

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, April 5, 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/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, Legal Counsel Rex Hagg, Police Chief Jason Dubbs and Assistant Finance Officer Mystee Lashwood. There were 23 guests present.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda with the addition of a presentation by Douglas Environmental Club. Vote aye: Unanimous.

4A. Presentation: Douglas Environmental Club regarding the need for a 10" x 10" area to grow milkweed flowers for the Monarch butterflies to encourage their migration. Legal Counsel Hagg stated that the city and the school should have a cooperative agreement to alleviate liability on both parties.

CONSENT AGENDA: Agenda items 5 through 8 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 March 15, 2016 Common Council Meeting Minutes.

6. To approve Payroll 7 (March 6 to March 19) Total Payroll \$47,385.70; General Government: \$2,390.38; Finance Office: \$1,942.26; General Finance: \$2,628.80; Police Dept: \$21,479.92; PW Street Maintenance: \$3,818.72; PW Animal Control: \$374.00; PW Street Lights: \$116.88; PW Parks: \$2,148.32; Planning & Zoning: \$4,816.74; Planning & Zoning Board: \$425.00; PW Water Production: \$2,389.08; PW Water Distribution: \$4,388.40; PW Sewer Collection: \$467.20.

7. To approve the Claims, Utility deposit refunds, Loan Payments, and Hand Checks.

8. To approve business license application #1681 by Anne Waters DBA Dance Wear. Business located at 634 Northern Lights Boulevard.

Motion by Allen, seconded by Curry to approve consent agenda items 5-8 but to remove claim 61 for separate consideration. Vote aye: Unanimous.

Motion by Allen, seconded by Cowley to defer claim 61 for Yellow Bike program until such time as Mr. Bishop can come to the council meeting and speak with the council about the donation request. Vote aye: Unanimous.

CITY BUSINESS:

9. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Curry to approve the cost share for outdoor public warning siren upgrade and standardization project in the amount of \$4,300.00 for 2 sirens. Council did make a request to Dustin Willett that they try to submit requests for project cost share for the next year by budget time. Vote aye: Unanimous.

10. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Cowley to amend the ordinance to include more explanatory definitions and to strike out the section about the front door facing the street. Vote aye: Unanimous.

Motion by Weathers, seconded by Cowley to approve the second reading of Ordinance #560, Title 15, Chapter 153, Zoning Regulations as amended. Vote aye: Unanimous.

11. PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Curry to defer action on request from Morningview Water District for the City to take over ownership and maintenance of the water infrastructure until such time as the water association is redefined and registered. Vote aye: Unanimous.

12. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Weathers to approve Minor Plat #160021 for DeJong Subdivision. Vote aye: Unanimous.

13. PLANNING/ZONING DEPARTMENT: Motion by Cowley, seconded by Hegel to approve Resolution 16-08, to approve a plat for DeJong Subdivision. Vote aye: Unanimous.

14. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hegel to approve Minor Plat application #160019 for ISIS Subdivision. Vote aye: Unanimous.

15. PLANNING/ZONING DEPARTMENT: Motion by Hegel, seconded by Cowley to approve Resolution 16-09, to approve a plat for ISIS Subdivision. Vote aye: Unanimous.

16. PLANNING/ZONING DEPARTMENT: Motion by Hegel, seconded by Curry to approve lawn care and abatement services proposal by B.Y.R.S. Lawn Care. Vote aye: Unanimous.

17. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Weathers to defer the decision on the proposal and authorized signatures on payment processing agreement with Forte for on-line credit card payments. Vote aye: Unanimous.

18. FINANCE DEPARTMENT: Motion by Weathers, seconded by Allen to defer the decision on the proposal and authorized signatures on payment processing agreement with XCharge (openedge) for counter credit card payments. Vote aye: Unanimous.

19. PLANNING/ZONING DEPARTMENT: Motion by Cowley, seconded by Curry to approve the appointment of Mike Irwin to Planning & Zoning Board. Vote aye: Unanimous.

20. FINANCE/PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve Pay Application 4 to Water System Drilling Inc. in the amount of \$34,254.40 for Well 5 Northern Lights. Vote aye: Unanimous.

21. FINANCE/PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve Pay Application 5 to R.C.S. Construction Inc. in the amount of \$756,916.33 for Well 5 Northern Lights water storage tank and pump house. Vote aye: Unanimous.

22. FINANCE DEPARTMENT: Motion by Allen, seconded by Hegel to approve the Election Board workers for the April 12, 2016 ward 3 election. Election Superintendent – Mary Jo Hix; Election Deputies: Jonda Bennett, David Jungemann, Eileen Kienzle, and Gladys Hillestad. Vote aye: Unanimous.

23. COUNCIL MEMBER WEATHERS: Motion by Allen, seconded by Hollinshead to approve and assign Council member Weathers the authorization to sign a request for a B-1 bomber fly over for Box Elder Bash.

24. DEPARTMENT HEAD REPORTS:

Mayor: Larson spoke about the city administrator/finance officer position being advertised again, he spoke about the joint land use study meeting coming up in May, he also spoke about the city clean up week April 18 to April 23.

Police: Chief Dubbs gave the case statistics for March 14 to April 4. He stated that April is Sexual Assault Awareness month and is sponsored by WAVI (Working Against Violence Inc). He stated that the department is hosting a regional training April 21st. He gave an update on upcoming training and meetings.

Public Works: Director Kaufman stated that he is in learning mode and is familiarizing himself with the operations of the city. He stated that he and PW operator Olson will be working on the annual inspection with DENR tomorrow.

Finance: No input.

Planning & Zoning: Coordinator Koan stated that the code enforcement violation list is shrinking rapidly. He stated that they are still working to locate the owner of the trailer that was discussed at the last meeting.

City Attorney: No input.

25. COUNCIL REPORTS:

Allen: Extended a welcome to Mr. Kaufman.

Cowley: Extended a welcome to Bob.

Curry: No input.

Hegel: No input.

Hollinshead: No input.

Weathers: No input.

26. OTHER REPORTS:

Chamber of Commerce: Absent.

Economic Development: Wes Rick stated that they will be having a meeting next week Thursday to discuss an expansion on a business.

27. CITIZEN INPUT:

Mike Hanson asked about the well drilling and when the transfer to the Ghere well would be. The answer was that it is in process to have the driller move to the Ghere well to see what can be done to fix the well.

Patrick Eley asked about sponsorships for the Box Elder Bash. Councilmember Weathers stated that she would give him her contact information.

Discussion was brought up about the taxed property that was deeded back to Economic Development from Tru Value and the mix-up with the filing of the deeds. It was asked to reimburse the owner for the taxes that had to be paid. It was requested that this item with the total be placed on the next council agenda for approval.

28. EXECUTIVE SESSION:

Motion by Allen, seconded by Curry to enter into executive session at 8:56 pm. Vote aye: Unanimous.

Out of executive session at 9:52 pm.

29. ADJOURNMENT:

There being no further business to be considered in front of the Common Council at 9:53 pm, motion by Allen, seconded by Weathers to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer