

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, December 6, 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: Public Works Director Bob Kaufman, Police Chief Jason Dubbs, Legal Counsel Rex Hagg, and City Administrator/Finance Officer Nicole Schneider.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda with the removal of Item 16 which is no longer a necessary item. 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 November 15, 2016 Common Council Meeting Minutes.

6. To approve Payroll 24 (Oct 30 to Nov 12) Total Payroll \$51,575.18; General Government: \$5,082.68; Finance Office: \$2013.27; General Finance: \$2,684.51; Police Dept: \$19,817.00; PW Street Maintenance: \$4,586.80; PW Animal Control: \$649.83; PW Parks: \$1,952.17; Planning & Zoning: \$4,832.15; Planning & Zoning Board: \$425.00; PW Water Production: \$2,969.65; PW Water Distribution: \$5,489.15; PW Sewer Collection: \$1,072.97.

7. To approve the claims, utility refunds, loan payments and hand checks. Claim #2 has been removed for separate consideration.

8. To approve abatement as recommended by Pennington County for Bernard Rogers, 110 South Gate Rd, in the amount of \$128.12. 1978 trailer was moved to Todd County in February 2012. Moving permit was obtained in Todd County. Previous years have already been abated. This is for the 2015 taxes.

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

CITY BUSINESS:

9. POLICE DEPARTMENT: Motion by Weathers, seconded by Cowley to approve claim for AC/DC Automotive in the amount of \$45.00. Vote aye: Cowley, Curry, Hegel, Hollinshead, Weathers. Abstain: Allen.

10. PLANNING/ZONING DEPARTMENT: To discuss and decide action on appeal filed for business license 1713; Kaiser's Lilacs and Lily Pads – in home daycare. Discussion. Bob stated that the reason the application was denied by ordinance Title 15 under manufactured homes, any existing home prior to January 1, 2016 and there is an item specifically under item 20 that homes shall not be used for commercial, industrial or non-residential use. There is another ordinance that discusses in home businesses such as daycares. Bob stated that if the home was not in a trailer park, the in-home business would be allowed. There was discussion and it was decided to have this item added to the Planning & Zoning agenda for review, discussion, and recommendation for a variance. It was recommended that Ms. Kaiser come into city office and fill out a variance application

Motion by Curry, seconded by Allen to defer decision on this item to the council meeting on December 20, and to have this item added to the Planning & Zoning agenda for review, discussion, and recommendation for a variance. Vote aye: Unanimous.

11. PUBLIC WORKS DEPARTMENT: Motion by Weathers, seconded by Hegel to approve the "Box Elder" sign design agreement and to authorize signatures. There was a proposal from Stanley Design group on the design of the city welcome signs. There was discussion on the sign locations. Vote aye: Unanimous.

12. LEGAL COUNSEL: To discuss and decide action on organizational chart. Rex discussed the job duties as laid out by statute for the Finance Officer and for City Administrator. There was discussion on the reporting structure, the concerns were expressed about the proper procedure for reporting. The department heads report to the council as a whole not as individuals. The question was asked about gathering information from other cities that have had the same situation with the combined position of City Administrator/Finance Officer.

Motion by Allen, seconded by Weathers to defer action on this item until research information is compiled from other cities and compile a list of ordinances, policies, and resolutions necessary to define the City Administrator position. Vote aye: Unanimous.

13. PUBLIC WORKS DEPARTMENT: To discuss and decide action on East Mall Drive archeological/environmental study. Recommendation to add this to the Ferber Engineering Contract. PW Director Kaufman stated that this is required as part of the funding package through Rural Development. He stated that Quality Services Inc and the estimated contract limit would be \$16,850.00. His recommendation would be to add this as a sub-consultant to the Ferber Engineering Contract.

Motion by Allen, seconded by Hegel to approve the archeological/environmental study contract for Quality Services Inc to the Ferber Engineering contract. Vote aye: Unanimous.

14. FINANCE DEPARTMENT: To discuss and decide action on job descriptions. City Administrator/Finance Officer Schneider spoke about the job descriptions and stated that all of them were provided and discussed during budget hearings with the exception of the City Administrator/Finance Officer and the Economic Development Director.

Motion by Allen, seconded by Hollinshead to defer until more information is obtained on the City Administrator/Finance Office position and how it works in other cities. Vote aye: Unanimous.

***15. COUNCILMEMBER WEATHERS:** To discuss and decide action on Economic Development Coordinator. Discussion on the pay grade, operating budget, benefits, budget for remodeling. The account that will be used for this position would be the Triple B and there is a grant opportunity to fund the position by 50%. Schneider stated that she has already done the research with the state, and with the grant we would have the money to fund the position for four years. The position is crucial for the city at this time to help with future growth. The grant covers the insurance, office equipment, it is a comprehensive grant where the city would have to fund the grant at 50%. The council would like to see information and budget numbers to consider at a future date.

Motion by Hollinshead, seconded by Curry to move forward with the application process to apply for the grant with the State of South Dakota for the Economic Development Director. Vote aye: Unanimous.

(Previous item 16, was requested to be deferred to the council meeting on December 20th by Council Member Weathers.)

Item 16 removed.

16A. FINANCE DEPARTMENT: To discuss and decide action on the purchase of fire rated safe. City Administrator/Finance Officer Schneider stated that at present, there are no safety precautions in place in city offices in case of fire. There is no place in the building at present where all documents are kept in an area where they would be archived. She stated that at present, we are waiting on the new server, and at that time the process will be put in place to have all documents scanned and archived on the server.

Motion by Curry, seconded by Hollinshead to authorize the purchase of a fire rated safe. Vote aye: Unanimous.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larson spoke about the mayor's meeting, the bridge building project at the Douglas Middle School, and the chamber mixer at Residence Inn. He spoke about introducing Nicole to Colonel Boswell. He spoke about tentative business interests wanting to come to Box Elder. He asked that people remember that the "Meals on Wheels" tree is out in the foyer and asked that people consider taking an envelope and making a donation.

Police: Chief Dubbs stated that Kate Ackerson left the city employment last Wednesday, he stated that the new officer Thomas McMillan started yesterday. He stated that the shooting victim from this morning is recovering fine. He stated that the incident in Ellsworth has been handled with no explosives. He stated that he does not have the statistics report for the council tonight because he hasn't learned every aspect of Kate's job.

Public Works: Director Kaufman stated that the new snow plow was out front for people to look at. He stated that he met with the owners of the Valley Heights Estates Subdivision concerning issues with water supply; Pennington County is having issues with drainage and roads, and the encouragement is for the subdivision to look to Rapid City for a water source, but at this time we are not cutting them off, but they will need to find an alternative water source. He stated that he met with Josh Larsen from the Forestry Service, gave him a tour of the City's parks and he will be coming back with suggestions and recommendations on the urban forestry grants, food forest, and tree planting recommendations for the city parks. He stated that we got the bridge inspection report from Brosz Engineering, the bridge on Bennett, the box culvert on Spruce, and the bridge on Radar Hill Rd. The bridge on Bennett road is seeing some movement on one of the abutments. He stated that the vehicle purchases for the next year have been made, he is working with companies to get a

backhoe and mower and will put together a specification requirement to go out for bid. He gave an update on the East Mall Drive project - met with engineers, ag study tech, Blaise Emerson, and Tim from USDA to formulate a timeline on the application packet for the loan process. He gave an update on the Ghere Well project. Council member Curry: What's the best guess on when east mall drive will be done? Kaufman stated that the project timeline is approximately 18 months, with project completion in 2018.

Finance: Schneider gave an update on the research that was conducted on the fire rated safe. She stated that the council was given an updated sales tax report, projected for year end is an increase over last years received taxes. She stated that she put together to give an idea of the utility account breakdown for each customer.

Planning & Zoning: Absent.

City Attorney: Hagg stated that he was looking at the ordinance book and he couldn't find a job description for city administrators, but he would look at his information the job descriptions. He stated that the position wouldn't necessarily need a job description, the description could be integrated with the finance officer job description.

18. COUNCIL REPORTS:

Allen: He asked about the evaluations and wage increases. He asked if those would be on the next council meeting for review. City Administrator/Finance Officer Schneider stated that some of this may have to be shifted to the first meeting in January, but there will be some things on the next council meeting.

Cowley: No input.

Curry: No input.

Hegel: He presented a city motto design for the council members to look at. He stated that there is a campaign program that asks cities, schools, and others to put "In God We Trust" in their chambers. He stated that this requires a resolution to do so, and will discuss it more in length at the next council meeting.

Hollinshead: No input.

Weathers: No input.

19. OTHER REPORTS:

Economic Development:

20. CITIZEN INPUT:

Jane Maine asked about the event coordinator position. Tricia stated that the item was for the Box Elder Bash event.

21. EXECUTIVE SESSION: None

22. ADJOURNMENT: There being no further business to be considered in front of the common council at 9:05 pm, motion by Allen, seconded by Hollinshead to adjourn.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer