

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, January 20, 2015**  
**7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder**

1. Mayor Griffiths called the meeting to order at 7:00 pm.
2. Recognition of a Moment of Silence and the recitation of the Pledge of Allegiance.
3. Roll Call: Present were: Mayor William Griffiths; Council Members: Scott Allen; Steve Cowley; Mark Coatney; Doug Curry; Carolyn Haddenham; and Jeff Hollinshead. Also present were: Police Chief Jason Dubbs; Finance Officer Mystee Lashwood; Legal Counsel Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Coordinator Ron Koan.
4. Motion by Cowley, seconded by Hollinshead to approve the Agenda with Executive Session for Contractual as per SDCL 1-25-2 Sub (3). Vote aye: Unanimous.
5. Motion by Allen, seconded by Hollinshead to enter into Executive Session for Contractual as per SDCL 1-25-2 Sub (3) at 7:02 pm. Vote aye: Unanimous.

Motion by Hollinshead, seconded by Coatney to exit out of Executive Session at 7:25 pm. 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 January 6, 2014 Common Council Minutes.

**B.** To approve Payroll 1 (December 14 to December 27): Total Payroll \$43,629.78; General Government: \$1,603.85; Finance Office: \$1,852.00; General Financial: \$2,481.91; Police Dept: \$19,846.46; PW Street: \$7,122.22; Animal Control: \$612.00; Sign Inspection: \$108.00; PW Parks: \$902.20; Planning & Zoning: \$2,979.60; PW Water Production: \$2,430.74; PW Water Distribution: \$2,788.60; PW Sewer Collection: \$902.20.

**C.** To approve Payroll 2 (December 28 to January 10): Total Payroll \$49,418.09; General Government: \$1,453.85; Finance Office: \$1,888.80; General Financial: \$2,557.53; Police Dept: \$21,285.61; PW Street: \$7,149.77; Animal Control: \$485.52; PW Parks: \$1,219.12; Planning & Zoning: \$5,044.09; PZ Board: \$250.00; PW Water Production: \$2,781.72; PW Water Distribution: \$4,251.68; PW Sewer Collection: \$1,050.40.

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

**E.** To approve the following abatements as recommended from Pennington County: Bricker, Timothy \$1010.39 owner qualifies for OO Classification; SD Ellsworth Development Authority \$233.50; SD Ellsworth Development Authority \$235.24; SD Ellsworth Development Authority \$109.66; SD Ellsworth Development Authority \$720.87; SD Ellsworth Development Authority \$13.16; SD Ellsworth Development Authority \$197.39; SD Ellsworth Development Authority \$48.61; SD Ellsworth Development Authority \$140.74; SD Ellsworth Development Authority \$110.72; SD Ellsworth Development Authority \$140.74; City of Box Elder \$782.70; SD Ellsworth Development Authority \$488.01; SD Ellsworth Development Authority \$208.35; SD Ellsworth Development Authority \$180.95; SD Ellsworth Development Authority \$185.88; SD Ellsworth Development Authority \$1,257.48; Wahlin, Andrew \$1160.47 Classification check, change to classification; Lewison, Amanda \$59.30 MH in poor condition, no market value-will be removed from tax roll after 2014; Teton Coalition Inc \$1855.37 property acquired by Pennington County, then sold at tax deed auction, correction to assessed value.

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

**6F.** Motion by Coatney, seconded by Hollinshead to approve Claim #1 – AC/DC Automotive for \$287.00 - \$7.50 tire plug for Tahoe; \$279.50 starter for 07 Crown Victoria – Police Department. Vote aye: Cowley; Coatney; Curry; Haddenham; Hollinshead. Abstain: Allen.

**7. CITY BUSINESS:**

**A.** Motion by Cowley, seconded by Haddenham to approve second reading of Ordinance #552, an ordinance to amend the 2015 budget. Vote aye: Unanimous.

**B.** Motion by Coatney, seconded by Hollinshead to approve Review of Conditional Use Permit for 502 Box Elder

Rd. Vote aye: Cowley; Coatney; Curry; Haddenham; Hollinshead. Abstain: Allen.

C. Motion by Coatney, seconded by Allen to approve Conditional Use Permit Application #140173 for Western SD Properties at 120 N. Ellsworth Rd. with conditions. Vote aye: Unanimous.

D. Motion by Coatney, seconded by Cowley to approve Conditional Use Permit Application #140176 for Kube Portable Storage for property at 118 N. Ellsworth Rd. with conditions. Vote aye: Unanimous.

E. Motion by Haddenham, seconded by Curry to deny Variance request for 508 & 510 Line Rd. for Leroy Hix to place manufactured homes on these properties without the required 60' front lot street frontage. Vote aye: Curry; Haddenham. Vote nay: Allen; Cowley; Hollinshead. Abstain: Coatney. Motion fails.

Motion by Allen, seconded by Cowley to defer up to sixty (60) days until such time as a variance on the moratorium is applied for. Vote aye: Unanimous.

Haddenham departed the meeting at 8:45 pm.

F. Motion by Coatney, seconded by Allen to approve Conditional Use Permit #120271 for 131 S. Ellsworth Rd allowing the sale of vehicles. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

G. Motion by Coatney, seconded by Cowley to approve and authorize signature on agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) for evaluation and recommendations for water treatment of Well 7; contracted fees not to exceed \$11,240.00. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

H. Motion by Coatney, seconded by Hollinshead to approve and authorize signature on contract with Condrey & Associates, Inc. for an employee compensation/classification study. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

I. Motion by Coatney, seconded by Curry to approve and authorize signature on Intergovernmental Contract with South Dakota Public Assurance Alliance (SDPAA). Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

J. Motion by Coatney, seconded by Curry to approve and authorize signature on Polling Place agreement with Pennington County for the School Election on June 2, 2015 – Box Elder Event Center. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

K. Motion to defer Resolution 15-01, a resolution to accept the revised policy and procedure employee manual for the City of Box Elder to the next council meeting. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

L. Motion by Allen, seconded by Cowley to accept and authorize signatures on the Warranty Deed for the Drainage Tract 2 of Seger Crossing. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

## **8. DEPARTMENT HEAD REPORTS TO COUNCIL:**

Mayor: No input.

Police: Police Chief Dubbs stated that the Impala is finished.

Public Works: Public Works Director Todd stated that progress is being made on the Hunt Housing hookup; the booster pump project should be finished by the end of the month; and he stated that he will be having a meeting with Rapid City to discuss the agreement for the purchase of water in emergencies; and also on an as needed basis for the Hunt Housing development.

Finance: No Input.

Planning/Zoning: Planning and Zoning Coordinator Koan stated that the structure plans are under review for True Value, construction should begin before the next council meeting.

City Attorney: No Input.

## **9. COUNCIL REPORTS:**

Allen No Input.

Cowley: No Input.

Coatney: No Input.

Curry: No Input.

Haddenham: Absent.

Hollinshead: No Input.

**10. OTHER DEPARTMENT REPORTS:**

Chamber of Commerce: Mike Hanson stated that they have finished interviews and will announce their new employee at the next meeting. He also stated that the lease should be ready for approval at the next council meeting.

Economic Development: Wes Rick stated that they had their quarterly meeting last week.

**11. CITIZEN INPUT:**

Jane Maine stated that she was glad to see everyone at the meeting.

**12. ADJOURNMENT:** There being no further business to be considered in front of the Common Council at 9:00 pm, motion by Allen, seconded by Coatney to adjourn. Vote aye: Allen; Cowley; Coatney; Curry; Hollinshead. Absent: Haddenham.

Seal:

Attest:

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William Griffiths  
Mayor

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Mystee Lashwood  
Finance Officer