

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, August 2, 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, Doug Curry, Bruce Hegel, and Jeff Hollinshead. Absent were: Steve Cowley and Tricia Weathers. Also present were: Planning & Zoning Coordinator Ron Koan, Legal Counsel Rex Hagg, Police Chief Jason Dubbs, and Finance Officer Mystee Lashwood. There were four citizens present.
4. Approve Agenda: Motion by Allen, seconded by Hollinshead to approve the agenda for August 2, 2016 with Executive Session for personnel as per SDCL 1-25-2 sub 1 and contractual as per SDCL 1-25-2 sub 2. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.

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 July 19, 2016 Common Council Meeting Minutes.
6. To approve Payroll 16 (Jul 10 to Jul 23) Total Payroll \$55,992.75; General Government: \$2,140.38; Finance Office: \$1,926.56; General Finance: \$2,677.87; Police Dept: \$22,359.36; PW Street Light Maintenance: \$1,263.87; PW Street Maintenance: \$5,827.10; PW Animal Control: \$635.80; PW Sign Inspection: \$116.88; PW Parks: \$4,456.08; Planning & Zoning: \$4,744.55; Planning & Zoning Board: \$500.00; PW Water Production: \$3,004.85; PW Water Distribution: \$4,278.16; PW Sewer Collection: \$1,061.29.

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

Motion by Hegel, seconded by Allen to approve consent agenda items 5-7 as presented. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.

CITY BUSINESS:

8. MAYOR: Motion by Hollinshead, seconded by Curry to approve appointment of Nicole Schneider to Finance Officer/City Administrator pending successful completion of background check. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
9. MAYOR: Motion by Hollinshead, seconded by Curry to approve appointment of Mayor Larson as representative and Tricia Weathers as alternate to Black Hills Council of Local Governments. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
10. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve first 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, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
11. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Curry to approve floodplain development application #160080 for Duane Kirk contingent upon the approval of the engineering for the septic system. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
12. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Allen to approve grading permit application #160089 for Jaennis LLC for Liberty Park Subdivision. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
13. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Hegel to approve preliminary plat application #160089 for Jaennis LLC for Liberty Park Subdivision. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
14. PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Hollinshead to defer the Morningview water association user agreement. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.
15. FINANCE DEPARTMENT: Motion by Allen, seconded by Curry to approve the first reading of Ordinance 567, 2017 Budget. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.

16. MAYOR/FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Allen to defer the hiring of Mandy Morris from Donna Denker & Associates to fix 2015 reconciliations until further information is gathered from the software company and the auditors.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larson stated that flowers and a plant were sent to the funeral home for Crisanta Cowley's funeral on Wednesday. He spoke about the Mayor's luncheon. He also spoke about the BH Home Builders' spec home open house. He stated that there will be a barbecue hosted by the SD Highway Patrol at Exit 32 Sturgis patrol office on August 7, beginning at 5 pm.

Police: Chief Dubbs gave the statistics report for July 19 to August 1. He spoke about the Mayor's luncheon and Josh Campbell's graduation. He stated that they will be conducting the final phase of the sergeants' evaluations/panel interviews on Wednesday.

Public Works: Absent.

Finance: No input.

Planning & Zoning: Coordinator Koan stated that the S Ellsworth Rd reconstruction project started yesterday; he stated that there were emergency asphalt repairs done on Elk Vale Rd today. He stated that the owner of the camper on Bluebird Dr was served with notice to have the camper removed. He stated that the foundation on the property in Creekside was poured but has not yet been backfilled.

City Attorney: No Input.

18. COUNCIL REPORTS:

Allen: No Input.

Cowley: Absent.

Curry: Wanted everyone to be aware of the times for Crisanta Cowley's funeral on Wednesday. The viewing is at 11:00 am and the funeral is at 2:00 pm at Behrens-Wilson funeral home.

Hegel: No Input.

Hollinshead: No Input.

Weathers: Absent.

19. OTHER REPORTS:

Economic Development: No Input.

20. CITIZEN INPUT: None.

21. EXECUTIVE SESSION: Motion by Hollinshead, seconded by Allen to enter into executive session at 7:51 pm. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.

Out of executive session at 9:10 pm.

22. ADJOURNMENT: There being no further business to be considered in front of the common council at 9:11 pm, motion by Allen, seconded by Hollinshead to adjourn. Vote aye: Allen, Curry, Hegel, and Hollinshead. Absent: Cowley and Weathers.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Finance Officer