

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES  
Tuesday, August 07, 2018  
7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder

Meeting was called to order by Mayor Larson at 7:04 p.m.

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

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

Hanson added one item to the Agenda under New Business, Item 13C “EAP Connections Agreement”.

Motion by Cowley to approve Order of Business, Seconded by Knight. Vote Aye: Unanimous.

Conflict: Council Member Allen is affected by Ordinance 577, therefore cannot vote on Item 13A (i.e. Ordinance 577).

Award: Tyjus Wilson was awarded the Meritorious Service Award for his actions on July 10<sup>th</sup> for rescue efforts of worker trapped in caved-in trench.

#### COUNCIL COMMITTEE REPORTS

##### A.) PUBLIC WORKS AND PLANNING AND ZONING Scott Allen, Dawn Beltran, and Michael Knight

Motion by Allen to Accept Public Works and Planning and Zoning Committee Report. Seconded by Cowley. Vote Aye: Unanimous. Motion passes.

Motion by Hanson to Adopt the Public Works and Planning and Zoning Committee Report. Seconded by Cowley. Vote Aye. Unanimous. Motion passes.

Finance Officer - Nicole Schneider - requested to add Item 13C “EAP Connections Agreement” to Consent Agenda.

Motion by Allen to Approve Consent Agenda Items A-L including the EAP Connections Agreement addition. Seconded by Cowley. Roll Call Allen- Aye; Beltran-Aye; Hanson-Aye; Knight-Aye McPherson-Aye; Cowley-Aye. Motion passes.

#### REPORTS FROM BOARDS AND/OR COMMISSIONS:

## UNFINISHED BUSINESS:

## NEW BUSINESS:

### First Reading of Ordinance #577:

City Attorney - Kristi Vetri – talked about Ordinance #577; culminated research, Title 15, previous meetings regarding Ordinance 577, and previous public concerns.

Numerous public comments/questions from several citizens regarding Ordinance 577, Comprehensive Plan, and Title 15.

Motion by Knight to oppose First Reading of Ordinance #577, look at Title 15, and address issues brought up by public. Seconded by McPherson. Roll Call: Beltran – Aye; Hanson – Aye; Cowley, Knight - Aye; McPherson - Aye; Council Member Allen was not present on Board at time of voting and abstained from vote.

Discussed action on Minor Plat #180146. Motion by Hanson to approve and accept Planning and Zoning Commission recommendation. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Hanson-Aye; Knight-Aye McPherson-Aye; Cowley-Aye. Motion passes.

## DEPARTMENT HEAD REPORTS:

Finance Officer – Nicole Schneider – Budget hearings on August 22, 2018 at 5:30 p.m. Getting all updates back into the system since the server crash.

Public Works Director – Bob Kaufman – Had pre-bid meeting for Ellsworth 225<sup>th</sup> water project, receiving bids Tuesday. Drainage improvements in Prairie Subdivision complete. Contractors proceeding with next phase of gravel street reconstruction work...working on South end of town now. Contractor for street striping started working last week and hopefully be completed by the end of this week or early next week.

## COUNCIL MEMBER REPORTS:

Council Member Beltran – Received questions on and upholding curfews in Veteran's Park. Complaints of people being there at midnight playing basketball and loud music.

## EXECUTIVE SESSION:

Motion by Cowley to move into Executive Session to discuss City Sign Negotiations. Seconded by McPherson. Vote Aye: Unanimous. Executive Session started at 8:51 p.m. Out of Executive Session at 9:10 p.m.

Motion by Beltran to accept Bud Ireland's proposal for \$400/year for 5 years for the placement of Box Elder welcome sign. Seconded by Cowley. Roll Call: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passes.

Motion by Allen to adjourn, seconded by Cowley. Vote Aye: Unanimous

ADJOURNMENT: 9:10 p.m.

**Seal:**

**Attest:**

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**Larry Larson**  
**Mayor**

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

<b>Claims for 8/7/18</b>			
<b>#</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION OF SERVICES RENDERED</b>
1	ARC International, Inc	\$4,386.64	PW Building Renovation, 2nd Floor Completion through July 18
2	Ardent Source	\$800.00	Professional Design Concept- new Lamar/Epic Billboards
3	B.Y.R.S. Lawn Care	\$1,023.75	Nuisance Mowing Fees completed 07/17/2018
4	Bers, LLC	\$720.00	Solid Waste Disposal June 18
5	Bituminous Paving, Inc.	\$63,175.80	Radar Hill Road & Bennet Road
6	Box Elder Promotions	\$9,406.50	June 2018 BID Occupancy Tax
7	Catered Two Productions	\$388.50	7/26/18 Mayor's Lunch- Catering
8	Century Business Products, Inc	\$1,118.73	Copies/Service Fees 6/26/18-7/25/18
9	Century Link	\$53.15	Phone Security Bandit Ball Jul/Aug 18
10	Complete Concrete, Inc	\$30,102.00	PW Building July 2018
11	D.C. Scott Surveyors, Inc	\$1,382.00	Boundary Survey
12	Diesel Machinery, Inc	\$241.00	Rental: Haul Unit to Cimmaron
13	Hagen Glass	\$11,511.50	Final Payment on Doors/Windows
14	Kadrmass, Lee & Jackson, Inc	\$1,500.00	Box Elder Traffic Study, Lift Station Design, Bidding
15	Kirschenmann, Dean	\$173.75	Reimbursement for 2018 Clothing Allowance
16	Knight's Quality Welding	\$600.00	Cut Holes in Man Covers, Weld Work
17	KT Connections	\$35,180.82	August Monthly Billing, New Phone System, Office Port Switches, Conference Room Sound Equipment/Setup, City Council Dual Monitors, Public Works Monitor, Cat Cabeling for Server Rack, Electrical/Set up for Cash Receipting, Network Data Ports
18	Kostas Voutsas	\$6,597.35	Strategic Planning, Seminars, Harrassment & Customer Service Training
19	Labine, Jesse	\$44.54	2018 Clothing Allowance Reimbursement
20	Love's Travel Stops & Conv	\$7,018.56	Fleet Fuel 6/30/18-7/29/18
21	Mike's Electric, Inc	\$86.74	Review Cooling Unit in Safe Room
22	Olheiser, Dale	\$76.50	Meals - Training in Pierre- 7/19-7/20 2018
23	Onsolve, LLC	\$6,200.00	Codered- Aug 2018- August 2019
24	Pennington County ESCC	\$71,218.00	Dispatch Services Jan18-Dec18
25	Ramkota Hotel	\$103.00	Lodging -Code Enforcement Training
26	Sam's Club/Synchrony Bank	\$163.64	PD Office Supplies
27	Scull Construction Service Inc	\$90,248.73	2nd Floor Through July 2018
28	SDPAA	\$83,097.05	2019 Renewal Insurance
29	Survival Armor, Inc	\$192.64	Body Armor. C. Swan
30	Swiftec, Inc	\$1,414.76	New PW Shop- Moved/Replaced Old Wire, Troubleshoot Seized up Well#5
31	Turbiville Industrial Electric	\$1,077.70	Motor Reconditioning- Booster Pump
32	Ultramax Ammunition	\$291.00	Department Ammunition
33	West River Electric	\$26,561.99	July 2018 Electric Services
	<b>SUBTOTAL</b>	<b>\$456,156.34</b>	
	<b>Purchasing Card</b>		
34	Absolute Cleaning	\$880.00	Cleaning Services August 9 - days
35	Amazon.com Services, Inc	\$789.97	Streamlight Battery, 2 Well Fuses, Cross-Cut Shredder, New Cell Phone Cases/Screens, Leadership/Teamwork Office Art
36	Angelique's	\$34.72	Sew on Patches - Sabin
37	Border States Electric Supply	\$1,662.96	Wiring Street Lights/ Ellsworth Road, Plug-In for Steam Cleaner
38	Box Elder True Value	\$983.17	Lawn Care Supplies, Fertilizer, Seed, Round Up, Dirt, Leak Detector, Supplies for Booster Repair, Mile GP Grease, Keys Copies, Fastners, Twist, Clip Board, Torch Blade, Ear Plugs, Concrete, Shop Cleaning Supplies, Water, Muriatic Acid- Well #6, Sand Bags, Well Painting Supplies, Batteries
39	Brownells, Inc	\$68.94	Pack of 2 Training Magazines
40	Carquest #3951	\$424.65	Diesel Exhaust Fluid, Filters, Shift Tube, Oil, Brake Pads
41	Chris Supply	\$117.52	Batteries for Well Houses
42	Climate Control Systems & Serv	\$741.00	2018 PM Contract- Second Quarter
43	Core & Main LP	\$13,748.25	54 Smart Point Meters, Box Eyes, Ductile Iron Pipe, Boster Pump, Epoxy, Ball Curb, Gasekts, Hex Nuts, & Head Bolt, Hymax Couplings
44	Ditch Witch of SD	\$200.00	Rental - Pressure Sprayer
45	Epic Outdoor Advertising	\$1,700.00	New Vinyl, Rental 8/1-8/31 2018
46	Global Equipment Company, Inc.	\$2,022.40	Staff Lockers- new PW Building
47	Great Western Tire	\$256.75	Tires for 101-104, Tire Repairs Malibu
48	Grimms Pump & Industrial Supplies	\$101.96	Hose for Fuel Transfer Pump
49	Harvey's Lock & Security	\$47.50	Duplicate Keys
50	Interstate All Battery Center	\$98.95	Battery for M1107
51	Lamar Companies	\$1,718.00	New Media Vynal for Billboard,
52	Liberty Chrysler Center, LLC	\$5.62	New Battery - Keyfob for CTY8132
53	Lowe's	\$552.82	60lb rack shelf, gladiator cabinet, door bell, clock, electrical sockets

