

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, July 7, 2015

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

1. Call meeting to order: Council President Scott Allen called the meeting to order at 7:00 pm.

2. Recognition of a Moment of Silence and the recitation of the Pledge of Allegiance.

3. Roll Call: Present were: Council Members: Scott Allen; Steve Cowley; Mark Coatney; Doug Curry; and Bruce Hegel. Council Member Jeff Hollinshead was absent. Also present were: Planning & Zoning Coordinator Ron Koan; Public Works Director Al Todd; Legal Counsel Rex Hagg; Police Chief Jason Dubbs; and Finance Officer Mystee Lashwood. Mayor Larry Larson was absent. There were 16 citizens present.

4. Approve Agenda: Motion by Coatney, seconded by Cowley to approve the Common Council Agenda for July 7, 2015 as presented. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

5. Bid Opening: Sealed bid opening for bids to overlay 6,000 to 7,000 feet of local streets. 1 bid submitted by Hills Materials – total of the bid \$173,136.90. Bid amount is within the budgeted amount, but there is nothing to compare this to. Bid awarded to Hills Materials apparent low bidder, subject to Bid Tabulation verification. PW Director Todd stated that he will review and calculate the square footage and verify.

Motion by Curry, seconded by Coatney to approve barring that it passes the verification process. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

6. Bid Opening: Sealed bid opening for bids for the 2004 Harley Davidson Motorcycle. No bids received. No action taken. Chief Dubbs would like to advertise it again. Check with newspaper on addition of ad to other papers. Finance Officer Lashwood stated that she would put it on the Finance Officer's list serve.

Motion by Coatney, seconded by Cowley to put the motorcycle out for more advertising. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

7. Bid Opening: Sealed bid opening for bids for the haying of City owned land of +/- 11.03 acres on Liberty Boulevard for a three (3) year period. No bids received. PW Director Todd stated that the City should give the haying contract to the "first come, first serve" authority.

Motion by Coatney, seconded by Hegel to authorize Al to call and give the haying contract to the first come, first serve customer that requested to hay the property. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

8. 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 June 16, 2015 Common Council Meeting Minutes.

B. To approve Payroll 13 (May 31 to June 13) Total Payroll \$49,906.45: General Government: \$1,553.85; Finance Office: \$1,888.80; General Financial: \$2,527.25; Police Dept: \$19,842.57; PW Street Maintenance: \$3,754.55; PW Animal Control: \$368.60; PW Sign Inspection: \$249.76; PW Parks: \$5,293.30; Planning & Zoning: \$3,162.37; Planning & Zoning Board: \$200.00; PW Water Production: \$4,138.29; PW Water Distribution: \$6,007.11; PW Sewer Collection: \$920.20.

C. To approve Payroll 14 (June 14 to June 27) Total Payroll \$51,222.69: General Government: \$1,453.85; Finance Office: \$1,888.80; General Financial: \$2,529.92; Police Dept: \$19,871.04; Police Uniform Allowance: \$3,050.00; PW Street Maintenance: \$6,223.52; PW Animal Control: \$368.60; PW Sign Inspection: \$354.40; PW Parks: \$3,560.87; Planning & Zoning: \$3,162.61; PW Water Production: \$3,449.12; PW Water Distribution: \$4,256.08; PW Sewer Collection: \$1,053.88.

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

E. To approve Application for Variance Application #150057 by Kelly Gednalske at 452 Freude Lane for an oversized garage.

F. To approve Sign Permit Application #150063 by Kube Portable Storage Containers for an On-Premise ground sign at 118 North Ellsworth Road.

F. To approve Annual CUP Review for #120065 for Kathy Silversmith at 508 Falcon Drive. The CUP is for a hair salon operation in a residence.

G. To approve Annual CUP Review for #130073 for ELS Properties at 210 Cottonwood Drive. The CUP is for a Contractor's shop/storage area.

Motion by Hegel, seconded by Cowley to approve Items A-G as presented on the Consent Agenda. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

9. UNFINISHED BUSINESS:

A. FINANCE DEPARTMENT: To approve and authorize signatures on the engagement letter with Donna Denker & Associates to conduct the bank reconciliations for 2014 and training to complete the 2015 bank reconciliations. Motion by Coatney, seconded by Hegel to approve as the training is completed so that the audit requirements are met. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

10. CITY BUSINESS:

A. PUBLIC WORKS – ANIMAL CONTROL: Belinda Perry submitted an appeal of animal control action regarding vicious/dangerous animal investigation. Discussion.

Motion by Coatney, seconded by Allen to deny the appeal as the Humane Society is the entity which is requiring the fees, not the City of Box Elder. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

B. PLANNING DEPARTMENT: To discuss and approve Flood Plain Development Permit #150071 for Thunderbird Realty LLC for 110 Maxwell Drive for the construction of a single family home. Discussion.

Motion by Coatney, seconded by Curry to approve. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

C. PLANNING DEPARTMENT: To discuss and approve Resolution 15-16, a Resolution establishing a supplemental sign policy for Tourist Oriented Directional Signing (T.O.D.S.) & Trailblazer signing. Discussion.

Motion by Curry, seconded by Coatney to defer to the next meeting so that the Resolution may be rewritten to include changes as recommended by City Attorney. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

D. PLANNING DEPARTMENT: To discuss and approve Supplemental Sign Policy for Tourist Oriented Directional Signing (T.O.D.S.) & Trailblazer signing.

Motion by Coatney, seconded by Hegel to defer to the next meeting. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

E. PLANNING DEPARTMENT: To discuss and approve Proposed Trailblazer Master Sign Location and Description.

Motion by Coatney, seconded by Cowley to defer to the next meeting. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

F. PUBLIC WORKS DEPARTMENT: To discuss and decide action on payment for water hook up at 4509 South Interstate 90 Service Road. Discussion. Motion by Allen, seconded by Curry to defer this issue until more research can be completed. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

11. DEPARTMENT HEAD REPORTS:

Mayor: Absent

Police: Chief Jason statistics report for June 16 to July 6, 2015. He stated that the office will be closed Monday and Tuesday for training on their computer system. Radar and Lidar training on Wednesday. On Friday, training for Officer involved shooting. New car is ready to go. Tactical Medical Response training next week. New hire to start next week. Jason stated that he will be working evening and swing shifts to do evaluations.

Public Works: Al spoke about the I & I billing, he stated that the costs are lower for June. He discussed Radar Hill Rd, stated that the road is getting worse, the side of the road is caving away. He stated that he went to the School of Mines to discuss the water quality with Professor Winter who is looking into it and will get back to Al with more information. He stated that the Ghere tank is fixed and has been refilled. Al stated that he will be out of the office Thursday through Monday on vacation.

Finance: Budget information.

Planning & Zoning: Nuisance complaints; Mayor and Ron met with Wal-Mart last week and they will not be looking at another store in this region at this time. Well 5 project is ready to go to bid, there is a seven month time frame to get the well up and running.

City Attorney: Rex stated that he was contacted on the lease sale and further negotiations on the lease property of the sewage treatment plant property. He stated that there will need to be a meeting to discuss the negotiations and the contract.

12. COUNCIL REPORTS:

Allen: No Input.

Cowley: Thank you to everyone who worked on and everyone who attended the bash.

Coatney: Thank you to Mike and the staff that helped with the bash this year.

Curry: No Input.

Hegel: Request in his area to bring out the speed trailer out to his neighborhood. Chief Dubbs stated that there is a schedule for the speed trailer, and he stated that it would be more prudent to get a description of the complaint.

Hollinshead: No Input.

13. OTHER REPORTS:

Chamber of Commerce: Mike Hanson stated that the Bash was a success, they learned a few more things. There will likely be some changes made to the schedule. He thanked Public works for all the help.

Economic Development: Meeting on Thursday, hopefully have information to council.

14. CITIZEN INPUT:

Kay Fleck stated that she moved to Box Elder in January, she stated that there is a problem with tractor trailers making u-turns on Liberty Boulevard and Highway 14/16.

Jane Maine stated that there was a 2015 Parks Board Meeting for the 2016 budget.

Curt Meier stated that the patch that was put in between the apartments and Dairy Queen needs to be redone because it has sunk.

15. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:06 pm, motion by Coatney, seconded by Cowley to adjourn. Vote aye: Coatney, Cowley, Curry, and Hegel. Absent: Hollinshead.

Seal:

Attest:

Larry Larson

Mystee Lashwood