

COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER
DRAFT MEETING MINUTES
Tuesday, January 21, 2014, 7:00 p.m.

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:01 pm on Tuesday, January 21, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Foster; Haddenham; and Hollinshead were present. Also present were: Police Chief Dubbs; Finance Officer Mystee Lashwood; Legal Council Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Coordinator Ron Koan.

Moment of Silence and Pledge of Allegiance

1. Call meeting to order at 7:01pm.

2. Pledge of Allegiance

3. Roll Call: All present.

4. Approve Agenda

Motion by Coatney, seconded by Allen to approve the agenda. Vote Aye: Unanimous.

5. Announcements and Praise: None

6. CONSENT AGENDA: Agenda items A through D on the Consent Agenda are meant to be approved as a group with a single motion. Questions maybe 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 7, 2014 Common Council Minutes.

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

C. To approve Payroll 1 (December 15 to December 28): Total Payroll \$48,554.92; General Government: \$1,693.85; Finance Office: \$1,816.38; General Financial: \$3,784.00; Police Dept: \$19,999.37; PD Uniforms: \$3,375.00; PW Street: \$6,426.75; Animal Control: \$394.08; Sign Inspection: \$284.94; PW Parks: \$2,181.98; Planning & Zoning: \$2,650.00; PW Water Production: \$2,102.00; PW Water Distribution: \$2,534.95; PW Sewer Collection: \$1,311.62.

D. To approve Payroll 2 (December 29, 2013 to January 11, 2014): Total Payroll \$46,101.28; General Government: \$1,693.85; Finance Office: \$1,852.00; General Financial: \$3,860.00; Police Dept: \$20,268.18; PW Street: \$4,882.95; Animal Control: \$333.80; Sign Inspection: \$323.00; PW Parks: \$2,556.60; Planning & Zoning: \$2,939.60; PW Water Production: \$2,837.41; PW Water Distribution: \$3,148.92; PW Sewer Collection: \$1,404.97.

Motion by Allen, seconded by Hollinshead to approve the consent agenda items except for item number 21 that has been removed for further information. Vote Aye: Unanimous.

7. UNFINISHED BUSINESS: None.

8. NEW BUSINESS:

A. FINANCE DEPARTMENT: Motion by Coatney, seconded by Hollinshead to discuss and approve first reading of Ordinance 526, an ordinance to establish the term of office of council members with a public hearing at the second reading. Vote Aye: Unanimous.

Extensive discussion: on getting the public's input on this issue and having a public hearing; approving the ordinance with/without being on the ballot; and the difference between the term of office and term limits.

Council members explained the first year on the council you are learning the history and getting to know what's going on and once you are caught up in the second year their term is over. They all agreed they need to know what the people of Box Elder think about increasing the term and that they should not be the ones

making the decision, they will follow the opinion of the people. Therefore a public hearing will be held and advertised for on February 4th before they vote on the second reading.

B. POLICE DEPARTMENT: Motion by Hollinshead, seconded by Coatney to discuss and approve the first reading of Ordinance 542, garbage deposit with spelling correction noted by City Attorney Hagg in Section 3 Item A. Vote Aye: Unanimous.

Discussion. Police Chief Dubbs gave a history of the many calls the police department has received for people putting garbage in dumpsters that they do not own or the wrong types of materials in specified dumpsters (i.e. dumping tires in the yard waste dumpster). This ordinance is designed to combat these & similar offenses.

C. POLICE DEPARTMENT: Motion by Cowley, seconded by Foster to discuss and approve first reading of Ordinance 543, distracted driving. Vote Aye: Unanimous.

Discussion. Council Members agree this is something that will help keep people safe and hopefully it will show the state that they should want this state wide.

D. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Allen to discuss and vote on Conditional Use Permit #120271 for Robert Hayes to allow the continued sale of vehicles at Twice As Nice Auto Sales/Big Sky Upholstery at 131 S. Ellsworth Rd. (This was approved by Planning Commission on Jan 13, 2014 with no changes.) Vote Aye: Unanimous.

E. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Coatney to defer to the City Attorney and Planning and Zoning Board to discuss, vote and authorize Mayor to sign contract agreement with Dream Design International Inc related to services needed for TIF # 3. The contract covers the following engineering services: Pre-Engineer report, Archeological and Environmental evaluation, Design of tank and Well #5 and South I-90 Service Road Sewer extension, Bidding, Construction Phase, and Post Construction. Vote Aye: Unanimous.

Discussion: The current contract needs to be reviewed by both the City Attorney and the Planning and Zoning Board before it comes back to the City Council.

F. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Allen to to discuss and approve Proposal for playground equipment for Boykin Park from Ultimate Playgrounds. Vote Aye: Unanimous.

G. FINANCE DEPARTMENT: Motion by Coatney, seconded by Cowley to discuss and approve the training proposal for 2 programs. Fred Pryor Seminars – How to Deliver Exceptional Customer Service and Managing Multiple Projects, Priorities and Deadlines. Vote Aye: Unanimous.

Discussion. The training is in the current budget and the seminars are tailor made to fit our specific city needs.

H. FINANCE DEPARTMENT: Motion by Coatney, seconded by Hollinshead to approve Resolution 14-01, Contract for City Attorney. Vote Aye: Unanimous.

I. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to take no action as the item went to both the planning and zoning board and the board of adjustments on 8 foot fence; approval and recommendation from Planning Commission for George Bradstream at 708 Line Rd. Vote Aye: Unanimous.

9. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Announced the first BYO Brown Bag Lunch Session to take place of the coffee breaks in 2014. The first session will be on February 12th at noon in the event center and I will be giving the 2014 State of the City Address. Griffiths also announced the new business from the last year and the new Love's Trucking Company that bought land off of exit 67.

Police: Chief Dubbs gave a statistics report, staff training updates, and scheduled mission work dates for Lieutenant Misselt.

Public Works: Director Todd explained we are still waiting on test results for Ghere Well. City surplus

Finance: Officer Lashwood discussed the city surplus and a provided a list of the 2013 tools that were purchased, current balances were also provided to council members. Also, petitions to run for open council member positions will be available at 8am on January 31st.

Planning/Zoning: Coordinator Koan spoke about base/hunt housing.

City Attorney: Hagg is working with AI on negotiating the water contract with Rapid City.

10. COUNCIL REPORTS:

Allen: No input.

Cowley: No input.

Coatney: Told Mr. Cowley that his prayers are with his wife and he recommended that the City send her flowers, Haddenham also wished Mrs. Cowley well.

Foster: No input.

Haddenham: No input.

Hollinshead: No input.

11. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: President Hanson said their first half of the 2014 calendar is complete and they are finishing up their initial 2014 membership drive. Council Member Hollinshead wanted to know when they would be presenting information on how they are planning on spending the extra budget that the city allotted them this year. Hanson said he will give that update at the end of the first quarter as per the original agreement. Mayor Griffiths congratulated Hanson on being named Planning and Zoning Chairman.

Economic Development: President Rick let everyone know that they had a meeting recently and a tax deal was discussed for Brian Thorpe.

12. CITIZEN INPUT: No input.

14. ADJOURNMENT:

**THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 9:07PM
MOTION BY Hollinshead, SECONDED BY Cowley TO ADJOURN.**

Seal:

Attest:

William F Griffiths Sr
Mayor

Mystee Lashwood
Finance Officer