

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, February 5, 2019
7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder

Meeting was called to order by Council President Hanson at 7:00 p.m.

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

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

Hanson – two additions to agenda; 11P (approval of Jane Maine as Recreation Specialist) and three additional claims to add to Claims List (Jenner Equipment, Summit Signs and Supply, and Tyler Technologies).

Motion by Cowley to approve order of business with additions. Seconded by Knight. Vote Aye: Unanimous. Motion passed.

PUBLIC HEARING:

Public hearing to consider alcoholic beverage license application for American Legion Post 315 Inc. Bertelsens Plot Lot 5 of M of SW & Lot 6 of Lot M of SW – 2018-2019 Retail (on-sale) Liquor.

Public Hearing Opened 7:04 p.m. (no comments)

Public Hearing Closed 7:04 p.m.

City Attorney explained purpose of Public Hearings; not approving licenses tonight, just holding public hearings. No vote/action taken.

PUBLIC HEARING:

Public hearing to consider alcoholic beverage license application for Courtyard by Marriott, Atlantis LLC – New Package (off-sale) Liquor.

Public Hearing Opened 7:05 p.m. (no comments)

Public Hearing Closed 7:06 p.m.

No vote/action taken.

AWARDS AND RECOGNITIONS:

Public Works Director – certifications: Doug Linton passed Water Distribution I; Josh Sadler passed Collections I, Water Treatment I, and Water Distribution I; Alek Gentrup passed Water Treatment I, Jesse Labine passed Water Treatment I.

COUNCIL COMMITTEE REPORTS:

- A. FINANCE, LEGAL, AND PUBLIC SAFETY
Michael Hanson, Steve Cowley, and Rick McPherson

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

Motion by Knight 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 Allen to Accept the Public Works, and Planning and Zoning Committee Report. Seconded by McPherson. Vote: Aye. Unanimous. Motion passed.

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

CONSENT AGENDA:

Motion by McPherson to Approve Consent Agenda Items A-P (01/15/19 Council Minutes; Payroll; Claims; Change Order 7F – Ghere Well Water Main and PRV Contract; Completion Credit Application Black Hills Chemical and Janitorial; U.S. Bank Voyager Fleet Card; Approve Water Rate Structures; Public Infrastructure Improvements Bennington east of Trenton; Final Plat Phase #1 Raider Point; Final Plat Phase #4 Freedom Estates Subdivision; Business License Applications – 1820 (Freedom Construction), 1821 (Freedom Interior Solutions, LLC), and 1823 (Dirt in My Shoes, LLC); Recommended Abatements Dept. of Equalization; and Jane Maine – Recreation Specialist annual salary \$4,550. Seconded by Knight. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

NEW BUSINESS:

Discuss and Decide Action on Ellis Court Master Meter. Public Works Director spoke and gave overview of research conducted and what information found: Sept. 1978 Ordinance 15 passed; Mobile Home Court Ordinance adopted – established set backs from street for placement of structures, width of streets, plotting requirements, and master meters be used in all courts and billed out at commercial rate; July 1984 DT Ellis Plat approved (Resolution 84-08 explained); March 1985 Subdivision regulations established and adopted – minimum standards for improvements. Travis Hartshorn spoke and presented more information; letter from 2004 to Rex stating go back to minutes of October 19 1992, page 6, paragraph 2 – read motion (Councilor Phelps), second, and unanimous vote to approve request for Utility Maintenance Plan; another letter referencing utility plan for Ellis Court (Hartshorn read letter – referenced minutes from April 15, 2003, page 4); Hartshorn commented that all asking for is not to go under master meter. Hanson asked Hartshorn if he has copy of utility maintenance plan, Hartshorn uncertain if plan included in paperwork he's got. Hanson commented on opinion from Rex Hagg about mobile home courts (3 or more contiguous lots owned by same entity). Hartshorn presented map from Fisk Engineering that showed 6-inch water main; map and plat reviewed and discussed; Public Works Director commented on plans not stamped and can dig pothole to verify size of line. Motion by Allen to defer until next Council meeting [give time to research and verify size of line]. Seconded by Cowley. Vote: Aye. Unanimous. Motion passed. Hartshorn read another letter to Rex Hagg from Mark Koan (dated Sept. 24, 2004); City Attorney asked about response from Rex; Hartshorn said no response; uncertain whether topic brought up again after letter from M. Koan. Further discussion on maintenance plan; Hanson/Allen discussed records possibly destroyed due to black mold in old City Hall.

Discuss and Decide Action on Bill Adjustment for Leaking Hydrant; Bill at in-town Rate. Daene Boomsma spoke and gave overview of hydrant leak; fixed line within few days of finding leak; signed payment plan and made first payment; if billed at in-town rate, will pay bill in full next bill due date. Hanson commented on address as business address under business name; Boomsma clarified anything used under Ag status under business name. Hanson commented on similar situation north of city; 12-month payment plan and paid out-of-town rate. Discussion on policy for leaks; Allen commented on not getting feedback for policy 2 months prior. Motion by Allen to approve based on an in-town rate. Seconded by Knight. Knight commented on needing policy for these situations, McPherson agreed. Boomsma said willing to volunteer/give input if committee created for policy. Allen said willing to resubmit policy to edit and add any stipulations needed to do. Vote: 5 Ayes, 1 Nay. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Nay; Knight-Aye; McPherson-Aye. Motion passed.

Discuss and Approve Zoning Amendment #180263. Planning and Zoning Director spoke and gave overview; owner leasing/renting recreational equipment/vehicles. Motion by McPherson to approve. Seconded by Knight. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Aye. Motion passed.

1st Reading of Ordinance #619 to Change Zoning Map (105 Rosehill) to Highway Service. Motion by Knight to approve. Seconded by McPherson. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Aye. Motion passed.

Discuss and Approve Conditional Use Permit for 105 Rosehill. Hanson read conditions – 1st Condition: Planning Commission will review the CUP in 6 months and take into consideration any complaints that may have been filed against this company operations in reference to the residential occupancy use of the office. 2nd Condition: Planning Commission will review CUP again at the 1-year of date of issuance and again take into consideration any complaints, if no complaints have been submitted, the CUP will be reviewed annually for the next 3 years. 3rd Condition: The residential occupancy of the property will be restricted to the detached office building of the northeast corner of the property to be used as a residence, the sleeping rooms shall have either an egress window or a door directly to the exterior of the structure, additionally, each sleeping room shall have a smoke detector and one combination smoke/CO detector installed in each floor of the building. Knight added 4th Condition – this is an unassignable CUP [does not stay with property if property is sold]. Motion by Beltran to approve. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Aye. Motion passed.

Thunderbird Homeowners Meeting. Resident commented on outcome of resident meeting; overwhelming vote didn't want anything done in any of the projects. Matthew Pickman said unanimous decision not wanting anything done but would like City to possible drill holes again. Julie Berry said lots of stuff about irrigation or holes being drilled; few individuals from housing development went out and looked at culverts, 75% packed full of debris, residents wondered if cleaned out will help with flow. Public Works Director commented that brought up during study was City to clean out culverts, problem is in area from culvert to culvert, have plan putting in place for cleaning culverts. Al Dial – gave summary of meeting; discussed available projects and associated costs, overall message from group was not interested in projects put forth; interested in smaller...along lines of re-elevating ditches with culverts out front by roads, drainage holes; would like to know what City would put in for portion of money before re-considering project(s). No action taken.

DEPARTMENT HEAD REPORTS:

Finance – Quarterly ABCD Award to Jermery Washington. Furlough created some delays with rolling into new year and preparing for audit; where focus is at.

Public Safety – Follow up to couple of sexual assaults, one ended up garnering confession to multiple counts of sexual assault. Final Quarter of 2018, John Cargill awarded Outstanding Law Enforcement Service Award

COUNCIL MEMBER REPORTS:

Council Member Hanson – Douglas Baseball Team looking for sponsorship; putting on next agenda to see if would like to do some sort of sponsorship.

Council Member McPherson – Like to see Council discuss Don Williams Drive and the school.

Motion by McPherson to adjourn. Seconded by Allen. Vote: Aye. Unanimous. Motion passed.

ADJOURNMENT: 8:07 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 02/05/19			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	Ace Steel & Recycling, Inc	\$44.58	Flat Steel- repair CTY6344
2	ARC International, Inc	\$9,104.67	Main Level Remodel- December 2018
3	Armstrong Extinguisher Service	\$533.00	Annual Fire Extinguisher Checks - PD, PW, CH
4	BERS, LLC	\$28.00	Solid Waste Disposal 12.19.18
5	Black Hills Energy	\$4,242.09	Utility Billing Jan/Feb 2019
6	Black Hills Truck & Trailer, Inc	\$78.00	Reflective Red/White DOT tape
7	Border States Electric Supply	\$384.68	Specialty gloves, PVC Conduit, Primer Paint, Motoer for Heater Well 4/6 Repairs
8	Box Elder Promotions	\$7,571.00	Bid Occupancy Tax December 2018
9	Box Elder True Value	\$201.34	Hillman Fastners, Mouse Traps X4, Ice Melt Bags/Bucket, 60Lb Concrete Mix-Well #4, Hand Towels
10	Build a Sign, LLC	\$48.80	18x24" Metal Fram with Rider
11	Carquest #3951	\$4,184.11	Engine Core Return, Oil Absorbant, Air/Oil/Fuel Filters, WasherFluid, Oil, 2003 Explorer Repair Items/ Engine RMD, Plow Halogen Headlight, Antifreeze
12	City of Rapid City	\$261.49	Bulk Water 11/20-12/20 2018
13	Core & Main LP	\$20,085.48	Curb Box, C900 PVC Pipe, Master Meter Pit Parts, Water Repair Parts, Plastic 1" Inserts, Iperl Touch Pads, Smart Points, 3-Wire Iperl Cables, 6" Gate Valve, Cable, Hymax Couplings, Saddles, Pipe Clamps
14	Fed-Ex	\$16.83	Water Gun Reader - Shipping for Warranty Repairs
15	Global Equipment Company, Inc.	\$472.75	Air Freshners, Dispensers, D Batteries
16	Governmentjobs.com, Inc	\$900.00	Subscription- 2/6/19-2/5/20
17	Governors Inn	\$186.00	Hotel Stays: Water Certifications & Training- Labine/Sadler
18	Great Western Tire	\$364.85	Balance/Change Tires, Flat Repair, Metal Valve System
19	Grimms Pump and Industrial Supply	\$199.40	Giraffe Extension Wand 6 Foot, Freight
20	Harvey's Lock & Security	\$137.00	Service Call- PD Door, Duplicate Keys
21	Humane Society of the Black Hills	\$210.00	Animal Control Dec 2018
22	Jenner Equipment Company	\$994.90	Hose, Fittings, Rental of Bobcat
23	Knect Home Center of Rapid City	\$0.00	1/4" Steel Cable for Sewer Lift Station, then returned wrong parts
24	KT Connections, Inc	\$24,344.72	Monthly Billing Dec 2018 (\$4820.50), New Network Connection for R. Jundt (\$427.22), Artic Wold- Security Bundle upgrade (\$6720.00), Upgrade Microphones in Council Chambers (\$9,819.00), 2-Fujitsu Scanners/Configuration (\$2558.00)
25	Lamar Companies	\$509.16	Panel on N Ells -1/1/19-1/31/19
26	Larson, Larry	\$40.17	January Mileage & Black Hills Forum & Press Club Reimbursement
27	Love's Travel Stops & Country	\$6,256.69	Fleet Fuel 12.27.18-1.25.19
28	Menards	\$529.71	Sand for Flag holders, shop vacs, reciprocating saw blades, heating thermostat, paper towels
29	Midcontinent Communications	\$510.58	Phone Services - Jan 2019
30	Northern Truck Equipment Corp	\$237.00	Snow Deflector- CTY7295
31	Northwest Pipe Fittings, Inc	\$4,846.04	Saddle clamps, yard hydrant, bushings, flanges, gaskets, elbows
32	Office Depot	\$489.52	Self inking stamp,plotter paper, notary stamps & embossers, rulers, wet erase, envelopes, folders, lables, hole punches
33	Olson Towing	\$75.00	Tow 2017 Dodge 2500 12.12.18
34	Pennington County Register of Deeds	\$450.00	Plat recording fees
35	Plumbing & Heating Wholesale	\$96.90	Therm wire 2" Conductor 500
36	Powerhouse	\$220.50	Starter Solenoids- Sanders
37	Qualified Presort Service, LLC	\$913.69	Utility Bills, Late Notices, Pay by Phone insert- Dec 2018
38	Rapid City Journal C/O Lee Enterprises	\$615.66	Dec 4, Dec18 City Council Minutes, Resolutions 18-37, Ordinance 616, 618, Sale of Alcoholic Beverages, Board of Adjustment
39	Rapid City, Pierre, & Eastern Railroad	\$682.92	Railroad Crossing Lease 2/1/19-1/31/20
40	Rapid Construction, LLC	\$44,398.46	ELLS/225TH Water Extension- Pay App #5
41	Runnings Supply, Inc	\$19.99	18" Ergo Combo Shovel
42	Sam's Club/Synchrony Bank	\$461.25	Luncheon & Kostas Training- Food/Kitchen Items
43	Scull Construction Service Inc	\$4,542.72	City Hall 2nd Floor Completion Pay App #9/ Final
44	SD One Call	\$131.25	Dec 2018- Locate Tickets
45	SDEDA	\$98,051.86	Dec 2018 Waste Water Treatment
46	SD Municipal Street Mtn Association	\$35.00	2019 Dues for Street Maint. -City of Box Edler
47	SDWWA	\$10.00	2019 Renewal -Lemley
48	Stanley Design Group, LLC	\$2,000.00	Master Park Plan- Development
49	Summit Signs & Supply Inc.	\$448.00	Refaced- Street Signs
50	Swiftec, Inc	\$690.06	Install- Power to Ropelight CH Kiosk
51	Temperature Technology, Inc	\$653.06	Check Pumps at Sewer Lift Station
52	The Glass Mechanic	\$272.75	Replace Passenger Door Glass, Rock Chip Repair
53	Thomas Auto, Inc.	\$125.00	Towed PD Explorer- CTY5684
54	Time Equipment Rental & Sales	\$198.95	Starter Solenoids, Instal for CTY7295, Tool Box Trays x2

55	Tyler Technologies Inc	\$1,700.00	TCM EE Implementation- Joseph Badger Consulting Fees
56	USA Bluebook	\$392.15	Winch Cable w Hook/Latch
57	Waste Connections	\$361.19	Portable Toilets: BMX / Bandit Ball - December 2018
58	West River Electric Association	\$26,372.65	January 2019 Electric Utilities
59	Whisler Bearing Co	\$17.16	Well #4 Repair supplies
	SUBTOTAL	\$271,948.73	
	Loan Payments		
59	USDA, Rural Development	\$8,182.00	Water Bond #9 Feb 2019: Principal: \$2627.91, Interest \$5,554.09
	TOTAL	\$280,130.73	
	Hand Checks/Payments		
1	AFLAC	\$1,580.62	Payroll 1 & 2 Insurance
2	BERS, LLC	\$1,000.00	Loader Rental- Concrete Pipe Removal
3	Century Link	\$53.00	Phone Security Bandit Ball - Jan/Feb 2019
4	Credit Collections Bureau	\$60.00	Payroll 2 Garnishment
5	Delta Dental of South Dakota	\$2,445.24	Payroll 1 & 2 Insurance
6	Dept of Treasury- IRS	\$22,230.98	Payroll 2 Taxes
7	First Western Insurance Agency	\$100.00	Notary Fees - Washington, Eleeson
8	Health Pool of SD	\$32,537.22	Payroll 1 & 2 Insurance
9	KTM Design, INC	\$6,402.05	N Ellsworth/ 22th Water Main Extension
10	Liberty Chrysler Center, LLC	\$24,056.00	2019 Dodge Grand Caravan- City Hall/ Facilities
11	Mckie Ford Lincoln, Inc.	\$70.78	Motorcraft Oil x 6, Oil Filters for PD
12	MDU	\$717.78	Utility Services Dec/Jan 2019
13	Office of Child Support Enforcement	\$66.68	Payroll 2 Garnishment
14	Sander Sanitation	\$521.17	Waste Disposal- Dec 2018 / Jan 2019
15	SD Continuing Legal Education, State Bar of SD	\$456.50	2019 Bar Dues; K. Vetri
16	SD Dept of Revenue & Regulation- Division of Motor Vehicles	\$32.40	Title/New Plate Registration for 2019 Dodge Caravan, Replacement Plate for CTY6344
17	SDRS Supplemental Retirement Plan	\$30.00	Payroll 2 Retirement
18	Secretary of State	\$60.00	Notary Fees - Washington, Eleeson
19	South Dakota Retirement System	\$23,026.63	Payroll 1 & 2 Retirement
20	Teamsters Local No. 120	\$617.00	Payroll 1 & 2 Union Dues
21	Tyler Technologies Inc	\$1,200.00	TCM Implementation- Joseph Badger Consulting Fees
22	Verizon Wireless	\$1,348.96	Jan/Feb 2019- Phone Charges
	TOTAL	\$118,613.01	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	Jenny/Isaac Robinson	\$18.21	Finalized Account, Credit Balance Refund
2	Seth Hoffman	\$44.22	Finalized Account, Credit Balance Refund
		\$62.43	
	GRAND TOTAL	\$398,806.17	