

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, June 16, 2015
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. There was 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, Bruce Hegel, and Jeff Hollinshead. Also present were: Mayor Larry Larson, Police Chief Jason Dubbs, Public Works Director Al Todd, Planning & Zoning Coordinator Ron Koan, Finance Officer Mystee Lashwood, and Legal Counsel Rex Hagg.

4. Approve Agenda Motion by Allen, seconded by Coatney to approve the Agenda for June 16, 2015 as presented. Vote aye: Unanimous.

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 SW $\frac{1}{4}$ NW $\frac{1}{4}$, the Balance of Lot F of the SE $\frac{1}{4}$ NW $\frac{1}{4}$, and unplatted portions of the SW $\frac{1}{4}$ 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 NW $\frac{1}{4}$ SE $\frac{1}{4}$ 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 W $\frac{1}{2}$ E $\frac{1}{2}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$ 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 NE $\frac{1}{4}$ NE $\frac{1}{4}$ 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 by Curry, seconded by Hegel to approve Consent Agenda Items A through K as presented. Vote aye: Unanimous.

UNFINISHED BUSINESS:

6. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Curry to discuss, decide action, and authorize signature on Computer Services Contract. Mayor Larson discussed the computer service contract, he stated that he dropped the contract off at the school and would like to have the contract begin on July 1. Change made to item number 5 on the contract hours. Vote aye: Unanimous.

CITY BUSINESS:

7. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Hegel to defer to July 7 Council Meeting the waiving Vandenberg School Fees. (Building Permit, Water, and Sewer impact fees) or assessing them to the Douglas School System. Vote aye: Unanimous.

8. FINANCE DEPARTMENT: Motion by Coatney, seconded by Allen 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. Vote aye: Unanimous.

9. FINANCE DEPARTMENT: Motion by Allen, seconded by Hollinshead to defer to July 7 Council Meeting the 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.

10. FINANCE DEPARTMENT: Motion by Allen, seconded by Coatney 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. Need to attach statements, vouchers and receipts to council packets. Vote aye: Unanimous.

11. MAYOR: Motion by Allen seconded by Hollinshead to acknowledge receipt of letter from Teamsters Local No. 120 for Police Department Union negotiations. Discussion to appoint members to the negotiation committee. Committee members have to be chosen by July 1. Scott Allen, Jeff Hollinshead, Steve Cowley volunteered for the committee. Vote aye: Unanimous.

12. PUBLIC WORKS DEPARTMENT: Motion by Curry, seconded by Allen to approve the solicitation for sealed bids to overlay 6,000 to 7,000 feet of local streets. Add the caveat of approximate feet to the solicitation notice. Vote aye: Unanimous.

13. POLICE DEPARTMENT: Motion by Coatney, seconded by Cowley to approve the solicitation for sealed bids for the 2004 Harley Davidson Motorcycle. Vote aye: Unanimous.

14. MAYOR: Motion by Hollinshead, seconded by Coatney to approve appointment of Tricia Weathers as Planning and Zoning Board Member. Vote aye: Unanimous.

15. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Allen 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. Vote aye: Unanimous.

16. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Hollinshead to approve Resolution 15-15. A Resolution authorizing the acceptance of infrastructure in the North I-90 Service Road Right-of-Way. Vote aye: Unanimous.

17. FINANCE/PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Cowley 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. Vote aye: Unanimous.

18. FINANCE/PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Coatney 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.

19. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve the Special Event Alcohol Permit for the Box Elder Area Chamber of Commerce for the Box Elder Bash on July 4, 2015. Vote aye: Unanimous.

20. FINANCE DEPARTMENT: Motion by Coatney, seconded by Hollinshead 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. Vote aye: Unanimous.

21. FINANCE DEPARTMENT: Motion by Allen, seconded by Cowley 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. Vote aye: Unanimous.

22. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Allen to discuss and decide action on City property in regards to grass. Discussion on bid for bales, have people consider at what they would be willing to mobilize equipment for. Need to look at the overall acreage of the haying. Look at an Ag-lease program for next year. The city can do an advertisement for bids on haying the 11.03 acre parcel this year. Set the bid at 3 years.

Vote aye: Unanimous.

23. DEPARTMENT HEAD REPORTS:

Mayor: Outreach church provided lunch last Friday for all employees. Sales tax revenues, just slightly below last year. Jane asked about the appointment of the department heads, Larry stated that this has been put on hold for the time being.

Police: Statistics report for May 19 to June 15. Update to the council on upcoming firearms training, new car going to build out this week, training next Thursday, 2 new prospects for hire by mid-July, he stated that he will be out of the office the remainder of the week

Public Works: PW committee meeting next Friday; Ghere tank is under repair, contact at the school of mines to look at options on the water quality. Discussion on master meters and prvs at the 4 trailer parks on Ellsworth rd, Public Works Department had a customer service meeting at Public Works after the master metering project; 24 hour prior notice for water outages. Complaints regarding prairie dogs in between Creekside and Prairie View, there is no provision in the animal ordinance to deal with this problem. Discussion on a mosquito plan – fogging machine for 8500, the chemical is 30 per gallon. Parks board meeting July 7th at 6:00 pm.

Finance: Finance report as of June 15, 2015. Bank balances, SD FIT Reserve accounts, and revenue/expense report, budget prep to council next week

Planning & Zoning: Residence Inn, True Value, openings, met with DOT on design alternatives for Hwy 14/16 rebuild alternatives. Scheduled for 2018, may get bumped to 2019. Talking with other business about coming into town, new business Jump Craze working on moving dirt, nuisance letters out, out of office Thursday and Friday

City Attorney: Waiting on response from Co-Bank regarding changes on the master agreement. Let Rex know if want help with contract negotiations for Police Department. Will be working with Ron next week regarding the ordinance codifications.

24. COUNCIL REPORTS:

Allen: No

Cowley: No

Coatney: No

Curry: No

Hegel: Question on budget hearing dates, Finance Officer stated that they are scheduled for July 14, 15, and 16 beginning at 6 pm.

Hollinshead: No

25. OTHER REPORTS:

Chamber of Commerce: Mike Hanson thanked the council for the support to make the bash a success. The bash planning is moving forward, the time will be from noon to 11 pm. He has been appointed to the board, Dr. Casey Varick is the president, Josh Kelly is the vice. He stated that the Humane Society will be participating in the bash this year. Hollinshead requested a budget proposal from the chamber for the 2016 budget hearings.

Economic Development: No report. Hollinshead asked if the lease on the property is to be extended, Rex stated that the contracts are ready, need to get a quorum of the board to decide action on the lease.

26. CITIZEN INPUT: None.

27. ADJOURNMENT: There being no further business to be considered by the Common Council at 9:00 pm, motion by Allen, seconded by Coatney to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Finance Officer