

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, February 2, 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, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Doug Curry arrived at 7:07 pm. Also present were: Planning & Zoning Coordinator Ron Koan, Public Works Director Al Todd, Police Chief Jason Dubbs, and Assistant Finance Officer Mystee Lashwood. Legal Counsel Rex Hagg arrived at 7:04 pm. There were 8 citizens present.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the amended agenda for February 2, 2016 with Executive Session for Personnel as per SDCL 1-25-2 Sub 1 and for Contractual as per SDCL 1-25-2 Sub 2. Amendment on the heading of the consent agenda change 11 to 10. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

CONSENT AGENDA: Agenda items 5 through 10 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 January 19, 2016 Common Council Meeting Minutes.

6. To approve the reading of the January 26, 2016 Common Council Special Meeting Minutes.

7. To approve Payroll 3 (January 10 to January 23) Total Payroll \$51,936.80; General Government: \$2,892.34; Finance Office: \$2,141.60; General Finance: \$2,692.65; Police Dept: \$21,675.82; PW Street Maintenance: \$3,952.19; PW Animal Control: \$339.30; PW Street Lights: \$116.88; PW Parks: \$1,882.95; Planning & Zoning: \$4,106.19; Planning & Zoning Board: \$325.00; PW Water Production: \$3,207.90; PW Water Distribution: \$5,262.03; PW Sewer Collection: \$1,341.17.

8. To approve the Claims, Utility deposit refunds, Loan Payments, and Hand Checks.

9. To approve Business License #1677 for Jennifer Norrick Photography, located at 239 Freude Lane, Box Elder.

10. To approve Business License #1678 for Julie Pease Photography, located at 914 Deadwood Loop, Ellsworth AFB.

Motion by Allen, seconded by Hegel to approve Consent Agenda Items 5-10 as presented. Vote aye: Unanimous.

CITY BUSINESS:

11. POLICE DEPARTMENT/COUNCIL: Motion by Allen, seconded by Cowley to approve the Police Department Union Contract based on the agreed upon language and grammar changes. Vote aye: Unanimous.

12. FINANCE DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve the amended Salary Schedule for 2016 for union employees and to make the wage scale retroactive to January 1, 2016. Vote aye: Unanimous.

13. PUBLIC WORKS DEPARTMENT: Motion by Weathers, seconded by Allen to approve the professional services agreement between City of Box Elder and Kadmas, Lee & Jackson, Inc. for the Water System Facility Study and Sanitary Sewer System Facility Study with the suggested change to the liability. Vote aye: Unanimous.

14. FINANCE DEPARTMENT: Motion by Allen, seconded by Weathers to defer the mechanical service contract for Tessier's Inc. for four service inspections and labor on heating/cooling units for March 1, 2016 to February 28, 2017 for city office building. Vote aye: Unanimous.

15. FINANCE DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve the contracted services for Public Works Director with changes to the date, salary, and Superintendent to Director. Vote aye: Unanimous.

16. MAYOR: To discuss and decide action on appointment of Curt Meier as Planning & Zoning Board Member. Motion by Hegel to approve appointment. Motion died due to lack of a second on the motion.

Motion by Allen, seconded by Weathers to defer the appointment until such time as the advertisement has had time to work. Vote aye: Unanimous.

17. COUNCILMEMBER WEATHERS: Motion by Hollinshead, seconded by Curry to approve the 2016 Box Elder Bash and the formation of an event committee. Councilmember Weathers is to take the lead on the project, Planning & Zoning Board Member Hanson will be on the committee. The request was made and approved for the City to pay \$25,000 to the committee for the 2016 Bash. Vote aye: Unanimous.

18. DEPARTMENT HEAD REPORTS:

Mayor: Mayor Larson gave an update on the progress of Well 5; he gave an update on the South Ellsworth Road project; he stated that he attended a meeting regarding the Community Library and stated that the committee is looking for ways to increase participation in attendance at the library. Councilmember Hollinshead asked for an update on the affidavit from Mr. Jobbins.

Police: Police Chief Dubbs gave the statistics report for January 17 to February 1, 19 cases were generated. He stated gave an update on upcoming training. He stated that the department will be participating in the Western Dakota Tech Career Fair on February 10th. Officer Campbell and Public Works Operator 3/Reserve Police Officer Roger Olson will be there as representatives. He stated that they are waiting on the new car for the department. He stated that performance evaluations are finished. He stated that Officer Swenson was granted recertification contingent upon his attendance at a one week refresher course.

Public Works: Public Works Director Todd stated that performance evaluations are done; he stated that there is no solution yet as to the Radar Hill Road reconstruction project. He stated that they are waiting until Scott from Well Drilling Systems is finished with the Well 5 project before getting an estimate on the repair for Well 7 which will have to go out to bid for the project. He spoke about the Capital project funding, he stated that the 101 (General Fund) is operating in the red, while the (602) Water and (604) Sewer are operating in the black. Councilmember Allen asked about what happened to the evergreen tree in Veterans Park. Todd stated that it had been reported to the police department to follow up on. He stated that there were three trucks out plowing at this time and the crew would be back out at 3:00 am to start plowing roads for tomorrow. Councilmember Weathers stated that it was reported to her that some of the plow trucks are not stopping at stop signs. Todd stated that he will talk to the department about it.

Finance: Assistant Finance Officer Lashwood stated that performance evaluations are done. She also told the council about a high school student, Kihanna Jundt who will be putting in volunteer hours working at the City offices for the semester to get credit for her Personal Finance class. Council members approved this action.

Planning & Zoning: Planning & Zoning Coordinator Koan gave an update on code enforcement projects for the department. He stated that there will be an ordinance at the next council meeting for the council to consider for a change to the 2016 budget because he needs to make some changes to his budget to allow Keith a clothing allowance and a cellular phone.

City Attorney: No input.

19. COUNCIL REPORTS:

Allen: Allen asked if anyone attended the memorial service for Special Agent Peter Taub. Police Chief Dubbs stated that there were representatives from the police department who attended.

Cowley: No input.

Curry: No input.

Hegel: No input.

Hollinshead: Hollinshead stated that the committee who are working on negotiations with SDEDA on the administrative costs on the contract are not getting anywhere. Legal Counsel Hagg stated that he had an update

from the Governor's counsel about this. He stated that he received notice that the Governor is interested in getting involved with the discussion due to the issues with mediation.

Weathers: No input.

20. OTHER REPORTS:

Chamber of Commerce: Absent.

Economic Development: No input.

21. CITIZEN INPUT: Wes Rick asked PZ Coordinator Koan if someone is going to fill in the basement/crawl space the property at 507 Highway 14/16 where the mobile home was removed. Koan stated that SDEDA was supposed to take care of this issue.

22. EXECUTIVE SESSION: Motion by Hollinshead, seconded by Weathers to enter into Executive Session at 8:48pm. Vote aye: Unanimous.
Out of Executive Session at 9:14 pm.

23. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:15 pm, motion by Weathers, seconded by Allen to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer