

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, July 19, 2016

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

1. Call meeting to order: Mayor Larry Larson called the meeting to order at 7:00 pm.
2. Moment of Silence to honor our fallen soldiers and active duty personnel/recitation of the Pledge of Allegiance
3. Roll Call: Present were Council Members: Scott Allen; Doug Curry; Bruce Hegel; Jeff Hollinshead; and Tricia Weathers. Council Member Steve Cowley was absent. Also present were Police Chief Jason Dubbs; Planning & Zoning Coordinator Ron Koan; Public Works Director Bob Kaufman; and Finance Officer Mystee Lashwood. Legal Counsel Rex Hagg was absent.
4. Approve Agenda: Motion by Weathers, seconded by Allen to approve the agenda with Executive Session for Contractual as per SDCL 1-25-2 sub 4 and for Personnel as per SDCL 1-25-2 sub 1. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 through 8 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 July 5, 2016 Common Council Meeting Minutes.
6. To approve the budget hearing minutes.
7. To approve Payroll 15 (Jun 26 to Jul 9) Total Payroll \$55,675.95; General Government: \$3,790.38; Finance Office: \$1,926.56; General Finance: \$2,731.89; Police Dept: \$21,564.64; PW Street Maintenance: \$4,618.93; PW Animal Control: \$818.08; PW Parks: \$6,797.22; Planning & Zoning: \$4,638.15; Planning & Zoning Board: \$400.00; PW Water Production: \$3,971.36; PW Water Distribution: \$3,392.49; PW Sewer Collection: \$1,026.25.
8. To approve the claims, utility refunds, and hand checks.

Claim #46 removed for separate consideration.

Motion by Allen, seconded by Hollinshead to approve items 5-8 as presented on the consent agenda with the removal of claim #46 for separate consideration. Vote aye: Unanimous.

Motion by Hollinshead, seconded by Allen to approve claim #46. Vote aye: Allen, Curry, Hegel, and Hollinshead. Abstain: Weathers.

CITY BUSINESS:

9. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Allen to approve second reading of Ordinance 565, Title 152, Subdivision ordinance. Discussion. Vote aye: Unanimous.
10. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve engineering agreement for Thunderbird drainage study with ACES Engineering. Discussion on the proposal amount of \$24,426.50 and the budgeted amount is \$40,000.00. Vote aye: Unanimous.
11. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Allen to approve minor plat #160076 for road right of way between Prairie View Estates and Creekside Estates. Vote aye: Unanimous.
12. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve Resolution 16-16, minor plat for road right of way between Prairie View Estates and Creekside Estates. Vote aye: Unanimous.
13. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Hegel to approve minor plat #160077 for creating a public road right of way for existing South Ellsworth Road. Vote aye: Unanimous.
14. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Allen to approve Resolution 16-17, minor plat for creating a public road right of way for existing South Ellsworth Road. Vote aye: Unanimous.
15. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve declaring the flag stands as surplus. Vote aye: Unanimous.
16. MAYOR: Motion by Allen, seconded by Curry to approve the yearly renewal for the information technology agreement with changes in salary with Douglas School. Vote aye: Unanimous.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larson updated the council on meetings and stated that the mayor's luncheon will be Thursday, July 28<sup>th</sup> at 11:00 am and council members are all invited. He spoke about the street pole banners and asked that people stop and look at them.

Police: Chief Dubbs gave the statistics report for July 5 to July 18<sup>th</sup>. He stated that Josh Campbell has been in training for two weeks in Pierre and will be graduating the class on Friday. Chief Dubbs and Lieutenant Misselt will attend the graduation.

Public Works: Director Kaufman stated that the contracts for S Ellsworth Rd project are out to be signed and should be coming back with bonding information. After these are back, the pre-construction meeting will be conducted. He stated that the Ghere well project will be started after the week of the rally. He stated that he sent out for quotes on fence repairs at the well houses. He stated that he has a working list of locations for drop sites around the city for the clean-up week next year. He stated that the mag-water will be done next week.

Finance: Officer Lashwood stated that the auditors will be coming out the week of the 25<sup>th</sup> to conduct the 2015 audit.

Planning & Zoning: Coordinator Koan gave an update on the S Ellsworth Rd project and stated that the city will need to get quit claim deeds for the section that was never granted right of way.

City Attorney: Absent.

18. COUNCIL REPORTS:

Allen: No input.

Cowley: Absent.

Curry: No input.

Hegel: No input.

Hollinshead: Extended a thank you to Jason and the entire police department. He stated that they as a council appreciate everything the department does and stated that if the department needs anything from the council please let them know.

Weathers: No input.

19. OTHER REPORTS:

Economic Development: Wes Rick stated that they had a meeting and have a CPA looking at their financial statements and going over their books.

20. CITIZEN INPUT:

Wes Rick asked PZ Coordinator Koan if there is anything that limits the number of campers that can be placed on one property. Koan stated that there isn't anything on the books, but if the vehicles are unlicensed or are obstructing the walkway or street then the city can do something.

21. EXECUTIVE SESSION: Motion by Allen, seconded by Curry to enter into executive session at 7:25 pm for Contractual as per SDCL 1-25-2 sub 4 and for Personnel as per SDCL 1-25-2 sub 1. Vote aye: Unanimous.

Out of executive session at 8:04 pm.

22. ADJOURNMENT: There being no further business to be considered in front of the common council at 8:04 pm, motion by Allen, seconded by Hollinshead to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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Larry Larson  
Mayor

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Mystee Lashwood  
Finance Officer