

**CITY OF BOX ELDER CITY COUNCIL MEETING MINUTES**  
**Wednesday, June 3, 2020**  
**7:00 p.m. - City Council Chambers, 420 Villa Drive, 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, John Talich, and Ben Thomas. Also present were City Administrator/Chief Finance Officer (CFO) Nicole Schneider, Assistant Finance Officer Rebecca Davis, Public Works (PW) Director Doug Curry, PW Director of Operations Chris Mason, Police Chief Jason Dubbs, City Engineer Bob Kaufman, Planning and Zoning (PZ) Assistant Michelle Clavadetscher, and City Clerk Jermery Washington.

**Approve the Order of Business**

Mayor Larson swapped order Agenda Items 17A and 17B, 17B will be first followed by 17A. Motion by Knight to approve the order of business with the change the Mayor just spoke about. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

**PUBLIC COMMENT**

No public comments from attendees; no public comments received via email.

**AWARDS AND RECOGNITIONS**

**Employee Introduction -- Jimmy Dettman, Marketing and Events Coordinator.**

Mayor Larson introduced Jimmy Dettman; Council welcomed.

**COUNCIL COMMITTEE REPORTS**

Finance, Legal, and Public Safety Committee

Motion by Talich to accept the Finance, Legal, and Public Safety Committee Report. Seconded by Griffith. 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 May 19, 2020 Council Meeting Minutes.
- B. Approve the Claims List.
- C. Disclosure of New Hire Personnel per SDCL 6-1-10: Marketing and Events Coordinator since 06/01/2020: Jimmy Dettman - \$54,588.06 annually.

Motion by Hollinshead to approve Consent Agenda Items A - C. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**UNFINISHED BUSINESS**

**Consider Resolution No. 20-11 recognizing a public health emergency and encouraging all individuals and businesses within the City of Box Elder to comply with guidelines and directives established by the CDC and State of South Dakota necessary to slow the community spread of Coronavirus (COVID-19); and recognizing the City's authority to abate nuisances necessary to protect the public health.**

CFO gave update how residents taking care bills. Hollinshead discussed meetings going forward. No action taken.

**Consider Resolution No. 20-12 authorizing the Public Works Department to abate utility late fees and shut off orders on a case by case bases during the Coronavirus (COVID-19) pandemic.**

CFO spoke on having one applicant for deferral program. No action taken.

**NEW BUSINESS:**

**Plat #200073 - Preliminary and Final Plat of Tracts 1 - 5 Freedom Tracts Subdivision more generally described as northeast corner of Highway 1416 and Liberty Boulevard.**

PZ Assistant gave overview; explained plat. Motion by Hollinshead to approve. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

**1st Reading of Ordinance 652 - Rezone #200084 - Rezoning request from Agricultural to General Light Industrial for proposed Tract 1 and Tract 2 Freedom Tract Subdivision more generally described as southeast of I-90 Exit 67 Eastbound on ramp on Liberty Boulevard.**

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

**1st Reading of Ordinance 653 - Rezone #200085 - Request to Rezone from Agricultural to Open Space proposed Tract 3 and Tract 5 Freedom Tracts Subdivision more generally described as portions of floodway east of Liberty Boulevard and north of Highway 1416.**

PZ Assistant gave overview. Motion by Hollinshead to approve. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**1st Reading of Ordinance 654 - Rezone #200086 - Request to rezone from Agricultural to Highway Service proposed Tract 4 Freedom Tracts Subdivision more generally described as northeast corner Highway 1416 and Liberty Boulevard.**

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

**Resolution 20-20 Authorizing Acceptance of Public Infrastructure in Freedom Estates Phase #4.**

City Engineer gave explanation.

**RESOLUTION 20-20**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF PUBLIC INFRASTRUCTURE IN Freedom Estate Subdivision Phase #4**

**WHEREAS**, Harbor Point Properties. LLC has completed the installation of paving, curb, gutter and related infrastructure required for the final approval related to the Right-of-Way; located in Freedom Estate Subdivision Phase #4; and

**WHEREAS**, the Public Works Department of the City of Box Elder conducted a final inspection for Bennington Drive and Landmark Court in regards to curb, gutter, storm drainage and related public sewer & water infrastructure abutting Lots 5 thru 10 of Block 3, and Lots 9 and 21 of Block 4, Freedom Estates Subdivision, Box Elder, Pennington County, South Dakota.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Box Elder that the City hereby accepts the subdivision improvements and required infrastructure related to the above-described property, and shall hereafter be responsible for the care and maintenance of said improvements, the street in the platted area from the date of this resolution, subject to the requirement of the Subdivision Regulations of the City of Box Elder Ordinance, Section 152.041(a)(4), that all improvements are guaranteed by the Developer for a period of not less than two (2) years from the date of formal acceptance by the City Council. The warranty period shall be based upon the date of acceptance of this Resolution, as recorded in the Minutes of this meeting.

