

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, June 4, 2019**  
**7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder**

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

Roll was taken. Present were Mayor Larson, Council Members Dawn Beltran, Michael Hanson, Michael Knight, Jim Maffrand, and Rick McPherson.

Also present were City Administrator/Finance Office Nicole Schneider, Police Chief Jason Dubbs, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, City Accountant Mandy Morris, Community and Economic Development Director Blaise Emerson, Human Resources Clerk Carissa Bauer, and City Clerk Jermy Washington.

Mayor Larson added words “contingent upon USDA Rural Development Concurrence” to item 9G; removed items 13A and 13B (13C will become 13A, and 13D will become 13B); and said not having Executive Session.

Motion by Hanson to approve order of business with changes. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

**PUBLIC COMMENT:**

Kelly Gednalske – 452 Freude Lane – said called and spoke to public works, commented City notifications on sewer treatment plant backups and so forth; he said concerned as citizen if water treatment facility cannot handle what have now, how will it handle another thousand homes plus when the B-21 gets here. Public Works (PW) Director said issue was not at treatment plant, but with old lines in Line Rd area that became inundated due to flooding; was not case plant overloaded, just more water than could travel through those lines; plant only runs at about 25% capacity right now. Mr. Gednalske said talked to realtor who said moratorium on building in Box Elder currently because not enough water coming through wells to handle what have right now as far as building; Mayor Larson responded that not true.

**COUNCIL COMMITTEE REPORT:**

**A. FINANCE, LEGAL, AND PUBLIC SAFETY**

Motion by McPherson to Accept the Finance, Legal, and Public Safety Committee Report. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

Motion by Beltran to Adopt the Legal, Finance, and Public Safety Committee Report. Seconded by Maffrand. Vote: Aye. Unanimous. Motion passed.

**B. PUBLIC WORKS AND PLANNING AND ZONING**

Motion by McPherson to Accept the Public Works, and Planning and Zoning Committee Report. Seconded by Maffrand. Vote: Aye. Unanimous. Motion passed.

Motion by Hanson to Adopt the Public Works, and Planning and Zoning Committee Report. Seconded by McPherson. Vote: Aye. Unanimous. Motion passed.

## **CONSENT AGENDA:**

Motion by McPherson to approve Consent Agenda Items A – M (May 21, 2019 Council Minutes; Claims List; Disclosure of new hire personnel per SDCL 6-1-10; Utility Clerk I since 05/28/2019: Bernadette Ullmann – \$37,917.56/annually. Position/Title Change; Public Works Administrative Specialist since 05/28/2019: Kelli Eleeson – \$36,079.00; Change Order for East Base Water Line Meter Vaults (Project PWW 01-2019); Creekside HOA Request to Install Pet Waste Bag Dispensers on Street Sign Post in Creekside Subdivision; Award Bid for Street Striping (Project PWR 03-2019); Award Bid for E. Mall Drive Project contingent upon USDA Rural Development concurrence; Request for Proposals for City-Wide Residential Garbage Collection; Final Plat #170153 for Sunset Ranch Subdivision east of the City in the Extraterritorial Jurisdiction with Pennington County; Memorandum of Understanding between the Douglas School District & the City regarding transfer of ownership of Lot 3, City Center Subdivision. Approve the mayor to sign; Memorandum of Understanding between the Douglas School District & the City regarding the vacation of Don Williams Drive and future cooperation regarding traffic impact. Approve the mayor to sign; Request for City Water Service for Properties Affected by PFOS Contamination; Request by Excel Truck to Extend Property Vacation Date. Seconded by Knight.

Citizen Comment/Question – Al Dial – asked about water request with memorandum with Ellsworth, if contamination PFOAs being strictly East Base line side or if also contamination area on west side. Council Member Knight explained only few certain areas on east side.

