

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, December 18, 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 Police Chief Jason Dubbs, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, City Administrator Nicole Schneider, Accountant Mandy Morris, and City Clerk Jermery Washington.

Motion by Cowley to approve Order of Business. Seconded by Allen. Vote: Aye. Unanimous. Motion passed.

PUBLIC COMMENT:

John Trask – 610 Tanglewood Lane in Stealth Division. Spoke on adding garage to property; wants to move closer than 10 feet—roughly 6 feet away. Discussed sending Mr. Trask to Planning and Zoning meeting first to discuss (Dec. 26 meeting).

Don Sessions – Assistant Manager of Terrance on the Greens; 409 N. Ellsworth Rd. Read letter from Terrace on the Greens' owner (Mr. Tim Losier) who lives in CO. Letter in regard to master meter; Mr. Losier suggested putting changes on hold and brainstorm other equitable solutions; addition suggestions read from letter. Mayor Larson commented that Mr. Losier can attend Jan. 21, 2019 Public Works, and Planning and Zoning Committee Meeting at 5:30 p.m.

AWARDS AND RECOGNITIONS:

Chief Dubbs – Nick Fahlberg named “Outstanding Service Provider” as far as calls handled, cases handled, arrests made, traffic stops/citations; was clear leader in categories in 3rd Quarter.

COUNCIL COMMITTEE REPORTS:

A. FINANCE, LEGAL, AND PUBLIC SAFETY

Michael Hanson, Steve Cowley, and Rick McPherson

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

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

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 passed.

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

CONSENT AGENDA:

Motion by Hanson to Approve Consent Agenda Items A-J (new personnel; 2nd Reading Ord's 616 & 617; Resolutions 18-35 & 18-37; ARC Professional Services Agreement; ARC Proposal). Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

NEW BUSINESS:

Discuss/decide action on proposed sewer impact fee Sewer Lift Station Expansion. Public Works Director gave brief overview/history; maximized capability of system and upgraded much as possible to serve existing un-developed areas in that portion of City that could possibly use lift station; proposing costs incurred for oversizing should be paid for by developers as they proceed with future development. Motion by Hanson to approve. Seconded by McPherson. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

First Reading of Ordinance #618 – 2018 Supplemental Appropriation Ordinance. City Administrator spoke on Ordinance; discussed in FLPS committee; first step in making adjustments to budget document, make changes to appropriations, ordinance sets spending limits. Motion by McPherson to approve. Seconded by Hanson. Roll Call Vote: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passed.

Motion to approve 2018 Budget adjustments and allocations. City Administrator commented this actual adjustment to budget (working budget) and gave explanations. Motion by Hanson to approve. Seconded by McPherson. Roll Call Vote: Allen – Aye; Beltran – Aye; Cowley – Aye; Hanson – Aye; Knight – Aye; McPherson – Aye. Motion passed.

Motion to Reconsider Dec. 4, 2018 Consent Agenda Item 9I (Approve Resolution 18-36 – Amending Code of Ethics). Motion by McPherson. Seconded by Allen. Voice Vote: 2 Ayes; 4 Nays. Roll Call Vote: Allen – Aye; Beltran – Nay; Cowley – Nay; Hanson – Nay; Knight – Nay; McPherson – Aye. Motion lost.

DEPARTMENT HEAD REPORTS:

Finance – Nicole Schneider – spoke on employee recognition event and how saved money; explained how gifts and recognition to staff was paid for; lowest amount of impact and still able to recognize staff. Also wished everyone a Merry Christmas.

Public Works – Bob Kaufman – working on trenching for streetlights on Ellsworth Rd.; lights operating from Liberty to Valley Village Mobile Home Park. Also spoke on meeting with Wagon Wheel on Dec. 17th; discussed water issues and street improvements-good discussion and turnout; provided options for them to think about and will be present at first Public Works meeting in Jan. to present viewpoints and how want to proceed to committee. Sewer and water project; contractor working on sewer portion going past Villa. West River Electric putting up lights around Public Works yard. Meeting with Thunderbird residents on Jan. 29, 2019; sending out cards after first of year. Got email today indicating that last easement for East Mall Drive has been signed; legal issues with previous contractor, hopefully taken care of before first of year; keeps on schedule for Jan 3. bid opening. Opening bids for first floor on Thursday (Dec. 20) at 2:00 p.m. Merry Christmas to all of you.

