

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

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, January 7, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Foster; Haddenham; and Hollinshead were present. Also present were: Police Corporal Gunnar Grass; 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 7:00pm.**

**2. Pledge of Allegiance**

**3. Roll Call:** All present.

**4. Approve Agenda with Executive Session**

Motion by Allen, seconded by Coatney to approve agenda with executive session for personnel as per SDCL 1-25-2 Sub (1). Vote Aye: Unanimous.

**5. Announcements and Praise**

**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 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 December 17, 2013 Common Council Minutes.

**B.** To approve the Claims, Utility deposit refunds, and Hand Checks. Questions asked and answered.

**C.** To approve Payroll 26 (December 1 to December 14): Total Payroll \$45,205.66; General Government: \$1,693.85; Finance Office: \$1,816.38; General Financial: \$3,761.43; Police Dept: \$19,861.15; PW Street: \$5,368.25; Animal Control: \$373.53; Code Enforcement: \$31.66; Sign Inspection: \$316.60; PW Parks: \$2,230.38; Planning & Zoning: \$2,821.14; PZ Board: \$450.00; PW Water Production: \$2,459.16; PW Water Distribution: \$2,563.32; PW Sewer Collection: \$1,458.81.

**D. PLANNING/ZONING DEPARTMENT:** To approve Business License application #1547 by Clayton King for King's Pit Stop, a bar located at 520 N Ellsworth Rd, Ste 7A and 3B. Questions asked and answered.

**E. PLANNING/ZONING DEPARTMENT:** To approve Business License application #1548 by Curtis Duke and Ryan Waters for Darkside Tattoo and Art, a body modification through tattoo business located at 223 Main Gate Dr.

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

**7. UNFINISHED BUSINESS:** None.

**8. NEW BUSINESS:**

**A. FINANCE DEPARTMENT:** Motion by Foster, seconded by Cowley to acknowledge and approve Proclamation for Arbor Day 2014 Celebration in Box Elder as April 26, 2014. Vote Aye: Unanimous.

Finance Officer Lashwood explained it is a Tree City USA requirement to do the proclamation every year. Resident Maine pointed out that April 26<sup>th</sup> is during city clean up.

**B. FINANCE DEPARTMENT:** Motion by Coatney, seconded by Foster to discuss and approve implementation of InCode InSite 3.0. Vote Aye: Unanimous.

Finance Officer Lashwood explained that Matt (our IT contractor) recommended we get a separate server with a new firewall to run the online credit card payments to make it more secure. The cost will be between \$800-900 for the server hardware and about \$200 for the firewall.

**C. FINANCE DEPARTMENT:** Motion by Cowley, seconded by Foster to approve 2014 Salary Schedule as amended. Vote Aye: Unanimous.

Lashwood noted 3 employees in the police department had their hourly wages misprinted in the agenda packet. Those employees need to be changed are Chris Misselt to \$23.28 per hour; Gunnar Grass to \$20.93 per hour; and Richard Benn to \$19.73 per hour.

**D. PLANNING/ZONING DEPARTMENT:** Motion by Allen, seconded by Coatney to defer to BEED and the City Attorney to bring back to council after the details are discussed to vote on the property development proposal from Bryan Tharp. Vote Aye: Unanimous.

Discussion. Mr. Tharp explained he has been offered a tax break by Meade County and he is looking for Box Elder to offer him a similar tax break if he annexes in. The property he owns is currently agricultural and he wants to split it into residential for his house and commercial for storage rental units. To do this he will have to go through the annexation and rezoning process, but before he does he would like to know if the council would be willing to approve a tax break for him. The tax break he is looking for is to pay residential taxes instead of commercial for a portion of time (approx. 5 years). Mayor Griffiths handed the question to City Attorney Hagg. Hagg recommended we look into what the legal incentives that we can offer are and then put them into an annexation agreement. Griffiths, Koan, and Allen tabled the discussion and recommended Mr. Tharp works with BEED and Hagg to put an agreement together and then bring it back for the council to vote on.

**E. FINANCE DEPARTMENT:** Motion by Coatney, seconded by Allen to approve 2014 Municipal Election Day as April 8. This is the second Tuesday in April. Vote Aye: Unanimous.

**F. FINANCE DEPARTMENT:** Motion by Allen, seconded by Cowley to approve the following positions up for re-election: Council Positions: Ward 1 – Scott Allen; Ward 2 – Kelly Foster; and Ward 3 – Mark Coatney. Vote Aye: Unanimous.

**G. FINANCE DEPARTMENT:** Motion by Coatney, seconded by Foster to designate Rapid City Journal (Lee Newspapers) as the official newspaper for the City of Box Elder for 2014. Vote Aye: Unanimous.

**H. FINANCE DEPARTMENT:** Motion by Coatney, seconded by Cowley to approve schedule for 2014 Equalization Meetings as Monday, March 17; Wednesday, March 19; and Thursday, March 20 (if needed). Vote Aye: Unanimous.

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

Mayor: No input.

Police: Corporal Grass gave the department statistics report from Dec 17 to Jan 6 and mentioned Chief Dubbs and Sergeant Misselt are in Rapid City for training and will be back Thursday.

Public Works: Director Todd gave out 2 handouts: one for Boykin Park and one for department accomplishments in 2013. Boykin Park is ready to be bid out we are just waiting for City Attorney Hagg to bid it out. Some of the 2013 projects completed were: Big Blue, the lagoon, well maintenance, and enhancing animal control. In 2014 I hope to work on the same kind of things and work on process management and professional stature to gain efficiencies. We are still working on flushing Ghere Well in this cold weather. Resident Wes Rick asked Todd if our sewer lines have been checked for leaks that are coming into the sewer before the new plant gets online. Todd explained that to do that study properly we would need around \$100,000 and a years worth of time before we can even request grant money to address the fixes necessary which would then be an additional \$2-3 million dollars by the end of the project. Rick asked if we will be paying more because of the extra water coming down. Todd confirmed we will be but there isn't a lot that can be done about that. Rick also asked if anyone going down Line Rd is still hooked up to the old sewer line and Todd said he doesn't think so.

Finance: Finance Officer Lashwood explained Casey Petersen & Associates is working on the 2012 audit and

Donna Denker & Associates is working on our 2013 reconciliations so hopefully we will be caught up soon. We also hope to start the 2013 audit in March. Please note in the newsletter we have made a change to the coffee break. We are looking to get more peoples' insights, to see more faces, and to work with people to see what they want in Box Elder. We are moving them to a bring your own brown bag lunch session the second Wednesday of the month from 12:00-1:00pm, so please join us.

Planning and Zoning: Coordinator Koan mentioned I am moving forward with the Base on new housing and we are just waiting for street names. I am also working with the school on their new site plan that will be presented soon. Rapid City contacted me to share their comprehensive plan with us on the 14<sup>th</sup> at 2:00pm. They are half way done with their plan and we are currently working on ours so they are coming up to share their future plans with us.

City Attorney: No input.

Mayor Griffiths welcomed Curtis and Ryan our new business owners of Darkside Tattoo and Art. Also Angelique's will be moving their store to the complex over by Domino's.

#### **10. COUNCIL REPORTS:**

Allen: No input.  
Cowley: No input.  
Coatney: No input.  
Foster: No input.  
Haddenham: No input.  
Hollinshead: No input.

#### **11. OTHER DEPARTMENT REPORTS:**

Chamber of Commerce: No input.

Economic Development: President Rick mentioned the 2014 1<sup>st</sup> quarterly meeting will be held January 16<sup>th</sup> at noon in City Hall.

#### **12. CITIZEN INPUT:**

Resident Kurt Meier took a moment to thank a business that is no longer with us, Motive Parts, for being part of Box Elder for many years and he wished them good luck.

#### **13. EXECUTIVE SESSION:**

Motion by Cowley, seconded by Foster to enter into executive session at 7:42pm.

Motion by Coatney, seconded by Allen to exit out of executive session at 8:25pm.

No decisions were made.

#### **14. ADJOURNMENT:**

**THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 8:25PM  
MOTION BY Hollinshead, SECONDED BY Coatney TO ADJOURN.**

Seal:

Attest:

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William F Griffiths Sr  
Mayor

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Mystee Lashwood  
Finance Officer