

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, May 16, 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. Call meeting to order

2. Moment of Silence/Pledge of Allegiance

3. Roll Call

Council members Scott Allen, Steve Cowley, Bruce Hegel, Mike McPherson, and Tricia Weathers were present Mayor Larry Larson, Chief of Police Jason Dubbs, Public Works Director Bob Kaufman, Planning & Zoning Director Ron Koan and City Administrator/Finance Officer Nicole Schneider were also present.

4. Approve Agenda

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

5. CONSENT AGENDA: Agenda items A through J 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.

A. To approve the reading of the May 2, 2017 Common Council Meeting Minutes.

B. To approve Payroll 10 (April 16 to April 29) Total Payroll \$57,354.73; General Government: \$2,505.38; Finance Office: \$8,609.96; Police Dept.: \$22,326.06; PW Street Maintenance: \$5,422.45; PW Animal Control: \$521.59; PW Parks: \$3,061.75; Planning & Zoning: \$5,088.89; Planning & Zoning Board: \$750.00; PW Water Production: \$3,519.63; PW Water Distribution: \$4,430.54 and PW Sewer Collection: \$1,118.48.

C. To approve the claims, loan payments, and hand checks.

D. To approve renewal of retail (on-off sale) malt beverage license & SD farm wine for D&S Central Inc at 316 Villa Drive.

E. To approve renewal of retail (on-off sale) malt beverage license for Atlantis LLC – Palms Pub at 1520 Elk Vale Road #2.

F. To approve renewal of retail (on-off sale) malt beverage license for Atlantis LLC – Palms Sports Bar at 1520 Elk Vale Road #1.

G. To approve renewal of package (off-sale) Malt Beverage license for Dollar General Store #15078.

H. To approve renewal of package (off-sale) malt beverage license for J & L Market at 520 N Ellsworth Road #1B.

I. To approve renewal of retail (on-off sale) malt beverage for The Jug Liquor Store at 135 S Ellsworth Road.

J. To approve Business License Application for Farmers Insurance.

6. To discuss and decide action on Consent Agenda Items A-J

Motion to approve items A-J by Weathers, seconded by Cowley. Vote aye: unanimous.

7. CITY BUSINESS:

SWEAR IN NEWLY APPOINTED FINANCE OFFICER:

Oaths of office administered to Nicole Schneider

A. LEGAL: Officially recognize Jeff Hollinshead, Council President, as the second vote on the Rapid City Metropolitan and Planning Organization.

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

B. COUNCIL MEMBER WEATHERS: To approve agreement with Zac Tenneboe to provide entertainment (Magic and

Comedy Show) and for payment (Deposit \$180, Final Payment \$720) for the Box Elder Bash. Motion by Allen, seconded by Cowley to approve agreement. Vote aye: unanimous.

C. PUBLIC WORKS: Authorize Mayor to sign change order 1F, Ghere Well Rehabilitation study and authorize final payment to Water Drilling Resources, \$15,178.56. Motion to approve by Hegel, seconded by McPherson. Vote aye: unanimous.

D. PUBLIC WORKS: To discuss and decide action Resolution prohibiting water connections outside the City limits. Motion to approve resolution by Weathers, seconded by Cowley. Vote aye: unanimous.

E. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Resolution of Intent for Business Improvement District #2 deferred from Council meeting on 5/2/17. Motion to defer by Allen, seconded by Cowley. Vote aye: unanimous.

F. PLANNING/ZONING DEPARTMENT: To discuss and decide action on second reading, ordinance #576, Title 150 Building Construction. (Reviewed by Legal) Motion to approve by Weathers, seconded by Cowley. Vote aye: unanimous.

G. PLANNING/ZONING DEPARTMENT: To discuss and approve fireworks sales license for Carolyn Handdenham. Motion to approve by Allen, seconded by Cowley contingent that the required paperwork has been returned. Vote aye: unanimous.

H. PLANNING/ZONING DEPARTMENT: To discuss and approve fireworks sales license for All American Sales. Motion to approve by Weathers, seconded by Allen. Vote aye: unanimous.

I. PLANNING/ZONING DEPARTMENT: To discuss and decide action Ordinance #577 for rezoning properties along Box Elder Road. Motion to defer by Weathers, seconded by Hegel. Vote four ayes, one abstained.

J. PLANNING/ZONING DEPARTMENT: To discuss and decide action on lot line adjustment plat for Cheyenne Pass Subdivision for Lots AR, F6R & F7R. Motion by Hegel, seconded by Weathers to approve. Vote aye: unanimous.

K. FINANCE DEPARTMENT: Resolution to approve agreement between Box Elder and Great Western for banking services. Motion to approve by Hegel, seconded by Weathers. Vote aye: unanimous.

L. COUNCIL MEMBER WEATHERS: The authority of the Mayor to execute an agreement with Premier PyroTechnics for fireworks display for the Box Elder Bash. Motion to approve by Allen, seconded by Cowley. Vote aye: unanimous.

8. DEPARTMENT HEAD REPORTS:

Mayor: Board meeting with South Dakota/Ellsworth Development authority, they approved the pass through the old Vandenburg Building. Attended Open House for Biodiesel's Running Facility east of town with Bob. It is all set up and ready to go. On May 13, 2017, I attended an American Legion Awards breakfast. Officer Gene Lansdowne received an award for outstanding city and community service.

Police: From 2 May to 15 May there were 259 calls for service, 32 cases were generated from those calls for service. There were 5 arrests, 18 citations issued, 20 warnings issued, there were 5 non-injury accidents and 1 fatal accident, as well as 2 DUI arrests. We attended the American Legion breakfast, Officer Gene Lansdowne was selected for Officer of the Year, was a very nice breakfast and presentation. We appreciate their support. Introduced John Cargill as our newest officer. John comes from South Dakota Highway Patrol Division Motor Carrier Enforcement and we are lucky to have him. Rifle training continues, we are rotating every single officer and reserve officers through the training which is a joint training exercise with the Sheriff's Office. I will be out of the office Thursday because I have to attend this as well. It is Law Enforcement Memorial Week, we attended the retreat ceremony on Ellsworth AFB yesterday, Police Chief Cornel Jager spoke, and we just got back from attending a parade on base. Tomorrow, Chris Swan, a reserve officer and I will be attending a short run/walk for the Special Olympics in Spearfish for the opening ceremony and the torch run.

Public Works: We have had some damage done to the roof panels of the Cheyenne Pass Reservoir Tank. We have been doing some research and found that this has happened in the past, it should not be happening again this quick so I've been in discussion with the tank representative at Great Plains Structures. They are in discussions with AquaStore, our

tank supplier, about a better solution in replacing those existing panels. Publics Work Committee is aware that I have had some concerns about our water levels in the Deer tank and the Big Blue tank because their primarily feed by well #4, and the last couple of weeks we are starting to see a downward trend at our ability to keeping those tanks full overnight. When we get days with plenty of rain, run off water helps us catch up a little bit but with that in mind, the water study that we had completed by KLJ recently had a recommendation for a water main connection between Prairie subdivision and Creekside subdivision. Hopefully at the next meeting we will have more information for you so we can get that project started. That will relieve a bottleneck that we have in getting water from the #6 and #5 wells to get a better water supply on this side to alleviate this problem. Had a meeting this afternoon with members of the Ellsworth Air Force Base Water Department staff, we talked about these two items and a couple others that we could possibly initiate a partnership to work on the redundancy program, which is part of the reason Deer Well was placed where in its current location. It was initially intended to be an addition water supply, an emergency water supply, for the base and vice versa. Unfortunately, when you put two tanks at the exact same elevation the only flow you can get between the two tanks is whatever it is to equalize the water level of both tanks. The graveling project is out for bid so we will be opening bids on that on June 1st and probably will be seeing something by June 6th meeting. Also, we received recognition and certificates from the South Dakota DENR, for our drinking water program. Letter stated, "South Dakota Department of Environment and Natural Resources announced today that the City of Box Elder Public Water system and the system's operations specialist have been awarded the Drinking Water Certificate of Achievement Award. "We cannot live without water, it's just that simple" said South Dakota DENR Secretary Steve Warner. With these awards, DENR solutes the best drinking water systems and operations specialist who deliver safe water 24 hours per day to the customers that successfully meet all the requirements of the Drinking Water Act over the last year. The Systems Operations Specialist are Allen Steier, Doug Linton, Roger Olson, Mike Lemley, and Colt Bentley. To qualify for the Drinking Water Certificate of Achievement Award the public water system and the operations specialist must meet all the following requirements for 2016; compliance monitoring and reporting, drinking water standards and certification requirements." Therefore, I would like to extend a big thank you to my staff.

Finance: Everybody received an updated sales tax and property tax sheet. We received a check today for property taxes which falls in line with the right time frame to be receiving them. Fiscal year 2015 audit was completed by the auditor and he will be presenting on June 20th. We have a manual migration that starts tomorrow with the utility billing so we will be very busy entering 2,550 accounts. The Economic Development Director's Position grant application has been submitted to the state; it is due by the 31st of July so we are early and we hope to be hearing back from them before that. Union contract meetings are scheduled to start on June 21st. We also have quite a few training classes coming up. I have financial audit workshop May 22nd to the 24th. Four of us have Human Resource school June 6th and 7th, and Finance Officer School for Rebecca Davis and I from June 7th to the 9th.

Planning & Zoning: Interviewed with a couple cycles of the traffic study near the school and had proposals from a couple different agencies. We are waiting on pricing and costs from one of those and will be bringing those to the council once those come in.

City Attorney: Introduction of Attorney Kim Pearson, works with Rex Hagg, who will be filling in for Rex when he is unavailable.

9. COUNCIL REPORTS:

Allen: Thank everyone for coming tonight.

Cowley: Welcome John Cargill.

McPherson: None.

Hegel: Welcome John and thank everyone for coming. Budget hearing is in July and will be getting dates in soon.

Hollinshead: None.

Weathers: Reviewing the contract with alcohol sales, a couple mistakes were found, the generator rental that Alice uses for the day is not an accepted expense for her to deduct in calculating net profits nor is her insurance. I would like to have a discussion about having Rex redraw an agreement and perhaps make it a five year agreement so she can put in expenditures for tents and stuff like that for this event. It will also give us some ease in future planning. She did great last year. She's a professional and knows what she is doing and her invoice is always very detailed when she gives it to us. If there is anything left over from the event she does a sale at her bar, anything from the sale counts as Bash sales that potentially comes to us as Bash revenue as well. Scott and Cowley onboard with having a discussion about redrawing her contract. I also would like to review a multi-year agreement for the demolition derby and for fireworks for easier planning in the future.

10. OTHER REPORTS:

Economic Development: No report.

11. CITIZEN INPUT: From the May 6th Journal, Craig Baltisar, Head of the Civic Center in Rapid City, recorded that he has been interviewed a couple times about the proposed Conventional Center being built in the Box Elder Area, he stated he did not know very much about it. Brown stated that the City Council of Box Elder is fairly progressive, LanGuff feels that there needs to be a better educational platform of how the Civic Center is funded, how it impacts the area, and how it is important to Rapid City. Thank you for listening to the concerns of the citizens on these new ordinances. There also was a possible suggestion on extra water resources.

12. EXECUTIVE SESSION: No session held.

13. ADJOURNMENT: at 7:48 pm

Motion to adjourn by Allen, second by Weathers. Vote aye: unanimous.