

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, November 6, 2018
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 call was taken. Present were Mayor Larry Larson, City Attorney Kristi Vetri, Council Members Scott Allen, Dawn Beltran, Steve Cowley, Michael Hanson, Rick McPherson, and Michael Knight.

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

Mayor Larson – separate Claims list, BID #2, need to add First American Title Company for Box Elder Event Center Draw #10, \$42,600.00. Addition to Consent Agenda (Item O) Health Pool Quote, discussed earlier during Legal, Finance, and Public Safety Committee Meeting.

Motion by Cowley to approve Order of Business with addition, Seconded by Knight. Vote Aye: Unanimous.

COUNCIL COMMITTEE REPORTS:

A. FINANCE, LEGAL, AND PUBLIC SAFETY

Michael Hanson, Steve Cowley, and Rick McPherson

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

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

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

CONSENT AGENDA:

Motion by Hanson to Approve Consent Agenda Items A-O. Seconded by Cowley. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

UNFINISHED BUSINESS:

Dennert Payment Plan. Assistant Finance Officer (AFO) spoke and gave background of water leak, MOU(s) with Ellsworth, communication with Dennerts, and their requests. William Dennert spoke and gave overview of water bill and questioned two different rates charged. AFO clarified the calculation of the water rates and Public Works Director commented on sliding scale – reducing rate when volume gets higher. Mr. Dennert spoke and gave calculations (amount/month) that they had completed; AFO questioned Dennert calculation, then explained that the calculation done differently and can go over calculations with them at later time. Mrs. Dennert spoke and explained their understanding of MOA. City Attorney spoke and gave explanation on contracts between the City, Ellsworth, and residents, and warned about setting precedence. The Dennerts explained about not seeing any water from the leak or any drop in water pressure. Allen spoke on water leaks forgiven by City in past, and willing to take \$2500 off bill and finance rest for a year at out of town rate. Beltran

commented on if doing that, should lower time for payment and not extend for a year. Public Works Director commented on setting dangerous precedence. Motion by Hanson to allow 18-month payment plan for the full balance (\$5,005.64), with no interest accumulating, no negative credit bureau reporting, and no late fees be added to current payment plan. Seconded by Cowley. Roll Call: Allen- Nay; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Nay; Knight-Aye. Motion passed.

BMX Track Discussion – 2019 Season and Insurance. Bill Sumners spoke on concerns and wanting to keep everything running the same, the track being good advertising for the City, not being a liability to the City, wanting to break even, and track insurance. Mayor Larson commented on discussion being on 2019 season and insurance. City Attorney spoke on previous meetings and about going ahead and scheduling 2019 season; spoke and gave overview of BMX Track insurance and issues surrounding it, and recommends Council go ahead and approve 2019 racing season under condition that USA BMX comes through with insurance plan; also commented on requirements (e.g. no trespassing signs, fencing) for the insurance. Further discussion on BMX Track being on City Property and what is needed to keep track open for next season. Motion by Hanson to continue forward to allow 2019 season as current track as long as City Attorney, Sumners, SDPAA, and BMX America can come to some form of an agreement on the insurance, and that meets your standards and there is a whole harmless agreement drafted and brought to Council for approval. Seconded by McPherson. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

NEW BUSINESS:

Review and Discuss Council Attendance Policy. Motion by Hanson to defer this one to next Council Meeting. Seconded by Allen. Council Member Hanson explained reason for deferring. Council Member Allen spoke on remedial action and questioned why expulsion is only option under “Absences”; City-sponsored events should be removed. Council Member McPherson voiced concern over some items in policy and difficulty attending meetings due to 40-hour work week. Further discussion on absences with “good cause”. Public Comment – Jane Maine – spoke on how meeting dates are set prior to Council Members being elected and how Council Members should be responsible to know their availability during scheduled Council Meetings. City Attorney commented on Title III and wanting to have new attendance policy in Title III. Council Member Allen requested portions of Title III be sent to Alderman as they are completed. Hanson – I would call the question. Voice Vote: Aye. Unanimous. Motion passed.

Discuss New City Collection Agency (AAA). City Administrator gave overview and explained reasons for asking to move to new collection agency. Overdue accounts discussed. Motion by Hanson to approve. Seconded by McPherson. Roll Call: Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; McPherson-Aye; Knight-Aye. Motion passed.

First Reading of Ordinance #615. Motion by Hanson to approve. Seconded by Allen. Vote: Aye. Unanimous. Motion passed.

DEPARTMENT HEAD REPORTS:

Finance – Employee Recognition December 8th and Journey Museum from 10 a.m. to 3 p.m.

Public Works – Bob Kaufman – submitted grant application for Well #10; received notice that application process was putting proposal on State water plan, board taking action Thursday to put on Water Plan, once on Water Plan, DENR can review–process going forward. Compiling information about grant applications for Community Park development. Ellsworth Water Line Project proceeding well, met with Rapid Construction and Site Works about details on water line possession. Continuing interviews and staff upgrades. Mayor Larson asked verification that signs are done on I-90 and Radar Hill Road; PW Director –yes.

Public Safety – Chief Dubbs – talked with Law Enforcement Training administration, everything’s on track and Daniel Dove should be graduating next week.

COUNCIL MEMBER REPORTS:

Council Member Allen – would like Council to consider some type of hardship policy to deal with water issues, high bills, so have something official that doesn't bounce us around and set a precedence—a flat policy to follow for every kind of instance. For Public Works, Planning and Zoning Committee, would like to start seeing Title 15, looking into some things, general reviews and exceptions, stuff we've had complaints from people here recently-would like to see addressed instead of stalemated.

Council Member Hanson – do we have someone going around checking streetlights? Northern Lights getting pretty dark. Council Member Beltran commented on light on Liberty being out, one up from Truck Stop. Assistant Public Works Director commented on contractor working on proposal to provide light maintenance. Public Works Director explained how light maintenance works (City notified, City calls, contractor fixes). Council Member Hanson and Public Works Director discussed extra lights being placed.

Council Member Beltran – what is going on at Veteran's Park? Public Works Director – upgrades to sewer lift station, getting water line run in there. Projected finish date by first of the year.

Motion by Hanson to adjourn. Seconded by Allen. Vote: Aye. Unanimous. Motion passes.