Planning and Zoning – Ron Koan – Merry Christmas everybody.

Public Safety – Jason Dubbs – Merry Christmas and thanks for everything this year.

COUNCIL MEMBERS:

Council Member Knight – Merry Christmas everybody and enjoy the holidays.

Council Member Hanson – mentioned Council Member Allen and himself discussed earlier tonight about getting something together for BASH; private entity taking over event? Need to move forward. Council Member Allen commented on at least setting date. Discussed adding to next Finance, Legal, and Public Safety Committee meeting agenda. City Attorney mentioned to Council members that if they have suggestions/comments, to attend Finance, Legal, and Public Safety meeting. Hanson spoke on attending City staff appreciation and amazing change in City staff from previous years; at event, City staff laughing/joking, disappointing not to see some of the rest of Council there, issued challenge – when having City staff

appreciation event, try best to make there. Thanks to Department Heads for putting event together and thank you for all you do for the rest of the year. Merry Christmas.

Council Member McPherson – Happy Holidays to everybody, and thanks to staff for all your hard work this year.

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

ADJOURNMENT: 7:27 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 12/18/18			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	A&T Construction, LLC	\$7,058.11	Water Break Dressup- CH Kiosk
2	Border States Electric Supply	\$45.36	Conduit New Ells St. Lights
3	Box Elder True Value	\$219.11	Fence Ties, Graded Bolts for Komatsu, Mile 14ox Grease, Snap Links, Fastners for Street Signs, Nike Water Line Gauge, Picnic Table Repairs, Pressure Water Repair, Shop Yard Gate-Batteries
4	Carquest #3951	\$271.99	Halogen Sealed Beam Headlight, Roters, Break Pads, Oil, Oil/Air Filters 2007 Dodge Ram Maintenance
5	City of Rapid City	\$240.98	Elk Vale Meter Pit: Bulk Water
6	Copy Country	\$120.00	Logo Update & Design for City
7	Core & Main LP	\$7,382.05	Meter Stock, Omni C2, Iperl, Couplings, Ells Ct Master Meter Supplies, 515 Bluebird Repair Items / Shop Spares
8	Diesel Machinery, Inc	\$320.00	Freight - Haul Rental Unit
9	Eddie's Truck Center	\$69.56	Fuel Filter: Freightliner
10	Epic Outdoor Advertising	\$450.00	1-90 Billboard - 12/1/18-12/31/18
11	Ferber Engineering Company	\$4,184.50	E. Mall Drive Design Nov 2018
12	Gentrup, Alek	\$22.01	Clothing Allowance: Tractor Supply Reimbursement
13	Great Western Tire	\$24.95	Flat Tire Repair: CTY0106
14	Hawkins Inc	\$140.00	Water Treatment- Bolt Assembly
15	Humane Society of the Black Hills	\$218.10	Animal Control Nov 18
16	Interstate All Battery Center	\$111.40	Battery for Bobcat
17	Jenner Equipment Company	\$283.81	Bob Cat Parts for Repairs/Maintenance
18	Knight's Quality Welding	\$1,900.00	200 Plates- for Sign Posts
19	Konstandinos Voutsas	\$5,500.00	Phase II- Strategic Planning Sessions & Training
20	KT Connections, Inc	\$2,451.00	New Laptop/Computer, Docking Station for Code Enforcement
21	KTM Design Solutions, Inc.	\$10,022.51	N Ells /225th Water Main Project
22	Lamar Companies	\$509.16	N Ells Road - Billboard 12/1/18-12/31/18
