

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, October 02, 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, and Michael Knight. Council Member Rick McPherson was absent.

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

Mayor Larson – Addition to agenda; Add Item 9L to Consent Agenda; Resolution 18-31 Transfer of Real Property to BEED.

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

**AWARDS AND RECOGNITIONS:**

Mayor Larson proclaimed October 3, 2018 as “Becky Noble Day” and will present to her upon return.

Police Chief Dubbs recognized Nate Cronin, Chris Swan, and John Cargill for volunteering for dunk tank at Freshman Impact Family Fun Day Fundraiser.

Police Chief Dubbs – Nate Cronin recognized as the Outstanding Leader for 2nd Quarter of this year. Additionally, during quarter, he managed full-time school schedule, graduated with honors, and completed patrol training officer program all the while, while leading the way for other officers.

**COUNCIL COMMITTEE REPORTS**

**A. FINANCE, LEGAL, AND PUBLIC SAFETY**

Michael Hanson, Steve Cowley, and Rick McPherson

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

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

**B. PUBLIC WORKS AND PLANNING AND ZONING**

Michael Knight, Scott Allen, and Dawn Beltran

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

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

**CONSENT AGENDA**

Motion by Hanson to Approve Consent Agenda Items A-L. Seconded by Cowley. Roll Call Allen- Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye; McPherson-Absent. Motion passes.

**INFORMATIONAL ITEMS:**

**REPORTS FROM BOARDS AND/OR COMMISSIONS:**

BEED – Wes Rick – Two more businesses starting up.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Dennert Payment Plan. Assistant Finance Officer – sent Ted and Melody Jensen Dennert contact information and vice versa via certified letter; EAFB will not be paying any additional money for Dennerts' account (coverage already used for the year; will regenerate in January); Dennerts paying overages each consecutive month but have not made payments on bill involving leak yet. Public Works Director spoke and clarified how City water billing and EAFB/MOAs work; EAFB pays up to certain amount of costs, then customer(s) pay remaining balance. Assistant Finance Officer explained that Dennerts will work with EAFB on getting MOA in their name and gave overview of conversations/discussions with Dennerts and 13-month payment plan option. Further discussion on different options such as in-town rate payment (lump sum and payment plan) and potential for setting precedence(s); Council Member Hanson – Dennerts are willing to pay full balance. Motion by Hanson to extend that and make it 18 months, so they have a year and a half to pay off the full balance. Seconded by Knight. Vote: Aye-2; Nay-3. Roll Call: Allen-Opposed; Beltran-Opposed; Cowley-Opposed; Hanson-Aye; Knight-Aye. Motion fails. Discussed outcome of Finance, Legal, and Public Safety committee meeting with Dennerts; waiting for further action/information between Dennerts/EAFB before Council making decision(s). Motion by Hanson to defer this until November 6th and that they [Dennerts] be invited to be here. Seconded by Beltran. Vote: Aye. Unanimous. Motion passes.

First Reading of Ordinance 611. Council Member Hanson – this is from Public Safety, Legal, and Finance Committee; from Legal Department, recommended language from the State. City Attorney gave overview of Ordinances and stated that Ordinance 611 & 612 are the 2% and 613 & 614 are the 1% that was brought up during Budget Hearings; no other rate increases; just cleaned language up; Ordinances are from the Department of Revenue; City now has Ordinance for Meade County which didn't have before. Motion by Hanson to approve First Reading of Ordinance 611. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

First Reading of Ordinance 612. Motion by Hanson to approve First Reading of Ordinance 612. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

First Reading of Ordinance 613. Motion by Allen to approve First Reading of Ordinance 613. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

First Reading of Ordinance 614. Motion by Cowley to approve First Reading of Ordinance 614. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

**DEPARTMENT HEAD REPORTS:**

Public Works – Bob Kaufman – playground equipment in Community Park is going up. Started with that today and if goes as planned, will be completed tomorrow. Will be fencing it off to keep people off of it, so concrete sets for posts, and until we get safety cushion material down underneath (on order and hopefully delivered this week). 225<sup>th</sup> water line project/VRC getting that started. Little trouble starting location down

by school. Plans from school do not accurately indicate what's actually in ground and had to do exploratory digging in last day or two to get figured out; should've made connection late this afternoon, should be laying pipe tomorrow. Patch on 225th is going on right now; started late this afternoon, will be done by morning. CDBG grant for well was submitted. Transportation Alternate grant for sidewalk was submitted. Big thanks to Finance Department for getting shut-off list down to 1. Welcome signs; concrete is in. Benning has to come out and put lettering on, hoping to get done latter part of week. Will have about \$3,000.00 credit on signs by not painting the back of signs.

**COUNCIL MEMBER REPORTS:**

Council Member Allen – whoever came up with rebuttal for fundraiser; kudos.

Council Member Hanson – want to thank City staff for all the hard work they've put in recently with Salute to Ellsworth and Becky Noble's event, and various City-wide events—they've all gone very, very well. Kudos to department heads for their City staff and the hard work they've put in.

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

**ADJOURNMENT: 7:45 p.m.**

**Seal:**

**Attest:**

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**Larry Larson**  
**Mayor**

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**Nicole Schneider**  
**City Administrator/Finance Officer**

<b>Claims for 10/02/18</b>			
<b>#</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION OF SERVICES RENDERED</b>
1	Auto Body Specialties, Inc	\$85.71	Shop Supplies, Vehicle Maint.
2	B.Y.R.S. Lawn Care	\$7,925.50	COBE Lawn Mowing: Parks, Salute to Ellsworth/CH Property/ Irrigated Area
3	Benn, Richard	\$112.00	Reimbursement: Duty Boots
4	Bers, LLC	\$855.00	Solid Waste Disposal 8/7/18-8/28/18
5	Black Hills Energy	\$3,880.97	Utility Billing Aug/Sept 2018
6	Blind Ambition	\$2,332.00	Blinds for 2nd Floor Conference Room/Offices
7	C.N.A. Surety/Western Surety	\$234.00	SD Blanket Notary Error/Omissions Policy
8	Cable Communicaiton Services, Inc	\$2,755.11	150TH Bore for Water Connection
9	Diesel Machinery Inc	\$400.00	Rental -Large Generator- Salute to Ellsworth
10	Eurofins Eaton Analytical, LLC	\$750.00	Special Water Testing: PFOS / PFOAS
11	Hawkins Inc	\$1,763.50	150TH Bore for Water Connection
12	Heavy Constructors, Inc.	\$6,581.58	Old PW Building Demo: 246 Line Road
13	Kadrmaz, Lee, & Jackson, Inc	\$2,500.00	Traffic Study Final Payment, Sewer Lift Station Design/Bidding
14	Knight's Quality Welding	\$120.00	Water Tower Lid Repair
15	KT Connections, Inc	\$298.00	Software Upgrade for to Update Forms
16	Larson, Larry	\$284.39	Reimbursement: BH Forum & Press Club Meal Fee, Salute to Ellsworth Banners, Homecoming Candy
17	Mick's Electric, Inc	\$1,399.85	Electrical Wiring- Server Room
18	Midwest Playscapes, Inc	\$92,911.48	Community Park Playground Equipment
19	Plumbing & Heating Wholesale	\$24.07	PVC Cement, Primer, Couplings, Water Repair Supplies
20	SD One Call	\$187.95	Aug 2018 Locate Tickets
21	SDEDA	\$103,085.21	Waste Water Treatment Plant Aug 2018
22	Simon Contractos of South Dakota	\$100,840.11	Prairie View: Drainage Improvement Project
23	Skyline Signs & Lighting	\$238.77	Street Light Repair
24	Sprinker Guys, Inc	\$542.50	Fall Maintenance: City Hall, Watchee Park, Creekside, Northern Lights
25	Temp Vendor: Dean Kurtz Construction	\$3,728.02	Reimbursement for Water Main Extension Pipe Costs
26	Temp Vendor: American Legion Post 315	\$196.00	Reimbursement for Insurance: Salute to Ellsworth
27	Time Equipment Rental & Sales	\$382.80	Generator, Pallet Jack, Power Supply
28	West River Electric Association	\$30,605.48	Sept 2018 Electric
	<b>SUBTOTAL</b>	<b>\$365,020.00</b>	
	<b>Purchasing Card</b>		
29	Absolute Cleaning	\$990.00	Cleaning Services October 2018- 9 days
30	Amazon.com Services, Inc.	\$580.64	Holiday Party Games, PW Cart/Shelving Unit, Cell Phone Cases
31	Box Elder True Value	\$443.84	Draw Bar, Carwash Fluid, Enamel,Water, Pen, PVC Tubing, Tarps, Weed Killer, Fence Post Driver, Restroom Items
32	Chris Supply	\$71.95	Battery Back Up- PW Shop
33	Climate Control Systems & Service	\$741.00	Quarter 3 - PM Contract
34	Core & Main LP	\$2,514.68	Couplings, Curb Boxes, Gaskets, Epoxy, T-Heads
35	Ernst Manufacturing, Inc	\$324.58	Shop Shelving
36	French's Upholstery	\$98.00	ATV Seat Repair
37	Galls, LLC	\$721.56	2nd Half of Patrol Uniforms: Fahlberg, Dove, Cronin
38	Great Western Tire	\$56.00	Flat Tire Repair Ford F800, Komatsu
39	Interstate All Battery Center	\$74.95	M1105 Battery
40	Kimball Midwest	\$935.53	Shop Supplies for Vehicle Maint
41	Lamar Companies	\$470.00	Billboard on Ells: 9/12-10/9
42	Liberty Chrysler Center, LLC	\$31.91	Oil Change/ Recall CTY8590
43	McKie Ford Lincoln, inc.	\$81.38	Oil Change & Maint: CTY8572 & CTY8571
44	Menards	\$287.72	Gloves, Tie Bags, Lights, Patio Blocks, Yellow Tap Cords, GFCI, Locks, Well #4 Supplies
45	Northwest Pipe Fittings, Inc	\$734.23	Comp Gasket, Compression Nuts, Sprinkler Control Boxes, Water Fittings
46	Office Depot	\$620.44	Envelopes, Erasers, Holder, Labels, Paper, Office Supplies
47	Rapid City Journal	\$473.80	Well #10 Project, Aug 21 CCM Minutes, Aug 17 Spec. Meeting Minutes, Ordinance 606
48	Runnings Supply, Inc	\$151.79	J. Labine Clothing Allowance, Batter Back Up for Well 4
49	Sam's Club/Synchrony Bank	\$559.36	Beverages for Salute to Ellsworth, PD office Supplies
50	Sander Sanitation Service	\$521.17	Waste disposal Aug/Sept 2018
51	Summit Signs & Supply Inc	\$120.00	Survey Flags
52	Temperature Technology, Inc	\$280.00	Ghere Tank Transducer Repair
53	US Postmaster	\$256.70	Certified Letter: Dennerts, Stamps
54	USA Bluebook	\$773.80	Water Valve Box Cleaner, Ghere Tank Transducer Repair
	<b>SUBTOTAL</b>	<b>\$12,915.03</b>	
	<b>Credit Cards</b>		
55	GWB CC - 8088 PD1 (Bank Transfer)	\$0.00	
56	GWB CC - 8096 PD2 (Bank Transfer)	\$632.34	Pancheros: Taco Bar Becky Noble, Ice for Salute to Ellsworth

57	GWB CC - 9355 PD3 (Bank Transfer)	\$0.00	
58	GWB CC - 8120 FO1 (Bank Transfer)	\$1,326.20	Target: Cream Coffee, Half & Half, Clear Storage Totes, Wall Hooks, Dakota Party: S2E Tickets, Baan Thai: S2E Food for Staff/Volunteers, Pistachio Pie: Staff Bday, Ells AF Outdoor Recreation: Bouncy Castles, BH Bagels: Clean Up Day Breakfast
59	GWB CC - 8104 FO2 (Bank Transfer)	\$12.74	Target: Return portion of Blue Salute to Ellsworth Shirts, Holiday Games, Hand Towels, Expanda Folders, Ziploc Bags, Press N Seal
60	GWB CC - 9322 FO3 (Bank Transfer)	\$0.00	
61	GWB CC - 3514 PW1 (Bank Transfer)	\$0.00	
62	GWB CC - 9371 PW2 (Bank Transfer)	\$0.00	
63	GWB CC - 9363 PW3 (Bank Transfer)	\$0.00	
64	GWB CC - 8356 PW1 (Bank Transfer)	\$0.00	
65	GWB CC - 5305 PZ1 (Bank Transfer)	\$0.00	
66	GWB CC - 9389 PZ2 (Bank Transfer)	\$0.00	
67	GWB CC - 9348 LGL (Bank Transfer)	\$456.60	American Airlines: ICML Conference Airfare
	<b>SUBTOTAL</b>	<b>\$2,427.88</b>	
	<b>TOTAL</b>	<b>\$380,362.91</b>	
	<b>Loan Payments</b>		
1	Water Bond Loan #9	\$8,182.00	October 2018: Interest \$5,413.66 - Principal \$2,768.34
		<b>\$8,182.00</b>	
	<b>BID#2</b>		
1	First American Title Co.	\$0.00	
		<b>\$0.00</b>	
	<b>Hand Checks/Payments</b>		
1	Aflac	\$1,392.96	Payroll 19 & 20 Insurance
2	Beaus Kickstand	\$1,225.00	Salute to Ellsworth Token Reimbursement
3	Brancato, Robert	\$947.40	Initial Investigation
4	Box Elder Promotions	\$141.50	Correction: Aug 18 BID Calculation
5	Gramma's Delicacies	\$620.00	Salute to Ellsworth Token Reimbursement
6	Kona Ice of the Black Hills	\$200.00	Salute to Ellsworth Token Reimbursement
7	KZ's Backyard BBQ	\$1,165.00	Salute to Ellsworth Token Reimbursement
8	City of Rapid City	\$7,445.29	Bulk Water Purchase
9	Credit Collections Bureau	\$60.00	Payroll 20 Garnishment
10	Delta Dental of South Dakota	\$2,185.73	Payroll 19 & 20 Insurance
11	Dept of Treasury - IRS	\$20,139.06	Payroll 20 Taxes
12	Health Pool of SD	\$28,839.56	Payroll 19 & 20 Insurance
13	Montana Dakota Utilities	\$143.28	Utility Services Aug/Sept 2018
14	Office of Child Support Enforcement	\$66.68	Payroll 20 Garnishment
15	SD Dep of Revenue: Div of Motor Vehicles	\$266.75	New Plate Renewal Fees, Title & Plate Applications on 2-2019 Dodge Rams
16	SDRS Supplemental Retirement Plan	\$30.00	Payroll 20 Additional Retirement
17	SD Retirement System	\$21,319.46	Payroll 19 & 20 Retirement
18	Teamsters Local No 120	\$641.50	Payroll 19 & 20 Union Dues
19	Verizon Wireless	\$534.11	Sept/ Oct 2018 Phone Charges
	<b>TOTAL</b>	<b>\$87,363.28</b>	
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	<b>Hand Checks: Utility Billing Deposit Refund Checks</b>		
1	Red River Waste Solutions	\$40.89	Finaled Account, Credit Balance Refund
2	Red River Waste Solutions	\$132.70	Finaled Account, Credit Balance Refund
3	Ader, Joshua	\$53.56	Finaled Account, Credit Balance Refund
4	Beck, Ricky	\$42.70	Finaled Account, Credit Balance Refund
5	BH Habitat for Humanity	\$14.94	Finaled Account, Credit Balance Refund
6	McGaa, Jessica	\$35.12	Finaled Account, Credit Balance Refund
7	Lowe, Deric	\$28.08	Finaled Account, Credit Balance Refund
8	Tice, Michael/Misuzu	\$23.56	Finaled Account, Credit Balance Refund
9	Knutson, Jaima	\$48.76	Finaled Account, Credit Balance Refund
10	Bentford, Tyson	\$24.46	Finaled Account, Credit Balance Refund
	<b>TOTAL</b>	<b>\$444.77</b>	