ADJOURNMENT: 8:24 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 11/06/18			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	Absolute Cleaning	\$770.00	Cleaning Services Nov 18- x 7
2	Ainsworth-Benning Construction	\$3,120.97	PayApp6 - BE Welcome Signs
3	BERS, LLC	\$480.00	Yard Waste Dupsters
4	Black Hills Energy	\$1,754.38	Utility Billing Sept/Oct 2018
5	Bound Tree Medical	\$2,020.72	CPR Training Supplies
6	Box Elder Promotions	\$9,399.00	Sept 18 Occupancy BID #1 Tax
7	Box Elder True Value	\$394.07	Hillman Fastners, Impact Driver Kit, Sockets, Key, Rings, Containers, Cups, Air Dusters, Stakes, Screws, Ice melt, Padlock, Landscape Foam, Water, Wiper Blade
8	Cable Communication Services	\$3,000.00	Street Light Cableing Bores
9	Carquest #3951	\$506.20	Tires for Jetter Trailer, Wipers/Scrappers for Plows, Switch Rocker, 9/16 Wrench, Winter Tune-Up parts
10	Century Link	\$53.01	Phone Security Bandit Ball
11	Chris Supply	\$8.99	Batteries for Meter Reader
12	Core & Main LP	\$5,482.58	Meter: West Sunnydale/ RHR, Plastic Inserters, Subsurface Mag Locator
13	Cory's Tri-State Tire Factory	\$4,046.94	Maintenance for CTY8002- Impala
14	Diesel Machinery, Inc	\$3,675.00	Rental Doosan Loader, Freight to Haul Unit Back- Training
15	Duhamel Broadcasting Enterprises	\$392.00	Salute to Ellsworth: Sept 2018 KDDX- FM
16	Express Collections, Inc	\$135.31	Collection Fees Sept 2018
17	Galls, LLC	\$492.96	Uniform Nameplates, Tactical Jackets - CSO and New Officers
18	Great Western Tire	\$2,813.00	New Tires - Gold Dodge Ram, Maint for 2B4060- Alignments
19	Grimms Pump & Industrial Supply	\$57.19	Fuel Filter for Fuel Truck
20	Hagen Glass, Windows, & Siding	\$193.80	Maintenance on Event Center Door
21	Harvey's Lock & Security	\$626.76	Re-Keying Water Facilities
22	Hawkins Inc	\$95.00	Chemical Feet Meter Tube
23	Intoximeters	\$3,250.00	10 Alco- Sensors, Mouthpieces
24	Kadrmass, Lee, & Jackson, Inc	\$85.00	Sewer Lift Station- Design/Bid
25	Kelly Enterprises, LLC	\$5,258.23	New Roof/ Door - Lift Station
26	Kimball Midwest	\$412.90	Parts: Washers, Fittings, Screws,
27	Kirschenmann, Dean	\$8.51	Gloves: Dean K- Clothing Allowance 2018
28	Knight Security Inc	\$150.00	Cut Manhole Covers X6
29	KT Connections	\$25,915.47	Install Server Rack, APC, Cabling in Server Room, Climate Monitoring, Laptop for SRO, Adobe for Admin Assistant, Adobe for GIS Computer
30	Lamar Companies	\$509.16	Billboard Ells 10/10-11/09 - 2018
31	Liberty Chrysler Center, LLC	\$24.67	Blinker Switch for Gold Ram
32	Lighting Maintenance Co	\$2,426.31	Conduit for New shop Yard
33	Love's Travel Stops & Convienent Store	\$6,567.70	Fleet Fuel - 9/28/18-10/27/18
34	Maine, Jane	\$62.50	Event Center: 9/13, 6/15, 10/13 - 2018
35	McKie Ford Lincoln, Inc	\$96.21	Maint. For PD - CTY5684
36	Menards	\$699.88	5000 PSI Concrete mix, bootscrapper cinder, vehicle floor mats, Sweep Adhes Brass, 25' Tape ,Kennel Clamp, Latch Kit, Cleaning Supplies, Water Break Truck Light,
37	Museum Alliance of Rapid City	\$175.00	Adelstein Gallery- Room Deposit for Staff Appreciation Event 12/8
38	Northwest Pipe Fittings, Inc	\$458.77	Water Repair: 25 Douglas/ Break
39	Office Depot	\$296.81	Poly Fastner Foldres, Desktop Book, Sticky Notes, Pens, Envelopes, Highlighters
40	Pete Lien & Sons, Inc	\$7,168.65	Gravel for Street Maintenance, Gravel Cushion/Limestone
41	Powerplan OIB	\$1,553.00	Rental of Loader, Backhoe Tooth & Pin, Fastners/Tooth Fangs- Training
42	Professional Excavating, Inc	\$63,037.66	Roadway Shaping
43	Rapid City Journal	\$1,066.29	Reso: 18-29, 18-28, 18-30, 18-31, 18-32, CCM Minutes 9/18 & 10/2, Ordinance 611, 612, 613, 614
44	Rapid Construction LLC	\$191,513.49	PayApp#1 & PayApp#2- Ells/225th Water Extension
45	Rossmann Trucking LLC	\$3,540.00	Wood Chips: Community Park - New Playground Equipment
46	Runnings Supply, Inc	\$285.90	Clothing Allowance: T. Wilson
47	Rushmore Communications Inc	\$1,929.20	Radio and Supplies
48	Schneider, Nicole	\$146.88	GFOA: Mileage Reimburesement
49	SDEDA	\$23,000.00	Debt Obligation: MOU CCM 10/2
50	Simon Contractors of SD	\$841.73	Supplies for Pot Hole Repairs, Box Elder Road/ Ells Road
51	Summit Signs & Supply Inc.	\$1,720.00	Anchor Plates/ Hardware Gauge, No parking between signs, Survey Flags for Locates, Yard Waste Site Closure Sign
52	Survival Armor, Inc.	\$1,485.20	Under Armor Plates
53	Temperature Technology, Inc	\$95.00	Well Pump Program/ controls
54	Time Equipment Rental & Sales	\$287.01	Clutch, Switch, Spark Plugs
55	Tyler Technologies Inc	\$150.00	TCM- J. Badger Consulting Fee
56	Ultramax Ammunition	\$860.00	Department - Amerian Eagle Ammo

57	USA Bluebook	\$99.15	Grade 2 Grease X12
58	Vetri, Kristi	\$397.50	IMLA Conference: Reimbursement / Perdiem
59	West River Electric Association	\$26,786.02	October 2018 Electric
60	Western Communications, Inc	\$228.00	Well #6, Operation Controls
61	Western Construction, Inc	\$186,998.39	Gravel Street Reconstruction
	TOTAL	\$599,104.07	
	Loan Payments		
1	Water Bond Loan #9	\$8,182.00	November 2018: Interest \$5,583.83 - Principal \$2,598.17
		\$8,182.00	
	BID#2		
1	First American Title Co.	\$42,600.00	Box Elder Event Center Draw #10
		\$42,600.00	
	Hand Checks/Payments		
1	AFLAC	\$1,392.96	Payroll 21 & 22 Insurance
2	Black Hills Energy	\$30.00	Utility Billing Sept/Oct 2018
3	Brancato, Robert	\$1,086.85	Analysis, Interviews, Investigation
4	Credit Collections Bureau	\$120.00	Payroll 22 & 23 Garnishment
5	Dental Dental of South Dakota	\$2,030.15	Payroll 21 & 22 Insurance
6	Department of Treasury- IRS	\$40,426.61	Payroll 22 & 23 Taxes
7	Health Pool of SD	\$31,637.98	Payroll 21 & 22 Insurance
8	MDU	\$229.49	Utility Services Sept/Oct 2018
9	Office of Child Support Enforcement	\$133.36	Payroll 22 & 23 Garnishment
10	Sander Sanitation Service	\$521.17	Solid Waste Disposal Sept/Oct 2018
11	SD Department of Labor	\$1,605.00	Third Quarter Unemployment Insurance
12	SD One Call	\$155.40	Locate Tickets Sept 2018
13	SDRS Supplemental Retirement Plan	\$60.00	Payroll 22 & 23 Retirement
14	South Dakota Retirement System	\$20,013.46	Payroll 21 & 22 Retirement
15	Teamsters	\$673.50	Payroll 21 & 22 Union Dues
16	Tyler Technologies	\$50.00	Consulting Fee- Tylder Content Manager
17	Verizon Wireless	\$1,639.58	Oct/ Nov 2018 Phone Charges
	TOTAL	\$101,805.51	
	Hand Checks: Utility Billing Deposit Refund Checks		
1	Flockhart, Luz	\$17.03	Finaled Account, Credit Balance Refund
2	Martinez, Michael	\$42.85	Finaled Account, Credit Balance Refund
3	Moore, Ashley	\$33.76	Finaled Account, Credit Balance Refund
4	Carelli, Kathryn	\$7.99	Finaled Account, Credit Balance Refund
5	Baye, Estate of Shirl	\$7.94	Finaled Account, Credit Balance Refund
6	Simpson, L Joyce/Kirk	\$22.30	Finaled Account, Credit Balance Refund
7	TNT Homes & Construction	\$32.76	Finaled Account, Credit Balance Refund
8	TNT Homes & Construction	\$32.76	Finaled Account, Credit Balance Refund
9	TNT Homes & Construction	\$32.47	Finaled Account, Credit Balance Refund
10	Day, Robert	\$56.57	Finaled Account, Credit Balance Refund
11	Nesselhuf, Steph	\$19.60	Finaled Account, Credit Balance Refund
12	Professional Excavating Inc	\$10.30	Finaled Account, Credit Balance Refund
13	Heiser, Doug	\$17.66	Finaled Account, Credit Balance Refund
14	Neighborhood Housing Service	\$32.76	Finaled Account, Credit Balance Refund
15	Six LLC / Casey Skyberg	\$32.76	Finaled Account, Credit Balance Refund
16	Kochel/ Nelson, Benjamin/Emily	\$41.30	Finaled Account, Credit Balance Refund
		\$440.81	