

**CITY OF BOX ELDER CITY COUNCIL MEETING MINUTES**  
**Tuesday, March 17, 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 Lead Assistant Finance Office Mandy Morris, Community and Economic Development (CED) Director Blaise Emerson, Public Works (PW) Director Bob Kaufman, and City Clerk Jermy Washington.

**Approve the Order of Business**

Mayor Larson removed Item 11D (Chamber Mixer); event cancelled. Added 15F (Review and Approve New Reporting Structure for Splitting City Engineer's Office from Public Works Director, Effective Date of 14 April) under New Business.

Motion by Knight to approve the order of business. Seconded by Rob Griffith. Vote: Aye. Unanimous. Motion Passed.

**Executive Proclamation: Purple up! For Military Kids' Day & Month of the Military Child Proclamation.**

Mayor Larson read proclamations for "Purple Up! For Military Kids' Day" & "Month of the Military Child" for April 17, 2020 and April 20, 2020; gave brief overview.

**Public Comment**

Public Comment from Leroy Hix.

**COUNCIL COMMITTEE REPORTS**

**Finance, Legal, and Public Safety Committee**

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

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

**Public Works, Planning and Zoning, and Community and Economic Development Committee**

Motion by Beltran to accept the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion passed.

Motion by Beltran to adopt the Public Works, Planning and Zoning, and Community and Economic Development Committee Report. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

## CONSENT AGENDA

- A. Approve the March 3, 2020 Council Meeting Minutes
- B. Approve the Claims List
- C. Sewer Department Vehicle Purchase
- D. 2nd Reading of Ordinance #648 - An Ordinance Adopting the Official Zoning Map of the City of Box Elder Entitled "City of Box Elder Zoning Map" and Repealing Any Previously Adopted Maps and All Amendments Thereto.

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

## INFORMATIONAL ITEMS

**Demco Software | Spaces - <http://boxelder.evanced.info/spaces/>  
New User Application for Use of City Facilities  
Facility Use Policy  
Hold Harmless Agreement**

Assistant Finance Officer gave overview; discussed details of software. No action taken.

**Requirements for Alcohol  
Special Event Alcohol License/Consumption Permit application(s)  
Temporary Liquor License Template**

Assistant Finance Officer gave overview. No action taken.

### **2019 Audit Presentation - Casey Peterson, Ltd**

Deidre Budahl (Casey Peterson, Ltd) presented City of Box Elder 2019 Audit Report. No action taken.

## NEW BUSINESS

**Minor Plat #200027 - Application by D.C. Scott Surveying on behalf of JoAnn Pelletier for Tract A of Pelletier Addition, Section 19, T2N, R9E, B.H.M., Box Elder, Pennington County, South Dakota more generally described as northeast corner of Radar Hill Road and Wilo Road.**

CED Director gave background; discussed details. Motion by Talich to approve with the three stipulations.

1. That the east 33 feet of Section Line Highway plus an additional 17 feet of right-of-way shall be dedicated for Radar Hill Road;
2. That the north 33 feet of Section Line Highway shall be dedicated as right-of-way for Wilo Road to the east property line of Lot 1 of Lot C of Wilo Subdivision; and,
3. The Box Elder sewer main easement shall be identified on the plat.

Seconded by Knight.

Vote: Aye. Unanimous. Motion passed.

**Minor Plat #200028 – Application by Ruth O’Neill for Tract A1 and Tract A2 of Hindman Subdivision, Section 9, T2N, R9E, B.H.M., Meade County, South Dakota more generally described as 660 feet north of the intersection of 150th Avenue and Tyler Trail.**

CED Director gave overview. Motion by Hollinshead to approve. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

**VAST Easement Request**

PW Director gave background. Motion by Knight to approve. Seconded by Hollinshead. Vote: Aye. Unanimous. Motion Passed.

**BUILD Planning Grant Application**

PW Director gave overview; discussed details of grant and application. Motion by Hollinshead to approve. Seconded by Thomas. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Joint Powers Agreement for Pennington County Tax Increment District #4.**

CED Director gave overview; Attorney discussed. Motion by Talich to approve. Seconded by Knight. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**Review and Approve New Reporting Structure for Splitting City Engineer’s Office from Public Works Director, Effective Date of 14 April.**

PW Director gave explanation; discussed titles. Motion by Hollinshead to approve. Seconded by Beltran. Roll Call: Beltran-Aye; Griffith-Aye; Hollinshead-Aye; Knight-Aye; Talich-Aye; Thomas-Aye. Unanimous. Motion passed.

**DEPARTMENT HEAD REPORTS**

Public Works – Bob Kaufman – discussing what might do staff modifications to keep things going; primary goals keep water on and plowing streets.

**EXECUTIVE SESSION**

Motion by Knight to enter into Executive Session. Seconded by Talich. Vote: Aye. Unanimous. Motion passed. Entered Executive Session at 7:48 p.m. Out of Executive Session at 8:07 p.m. No action taken.

**ADJOURNMENT**

Motion by Hollinshead to adjourn. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.  
Meeting adjourned at 8:08 p.m.

**Seal:**

**Attest:**

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**Larry Larson**  
Mayor

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**Nicole**  
City Administrator/Chief Finance Officer

## BOX ELDER CLAIMS LIST 03/17/2020

ACE STEEL & RECYCLING, INC	\$404.77
BAN-KOE SYSTEMS, INC	\$127.60
BLACK HILLS CHEMICAL & JANITORIAL	\$473.37
BOX ELDER TRUE VALUE	\$261.58
BRANCATO, ROBERT	\$250.00
CITY OF RAPID CITY	\$283.94
COCA COLA BOTTLING COMPANY HIGH COUNTR	\$175.50
CODE WORKS, INC.	\$883.96
CORE & MAIN LP	\$1,660.92
DAKOTA SUPPLY GROUP	\$156.23
DAVID STRATTON	\$300.00
DEPT OF TREASURY- IRS	\$52.70
EPIC OUTDOOR ADVERTISING	\$525.00
FRONTIER PRECISION INC.	\$822.00
GREAT WESTERN BANK	\$33,249.66
GREAT WESTERN TIRE	\$11.96
HATCH TRUCKING LLC	\$880.00
HAWKINS INC	\$1,364.60
INTERSTATE ALL BATTERY CENTER	\$99.90
KT CONNECTIONS, INC	\$9,450.31
LAKOTA CONTRACTING, INC	\$2,131.45
LAMAR COMPANIES	\$509.00
MATHESON TRI-GAS INC dba LINWELD	\$673.25
MCKIE FORD LINCOLN, INC.	\$38.39
MIDCONTINENT COMMUNICATIONS	\$523.54
MIDCONTINENT TESTING LABORATORIES, INC	\$225.00
NORTHERN TRUCK EQUIPMENT CORP	\$48,950.00
OLHEISER, DALE	\$795.00
PLUMBING & HEATING WHOLESALE, INC.	\$254.62
QUALIFIED PRESORT SERVICE, LLC	\$757.86
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$667.72
RECORD STORAGE SOLUTIONS	\$288.98
RED WING SHOES	\$249.98
ROBERT SHARP & ASSOCIATES, INC	\$66.30
S&S AUTO BODY SHOP	\$5,078.20
SAFETY-KLEEN	\$176.42
SANDER SANITATION	\$25,001.28
SCHERR, KRAIG	\$170.50
SCHMANSKI, KRISTEN	\$68.14
SD DEPT OF REVENUE & REGULATION	\$21.20
SD ONE CALL	\$68.25
SERVALL UNIFORM & LINEN SUPPLY	\$54.77
SOUTH DAKOTA RETIREMENT SYSTEM	\$39.42
TITAN MACHINERY	\$48.15
TYLER TECHNOLOGIES INC	\$150.00

US BANK VOYAGER FLEET SYSTEMS	\$6,439.61
AZURE/WEST, JEREMY/AMELIA	\$31.76
DOCK, BRYAN	\$29.35
DUMMER, LYNN/KARLYNS	\$64.68
HAPPY ACRES PARK LLC	\$16.76
HARBOR POINTE PROPERTIES LLC	\$31.76
HARBOR-POINTE PROPERTIES,LLC	\$31.76
HATCH, TREVOR/ALEXA	\$65.40
K & D CONSTRUCTION	\$33.76
RAUE, ANNA	\$57.46
RICHARDS, NANCY	\$233.67
SAINT PATRICK LLC	\$87.40
TNT HOMES & CONSTRUCTION	\$33.76
VERSATILE CONSTRUCTION CO LLC	\$50.76
**PAYROLL EXPENSES	

GG	\$4,726.26
FO	\$9,248.52
PD	\$49,260.46
STREETS	\$12,264.11
PARKS	\$8,696.49
CED	\$3,194.69
PZ	\$8,452.88
WATER	\$14,914.41
SEWER	\$12,315.43
GARBAGE	\$791.38

**TOTAL:**

**\$269,513.94**