

**COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER  
DRAFT MEETING MINUTES  
Wednesday, August 6, 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 Wednesday, August 6, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Curry; Haddenham; and Hollinshead. Also present were: Police Chief Dubbs; Finance Assistant I Racheal Jundt; 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; Haddenham; and Hollinshead.

**4. Approve Agenda**

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

**5. CONSENT AGENDA:** Agenda items A through K on the Consent Agenda are meant to be approved as a group with a single motion. Questions maybe 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 July 15, 2014 Common Council Minutes.

**B.** To approve Payroll 15 (June 29 to July 12): Total Payroll \$50,526.90; General Government: \$1,693.85; Finance Office: \$1,852.00; General Financial: \$3,843.27; Police Dept: \$20,403.90; PW Street: \$4,130.99; Animal Control: \$646.00; Sign Inspection: \$306.85; PW Parks: \$7,586.13; Planning & Zoning: \$3,087.93; PZ Board: \$450.00; PW Water Production: \$2,543.63; PW Water Distribution: \$2,636.45; PW Sewer Collection: \$1,345.90.

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

**D.** To approve Minor Plat Application #140109 by Michael and Brenda Whiting (Engineer – Shanon Vasknetz), to subdivide a ten (10) acre parcel from a larger parcel within our three (3) mile platting jurisdiction. The parcel will be conveyed by sale to West River Electric for a future electrical substation.

**E.** To approve Minor Plat Application #140116 by Motive Parts & Supply Inc (Engineer – Ferber Engineering) to clean up building encroachments and to create clean lots that can be conveyed for sale.

**F.** To approve Conditional Use Permit Application #140110 by Julie Ertz to operate a small antique refinishing business from her property. PZ Commission requested annual review for five (5) years.

**G.** To approve Business License application #1578 for Clayton Heavlin of Big C Properties LLC (The Jug Liquor Store) located at 135 S Ellsworth Road.

**H.** To approve new Package Liquor license application for Big C Properties LLC. Business name is The Jug Liquor Store. This is a new owner, license is a transfer from old owners.

**I.** To approve Business License application #1579 for Violet Ready for Ready's Childcare, an in-home daycare, to be located at 1163 Tallent Ct, Box Elder.

**J.** To approve Business License application #1581 for Kathleen Morgan for Katie's Kidz Daycare, an in-home daycare to be located at 728 Alliance Ct, Box Elder. Traffic/speed concerns addressed for items I & J.

**K.** To approve Business License application #1582 for Tim Schenzel for Northwest Truck & Trailer Sales, a Peterbilt truck dealership, located at 4650 N I-90 Service Rd, Rapid City.

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

## **6. CITY BUSINESS:**

**A. PLANNING/ZONING DEPARTMENT:** Motion by Allen, seconded by Cowley to defer to the August 19<sup>th</sup> meeting to approve and adopt Project Plan for TIF #2. Vote Aye: Unanimous.

Planning and Zoning Director Koan recommended the council wait until after the Public Hearing on August 11 before approving.

**B. FINANCE DEPARTMENT:** Motion by Cowley, seconded by Allen to approve the first reading of Ordinance #549, 2015 Budget. Vote Aye: Unanimous.

Mayor Griffiths expressed concerned with line item 463, the Chamber of Commerce. He supports having an active chamber but has some concerns giving tax payer money for chamber mixers. Council Members: Allen, Hollinshead, and Coatney all commented supporting the Chamber. The only way to get out of what we are in is to bring in sales tax revenue and the Chamber needs to bring in new businesses. For further information City Attorney Hagg provided the council with SDCL 9-12-11 the statute that authorizes funding of chambers.

**C. COUNCIL PRESIDENT/FINANCE DEPARTMENT:** Discussion on presentation of proposed budget deadline for council review prior to budget hearings.

Discussion and agreement on the proposed budget deadline: packets will be given to council members in April and the budget hearings will remain in July.

**D. CHAMBER OF COMMERCE:** Discussion on occupation of city office.

Resident Meier stated he is proud and confident of the current chamber and he thinks it is a good idea to have a visible Chamber for the City of Box Elder.

Discussion on lease items including: mail, locks/master keys, business hours, start date, time required to modify a new conference room for city hall, copy machines, one dollar amount on the lease and mutual considerations as terms.

## **7. DEPARTMENT HEAD REPORTS TO COUNCIL:**

Mayor: Griffiths said National Night Out went very well, I wish we would have had more participation from the citizens.

Police: Chief Dubbs gave the department statistics report and thanked everyone for their support with National Night Out.

Public Works: Director Todd addressed the hard water issue with Ghere Well and a chemical solution that will be added to the well this week; it should take 2-4 weeks to see a difference. Crosswalks around the school will be repainted before school starts. Allen notified Todd that streets near Boykin Park and the park itself were under water after the storm last night. Council members asked Todd to have summer help keep up with pulling the weeds at City Hall.

Finance: Assistant Jundt notified that we have the agreement with Pennington County to use the event center on November 4, 2014 as the polling location. The finance department online bill pay should be up and running by September 1<sup>st</sup>.

Planning/Zoning: Director Koan notified everyone that True Value has started to stake out where they are going to build. Hollinshead asked Koan to address a code enforcement issue in Creekside where multiple vehicles are being stored behind the store/building.

City Attorney: Hagg asked if the resolution for the Rail Authority was completed and who was selected on the board. Haddenham is primary and Mayor Griffiths is the secondary board member.

## **8. COUNCIL REPORTS:**

Allen: I had fun last night at National Night Out.

Cowley: National Night Out was a great event.

Coatney: National Night Out was great and the officers also do a great job out on the streets and they have done a lot of things in the court to help out.

Curry: I would like to recommend that all the council members ride along with Police Chief Dubbs and PW Director Todd so you can get to know the city. It was very helpful and educational for me when it came to looking at budget items.

Haddenham: No input.

Hollinshead: asked Dubbs about the bike accident. Dubbs said it was in Box Elder and he believes the gentleman is still alive.

**9. OTHER DEPARTMENT REPORTS:**

Chamber of Commerce: President Hanson thanked the council for their support in 2014 and going forward in 2015.

Economic Development: President Rick said we are having a little trouble getting a quorum, our next tentative meeting is August 14<sup>th</sup>.

**10. CITIZEN INPUT:**

Resident Rick suggested we create an ordinance for fire hydrants, it should include items like: how clean they are, how close a fence can be to them, etc. He also requested that the council drive by 838 Line Rd and look at the code violations. Resident Maine added that we really do need to keep up on code enforcement for both residential and commercial properties.

**11. EXECUTIVE SESSION:** Motion by Cowley, seconded by Allen to enter into executive for Contractual as per SDCL 1-25-2 Sub 4 and Legal as per SDCL 1-25-2 Sub 3 at 8:04 pm. Vote Aye: Unanimous.

Motion by Hollinshead, seconded by Coatney to exit executive session at 9:04pm. Vote Aye: Unanimous.

No decisions were made.

**12. ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 9:05PM MOTION BY Allen, SECONDED BY Coatney TO ADJOURN. Vote Aye: Unanimous.**

Seal:

Attest:

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William F Griffiths Sr  
Mayor

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Mystee Lashwood  
Finance Officer