

**COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER
DRAFT MEETING MINUTES
Tuesday, August 19, 2014, 7:00 p.m.**

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, August 19, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Curry; Hollinshead. Council Member: Haddenham was absent. Also present were: Police Chief Dubbs; Finance Officer Mystee Lashwood; Legal Counsel Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Director Ron Koan.

Moment of Silence and Pledge of Allegiance

1. Call meeting to order at 7:00pm.

2. Pledge of Allegiance and moment of silence.

3. Roll Call: Present: Allen; Cowley; Coatney; Curry; and Hollinshead. Absent: Haddenham.

4. Approve Agenda

Motion by Allen, seconded by Coatney to approve the agenda. Vote Aye: Unanimous.

5. EXECUTIVE SESSION: No executive session.

6. CONSENT AGENDA: Agenda items A through F 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.

A. To approve the reading of the August 6, 2014 Common Council Minutes.

B. To approve Payroll 16 (July 13 to July 26): Total Payroll \$52,151.67; General Government: \$3,313.85; Finance Office: \$1,852.00; General Financial: \$3,852.70; Police Dept: \$19,472.18 PW Street: \$4,115.80; Animal Control: \$340.00; Sign Inspection: \$290.70; PW Parks: \$8,374.08; Planning & Zoning: \$3,216.89; PW Water Production: \$2,965.00; PW Water Distribution: \$2,674.80; PW Sewer Collection: \$1,683.67.

C. To approve Payroll 17 (July 27 to August 9): Total Payroll \$52,464.90; General Government: \$2,233.85; Finance Office: \$1,852.00; General Financial: \$3,950.46; Police Dept: \$21,263.70; PW Street: \$3,480.00; Animal Control: \$499.62; Sign Inspection: \$549.10; PW Parks: \$8,450.16; Planning & Zoning: \$3,146.69; PZ Board: \$450.00; PW Water Production: \$2,597.87; PW Water Distribution: \$2,563.10; PW Sewer Collection: \$1,428.35.

D. To approve the Claims, Utility deposit refunds, and Hand Checks. Questions asked and answered.

E. To approve Preliminary Plat Application #140118 by Farrar Real Estate LLC (Engineer – Sperlich Consulting)

F. To approve Special Event Permit for Out of the Darkness Community Walk by the American Foundation for Suicide Prevention on September 20, 2014 beginning at 8:00 am.

Motion by Allen, seconded by Hollinshead to approve the consent agenda. Vote Aye: Unanimous.

7. CITY BUSINESS:

A. FINANCE DEPARTMENT: To approve second reading of Ordinance #549, 2015 Budget.

Extensive Discussion. Mayor Griffiths requested that the amount of \$10,000 budgeted for chamber mixers in item 463 be cut from the budget and that the employee longevity and separation bonuses be added back into the budget. Council members expressed concern for Mayor Griffiths not attending budget hearings where those items were previously discussed. They explained that everyone in the city including: council members, planning and zoning members, residents, and employees all need to make sacrifices to help pay for the new sewer treatment plant. Council Members requested input from city department heads to come up with a solution to the problem of cutting longevity and separation bonuses 100%. It was also mentioned that the money (going to the chamber) used to promote the city is not 'robbing Peter to pay Paul' because the funds are from different accounts in the city budget: city promotion has its own fund and employee compensation comes from the general fund. Resident Maine recommends going forward that all Mayors attend the budget meetings like Mayor Dial did in the past so everyone is on the same page when it comes to passing the budget ordinance. The 2015 budget is set up so members of the council and p&z boards get a 45% cut in meeting

pay; employees lose longevity and separation bonuses; and residents pay a new sewer rate. The Mayor's salary was already decreased to \$30,000 when Mayor Griffiths took office and that is how it was calculated for the 2015 budget. If a new mayor comes in and wants to raise it back to the old salary of \$49,000 that would need to be adjusted in the budget by council. A potential need to change the form of city government to a city manager was also discussed.

Motion by Coatney, seconded by Allen to approve the second reading of Ordinance #549, 2015 budget. Vote Aye: Unanimous.

