

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Wednesday, July 5, 2017**  
**7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder**

Public comments are welcomed, but no action will be taken by the Council on comments received for items not on this agenda. Anyone wishing to have the Council vote on a new item will need to fill out an agenda request item form for the item to be considered on the next council agenda.

**1. Call meeting to order**

**2. Moment of Silence/Pledge of Allegiance**

**3. Roll Call**

Mayor Larry Larson, Council Members Scott Allen, Steve Cowley, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers were present. Also in attendance were Legal Counsel Rex Hagg, the Chief of Police Jason Dubbs, Public Works Director Bob Kaufman, Planning & Zoning Director Ron Koan, and Assistant Finance Officer Rebecca Davis.

**4. Approve Agenda**

Motion by Allen, seconded by Hollinshead to approve Agenda. Vote aye: unanimous.

**CONSENT AGENDA:** Agenda items 5 through 7 on the Consent Agenda are meant to be approved as a group with a single motion. Questions may be asked of any Consent Agenda items, but may not be debated. Any Consent Agenda item may be removed from the Consent Agenda for separate action at the request of any Council Member or anyone present. All questions are to be directed to the Department Head.

**5.** To approve the reading of the June 6, 2017 Common Council Meeting Minutes.

**6.** To approve Payroll 14 (June 11 to June 24) Total Payroll 14 \$59,445.54; General Government: \$2,725.38; Finance Office: \$8,577.85; Police Department: \$21,739.59; PW Street Maintenance: \$5,944.29; PW Parks: \$6,705.60 Planning & Zoning: \$5,081.91; Planning & Zoning Board: \$750.00; PW Water Production: \$2,601.67; PW Water Distribution: \$4,115.90 and PW Sewer Collection: \$1,203.35.

**7.** To approve the claims, loan payments, and hand checks.

To discuss and decide action on Consent Agenda Items 5-7

Motion by Hegel, seconded by Weathers to approve Consent Agenda Items 5-7. Vote aye: unanimous.

**CITY BUSINESS:**

**8. CITIZEN: ANDREW CORBINE:** Presentation on the need for a "Food Pantry" in Box Elder and his ideas for creating one by requirement for a Boy Scout Badge. Andrew presented that Almost 30% of all students in the Douglas School District are enrolled in the Reduced/Free lunch program. He is seeking a location for drop off sites and food drives, a location for food storage, as well as advertising for any events that may involve the Food Pantry and Boy Scouts. City Council recommended that he seek out partnerships and a location for the Food Pantry in the Box Elder area with suggestions/contacts from the Planning and Zoning Director and to come back when we can assist him with the advertising.

**9. CITIZEN: EMIL ARGUELLO:** Discuss and Decide action regarding dog seizure from 320 Freiheit Lane.

Motion to defer by Weathers, seconded by Hegel. Roll Call: Allen-yes, Cowley-yes, Hegel-yes, Hollinshead-no, McPherson-absent, Weathers-yes.

**10. FINANCE:** Discuss and decide appropriation of funds for 2017 Employee Appreciation/Holiday Party in the amount of \$3,000.00.

Motion to approve by Allen, seconded by Cowley. Vote aye: unanimous.

**11. FINANCE:** Request authorization for Mayor to sign Qualified Presort Service, LLC Agreement.

Motion to defer pending letters of recommendation from other municipalities/organizations and additional company details and possible legal contract changes by Hollinshead, seconded by Allen. Vote aye: unanimous.

**12. LEGAL:** Request authorization for Mayor to sign USDA loan application for East Mall Drive project.

Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

**13. MAYOR:** Discuss and vote on whether to continue the annual insert tab advertisement in the Ellsworth Air Force Base Guide & Directory for 2018 in the amount of \$5,520.00

Motion to deny continuing advertisement by Hollinshead, seconded by Cowley. Vote aye: unanimous.

**14. PLANNING & ZONING:** Discuss and decide action on Voluntary Annexation Petition/Agreement for Joel & Rebecca Anderson and Amended Resolution 17-18.

Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

**15. PLANNING & ZONING:** Approve Business License Application for Law Firm, Estes Campbell Law Firm.

Motion to approve by Weathers, seconded by Cowley. Vote aye: unanimous.

**16. PLANNING & ZONING:** Approve Special Event Permit for 3<sup>rd</sup> Annual POW/MIA 5K Run/Walk, Air Force Sergeants Association, Chapter 951 on Saturday, September 9, 2017.

Motion to approve by Weathers, seconded by Hollinshead. Vote aye: unanimous.

**17. PUBLIC WORKS:** Request authorization for Mayor to sign Sewage Lagoon Cell Lease Agreement with Bill Gikling.

Motion to approve by Allen, seconded by Hollinshead. Vote aye: unanimous.

**18. PUBLIC WORKS:** Award Bid for City Hall Door and Window Replacement.

Motion to award contract to Hagen Glass by Weathers with ability to negotiate the number of operable/inoperable windows, seconded by Cowley. Vote aye: unanimous.

**19. PUBLIC WORKS:** Award Bid for 2017 Street Maintenance Project.

Motion to award contract to J&J Asphalt by Hegel, seconded by Cowley. Vote aye: unanimous.

**20. PUBLIC WORKS:** Approve Exception to Resolution 17-12 "Establishing a Cessation on water connections outside the city limits of the City of Box Elder, South Dakota" and approve Mayor to sign Resolution 17-20.

Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

**21. PUBLIC WORKS:** Approve upgrade and replacement of Shop and Public Works Computers as quoted from KT Connections.

Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

## **22. DEPARTMENT HEAD REPORTS:**

Mayor: Brought forth citizen request of re-evaluation of allowing fireworks to be discharged next year as she had a grass fire ignite in her yard. Rapid City Area Metro- has Transit meeting 7/12/17 from 5-7pm MST at Western Dakota Tech and 7/13 from 5-7pm MST @ Ramada in Summerset, SD. Also, I attended the soft grand opening at Vandenburg School for VRC Metal Systems as well as attended the 28<sup>th</sup> Operations Group Change of Command Ceremony.

Police: 20 June to 4 July -301 calls for service 33 cases generated from those calls, 10 drug cases, 39 speeding violations, 60 citations total, 41 warnings issues, & 2 non-injury accidents. Most of the staff attended the Box Elder Bash and it was a great time; otherwise staff has been busy with fireworks and a couple small grass fires.

Public Works: Thunderbird Drainage Study Report handed out to council who were in attendance.

Finance: Physical audit was held 6/26-6/29 and Finance Department is currently completing and submitting documents regarding their requested items and their questions. We are finishing matching all accounts to INCODE for the migration. Transfer of bank accounts continuing through 7/30 and completing pre-notes for payroll to come from Great Western Bank on 7/14/17. Continuing to work on credit card services and online services through Great Western Bank. Also we are diligently working on draft budget documents. We have reviewed initial documents with Department heads and waiting on feedback to set up the next meetings.

Planning & Zoning: None

City Attorney: None

## **23. COUNCIL REPORTS:**

Allen: Thanks for the BASH Events it was a great time.

Cowley: None

Hegel: None

Hollinshead: None

McPherson: Absent

Weathers: None

**24. OTHER REPORTS:**

Economic Development: None

**25. CITIZEN INPUT:**

**26. EXECUTIVE SESSION:** Session regarding contractual and personnel items started at 8:55 pm; Out of Executive Session at 9:23 pm.

Motion to enter session by Hollinshead, seconded by Cowley.

**27. LEGAL:** Discuss and decide action regarding Animal Control position.

Motion to approve Animal Control position and to move to the Police Department for fiscal year 2018 as well as review/initiate an agreement with Black Hills Humane Society through the end of the 2017 by Cowley, seconded by Allen. Vote aye: unanimous.

**28. ADJOURNMENT:** 9:25 pm

Motion to adjourn by Cowley, seconded by Weathers. Vote aye: unanimous.

**Seal:**

**Attest:**

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**Larry Larson**  
**Mayor**

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**Nicole Schneider**  
**City Administrator/Finance Officer**