

CITY OF BOX ELDER COMMON COUNCIL MEETING AGENDA

Tuesday, June 16, 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. Moment of Silence/Pledge of Allegiance

3. Roll Call

4. Approve Agenda

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

5. CONSENT AGENDA: Agenda items A through K 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 May 19, 2015 Common Council Meeting Minutes.
- B.** To approve the reading of the June 2, 2015 Common Council Meeting Minutes.
- C.** To approve the reading of the June 8, 2015 Common Council Special Meeting Minutes.
- D.** To approve Payroll 11 (May 3 to May 16) Total Payroll \$44,813.21: General Government: \$1,503.85; Finance Office: \$1,888.80; General Financial: \$2,572.40; Police Dept: \$18,939.97; PW Street: \$6,403.33; PW Animal Control: \$626.63; PW Parks: \$2,767.96; Planning & Zoning: \$3,162.37; Planning & Zoning Board: \$200.00; PW Water Production: \$2,559.27; PW Water Distribution: \$3,234.83; PW Sewer Collection: \$953.80.
- E.** To approve Payroll 12 (May 17 to May 30) Total Payroll \$45,956.92; General Government: \$1,453.85; Finance Office: \$1,888.80; General Financial: \$2,572.40; Police Dept: \$19,449.72; PW Street: \$5,841.66; PW Animal Control: \$589.77; PW Sign Inspection: \$108.00; PW Parks: \$4,373.76; Planning & Zoning: \$3,162.37; Planning & Zoning Board: \$200.00; PW Water Production: \$2,525.81; PW Water Distribution: \$2,870.58; PW Sewer Collection: \$920.20.
- F.** To approve the Claims, Utility deposit refunds, Loan Payments, and Hand Checks.
- G.** To approve Application for Minor Plat #150053 by William Dennert for 15206 225th Street (Lots 1 & 2 of D.B. Subdivision (formerly Lot C of the SW¼NW¼, the Balance of Lot F of the SE¼NW¼, and unplatted portions of the SW¼ of Section 11, T2N, R9E, B.H.M., Meade and Pennington Counties, S.D.)
- H.** Application for Grading Permit #150015 by Jaennis LLC for Phase 1 of Freedom Landing Subdivision (Lots 1–14 of Block 1, Lots 1–7 of Block 2, and Lots 1–4 & 15–21 of Block 3 of Freedom Landing Subdivision (formerly a portion of the NW¼SE¼ of Section 8) in Section 8, T2N, R9E, B.H.M., Box Elder, Pennington County, SD).
- I.** Application for Minor Plat #150055 by David & Lora Moore for 14671 Country Road (Lots 5 & 6 of G-S Subdivision (formerly the W½E½NW¼NE¼ of Section 23) in Section 23, T2N, R8E, B.H.M., Pennington County, SD).
- J.** Application for Grading Permit #150056 by Cheyenne Pass Development Company for Cheyenne Pass Subdivision Phase 2B (The NE¼NE¼ Less Cheyenne Pass Subdivision, Less Lot H2 and Less Right-of-Way in Section 36, T2N, R8E, B.H.M., Box Elder, Pennington County, SD).
- K.** To approve recommendation of Abatement from Pennington County Commissioner's for Bernard Rogers at 110 South Gate Road in the amount of \$4,651.00 as the 1978 mobile home moved to Todd County in February of 2012.

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

UNFINISHED BUSINESS:

6. FINANCE DEPARTMENT: To discuss, decide action, and authorize signature on Computer Services Contract.

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

CITY BUSINESS:

7. PLANNING/ZONING DEPARTMENT: To discuss and decide action relating to waiving Vandenberg School Fees. (Building Permit, Water, and Sewer impact fees) or assessing them to the Douglas School System.

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

8. FINANCE DEPARTMENT: To approve and authorize signatures on the engagement letter with Casey Peterson & Associates, LTD to conduct the 2014 Audit for the City of Box Elder.

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

9. 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: _____ **Second:** _____ **Vote: Yes** _____ **No** _____
Allen Cowley Coatney Curry Hegel Hollinshead

10. FINANCE DEPARTMENT: To discuss and authorize payment of Wells Fargo Business Card statements as they come in to avoid late fees, finance charges, and declines for purchases.

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

11. MAYOR: To acknowledge receipt of letter from Teamsters Local No. 120 for Police Department Union negotiations. Discussion to appoint members to the negotiation committee.

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

12. PUBLIC WORKS DEPARTMENT: To approve the solicitation for sealed bids to overlay 6,000 to 7,000 feet of local streets.

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

13. POLICE DEPARTMENT: To approve the solicitation for sealed bids for the 2004 Harley Davidson Motorcycle.

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

14. MAYOR: To approve appointment of Planning and Zoning Board Member

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

15. PUBLIC WORKS DEPARTMENT: To approve and accept the Certificate of Final Completion for the North Interstate 90 Water Extension project. Description: 1600' of 12" water main and valves, 4 hydrants.

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

16. PUBLIC WORKS DEPARTMENT: To approve Resolution 15-15. A Resolution authorizing the acceptance of infrastructure in the North I-90 Service Road Right-of-Way.

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

17. FINANCE/PUBLIC WORKS DEPARTMENT: To approve payment of Pay Application #7 for Tax Increment District #3, Public Improvements to First American Title Company in the amount of \$119,221.49.

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

18. FINANCE/PUBLIC WORKS DEPARTMENT: To approve and authorize signatures of the Mayor and Finance Officer on the Lighting Maintenance Agreement between Department of Transportation and the City of Box Elder for State Project IM 0902(160)67 PCN 034L for Interchange lighting on Exit 67.

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

19. FINANCE DEPARTMENT: To approve the Special Event Alcohol Permit for the Box Elder Area Chamber of Commerce for the Box Elder Bash on July 4, 2015.

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

20. FINANCE DEPARTMENT: To approve request from Box Elder Area Chamber of Commerce for the authorization of assistance of the Public Works Department for the set up for the Box Elder Bash.

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

21. FINANCE DEPARTMENT: To approve request from Box Elder Area Chamber of Commerce for the use of ten (10) tables from the event center to be used at the Box Elder Bash on July 4, 2015.

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

22. PLANNING/ZONING DEPARTMENT: To discuss and decide action on City property in regards to grass.

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

23. DEPARTMENT HEAD REPORTS:

Mayor:

Police:

Public Works:

Finance:

Planning & Zoning:

City Attorney:

24. COUNCIL REPORTS:

Allen:

Cowley:

Coatney:

Curry:

Hegel:

Hollinshead:

25. OTHER REPORTS:

Chamber of Commerce:

Economic Development:

26. CITIZEN INPUT:

27. ADJOURNMENT: at _____

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