B. CITY ATTORNEY/PLANNING DEPARTMENT: Motion by Curry, seconded by Allen to approve Resolution 14-15, a resolution to amend Tax Increment District Number Two. Amendment to the boundaries Vote Aye: Unanimous.

Blaise Emerson explained that this amendment to the boundary allows Love's Truck Stop to be included.

C. CITY ATTORNEY/PLANNING DEPARTMENT: Motion by Curry, seconded by Allen to approve Resolution 14-16, a resolution approving the Project Plan for Tax Increment District Number Two as submitted by the City of Box Elder Planning Commission.

This will allow the City to pay off the bond early (if the council chooses) and it can help with the City's future debt capacity.

D. PUBLIC WORKS/FINANCE DEPARTMENTS: To approve first reading of Ordinance #550, Sanitary Sewer Service Regulations.

This ordinance will put the new sewer rates into effect as discussed at the 2015 budget hearing. Attorney Hagg requested that the council remove the following sentence from Appendix A: Industrial Users will be charged additional based on heavy loadings.

Motion by Allen, seconded by Curry to approve the first reading of Ordinance #550, Sanitary Sewer Service Regulations and remove the following sentence from Appendix A: Industrial Users will be charged additional based on heavy loadings. Vote Aye: Unanimous.

8. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: No input.

Police: Chief Dubbs detailed upcoming training and vacation for the department.

Public Works: Director Todd notified the council that there is a leak in the Ghere Well tank and we have contacted the contractor to fix it. The I-90 sewer service connections that have previously been discussed with Rapid City should be completed next week. The school tower tank was recently inspected and it went well. I am gathering information on how other municipalities maintain their baseball fields to see if we can do something similar. Resident Maine said they are nice fields the main problem is the weeds. Coatney asked how the water hardness issue is going. Todd said he has received less complaints since the treatment was added to the system and we hope to see results in a month. Hollinshead and Coatney informed Todd that they are still getting complaints.

Finance: Officer Lashwood hopes to have our online bill pay up and running by September 1st.

Planning/Zoning: Director Koan is working with the land owner at 836 Line Road cleaned up. The planning commission should have the comprehensive plan completed and ready for a hearing in October. Last week we had a meeting regarding the reconstruction of 14/16 that is a county project scheduled for 2018. We have had a number of weed/grass complaints for the Baptist Church on Line Road, I have been working with the owner and she plans on hiring a company to take care of the property. She has also meet with SDEDA for the potential of having them buy the property. The Love's Truck Plaza has been moving along quickly. The foundation for the new hotel is complete. The Fire Department has a few trailers that need to be moved away so I would like to have the council waive the moving permit fees. I am working with Attorney Hagg to alter the business license ordinance. Currently you only need a business license if you have a store front and a Box Elder address. This is unfair when businesses come in from out of town and get to do business here without a license. I am passing out some information that I have found on alternative business licensing processes.

City Attorney: Hagg followed up on the business license ordinance and gave Ron a new ordinance draft to review. The Lamar case is completed. Council Members Allen and Coatney thanked Hagg for completing the Lamar case.

9. COUNCIL REPORTS:

Allen: I attended MPO and they discussed the 2 year plan of paving 150th. I would like to request Attorney Hagg to

research having alcohol in the event center as several people have been asking about the possibility. Hagg said the policies have been changing in the last few years so I will look into it and get back to the council.

Cowley: No input.

Coatney: No input.

Curry: No input.

Haddenham: Absent

Hollinshead: No input.

10. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Secretary Weathers thanked the council for their continued support and passed out flyers for the professional lunch-n-learn on September 4th. We are inviting city employees and council members to attend the lunch-n-learn free of charge. Please RSVP on Facebook so we have an accurate lunch count.

Economic Development: President Rick said they had enough people at the July meeting to conduct business.

11. CITIZEN INPUT: No input.

12. ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 8:05PM MOTION BY Coatney, SECONDED BY Allen TO ADJOURN. Vote Aye: Unanimous.

Seal:

Attest:

William F Griffiths Sr
Mayor

Mystee Lashwood
Finance Officer