

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**October 1, 2019**  
**7 p.m. Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder**

**Call meeting to order**

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

**Moment of Silence/Pledge of Allegiance**

There was 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, Michael Hanson, Michael Knight, and John Talich. Also present was City Administrator Nicole Schneider, Community and Economic Development Director Blaise Emerson, Public Works Director Bob Kaufman, Assistant Public Works Director (Projects) Nathan Gjovik, Assistant Public Works Director (Operations) Christopher Mason, Accountant Mandy Morris, and City Clerk Jermery Washington.

**Approve the Order of Business**

Mayor Larson said need to add Executive Session, according to South Dakota Codified Law 1-25-2.3 for contract. Motion by Beltran to approve order of business. Seconded by Hanson. Vote: Aye. Unanimous. Motion passed.

**PUBLIC COMMENT**

Zachary Helms – 1243 Fairbanks Drive – said want bring up state of roads in Northern Lights; tried go through Public Works with no kind of progress made; roads been decaying couple years now; called and sometimes potholes may get fixed, poorly; called in June, was told would be big project; called few more times, seems no progress made; now getting to point where neighbors' cars scrapping going down road; he fears may cause damage to peoples' personal property; not going to be able to leave homes because plows not going be able plow properly as well.

**AWARDS AND RECOGNITIONS**

**Executive Proclamation - World Habitat Day.**

Mayor Larson read and presented Executive Proclamation designating October 7, 2019 as "World Habitat Day" to Habitat for Humanity.

**COUNCIL COMMITTEE REPORTS**

A. FINANCE, LEGAL, AND PUBLIC SAFETY COMMITTEE

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

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

B. PUBLIC WORKS, PLANNING AND ZONING, AND COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

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

Motion by Hanson 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-J)**

- A. Approve the Reading of the September 17, 2019 Common Council Meeting Minutes.
- B. Approve Claims List.
- C. Approve Fastenal Company Credit Application.
- D. Approve Mayor to Sign Renewal Contract "Intergovernmental Contract for the South Dakota Public Assurance Alliance".
- E. Approve Resolution 19-20, Resolution Providing for a Surcharge for improvements to the City of Box Elder Water System, for Payment of a Borrowed Bond and Periodic Review of the Surcharge.
- F. Second Reading of Ordinance 628 - Allowing Concrete batch plant, transmit mixed plant, or asphalt plant as a conditional use in the General Light Industrial District.
- G. Second Reading of Ordinance 629 - Rezoning request #190152 – Rezoning request from Commercial and Residential to Highway Service more generally describe on Box Elder Road between Gumbo Drive and South Gate Road.
- H. Second Reading of Ordinance 630 - Rezone #190141 – Rezoning request from General Commercial to GR-3 Mixed Use Residential more generally described as east of the intersection of Iditarod Drive and Denali Drive.
- I. Approve Mayor to sign contract with Epic Outdoor Advertising in conjunction with FFY20 Highway Safety Grant award.
- J. Discuss and approve Mayor to sign contract with Lamar Advertising in conjunction with FFY20 Highway Safety Grant award.

Motion by Beltran to accept Consent Agenda Items A through J. Seconded by Hanson. Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

#### **NEW BUSINESS**

##### **Authorize Mayor to Sign Change Order #1 for Box Elder City Hall Main Level Interior Remodel Project.**

Public Works (PW) Director said as went through Remodeling project on the building, as had specific items come up, brought those before Council for approval with the understanding that when got to end of project would do one change order that encompassed all the minor changes; that what this change order is. Motion by Knight to approve. Seconded by Talich. Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

##### **Approve Pavement Improvement Project, Creekside and PW Yard.**

PW Director explained that item bid two months ago, didn't like result so re-bid; second time around didn't provide any better benefits; recommending all be bids be rejected; still will try work on Creekside/Coyote intersection—east side that goes to temporary gravel roadway between Creekside and Prairie, will be working on coming up with something in-house to control flow so not washing gravel away; until such time when road gets built properly through developer that develops property between

Creekside and Prairie. Motion by Hanson to take staff's recommendation and reject all bids. Seconded by Knight. Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

**First Reading of Ordinance 631 - Rezoning request #170220A from Agricultural to Highway Service located east of the intersection of Liberty Blvd and Prairie Drive.**

Community and Economic Development (CED) Director said this and following two items somewhat related; rezoning Phase 2 of Liberty Park, property that was recently platted; for lots that abut Liberty Boulevard to go to Highway Service; Planning Commission reviewed last Monday and recommended approval of ordinance amendment. Motion by Hanson to accept Planning and Zoning recommendation and approve first reading. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

**First Reading of Ordinance # 632 - Rezoning request #170220B from Agricultural, Residential, and Highway Service to Mix Use Residential located southeast of the intersection of Liberty Park Drive and Constitution Blvd.**

CED Director explained to rezone lots that basically be other side of street of the highway service lots of Liberty Boulevard, would allow some multi-family in that zoning district to try be buffer between that and single family residential that will be further to north; Planning Commission also reviewed last Monday night and recommended approval of rezoning. Motion by Hanson to accept Planning and Zoning recommendation and approve first reading. Seconded by Talich. Vote: Aye. Unanimous. Motion passed.

**First Reading of Ordinance # 633 - Rezoning request #170220C from Agricultural to General Residential II located east of the intersection of Prairie Road and Liberty Park Drive.**

CED Director explained to rezone remaining lots to residential or single-family lots, Planning Commission reviewed last Monday night and recommended approval of rezoning. Motion by Hanson to approve. Seconded by Knight. Vote: Aye. Unanimous. Motion passed.

**DEPARTMENT HEAD REPORTS**

Finance—Nicole Schneider—Recruiting for Human Resource Specialist, unfortunately current Human Resource Specialist going be taken out off out of area. Doing pretty good in that recruitment, also Facility Maintenance position we're doing pretty good in getting recruited also, so pretty excited about turnout. Also wanted to get feedback from Council on their iLegislate platform and how it's going. Special Meeting Workshop, will be public, with AE2S on 29th of October at noon, sounds like that the time figured out that works for everybody.

Community and Economic Development—Blaise Emerson—last Thursday Mayor did finalize the purchase of the 22 acres, plus the additional 8 acres down for the Community Park; we got all those deeds completed; have that and will start working on developing a Master Plan for that entire property down there; thank you for the Council being forward-thinking and getting property purchased out there.

**EXECUTIVE SESSION**

Motion by Knight to go into Executive Session. Seconded by Hanson. Vote: Aye. Unanimous. Motion passed.

Entered into Executive Session at 7:20 p.m.

Out of Executive Session at 7:30 p.m.

**EXECUTIVE SESSION ACTION**

Motion by Hanson to rescind the contract with Revize, LLC, originally hired to provide a City website. Seconded by Knight. Roll Call: Beltran-Aye; Hanson-Aye; Knight-Aye; Talich-Aye. Unanimous. Motion passed.

**ADJOURNMENT**

Motion by Hanson to adjourn. Seconded by Talich. Vote: Aye. Unanimous. Motion passed. Meeting adjourned at 7:31 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 10/01/19

AFLAC	\$	1,065.66
ANGELIQUE'S	\$	357.61
BEAUS KICKSTAND	\$	720.00
BOUND TREE MEDICAL	\$	460.89
CERTIFIED LABORATORIES	\$	1,545.25
COCA COLA BOTTLING COMPANY HIGH COUNTR	\$	39.00
CREDIT COLLECTIONS BUREAU	\$	150.23
DANIEL DENEIRE	\$	810.00
DELTA DENTAL OF SOUTH DAKOTA	\$	1,511.67
DEPT OF TREASURY- IRS	\$	59,052.29
DIESEL MACHINERY, INC	\$	358.09
DOMINO'S PIZZA	\$	195.00
EDDIE'S TACO'S	\$	1,245.00
FIRST AMERICAN TITLE COMPANY OF SD	\$	99,517.39
GILLIGANS SHAVE ICE PARADISE	\$	325.00
GOVERNORS INN	\$	462.00
GREAT WESTERN TIRE	\$	1,312.55
HEALTH POOL OF SD	\$	18,673.73
INTERSTATE ALL BATTERY CENTER	\$	299.99
KIMBALL MIDWEST	\$	909.59
KIRSCHENMANN, DEAN	\$	181.50
KONA ICE OF THE BLACK HILLS	\$	735.00
KT CONNECTIONS, INC	\$	4,964.25
KZ'S BACKYARD BBQ	\$	540.00
LAMAR COMPANIES	\$	509.16
LIGHTING MAINTENANCE CO	\$	333.48
LOYAL PLUMBING, LLC	\$	651.02
MCKIE FORD LINCOLN, INC.	\$	71.22
MDU	\$	127.24
NEW YORK LIFE	\$	201.00
OFFICE DEPOT	\$	55.37
OFFICE OF CHILD SUPPORT ENFORCEMENT	\$	66.68
RAPID CITY JOURNAL C/O LEE ENTERPRISES	\$	335.14
SDRS SUPPLEMENTAL RETIREMENT PLAN	\$	30.00
SOUTH DAKOTA RETIREMENT SYSTEM	\$	26,319.26
TEAMSTERS LOCAL NO. 120	\$	370.50
TEMPERATURE TECHNOLOGY, INC	\$	15,145.45
THE GOOD STUFFED LLC	\$	1,335.00
TIME EQUIPMENT RENTAL & SALES INC	\$	1,031.78
VERIZON WIRELESS	\$	1,962.34
BOX ELDER TRUE VALUE	\$	38.63
GCC DACOTAH	\$	2,176.01
GILLASPIE, DANIEL/SUMMER	\$	65.67
HEINRICH, LORA	\$	45.26
HUDALLA, RYAN	\$	12.42

HULT HOMES LLC	\$	32.76
LEVY, DEAN	\$	62.68
PHILLIPS, ANTHONY	\$	88.02
POIRIER, DEAN/LAUREN	\$	24.80
SHELLEY, AARON	\$	3.37
SHINE PROPERTY MANAGEMENT	\$	48.76
SINGH, CODYE/SELENA	\$	33.76
SITE WORKS SPECIALISTS	\$	2,335.90
STEMPER, LISA	\$	42.70
TNT HOMES & CONSTRUCTION	\$	33.76
TRIEBWASSER, COLTEN	\$	36.37
VERSATILE CONSTRUCTION CO LLC	\$	67.52
**PAYROLL EXPENSES	\$	210,599.81
<b>TOTAL</b>	<b>\$</b>	<b>459,724.53</b>