

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday July 18, 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. Called 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, Assistant Finance Officer Rebecca Davis, and City Administrator/Finance Officer Nicole Schneider.

4. Approve Agenda

Motion by Hollinshead, seconded by Cowley 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 July 5, 2017 Common Council Meeting Minutes.

6. To approve Payroll 15 (June 25 to July 8) Total Payroll 15 \$58,824.61; General Government: \$2,610.38; Finance Office: \$9,332.73; Police Department: \$22,276.01; PW Street Maintenance: \$4,433.94; PW Parks: \$7,111.35; Planning & Zoning: \$5,086.23; PW Water Production \$2,731.20; PW Water Distribution: \$4,125.78 and PW Sewer Collection: \$1,116.99.

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

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

Discuss Claims item 26) S&S Auto Body Shop: repair of dent & 31) Summit Signs & Supplies-repair of graphics on PD vehicle CTY8572 which was damaged during service call.

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

CITY BUSINESS:

8. CITIZEN: CHRISTINA JACKSON: Request adjustment to sewer rate due to a leak in water line in January 2017.

Christina presented that she discovered she had a leak in December during the winter and had the leak fixed however in March her bill was even higher due to the average being used during the leak timeframe; she requested that her sewer rate be returned to the rate prior to the leak.

Motion by Hollinshead, seconded by Cowley to approve total adjustment of \$97.92 over Mar-June 2017 and bring average sewer rate back to \$30.40 which was her rate prior to the leak.

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

Conversation from Katelyn Cook, Gunderson, Palmer, Nelson, Ashmore LLP. that by our ordinance that we are required to file a formal investigation it does not have to be off sight. Letter from Animal Control, Roger Olson, that the report has been filed and that it has been determined that this animal should be considered a vicious animal;

Motion by Allen, seconded by Cowley to take no further action. Vote aye: unanimous.

10. COUNCIL MEMBER WEATHERS: Discuss and decide action on Box Elder Bash Committee Members for 2018.

Motion by Hollinshead, seconded by Cowley to approve following committee members as discussed: Mayor Larry Larson, Scott Allen and/or Wife, and Tricia Weathers. Jeff Hollinshead indicated that the city will approach the BE Chamber in having them or a 3rd party to begin putting on the BE Bash.

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

11. FINANCE: Disclosure of new hire personnel per SDCL 6-1-10. Police Department: Christopher Swan (07/10/17 \$40,155.97); Police Department: Heather Monson (07/18/17 \$42,201.73); Police Department (Position Transfer): Officer Richard Benn (07/09/17 \$46,035.78); Police Department (Position Transfer): Detective Duane Peyrot (05/03/17 \$43,263.37). Public Works: Daniel Merrill (07/31/17 \$39,206.43). Public Works Seasonal hire personnel: Devin Blasius (5/22/2017

\$9.13/HR); Tyler Blasius (04/12/2017 \$9.13/HR); Garrett Hutcheson (06/02/2017 \$9.13/HR); Colton, Jackson (06/02/2017 \$9.13/HR); Branson Taylor (04/24/2017 \$9.13/HR).

12. FINANCE: Approve Engagement Letter for Casey Peterson, Ltd. for an estimated cost of \$13,000 plus \$2,500 for each federal award program tested.

There are four USDA loans that would need to be audited at \$2,500 each for a total of \$23,000.

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

13. LEGAL: Authorize Mayor to sign Lease Agreement with Bandit Ball for use of City Park Property.

President of Bandit Ball, presented that they have invested a lot of time and money into the baseball fields that there have been conflicts on who is responsible to provide maintenance. Contracts between organizations will have inspection before and after seasons. The city will be absorbing the Baseball fields as City Park and will be looking at future improvements.

Motion by Weathers, seconded by Hollinshead to approve Lease agreement with City. Vote aye: unanimous.

14. LEGAL: Authorize Mayor to sign Lease Agreement with Black Hills Youth Football League for use of City Park property.

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

15. LEGAL: Discuss and decide appointment of City Council Members and Legal Representation to all Committees.

Committee Ordinance: Bruce Hegel, Scott Allen, Rick McPherson

Parks Committee: Jeff Hollinshead, Scott Allen, Steve Cowley

Public Works Committee: Jeff Hollinshead, Steve Cowley, Bruce Hegel

Finance Committee: Rick McPherson, Tricia Weathers, Bruce Hegel

MPO Committee: Mayor Larry Larson, Jeff Hollinshead

Motion by Hollinshead, seconded by McPherson to approve committees as discussed above. Vote aye: unanimous.

16. PLANNING & ZONING: Discuss and authorize the Mayor and Finance Officer to sign agreement between the City of Rapid City and the City of Box Elder for Accomplishing the Rapid City Area Transportation Process, in regard to "North Elk Vale Road Corridor Study." Staff recommends authorization to sign the agreement and issue a check for local match in the amount of \$1,985.50, total projected study cost \$100,000.00.

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

17. PLANNING & ZONING: Discuss and decide action in regard to "Permanent Easement Agreement" with Mary McGriff for Box Elder Welcome Sign.

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

18. PLANNING & ZONING: Discuss and decide action regards to "Permanent Easement Agreement" with Gail Cook for Box Elder Welcome Sign.

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

19. PUBLIC WORKS: Review and Approve Amendment to KLJ Engineering Agreement, Creekside to Prairie Water Main.

Original agreement was for Engineering purposes only, the amendment includes surveying (construction staking), insulation for new line, and soil testing on a time and material basis with construction administration will be performed by City Staff.

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

20. PUBLIC WORKS: Review Ghere Well Discussion- Water Testing Results and approve staff to proceed with Close-Out Project.

Public Works director recommended final close-out with KLJ to include gravel around well, fence, reclamation of pond, and general clean up.

Motion by Weathers, seconded by Hollinshead to approve with re-evaluation of Well in 2 years. Vote aye: unanimous.

21. PUBLIC WORKS: Authorize Award for Bid for Creekside to Prairie Water Main Extension.

Motion by Hegel, seconded to McPherson to approve low bid to Highmark, Inc for \$168,628. Vote aye: unanimous.

22. DEPARTMENT HEAD REPORTS:

Mayor: I was on vacation, has nothing else to report.

Police: From 5 July to 17 July there were 243 calls for service, 36 cases generated, 9 arrests (DUI, Drug Citations, Assaults, Theft, Burglary, Hit and Run) 38 citations, 29 warnings, 3 non-injury accidents. Two new officers joining the ranks: Christopher Swan who was a promotion from the Reserve program started July 10th and Heather Monson who comes to us from Deadwood PD starting July 18.

Public Works: Two items: 7/25/17 is the final Public Meeting on Thunderbird Drainage Study where engineers will present results from the report and discuss different options and on crew side cleaning up draining between Thunderbird down to Box Elder Road and the Interstate.

Finance: Working very hard on migration and the staff have been working hard. We have also been working on Budget documents for the see/review for City Council input.

Planning & Zoning: There is active growth in the city with Freedom Landing Phase two set to begin building homes. What responsibility does the Railroad have on clean-up; however, some properties are not annexed into the city on Hwy14/16. Suggested asking them to mow and move cars on right-of-way.

City Attorney: Nothing other than Executive Session.

23. COUNCIL REPORTS:

Allen: None.

Cowley: None.

Hegel: None.

Hollinshead: Publicly thank City Hall Staff and the Finance department. The work that has been done is tremendous and clean-up is moving faster than we ever thought possible.

McPherson: None.

Weathers: None.

24. OTHER REPORTS:

Economic Development: None.

25. CITIZEN INPUT: None.

26. EXECUTIVE SESSION: Legal Session started at 7:47 pm; Out of Executive Session at 10:02 pm
Motion by Hollinshead, seconded by Cowley. Vote aye: unanimous.

27. ADJOURNMENT: 10:03 pm
Motion by Allen, seconded by Cowley. Vote aye: unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

