

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, June 20, 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. Meeting called to order by Mayor Larson

2. Moment of Silence/Pledge of Allegiance

3. Roll Call

Mayor Larry Larson, Council Members Scott Allen, Steve Cowley, Bruce Hegel, Jeff Hollinshead, Rick McPherson, 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 Finance Officer Nicole Schneider.

4. Approve Agenda

Motion to approve agenda by Hollinshead, seconded by Cowley. 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 13 (May 28 to June 10) Total Payroll 13 \$56,122.22; General Government: \$2,655.38; Finance Office: \$8,412.81; Police Department: \$20,670.06; PW Street Maintenance: \$5,703.00; PW Parks: \$6,117.60; Planning & Zoning: \$4,914.41; Planning & Zoning Board: \$35.00; PW Water Production: \$2,511.35; PW Water Distribution: \$3,985.62 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

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

CITY BUSINESS:

8. **CITIZEN-DAVID BIGELOW:** Decide on moving citizen input to the beginning of the City Council Meeting right after Agenda Approval. Discussion held between City Council and David Bigelow. Motion to disapprove moving citizen input to the beginning of the meetings by Hollinshead, seconded by Allen. Vote aye: unanimous.

9. **CASEY PETERSON & ASSOCIATES, LTD:** Presentation of Fiscal Year Audit 2015.

10. **FINANCE:** Presentation of South Dakota Department of Legislative Audit Letter to satisfy letter requirements.

11. **COUNCIL MEMBER WEATHERS:** Approve contract and payment to Timeless Wedding & Event Rental for \$612.00 for Box Elder Bash 2017 20x20 Tent Rental.

Motion to approve by McPherson with the suggestion to possibly purchasing a tent for 2018, seconded by Hollinshead. Vote aye: unanimous.

12. **COUNCIL MEMBER WEATHERS:** Approve contract and payment to Inflatable Adventures, LLC for \$989.52 for Box Elder Bash 2017 Inflatable Bouncy Castle Rentals

Motion to approve with legal language changes in the presented agreement by Allen, seconded by McPherson. Vote aye: unanimous.

13. **COUNCIL MEMBER WEATHERS:** Approve agreement & payment of \$2,500.00 to Artist, Brandon Jones, for entertainment presentation at Box Elder Bash 2017.

Motion to approve with legal language changes in the presented agreement by Allen, seconded by Cowley. Vote aye: unanimous.

14. **COUNCIL MEMBER WEATHERS:** Discuss & Decide action on increasing Box Elder Bash 2017 budget by \$5,000.

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

15. LEGAL: Discuss and decide action regarding CODERED Next Services Agreement.
Motion by Weathers, seconded by McPherson to approve contract. Vote aye: unanimous.

16. PLANNING & ZONING: Discuss & Decide action on Resolution 17-16 to allow a Public Firework Display for the Box Elder Bash.
Motion to approve with replacing the word Villa with Box Elder Bash by Weathers, seconded by Allen. Vote aye: unanimous.

17. PLANNING & ZONING: Discuss & Decide action on Resolution 17-17 to allow citizens to ignite fireworks July 1-4, 2017.
Motion to approve by Weathers, seconded by Hegel with adjustment to Resolution to approve fireworks until 11:00 PM each day except on New Year's Eve which shall cease at 1:00 AM and must be on private property with permission of the land owner. Vote aye: unanimous.

18. PLANNING & ZONING: Discuss and decide action on Voluntary Annexation Petition for Joel & Rebecca Anderson and Resolution 17-18.
Motion to defer to next meeting by Hollinshead, seconded by McPherson. Vote aye: unanimous.

19. PLANNING & ZONING: Discuss and decide action regarding Minor Plat for Dennis Boomsma, in the City's extra territorial jurisdiction with Pennington County.
Motion to approve by Weathers, seconded by Allen. Vote aye: unanimous.

20. PLANNING & ZONING: Discuss and decide action regarding Encroachment Agreement for 318 Circle Drive.
Motion to approve by Hollinshead, seconded by Hegel. Vote aye: unanimous.

21. PUBLIC WORKS: Request for a Water Service installation for watering livestock.
Motion denied by Weathers, seconded by Hollinshead. Vote aye: unanimous.

22. PUBLIC WORKS: Authorize Mayor to sign Box Elder BMX / City of Box Elder BMX Track Lease Agreement and Resolution 17-19.
Motion to approve with language change in amended agreement by Weathers, seconded by Cowley. Vote aye: unanimous.

23. PUBLIC WORKS: Request Authorization to begin advertising for Prairie to Creekside Water Main Connection Project as soon as DENR approval is received.
Motion by Hollinshead, seconded by Cowley. Vote aye: unanimous.

24. DEPARTMENT HEAD REPORTS:

Mayor: Attended a Black Hills Business Council Meeting in Deadwood at the new visitor center. Attended the soft grand opening of the Contraband Distillery of Box Elder on the 10th, they will have their Grand Opening this Saturday at noon. Went to a Military Affairs Luncheon on the base where they have the Cold Spray Technology from VRC Metal Systems and are using it. That VRC Metal Systems is involved in and will be moving into the old Vandenburg School. They did a demonstration to show how it is used on base. I Went to an MPO Meeting and there wasn't a whole lot on the agenda. However, the main effect for Box Elder was the approval of the 2018-2021 Transportation Improvement Program draft, which include the updates to Radar Hill Road, Highway 14-16 intersection reconstruction, and the railroad crossing gates. There was a little discussion regarding the closure of exit 63 ramp which was done to apply the special surface on the road to prevent cards from sliding off that road. Last week, a number of potential businesses called that are interested in moving forward and VRC just closed on Tuesday. STIP meeting

Police: From 6 June to 19 June there were 258 calls for service. 27 cases were generated from those calls for service. Of those cases generated, there were 2 runaways, 8 thefts and/or burglaries, 3 assaults, 2 drug arrests, 6 underage consumption citations, 1 DUI arrest, 26 citations issued, 30 warnings issued, and 3 non-injury accidents. Last week, we hosted the South Dakota Network against Domestic Violence and Sexual Assault. All our officers attended the 4 hour mandatory Domestic Violence / Sexual Assault training. We also finished all our rifle training with the Sheriff's office and all finished with good qualifications. We attended both days of the Custer and Spearfish Firearms Qualification, all good qualifications there. Next week we are hosting the Glock Armors School. Additionally, we have extended two conditional offers of employment for two vacancies. One of those is a certified officer that has some experience from Deadwood and the other is a promotion from our Reserve Officers program.

Public Works: The STIP meeting is coming up July 18th, 6:30 pm at the Ramkota Hotel. Water break on Gumbo today that the crew has been working on. There has been prep work for the Street Graveling project that will start right after the 4th of July. Water levels have been monitored quite heavily. Radar Hill slide is scheduled for bidding next week, we will be seeing bids on the doors and windows replacements around the 28th. On the 29th we will be opening bids for the street and maintenance projects which will consist of patch work on Radar Hill Road and Bennett Road. We will be working quite heavily on budget and day to day activities.

Finance: We have passed out financial spreadsheets that have been updated through May with the Sales Tax we have received so far. Looking at the Triple B Tax, with the revenues through May and it does show the Box Elder Bash with current expenses being around \$15,550.00 just through May. We will be reviewing values again once it is over which will help offset those expenses because the entry fees/incomes will be reported. The business improvement districts, as well as the STIP funds, we have thus through May. The last \$7500 check that we wrote for STIP funds is not allocated on here yet, because that will be reported in June. We also have current revenue and expense reports, we are half way through the year so we are looking at percentages of the budget for up to the 50%, we're tracking very closely and where we need to be and still working on cost recoveries. We are working on spread sheets as far as AP Allocations so that things will be consistent moving forward. As far as updates, we will be beginning our physical audit, I mentioned working on the spread sheets and vendor reviews with possible credit card payments and ACH payments to help make things go a little faster. Based on feedback from Human Resource Training, we are working on updating our Human Resource files with the I-9s and separating some of the personal information as far as medical documents. We are still working on our software migration, currently comparing customer lists in Summit and InCode to make sure that everything matches. We are working with our new bank, Great Western, on credit card services and merchants so there is one consistent flow for customers to make payments at the counter and online and for an easier bank reconciliation process. We will continue to complete the phone calls out to reduce the shut off list this month as well as still cross training many positions in the Finance office.

Planning & Zoning: Attended another transportation meeting to discuss the exit 61 and exit 67 study by the Department of Transportation. We have narrowed 5 designs down to 3 designs for exit 63 that will be presented in the final plans at the last public meeting the Wednesday after the Rally. The main issue will be resurfacing the interstate lanes between 61 and 67 sometime in 2024.

City Attorney: Hope that having Kim Pehrson involved from his office for quicker turnaround of contracts and agreements is beneficial. Union negotiations are tomorrow and believe we have all the issues completed from the Easement on Radar Hill Road with the land owner and the state. The appraisal is in process and could take 60-90 days.

25. COUNCIL REPORTS:

Allen: None

Cowley: Discussion regarding dates of budget hearings.

Hegel: None

Hollinshead: None

McPherson: Thank you to Ron, Bob, and Nicole for bringing me up to speed, I greatly appreciate it.

Weathers: Box Elder Bash is underway with planning, I encourage everyone who is on Facebook to please share the Facebook Event Page that seems to be the best way to reach most of our population. Radio advertisements are going on now, I have a TV spot, thank you to the office for referring that over. On the 30th plan to talk about the Bash right beforehand, we are always looking for volunteers so if anyone would like to help.

26. OTHER REPORTS:

Economic Development: Working with an individual on re-doing his contract for and extension of his previous contract.

27. CITIZEN INPUT: Discussion of Exit 67 and a truck turnaround is in process but has been pushed back about 30 days due to a Right of Way issue.

28. EXECUTIVE SESSION: Session started at 8:41 pm; Out of Executive Session at 9:16 pm
Motion to enter executive session by Allen, seconded by Cowley. Vote aye: unanimous.

29. ADJOURNMENT: 9:18 pm.
Motion by Hollinshead, seconded by Weathers. Vote aye: unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer