

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, August 16, 2016
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

1. Call meeting to order – Mayor Larsen 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; and Tricia Weathers. Council Member Jeff Hollinshead was absent. Also present were: Police Chief Jason Dubbs; Code Enforcement/Building Inspector Keith Walker; Public Works Director Bob Kaufman; Legal Counsel Rex Hagg; and Assistant Finance Officer Mystee Lashwood. Planning & Zoning Coordinator Ron Koan was absent.

4. Motion by Allen, seconded by Weathers to approve the agenda with Executive Session for Contractual as per SDCL 1-25-2 sub 2 and for Personnel as per SDCL 1-25-2 sub 1. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

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 August 2, 2016 Common Council Meeting Minutes.

6. To approve Payroll 17 (Jul 24 to Aug 6) Total Payroll \$53,756.26; General Government: \$2,015.38; Finance Office: \$1,926.56; General Finance: \$2,641.13; Police Dept: \$21,223.38; PW Street Maintenance: \$5,329.46; PW Animal Control: \$626.46; PW Sign Inspection: \$182.60; PW Parks: \$4,868.68; Planning & Zoning: \$4,802.86; Planning & Zoning Board: \$400.00; PW Water Production: \$3,336.95; PW Water Distribution: \$5,187.48; PW Sewer Collection: \$1,215.32.

7. To approve the claims and hand checks.

Motion by Hegel, seconded by Cowley to approve Items 5-7 on the Consent Agenda as presented. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

CITY BUSINESS:

8. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Curry to defer action on second reading of ordinance 566, an ordinance to repeal ordinance 468 that has been replaced in its entirety by ordinance 565, Title 152. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

9. FINANCE DEPARTMENT: Motion by Allen, seconded by Cowley to approve the second reading of ordinance 567, 2017 budget with the discussed amendment. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

10. PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Hegel to defer action on Morningview water association user agreement. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

11. MAYOR: Motion by Allen, seconded by Weathers to take no action on the hiring of Mandy Morris from Donna Denker & Associates to fix 2015 reconciliations, as the auditors are working with the software company to get the required reports.

12. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Allen to direct legal counsel to issue a letter to Mr. Tipton regarding the public nuisance at 493 Coyote Trail and to direct that no more permits will be issued until the project problems are rectified. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

13. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hegel to declare a public nuisance at 235 Douglas Road #25 and issue a directive that the property be removed within 30 days. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

14. ANIMAL CONTROL/FINANCE DEPARTMENT: Motion by Weathers, seconded by Cowley to send this item to ordinance committee for expedited review as it needs to be an amendment to the ordinance for the animal control reclaim and payment policy. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

15. MAYOR: Motion by Curry, seconded by Weathers to approve action to allow Mayor to sign letter of inquiry and intent to build a convention/event center within the city limits of Box Elder. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

16. FINANCE DEPARTMENT: Motion by Curry, seconded by Allen to approve special event permit for "Out of the Darkness" walk to prevent suicide on September 17, 2016. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larsen stated that the City Administrator/Finance Officer will start on October 3, 2016. He stated that the S Ellsworth road project is moving forward, the audit is moving forward, and negotiations for East Mall drive is in process with Department of Transportation. He stated that there will be an open house at Antelope Ridge on Saturday, September 10 from 11am to 2pm.

Police: Chief Dubbs gave the statistics report for 8/2 to 8/15. He stated that there will be a department meeting on Thursday evening. He stated that the promotion to Sergeant will be officially announced on Monday. He stated that he will be on vacation the last week of August and two weeks in September.

Public Works: Director Kaufman stated that the asphalt overlays are completed, the striping still needs to be done. He stated that they are working on water leaks, water will be shut off on S Ellsworth Rd tomorrow. He spoke about the parks board meeting and stated that the board needs a new citizen member if anyone is interested, please let him know. He spoke about the S Ellsworth road project and stated that the contractor should be delivering notices regarding the timing of the phases of the project. He stated that lightning strikes have done damage to the new electronics for the new well tank and they will be checking on the grounding.

Finance: Assistant Lashwood spoke about the upcoming municipal league conference and asked if anyone from the council would like to attend, please let her know as soon as possible so that the registration can be completed.

Planning & Zoning: Code Enforcement/Building Inspector Walker spoke about the abatement timeframe to remove the trailer on Bluebird Drive. Legal Counsel Hagg stated that this item should be put on the next agenda for formal action on the removal of the trailer.

City Attorney: No Input.

18. COUNCIL REPORTS:

Allen: No Input.

Cowley: Thanked everyone for their support and prayers in the time of his wife's passing.

Curry: No Input.

Hegel: No Input.

Hollinshead: Absent.

Weathers: No Input.

19. OTHER REPORTS:

Economic Development: No report.

20. CITIZEN INPUT: None.

21. EXECUTIVE SESSION: Motion by Cowley, seconded by Weathers to enter into executive session at 8:00 pm for Contractual as per SDCL 1-25-2 sub 2 and Personnel as per SDCL 1-25-2 sub 1. Vote aye: Allen, Cowley, Curry, Hegel, and Weathers. Absent: Hollinshead.

Out of Executive Session at 9:38 pm.

22. ADJOURNMENT: There being no further business to be considered in front of the common council at 9:38 pm, motion by Allen, seconded by Weathers to adjourn.

Seal:
Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer