

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday August 1, 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

Mayor Larry Larson, Council Members Scott Allen, Steve Cowley, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers were present. Also in attendance were Legal Counsel Kim Pehrson, the Chief of Police Jason Dubbs, Public Works Director Bob Kaufman, Planning & Zoning Director Ron Koan, Assistant Finance Officer Rebecca Davis, and City Administrator/Finance Officer Nicole Schneider.

4. Approve Agenda

Motion by Allen, seconded by Hegel to approve agenda with adding item 10A without executive session. Vote aye: unanimous.

CONSENT AGENDA: Agenda items 5 through 9 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 July 5, 2017 Common Council Meeting Minutes.

6. To approve Payroll 16 (July 9 to July 22) Total Payroll 16 \$63,450.57; General Government: \$2,690.38; Finance Office: \$11,465.60; Police Department: \$22,823.09; PW Street Maintenance: \$5,182.39; PW Parks \$7,059.61; Planning & Zoning: \$5,088.89; P & Z Board: \$785.00; PW Water Production \$3,248.51; PW Water Distribution: \$3,940.24 and PW Sewer Collection: \$1,166.86.

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

8. Approve Business License Application #1744 for Gracy's Happy Days Home Daycare, Jamie Gray, to be located at 317 Norbeck Ct.

9. Approve Out of the Darkness Black Hills Walk route for 9/23/17 at 9:00 am.

To discuss and decide action on Consent Agenda Items 5-9.

Motion by Hegel, seconded by Weathers to approve Consent Agenda Items 5-9. Vote aye: unanimous.

CITY BUSINESS:

10. LEGAL: Discuss and decide action regarding up-dated CODERED Next Services Agreement.

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

10A FINANCE: For authority for Mayor to sign an application for pooled group dental coverage with Delta Dental and terminating our dental coverage with Guardian.

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

11. LEGAL: Review and approve Mayor to sign Union Contract for January 1, 2018- December 31, 2020.

Verbiage changes to follow chain of command, accrual payout and carry-over, equipment requirements for external vest
Motion by Cowley, seconded by Hegel to approve: Vote aye: unanimous.

12 LEGAL: Review and approve Mayor to sign Agreement for Professional Valuation Services with Simpson & Associates, Inc.

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

13. PUBLIC WORKS: Discuss and decide action to accept public infrastructure improvements for Freedom Landing Phase 2 and sign Resolution 17-23.

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

14. PUBLIC WORKS: Discuss and decide action to allow for two (2) water connections in Valley Heights Subdivision on two remaining lots in the developed area of the subdivision. (Lots 11 & 12, Block 5).

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

15. PUBLIC WORKS: Authorize Mayor to sign Change Order #1 for 2017 Gravel Street Reconstruction.

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

16. PUBLIC WORKS: Award Bid for 2017 Street Striping.

Motion by Hegel, seconded by McPherson to award BID to Traffic Services Company. Vote aye: unanimous.

17. PLANNING & ZONING: Discuss and decide action on Resolution 17-21, to accept Final Plat for Phase 2 of Freedom Landing Subdivision.

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

18. PLANNING & ZONING: Discuss and decide action on Resolution 17-22 Annexation of Phase 2 Freedom Landing.

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

19. PLANNING & ZONING: Discuss and decide action on first reading of zoning for new subdivisions Liberty Park and Phase 2 of Freedom Landing Referencing Ordinance #578.

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

20. PLANNING & ZONING: Discuss and take action to the adoption of Ordinance #577, Rezoning of Box Elder Road area to Highway Service, as recommended by the Planning Commission.

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

21. PLANNING & ZONING: Discuss and decide action in regard to waiving Zoning Amendment fee(s) for those changing zoning in compliance with Comprehensive Plan.

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

22. DEPARTMENT HEAD REPORTS:

Mayor: Attended Box Elder Chamber meeting and generated discussion regarding them hosting the Box Elder Bash. The Chamber was not opposed to the idea; however, wanted more information and a breakdown of costs and insurance requirements. Outreach Church called and hosted all-staff lunch on July 26th and gave recognition to specific departments and city hall and council staff. Met with Eric Abrahamson from Black Hills Knowledge Network to work together to spread good information about Box Elder/Events. I also attended the Black Hills Form and Press Club with Dr. Tom Jackson. President of Black Hills State College, and wanted to catch him afterward regarding development in Northern Lights and may have to go through BH State University property. I also attended Military Appreciation Pig Roast last Friday. Citizen mentioned old Box Elder PD website and negative story on former Police Chief. Will see if we can track it down.

Police: From 18 July to 31 July, there were 273 calls for service; 31 cases generated- 5 arrests (Disorderly Conduct, Hit & Run, Drug Arrest, DUI Arrest), 84 citations, 112 warnings issues, & 4 non-injury accidents. Incident on 7/31/17- Deputy was involved in an officer involved shooting on Halsey Drive and Deputy was uninjured and the individual who attempted to harm the Deputy went the hospital with non-life-threatening injuries. Spend time locking down scene and everyone went home went home safe.

Public Works: Creekside/Prairie water project started 7/31/17 & they made the initial tie-in and according to the schedule we should have water in the pipe mid-month and the project should be completed by the end of August. The pre-construction conference for Radar Hill Road slide project will be at DOT offices on Thursday 8/4. New Hire, Dan Merrill, started Monday and lease agreement with BH Youth Football league has been completed with their inspection and they are up and running for the year.

Finance: Main share of migration is done with a little clean up left to do. We also have the final configuration for online payments. Finance staff has done an incredible job and worked really hard to complete this project as they have been carrying the load on the migration. Thank you to everyone who met with us to go over the budget and for their input on the budget documents and we have hearings starting tomorrow and think that they will be very successful.

Planning & Zoning: Thank you to developers in the area, as well as Dane Bestgen who is here tonight and the single-family homes which is much healthier than it has been in the past.

City Attorney: We have been working hard on contracts and resolutions.

23. COUNCIL REPORTS:

Allen: Nothing.

Cowley: Nothing.

Hegel: Nothing

Hollinshead: Thank you to staff and Department Heads as we get ready for budget hearings to the huge improvements on this process this year. Please attend tomorrow if possible.

McPherson: Nothing.

Weathers: Nothing.

24. OTHER REPORTS:

Economic Development: May sell one of our notes in a couple weeks.

25. CITIZEN INPUT:

Citizen(s) voiced concern(s) regarding speeders on Bluebird Drive. Public works and Police Department will see what measures can be taken to improve visibility.

Citizen voiced expressions regarding her frequent high water/sewer bill. Will need to speak Public Works Director and need to get on the agenda.

Dane Bestgen enjoys working in Box Elder and is working well with Code Enforcement and want to know about issues up-front and he would like to be on the building code (ordinance) committee.

26. EXECUTIVE SESSION: Session started at _____ pm; Out of Executive Session at _____ pm.
No executive session required.

27. ADJOURNMENT: 7:43 pm.
Motion by Allen, Seconded by Weathers to adjourn. Vote aye: unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer