

CITY OF BOX ELDER COMMON COUNCIL MEETING AGENDA

Tuesday, January 6, 2015

7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

Public comments are welcomed, but no action will be taken by the Council on comments received for items not on this agenda. Anyone wishing to have the Council vote on a new item will need to fill out an agenda request item form for the item to be considered on the next council agenda.

1. Call meeting to order

2. Pledge of Allegiance

3. Roll Call

4. Approve Agenda with Executive Session for Personnel as per SDCL 1-25-2 Sub (1).

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead **Second:** **Vote: Yes** _____ **No** _____

5. EXECUTIVE SESSION: For Personnel as per SDCL 1-25-2 Sub (1).

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead **Second:** **Vote: Yes** _____ **No** _____

Out of Executive at _____

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead **Second:** **Vote: Yes** _____ **No** _____

6. CONSENT AGENDA: Agenda items A through G 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 December 16, 2014 Common Council Minutes.

B. To approve Payroll 26 (November 30 to December 13): Total Payroll \$51,042.12; General Government: \$1,603.85; Finance Office: \$2,452.00; General Financial: \$2,479.71; Police Dept: \$19,455.61; PW Street: \$13,074.21 Animal Control: \$510.00; Sign Inspection: \$96.90; PW Parks: \$1,364.12; Planning & Zoning: \$3,160.31; PZ Board: \$450.00 PW Water Production: \$3,600.11; PW Water Distribution: \$1,893.10; PW Sewer Collection: \$902.20.

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

D. To approve Business License Application #1619 by Jean Dean for The Game Crossing, a game and model retail store, to be located at 520 N Ellsworth Rd, Ste 5A.

E. To approve Business License Application #1620 by Jeffery Nobel for The Gyro Hub, a restaurant, to be located at 520 N Ellsworth Rd, Ste 6C.

F. To approve Business License Application #1621 by Stephanie Cole for Divine Designs by Stephanie, a beauty salon, to be located at 520 N Ellsworth Rd, Ste 3C.

G. To approve abatement for Chris M Srstla or Janine G Farrar Srstl in the amount of \$231.20 for 2013. The mobile home was moved to Fall River County in March of 2012. Owner obtained a moving permit and paid 2012 taxes in advance. Home was assessed and paid taxes in Fall River for 2013. Home was deleted for 2014 in Pennington, but 2013 taxes need to be abated.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead **Second:** **Vote: Yes** _____ **No** _____

7. CITY BUSINESS:

A. FINANCE DEPARTMENT: To discuss and approve decision on Employee benefit bonus.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead **Second:** **Vote: Yes** _____ **No** _____

B. FINANCE DEPARTMENT: To approve Pay Application #2 from Atlantis LLC, for Tax Increment District #3 Public Improvements – Residence Inn Infrastructure a/k/a WaTiki Way. Application in the amount of \$1,122.21.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

C. FINANCE DEPARTMENT: To approve Pay Application #3 from Atlantis LLC, for Tax Increment District #3 Public Improvements – Residence Inn Infrastructure a/k/a WaTiki Way. Application in the amount of \$23,547.52.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

D. FINANCE DEPARTMENT: To approve Payment of invoice for S I-90 hook ups under WaTiki Way project in the amount of \$8,766.34

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

E. FINANCE DEPARTMENT: To approve Salary schedule for 2015.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

F. FINANCE DEPARTMENT: To approve first reading of Ordinance #552, an ordinance to amend the 2015 budget.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

G. FINANCE DEPARTMENT: To approve 2015 Municipal Election day as April 14. This is the second Tuesday in April.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

H. FINANCE DEPARTMENT: To approve the following positions up for re-election: Mayor; Council positions: Ward 1 – Carolyn Haddenham; Ward 2 – Jeff Hollinshead; and Ward 3 – Steve Cowley.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

I. FINANCE DEPARTMENT: To designate Rapid City Journal (Lee Newspapers) as the official newspaper for the City of Box Elder for 2015.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

J. FINANCE DEPARTMENT: To approve schedule for 2015 Equalization Meetings as Monday, March 16; Wednesday, March 18; and Thursday, March 19 (if needed).

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

K. PLANNING/ZONING DEPARTMENT: To approve request by First Line Investment Company for a variance to minimum commercial lot frontage requirements for a proposed lot split at 1208 N Elk Vale Rd. Planning Commission unanimously approve and recommend approval of this variance request.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

L. PLANNING/ZONING DEPARTMENT: To approve request by Leroy Hix for a variance to allow the placement of manufactured homes due to a private platted access easement at 508 & 510 Line Rd. Planning Commission with a 4-1 vote approved and recommend approval of this variance request. Staff is also advocating a developers agreement with a time line for improvements be created for signature of the mayor and Mr. Hix.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

M. PLANNING/ZONING DEPARTMENT: To approve Conditional Use Permit #140173 by Western SD Properties to permit the operation of a truck parking depot at 120 N Ellsworth Rd. Planning Commission unanimously approved and recommend approval of this permit without conditions and without annual review.

Motion: Second: Vote: Yes _____ No _____
Allen Cowley Coatney Curry Haddenham Hollinshead

N. PLANNING/ZONING DEPARTMENT: To approve Conditional Use Permit #140176 by Kube Portable Storage to permit the storage of shipping containers on the property at 118 N Ellsworth Rd. Planning Commission, with Commissioner Irwin abstaining, approved and recommend approval of this permit without conditions and without annual review.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

O. PLANNING/ZONING DEPARTMENT: To approve adoption of the Box Elder's Strategic Transportation Plan, also known as the "BEST Plan". Planning Commission unanimously approved and recommend adoption.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

P. PLANNING/ZONING DEPARTMENT: To approve Application for Minor Plat #140172 by First Line Investment Company for 1208 N Elk Vale Rd. Planning Commission unanimously approved and recommend approval.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

Q. PLANNING/ZONING DEPARTMENT: To approve application for Sign Permit #140179 by Epic Outdoor Advertising to convert the structure of an existing off-premise sign to a monopole at 4309 S I-90 Service Rd. Planning Commission unanimously approved and recommend approval.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

R. PLANNING/ZONING DEPARTMENT: To approve application for Minor Plat #140180 by Knock Enterprises Inc for 15006 225th St.. Planning Commission unanimously approved and recommend approval.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

S. PLANNING/ZONING DEPARTMENT: To approve petition for Voluntary Annexation by Knock Enterprises Inc for 15006 225th St. Planning Commission unanimously approved and recommend approval of the annexation to include the north, south portion of 150th St running parallel with the listed property.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

T. PLANNING/ZONING DEPARTMENT: To approve the adoption of an Ethics Policy. Planning Commission unanimously approved and adopted, recommend the council formally adopt by resolution.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

U. DISCUSSION/DECISION: Review of contract agreement with Box Elder Fitness.

Motion: Allen Cowley Coatney Curry Haddenham Hollinshead
Second: _____
Vote: Yes _____ **No** _____

8. DEPARTMENT HEAD REPORTS TO COUNCIL: Mayor; Police; Public Works; Finance; Planning/Zoning; City Attorney

9. COUNCIL REPORTS: Allen; Cowley; Coatney; Curry; Haddenham; Hollinshead

10. OTHER DEPARTMENT REPORTS: Chamber of Commerce; Economic Development

11. CITIZEN INPUT:

12. ADJOURNMENT: _____

Motion: _____ **Second:** _____ **Vote: Yes** _____ **No** _____