

**COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER
DRAFT MEETING MINUTES
Tuesday, April 15, 2014, 7:00 p.m.**

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, April 15, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Foster; Haddenham; and Hollinshead were present. Also present were: Police Chief Dubbs; Finance Officer Mystee Lashwood; Legal Council Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Director Ron Koan.

Moment of Silence and Pledge of Allegiance

1. Call meeting to order at 7:01pm.

2. Pledge of Allegiance

3. Roll Call: Present: Allen; Cowley; Coatney; Foster; Haddenham; Hollinshead.

4. Approve Agenda with Executive Session for Personnel as per SDCL 1-25-2 Sub (1) and Contractual as per SDCL 1-25-2 Sub (5).

Motion by Cowley, seconded by Allen to approve the agenda as presented with Executive Session for Personnel as per SDCL 1-25-2 Sub (1) and Contractual as per SDCL 1-25-2 Sub (5). Vote Aye: Unanimous.

5. Announcements and Praise: None.

6. CONSENT AGENDA: Agenda items A through E on the Consent Agenda are meant to be approved as a group with a single motion. Questions maybe 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.

A. To approve the reading of the April 1, 2014 Common Council Minutes.

B. To approve the Claims, Utility deposit refunds, and Hand Checks. Questions asked and answered.

C. To approve Payroll 8 (March 23 to April 5): Total Payroll \$47,868.87; General Government: \$1,603.85; Finance Office: \$1,852.00; General Financial: \$3,860.01; Police Dept: \$20,847.89; PW Street: \$7,074.03; Animal Control: \$306.00; Sign Inspection: \$355.30; PW Parks: \$1,894.84; Planning & Zoning: \$3,069.61; PZ Board: \$360.00; PW Water Production: \$2,750.32; PW Water Distribution: \$2,495.57; PW Sewer Collection: \$1,399.45.

D. To approve application for Business License #1552 by Joshua Snyder for Mr. Frosty Ice Cream located at 219 Oak St, Box Elder. Mobile ice cream vending truck. Questions asked and answered.

E. To approve application for Business License #1554 by Sandell Hauk for Lollipop Tree Daycare located at 112 Box Elder Rd, Box Elder. Questions asked and answered.

Motion by Cowley, seconded by Foster to approve the consent agenda. Vote Aye: Unanimous.

7. UNFINISHED BUSINESS:

A. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Allen to defer the item, ISIS Subdivision Plat to the May 6 City Council Meeting. Vote Aye: Unanimous.

8. NEW BUSINESS:

A. FINANCE DEPARTMENT: Motion by Coatney, seconded by Foster to convene as the Board of Canvassers, review and canvass votes cast in the Box Elder Municipal Election conducted on April 8, 2014. Vote Aye: Unanimous.

Questions on the election committee were asked and answered.

B. PLANNING/ZONING DEPARTMENT: Motion by Cowley, seconded by Allen to discuss and approve Second Reading of Ordinance 545, Rezoning ordinance for Gary Brown. Vote Aye: Unanimous.

C. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to discuss and approve Second Reading of Ordinance 546, Rezoning ordinance for Love's Travel Plaza. Vote Aye: Unanimous.

D. PLANNING/ZONING DEPARTMENT: To discuss and approve direction to Public Works Director to obtain an initial engineering estimate to extend water and sewer to City owned lot in Skyway Subdivision.

Discussion on the interest of developing the land north of Wells Fargo. The city needs to determine what the cost would be to extend the water and sewer to this and future developments. The initial engineering estimate would be around \$5,000. Other discussion points included: City Finances, available funds, and the City's interest in this development were also discussed.

Motion by Foster, seconded by Haddenham to deny item D.

Roll Call Vote. Vote Aye: Foster, Haddenham. Vote Nay: Allen, Cowley, Coatney, Hollinshead.

President Rick of Box Elder Economic Development informed the council that at their meeting last week they voted to assist with funds if needed, to help this development with water lines. This means part of or all of the water development costs could potentially be paid for by BEED.

Motion by Allen, seconded by Coatney to defer item until next meeting, May 6.

Roll Call Vote: Vote Aye: Allen, Cowley, Coatney, Hollinshead. Vote Nay: Foster, Haddenham. Item deferred until May 6 meeting.

E. PLANNING/ZONING DEPARTMENT: To discuss, approve, and authorize Mayor to sign Grant Application to GOED (Governor's Office of Economic Development) Local Infrastructure Improvement Program Application for extension of water and sewer on Ellsworth Road.

Discussion on deferring it until we have more information and a need to rearrange agenda items D & E.

Motion by Coatney, seconded by Haddenham to defer the item until it goes to the public works committee for more information, is put on the May 6 agenda, and to rearrange the order of items D & E so item D is E and E is D. Vote Aye: Unanimous.

F. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to discuss, approve, and authorize Mayor to sign USDA RD Form 465-1 for TIF #3 project. This portion is for the site work that was not presented for signature. Vote Aye: Unanimous.

G. CITY ATTORNEY: To discuss, approve, and authorize signatures on Agreement Establishing the Rushmore Regional Railroad Authority. To discuss and approve Resolution 14-05, a Resolution Authorizing an agreement to create the Rushmore Regional Railroad Authority and to become a member thereof.

Discussion on having Box Elder join the Authority so they have some decision making power in terms of taxation of its citizens; appointing a Box Elder representative to the board (at the next meeting); and the responsibilities/duties/powers that person will be given; and a need for time to think about who should represent the city in this voluntary position.

Motion by Coatney, seconded by Allen to approve being a member of the Rushmore Regional Railroad Authority, and to wait to appoint a member at the next meeting May 6. Vote Aye: Unanimous.

H. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Cowley to discuss draft Ordinance #547, Amendment to 2014 Budget. Vote Aye: Unanimous.

9. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Griffiths gave an update on the recent P4 meeting that resulted in citizens being able to use the football fields and pool on the base; the golf course is open to the public; and we are completing an application for Box Elder to be 'Capital for the Day', a program sponsored by Governor Daugaard.

Police: Chief Dubbs gave the statistics report for April 1-14 and an update on upcoming officer trainings. He also notified that Reserve Commander John Hoag passed away and was laid to rest last week and his call sign 22L15 has been retired.

Public Works: Director Todd gave a report on the following items: time reporting questions; efforts on I & I; nothing has changed for Ghere Well; and a parks board meeting was held recently and the minutes are available for review at the front desk if you would like to read them.

Finance: Officer Lashwood reported she had the exit interview last Friday for the 2011 & 2012 audits and the findings will be given at the next council meeting; employees will be attending the Managing Multiple Projects training tomorrow and will be in the office after the training if anyone needs anything. Council Member Allen asked Lashwood to check on the publication status of Ord 523. Hagg recommended re-publishing the Ordinance to make it official.

Planning/Zoning: No input.

City Attorney: Hagg reminded council members about the Executive Session.

10. COUNCIL REPORTS:

Allen: No input.

Cowley: No input.

Coatney: Would like to thank the Bradsky's for their donation to our parks and we do appreciate all the help we can get.

Foster: No input.

Haddenham: No input.

Hollinshead: No input.

11. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: No input.

Economic Development: President Rick handed out the treasurer report to council members.

12. CITIZEN INPUT: Jane Maine reported for the parks board: the board has been reformatted to a 6 member board with several other people that would like to be involved in our parks; the Bandit Ball field conditions and the state of the program were discussed; a need to replace park equipment; and the next parks board meeting will be on July 2nd at 6:00pm.

Paul Bradsky handed out information for the council to review and add to the May 6th agenda so Atlantis LLC can have an experimental subdivision.

13. EXECUTIVE SESSION:

Motion by Coatney, seconded by Allen to enter into executive session for Personnel as per SDCL 1-25-2 Sub (1) and Contractual as per SDCL 1-25-2 Sub (5) at 8:54pm. Vote Aye: Unanimous.

No decisions were made.

Motion by Allen, seconded by Coatney to exit executive session at 9:10pm. Vote Aye: Unanimous.

14. ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 9:11PM. MOTION BY Allen, SECONDED BY Foster TO ADJOURN. Vote Aye: Unanimous.

Seal:

Attest:



William F Griffiths Sr

William F Griffiths Sr
Mayor

Mystee Lashwood

Mystee Lashwood
Finance Officer