

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, February 16, 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 in honor of our fallen soldiers and active duty personnel/Pledge of Allegiance**

**3. Roll Call:** Present were Council Members: Scott Allen, Steve Cowley, Doug Curry, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Also present were: Planning & Zoning Coordinator Ron Koan, Public Works Director Al Todd, Legal Counsel Rex Hagg, Police Chief Jason Dubbs, and Assistant Finance Officer Mystee Lashwood. There were 10 guests present.

**4. Approve Agenda** with Executive Session for Personnel as per SDCL 1-25-2 Sub 1 and for Contractual as per SDCL 1-25-2 Sub 2. Motion by Allen, seconded by Hollinshead to approve agenda as presented. Vote aye: Unanimous.

**5. PUBLIC HEARING:** Public hearing on Ordinance #560, Title 15, Chapter 153, Zoning Regulations. No Input.

**CONSENT AGENDA:** Agenda items 5A through 7 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.

**5A.** To approve the reading of the February 2, 2016 Common Council Meeting Minutes.

**6.** To approve Payroll 4 (January 24 to February 6) Total Payroll \$50,259.46; General Government: \$2,290.38; Finance Office: \$1,926.40; General Finance: \$2,627.66; Police Dept: \$24,282.61; PW Street Maintenance: \$5,627.03; PW Animal Control: \$374.00; PW Street Signs: \$116.88; PW Parks: \$856.28; Planning & Zoning: \$4,671.72; PZ Board: \$25.00; PW Water Production: \$2,309.63; PW Water Distribution: \$4,684.67; PW Sewer Collection: \$467.20.

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

Motion by Allen, seconded by Cowley to amend the consent agenda to renumber as 5A-7. Vote aye: Unanimous.  
Motion by Weathers, seconded by Cowley to approve the amended consent agenda. Vote aye: Unanimous.

**CITY BUSINESS:**

**8. FINANCE DEPARTMENT:** To discuss and decide action on Resolution 16-03, a resolution authorizing the refund and refinance the outstanding sales tax bonds. Motion by Allen, seconded by Hollinshead to defer this item to the next meeting. Vote aye: Unanimous.

**9. FINANCE DEPARTMENT:** To discuss and decide action on printer contract for the addition of two new printers for additional staff. Motion by Weathers, seconded by Allen to rearrange the existing printers, do not add more to the contract. Vote aye: Unanimous.

**10. FINANCE/PLANNING DEPARTMENT:** To discuss and decide action on first reading of Ordinance #559, 2016 budget amendment. Motion by Allen, seconded by Cowley to approve – motion withdrawn. Motion by Hollinshead, seconded by Allen to defer this item to the next meeting. Vote aye: Unanimous.

**11. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on first reading of Ordinance #560, Title 15, Chapter 153, Zoning Regulations. Motion by Curry to approve – motion withdrawn; Motion by Weathers to have 94 or newer and everything else the same – motion withdrawn. Motion by Curry, seconded by Allen to adopt the 1994 standards, but to keep single wide as currently platted. Vote aye: Unanimous. Motion by Cowley, seconded by Hegel to approve first reading as amended. Vote aye: Unanimous.

**12. COUNCILMEMBER HEGEL:** To discuss the makeup of the ordinance committee reference Title 3, Chapter 33.04. Extensive discussion on the makeup of the committee, discussion on the number of council members on the committee. No action needed.

**13. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on first reading of Ordinance #561, Title 3, Government and Administration. Motion by Allen, seconded by Weathers to approve with recommended changes. Vote aye: Allen, Cowley, Curry, Hollinshead, and Weathers. Vote nay: Hegel.

**14. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on first reading of Ordinance #562, Title 9, Chapter 99, Administrative Code Enforcement. Motion by Weathers, seconded by Hegel to approve with clarification amendments of 99.03.05. Vote aye: Unanimous.

**15. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on Minor Plat #160003 for Kathy Hvitved at 15013 224<sup>th</sup> Street, a boundary adjustment to property which is located in the City's territorial jurisdiction with Meade County. Motion by Allen, seconded by Curry to approve. Vote aye: Unanimous.

**16. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on Resolution 16-04, a resolution to approve Minor Plat #160003. Motion by Cowley, seconded by Curry to approve. Vote aye: Unanimous.

**17A. COUNCILMEMBER HEGEL/COUNCILMEMBER WEATHERS:** To discuss and decide action on Resolution 16-05, a resolution of support for South Dakota Legislature Senate Bill 164, which acknowledges the importance to define and regulate residency requirements for the State of South Dakota. Motion by Weathers, seconded by Hegel to approve. Vote aye: Unanimous.

**17. DEPARTMENT HEAD REPORTS:**

Mayor: Larson stated that they are moving forward with interviews, narrowed it down to two candidates for Finance/City Administrator, doing checks on references and background checks. Councilmember Hollinshead asked if Al Todd would be sitting in on the Public Works Director interviews, and stated that the committee wants him to sit in on them. The interviews for public works director will be set up for February 26<sup>th</sup>.

Police: Chief Dubbs gave the statistics report for February 2 to February 15. He spoke about the bus accident that happened and stated that the department assisted. He spoke about training. He spoke about the "Code Red" emergency communication network program and stated that this program would be a good thing for the departments to look at getting.

Public Works: Director Todd spoke about the Radar Hill Road project, waiting on the Geo-tech. He stated that the acidization is done on the Northern Lights Well, the test pump should be put in next week, and the water quality testing should start two weeks from then. He stated that the Ghere Well project is on hold. He stated that the construction over by the Dairy Queen and Villa Mall is sewer lines being hooked up to city services and disconnected from where it is presently. He stated that the HVAC contract is out for proposals. He stated that the department is doing a traffic count at the stop light before they change the programming.

Finance: No Input.

Planning & Zoning: Coordinator Koan stated that Keith is working on code enforcement and the department will have a report at the next meeting. He gave an update on upcoming training classes in March and May. Wes Rick commented about the car repair business that is being conducted on Bluebird. Koan stated that he will look into it.

City Attorney: No Input.

**18. COUNCIL REPORTS:**

Allen: No Input.

Cowley: No Input.

Curry: He asked what ever became of the homes that were to be stored out here, Koan stated that the homes are being stored in Rapid City.

Hegel: He extended a congratulations to the Douglas Athletic System for the seven students who signed letters of intent to join outside sports teams.

Hollinshead: No Input.

Weathers: She stated that her grandchildren are in town and think Box Elder is great.

**19. OTHER REPORTS:**

Chamber of Commerce: Absent.

Economic Development: No input.

**20. CITIZEN INPUT:**

Jane Maine stated that the meeting minutes need to be published in a timelier manner and stated that the minutes from November and December weren't published, it was the agendas. Mike Hanson stated that a band had been secured for the Bash in July.

**21. EXECUTIVE SESSION:** Motion by Allen, seconded by Cowley to enter into Executive Session for Personnel as per SDCL 1-25-2 Sub 1 and for Contractual as per SDCL 1-25-2 Sub 2 at 9:10 pm. Vote aye: Unanimous.

Out of Executive Session at 9:55 pm.

**22. ADJOURNMENT:** There being no further business to be considered in front of the Common Council at 9:55 pm, motion by Allen, seconded by Hegel to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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Larry Larson  
Mayor

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Mystee Lashwood  
Assistant Finance Officer