

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, August 21, 2018

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

Mayor Larson - Change to Item K under Consent Agenda, “Jerry Main” changed to “Jerry Maine”.

Motion by Cowley to approve Order of Business with the change, Seconded by Hanson. Vote Aye: Unanimous.

Award: Jane Maine was awarded the GLOBE Award for 30 years of volunteer service to Bandit Ball and the City of Box Elder.

COUNCIL COMMITTEE REPORTS

A. FINANCE, LEGAL, AND PUBLIC SAFETY

Michael Hanson, Steve Cowley, and Rick McPherson

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

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

B. PUBLIC WORKS AND PLANNING AND ZONING

Michael Knight, Scott Allen, and Dawn Beltran

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

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

Allen requested Consent Agenda Item F (City Attorney to work with Fire District Board) be removed for separate consideration.

Motion by Allen to Approve Consent Agenda Items A-O with the removal of Item F. Seconded by Cowley. Roll Call Allen- Aye; Beltran-Aye; Hanson-Aye; Knight-Aye McPherson-Aye; Cowley-Aye. Motion passes.

Consent Agenda Item F discussed. City Attorney spoke and requested permission to work outside scope and continue work with Volunteer Fire Department and Fire Protection District when requested. Motion by Hanson to allow City Attorney to work with Fire District Board or Fire Department. Seconded by Cowley. Roll Call: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passes.

INFORMATIONAL ITEMS:

Cigar Bar at Salute to Ellsworth. Mayor and City Attorney spoke on City Policy of No Smoking and made clarifications. As long as no smoking inside City Hall, no need for exceptions, approvals, or changes for smoking at event.

Halfmile, Inc./Bandit Speedway proposed plat. Hanson spoke and gave overview: original \$32,000.00 purchase agreement from BEED to City to buy land; compared to medical clinic and True Value been given land (with Memorandum of Understanding and reversionary clause). Also spoke on BEED and Halfmile putting together commercial appraisal; City agreeing to \$32,500.00 purchase now; when appraisal comes back, City will accept 25% of commercial appraisal and any differences will be adjusted if 25% is above or below \$32,500.00. And, if venture fails within certain amount of time, land will revert back to City.

REPORTS FROM BOARDS AND/OR COMMISSIONS:

UNFINISHED BUSINESS:

NEW BUSINESS:

Finance Officer–Nicole Schneider–spoke on non-profit criteria. A draft for City has been made based on criteria of City of Spearfish. Asked that draft be approved for going forward into next fiscal year. Hanson suggested change to item 2A, change from “one [person] from each Ward” to “one registered voter from each Ward”. Motion by Hanson to approve non-profit criteria. Seconded by Cowley. Vote: Aye. Unanimous. Motion passes.

Public Works Director–Bob Kaufman–spoke on bids for N. Ellsworth Road/225th water main extension project; discussed contractor bid amounts. Motion by Cowley to approve low bidder. Seconded by Hanson. Roll Call: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passes.

Finance Officer–Nicole Schneider–spoke on server room changes and costs amounting around \$18,900.00. Discussed the purpose of new server rack; battery backup and its importance during power outages to prevent lost data. Motion to approve by McPherson. Seconded by Cowley. Roll Call: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passes.

Council Member Beltran spoke about Radar Hill Road wording be corrected so definitions are all in-sync. Council Members Allen and McPherson discussed and compared speed limit, vehicle weight, road condition, and potential damage. Allen also spoke on reasoning behind sending to Planning and Zoning Commission. Public Works Director–Bob Kaufman–discussed speed vs.

vehicle weight. City Attorney discussed truck route. Motion by Hanson to table ordinance, until City Attorney, PD, and other party come up with solid ordinance, then follow standard procedure of going through committees. Interested parties from Planning and Zoning Commission welcome to attend committee meetings. Seconded by Cowley. Vote: Aye. Unanimous. Motion passes.

Public Works Director–Bob Kaufman–gave overview/history of Mr. Boomsma’s water tap. Mr. Boomsma added comments and history on water tap with City. Discussed that tap permission was granted in 2016 before moratorium but installed after moratorium. Hanson commented that other ranchers haul water for cattle. Motion by Hanson to deny. Seconded by McPherson. Roll Call: Allen – Nay; Beltran – Nay; Cowley – Aye; Hanson – Aye; Knight – Nay; McPherson – Aye. Tie Vote. Mayor Larson – Aye. Motion carries.

Public Works Director commented that miscellaneous items discovered while cleaning Public Works shop. Motion Hanson to approve first reading of Ordinance 606 Surplus Property. Seconded by McPherson. Roll Call: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passes.

DEPARTMENT HEAD REPORTS:

City Attorney spoke on agreement with Bud Ireland. Kaufman spoke on agreement being signed and filed, contractors have been notified to continue with sign work.

City Attorney asked for motion to authorize Mayor to sign Pre-Application for USDA Grant (Resolution 18-19). Motion by McPherson. Seconded by Hanson. Vote: Aye. Unanimous. Motion passes.

Finance–Nicole Schneider–Budget Hearing reminder for August 22, 2018 at 5:30 p.m. Working on postings for Public Works Department.

Public Works–Bob Kaufman–Crews start patching 5 locations on Radar Hill Road on August 22, 2018. Street re-graveling work proceeding well, down to last 3 areas around the schools. Summer parks crew done for the year. Discussed the 2018 rate study; where City ranks in water and sewer rates with other cities in the state. Wagon Wheel Water letters went out last week, and initial meeting on August 28, 2018.

Public Safety–Chief Dubbs–First and second day of school went well, no complaints, no traffic issues noticed, no drama.

Mayor Larson–Salute to Ellsworth update. Everything moving along well, working with Chamber and schools. Schools allowing use of picnic tables, small bleachers, and stage. Band contract all set (Midnight Sun). 4 inflatables, 5 food trucks, and other club organizations doing food. Douglas High School band, chorus, and JROTC performing before *Midnight Sun*. Belly dancer performance and amateur powerlifting competition. Working on minor details on flyers. Need volunteers for event

COUNCIL MEMBER REPORTS:

Council Member Beltran–Questioned/discussed ratio for fire coverage with population amount, and if ratio considered into growth of the city. Yards on Westwind look good. Veteran’s Park looks really good; walkway and stuff for the path is very nice. Received comments about it.

Council Member McPherson–Question on dates on payroll. Finance Officer–Nicole Schneider–and Accountant–Mandy Morris–discussed and answered. McPherson discussed PD hours during Rally; hours look good, job well done keeping hours down. 3 PD units will be in dunk tank on Saturday, come support them.

Council Member Hanson–Question on payroll report on “Number of Times Paid”. Accountant–Mandy Morris–clarified that numbers are pay codes, not number of times paid.

Council Member Hanson spoke on discussions/conversations outside City Hall following meetings. Perception is “after-meeting meeting”. Need to curtail if possible. Football team and parents/boosters feeding football team day before home games at Fire Department, and invitation open to City Council to volunteer to serve or feed football team.

Council Member Hanson–Question to Council Member Allen if he has signed Code of Ethics and Conduct. Allen responded last he’d heard it was being redone due to problems. Hasn’t signed and will not sign until it is fixed. Not against an ethics policy, just against one that’s not done properly.

Council Member Knight–asked about looking into the microphones; dying too soon. Several other microphone issues discussed.

Council Member Allen–Questioned what City’s doing to recognize a long-time employee. City Administrator–Nicole Schneider–mentioned, usually done within Department. Allen asked how Public Works is keeping up with work with everything that’s going on. Public Works Director–Bob Kaufman–commented about actively seeking employees; interviews scheduled and 4 new hires.

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

ADJOURNMENT: 8:34 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 8/21/18			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	B.Y.R.S Lawn Care	\$1,082.50	Nuisance Lawn Mowings: 1232 Iditarod, 105 Rosehill, 461 Pershing, 234 Mockingbird
2	Best Buy	\$34.99	USB Extension Cord
3	Black Hills Business Source	\$8,581.32	City Admin/CFO, Attorney Furniture, Lateral Files for Accountant, HR, Collections
4	Border States Electric Supply	\$2,112.53	Well #6 & #5 Repairs, Fuses, Thermostats
5	Box Elder Promotions	\$9,720.00	July 18 Bid Occupancy Tax
6	Clavdetscher, Michelle	\$341.70	Reimbursement for Certified Mail w/ Receipts
7	Connections Inc. EAP	\$2,800.00	Citywide Employee Assistant Program
8	Contractors Supply Inc	\$482.25	Drain Spades, Water Tools
9	Copy Country	\$280.00	1000 Planning & Zoning Door Hangers
10	D&J Equipment Sales Service	\$38,611.00	Vehicle Lift System- PW Shop
11	Ferber Engineering Company	\$11,460.00	East Mall Drive: Design
12	Harvey's Lock & Security	\$2,184.23	ReKey City Hall, Police Department, Public Works, Padlocks
13	Hawkins Inc	\$480.00	Nozzle, Vacuum Regulator
14	Humane Society of the Black Hills	\$140.00	Animal Control July 2018
15	Kadmas, Lee & Jackson, Inc	\$200.00	Lift Station Design
16	KT Connections, Inc	\$5,069.95	Phone Upgrade Reaming Balance, Cobe PW PC to Monitor Display, New Battery Backup-Collections, New Battery Back up-PW
17	Larson, Larry	\$83.22	Meal Reimbursement for BH Forum & Press, Jul18 Mileage Reimbursement
18	Lasting Impressions Unlimited	\$112.00	4 Lg Name Plates, 6 Small Plates and Slides for City Council Lockers
19	Mels Autobody Inc	\$2,473.81	Vehicle Damage Repair- 2018 Ford Explorer
20	Nik's Construction Service, LLC	\$4,548.75	Final Payment: CH Storage Building
21	Pete Lien & Sons, Inc	\$204.61	Gravel Cushion: Limestone
22	Powerplan OIB	\$552.40	410L Backhoe Loader Repair
23	Qualified Presort Service, LLC	\$892.44	UB July2018 Bills & Late Notices: Supplies, Postage, Service
24	SDEDA	\$91,315.19	July18 Waste Water Treatment
25	Sioux Sales Company	\$479.95	Replacement Handgun; Smith & Wesson M&P 9MM with 3 Mags
26	Stan Houston Equip Co	\$199.99	20V Grease Gun, 1 Battery & Charger
27	Stanley Design Group, LLC	\$17,000.00	Design: Community Park (Bandit Ball/Baseball Fields)
28	Time Equipment Rental & Sales	\$4,713.60	Salute to Ellsworth0 60x120 Tent
29	Western Communications, Inc.	\$264.00	Well #5 Repairs
30	Wex Bank	\$1,040.56	July 2018 Fleet Fuel, Fee
	SUBTOTAL	\$207,460.99	
	Purchasing Card		
31	Amazon.com Services, Inc	\$792.98	10 Black Round Table Tops, Card Holders, 8GB Data Sticks, Tape Dispenser, Privacy Screen, Mirror, Misc. Office Supplies
32	Black Hills Truck & Trailer	\$160.94	Sludge Valve for Water Truck
33	Border States Electric Supply	\$55.11	N. Ells Street Light Conduit
34	Box Elder True Value	\$598.26	Impact Screwdrivers, Bits, Painting Supplies, Saples, Soil, USBs, Hooks, Fastners, Sawzall Blade, Weed Killer, Cleaning Supplies
35	Carquest #3951	\$366.18	Air Regulator, Flat Screwdriver, Scaler for Removing Rust, Handles
36	City of Rapid City	\$4,791.15	Bulk Water Purchase 6/19-7/20
37	Core & Main LP	\$3,168.11	Bell Restraint, Epoxy, Gaskets, Meters, Stock, PVC Pipe, Inserts
38	Ditch Witch of SD, Inc	\$1,000.00	Equipment Rental
39	Evergreen Office Products	\$320.00	File Cabinets for Water/Sewer Superintendent
40	Galls, LLC	\$105.00	Boots for CSO
41	Great Western Tire	\$139.85	Repair for Mower Tire and Vehicle Tire
42	Grimms Pump & Industrial Supply	\$27.30	Air Pressure Gauge
43	Jenner Equipement	\$179.65	Fitting for Bobcat, new blades and oil filters for M111
44	Johnson Machine, Inc.	\$12.75	Hydro Adaptors- bobcat
45	Kimball Midwest	\$863.51	Caplugs, Cable Ties, Masking Tape
46	Lowe's	\$342.42	Shades for Dept Heads, Repair Kits, Microwave, Batteries, 2nd Floor
47	Matheson Tri-Gas Inc dba Linweld	\$162.56	Rental of AC, O2, AR, N
48	Menards	\$254.09	Truck Tools for Water, Sovels, Multi-Turf Push Board, Well #5 GFCI
49	Midcontinent Testing Laboratories	\$213.00	Water Testing July 2018
50	Northwest Pipe Fittings, Inc	\$225.80	Booster Lift Station, Brass Hex Nuts, Couplings, Adaptors
51	Office Depot	\$1,035.57	Easel, Presentation pads, notebooks, wall inboxes, markers, hard holders, pledge, coffee, service award certificates & holders, office supplies for PW/CH
52	Rapid City Journal	\$134.44	City Project PWW_01-2018, Variance 305 Cactus Ct, Rezoning PT of E+NW+NE+SEC1
53	Runnings Supply, Inc	\$133.47	Well #4 Bulb, Strap, Air Hose, Blo Gun Lever, Plug, Sweatshirt-PW
54	Sam's Club/ Synchrony Bank	\$1,189.60	Legal Ink Cartridges, 12 Grey Microfiber Conference Chairs, ABCD Breakfast food

55	Sander Sanitation Service	\$1,440.00	Yardwaste: 7/6-7/30 2018
56	US Postmaster	\$500.00	10 Rolls of Stamps- Office/Salute to Ellsworth Mailings
57	Vanway Trophy	\$114.00	Meritorious Civilian Service Award: T. Wilson
	SUBTOTAL	\$18,325.74	
	Credit Cards		
58	GWB CC - 8088 PD1 (Bank Transfer)	\$0.00	
59	GWB CC - 8096 PD2 (Bank Transfer)	\$34.08	Loaf & Jug: Bottled Water
60	GWB CC - 9355 PD3 (Bank Transfer)	\$0.00	
61	GWB CC - 8120 FO1 (Bank Transfer)	\$107.33	Target: Office Supplies
62	GWB CC - 8104 FO2 (Bank Transfer)	\$203.04	Dairy Queen: ABCD Award Ice cream cake, Baan Thai: Kostas Dinner, Glazed & Dazed: Breakfast Kostas
63	GWB CC - 9322 FO3 (Bank Transfer)	\$0.00	
64	GWB CC - 3514 PW1 (Bank Transfer)	\$0.00	
65	GWB CC - 9371 PW2 (Bank Transfer)	\$0.00	
66	GWB CC - 9363 PW3 (Bank Transfer)	\$0.00	
67	GWB CC - 8356 PW1 (Bank Transfer)	\$0.00	
68	GWB CC - 5305 PZ1 (Bank Transfer)	\$0.00	
69	GWB CC - 9389 PZ2 (Bank Transfer)	\$0.00	
70	GWB CC - 9348 LGL (Bank Transfer)	\$0.00	
	SUBTOTAL	\$344.45	
	TOTAL	\$226,131.18	
	Loan Payments		
1	Water Bond Loan #9	\$0.00	
		\$0.00	
	BID#2		
1	First American Title Co.	\$18,118.00	Box Elder Event Center Wire Draw #8
		\$18,118.00	
	Hand Checks/Payments		
1	Credit Collections Bureau	\$60.00	Payroll 17 Garnishment
2	Department of Treasury-IRS	\$21,583.50	Payroll 17 Taxes
3	Kieffer Sanitation	\$350.67	Portable Toilets BMX & Bandit Ball July 2018
4	Office of Child Support Enforcement	\$66.68	Payroll 17 Garnishment
5	SDRS Supplemental Retirement Plan	\$30.00	Payroll 17 Retirement
	TOTAL	\$22,090.85	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	BEHRENS, JUSTIN/JENNIFER	\$30.15	Finaled Account, Credit Balance Refund
2	MAHER, WILLIAM	\$32.76	Finaled Account, Credit Balance Refund
3	FREASE/SKLIIRIS, KADILYN/DUSTIN	\$38.80	Finaled Account, Credit Balance Refund
4	ABL INCORPORATED	\$33.76	Finaled Account, Credit Balance Refund
5	CURTIS, JUSTIN	\$0.23	Finaled Account, Credit Balance Refund
6	PENWELL, JERRY	\$17.46	Finaled Account, Credit Balance Refund
7	MUHM, WILLIAM	\$31.84	Finaled Account, Credit Balance Refund
8	ELITE CUSTOM HOMES LLC	\$85.00	Finaled Account, Credit Balance Refund
9	TNT HOMES & CONSTRUCTION	\$33.76	Finaled Account, Credit Balance Refund
10	WEATHERS, ANDREW	\$0.65	Finaled Account, Credit Balance Refund
11	HIX, LEROY	\$82.98	Finaled Account, Credit Balance Refund
12	STEVENS, ALVIN	\$27.87	Finaled Account, Credit Balance Refund
13	HOVE, MITCHELL	\$26.55	Finaled Account, Credit Balance Refund
14	PULIS CONSTRUCTION	\$33.76	Finaled Account, Credit Balance Refund
15	STRITAR, MARK/KATHY	\$61.54	Finaled Account, Credit Balance Refund
16	KISTLER, KRISTEN	\$40.17	Finaled Account, Credit Balance Refund
17	YELLOW WOLF, CRYSTAL	\$47.76	Finaled Account, Credit Balance Refund
18	ROBERTSON/MERCH, ASHLEY/BL	\$39.80	Finaled Account, Credit Balance Refund
19	LARIVE, WILLIAM	\$5.72	Finaled Account, Credit Balance Refund
20	GLENN, SCOTT/JAMIE	\$9.05	Finaled Account, Credit Balance Refund
21	HEINZE, BRYAN	\$43.70	Finaled Account, Credit Balance Refund
22	POEVERLEIN, JOHN/ELIZABETH	\$15.56	Finaled Account, Credit Balance Refund
23	BAYNE, BRANDY	\$1.13	Finaled Account, Credit Balance Refund
24	NEIGHBORHOOD HOUSTING SERVICE	\$32.76	Finaled Account, Credit Balance Refund
	TOTAL	\$772.76	