

CITY OF BOX ELDER CITY COUNCIL MEETING MINUTES
Tuesday, January 21, 2020
7:00 PM - City Council Chambers, 420 Villa Drive, 2nd Floor, Box Elder

Call meeting to order

Mayor Larson called meeting to order at 7:00 p.m.

Moment of Silence/Pledge of Allegiance

There was a moment of silence followed by the Pledge of Allegiance.

Roll Call

Roll was taken. Present were Mayor Larry Larson, Attorney Matt Naasz, Council Members Dawn Beltran, Rob Griffith, Michael Hanson (via phone), Jeff Hollinshead, Michael Knight, and John Talich. Also present were City Administrator Nicole Schneider, Community and Economic Development (CED) Director Blaise Emerson, Public Works (PW) Director Bob Kaufman, Police Chief Jason Dubbs, and City Clerk Jermery Washington.

Approve the Order of Business

Mayor Larson – Item 12C, amount for Neal Hofer, Patrol Officer, as of January 7th new rate of \$47,070.40
Motion by Beltran to approve the Order of Business. Seconded by Hollinshead. Vote: Aye. Unanimous.
Motion passed.

AWARDS AND RECOGNITIONS

Employee Introductions:

Chief Dubbs gave introduction of Patrol Officers Neal Hofer and Jason Brown.

Employee Promotion:

Chief Dubbs gave background on Lt. Misselt and his service; Ms. Mina Misselt pinned new insignia on Lt. Misselt; Lt. Chris Misselt promoted to Assistant Chief of Police.

RECESS (5 Minutes)

Motion by Knight to take a 5-minute recess. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.
Recess started: 7:09 p.m.

CALL MEETING TO ORDER

Mayor Larson called meeting back to order at 7:16 p.m.

COUNCIL COMMITTEE REPORTS

Finance, Legal, and Public Safety Committee

Motion by Knight to accept the Finance, Legal, and Public Safety Committee Report. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

Motion by Beltran to adopt the Finance, Legal, and Public Safety Committee Report. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

CONSENT AGENDA

A. Approve the January 7, 2020 Council Meeting Minutes.

B. Approve the Claims List.

C. Disclosure of new hire personnel and title change per SDCL 6-1-10: Neal Hofer -- Patrol Officer, \$43,416.64/annually, as of January 7, 2020 new rate of \$47,070.40, hire date 12/27/2019; Jason Brown -- Patrol Officer, \$43,416.64/annually, hire date 01/06/2020.

D. Approve 2nd Reading of Ordinance 642 - Adoption of the 2018 Building Code.

E. Approve Abatements from the Pennington County Department of Equalization.

F. Approve Abatement from the Meade County Department of Equalization.

Motion by Hanson to approve Consent Agenda Item A – F. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hanson-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed

INFORMATIONAL ITEMS

Elevate RC - Tom Johnson, President & CEO.

Mr. Tom Johnson gave presentation on Elevate RC. No action taken.

Transforming Box Elder - Pat Wyss, Wyss Associates and JJ Folsom, P.U.M.A.

Mr. Pat Wyss and Mr. JJ Folsom gave presentation on "Transforming Box Elder". No action taken.

UNFINISHED BUSINESS

Reconsideration of January 7, 2020 Item #14B Preliminary Plan #190224 - Application for Preliminary Plan by KTM Design Solutions for Alpha Land Company for Phase 1 of Alpha Omega Subdivision more generally described west terminus of West Sunnydale Road

CED Director gave overview; Mike Towey (KTM Design Solutions) discussed; Gordon Howe (Alpha Land Company) discussed. Staff recommends to modify stipulations #3, #11 and add stipulation #12. All other stipulations remain the same.

3. The submittal of Development Engineering Plans for Phase 2 shall include design plans for a gravel temporary secondary access, which temporary secondary access shall be completed prior to final plat approval of any lot in Phase 2;

11. As part of the submittal of the Final Plat for phase 1B of the development, a regional traffic study for the entire development shall be completed that includes analysis of the impacts on Radar Hill Road including the intersection with Highway 1416; the future extension of West Gate Road; and the future extension of Cheyenne Boulevard in addition to analysis of the interior collectors and other local roads; and,

12. Prior to application for Phase 2 Preliminary Plan, a Developers Agreement shall be approved for the master plan for the 1,300+ acre development. The Developers Agreement shall at the minimum establish when a fully constructed 2nd access shall be completed, location of the 2nd access, developers responsibilities for improvements to Radar Hill Road based on the Traffic Study, method for financing improvements, general approval of proposed land uses and any other related items. Public comments from Curt Meier and Bruce Hegel. Motion by Hollinshead to approve Item 15A as written, with new stipulations that 15A be revised. Seconded by Talich. Stipulations [traffic study] discussed. Vote: Aye. Unanimous. Motion passed.