Dated this 3rd day of June 2020.

CITY OF BOX ELDER

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Larry Larson, Mayor

ATTEST:

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Nicole Schneider, Finance Officer

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

**SD DOT Transportation Alternative (TA) Grant**

City Engineer gave background. Motion by Knight to authorize Mayor to sign agreement. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Cheyenne Pass Water Tank Roof Replacement**

City Engineer gave background, explained; gave timeline. Motion by Knight to approve. Seconded by Talich. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**EXECUTIVE SESSION**

**Pursuant to SDCL 1-25-2 (2) (3) for personnel and consulting with Legal Counsel.**

Motion by Hollinshead to enter into Executive Session. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Entered Executive Session at 7:21 p.m. Out of Executive Session at 7:53 p.m. No action taken.

**ANNOUNCEMENTS AND PRESENTATIONS**

**Motion to make the following adjustments to the roster and positions budgeted for FY2020:**

**Decrease FTEs in General Fund (5.5) and Enterprise Fund (2);**

**Create Senior Executive Assistant (1);**

**Reclass Community Development and Public Works Coordinator position to Planning and Zoning Coordinator (1).**

City Staff/Department Heads gave presentation. Motion by Hollinshead to approve as written [to make the following adjustments to the roster and positions budgeted for FY2020:

Decrease FTEs in General Fund (5.5) and Enterprise Fund (2); Create Senior Executive Assistant (1); Reclass Community Development and Public Works Coordinator position to Planning and Zoning Coordinator (1)]. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Reading of Proclamation in recognition of Ward 1 Council Member Ben Thomas.**

Mayor Larson thanked Ben Thomas and read Proclamation. Comment from Ben Thomas.

**RECESS (Short): ending of the 2019-2020 Council Session**

Motion by Hollinshead for recess. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed. Recess began 8:48 p.m.

**CALL TO ORDER 2020-2021 COUNCIL SESSION**

2020-2021 Council Session called to order at 8:58 p.m. by Mayor Larson.

**SWEAR IN NEWLY ELECTED COUNCIL MEMBERS: (City Administrator)**

Oath of Office administered to Ward 1 Council Member - J.B. Brown

Oath of Office administered to Ward 1 Council Member - John Talich.

Oath of Office administered to Ward 2 Council Member - Jeff Hollinshead.

Oath of Office administered to Ward 3 Council Member - Rob Griffith.

James Brown (Ward 1), John Talich (Ward 1), Jeff Hollinshead (Ward 2), and Rob Griffith (Ward 3) sworn in at 9:00 p.m. by City Administrator/CFO.

**Roll Call**

Roll was taken. Present were Mayor Larry Larson, Attorney Matt Naasz, Council Members Dawn Beltran, James Brown, Rob Griffith, Jeff Hollinshead, Michael Knight, and John Talich. Also present were CFO Nicole Schneider, Assistant Finance Officer Rebecca Davis, PW Director Doug Curry, Police Chief Jason Dubbs, and City Clerk Jermery Washington.

**Election of Council President**

CFO made comments on Council President and Vice President roles and experiences. Motion by Talich to keep Mr. Jeff Hollinshead as President of Council. Seconded by Beltran. Roll Call: Beltran-Aye; Brown - Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

**Election of Council Vice President**

Motion by Hollinshead for Mr. Knight. Seconded by Talich. Roll Call: Beltran-Aye; Brown - Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Mayor's Change of Committee Assignments**

Mayor Larson explained committee assignments. Added James Brown to the Finance, Legal, and Public Safety Committee. No other changes. Motion by Knight to approve. Seconded by Talich. Roll Call: Beltran-Aye; Brown - Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**DEPARTMENT HEAD REPORTS**

Public Works - Doug Curry - haying proposal coming forward in few weeks.

**EXECUTIVE SESSION**

**Pursuant to SDCL 1-25-2 (2) for personnel.**

Motion by Knight to enter into Executive Session. Seconded by Griffith. Roll Call: Beltran-Aye; Brown - Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Entered into Executive Session at 9:09 p.m. Out of Executive Session at 9:44 p.m. No action taken.

**ADJOURNMENT**

Motion by Knight to adjourn. Seconded by Griffith. Roll Call: Beltran-Aye; Brown - Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

Meeting adjourned at 9:44 p.m.

Seal:

Attest:

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Larry Larson  
Mayor

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Nicole Schneider  
City Administrator/Finance Officer

## CITY OF BOX ELDER CLAIMS LIST 06/03/2020

ADVANCED ASSET ALLIANCE	Credit Collections	\$	167.75
AFLAC	Insurance	\$	956.80
ALPHAGRAPHICS 451	Printing	\$	389.57
BLACK HILLS BUSINESS SOURCE	Furniture	\$	661.78
BLACK HILLS ENERGY	Utilities	\$	3,731.88
BOX ELDER PROMOTIONS	BID	\$	10,871.50
CREDIT COLLECTIONS BUREAU	Fees	\$	150.23
D.C. SCOTT SURVEYORS, INC	Survey	\$	1,868.60
DELTA DENTAL OF SOUTH DAKOTA	Insurance	\$	(59.06)
DENR	Fees	\$	1,050.00
DEPT OF TREASURY- IRS	Taxes	\$	28,757.36
FIRST AMERICAN TITLE COMPANY OF SD	BID	\$	27,512.86
GRANICUS, LLC	SUBSCRIPTION	\$	7,736.40
GUNDERSON, PALMER, NELSON, & ASHMORE L	Legal Fees	\$	2,917.50
JOHNNY SUNDBY PHOTOGRAPHY, INC.	Photography	\$	74.00
KLJ ENGINEERING LLC	Engineering	\$	8,120.04
KT CONNECTIONS, INC	IT	\$	273.71
LIGHTING MAINTENANCE CO	Repairs	\$	2,302.71
MDU	Utilities	\$	401.34
MENARDS	Supplies	\$	68.99
NEW YORK LIFE	Insurance	\$	111.00
OFFICE OF CHILD SUPPORT ENFORCEMENT	Fees	\$	66.68
RAPID CITY JOURNAL C/O LEE ENTERPRISES	Publications	\$	454.10
SD DEPT OF REVENUE & REGULATION	Malt Renewals	\$	2,400.00
SDEDA	Fees	\$	103,722.10
SDRS SUPPLEMENTAL RETIREMENT PLAN	Insurance	\$	30.00
SERVALL UNIFORM & LINEN SUPPLY	Supplies/Uniforms	\$	183.13
SKYLINE SIGNS & LIGHTING	Repairs	\$	66.33
SOUTH DAKOTA RETIREMENT SYSTEM	Insurance	\$	15,265.30
TIME EQUIPMENT RENTAL & SALES INC	Rentals	\$	593.98
USDA, RURAL DEVELOPMENT	Debt Payment	\$	358,450.50
VERIZON WIRELESS	Phones	\$	2,289.95
WEST RIVER ELECTRIC ASSOCIATION, INC	Utilities	\$	26,101.38
WYSS ASSOCIATES, INC.	Branding	\$	37,260.00
ZUERCHER TECHNOLOGIES, LLC	Subscription	\$	3,662.85
BOWLING, CHRISTOPHER	UB REFUND	\$	17.61
DAHLQUIST, SHANE	UB REFUND	\$	13.35
HARTSHORN, DONNA	UB REFUND	\$	10.39
HULT HOMES LLC	UB REFUND	\$	11.37
K & D CONSTRUCTION	UB REFUND	\$	21.41
KAHLER, DAVE	UB REFUND	\$	100.00
NESSELHUF, SETH	UB REFUND	\$	13.35
VERSATILE CONSTRUCTION CO LLC	UB REFUND	\$	21.41
**PAYROLL EXPENSES			
	GG	\$	4,438.49

FO	\$	8,983.67
PD	\$	42,899.59
STREETS	\$	12,734.51
PARKS	\$	9,255.94
CED	\$	3,194.69
PZ	\$	6,012.40
WATER	\$	15,526.34
SEWER	\$	13,153.78
GARBAGE	\$	790.44

**TOTAL:**

**\$ 765,810.00**