

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, April 18, 2017
7:00 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. Call meeting to order

2. Moment of Silence/Pledge of Allegiance

3. Roll Call

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

4. Approve Agenda

Motion to approve agenda by Allen, seconded by Hollinshead. 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. To approve the reading of the April 4, 2017 Common Council Meeting Minutes.

6. To approve Payroll 7 (March 5 to March 18) Total Payroll \$53,819.87; General Government: \$3,475.38; Finance Office: \$6,705.02; Police Dept: \$21,215.87; PW Street Maintenance: \$4,468.56; PW Animal Control: \$905.94; PW Parks: \$1,665.17; Planning & Zoning: \$5,087.54; Planning & Zoning Board: \$635.00; PW Water Production: \$2,924.77; PW Water Distribution: \$5,496.47 and PW Sewer Collection: \$1,240.15.

7. To approve the claims, loan payments, and hand checks.

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

Motion by Allen, seconded by Weathers to move this item to the next agenda. Vote aye: unanimous.

7b. Executive Session

Motion by Allen, seconded by Weathers. Vote aye: unanimous.

7c. Presentation of plaque in appreciation for the City of Box Elder; presented by Paul Lanoue with Ellsworth 1st Sergeant Council. Presented to Public and City Hall staff, left at 8:15pm during the executive session.

CITY BUSINESS:

9. Proclamation reading to establish Arbor Day as April 29, 2017.

Motion to approve by Cowley, seconded by Allen. Vote aye: unanimous.

10. Requesting a motion to officially hire Todd Meierhenry to act as legal counsel for special assessment districts. Motion to defer: first by Allen; seconded by Weathers.

11. PLANNING/ZONING DEPARTMENT: To discuss and decide action on petition to create Business Improvement District #2.

Motion to approve by Weathers, seconded by Hollinshead. Vote aye: unanimous.

12. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Resolution of Intent for Business Improvement District #2 and set Hearing date for 6/6/17. Motion to defer until fee schedule arrives. Council member Hollinshead recommended that City Attorney Hagg be involved (in the loop) until we realize which Legal representation is a part of the process and will help protect our interest.

Motion to differ to later discussion by Allen, seconded by Hegel. Vote aye: unanimous.

13. PLANNING/ZONING DEPARTMENT: To discuss and decide action on minor plat application #170052 for Duane Kirk at West Sunnydale.

Motion to approve by Hegel, seconded by Allen. Vote aye: unanimous.

14. PLANNING/ZONING DEPARTMENT: To discuss and decide action on sign application #170054 for removal of an old sign structure and installation of new mono-pole sign at the Flying J Truck Stop (4200 N. Interstate 90 service road). Motion to approve by Hollinshead, seconded by Allen. Vote aye: unanimous.

15. PLANNING/ZONING DEPARTMENT: To discuss and decide action to establish a Business Improvement Committee to discuss future development, hiring a consultant to do a needs assessment and a realtor to market City owned property. During discussion, Council Member Weathers stated that before further action was taken with these issues, the information on the grant should be in and accurate and the Economic Development Director should be hired. Motion to defer item to two meetings was made by Allen, seconded by Weathers. Vote aye: unanimous.

16. LEGAL: To discuss and decide action on first reading, amendments to Water ordinance #575. Motion to approve by Cowley, seconded by Hegel. Vote aye: unanimous.

17. FINANCE: Disclosure of financial reports per SDCL 9:22-21. (Due by 3/31/17, 30 day extension was provided by the State Auditor). Acknowledgement of disclosure.

18. FINANCE: Disclosure of new hire personnel per SDCL 6-1-10 since 1/1/17; Public Works: Bart Maynard (1/5/17 \$34,209.31), Denny Ivans (1/6/17 \$34,636.93); Police Department: Carissa Bauer (1/17/17 \$35,508.26), John Cargill (4/20/17 \$40,155.97); Planning & Zoning: Dale Olheiser (3/20/17 \$38,710.59); Finance Department: Rebecca Davis (4/12/17 \$47,165.10). Acknowledgement of disclosure.

EXECUTIVE SESSION: (MOVED TO 7B) Entered executive session to discuss personnel issues. Session started at 7:15pm; Out of Executive session at 8:29 pm

19. FINANCE: To discuss and decide action on second reading of ordinance, #574 Budget appropriation. Motion to approve by Hollinshead, seconded by Weathers. Vote aye: unanimous.

20. COUNCIL MEMBER WEATHERS: To discuss and decide action on Special Event Alcohol Permit and Agreement for Alcohol Sales for Box Elder Bash. Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

21. DEPARTMENT HEAD REPORTS:

Mayor: Acrylic letters for front of council board podium will be coming soon. Went with the cheapest bid company. Bob and I went to the Rapid City/ Box Elder/Pennington County Meeting, spoke with the head of Public Works for Pennington County at the end of the meeting, wanting to discuss further action with the country roads, Bob will be getting together with him soon. I attended a legislative breakfast, good presentation by former chief of Atlanta, attended a Black Hills Business Council meeting, the main speaker was Darrel Shoemaker, the Communications Director for Rapid City, talked about social media accounts and how to stay current. Left early for the MOP meeting, at this meeting I wanted to change one item on their agenda, a map of the Box Elder/ Ellsworth area was basically called the Ellsworth Area and was not giving credit of the new developments to the City of Box Elder. Got changed through a vote. Also, conducted a transit study report, in the future they will be holding community meetings for Black Hawk, Summerset, etc. Need to make people aware of these meetings so that further discussion on the possibility of a bus system can be put in place.

Police: From 4 April to 17 April there were 257 calls for service, 34 citations issued, 34 warnings issued, 4 non-injury accidents, 1 DUI arrest and 1 pursuit. Sgt. Campbell and I will be attending the Joint Chiefs and Sheriffs Association Conference tomorrow in Deadwood that will carry over into Thursday. Lt Misselt is currently teaching First Responder at the academy. Our newest employee John Cargill will be starts Thursday evening, he will be attending our department meeting where topics of discussion will be Lidar and Radar recertification. We have a presentation from Combined Insurance and we will also be discussing one of our new products called the WRAP. We are finalizing the Highway Safety grant for the fiscal year 2018 that will include some new equipment including a new Lidar and two new in-car cameras. We will be requesting funds to continue our billboard advertising as well as out television and radio ads. We will also be submitting our request for additional funds for traffic enforcement over time.

Public Works: Took our initial baseline water samples from Ghere Well, got those submitted and the results were back, results don't look real good but we are having great success with the weather. The warm weather is helping us out by providing a lot of evaporation which is coming out of that pond so we'll be able to pump longer than we initially planned. This week is clean up week so most of the crew will be involved with that. Yesterday we did the one year inspection for the Northern Lights Well and Tank, everything came out positive with that so we will be closing that project out. Been working on the specifications for our summer projects. I will be out a few days next week for vacation.

Finance: All got a copy of the Sales Tax Report, it's not uncommon to see sales tax dip a little bit before April 15th. Hopefully you all had a chance to meet our new Assistant Finance Officer Rebecca Davis, we are working hard on cross training which will improve work flows. We are currently looking at different vendors on the cost for the outsourcing on our

utility billing, we've already met with one vender and with his quote it would save us between 10 to 12 hours of staff time and a couple hundred dollars a month. So, we will be looking at other vendors and comparing prices. You all should have gotten your additional proxy card to enter the building. Council was also provided a copy of the City Logo Contest, please review and respond with your suggestions before the next meeting so that we can discuss the final version for the website.

Planning & Zoning: Friday we sent out the final mockup of the "Welcome to Box Elder" sign. Anyone have any questions, comments, or concerns? Wanting to get that finalized and get it out to bid. Query Park is nearing completion.

City Attorney: None

22. COUNCIL REPORTS:

Allen: None

Cowley: None

Curry: Absent from meeting.

Hegel: None

Hollinshead: Want to make sure we take into consideration the time taken out for a presentation.

Weathers: The Box Elder Bash planning is well under way, I would like to thank Mayor Larson who has been working diligently with sponsors, we should be seeing contracts soon for bleachers, the stage, band, etc.

23. OTHER REPORTS:

Economic Development: Voted to change our financial institution, went to Centennial Credit Union instead of a bank.

24. CITIZEN INPUT: Open invitation to staff, Mayor and Council for opening day at the Ball Field at 9:00 am May 6, 2017. A gentleman is flying in to donate to the league. Discussion about Executive Session and Citizen Input times and agenda schedule.

25. ADJOURNMENT: at 9:18 pm

Motion to approve by Allen, seconded by Cowley. Vote aye: unanimous.