

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

Call meeting to order

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

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, 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

Motion by Beltran to approve the Order of Business.

COUNCIL COMMITTEE REPORTS

Legal, Finance, 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.

Public Works, Planning and Zoning, and Community and Economic Development Committee

Motion by Hollinshead to accept the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

Motion by Beltran to adopt the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion passed.

CONSENT AGENDA

- A. Approve December 17, 2019 Council Meeting Minutes
- B. Approve December 30, 2019 Special Meeting Minutes.
- C. Approve Claims List.
- D. Disclosure of fiscal year 2020 wage/salaries & titles per SDCL 6-1-10; Larry Larson, Mayor (\$21,000); Jeff Hollinshead, Council President (\$12,000); Dawn Beltran, Rob Griffith, Michael Hanson, Michael Knight, John Talich, Council Members (\$45,000 combined); Bruce Hegel, Kurtis Hirschfeld, Mike Irwin, Alan Labine, Wesley Rick, Planning and Zoning Commission (\$18,000 combined); Jermery Washington, Administrative Assistant/City Clerk (\$20.50/hr); Doris Nelson, Part Time Temp (\$15.00/hr); Nicole Schneider, City Administrator/Finance Officer (\$104,721/salary); Mandy Morris, Part Time Lead Assistant Finance Officer (\$44.08/hr); Rebecca Davis, Assistant Finance Officer (\$63,305/salary); Kristen Schmanski, Human Resource Specialist (\$24.98/hr); Krista Shipley, Accounts Payable Specialist (\$24.98/hr); Jason Dubbs, Chief of Police (\$91,685/salary); Chris Misselt, Assistant Chief of Police (\$71,624/salary); Joshua Campbell, Police

Sergeant (\$31.20/hr); Nicholas Fahlberg, Police Sergeant (\$28.97/hr); Gunnar Grass, School Resource Officer (\$28.26/hr); Duane Peyrot, Detective (\$24.98/hr); Richard Benn, Police Officer (\$26.90/hr); Gene Lansdowne, Police Officer (\$26.24/hr); Justin Claussen, Police Officer (\$25.60/hr); Heather Monson, Police Officer (\$24.37/hr); Christopher Swan, Police Officer (\$23.78/hr); John Cargill, Police Officer (\$23.78/hr); Breanna Stickels, Police Officer (\$23.20/hr); Parker Frederick, Police Officer (\$22.63/hr); Jason Brown, Police Officer (\$22.63/hr); Tonya Sabin, Community Officer/Animal Control (\$21.01/hr); Raven Kaufman, Administrative Specialist (\$20.00/hr); Various Police Reserves (\$29.48/hr); Bob Kaufman, Public Works Director/City Engineer (\$87,267/salary); Doug Linton, Fleet Manager/Mechanic (\$23.20/hr); Dean Kirschenmann, Public Works Superintendent-Streets/Parks (\$68,173/salary); Kraig Scherr, Streets Foreman (\$23.78/hr); Charles Sandine, Equipment Operator III (\$22.08/hr); Dillon Arch, Equipment Operator II (\$19.51/hr); Jeremy Roberts, Equipment Operator II (\$19.51/hr); Tyler Steffens, Parks Foreman (\$23.78/hr); Andrew Bradish, Equipment Operator I (\$17.25/hr); Joseph Cuiba, Equipment Operator I (\$18.12/hr); Shaun Woolett, Facility Maintenance/Event Coordinator (\$20.50/hr); Blaise Emerson, Community and Economic Development Director (\$83,062/salary); Ron Koan, Community Development and Public Works Coordinator (\$69,877/salary); Michelle Clavadetscher, Planning and Zoning Assistant (\$20.50/hr); Dale Olheiser, Building Inspector/Code Enforcement (\$23.20/hr); Nicholas Dierks, GIS Specialist (\$22.08/hr); Nathan Gjovik, Public Works Assistant Director-Projects (\$75,250/salary); Christopher Mason, Public Works Assistant Director-Operations (\$73,415/salary); Daniel Merrill, Public Works Superintendent Water/Sewer (\$68,173/salary); Jesse LaBine, Water Foreman (\$24.37/hr); Michael Lemley, Equipment Operator II (\$23.78/hr); Alek Gentrup, Equipment Operator II (\$20.50/hr); Khalie Arch, Equipment Operator I (\$18.57/hr); Randy Papendick, Utility Billing Clerk (\$20.00/hr); Brenda Brown, Utility Billing Collections Clerk (\$19.04/hr); Bernadette Ullmann, Utility Billing Clerk (\$18.57/hr); Kelli Eleeson, Administrative Assistant (\$20.00/hr); Joshua Sadler, Sewer Foreman (\$23.78/hr); Travis LaBine, Equipment Operator I (\$19.04/hr)

- E. Approve Resolution 20-01 - VAST Franchise Agreement
- F. Approve Resolution 20-02 Official Newspaper, Depository, and Establish Date of Annual Election.
- G. Approve Mayor to sign resolution 20-03 for a surcharge for improvements to the City of Box Elder water system, for payment of borrower bond and yearly review of the surcharge.
- H. Approve Mayor to sign resolution 20-04 for a surcharge for improvements to the City of Box Elder water system, for payment of borrower bond and yearly review of the surcharge (Rural Development Loan #9).
- I. Approve Resolution 20-05 -- Rules of Decorum at Public Meetings.

Beltran requested remove Consent Item 10J (Veteran's Towing Business License Application). Mayor Larson moved Item 10J to discuss to 14G under New Business.

Motion by Beltran to approve Consent Agenda Items A – I with 10J removed. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

NEW BUSINESS

Recommendation to the Douglas School District Board to hold their board election on the first Tuesday in June, 2020 and to co-locate with the City of Box Elder's municipal election.

Motion by Beltran. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion passed.

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; discussed. Public comments from several residents. Further discussion from PW Director, CED Director, and Council. Motion by Knight to approve as long as all those stipulations are met, as revised:

1. Prior to submittal of a Development Engineering Plan application, an agreement between the City and Developer shall be signed identifying the method and financing for the extension of West Sunnydale Road from Radar Hill Road to the proposed subdivision;
2. The submittal of Development Engineering Plans shall include construction plans for all local streets and West Sunnydale Road as a collector street for review and approval. The construction plans shall comply with City of Box Elder Standards and Specifications or the appropriate National Standards. A geotechnical report shall be submitted for the design of all the streets. Temporary turnarounds shall be provided at the end of all streets;
3. The submittal of Development Engineering Plans for Phase 2 shall include design plans for the paved secondary access, including curb and gutter, which secondary access shall be completed prior to final plat approval of any lot in Phase 2;
4. The submittal of Development Engineering Plans shall include a sewer design report prepared by a Registered Professional Engineer. The design report shall demonstrate that the sanitary sewer capacity is adequate to meet estimated flows and provide sufficient system capacity; Sewer plan should include analysis of existing downstream system to insure it has capacity as well.
5. The submittal of Development Engineering Plans shall include a drainage plan and report prepared by a Registered Professional Engineer for the proposed subdivision improvements. The drainage report shall address storm water quantity control and storm water quality treatment. The drainage plan shall identify drainage improvements to mitigate the additional flows due to the proposed development. The City may either require all drainage facilities be dedicated as a separate lot to the City or conveyed through easements;
6. The submittal of Development Engineering Plans shall include a cost estimate of the required subdivision improvements for review and approval;
7. The submittal of Development Engineering Plans shall include utilities including service lines.
8. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements;
9. Prior to Final Plat approval, surety for any required subdivision improvements that have not been completed shall be posted, a schedule for completion of said improvements shall be provided and the subdivision inspection fees shall be paid;
10. Prior to the City's acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required. In addition, any utilities and drainage proposed outside of the dedicated right-of-way shall be secured within easement(s); and,
11. As part of the submittal of design plans for 1st phase 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. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion passed.

Floodplain Development Permit # 190231.

CED Director gave overview. Motion by Knight to approve. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

1st Reading of Ordinance 642 - Adoption of the 2018 Building Code.

CED Director gave overview. Motion by Knight to approve. Seconded by Griffith. Vote: Aye. Unanimous. Motion passed.

Approve Public Works to retain an appraiser and negotiate land acquisition for Well #10.

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

Authorize expenditures by the Police Department for purchase of the following 3 vehicles at state bid pricing:

Dodge Durango pursuit X 2 at \$32,838.00 each

Dodge Durango AWD X 1 at \$26,706.00

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

Approve Business License Application #1867 -- Veterans Towing, LLC.

Discussed and reviewed license application. Motion by Hollinshead to approve. Seconded by Beltran. Vote: Aye. Unanimous. Motion passed.

DEPARTMENT HEAD REPORTS

Finance – Nicole Schneider – full swing for year-end and audit.

