

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, September 18, 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, City Administrator/Finance Officer Nicole Schneider, Accountant Mandy Morris, and City Clerk Jermery Washington.

Mayor Larson – Change to agenda; move Item G (Close Public Hearing) under Public Hearing (Agenda Item 10) underneath Item 10 E; renaming Item 10 G to Item 10 F. And motions after that, where it says “F” will become “G”. Addition to Consent Agenda; Authorizes Public Works staff training with Regional Training Center for heavy equipment operator training (Consent Agenda Item Q).

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

AWARDS AND RECOGNITIONS:

Civil Engineering Personnel (TSgt Walson, SSgt Brewer, SSgt Bell, SSgt Cook, SrA Keenan, A1C Harvey, and A1C Guest) recognized by City for their dedicated service on July 18, 2018. Mayor Larson presented the CE Personnel with Letters of Appreciation and each received the Mayor’s coin. The 28th Civil Engineering Squadron Commander spoke and thanked City of Box Elder for recognizing personnel for work done and how this exemplifies the relationship between the City of Box Elder and Ellsworth Air Force Base.

Mayor Larson designated October 1, 2018 as “World Habitat Day” and presented Executive Proclamation to Habitat for Humanity.

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 Knight. 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 Cowley. Vote Aye: Unanimous. Motion passes.

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

CONSENT AGENDA

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

PUBLIC HEARING:

Mayor Larson convened Public Hearing at 7:21 p.m.

Mr. Bill Lass, from Black Hills Council of Governments, gave summary of the Community Development Block Grant (CDBG) for Well #10 and mentioned that communities over 50,000 get their own allocation (entitlement), but smaller populated areas have to compete with other smaller areas for allocations. Mr. Lass read description of project as it appears in grant application.

Mr. Lass gave overview of the Community Development and Housing (CD&H) Needs Assessment. Planning and Zoning Director gave summary of needs assessment; identifying and meeting needs of low to moderate income people in community, and how this project will help City to continue to build affordable homes and expand and provide the needs of low/moderate income families.

Public Comment: Council Member Cowley voiced concern over proposed location of new well; only about two miles away from Ghere Well that failed miserably. Public Works Director gave clarification over proposed Well #10 location; part of the siting process with geological member of engineering team, done enough work with it to give a confident location. Council Member Cowley questioned the price increase on State Water Plan application. Council Member Allen wanted clarification of the \$26.50 per 5,000-gallon amount; Mayor Larson—have to get that changed to reflect right numbers. Council Member Allen voiced concern over location of proposed well location. Public Works Director—no guarantees when you drill a well; item was discussed very heavily with engineers when siting well. Public Works Director explained the Madison formation and the engineer's thoughts about it.

Public Hearing closed at 7:33 p.m.

Motion by Hanson to approve Application for State Assistance. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Applicant/Recipient Disclosure/Update Report. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Cowley to approve Community development Block Grant—Application Resolution #18-23. Seconded by Hanson. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Knight to approve Local Match Letter. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Cowley to approve Community development Block Grant—Project Certifying Officer Resolution #18-24. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Cowley to approve Community Development Block Grant—Environmental Certifying Officer Resolution #18-25. Seconded by Hanson. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Form 8–Documentation of Environmental Exemption. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Knight to approve Community Development Block Grant–Operation, Maintenance and Repair Statement. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Knight to approve Community Development Block Grant–Operation, Relocation, Displacement and Acquisition Plan. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Community Development Block Grant–Certification Regarding Restrictions on Lobbying. Seconded by Knight. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Cowley to approve Community Development Block Grant–Code of Conduct Resolution #18-26. Seconded by Knight. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Cowley to approve Community Development Block Grant–Equal Employment Opportunity Policy. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Community Development Block Grant–Excessive Force Policy. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Community Development Block Grant–Resolution #18-27 Assuring Fair Housing. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Knight to approve CDBG Program Assurances. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve Community Development and Housing Needs Assessment. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Allen to approve Letter Pledging to Raise Water Rates not to exceed \$30 per 5,000. Seconded by Cowley. Water rate discussed; other options suggested and discussed. Mr. Lass clarified DENR minimum water rate requirement for CDBG. Motion by Hanson to approve Letter Pledging to Raise Water Rates with DENR recommended rate. Seconded by Beltran. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to approve State Water Plan Application pending verification of numbers by Public Works. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

Motion by Hanson to authorize Mayor to sign all documents necessary for the CDBG Grant for Well 10. Seconded by Cowley. Vote: Aye. Unanimous.

INFORMATIONAL ITEMS:

REPORTS FROM BOARDS AND/OR COMMISSIONS:

UNFINISHED BUSINESS:

Council Member Hanson discussed changes made to MOU during Finance, Legal, and Public Safety Committee meeting; Committee was okay with language changes with exception of Mr. Keester being removed as individual party-did not accept that change. City Attorney added caveat; she met with Keester and his attorney before meeting and discussed it; keep agreement with Mr. Keester as individual also with HalfMile LLC., if able to come back and provide letter of credit, construction guarantee, or performance bond, City will revisit and remove Mr. Keester from agreement; as it stands now, have agreed to leave Mr. Keester on as personally responsible. Council Member Hanson—paragraph 7, removed “BEED” on line 2 and changed to “the City”; okay with paragraph 9. City Attorney—also agreed to change completion date of track from May 1 to June 15, 2019. Motion by Allen to approve. Seconded by Cowley. Roll Call: Allen-Aye; Beltran-Pass/Abstain; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

NEW BUSINESS:

Box Elder logo discussed. Issues with old logo discussed. Council Poll on options: Allen-Option 2; Beltran-Option 2; Cowley-Option 2; Hanson-Option 1; Knight-2. Compared and discussed logo with logo of Rapid City and branding. Public Works Director showed Box Elder sign to Council and “Home of Ellsworth” marketing discussed. Motion by Hanson to approve Option #2 and adding “Home of Ellsworth Air Force Base” at the bottom. Seconded by Cowley. Vote: Aye. Unanimous. Motion passes.

METWARN Joint Cost Share Agreement and available options discussed. Council Member Hanson commented that he feels the City does not need to pay bills for this and thinks that it’s double taxation and that the County should be paying for it. Motion by Hanson that City does not participate. Seconded by Allen. Roll Call: Allen-Aye; Beltran-Aye; Cowley-Aye; Hanson-Aye; Knight-Aye. Motion passes.

DEPARTMENT HEAD REPORTS:

Mayor Larson—Salute to Ellsworth was a success. Gave overview of expenditures and donations, around 818 people give or take a few. Total amount spent after all paying out and donations was \$10,105.20. Want to thank everybody who worked on event. Received lots of positive comments and hope to make it bigger and better next year.

Finance—Nicole Schneider—very thankful for the Department Heads and staff, volunteers, Larry and Sandy’s help, and Ms. Jane.

Council Member Hanson—want to thank Pennington County Search and Rescue, they brought in lights for after dark for Salute to Ellsworth.

Finance—Nicole Schneider—Becky Noble’s event on the 26th of month, at 6 p.m., taco bar, soda, and ice cream...will be a social. Doing something commemorative for her.

Council Member Knight asked about a press release for Becky Noble event. City Attorney will put together press release.

Finance—Nicole Schneider—training going on in October.

Legal—Kristi Vetri—what does Council want to do about USDA Grant for Community Center; Washington D.C. turned down. Want to go forward with it as part of community? Can move forward and put together

something to look at, if not, move on to other projects. Council Member Hanson—looking at risk vs. rewards. Further discussion on event center and decided to get more information and look into it.

Public Works—Bob Kaufman—playground equipment delivered; crew will be here first week of October to set up; we have site work to do before they get here, will be doing that this week and next. After playground equipment set up, safety cushioning will go up and sidewalk/concrete will be placed. Welcome signs set. Lettering not up yet, but concrete bases in place and look good.

COUNCIL MEMBER REPORTS:

Council Member Beltran—Homecoming parade this week. Would like to see City float in parade if possible. Need to continue ongoing community unit support. December 8th, craft and vendor fair at Douglas High School from 9 a.m. to 3 p.m.

Council Member Allen—culvert or drainage on Box Elder Rd and Ellsworth intersection is collapsed; sinking pretty bad.

Council Member Knight—elected officials should be here as much as possible; have attendance policy for committees and commissions; have other jobs, but also here to serve the people. Add something to Title 3 conduct for public works and committees.

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

ADJOURNMENT: 8:25 p.m.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer

Claims for 9/18/18			
#	VENDOR	AMOUNT	DESCRIPTION OF SERVICES RENDERED
1	Anderson Environmental Service	\$700.00	Asestos Inspection Old PW Building
2	Auto Body Specialties, Inc.	\$96.45	Paint for Dump Box
3	B.Y.R.S. Lawn Care	\$4,378.88	Mowing Services: Parks / City Hall Grounds
4	Box Elder Promotions	\$9,582.00	Bid Occupancy Tax - Aug 2018
5	Century Business Products, Inc.	\$1,128.68	Copier Printer Lease Aug 2018
6	Code Works, Inc.	\$4,249.06	VRC Metal Systems Plan Reviews
7	Condrey & Associates, Inc.	\$225.00	AFO Description/Classification
8	Dakota Pump Inc	\$1,434.81	Mech Seal, Impeller, Trim Freight
9	Duhamel Broadcasting Enterprises	\$312.00	Salute to Ellsworth Advertising
10	Electro-Test & Maintenance Inc.	\$220.00	Transformer Leak Investigation
11	Evergreen Office Products	\$1,129.00	Desk Returns, Printer Cart, Legal Chair
12	Ferber Engineering Company	\$2,700.00	E. Mall Drive Ext: Layout, Designs
13	Frontier Stone Company	\$120.00	River Rock for Yard-Landscape
14	Grimms Pump & Industrial Supply	\$3,230.09	Well Maintenance Fees, Booster Pump Station Rebuild, Water Stock
15	Humane Society of the Black Hills	\$675.00	Animal Control Aug 2018
16	Jenner Equipment Company	\$7,970.62	Kubota Tractor
17	KT Connections, Inc	\$6,521.50	MS SQL User Liscenses, Monthly Billing September 2018
18	KTM Design Solutions, Inc	\$28,872.95	N. Ells/ 225th Water Project, Hydrological Study Well #10
19	Maine, Jane	\$50.00	Event Center Bill July7-Aug26
20	Plumbing & Heating Wholesale	\$29.06	Water Supplies: Couplings, Cement, Primer
21	Qualified Presort Service, LLC	\$894.51	UB Processing & Late Cards Aug 2018
22	Revise LLC	\$14,700.00	Web Service Sales Agreement
23	Robert Sharp & Associates, Inc	\$42.50	Web Updates
24	Simon Contractors of SD	\$221.17	Driveway Repair
25	Stan Houston Equipment Company	\$819.60	Fiberglass & Impact Wrench
26	Stanley Design Group, LLC	\$22,360.00	Baseball Field Reconstruction Design
27	Turbiville Industrial Electric	\$484.10	Pump Motor Repair
28	Wex Bank	\$927.21	Aug18 Fleet Fuel
29	William A. Moss, Psy. D. LLC	\$750.00	Psych Eval for Daniel Dove
	SUBTOTAL	\$114,824.19	
	Purchasing Card		
30	Block and Company, Inc	\$483.25	Cash Drawer, Extra Trays
			Rubber Hose Washer, Brass Nipples, Hillman Fastners, Ear Muffs, Spackle, Wipes, Paper Towels, Enamel, Hose, Cable Ties
31	Box Elder True Value	\$496.47	
32	Carquest #3951	\$385.21	Oil, Filters, Neutralizer, Wiper blades, Diesel Exhaust Fluid, Shop Towels
33	Chris Supply	\$299.75	Well-Standby UPS, 350VA/200W
34	City of Rapid City	\$118.89	Bulk Water Meter
35	Core & Main LP	\$11,241.82	Omin Meters, Flanges, Gaskets, Hex Nuts, Bolts, Copper Tube
36	Ditch Witch of South Dakota	\$400.00	Rental: FX30-Vacuum
37	Epic Outdoor Advertising	\$400.00	I90 Billboards 9/1-9/30 2018
38	Galls, Inc	\$1,965.71	Uniforms, Badges
39	Great Western Bank	\$140.00	Purchasing Card / Credit Card Annual Fees
40	Jenner Equipment Company	\$117.50	Cabin Filters for Bobcats
41	Matheson Tri-Gas Inc. DbA Linweld	\$162.56	Aug18 - AC, AR, CO2, o2
42	Menards	\$858.83	Tarp and Straps, Spray Paint, Supplies for Salute to Ellsworth
43	Midcontinent Communications	\$2,360.00	Media Ads for Box Elder PD
44	Midcontinent Testing Laboratories	\$199.00	Water Testing Aug 18
45	Rapid City Journal C/O Lee Enterprises	\$266.11	Aug 7 CCM Minutes
			Clothing Allowance PW Staff, Salute to Ellsworth Supplies, Cord/Light, Jack Power, Washer Hose
46	Runnings Supply, Inc	\$538.03	
			Strategic Planning/Salute to Ellsworth: Table Cloths, Chairs, Tents, Wagons, Lights
47	Sam's Club/Synchrony Bank	\$1,404.52	
48	Servall Uniform & Linen Supply	\$447.61	Rugs, Mops, Shirts, Rags CH & PW Aug 2018
49	Temperature Technology, Inc	\$2,015.07	Transducer, Service and Labor Well #4
50	Uline	\$481.10	Heavy Duty Signs
51	Vanway Trophy & Award	\$90.00	Strongman Trophies- Salute to Ellsworth
52	Waste Connections	\$350.65	Portable Toilets: BMX & Bandit Ball Aug 2018
53	Watertree, Inc	\$37.50	3- 5 Gal waters, 2 Dispensers
	SUBTOTAL	\$25,259.58	
	Credit Cards		
54	GWB CC - 8088 PD1 (Bank Transfer)	\$33.03	Holiday Station Store Fuel
55	GWB CC - 8096 PD2 (Bank Transfer)	\$0.00	
56	GWB CC - 9355 PD3 (Bank Transfer)	\$0.00	
57	GWB CC - 8120 FO1 (Bank Transfer)	\$84.98	Hospitalization Flowers

	58	GWB CC - 8104 FO2 (Bank Transfer)	\$699.38	Salute to Ellsworth/ Holiday Party Supplies, Hospitalization Flowers, Pet Tag "O" Rings
	59	GWB CC - 9322 FO3 (Bank Transfer)	\$0.00	
	60	GWB CC - 3514 PW1 (Bank Transfer)	\$0.00	
	61	GWB CC - 9371 PW2 (Bank Transfer)	\$0.00	
	62	GWB CC - 9363 PW3 (Bank Transfer)	\$0.00	
	63	GWB CC - 8356 PW1 (Bank Transfer)	\$721.13	POW Flags, Street Signs, PW Desk
	64	GWB CC - 5305 PZ1 (Bank Transfer)	\$65.00	SDSM&T Black Hills Mapping Association Conference Fee
	65	GWB CC - 9389 PZ2 (Bank Transfer)	\$0.00	
	66	GWB CC - 9348 LGL (Bank Transfer)	\$1,355.00	IMLA Annual Conference Fee and Hotel
		SUBTOTAL	\$2,958.52	
		TOTAL	\$143,042.29	
		Loan Payments		
	1	Water Bond Loan #9	\$0.00	
			\$0.00	
		BID#2		
	1	First American Title Co.	\$0.00	
			\$0.00	
		Hand Checks/Payments		
	1	Credit Collections Bureau	\$60.00	Payroll 19 Garnishment
	2	Dept of Treasury- IRS	\$28,277.95	Payroll 19 Taxes
	3	Gary Lynn Hargens	\$500.00	Midnight Sun- Salute to Ellsworth Entertainment
	4	Municipal Code Corporation	\$12,804.00	Codification Agreement
	5	Office of Child Support	\$66.68	Payroll 19 Garnishment
	6	Sadler, Joshua	\$747.05	Hotel, Mileage, Meals, Travel Reimbursement- DENR Cert.
	7	SD Dept of Revenue & Regulation	\$60.00	Title/Fees '05 Tracker Boat
	8	SDRS Supplemental Retirement Plan	\$30.00	Payroll 19 Additional Retirement
	9	SDWWA	\$60.00	Conference Additional Non-Member Fees
		TOTAL	\$42,605.68	
		Hand Checks: Utility Billing Deposit Refund Checks		
	1	Smith, Ralph	\$44.40	Finaled Account, Credit Balance Refund
	2	Fullmer, Larcy	\$33.76	Finaled Account, Credit Balance Refund
	3	Hanson, Brody	\$34.84	Finaled Account, Credit Balance Refund
	4	Paradis, William	\$32.76	Finaled Account, Credit Balance Refund
	5	Doyle, Steven/Susan	\$37.87	Finaled Account, Credit Balance Refund
	6	Terrace on the Green	\$32.76	Finaled Account, Credit Balance Refund
	7	Ferrigno/Beard, Paul/Stea	\$38.86	Finaled Account, Credit Balance Refund
	8	Johnson/Horn, Andrew/Linds	\$14.84	Finaled Account, Credit Balance Refund
	9	Saffel, Tania/Dustin	\$38.86	Finaled Account, Credit Balance Refund
	10	Wojtanowicz, LLC	\$32.76	Finaled Account, Credit Balance Refund
	11	Kaitfors/Jankor, Erik/Racheal	\$11.70	Finaled Account, Credit Balance Refund
	12	Bowlin, Russell	\$1.12	Finaled Account, Credit Balance Refund
	13	Bullseye Contracting Service	\$2,465.51	Finaled Account, Credit Balance Refund
		TOTAL	\$2,820.04	