

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, April 4, 2017

6:00 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. Called meeting to order

2. Moment of Silence/Pledge of Allegiance

3. Roll Call:

Present Council Members included: Mayor Larry Larson, Scott Allen, Steve Cowley, Doug Curry, Bruce Hegel, John Hollinshead, Tricia Weathers, Chief of Police, Jason Dubbs, Public Works Director, Bob Kaufman, Planning & Zoning Director, Ron Koan, City Attorney, Rex Hagg, and City Administrator/Finance Director, Nicole Schneider.

4. Approve Agenda

Motioned to approve the agenda by Hollinshead and seconded by Cowley. Vote aye: unanimous.

CONSENT AGENDA: Agenda items 5 through 7 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.

5. Approved the reading of the March 21, 2017 Common Council Meeting Minutes.

6. Approved Payroll 7 (March 5 to March 18) Total Payroll \$52,968.75; General Government: \$2,655.38; Finance Office: \$3,320.09; General Finance: \$3,274.45; Police Dept: \$21,613.69; PW Street Maintenance: \$4,770.81; PW Animal Control: \$560.23; PW Parks: \$1,111.88; Planning & Zoning: \$3,565.75; Planning & Zoning Board: \$750.00; PW Water Production: \$5,471.75; PW Water Distribution: \$4,762.84 and PW Sewer Collection: \$1,111.88.

7. Approved the claims, loan payments, and hand checks.

To discuss and decide action on Consent Agenda Items 5-7

Motioned by Hegel and seconded by Cowley to approve Consent Agenda Items 5-7. Vote aye: unanimous.

CITY BUSINESS:

8. Presentation by Legal, Todd Meierhenry, to discuss special assessments with the City Council and provide insight into the mechanism on how it can be a tool to advance economic development for the City: No vote cast, continued presentation to item 9.

9. Presentation to review special assessment district (Convention Center and Seger Drive): Speaker was Bradsky representative, Roger Tellinghuisen. No vote cast, continued presentation to item 10.

10. Presentation to review special assessment district (Extension of Denali Drive): Speaker was Estes representative, Kyle Toural, representing Doyle Estes.

Items 8-10 will be taken under advisement for further discussion and decision made at a later date.

(Short Break)

11. PLANNING/ZONING DEPARTMENT: To discuss and decide on fireworks license for Tom Skoog (AKA Big Fireworks). Motioned to approve by Allen, seconded by Hollinshead. Vote aye: unanimous.

12. PLANNING/ZONING DEPARTMENT: To discuss and decide action on minor plat resolution for property located in Meade County Extra Territorial Jurisdiction area. Amended: 17-04 resolution, mistake on which item we were acting on Redriver Rubble sight. Motioned to approve by Hollinshead, seconded by Allen. Vote aye: unanimous.

13. PLANNING/ZONING DEPARTMENT: To discuss and decide action on resolution 17-05 regarding rezoning of commercial property in the area of Cimarron Drive and North Ellsworth Road to Light Industrial. Motioned to approve by Hegel, seconded by Hollinshead. Vote aye: unanimous.

14. PLANNING/ZONING DEPARTMENT: To discuss and decide action on minor plat for Patrick and Marlene Sheely in the Meade County Extra Territorial Jurisdiction area. Motioned to approve by Allen, seconded by Hegel. Vote aye: unanimous.

15. PLANNING/ZONING DEPARTMENT: To discuss and decide action on resolution 17-06 approving minor plat for Sheely's. Motioned to approve by Allen, seconded by Weathers. Vote aye: unanimous.

16. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Pennington County recommendations for property tax abatement, parcel #8002860, owner Bernard Rogers. Motioned to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

17. PUBLIC WORKS DEPARTMENT: To authorize the Mayor to sign the Engineering Service Agreement for East Mall Drive. (Reviewed by Legal). Motioned by Hegel, seconded by Weathers. Vote aye: unanimous.

18. LEGAL: To discuss and decide action on agreement of shared electrical billing for Exit 67 and Liberty Blvd. lighting. Motioned to approve by Hollinshead, seconded by Weathers. Vote aye: unanimous.

19. LEGAL: To discuss and decide action on resolution and agreements for grazing with Boomsma, deferred during meeting of 3/21/17. Motioned to approve by Weathers, seconded by Hollinshead. Vote aye: unanimous. Motioned to approve agreement by Allen, seconded by Cowley. Vote aye: unanimous.

20. EXECUTIVE SESSION: Entered into executive to discuss personnel issues. Motioned to approve executive session by Allen and seconded by Cowley, vote aye: unanimous. Session started at 8:16 pm; Out of Executive session at 8:46 pm Allen, Cowley Listened to recording.

21. FINANCE: To discuss and decide action on first reading of ordinance, #574 Budget appropriation. Motioned to approve by Weathers, seconded by Cowley. Vote aye: unanimous.