23	Matheson Tri-Gas Inc. dba Linweld	\$157.60	Nov18- AC, AR, CO2, O2
24	Menards	\$63.37	Supplies, Batteris, Towels, Picnic Table Repair Supplies 2x10-8'
25	Midcontinent Communications	\$515.21	Phone Services Dec 2018
26	Midcontinent Testing Laboratories	\$213.00	Water Testing: Nov 2018
27	Nathan Gjovik	\$142.00	Reimbursement: Turn Signal Switch for Water Pickup
28	Northwest Pipe Fittings, Inc	\$485.63	Parts for Nike Water Line & Master meters Ellis Ct
29	Office Depot	\$127.26	Black refill Ink, Red Pens, File Lables, Manilla Legal File Folders
30	Pennington County Register of Deeds	\$60.00	Plat Filled for Lot 1 & 2 of Tract C of BE Subdivision #1
31	Pete Lien & Sons, Inc	\$1,167.42	401 Cimarron Dr: Street Gravel
32	Plumbing & Heating Wholesale	\$264.66	Master meter for Ellis Ct, Parts for Nike Water Line, Shop Stock
33	Powerplan OIB	\$21.54	Rubber Lock- Part for Water Truck
34	Qualified Presort Service, LLC	\$903.54	Utility Billing Processing Nov 2018 / Late Card Processing
35	Rapid City Journal C/O Lee Ent	\$840.03	City Hall Main Level BID, Resolution 18-33 through 36, CCM Minutes 11/6/18, Ordinance 615, CCM Minutes 11/6/18 Clothing Allowance: Roberts/Cuiba, Sno Blade, Ice Scraper, C Batteries, Ice Melt Spreader
36	Runnings Supply, Inc	\$780.52	
37	Sander Sanitation	\$895.88	Dumpster Fees/ Waste Disposal
38	Servall Uniform & Linen Supply	\$372.98	November 2018- Rugs, Mops, Shirts, Rags, PW & CH
39	Stan Houston Equip Co.	\$74.40	Elec Control Assembly: Tool Repair, Part for Nike Water Line Repair
40	Summit Signs & Supply Inc.	\$1,771.20	Bollards, Safety Material for Bollards, Street Signage
41	Time Equipment Rental	\$322.50	Light Trenching Equipment Rental
42	Tyler Technologies Inc	\$500.00	TCM/Workflow Consultant Fees
43	Waste Connections	\$350.67	Portable Toilets: Bandit Ball / BMX November 2018
44	Watertree, Inc.	\$70.00	8-5 Gal Waters and 2 Rental Dispensers
45	Wex Bank	\$465.56	Nov 2018 Fleet Fuel
	BID#2		
46	First American Title Co.	\$70,110.29	Box Elder Event Center Draw #12
	Subtotal	\$122,219.86	
	Purchasing Card Statement		
47	Great Western Bank	\$4,958.08	November 2018 Credit Card(s) Statement Balance Due
	TOTAL	\$127,177.94	
	Hand Checks/Payments		
1	Brancato, Robert	\$686.68	Interviews, Video Analysis
2	Century Link	\$53.01	Phone Security: Bandit Ball Nov18
3	Credit Collections Bureau	\$60.00	Payroll 26 Garnishment
4	Dept of Treasury-IRS	\$21,303.56	Payroll 26 Taxes
5	Office of Child Support Enforcement	\$66.68	Payroll 26 Garnishment
6	Pennington County Treasurer	\$44.24	Pennington Co 2017 Interest
7	SDRS Supplemental Retirement Plan	\$30.00	Payroll 26 Retirement
8	Zuercher Technologies, LLC	\$5,934.00	Original Cut 12/5/18- to Wrong Vendor: Suite Server Migration BE Fees
	TOTAL	\$28,178.17	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	Pomani, Arvella	\$26.79	Finald Account, Credit Balance Refund
2	Brings Plenty, Pervin P	\$53.01	Finald Account, Credit Balance Refund
3	Nokes, Kaid	\$32.01	Finald Account, Credit Balance Refund
4	A&A Property Management	\$42.32	Finald Account, Credit Balance Refund
5	Poole, Eric/Ronna	\$7.48	Finald Account, Credit Balance Refund
6	Longoria, Richard/Bridget	\$32.06	Finald Account, Credit Balance Refund
		\$79.80	
	GRAND TOTAL	\$155,435.91	