

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, January 3, 2017
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/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: Legal Counsel Rex Hagg, Police Chief Jason Dubbs, City Administrator/Finance Officer Nicole Schneider, Public Works Director Bob Kaufman, and Planning & Zoning Coordinator Ron Koan.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda for January 3, 2017 as presented. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 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.

5. To approve the reading of the December 20, 2016 Common Council Meeting Minutes.

6. To approve Payroll 1 (Dec 11 to Dec 24) Total Payroll \$53,170.94; General Government: \$4,982.68; Finance Office: \$2,027.58; General Finance: \$2,647.41; Police Dept: \$20,780.92; PW Street Maintenance: \$6,139.69; PW Animal Control: \$518.93; PW Parks: \$2,319.24; Planning & Zoning: \$4,807.05; Planning & Zoning Board: \$425.00; PW Water Production: \$2,820.27; PW Water Distribution: \$4,629.20 PW Sewer Collection: \$1,072.97.

7. To approve the claims, loan payments, and hand checks.

To discuss and decide action on Consent Agenda Items 5-7. Motion by Weathers, seconded by Hegel to approve Consent Agenda Items 5-7. Vote aye: Unanimous.

CITY BUSINESS:

8. PLANNING/ZONING DEPARTMENT: To discuss and decide action on request for a variance by Tara Kaiser to operate an in-home daycare at 504 Line Rd #5. Motion by Allen, seconded by Curry to deny the variance and refund the applicant's fees. Vote aye: Unanimous.

9. PLANNING/ZONING DEPARTMENT: To discuss and decide action in regards to minor plat application for Northern Lights Commercial Park Subdivision. Motion by Weathers, seconded by Hegel to approve. Vote aye: Unanimous.

10. PLANNING/ZONING DEPARTMENT: To discuss and decide action on temporary hire for contract, inspector Dave St. Pierre to fill in until a new building inspector/code enforcement officer is hired, effective 12/28/16. Motion by Weathers, seconded by Allen to approve. Vote aye: Unanimous.

11. FINANCE DEPARTMENT: To discuss and decide action on e-mail migration and service change to Microsoft Office 365. Motion by Hollinshead, seconded by Weathers to approve. Vote aye: Unanimous.

12. COUNCILMEMBER HEGEL: To discuss and decide action on city motto/logo. Motion by Weathers, seconded by Allen to create a special newsletter that provides instructions and guidelines for a new City logo with a deadline of 6/1/17. Get letters created for in God we Trust to be mounted in the Council chambers. Vote aye: Unanimous.

13. FINANCE DEPARTMENT: To discuss and decide action on 2017 wage scale. Motion by Weathers, seconded by Hollinshead to approve. Vote aye: Cowley, Curry, Hegel, Hollinshead, and Weathers. Vote nay: Allen

14. LEGAL DEPARTMENT: To discuss and decide action on first reading of Ordinance 570, an ordinance to amend Ordinance 561 Title 3 – Government/Administration. Discuss and decide action on job descriptions. Motion by Weathers, seconded by Allen to defer to meeting of 1/17/17 allowing time for the City Attorney to review City policies. Vote aye: Unanimous.

15. PLANNING/ZONING & PUBLIC WORKS DEPARTMENTS: To discuss and decide action on HP Design jet T830 printer. This is a plotter/printer to print the larger maps, plans, etc. Motion by Curry, seconded by Hegel to approve. Vote aye: Unanimous.

16. FINANCE DEPARTMENT: To discuss and decide action on establishing 2017 local election day as Tuesday, April 11, 2017. Motion by Allen, seconded by Weathers to approve. Vote aye: Unanimous.

17. FINANCE DEPARTMENT: To discuss and decide action on newspaper designation for the 2017 calendar year as Rapid City Journal for publications. Motion by Hollinshead, seconded by Allen to approve. Vote aye: Unanimous.

18. DEPARTMENT HEAD REPORTS:

Mayor: Attended chamber mixer at Box Elder events. New January newsletter we had two winners for the "Shop Local" event, it was not as well received as last year. Box Elder Douglas community Library is having a program "Get your finances in order" program. Went to a Legislative meeting this morning and a lot of cities brought up the change of hotel room tax to 3% per room instead of \$2. Most cities are in favor of the change with exception of the smaller cities which could help us. Council member Weathers stated that this could impact us in the low season. Mayor stated it would also help us during high season of setting the difference. They are also looking at cities collecting sales tax through online sales.

Police: Yearend statistics 7,290 calls, 1,580 traffic stops, 830 cases generated which resulted in 409 arrest, and 46 arrest warrants written. Now that the holidays are over we are going to pick up the pace on filling the Administrative Specialist position and the 12th police officer position. We also have another police officer on the injured reserve list and we ended the year with a stabbing.

Public Works: Ghere well water samples will arrive within the week and we should get **all** results (including radiological testing) within two months. East Mall Drive potential assessment district Northern Lights and Seger drive area. Had a meeting with KLJ engineering to discuss our old pump station that needs some major repairs upgrades but we also have some major development going on in that area that could easily require us to do some upsizing to the plant so we will provide that information to the developer so that they can contribute to those cost. Snow plowing: background on our procedures for snow plowing routes is we do our major arterial routes first, snow plow routes and then individual developments. Crews have been instructed to not put sand down if the wind is so strong that it is blowing the sand away but when the weather permits the crews will put sand down. Council member Hegel do you only put sand down or is it a mix? Bob it is a sand salt mix but it is a very light on the salt, so when we put it down it's not going to instantly activate since it takes some time for the salt to stick.

Finance: We had some good things that happened while I was out on vacation last week, staff went above and beyond to stay on top of things while I was gone. Current sales tax report and loan balances and payments. Sales tax we still have sales tax outstanding from the State for December we have already made a large payment towards our newly refinanced TIF #3 loan in accordance with the new payment schedule. We will be closing FY15 this week and pulling our final statements for fiscal year and anticipate all required reports to Deirdre within the next few weeks.

Planning & Zoning: None

City Attorney: None

19. COUNCIL REPORTS:

Allen: Most of the time when they spread that sand and salt it's usually a little bit wet and in most intersections, I see it doesn't go anywhere. Are they basing no sand anywhere in the City on the little bit of wind off Ellsworth road? Cause we have some intersections that are protected by the wind that are not seeing any sand, and people are sliding through, the uptick in accidents are out there. Even if it blows off after an hour, we have an hour worth of traction there that is keeping somebody from wrecking. The complaints I fielding this weekend, they want more sand to keep them from getting into accidents. Weathers: have we looked for alternatives, maybe we can consider that before next winter? Bob: sounds good.

Cowley: None

Curry: None

Hegel: None

Hollinshead: None

Weathers: Thank you all for your patience during my absence.

20. OTHER REPORTS:

Economic Development:

21. CITIZEN INPUT: Jane: two singlewides on west Sunnydale, Planning and Zoning have been giving him a time frame 14 days. I encourage all of you to go up there and see that they are an eye sore to a subdivision. I am pleading with the City to do what they can do. Hollinshead: Ron didn't you give us an update on this issue? Ron: yes, and the Planning Commission did give him 14 days and he didn't meet that deadline. Jane: I don't think any of you would want them in your neighborhood, it is kind of sad what his intent is. I don't think we would allow anyone else to do that. Allen: wasn't he going to hire an attorney on the matter. Ron: he did call and say he called Dale's trucking to get them moved by the end of the week.

22. EXECUTIVE SESSION: No need for an executive session.

23. ADJOURNMENT: There being no further business to be considered in front of the common council at 8:30 pm, motion by Allen, seconded by Cowley to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer