

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, December 20, 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, Steve Cowley, Doug Curry, Bruce Hegel, and Jeff Hollinshead. Council Member Tricia Weathers was present via teleconference. Also present were: City Administrator/Finance Officer Nicole Schneider, Police Chief Jason Dubbs, Legal Counsel Rex Hagg, Public Works Director Bob Kaufman, and Planning & Zoning Coordinator Ron Kaan.

4. Approve Agenda: Motion by Allen, seconded by Hollinshead to approve amended agenda, moving item 16 to 9A, move item 21 Executive Session to 9B. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 through 8 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 6, 2016 Common Council Meeting Minutes.

6. To approve Payroll 25 (Nov 13 to Nov 26) Total Payroll \$52,584.40; General Government: \$5,007.68; Finance Office: \$1,905.61; General Finance: \$2,651.33; Police Dept: \$20,470.74; PW Street Maintenance: \$5,938.60; PW Animal Control: \$640.48; PW Parks: \$2,089.37; Planning & Zoning: \$4,677.38; Planning & Zoning Board: \$400.00; PW Water Production: \$2,932.47; PW Water Distribution: \$4,660.57 PW Sewer Collection: \$1,210.17.

7. To approve Payroll 26 (Nov 27 to Dec 10) Total Payroll \$52,117.02; General Government: \$4,932.68; Finance Office: \$2,409.79; General Finance: \$3,178.20; Police Dept: \$20,401.22; PW Street Maintenance: \$4,926.29; PW Animal Control: \$654.50; PW Parks: \$2,264.84; Planning & Zoning: \$4,832.14; PW Water Production: \$2,965.75; PW Water Distribution: \$5,047.71; PW Sewer Collection: \$1,133.45.

8. To approve the claims, utility deposit refunds, and hand checks.

Motion by Allen, seconded by Hegel to approve Consent Agenda Items 5-8. Vote aye: Unanimous.

CITY BUSINESS:

9. COUNCILMEMBER HEGEL: To discuss and decide action on Resolution 16-29, a resolution to support the display of the national motto. Dale Bartscher of the Family Heritage Alliance provided a presentation on the recommended passing of the "In God We Trust" resolution. Motion by Allen, seconded by Cowley to approve with the caveat that at the next meeting recommendations are made to discuss the changes on the display of the motto and seal. Vote aye: Unanimous.

9A. (16.) PUBLIC WORKS DEPARTMENT: To discuss and decide action on request for water service connection for service outside city limits at northeast corner of Hwy 14-16 and 151⁵¹ Avenue. Dennis Boomsma requested water services for livestock and domestic use. Public Works Director Kaufman stated that according to the water study, at present the city has the storage capacity, but the water supply is limited. Mr. Boomsma stated that his well went dry in October, but at present he is looking to hook up temporarily to city water until he can get a new well drilled. At present, he is hauling 2,000 gallons of water a day from the stand pipe. Director Kaufman stated that the peak usage for the city is during the summer months, this won't put a strain on the current usage, but he wanted the council to be aware of the request for services. He would like to have emergency water service from the city until July 1 for the cattle. There is no problem with the domestic use. The concern is for the long-term use, not the emergency use for water for livestock. There was discussion on the possible annexation of the property into city limits. Mr. Boomsma stated that there is a six-inch water main on the southwest corner of his property. Motion by Hollinshead, seconded by Curry to provide the water usage to the property on an emergency basis until July 1, 2017. Vote aye: Unanimous.

98. (21.) EXECUTIVE SESSION: Motion by Allen, seconded by Hollinshead to enter into executive session for contractual and personnel at 8:02 pm. Vote aye: Unanimous. Out of Executive session at 9:00 pm.

10. FINANCE DEPARTMENT: To discuss and decide action Resolution 16-28, a resolution to adopt the job descriptions, wage scale, and staff roster. Remove job descriptions from description above until the January meeting. Recommendation to remove additional information provided for Council from the table. Motion by Cowley, seconded by Hegel to approve the Resolution with the removal of the job descriptions until January. Vote aye: Cowley, Curry, Hegel, Hollinshead, and Weathers. Vote nay: Allen

11. COUNCILMEMBER WEATHERS: To discuss and decide action on Event Coordinator- temp/part time. Motion by Hollinshead, seconded by Weathers to defer this item until January 17, 2017. Vote aye: Unanimous.

