

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, December 16, 2014
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

A regular scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, December 16, 2014. Present were: Mayor William Griffiths; Council Members: Scott Allen; Steven Cowley; Mark Coatney; Carolyn Haddenham; and Jeff Hollinshead. Council Member Doug Curry was absent. Also present were: Police Chief Jason Dubbs; Finance Officer Mystee Lashwood; Legal Counsel Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Coordinator Ron Koan.

There was recognition of a Moment of Silence remembering the fallen soldiers and active duty service members and then the recitation of the Pledge of Allegiance.

4. Motion by Coatney, seconded by Cowley to approve the Agenda for December 16, 2014 as presented. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

5. Motion by Allen, seconded by Cowley to enter into an Executive Session for Contractual as per SDCL 1-25-2 Sub (5) at 7:04 pm. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

Motion by Cowley, seconded by Coatney to exit out of Executive Session at 7:22 pm. No decisions were made. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

6. CONSENT AGENDA: Agenda items A through C 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 December 2, 2014 Common Council Minutes.

B. To approve Payroll 25 (November 16 to November 29): Total Payroll \$44,967.13; General Government: \$2,593.85; Finance Office: \$1,852.00; General Financial: \$2,478.17; Police Dept: \$20,081.89; PW Street: \$6,588.85; Animal Control: \$612.00; Sign Inspection: \$177.65; PW Parks: \$902.20; Planning & Zoning: \$2,981.72; PZ Board: \$360.00 PW Water Production: \$2,675.20; PW Water Distribution: \$2,761.40; PW Sewer Collection: \$902.20.

C. To approve the Claims, Utility deposit refunds, and Hand Checks. Discussion on claims, one numbering item was missed, the claim for Sonnel Technologies, will be numbered as 47A.

Motion by Coatney, seconded by Cowley to approve Items A-C as presented and amended on the Consent Agenda. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

6D. Motion by Hollinshead, seconded by Haddenham to approve payment of Claim #2 – AC/DC Automotive – in the amount of \$863.74 for Front seat install – Crown Victoria \$620.00; and Front brake job – Crown Victoria \$243.74. Vote aye: Cowley, Coatney, Haddenham, Hollinshead. Abstain: Allen. Absent: Curry.

7. CITY BUSINESS:

A. Motion by Coatney, seconded by Allen to defer item to 7H. To discuss and approve decision on Employee benefits and cost of living increase for 2015. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

B. Motion by Allen, seconded by Coatney to approve adoption of the following Statement of Support: The City of Box Elder supports a local option additional penny of municipal sales tax, with the approval of our voters, for specific infrastructure projects. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

C. Motion by Haddenham, seconded by Cowley to approve Conditional Use Permit #140170 for Willard Werth for an auto repair business at 4871 S I-90 Service Rd, contingent upon resolution of parking situation being taken care of with Planning & Zoning Commission. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

D. Motion by Coatney, seconded by Cowley to approve Variance Application Permit #140170 for Willard Werth, for zero (0') foot setback for the construction of an auto repair building at 4871 S I-90 Service Rd. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

E. Motion by Coatney, seconded by Allen to approve Minor Plat Application #140169 by Richard Morris for 14850 Radar Hills Drive. Subdivision of one (1) lot into two (2) lots. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

F. Motion by Coatney, seconded by Allen to approve Resolution 14-26, a resolution to approve a plat for Richard Morris. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

G. Motion by Coatney, seconded by Hollinshead to approve Resolution 14-21, a resolution for the transfer of real property to Box Elder Economic Development Board. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

H. Motion by Allen, seconded by Coatney to approve the 2% Cost of Living Increase and defer the longevity discussion until the next meeting. Need to do a budget adjustment for the COL increase and to adjust wages for PZ Coordinator Koan as he is changing from hourly to salary and begin salary for department head is \$48,900.00. Take out holiday for Martin Luther King Jr Birthday, city offices will be open. Vote aye: To discuss and approve decision on Employee benefits and cost of living increase for 2015

8. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Mayor Griffiths thanked everyone for the support while he was on vacation. He stated that he met numerous interesting people while in Louisiana, and thanked Scott Allen for talking him into going on the trip. He asked the council if there were any objections to closing the city offices at noon (12:00 pm) on Christmas Eve, December 24th. Council had no objections.

Police: Police Chief Dubbs gave the statistics report for Dec 2-Dec 15. He spoke about the new billboard on Ellsworth Road, which was paid for with a grant from the Office of Highway Safety. He stated that there will be more public service announcements and that December is the DUI and Drug impaired awareness month. Council Member Haddenham asked Chief Dubbs to pass on a thank you to Officer Campbell for the great job and for making the situation of a car accident easier to deal with and understand.

Public Works: Public Works Director Todd spoke about the billing from SD Ellsworth Development Authority. He stated that some of the discrepancy in the readings was due to the meter being clogged with debris so an accurate reading could not be had. He stated that he will be having a meeting with the authority regarding the billing ratios. City Attorney Hagg stated that in regards to the management fee and to the lease, this is still in negotiations. Todd spoke about the new ordinance for the water department and in regards to the letters sent out to the trailer parks and stated that he has not gotten any feedback, positive or negative. He stated that the booster station up fit is still in progress. He stated that the department hired two employees, Colt Bentley as Operator 1 with a starting wage of \$13.50 per hour; and Robert Stanley as Operator 2 with a starting wage of \$16.00 per hour.

Finance: Finance Officer Lashwood handed out the bank balance and SD FIT account information. She stated that she will try to have the end of year report finished and ready for the council at the January 6th meeting. She stated that the reconciliations for 2014 are being worked on.

Planning/Zoning: Planning & Zoning Coordinator Koan spoke about a property on South Ellsworth Road that was acquired by the Youth and Family Services program and they will be doing a program to start a community garden with the children. He gave an update on the progress for Love's Truck Stop and stated that the opening date has been moved to March 1, 2015. He stated that the True Value building package has been ordered, and construction should begin soon.

City Attorney: Wished everyone a Merry Christmas and Happy New Year.

9. COUNCIL REPORTS:

Allen: Thanked everyone for all of their hard work for the Christmas Party, and wished everyone a Merry Christmas and Happy New Year.

Cowley: Thanked everyone for all of their hard work for the Christmas Party, and wished everyone a Merry Christmas and Happy New Year.

Coatney: Thanked everyone for all of their hard work for the Christmas Party, and wished everyone a Merry Christmas and Happy New Year.

Curry: Absent.

Haddenham: Wished everyone Happy Holidays.

Hollinshead: Wished everyone a Merry Christmas.

10. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Mike Hanson and Tricia Weathers spoke about the "Christmas on the Prairie" event and stated that it was successful with 400-500 people who attended.

Economic Development: Wes Rick stated that they will be having a meeting within the next thirty days with a person wanting to expand their business.

11. CITIZEN INPUT:

Wes Rick stated that he spoke to Mike Stanton at the MPO meeting regarding landing lights at Exit 67. PZ Coordinator stated that the project has been bumped to 2016 for construction.

Jane Maine asked about permission for December and January for Box Elder Fitness. She spoke about the billing, invoices, and proof of liability insurance. Her recommendation is that the contract does not continue past January 1st. She asked that this item be put on the next council agenda for review. She asked if she should continue to do the scheduling for the use of the Event Center. Finance Officer Lashwood asked that she continue to do the scheduling. Jane stated that she would like to talk to the council in January about the fees for the scheduling of the event center.

12. ADJOURNMENT

There being no further business to be considered in front of the Common Council at 8:35 pm, motion by Coatney, seconded by Allen to adjourn. Vote aye: Allen, Cowley, Coatney, Haddenham, Hollinshead. Absent: Curry.

Seal:

Attest:

William Griffiths
Mayor

Mystee Lashwood
Finance Officer