

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, March 19, 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, City Attorney Kristi Vetri, Council Members Scott Allen, Dawn Beltran, Steve Cowley, Michael Hanson, Michael Knight, and Rick McPherson.

Also present were City Administrator/Finance Officer Nicole Schneider, Police Chief Jason Dubbs, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, Accountant Mandy Morris, and City Clerk Jermyer Washington.

Mayor Larson commented on changes to second page of Payroll (page 12) in agenda, needs to be replaced with payroll handout provided; one in agenda has incorrect information.

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

PUBLIC COMMENT:

COUNCIL COMMITTEE REPORTS:

- A. FINANCE, LEGAL, AND PUBLIC SAFETY
Michael Hanson, Steve Cowley, and Rick McPherson

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

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

- B. PUBLIC WORKS AND PLANNING AND ZONING
Michael Knight, Scott Allen, and Dawn Beltran

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

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

CONSENT AGENDA:

Motion by Hanson to Approve Consent Agenda Items A-I: (03/05/19 Council Minutes; Payroll; Claims; Disclosure of new hire personnel per SDCL 6-1-10; Public Works Streets/Parks Department Operator I since 02/18/2019: John Davis – \$35,644.92/annually, Public Works Water Department Operator I since 02/25/2019: Khalie Arch – \$35,644.92/annually; City Administrator sign Granicus (Agenda Software) contract; Briggs Street water and streets

engineering service agreement; Business License Application for “Queen of the South Boutique”; abatement property tax 501 Line Road; Election Board workers Mary Jo Hix, Jo Ann Blackweasel, and Thomas Baumker. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Absent; Knight-Aye. Motion passed.

NEW BUSINESS:

BMX Presentation – Justin Travis. Mayor Larson mentioned not a discussion item at this time and will decide on some things later. Justin Travis from USA BMX gave remote presentation through PowerPoint and audio; gave overview of purpose of presentation; he gave overview of USA BMX, what it provides and benefits. He showed video covering BMX Racing League and spoke on USA BMX Foundation which includes Race for Life, Warnicke Scholarship Fund, and educational programs (Track Modeling, STEM, and Read to Ride). Justin opened floor for questions. City Attorney asked Justin to explain costs of joining USA BMX and costs of races to Council. Justin said no buy-in costs for USA BMX, but he said there are per-race sanctioning fee of \$20, helps with membership and points processing; event insurance is \$30 minimum, with \$1 per rider after that, up to \$60 maximum (for local races), fees increase for larger races. City Attorney and Justin discussed if USA BMX involved with Rec. Dept. and not have sanctioned races. No other question, no action taken.

First Reading Ordinance 620 – 2019 Surplus Property. Motion by Hanson to approve. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Absent. Motion passed.

First Reading Ordinance 621 – Surplus Property (Patriot Water Tank). Motion by Cowley to approve. Seconded by Knight. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Absent. Motion passed.

DEPARTMENT HEAD REPORTS:

Finance – City Accountant – audit started this week, exit meeting tomorrow.

Public Works – Public Works Director – pretty nasty water break late Sunday, crew worked late, didn't get work completed until following morning. He also said someone questioned whether PW putting enough sand down on intersections/slick streets; he explained product using is sand/salt mixture from Department of Transportation, and it doesn't really activate until temperature is around 10-15 degrees—during cold temperatures, if put a lot down, just wasting because generally, wind blows it away. Council Member Allen commented on residents' sidewalks having snow pushed back on them by snowplows, and giant pile of snow near stop sign Bluebird/West Gate that impedes view; he said got comments about center of road being plowed, but no access to mailboxes for mail carriers to deliver. PW Director said have young group snowplow people—it's been educational process this year and will try to address this with staff.

COUNCIL MEMBERS:

Council Member Knight – want to thank Jason for invite to awards ceremony, very well presented. He said it made him feel proud of officers that City has, what they go through and what they do.

Council Member Hanson – would it be possible to move our committee meeting to 6 p.m. instead of 5:30? Mayor Larson said doesn't see why not. City Attorney said just need to post it.

Council Member Beltran – “spring ahead” on Sunday.

Comment:

Wes Rick – BEED – working on things trying to get straightened out, rewording things in list of goals; 5-year Plan just about revamped; think found appraiser; would like to invite Mayor to BEED meeting Thursday morning.

Council Member Knight – we'd like to move ours' to 6 also – Public Works.

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

ADJOURNMENT: 7:35 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 03/05/19			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	ARC International, Inc	\$3,527.50	CH Main Level Remodel - Jan 2019
2	Black Hills Energy	\$4,238.35	Utility Billing Feb/Mar 2019
3	Border States Electric Supply	\$31.68	AAA/AA Industrial Batteries
4	Box Elder Promotions	\$6,795.50	BID Occupancy Tax Jan 2019
5	Carquest #3951	\$898.30	ATF Mercon, V-Belt (CTY7295) & Wiper blades, bulbs for PD
6	Century Business Products, Inc.	\$1,092.36	Copier Printer Lease- Feb 2019
7	Coca Cola Bottling Company High Country	\$26.00	16.9oz Dasani Water 24Pack x4
8	Core & Main LP	\$19,125.00	Laptop & Software for new Meter Reading System, 6" Check Valve
9	D.C. Scot Surveyors, Inc	\$613.50	Survey Plat- Lot 1/2 of Track C
10	DOT Finance Office	\$319.96	Statewide Bridge Inspections
11	Drain Masters	\$450.00	Line Pressure Jetter Services
12	Global Equipment Company, Inc	\$578.45	Janitor Cart, Mop Bucket for CH
13	Harvey's Lock & Security	\$2.00	Duplicate Key- Records Room
14	Hurco Technologies, Inc	\$1,366.84	Slick Stick, Lube for Curbstops
15	Jenner Equipment Company	\$26.73	Seal for Windshield Door- Bobcat
16	Kaufman, Bob	\$69.50	Perdium: SD Trans/Construction Seminar- Oacoma, SD
17	L-3 Com Mobile-Vision, Inc	\$2,260.00	Wireless Access Point, Server, Body Cam's X6
18	Larson, Larry	\$63.83	Reimbursements: Mileage, BH Forum & Press Club Meal, EAFB Annual Award Meal Ticket
19	Lighting Maintenance Co	\$14,350.00	New Bases for Ex61/Ramp, Elkvale
20	Love's Travel Stops & Country	\$6,079.24	Fleet Fuel 1.26.19-2.24.19
21	Mckie Ford Lincoln, Inc.	\$46.24	Motorcraft Oil x5, Oil Filter
22	National Association of SRO	\$495.00	Basic School Resource Officers Training Course
23	Northwest Pipe Fittings, Inc	\$1,791.68	Repair Kit, 2-way bras valve body, Well 5- Megatape PTFE Thread
24	Office Depot	\$916.30	Printer Paper, Banker Boxes, Envelopes, Pens, Ink Refills, Labels, Notary Stamps/Embossers
25	Pennington County Highway Department	\$5,754.72	110 Tons Sanding Materials, Hauling & Admin Fee
26	Rapid City Journal C/O Lee Ent	\$284.18	Council Meeting Minutes 1/15/19, Resolution 19-01, Ordinance 619
27	Rapid Construction LLC	\$18,840.30	N. Ellsworth/ 225th Water Maint
28	Runnings Supply, Inc	\$121.85	Spray Bottles, Laundry Bag, Ice-Melt Sprayer
29	SD Department of Public Safety	\$780.00	Teletype Services: 1 Year Subscription
30	SD One Call	\$94.50	Jan 2019 Locate Tickets
31	Sensus Metering Systems	\$470.60	Repair- 4090C Auto Water Meter Read Gun
32	Temperature Technology, Inc	\$10.90	Well 6 - Relay Supplies
33	Tyler Technologies Inc	\$250.00	TCM Joseph Bader Consulting
34	West River Electric Association	\$26,738.42	February 2019 Electric
	SUBTOTAL	\$118,509.43	
	Loan Payments		
35	USDA, Rural Development	\$8,182.00	Water Bond #9 Mar 2019: Principal: \$3174.22, Interest \$5007.78
	TOTAL	\$126,691.43	
	Hand Checks/Payments		
1	Aflac	\$1,580.62	Payroll 3 & 4 Insurance
2	Credit Collections Bureau	\$60.00	Payroll 4 Insurance
3	Delta Dental of South Dakota	\$2,445.24	Payroll 3 & 4 Insurance
4	Deluxe Small Business Sales,	\$274.24	500 Laser Checks
5	Department of Treasury- IRS	\$21,920.03	Payroll 4 Insurance
6	Health Pool of SD	\$32,108.28	Payroll 3 & 4 Insurance
7	First Western Insurance Agency	\$50.00	New Notary: R. Kaufman
8	Office of Child Support Enforcement	\$66.68	Payroll 4 Garnishment
9	Robert Sharp & Associates, Inc	\$276.00	2019 Website Host- Jan through Jun 2019
10	Sander Sanitation	\$521.17	Waste Disposal-JanFeb 2019
11	SDRS Supplemental Retirement Plan	\$30.00	Payroll 4 Retirement
12	South Dakota Retirement System	\$22,677.49	Payroll 3 & 4 Retirement
13	Teamsters Local No. 120	\$645.50	Payroll 3 & 4 Union Dues
14	Verizon Wireless	\$1,585.40	Jan/Feb 2019 Phone Charges
15	Secretary of State	\$30.00	New Notary: R. Kaufman
	TOTAL	\$84,270.65	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	Edwards, Jason	\$27.08	Finaled Account, Credit Balance Refund
2	Dixon/Grant, Terrance/Mariah	\$42.94	Finaled Account, Credit Balance Refund
3	Brewer, John	\$17.66	Finaled Account, Credit Balance Refund
4	Lowe, Margeau	\$27.29	Finaled Account, Credit Balance Refund
		\$114.97	
	GRAND TOTAL	\$211,077.05	