

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, December 15, 2015
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; Steve Cowley; Bruce Hegel; and Jeff Hollinshead. Council Members Doug Curry and Tricia Weathers were absent. Also present were: Police Chief Jason Dubbs; Planning & Zoning Coordinator Ron Koan; Public Works Director Al Todd; and Finance Officer Mystee Lashwood. Legal Counsel Rex Hagg was absent. There were four citizens present.

4. Approve Agenda: Motion by Allen, seconded by Hollinshead to approve the agenda as presented. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

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 December 1, 2015 Common Council Meeting Minutes.

6. To approve Payroll 25 (November 15 to November 28) Total Payroll \$45,339.42; General Government: \$1,753.85 Finance Office: \$1,888.80; General Finance: \$2,522.40; Police Dept: \$21,119.74; PW Street Maintenance: \$5,394.07; PW Animal Control: \$584.47; PW Street Signs: \$224.00; PW Parks: \$1,257.64; Planning & Zoning: \$3,162.37; PW Water Production: \$2,579.47; PW Water Distribution: \$3,932.41; PW Sewer Collection: \$920.20.

7. To approve the Claims, Utility deposit refunds, and Hand Checks.

8. To approve Business License #1673 for Birmeister, a home daycare, submitted by Heather Birmeister to be located at 330 Edelweiss Lane.

9. To approve Business License #1674 for Star Impression Child Care, a home daycare, submitted by Rebekah Gilmore to be located at 1026 Sitting Bull Court.

Motion by Hegel, seconded by Allen to approve Items 5-9 as presented on the Consent Agenda. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

CITY BUSINESS:

10. FINANCE DEPARTMENT: To discuss and decide action on renewal of Insurance. Motion by Allen, seconded by Hollinshead to approve renewal of the insurance. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

11. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Conditional Use Permit #150159 for America's Mailbox. Motion by Allen, seconded by Hegel to approve Conditional Use Permit #150159. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

12. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Variance Application #150159 for America's Mailbox for zero east lot line setback for expansion. Motion by Allen, seconded by Cowley to approve Variance Application #150159 at 6' setback. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

13. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Variance Application #150160 for Pat Hall for larger than permitted off-premise signs. Motion by Hegel, seconded by Allen to approve Variance Application #150160. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

14. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Sign Permit Application #150160 for Pat Hall for the construction of four (4) 10 foot x 28 foot sign panels on the old Conoco truck stop sign structure near Interstate 90 mile marker 63. Motion by Hegel, seconded by Cowley to approve Sign Permit Application #150160. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

15. POLICE DEPARTMENT/COUNCIL: To discuss and decide action on the Police Department Union Contract. Motion by Cowley, seconded by Hollinshead to defer to the next meeting. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

15A. CITY ATTORNEY: To discuss and authorize to allow Mayor to sign on the release of the Assessment on Lot 35 & Lot 36 of Glore Brothers Addition. Motion by Allen, seconded by Cowley to approve and authorize Mayor to sign release of

Assessment. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

16. DEPARTMENT HEAD REPORTS:

Mayor: Mayor Larson read a thank you card from Anita Kochutin for the prize of "Box Elder Bucks". He spoke about attending the WAVI open house and encouraged people to donate to the organization. He stated that he was in contact with a business that wants to do a 50,000 with an expansion to 100,000 square foot building in Box Elder. Mayor Larson stated that Legal Counsel Hagg received a letter from SD Ellsworth Development Authority requesting a meeting with a mediator to discuss the contract after the first of the year.

Police: Police Chief Dubbs gave the statistics report for December 1 to December 14. He stated that his department attended the WAVI open house. He stated that Officer Josh Campbell was recognized at the MADD reception for all of his hard work.

Public Works: Public Works Director Todd stated the Northern Lights well drilling is at 1500 feet, they may be done around Christmas. He stated that the Ghere well project is going to have to be placed out for bid on the project on the testing and repair/fix. He stated that the Radar Hill Road project is in design; the new chairs for the council chambers arrived yesterday. He stated that two of his employees went to Pierre for water certification testing and made it back alright. He stated that the patch repair on lower Radar Hill Road will be rolled out when the weather warms up.

Finance: Finance Officer Lashwood stated that the 2014 audit is in the final stages, the auditors are working on getting approval from the state and will present the audit to the council at the second meeting in January.

Planning & Zoning: Planning & Zoning Coordinator Koan stated that he has a meeting with RDO; DOT; and Bradsky on Friday. He stated that Costello received the approval for the apartments plan and will hopefully start the project in March 2016.

City Attorney: No Input.

17. COUNCIL REPORTS:

Allen: No Input.

Cowley: No Input.

Curry: Absent.

Hegel: Bruce stated a good job to Finance for the work on the audit. He stated a thank you to PW Director Todd for the last eleven years and wished him good luck in his retirement.

Hollinshead: No Input.

Weathers: Absent.

18. OTHER REPORTS:

Chamber of Commerce: Absent.

Economic Development: Absent.

19. CITIZEN INPUT: None.

20. EXECUTIVE SESSION: Motion by Allen, seconded by Cowley to enter into an Executive Session for personnel as per SDCL 1-25-2 Sub 1 at 7:24 pm. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

Out of Executive Session at 7:49 pm.

21. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 7:50 pm, motion by Allen, seconded by Hegel to adjourn. Vote aye: Allen; Cowley; Hegel; and Hollinshead. Absent: Curry and Weathers.

Seal:
Attest

Larry Larson
Mayor

Mystee Lashwood
Finance Officer