NEW BUSINESS

Discussion - Request by Box Elder Chamber (letter).

Sandy Larson (Box Elder Chamber of Commerce President) gave overview and reason for request. Discussed request and staff recommendation. Motion by Hollinshead to authorize staff to negotiate a Memorandum of Agreement between the City and the Box Elder Chamber of Commerce related to a Director position for the Chamber of Commerce. Seconded by Hanson. Roll Call: Beltran-Aye; Griffith-Aye; Hanson-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed

Preliminary Plan #190232 – An application by Magic Mountain LLC for Raider Pointe Subdivision Phase 2 more generally described as the extension of Bomber Way located off N. Ellsworth Road.

CED Director gave overview.

Motion by Hanson to approve. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion passed.

Authorize expenditure for 2 Speed Sign Trailers.

Motion by Beltran to approve. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hanson-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed

Discuss and approve changes to the Staff Handbook, to be effective 1/01/2020.

City Administrator/Chief Finance Officer explained changes. Motion by Hanson to approve. Seconded by Hollinshead. Vote: Unanimous. Motion passed.

DEPARTMENT HEAD REPORTS

Finance – Nicole Schneider – preparing for audit.

ADJOURNMENT

Motion by Hollinshead to adjourn. Seconded by Talich. Vote: Aye. Unanimous. Motion passed. Meeting adjourned at 7:54 p.m.

Seal:

Attest:

**Larry Larson
Mayor**

**Nicole Schneider
City Administrator/Finance Officer**

CITY OF BOX ELDER CLAIMS 01/21/2020

ACE STEEL & RECYCLING, INC	\$	226.80
ADVANCED ENGINEERING AND ENVIRONMENTAL	\$	1,467.76
AMERICAN PLANNING ASSOCIATION	\$	405.40
APPLIED CONCEPTS, INC	\$	2,910.00
ARCH, DILLON	\$	97.50
BLACK HILLS CHEMICAL & JANITORIAL	\$	172.91
BLACK HILLS TRUCK & TRAILER, INC.	\$	4.86
BOX ELDER AREA CHAMBER OF COMMERCE	\$	50.00
BOX ELDER PROMOTIONS	\$	7,424.00
CARQUEST #3951	\$	126.43
CENTURY BUSINESS PRODUCTS, INC	\$	1,379.82
CITY OF RAPID CITY	\$	283.94
CONNECTIONS INC EAP	\$	1,950.00
CORE & MAIN LP	\$	3,630.96
DENR	\$	72.00
DEPT OF TREASURY- IRS	\$	1,652.90
EPIC OUTDOOR ADVERTISING	\$	525.00
EQUIPMENT BLADES INC.	\$	2,036.78
GENTRUP, ALEK	\$	111.50
GREAT WESTERN BANK	\$	5,826.47
GREAT WESTERN TIRE	\$	1,019.62
GRIMMS PUMP AND INDUSTRIAL SUPPLY	\$	24.00
GUNDERSON, PALMER, NELSON, & ASHMORE L	\$	32,526.00
HUB INTERNATIONAL MOUNTAIN STATES LIMI	\$	100.00
INTERSTATE ALL BATTERY CENTER	\$	512.35
J&J TRUCK AND AUTO BODY	\$	10,095.39
KNIGHT SECURITY INC	\$	700.04
KT CONNECTIONS, INC	\$	9,062.84
LABINE, JESSE	\$	111.50
LAMAR COMPANIES	\$	509.00
LEMLEY, MICHAEL	\$	228.96
LIGHTING MAINTENANCE CO	\$	5,107.71
MATHESON TRI-GAS INC dba LINWELD	\$	258.15
MCKIE FORD LINCOLN, INC.	\$	965.37
MIDCONTINENT COMMUNICATIONS	\$	524.12
MIDCONTINENT TESTING LABORATORIES, INC	\$	225.00
NORTHERN TRUCK EQUIPMENT CORP	\$	594.50
OFFICE DEPOT	\$	156.00
PENNINGTON COUNTY REGISTER OF DEEDS	\$	180.00
PITNEY BOWES INC	\$	331.20
THE PITNEY BOWES RESERVE ACCOUNT	\$	685.00
QUALIFIED PRESORT SERVICE, LLC	\$	699.31
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$	1,124.12
ROBERT SHARP & ASSOCIATES, INC	\$	276.25
ROBERTS, JEREMY	\$	97.50

