

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, April 19, 2016
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

1. **Call meeting to order:** Mayor Larson called the meeting to order at 7:00 pm.
2. **Moment of Silence:** in honor of our fallen soldiers and active duty personnel. Recitation of the Pledge of Allegiance
3. **Roll Call:** Present were: Council Members: Scott Allen, Steve Cowley, Doug Curry, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Also present were: Planning & Zoning Coordinator Ron Koan, Public Works Director Bob Kaufman, Police Chief Jason Dubbs, and Assistant Finance Officer Mystee Lashwood. Legal Counsel Rex Hagg was absent.
4. **Approve Agenda:** Motion by Cowley, seconded by Hegel to approve the agenda for Tuesday, April 19, 2016. Vote aye: Unanimous.
5. **Presentation:** Douglas Destination Imagination - Global Finals donation request. Presentation from student representatives about the program itself. Discussion on donation request. Motion by Allen, seconded by Curry to defer request to the next council meeting so that the council members may talk to some constituents in their respective wards about the donation. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 6 through 11 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.

6. To approve the reading of the April 5, 2016 Common Council Meeting Minutes. Requested change to PW Director Input – should be Olson instead of Stanley.
7. To approve Payroll 8 (March 20 to April 2) Total Payroll \$46,749.29; General Government: \$1,690.38; Finance Office: \$1,787.09; General Finance: \$2,643.01; Police Dept: \$20,866.43; PW Street Maintenance: \$5,984.21; PW Animal Control: \$486.20; PW Parks: \$1,346.40; Planning & Zoning: \$4,763.79; Planning & Zoning Board: \$400.00; PW Water Production: \$2,498.22; PW Water Distribution: \$3,816.36; PW Sewer Collection: \$467.20.
8. To approve the claims and hand checks.
9. To approve business license application #1683 by Matthew DeWolfe for D & S Central LLC DBA The PT Center. Business located at 316 Villa Drive.
10. To approve business license application #1686 by Duane Hofer for Hofer Fire Stuff, LLC. Business located at 121 South Gate Road.
11. To approve abatement for Ellsworth Development for the First Baptist Church property. Property was purchased by an exempt entity. Abatement in the amount of \$609.27.

Motion by Allen, seconded by Hegel to approve Consent Agenda items 6-11 with a change to the minutes. Vote aye: Unanimous.

CITY BUSINESS:

12. **FINANCE DEPARTMENT:** To discuss and decide action on donation request as submitted by Dale Bishop for Yellow Bike program. Discussion on the program. Motion by Cowley, seconded by Hegel to approve donation request of \$100.00. Vote aye: Unanimous.
13. **FINANCE DEPARTMENT:** To discuss and decide action on proposal and authorized signatures on payment processing agreement with Forte for on-line credit card payments. Motion by Weathers, seconded by Hollinshead to move this item to the end of the meeting. Vote aye: Unanimous.
14. **FINANCE DEPARTMENT:** To discuss and decide action on proposal and authorized signatures on payment processing agreement with XCharge (openedge) for counter credit card payments. Motion by Weathers, seconded by Allen to move this item to the end of the meeting. Vote aye: Unanimous.
15. **FINANCE DEPARTMENT:** To convene as the Board of Canvassers, review and canvass votes cast in the Box Elder Municipal Election conducted on April 12, 2016. Total Votes cast in the 2016 Election 132. Votes canvassed: Council Member Ward 3 – Weathers 76; LaBine 56. Motion by Cowley, seconded by Hegel to approve the votes as canvassed. Vote aye: Unanimous.

16. PUBLIC WORKS DEPARTMENT: To discuss and decide action on Change Order #2, a modification to the project for the installation of an additional 12' gate along the eastern side of well house lot near northeast corner of lot. Center of gate to be centered perpendicular to the fence. This will increase the contract amount by \$1,245.00. Motion by Hollinshead, seconded by Cowley to approve change order as presented. Vote aye: Unanimous.

17. PLANNING/ZONING DEPARTMENT: To discuss and decide action on first reading of Ordinance 563, rezoning of Lot 4 DeJong Subdivision from agricultural to residential. Motion by Hollinshead, seconded by Allen to approve the first reading as presented. Vote aye: Unanimous.

18. PLANNING/ZONING DEPARTMENT: To discuss and decide action in regards to payment of 2015 taxes on property returned to Box Elder Economic Development and Box Elder in relation to True Value Hardware project. Total for taxes is \$2,638.28. Motion by Allen, seconded by Cowley to approve payment in the amount of \$2,638.28. Vote aye: Unanimous.

19. DEPARTMENT HEAD REPORTS:

Mayor: Larson gave an update on the progress of the Well 5 project. He spoke about the change in the Ellsworth Road reconstruction project; he spoke about the MPO meeting where the 61-67 corridor analysis was approved; he spoke about the applications for the Finance Officer/City Administrator position. Jeff asked Mayor Larson if he had taken a vacation day the day of the election. Mayor Larson stated that he hadn't. Jeff asked why then was he out campaigning for a candidate. Mayor Larson stated that he hadn't. Jeff stated that there were people who called him and told him that the Mayor had been talking to them. Scott stated that he also received phone calls from people regarding this.

Police: Chief Dubbs presented the statistics report for April 5-April 18. He gave an update on the upcoming training for the department.

Public Works: Director Kaufman gave an update on the Well 5 project; he spoke about the S Ellsworth Rd project; he spoke about the drainage study; he spoke about the Well 7 project; he gave an update on the Radar Hill Rd project. He stated that there will be a Public Works Committee meeting the first Monday of every month at 3:30 pm.

Finance: No Input.

Planning & Zoning: Coordinator Koan gave an update on the nuisance ordinance, the subdivision ordinance, and the flood prevention ordinance. He extended a recognition and thank you to Keith, his wife, and to all those who volunteered from the base to help one of the residents to start to clean up his property.

City Attorney: Absent.

14. FINANCE DEPARTMENT: To discuss and decide action on proposal and authorized signatures on payment processing agreement with XCharge (openedge) for counter credit card payments. Council would like Motion by Cowley, seconded by Hegel to defer this item to the next meeting. Vote aye: Unanimous.

15. FINANCE DEPARTMENT: To convene as the Board of Canvassers, review and canvass votes cast in the Box Elder Municipal Election conducted on April 12, 2016. Total Votes cast in the 2016 Election 132. Votes canvassed: Council Member Ward 3 – Weathers 76; LaBine 56. Motion by Cowley, seconded by Hegel to approve the votes as canvassed. Vote aye: Unanimous.

20. COUNCIL REPORTS:

Allen: He asked if research can be done to look at the issue with the sign ordinance and with electronic signage during elections.

Cowley: No Input.

Curry: Asked if staff could relay to legal counsel to review and negotiate the contracts before the next meeting. He asked if it was possible that the city could build their own contract documents to share and not have long lag times before contracts get approved.

Hegel: Stated that the sign ordinance was effective on January 5, 2009.

Hollinshead: Extended a thank you to Bob for hitting the ground running with all of the projects for the department. He extended congratulations to Tricia on the ward seat election.

Weathers: Reminded everyone that the ReStore donation drive for Habitat for Humanity is on Saturday, April 23, 2016 at Gizzi's Coffee. She spoke about the Bash preparation and stated that she needed consensus for Mike Hanson to purchase the fireworks for a professional display at the bash. She stated that he would receive a 5% discount if they were purchased this week and asked if the cap could be set at \$8,000 and the purchase price would be reimbursed to Mike.

21. OTHER REPORTS:

Chamber of Commerce: Absent.

Economic Development: Wes Rick stated that they had a meeting and had 3 guests, they did the election of officers, and they voted to hire an individual to handle the bookkeeping for them.

22. CITIZEN INPUT:

Leroy Hix asked if the contract he had with the city regarding the properties at 508 & 510 Line Rd could be closed. PZ Coordinator Koan stated that since Mr. Hix complied with all the requirements for 508 & 510 Line Rd which included the sale of one lot to his son in compliance with the mobile home park moratorium, this issue could be signed off and closed. Mr. Hix asked about the tree trimming that was going on around the Line Rd area. PW Director Kaufman stated that he would look into the issue and let him know.

23. EXECUTIVE SESSION: None.

24. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 8:27 pm, motion by Allen, seconded by Cowley to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer