURSE	\$113.58
PHEASANTLAND INDUSTRIES	SIGNS	\$2,378.83
PIONEER CREDIT RECOVERY, INC	FEES	\$165.12
RAPID CITY JOURNAL C/O LEE ENTERPRISES	PUBLICATIONS	\$1,976.34
RAPID CITY, PIERRE & EASTERN RAILROAD,	ANNUAL FEE	\$717.07
RDO EQUIPMENT	FILTERS, SEALS	\$6,499.22
REBECCA DAVIS	REIMBURSE TRAVEL	\$24.00
SANDER SANITATION	TRASH COLLECTION	\$26,210.12
SD DEPARTMENT OF TRANSPORTATION	SALT AND SAND	\$8,200.00
SD DEPT OF REVENUE & REGULATION	LICENSE FEES	\$63.60
SDEDA	PAYMENT	\$89,365.25
SDRS SUPPLEMENTAL RETIREMENT PLAN	INSURANCE	\$30.00
SENTRY PSYCHOLOGICAL SOLUTIONS	EXAMX	\$500.00
SERVALL UNIFORM & LINEN SUPPLY	UNIFORMS, SUPPLIES	\$511.41
SIGN SOLUTIONS	ROOM SIGNS	\$250.00
SKYLINE SIGNS & LIGHTING	LAMP	\$71.43
SONNEL TECHNOLOGIES, LLC	SUPPLIES FOR VEHICLES	\$1,337.20
SOUTH DAKOTA RETIREMENT SYSTEM	INSURANCE	\$14,744.44
TEAMSTERS LOCAL NO. 120	UNION DUES	\$471.00
WORD OF TRUTH CHURCH	FEES	\$500.00
US BANK NATIONAL ASSOCIATION	QUARTERLY PAYMENT	\$37,766.54
US BANK FLEET COMMANDER	MONTHLY FUEL	\$6,295.85
USDA, RURAL DEVELOPMENT	APRIL WATER BOND	\$8,182.00
VERIZON WIRELESS	PHONWA	\$2,164.18
WARNE CHEMICAL & EQUIPMENT	GRASS SEED	\$240.63
WEST RIVER ELECTRIC ASSOCIATION, INC	UTILITIES	\$18,876.82
ZUERCHER TECHNOLOGIES, LLC	IT	\$1,576.00
BARBER, DEBRA	REIMBURSEMENT	\$51.00
BECKER, JULIA/JUSTIN	REIMBURSEMENT	\$12.69
BURGEE, KIRBEE J	REIMBURSEMENT	\$72.70
CRUSE, CHRISTINA/DERRI	REIMBURSEMENT	\$15.76
K & D CONSTRUCTION	REIMBURSEMENT	\$16.24
KIRSCHENMANN, DEAN	REIMBURSEMENT	\$69.32
LYMAN, CHASE	REIMBURSEMENT	\$18.18
MORTENSEN, KIMBERLEY/MATT	REIMBURSEMENT	\$4.41
PLASCENCIA, JENNIFER/JONATH	REIMBURSEMENT	\$21.86
SANSING, CHRISTOPHER/AMA	REIMBURSEMENT	\$81.84
SMITH, GLENDA/DARREL	REIMBURSEMENT	\$12.86
SOHLBERG, MEGAN	REIMBURSEMENT	\$7.05
TNT HOMES & CONSTRUCTION	REIMBURSEMENT	\$84.76
VERSATILE CONSTRUCTION CO LLC	REIMBURSEMENT	\$33.76

ZEISLER CONSTRUCTION LLC

REIMBURSEMENT

\$102.52

\*\*PAYROLL EXPENSES

GG	\$11,283.80
FO	\$17,662.31
PD	\$84,038.89
STREETS	\$22,224.27
PARKS	\$16,932.00
CED	\$6,389.38
PZ	\$21,792.00
WATER	\$29,670.65
SEWER	\$24,847.39
SOLID WASTE	\$1,585.62
<b>TOTAL</b>	<b>\$1,019,039.07</b>