SADLER, JOSHUA	\$	111.50
SANDER SANITATION	\$	681.59
SANFORD LABORATORIES	\$	455.00
SD ASSO OF CODE ENFORCEMENT	\$	40.00
SD ASSO RURAL WATER SYS	\$	1,225.00
SD BUILDING OFFICIALS' ASSOCIATION	\$	60.00
SD CITY MANAGEMENT ASSOCIATION	\$	150.00
SD DEPARTMENT OF PUBLIC SAFETY	\$	390.00
SD DEPARTMENT OF TRANSPORTATION	\$	272.97
SD DEPT OF REVENUE & REGULATION	\$	21.20
SD FEDERAL PROPERTY	\$	500.00
SD GOVT FINANCE OFFICERS ASSOCIATION	\$	100.00
SD GOVT HUMAN RESOURCE ASSOCIATION	\$	25.00
SD MUNICIPAL STREET MAINTENANCE ASSOCI	\$	35.00
SD ONE CALL	\$	77.70
SD POLICE CHIEFS' ASSO	\$	361.84
SDWWA	\$	30.00
SECRETARY OF STATE	\$	60.00
SERVALL UNIFORM & LINEN SUPPLY	\$	209.31
SF MOBILE-VISION, INC.	\$	5,396.00
SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE	\$	15,105.55
STEC'S ADVERTISING SPECIALTIES AND SAF	\$	57.26
STICKELS, BREANNA	\$	54.00
SUMMIT SIGNS & SUPPLY INC.	\$	529.50
THYSSENKRUPP ELEVATOR CORP	\$	693.67
TIME EQUIPMENT RENTAL & SALES INC	\$	2,124.28
ANDERSON, BRYAN/HEATHER	\$	33.76
ASHCRAFT, ANNE	\$	52.41
BROWN, SHANNON	\$	48.76
BURTON, MONTY	\$	64.63
CARDENAS, CAESAR/JACLYN	\$	47.80
CRAWFORD, CRYSTAL/CHRISTO	\$	1.81
CROSS, ANDREW/AMANDA	\$	30.72
CUGGINO, CRAIG/MELISSA	\$	22.56
HEINIS, DONALD	\$	65.70
K & D CONSTRUCTION	\$	33.76
KCT PROPERTIES	\$	24.73
KIRSCHENMAN, DONNIE	\$	0.73
KOLVE, WAYNE/MELISSA	\$	13.25
LAQUITARA, JOSEPH	\$	46.85
LASSEGARD, DUANE	\$	42.88
LEMKE, WILLIAM/SAMANTH	\$	38.22
MARTINMAAS, RICKKIE	\$	33.76
MULLINS, CLAUDE	\$	44.83
PALMER, GABLE	\$	35.43
PARTIN, LEON/JESSICA	\$	31.50
PICKMAN, MATTHEW	\$	0.77

PULIS CONSTRUCTION	\$	33.76
RAMIREZ/STACKHO, DIANE/SEAN	\$	22.02
RAPID VALLEY EQUIPMENT	\$	76.96
SHINE PROPERTY MANAGEMENT	\$	47.76
SKIPWORTH, JORDAN	\$	83.66
TNT HOMES & CONSTRUCTION	\$	164.92
VERSATILE CONSTRUCTION CO LLC	\$	33.76
YAKUBIK, JOSEPH	\$	59.22
**PAYROLL EXPENSES		
GENERAL GOVERNMENT	\$	3,510.11
FINANCE OFFICE	\$	8,702.00
POLICE	\$	40,816.22
STREETS	\$	10,873.10
PARKS	\$	8,077.53
COMMUNITY DEVELOPMENT	\$	3,174.21
PLANNING AND ZONING	\$	8,026.23
WATER OPERATION	\$	15,428.22
SEWER OPERATION	\$	12,339.92
TOTAL :		\$ 237,419.79