

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, January 15, 2019
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, 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 Sergeant Joshua Campbell, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, Accountant Mandy Morris, Assistant Finance Officer Rebecca Davis, and City Clerk Jeremery Washington.

Motion by Hanson to approve order of business. Seconded by Cowley. Vote Aye: Unanimous. Motion passed.

CONFLICTS-OF-INTEREST:

Council Member Knight – for appointments for Planning and Zoning, personal friends with one of the appointees.

AWARDS AND RECOGNITIONS:

Nicole Schneider recognized being hand-selected by Colonel John Edwards, 28th Bomb Wing Commander as Honorary Commander for the 28th Medical Operations Squadron, 28th Bomb Wing, Ellsworth AFB, SD for 2019-2021.

COUNCIL COMMITTEE REPORTS:

A. PUBLIC WORKS AND PLANNING AND ZONING

Michael Knight, Scott Allen, and Dawn Beltran

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

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

CONSENT AGENDA:

Motion by McPherson to Approve Consent Agenda Items A-I (01/02/19 Council Minutes; Disclosure of fiscal year 2019 Salaries/Wages/Titles; Disclosure of New Hire Personnel (Finance Temp); Equipment Rental Agreements for 2019; Approve "Climate Control" HVAC Maintenance Contract; Approve West River Electric Power Line Easement Lot 7, Block 6 Sunnydale; Authorize Mayor to sign contract for City Hall 1st Floor renovation. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

REPORTS FROM BOARDS AND/OR COMMISSIONS:

BEED – Wes Rick – said individual looked at property and asked if property for sale.

NEW BUSINESS:

Appointment to Planning and Zoning Board. Mayor Larson gave background for appointment to Planning & Zoning Board; made appointment of Kurt Hirschfeld to Planning and Zoning Board, and appointed Emily Calhoun and John Talich to Planning and Zoning Advisory Board. Motion by McPherson to approve. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Abstained; McPherson-Aye. Motion passed.

Authorize Mayor to sign Right-of-Way Agreements for East Mall Drive Project. Motion by Allen to approve. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Aye. Motion passed.

DEPARTMENT HEAD REPORTS:

Finance – Nicole Schneider – spoke on successful meeting with Senator John Thune on January 11, 2019; discussed and presented City projects to him; have quite a bit of support, City aggressively going after Tiger Grant for Radar Hill Road/1416. Have support for the two wells. Interests from West River Electric to help City with Master Park, moving in direction working on grant/loan to see what we can do.

Public Works – Bob Kaufman – plans ready for couple meter pits to be installed to help work with east base monitoring. Shortly, will have bid packet ready for water tanks. Working on reimbursement from Raider Point property (water line 225th/Ellsworth, VRC–recoup expenses as adjacent development happens). 1st Floor pre-construction meeting last Wednesday, due to conflicts, pushed start date back to January 30, 2019; will add two weeks to end of end date...just shifting two weeks. Had meeting with Scull Construction and Westin Energy; new compressors (HVAC system) to be installed and adjustments to be made to system.

Public Safety – Sergeant Joshua Campbell – Police Department able to participate in first mobilization for Highway Safety Grant, from 12/14/2018 to 01/02/2019, it was an impaired driving mobilization; was a success. Made several DUI arrests in time period, met all goals set forth in grant at that time. Sergeant Campbell also introduced Raven Kaufman, Administrative Assistant in Police Department, doing wonderful job transitioning.

COUNCIL MEMBER REPORTS:

Council Member Knight – welcome everybody who’s starting on Planning and Zoning and Police Department. Lots of moving parts going forward in City, new developments–key positions to keep filled. Welcome.

Council Member Allen – welcome all new people, glad to have new faces in these positions. Thanks for putting up new flags.

Council Member Cowley – welcome everybody to City staff.

Council Member Hanson – welcome. Asked about update on light posts on Liberty are getting flags/decorations back up.

Council Member McPherson – welcome new employees, look forward to working with you.

Council Member Beltran – thank you for stepping up. Box Elder needs more people to do that. So thank you.

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

ADJOURNMENT: 7:19 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 1/15/19			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	AB Contracting LLC	\$12,500.00	PayApp#2/Final - Sewer Lift Station
2	Angelique's	\$11.97	Sew on 3 Patches
3	ARC International	\$24,374.25	First Floor Remodel: November 2018
4	Border States Electric Supply	\$53.68	2" Schedule 40 PVC Swap, 90 Bnd
5	Box Elder Area Chamber of Commerce	\$50.00	2019 Chamber Dues City/Mayor
6	Box Elder Promotions	\$7,193.50	Bid Occ Tax - Nov 2018
7	Box Elder True Value	\$23.21	7/16x6 Masonary Bit, Concrete Screws, Door Handles
8	Brown's Small Engine Repair	\$31.95	Bushings fuel Tank X6, Bushings
9	Carquest #3951	\$164.33	Delco Starter, Spark Plugs
10	Century Business Products	\$1,084.67	Dec 2018 Copier/Printer/Lease
11	Climate Control Systems & Service	\$741.00	2018 PM Contract - 4th Quarter
12	D & F Truck & Auto Electric	\$110.00	Sander Starter Motor Crosses
13	Dougherty & Company, LLC	\$350.00	Annual Fees: 2017 Information - Dissemination
14	Epic Outdoor Advertising	\$450.00	Billboard Advertising: January 2019
15	Ferber Engineering Company	\$13,986.75	East Mall Drive Design Dec 2018
16	First American Title Company	\$756.50	Title Insurance: Park Property
17	Great Western Tire	\$1,637.56	Tires, Labor- for 2 Water Trucks
18	Grimms Pump and Industrial Supply	\$54.60	PR Guage x 2- Well 4 Repairs
19	KT Connections, Inc	\$7,465.18	Monthly Billing Jan 2019, New Laptop/Computer, Docking Station-HR
20	Love's Travel Stops & Country	\$5,802.97	Fleet Fuel- 11/27/18 - 12/26/18
21	M & W Towing	\$250.00	Pull Out- Plow Truck
22	Matheson Tri-Gas Inc dba Linweld	\$162.56	Dec 18- AC, AR, CO2, O2
23	Menards	\$194.97	LED 4000LM Lights for Well #4
24	Midwest Testing Laboratories	\$213.00	Water Testing December 2018
25	Northern Truck Equipment Corp	\$80.00	Springs X2- Eye Bolt Kit for Plow
26	Northwest Pipe Fittings, Inc	\$438.03	Clamp Couplings, 90 Elbows, Supplies for Well #4 Repair W/ Returned Joints
27	Office Depot	\$257.99	Address Lables, Pink Paper, Entered Stamp, 3 Tier Organizer, Returned Manila Legal File folders Architechh Scale Rulers, Pen Refils, Keyboard/mouse, 3x5 Spiral Memo Pads, Dividers
28	Plumbing & Heating Wholesale	\$5.48	PDC 3x1 PVC/DMV , Couplings
29	Powerplan OIB	\$211.02	410L Backhoe Loader Rental 11/27-28/2018
30	Rapid City Area Chamber of Commerce	\$260.00	2019 Dues
31	Rapid Construction LLC	\$80,749.49	ELLS/225th Water Extension
32	Red Wing Shoes	\$214.95	Boot Scrushers x 5
33	Runnings Supply, Inc	\$264.91	2018 Clothing: D. Arch
34	Sanders Sanitation	\$336.88	Yardwaste Dumpster-12.3.18
35	SD Asso of Code Enforcement	\$40.00	2019 Dues: D. Olheiser / R. Koan
36	SD Asso of Rural Water Systems	\$1,225.00	2019 Dues: Class B Membership
37	SD Building Officials' Association	\$55.00	2019 Dues: D. Olheiser / R. Koan
38	SD City Management Association	\$150.00	2019 Dues: N. Schneider
39	SD DENR	\$30.00	2019 Renewals: Linton, Lemley, Merrill
40	SD Govt Finance Officers Association	\$70.00	2019 Dues: R Davis, N. Schneider
41	SD Gvt Human Resource Association	\$50.00	2019 Dues: N. Schneider, C. Bauer
42	SD One Call	\$131.25	November 2018 Locate Tickets
43	SDEDA	\$93,097.89	November 2018 Wastewater Treatment
44	SDML Workers' Comp Fund	\$55,982.00	2019 Renewal Billing
45	Servall Uniform & Linen Supply	\$309.92	Rugs, Mops, Shirts, Rags- CH & PW - December 2018
46	South Dakota Municipal League	\$3,873.92	2019 Annual Municipal Membership Dues
47	Survival Armor, Inc	\$1,485.20	Body Armor, Tactical Vests
48	Temp Vendor: Dale Schuelke	\$1,000.00	Removal of Concrete Pipe
49	Temperature Technology, Inc	\$95.00	Chlorine Room Fan Repair : Well #6
50	Thyssenkrupp Elevator Corp	\$671.64	Elevator Maintenance: Jan/Feb/Mar 2019
51	Tyler Technologies Inc	\$2,500.00	TMC/Workflow - Consulting Fees
52	Uline	\$0.00	Recalled Handsoap - Returned & Paid for New Shipment
53	Watertree, Inc	\$44.00	4-5 Gal Water Delivery with unit rentals, Dec 2018
54	Wex Bank	\$239.63	Fleet Fuel-December 2018
55	Whisler Bearing Co	\$99.76	GS12 (300 PSI) Units : Well #4
	Loan Payments		
56	US Bank National Association	\$37,766.54	SRF Quarterly Payment: Principal \$23,942.92, Interest: \$13,824.62
57	USDA, Rural Development	\$8,182.00	Water Bond #9 Jan 2019: Principal: \$2618.18, Interest \$5563.82
	BID#2		
58	First American Title Co.	\$60,164.00	Box Elder Event Center Draw #13
	Subtotal	\$427,744.15	

	Purchasing Card Statement		
59	Great Western Bank	\$4,420.99	December 2018 Credit Card(s) Statement Balance Due
	TOTAL	\$432,165.14	
	Hand Checks/Payments		
1	AB Contracting LLC	\$140,600.00	PayApp #1- Sewer Lift Station
2	AFLAC	\$884.14	2018 - Payroll 26 & Payroll 1 Insurance
3	Black Hills Energy	\$3,938.33	December 2018- Utilities
4	Brancato, Robert	\$1,374.05	Interviews, Ledgers, Financial Review, Client Meeting, Inventory Controls, Visit, Report
5	Century Link	\$53.01	Phone Security: Bandit Ball- Dec/Jan 2019
6	Credit Collections Bureau	\$120.00	2018 & 2019 - Payroll 1 Garnishment(s)
7	Delta Dental of South Dakota	\$2,222.47	2018 - Payroll 26 & Payroll 1 Insurance
8	Department of Treasury-IRS	\$46,181.66	2018 & 2019 - Payroll 1 Taxes
9	Health Pool of SD	\$31,163.51	2018 - Payroll 26 & Payroll 1 - Insurance
10	Labine, Jesse	\$82.50	Perdium - Annual Rural Water Conference
11	Lamar Companies	\$624.00	235-Rapid City Vinyl- 12/13/18
12	MDU	\$569.47	November/ December 2018 CH/PW - Utilities
13	Office of Child Support Enforcement	\$133.36	2018 & 2019 - Payroll 1 Garnishment(s)
14	Sadler, Joshua	\$82.50	Perdium - Annual Rural Water Conference
15	Sander Sanitation	\$521.17	Waste Disposal Nov/Dec 2018
16	SDRS Supplemental Retirement Plan	\$60.00	2018 & 2019 - Payroll 1 Supplemental Retirement
17	South Dakota Retirement System	\$21,113.84	2018 - Payroll 26 & Payroll 1- Retirement
18	Teamsters Local No 120	\$642.50	2018 - Payroll 26 & Payroll 1 - Union Dues
19	Verizon Wireless	\$1,456.20	Nov / Dec 2018 Phone Charges
20	West River Electric Association	\$27,109.07	December 2018- Utilities
	TOTAL	\$278,931.78	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	Matthew Properties, LLC	\$52.24	Finaled Account, Credit Balance Refund
2	Richardson, Christie	\$32.76	Finaled Account, Credit Balance Refund
3	Fogle, Leroy/Zak	\$24.43	Finaled Account, Credit Balance Refund
4	Weibel, Jessica	\$22.01	Finaled Account, Credit Balance Refund
5	Hult Homes, INC	\$32.76	Finaled Account, Credit Balance Refund
6	TNT Homes & Construction	\$33.76	Finaled Account, Credit Balance Refund
7	TNT Homes & Construction	\$32.76	Finaled Account, Credit Balance Refund
8	Kinser, David	\$85.00	Finaled Account, Credit Balance Refund
9	Olson, Christopher/Sarah	\$35.59	Finaled Account, Credit Balance Refund
10	Leclerc, Candice/Jeremy	\$33.76	Finaled Account, Credit Balance Refund
11	Jurgensen, Tanner	\$40.88	Finaled Account, Credit Balance Refund
12	Pulis Construction	\$32.81	Finaled Account, Credit Balance Refund
13	Allen, William	\$2.89	Finaled Account, Credit Balance Refund
14	Everhart, Brian/Melissa	\$48.70	Finaled Account, Credit Balance Refund
		\$510.35	
	GRAND TOTAL	\$711,607.27	