Community and Economic Development – Blaise Emerson – overview 2019 building permit report.

EXECUTIVE SESSION

Pursuant to SDCL 1-25-2(3) for the purpose of consulting with legal counsel about proposed or pending litigation.

Motion by Knight. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

Into Executive Session at 8:53 p.m.

Out of Executive Session at 9:06 p.m.

Motion by Talich to authorize the City Attorney to respond to Revize, LLC’s Attorney letter and seek a settlement demand from Revize, LLC. Seconded by Hollinshead. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

ADJOURNMENT

Motion by Hollinshead to adjourn. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

Meeting adjourned at 9:07 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

CITY OF BOX ELDER CLAIMS 01/07/2020

AFLAC	\$	(327.36)
GREAT WESTERN TIRE	\$	24.95
SD GOVT HUMAN RESOURCE ASSOCIATION	\$	25.00
PENNINGTON COUNTY REGISTER OF DEEDS	\$	30.00
CENTURY LINK	\$	53.96
CONNECTIONS INC EAP	\$	65.00
OFFICE OF CHILD SUPPORT ENFORCEMENT	\$	66.68
SERVALL UNIFORM & LINEN SUPPLY	\$	109.54
BAN-KOE SYSTEMS, INC	\$	127.60
COCA COLA BOTTLING COMPANY HIGH COUNTR	\$	130.00
NEW YORK LIFE	\$	146.00
CREDIT COLLECTIONS BUREAU	\$	150.23
JOHNNY SUNDBY PHOTOGRAPHY, INC.	\$	169.00
M&W TOWING	\$	180.00
SANFORD LABORATORIES	\$	195.00
STOP STICK, LTD	\$	281.00
DOUGHERTY & COMPANY, LLC	\$	350.00
TEAMSTERS LOCAL NO. 120	\$	371.00
CITY OF RAPID CITY	\$	539.98
ROBERT SHARP & ASSOCIATES, INC	\$	552.00
QUALIFIED PRESORT SERVICE, LLC	\$	684.18
CODE WORKS, INC.	\$	721.48
MDU	\$	782.66
SDRS SUPPLEMENTAL RETIREMENT PLAN	\$	991.54
LAMAR COMPANIES	\$	1,248.00
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$	1,527.96
GUNDERSON, PALMER, NELSON, & ASHMORE L	\$	1,599.00
DELTA DENTAL OF SOUTH DAKOTA	\$	1,676.56
LAKOTA CONTRACTING, INC	\$	1,883.75
KTM DESIGN SOLUTIONS, INC	\$	2,099.50
VERIZON WIRELESS	\$	2,329.42
SIGN SOLUTIONS	\$	2,548.00
GREAT PLAINS STRUCTURES, LLC	\$	3,000.00
SOUTH DAKOTA MUNICIPAL LEAGUE	\$	4,009.10
BLACK HILLS ENERGY	\$	4,266.85
BOX ELDER PROMOTIONS	\$	7,140.00
ADVANCED ENGINEERING AND ENVIRONMENTAL	\$	7,884.36
FIRST AMERICAN TITLE COMPANY OF SD	\$	8,154.29
USDA, RURAL DEVELOPMENT	\$	8,182.00
SOUTH DAKOTA RETIREMENT SYSTEM	\$	13,638.58
HEALTH POOL OF SD	\$	21,494.21
DEPT OF TREASURY- IRS	\$	25,471.64
WEST RIVER ELECTRIC ASSOCIATION, INC	\$	25,564.75
FERBER ENGINEERING COMPANY	\$	28,284.75
LIBERTY CHRYSLER CENTER, LLC	\$	32,838.00

US BANK NATIONAL ASSOCIATION	\$	37,766.54
SDML WORKERS' COMP FUND	\$	84,797.00
SDEDA	\$	90,881.30
HEAVY CONSTRUCTORS, INC.	\$	200,469.10

**PAYROLL EXPENSES

GENERAL GOVERNMENT	\$	4,402.90
FINANCE OFFICE	\$	8,425.94
POLICE	\$	33,132.35
STREETS	\$	10,871.45
PARKS	\$	7,799.30
COMMUNITY DEVELOPMENT	\$	3,174.21
PLANNING AND ZONING	\$	7,990.76
EVENT CENTER	\$	175.00
WATER OPERATING	\$	15,561.44
SEWER OPERATING	\$	11,564.63

TOTAL \$ 728,272.08