54	Matheson Tri-Gas dba Linweld	\$40.95	Cutting Wheel, Marker, Hazard Material
55	Mckie Ford Lincoln, Inc.	\$12.51	Clamp for 602-005
56	Menards	\$85.11	2" Tri-Tap Portable GFCI, Water Proof strain, liquid tape, Plywood, Well #4 Ceiling Roof
57	Northwest Pipe Fittings, inc	\$517.74	Meter Station, Flanging, Gaskets
58	Office Depot	\$241.89	Timecard holder, coinbags, post-it popups, waste paper baskets, paperclips
59	Olson Auto, LLC	\$112.80	New Back Driver window 2B4060
60	Rapid City Journal	\$644.87	Ordinance 600, 601, 6/19/18 CCM Minutes, Bids Street Payment
61	Runnings Supply, Inc	\$168.68	Polycut Knives, Summer Help & 2018 Clothing Allowance J. Labine
62	Servall Uniform & Linen Supply	\$349.64	Shirts, Rugs, Mops, Rags CH & PW July 2018
63	Temperature Technology, Inc	\$95.00	Repair Air Conditioner - Old PW Building
64	Uline	\$433.45	Cashier Floor Mats
65	Villa Car wash	\$9.00	Washed City Malibu
66	Warne Chemical & Equipment	\$981.87	Weed Application - CH & Bandit Ball Fields
67	Watertree, Inc	\$70.00	8-5gal water deliver, Jul18
	<b>SUBTOTAL</b>	<b>\$29,918.69</b>	
	<b>Credit Cards</b>		
68	GWB CC - 8088 PD1 (Bank Transfer)	\$75.00	EMT Certificate Renewal Fee
69	GWB CC - 8096 PD2 (Bank Transfer)	\$0.00	
70	GWB CC - 9355 PD3 (Bank Transfer)	\$0.00	
71	GWB CC - 8120 FO1 (Bank Transfer)	\$728.81	Residence Inn: 1 night stay Kostas, US Flag Store: Flags/Stands Council Chambers
72	GWB CC - 8104 FO2 (Bank Transfer)	\$5.00	Glenn Shepard Seminars: Inner Circle Fee
73	GWB CC - 9322 FO3 (Bank Transfer)	\$0.00	
74	GWB CC - 3514 PW1 (Bank Transfer)	\$0.00	
75	GWB CC - 9371 PW2 (Bank Transfer)	\$0.00	
76	GWB CC - 9363 PW3 (Bank Transfer)	\$0.00	
77	GWB CC - 8356 PW1 (Bank Transfer)	\$0.00	
78	GWB CC - 5305 PZ1 (Bank Transfer)	\$0.00	
79	GWB CC - 9389 PZ2 (Bank Transfer)	\$0.00	
80	GWB CC - 9348 LGL (Bank Transfer)	\$579.00	International Municipal Lawyers Association Dues, ISBA: Fastcase Premium new membership
	<b>SUBTOTAL</b>	<b>\$1,387.81</b>	
	<b>TOTAL</b>	<b>\$487,462.84</b>	
	<b>Loan Payments</b>		
1	Water Bond Loan #9	\$8,182.00	August 2018 Payment: Principal: \$5,613.24, Interest: \$2568.76
		<b>\$8,182.00</b>	
	<b>BID#2</b>		
1	First American Title Co.	\$0.00	
		<b>\$0.00</b>	
	<b>Hand Checks/Payments</b>		
1	Aflac	\$434.12	Payroll 15 & 16 Insurance
2	Black Hills Energy	\$3,901.76	July 2018 Utilities
3	Credit Collections Bureau	\$60.00	Payroll 16 Garnishment
4	Delta Dental of South Dakota	\$1,881.54	Payroll 15 & 16 Insurance
5	Department of Treasury- IRS	\$21,796.83	Payroll 16 Taxes
6	Health Pool of SD	\$27,767.93	Payroll 15 & 16 Insurance
7	MDU	\$146.26	Utility Services JunJul 2018
8	Office of Child Support Enforcement	\$66.68	Payroll 16 Garnishment
9	Peopleready Inc	\$834.78	Box Elder Bash Temporary Staff
10	Sander Sanitation Service	\$521.17	Solid Waste Disposal June/July 2018
11	SD One Call	\$174.72	June18 Locate Tickets
12	Sonnel Technologies LLC	\$19,427.36	New LE Equipment for 2018 Explorers
13	South Dakota Retirement System	\$20,078.53	Payroll 15 & 16 Retirement
14	SDRS Supplemental Retirement Plan	\$30.00	Payroll 16 Retirement
15	Teamsters Local No. 120	\$668.00	Payroll 15 & 16 Union Dues
16	Verizon Wireless	\$438.48	July Aug 2018 Phone Charges
	<b>TOTAL</b>	<b>\$98,228.16</b>	
	<b>Hand Checks: Utility Billing Deposit Refund Checks</b>		
1	Danico, Keith	\$8.31	Final Account, Credit Balance Refund
2	Jacobs, Brita/David	\$22.92	Final Account, Credit Balance Refund
3	A&A Professional Prop Mgmt	\$54.40	Final Account, Credit Balance Refund
4	Jenkins, Greg/Reyna	\$78.68	Final Account, Credit Balance Refund
5	Kelly, Brian	\$38.66	Final Account, Credit Balance Refund
6	Pulis Construction	\$33.76	Final Account, Credit Balance Refund

	7	Ivy, Devin/Karla	\$54.63	Finaled Account, Credit Balance Refund
	8	Boomsma, Dirk	\$8.39	Finaled Account, Credit Balance Refund
		<b>TOTAL</b>	<b>\$299.75</b>	