12. PUBLIC WORKS DEPARTMENT: To discuss and decide action on final closeout documents for S Ellsworth Rd Project - Final pay request 5 \$41,063.20; Change order 2 - Final project quantity adjustment; and Certificate of Final Completion. Motion by Hegel, seconded by Cowley to approve the final closeout documents for the S. Ellsworth Road project. Vote aye: Unanimous.

13. PLANNING/ZONING DEPARTMENT: To discuss and decide action on Resolution 16-27, a resolution to file a minor plat with Meade County Register of Deeds for SDEDA. Motion by Curry, seconded by Cowley to approve Resolution 16-27. Vote aye: Unanimous.

14. PLANNING/ZONING DEPARTMENT: To discuss and decide action on new sign for Fresh Start Convenience Store. This will be a sign that has smaller square footage and will make the information more visible to the public for gas prices. Motion by Allen, seconded by Hegel to approve the new sign. Vote aye: Unanimous.

15. PLANNING/ZONING DEPARTMENT: To discuss and decide action on preliminary plat for 2nd phase of Freedom Landing Subdivision, PZ Coordinator stated that the property is not currently annexed and the property needs to be platted before the annexation. The platting cannot be done until all of the infrastructure is in place. He stated that the zoning is just a note of intent what the zoning will be, these properties have not been pre-zoned. Motion by Allen, seconded by Cowley to approve preliminary plat with the change of removing the note of the zoning.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larson gave an update on meetings; Northern Lights discussion with the DOT; MADD candlelight vigil; Exit 63 corridor study; MPO meeting there were a couple of things referred to Box Elder, a turn around at Exit 67, issue with those making a turn-around at the east side of Liberty Boulevard north of Highway 14/16; discussion on the Radar Hill road slide, he spoke about the state law that was passed regarding conflicts of interest and the policies.

Police: Chief Dubbs stated that that the department did testing for the police officer new hire. He stated that the advertisement for the administrative assistant opening is closed, interviews will be conducted after the first of the year. He wished a Merry Christmas and Happy New Year to everyone.

Public Works: Director Kaufman gave an update on the Radar Hill road project, met with the engineers and encouraged them to get us plans so that we can proceed with our negotiations; at the Ghere Well, the driller broke an additional bit; the project is going as good as it can, working on getting water samples for testing. He stated that they are interview candidates for the operator position. Jane Maine asked if more sand could be put down at the intersections as it doesn't seem like we are getting much sand. Kaufman stated that the department will work on putting more sand down on the roads.

Finance: Officer Schneider stated that in addition to the list she sent to the council members, the sales tax revenues are tracking to be more than anticipated for the year. The computer kiosk should be in the lobby by the 31st of December. The IT service is looking into other scenarios for the server and wi-fi services due to the wiring compatibility presently in the building. The 2015 audit projected date of mid-January is looking good.

Planning & Zoning: Coordinator Kaan stated that plans were received for the Baptist church. He stated that the Liberty landing utilities are moving along; Freedom landing starting phase 2, he will be meeting with Boomsma looking at some utility issues; he stated that he met with Doyle Estes who is looking at some additional lots and some platting by Cheyenne Boulevard for commercial business which is looking good for TIF area; he stated that the Thrift Store is working with an architect on a design for a new structure. He spoke about SDEDA on property tax issues with the individual trailer homes; He asked about 493 Coyote Trail, stated that there has been no progress, and asked if there were any other things we need to do to move this issue along? City Attorney Hagg stated that once the permit time runs out, they are out of compliance, hate to do enforcement as long as they still have a permit; on Sunnydale Rd a couple of mobile homes moved in at 323 and 325. The set-up time has passed, so he spoke with the new owner on what he is going to do with the set-up and utility connections.

City Attorney: Hagg spoke about the Radar Hill road project I mentioned a meeting ago, Lois Pierce passed away and the land was held in trust and he met with her daughter and she seems to understand how that is going to proceed. As Nicole and I have gone through the job descriptions, I had found that the ordinance amendment that went through needs some changes. He spoke about the conflict in the ordinance about who is appointed and who is not.

18. COUNCIL REPORTS:

Allen: No input

Cowley: Merry Christmas

Curry: Thank Bruce for contacting the Family Heritage Alliance. Merry Christmas to everyone.

Hegel: Merry Christmas

Hollinshead: Merry Christmas

Weathers: Merry Christmas

19. OTHER REPORTS:

Economic Development: Wes Rick wished everyone a Merry Christmas.

20. CITIZEN INPUT: None.

22. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:40 pm, motion by Weathers, seconded by Allen to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer