

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, February 17, 2015
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

1. **Call meeting to order** – Mayor Griffiths called the meeting to order at 7:00 pm.

2. Moment of Silence/Pledge of Allegiance

3. Roll Call: Council Members Scott Allen; Steve Cowley; Mark Coatney; Doug Curry; Carolyn Haddenham; and Jeff Hollinshead. Police Chief Jason Dubbs; Finance Officer Mystee Lashwood; City Attorney Rex Hagg; Public Works Director Al Todd; and Planning and Zoning Coordinator Ron Koan. There were 11 citizens present.

4. Approve Agenda: Motion by Coatney, seconded by Allen to approve the Agenda for February 17, 2015. Vote aye: Unanimous.

5. EXECUTIVE SESSION: Motion by Allen, seconded by Cowley to enter into Executive Session for Contractual as per SDCL 1-25-2 sub 3 and for Personnel as per SDCL 1-25-2 sub 1 at 7:03 pm. Vote aye: Unanimous.

Out of Executive: Motion by Coatney, seconded by Allen to exit out of Executive Session at 8:06pm. Vote aye: Unanimous.

6. CONSENT AGENDA: Agenda items A through E 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 February 3, 2015 Common Council Minutes.

B. To approve Payroll 4 (January 25 to February 7): Total Payroll \$46,538.12; General Government: \$1,453.85; Finance Office: \$1,888.80; General Financial: \$2,545.26; Police Dept: \$21,054.21; PW Street: \$5,065.51; Animal Control: \$346.80; Sign Inspection: \$162.00; PW Parks: \$1,088.92; Planning & Zoning: \$3,162.53; PZ Board: \$250.00 PW Water Production: \$4,360.73; PW Water Distribution: \$4,239.31; PW Sewer Collection: \$902.20.

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

D. To approve Business License Application #1624, by Heath Carey, for A-1 Services dba Kube Portable Storage, to be located at 118 N. Ellsworth Road, Box Elder.

E. To approve Business License Application #1625, by Jessica Banik, for Baniks Busy Bees Daycare, to be located at 716 Radial Lane, Box Elder.

Motion by Allen, seconded by Cowley to approve Items A-E as presented on the Consent Agenda. Vote aye: Unanimous.

7. CITY BUSINESS:

A. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Allen to approve contract with Engineering America for the foundation repair to Well 7 subject to insertion of paragraph submitted to company from City Attorney. No charge on the repair. Vote aye: Unanimous.

B. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve Resolution 15-03, a resolution for voluntary annexation of Lot 4A & 4B, Block 1, Jackson Subdivision. Vote aye: Unanimous.

C. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve Resolution 15-04, a resolution for voluntary annexation of Lot 12A & 12B, of Radar Hills Ranchettes. Vote aye: Unanimous.

D. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve Resolution 15-05, a resolution to approve plat for Lot A and Lot B of Quality Subdivision. Vote aye: Unanimous.

E. PUBLIC WORKS DEPARTMENT: Motion by Curry, seconded by Allen to approve purchase agreement and easement for water and sewer lines at the Villa Ranchero. Vote aye: Unanimous.

F. FINANCE DEPARTMENT: Motion by Coatney, seconded by Allen to defer Resolution 15-01, a resolution to accept the revised policy and procedure employee manual for the City of Box Elder to the March 17 council meeting; Finance Officer requested input from council members by March 6. Vote aye: Unanimous.

8. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Mayor Griffiths spoke about the MPO Meeting, and spoke about the gas and wheel tax discussion.

Police: Police Chief Dubbs gave the statistics for Feb 13-Feb 16; he stated that he will be in Pierre next week.

Public Works: Public Works Director Todd stated that the pump for Well 4 burned up and will need to be replaced; he spoke about the StiP funding.

Finance: Finance Officer Lashwood gave the financial report; and stated that the Arbor Day coloring contest starts February 23rd. The Arbor Day celebration will take place on Saturday April 25th.

Planning/Zoning: Planning & Zoning Coordinator Koan stated that he will be having a meeting with America's Mailbox regarding the extension of the RV park.

City Attorney: City Attorney Hagg stated that he will be out of the office next week, if we need anything, call John Dorsey.

9. COUNCIL REPORTS:

Allen: Allen asked for information on the Well 7 implementation timeline by the next council meeting.

Cowley: No Input.

Coatney: No Input.

Curry: No Input.

Haddenham: No Input.

Hollinshead: No Input.

10. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Chamber President Mike Hanson introduced the new Chamber executive director Greg Dew. He stated that there will be a grand opening at 10:30 am for the Gyro Hub. On February 24th, the Marketing Unleashed program starts and will be conducted for 4 Tuesdays.

Economic Development: Wes Rick stated that there will be an Economic Development meeting on Thursday with a business owner regarding expansion.

11. CITIZEN INPUT:

Tricia Weathers stated that they have a tentative grand opening of March 21st for their business Box Elder Fitness, their new location will be between Angelique's and Domino's.

Carolyn Haddenham asked about initiating changes to the fireworks ordinance. Planning and Zoning Coordinator Koan stated that the ordinance should be looked at by the ordinance committee.

12. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 8:42 pm, motion by Allen, seconded by Coatney to adjourn. Vote aye: Unanimous.

Seal:

Attest:

William Griffiths

Mystee Lashwood