22. DEPARTMENT HEAD REPORTS:

Mayor: VRC metals system moving forward to go to the old Vandenberg building. Nice Presentation for the Chamber Mixer last week, everyone there was excited about the presentation and wanted the City Council to see it soon. City is moving forward with the wastewater treatment plan. Attended Military affairs committee meeting by which the Barksdale Award was discussed. This award will be given to a community near an Air Force base. The City must choose to participate and submit an application to see if we can possibly win this award. Al Carnela was given the Air Force Distinguished Public Service Award. Went to a Mayor's lunch in Edgemont, listened to Mayor's present to discuss what is going on in their individual City. Senator Thune's office gave a short report, they are continuing the work on health care and any health services corrections. Senator Round's office is working on a bill to dismantle the consumer financial protection bureau, he feels that it does not work and he is also interested in increasing the power of the office of information and regulatory affairs and helping with any health service problems. Christy Nome's office was not present.

Police: From 3/21- 4/3 there was 1 accident, 227 calls for service, 20 citations, 2 DUI arrests and 59 warnings. Parts are finally in and our first new explorer has gone in to be outfitted last Saturday. We have extended a job offer to a gentleman that has gone through the preliminary background checks and will be starting around the 21st of this month.

Public Works: Proceeding with plans for the gravel street reconstruction work, we should have those ready to go out for bids shortly. Currently we are pumping water from Ghere Well after the initial water samples. We will be pumping there until our detention pond is full and then will take water samples there again. Working with West River Electric to install additional street lights along Ellsworth Road and Radar Hill Road. This will be revisited throughout the summer as time allows. Meeting with Department of Transportation and the railroad regarding some interchange and crossing improvements at the Radar Hill Road intersection. This possibly may be pushed off until 2020 by the county for the crossing improvements. Spoke about any further development with Gale Cook and her attorney, Rex stated he will provide updates as they unfold.

Finance: 2016 was completed and handed off to the auditors. Auditors are located in house working on fiscal year 2015; Mandy and I are working with them and giving them additional information on fiscal year 2015 as questions arise. Year 2015 and 2016 will be done back to back; we have been given an estimated time-line of June 1st that they will both be complete. The exit meeting for 2015 was very positive. The primary focus is now on administrative changes, controls, and policies. We are completely out of the woods when it comes to financials. Will be bringing financials reports forward to the next meeting. We are going through the utility billing migration back to Incode. The amount of data coming through is actually larger than the financials since we have to bring the full history from Summit. Finance is absorbing utility billing so the office/staff is moving quite a bit to make accommodations for the changes and to ensure keep things running smoothly and stay-on-top of the financials. All revenues and expenditures are current in Incode. Rebecca Davis will be our new Assistant Finance Officer, she comes to us with outstanding references, over 11 years' experience and a Master's in

Business Administration. High Level Revenue Expense Report was given out, there are multiple reports available. Some of the reports may be confusing because the city is a cash basis but our bank records are current and our cash reports current. This report included revenues of \$2.35 million that was received from the Department of Transportation in grants for the East Small Drive project. We will also be doing additional administrative budget clean up in 2017 to account for the changes requested by the auditors, East Mall Drive project and for the application that will be going to the USDA. The Sales Tax Report is on target and are still increasing. In addition, the break down summary for management with KT, all the work they are doing for us is going very smoothly and working very well.

Planning & Zoning: 493 Coyote Trail is moving forward. Met with the contractor who bought all the residential lots from Boomsma, Liberty Park subdivision over by Tower Road, and as soon as Mr. Boomsma has the security bonds in place we will be able to do the final plat. With city approval, we will start building the homes. Plan to build 23 homes over the next 24 months. They are a contract company out of Casper, Wyoming and are going to be building smaller homes in the \$150,000 to \$180,000 price range.

City Attorney: None

23. COUNCIL REPORTS:

Allen: None

Cowley: None

Curry: None

Hegel: None

Hollinshead: Want to publically thank Nicole and the whole Finance crew for all their great work in such a short amount of time with all the different situations that they have had to be endured.

Weathers: Should soon be seeing contracts on the agendas for the Box Elder Bash, we have got the fireworks going, bleachers, the stage, just a similar format as last year but will be seeing soon. Still looking for volunteers to assist.

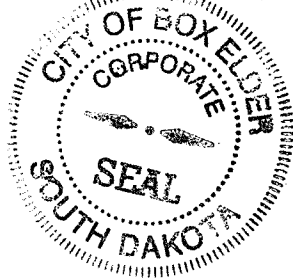
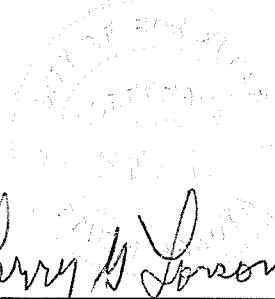
24. OTHER REPORTS:

Economic Development: Quorum last month so we had a productive meeting. Will follow up with those later on this month.

25. CITIZEN INPUT: Jane Maine spoke about Bandit Ball and how much it has contributed to the community financially and by providing little league softball; Dave Bigelow gave handouts to discuss at a later date.

26. ADJOURNMENT: at 9:10 pm. Motioned to adjourn by Allen, seconded by Cowley. Vote aye: unanimous.

Seal:



Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer