

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, July 5, 2016
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: Police Chief Jason Dubbs; Planning & Zoning Coordinator Ron Koan; Public Works Director Bob Kaufman; Legal Counsel Rex Hagg; and Finance Officer Mystee Lashwood.

4. Approve Agenda: Motion by Hollinshead, seconded by Curry to approve the agenda and executive session for contractual and legal. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 through 13 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 June 21, 2016 Common Council Meeting Minutes.

6. To approve Payroll 13 (May 29 to Jun 11) Total Payroll \$52,204.12; General Government: \$2,365.38; Finance Office: \$1,967.37; General Finance: \$2,869.40; Police Dept: \$22,390.35; PW Street Maintenance: \$3,373.92; PW Animal Control: \$598.40; PW Sign Inspection: \$116.88; PW Parks: \$6,964.19; Planning & Zoning: \$3,479.12; PW Water Production: \$2,764.17; PW Water Distribution: \$4,241.97; PW Sewer Collection: \$1,072.97.

7. To approve Payroll 14 (Jun 12 to Jun 25) Total Payroll \$54,214.51; General Government: \$2,290.38; Finance Office: \$1,926.56; General Finance: \$2,678.85; Police Dept: \$22,376.72; PW Street Maintenance: \$3,821.29; PW Animal Control: \$374.00; PW Sign Inspection: \$116.88; PW Parks: \$6,933.97; Planning & Zoning: \$4,766.05; Planning & Zoning Board: \$400.00; PW Water Production: \$2,978.84; PW Water Distribution: \$4,444.80; PW Sewer Collection: \$1106.17.

8. To approve the claims, utility refunds, loan payments and hand checks.

9. To approve retail (on-off sale) malt beverage license transfer for Fresh Start Convenience Stores, Inc for 640 Box Elder Rd W, Suite A.

10. To approve retail (on-off sale) malt beverage license transfer for Fresh Start Convenience Stores, Inc for 640 Box Elder Rd W, Suite B.

11. To approve package (off sale) liquor license transfer for Fresh Start Convenience Stores, Inc for 640 Box Elder Rd W.

12. To approve business license application #1698 for Jacobs Home Child Care at 1242 Dakota Dr.

13. To approve business license application #1699 for Toka Takiya Child Care and Home School at 602 Cardinal Dr.

Motion by Allen, seconded by Hollinshead to approve consent agenda items 5-13 as presented. Vote aye: Unanimous.

CITY BUSINESS:

14. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Weathers to defer second reading of Ordinance 565, Title 152, Subdivision ordinance to the next meeting. Vote aye: Unanimous.

15. MAYOR: Motion b Weathers, seconded by Hegel to approve appointment of Business Improvement District board. Board members: Mary Beth Seamands LIV Hospitality, Carolyn Haddenham Space International, Sid Houdek RDO/John Deere, Troy Erickson Flying J, and Mike Mayer Jump Craze. Vote aye: Unanimous.

16. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Allen to approve the floodplain development permit #160069 for Leroy Hix at 722 Line Rd contingent upon the concrete floor meeting specifications before construction on the building can begin.

17. LEGAL COUNSEL: Motion by Allen, seconded by Hollinshead to approve quit claim deed for Lot 5 of City Center Subdivision. Vote aye: Unanimous.

18. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve updated fee schedule for Finance department. Vote aye: Unanimous.

19. FINANCE/PUBLIC WORKS/PLANNING/ZONING DEPARTMENTS: Motion by Hollinshead, seconded by Allen to approve Resolution 16-15, a resolution to revise the policy and procedure manual for time worked. Vote aye: Unanimous.

20. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Curry to approve bid award for Well 7 Ghere Well additional testing to Water Systems Drilling in the amount of \$146,925.70. Vote aye: Unanimous.

21. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve bid award for S Ellsworth Rd project to Hills Material in the amount of \$279,584.98. Vote aye: Unanimous.

22. DEPARTMENT HEAD REPORTS:

Mayor: Larson spoke about the tour of the community health building in Rapid City and the discussion of a satellite office in Box Elder. He updated the council on the meetings and the mayor's luncheon. He spoke about the East Mall Drive project.

Police: Chief Dubbs gave the statistics report for June 21 to July 4. He stated that the new Ford Explorer has been finished and is out front if the council would like to look at it.

Public Works: Director Kaufman gave an update on the Thunderbird drainage project, the street overlay and patching project, and the Ghere well project.

Finance: No input.

Planning & Zoning: Coordinator Koan gave an update on the apartment project in Northern Lights, the new hotel, and the drainage project.

City Attorney: No input.

23. COUNCIL REPORTS:

Allen: No input.

Cowley: Extended a thank you to Tricia for all the hard work on the Box Elder Bash.

Curry: No input.

Hegel: No input.

Hollinshead: No input.

Weathers: Gave a preliminary report on the bash attendance of 903, cash brought in at \$6,555 not including the derby or prize monies not used.

24. OTHER REPORTS:

Economic Development: No input.

25. CITIZEN INPUT: None.

26. EXECUTIVE SESSION: Motion by Curry, seconded by Hegel to enter into executive session at 7:30 pm. Vote aye: Unanimous.

Out of Executive Session at 8:04 pm.

27. ADJOURNMENT: There being no further business to be considered in front of the common council at 8:05 pm, motion by Weathers, seconded by Cowley to adjourn. Vote aye: Unanimous.

Seal:
Attest:

Larry Larson
Mayor

Mystee Lashwood
Finance Officer