Citizen Comment/Question – resident asked about map showing where getting water and where not; just want to know what properties being offered water. PW Director explained base sent request for five particular properties adjacent to existing water mains; Council has recommendation to support with stipulations (they annex into City and wells affected be abandoned and taken offline); if people agree to stipulations, City allow base to continue with their activities to hook them up. Citizen asked if City supplying water, not base. Mayor Larson responded “yes” and that base will pay for hookups. No other discussion.

Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Maffrand-Aye; McPherson-Aye. Motion passed.

## **NEW BUSINESS:**

Snow Removal Policy. PW Director spoke on staff recommendations for ordinance changes that staff feels necessary to make policy work properly. Beltran asked about vehicles removed for snow removal operations for priority 3 areas (vehicles may be ticketed, towed, or no snow removal performed); asked if one person on street doesn't move vehicle, would that street not have snow removed. PW Director said topic of discussion how Council like to proceed with that; can take that approach or if that necessary to have snow removed, have vehicle owner ticketed and possibly towed. Beltran said would hate to see everyone on street be affected because of one person. Hanson asked if wanted to take recommendations forward for Ordinance changes. PW Director said wanted Council to have chance to look at them. Motion by Hanson to defer so we can look at the ordinance changes. Seconded by Knight. Vote: Aye. Unanimous. Motion passed. PW Director asked Hanson if wanted to go back to committee to discuss, Hanson said yes.

Council Pay Related to Substitutes. Hanson said question came up, with addition of substitutes, if substitute takes meeting, are they eligible to be paid \$187.50; would be 0 budget impact

because person missing meeting not be paid. He said looking for authorization from Council to make sure substitutes getting paid. Mayor Larson added only if there is one person there for meeting, if two present can still conduct business, then don't need substitute—substitute mainly to be able to conduct business. Motion by McPherson – I'll make a motion for that [to approve/authorize to pay substitute(s)]. Seconded by Maffrand. Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Maffrand-Aye; McPherson-Aye. Unanimous. Motion passed.

#### **DEPARTMENT HEAD REPORTS:**

Finance – Nicole Schneider – GFOA Conference went really well; biggest takeaway from meeting was that City doing everything should be doing; couple of keynote speakers who traveled around country and interviewed different cities about what people wanted to see in their cities and two things came up over and over was quality of life (e.g. parks, trails, activities, central downtown—all same things our community wants) and sidewalks and roads; we're on the right track. Thank you to staff, really good job. Really excited to have Mr. Emerson here as Community Economic Development Director.

Community Economic Development – Blaise Emerson – Thank you to Ron and Bob for being patient with a lot of questions. Trying to get familiarized with everything so we can get moving forward.

Public Works – Bob Kaufman – Big thank you to staff, did excellent job through rain events. Have construction work that's way behind schedule. Staff did really good job keeping up with stuff last week.

Public Safety – Jason Dubbs – Thank you to staff, especially Public Works staff for supporting our efforts during that time. Tell friends/neighbors to respect the waterways, it doesn't take a lot of water to push a car off the bridge; respect the barricades, don't drive around them—don't teach other people how to drive around them; understand that this is going to continue, there's more rain forecast and expect to have both of those roadways closed at least one more time this summer.

#### **COUNCIL MEMBERS:**

Council Member Maffrand – Giving update on the progress of the BASH; Council Member Hanson has agreed to take on the parade coordination; Dawn [Beltran] and Rob [Griffith] have agreed to take on coordination of auxiliary events; logistics are moving along; Reber Waste has said they will be donating garbage receptacles for the event. This past weekend, was able to take part in First Annual Billie Sutton Leadership Institute; 100 applicants, was 1 of 13 chosen out of entire state; extremely privileged and honored to be there; it was non-partisan how do we make South Dakota better type of seminar; learned lot of things want to bring back to help City; one assignment (because year-long commitment) is doing Community Engagement Plan, maybe tie into park issues, get AEDs in each park; there are grants available through AED manufacturers and American Heart Association; one thing will be working on.

Council Member Knight – There a way get road closures sent out on CodeRed as well? Got texts from county, but at least hour after roads were closed; only way know road was closed was P.D. vehicle there with lights on, which happy to see; think we could get word out better if can use CodeRed. PW Director said will work on details on how to make that work. Knight said was

glad that Police Department was able to maintain and watch those areas and get closed before we had too many bad problems.

Council Member Hanson – Will echo Knight’s comments. Thanks to staff, know there were some long hours by Police Department and Public Works staff, these flood incidents are not easy, our Voluntary Fire Department kicked in—the were helping out; there were a lot of people who went to work this weekend not anticipating having to do flood control that were pressed into service. Want to thank all our City staff, volunteers—the did fantastic job, did not loose any property, no homes lost, no lives lost. Thank you City staff for all that you do.

Council Member McPherson – Thanks to the City, P.D., Streets Department, you guys did awesome job. Had one complaint on road from Prairie View to Creekside, section from Creekside Drive to bushes. Can’t say thank you enough.

Council Member Beltran – Looking at kickball for the BASH (for adults), look at who want to get for kickball team.

Motion by Hanson to adjourn. Seconded by McPherson. Vote: Aye. Unanimous. Motion passed.

**ADJOURNMENT: 7:29 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 for 06/04/2019

AFLAC	\$	790.31
BRANCATO, ROBERT	\$	250.00
CREDIT COLLECTIONS BUREAU	\$	60.00
DEPT OF TREASURY- IRS	\$	25,687.42
HEALTH POOL OF SD	\$	1,489.48
OFFICE OF CHILD SUPPORT ENFORCEMENT	\$	66.68
SD DEPT OF REVENUE & REGULATION	\$	2,565.00
SDRS SUPPLEMENTAL RETIREMENT PLAN	\$	30.00
SOUTH DAKOTA RETIREMENT SYSTEM	\$	13,112.87
WEX BANK	\$	1,387.02
ACE STEEL & RECYCLING, INC	\$	9.87
ADVANCED ASSET ALLIANCE	\$	18.64
BERS, LLC	\$	776.00
BLACK HILLS AMMUNITION	\$	960.00
BLACK HILLS BUSINESS SOURCE	\$	3,619.10
BLACK HILLS ENERGY	\$	3,256.37
CENTURY LINK	\$	52.89
CORE & MAIN LP	\$	3,348.04
DALES TIRE AND RETREADING, INC	\$	168.00
FED-EX	\$	14.74
G & H DISTRIBUTING OF RAPID CITY INC	\$	14.08
G DETAILING INC.	\$	160.00
GODFREY BRAKE SERVICE & SUPPLY, INC	\$	783.18
HAWKINS INC	\$	1,242.00
HEDENSKOG, RONALD	\$	375.00
HIGHMARK, INC	\$	26,764.34
HILLS TOILET SERVICE	\$	240.00
KNIGHT SECURITY INC	\$	620.00
KTM DESIGN SOLUTIONS, INC	\$	2,731.51
MENARDS	\$	708.75
OFFICE DEPOT	\$	41.99
PENNINGTON CONSERVATION DISTRICT	\$	35.00
PLUMBING & HEATING WHOLESALE, INC.	\$	135.35
POWERHOUSE	\$	10.95
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$	798.00
RAPID CONSTRUCTION LLC	\$	19,542.59
SANDER SANITATION	\$	521.17
SD ONE CALL	\$	186.90
SDEDA	\$	104,621.15
TEMPERATURE TECHNOLOGY, INC	\$	872.45
USDA, RURAL DEVELOPMENT	\$	908,196.38
VERMEER HIGH PLAINS	\$	153.09
WEST RIVER ELECTRIC ASSOCIATION, INC	\$	28,388.51
**PAYROLL EXPENSES	\$	103,131.94
<b>TOTAL</b>	<b>\$</b>	<b>1,257,936.76</b>