

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, June 7, 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, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Council Member Doug Curry arrived at 7:05 pm. Also present were: Planning & Zoning Coordinator Ron Koan, Public Works Director Bob Kaufman, Legal Counsel Rex Hagg, Police Chief Jason Dubbs, and Finance Officer Mystee Lashwood.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda for June 7, 2016. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 through 9 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 May 17, 2016 Common Council Meeting Minutes.

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

8. To approve renewal of retail (on-off sale) malt beverage & SD farm wine license for Americas Beverage & Entertainment at 514 Americas Way.

9. To approve business license 1697 for Box Elder Events at 316 Villa Drive.

Motion by Allen, seconded by Weathers to approve items 5 with a change to reflect that Legal Counsel Hagg was present, 7, 8, and 9. Vote aye: Unanimous.

Item removed for separate consideration:

6. To approve Payroll 11 (May 1 to May 14) Total Payroll \$50,674.00; General Government: \$2,115.38; Finance Office: \$1,840.55; General Finance: \$2,671.93; Police Dept: \$21,213.57; PW Street Maintenance: \$5,029.87; PW Animal Control: \$523.60; PW Sign Inspection: \$292.16; PW Parks: \$2,906.55; Planning & Zoning: \$4,769.65; Planning & Zoning Board: \$400.00; PW Water Production: \$3,079.14; PW Water Distribution: \$4,758.63; PW Sewer Collection: \$1,072.97.

Discussion. Motion by Weathers, seconded by Cowley to change title from assistant finance officer to finance officer and backdate pay retroactive to January 1, 2016 for acting finance officer Lashwood. Change from hourly pay to salary at \$50,090.98 annual salary wages based on 2015 wages of \$49,108.80 times a 2% increase for 2016. Vote aye: Unanimous.

CITY BUSINESS:

10. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to defer agreement between landowner and City in regards to acquisition of right of way for S Ellsworth Rd and east/west access road between Creekside Subdivision and Prairie View Subdivision until such time as more information is conveyed to Legal Counsel Hagg. Vote aye: Unanimous.

11. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead seconded by Weathers to approve request to waive building permit fee of \$50.27 for installation of flood vents at 118 Douglas Road. Vote aye: Unanimous.

12. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Allen to approve request to refund canceled building permit. Permit 150159 in the amount of \$12,917.18 paid by Scull Construction for a project at America's Mailbox. Vote aye: Unanimous.

13. PLANNING/ZONING DEPARTMENT: Motion by Cowley, seconded by Hegel to approve Resolution 16-13, a resolution of vacation and modification of note on a plat. Vote aye: Unanimous.

14. PUBLIC WORKS DEPARTMENT: Discussion/information regarding the scope of work for the public works department in regards to the Box Elder Bash.

15. COUNCIL MEMBER WEATHERS: Motion by Allen, seconded by Cowley to approve the contract for alcohol vendor for Box Elder Bash with a change to include the net profit definition. Vote aye: Unanimous.

16. COUNCIL MEMBER WEATHERS: Motion by Allen, seconded by Cowley to approve a contingent budget increase for Box Elder Bash in the amount of \$5,000.00. Vote aye: Unanimous.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larson read a card from Mary McGriff for the plant that the city sent for Jim's funeral. He spoke about the email(s) being up and running, he spoke about the military affairs luncheon he attended. He spoke about the 75th anniversary of the Centennial National Parks services at Mount Rushmore. He spoke about the tour he took of the PT Center and the Event Center. He stated that the light pole banners are sold, have to verify the wording and it will be about two or three weeks to get them. Weathers asked if there would be a problem with the banners since there was no public notice or advertising. Legal Counsel Hagg stated that he would have to look into the issue since the banner spaces weren't bid out but sold.

Police: Chief Dubbs gave the statistics report for May 17 to June 6 with 332 calls for service. He stated that the department will have upcoming training in Custer and Spearfish.

Public Works: Director Kaufman stated that the Morningview Subdivision contract had been delivered. He stated that the snowplow price came in under budget so they will be using \$8,000 for other equipment. He stated that he received two proposal requests for the storm water study and those will be looked at. He spoke about a plat that had been approved that included Drew Drive and stated that the city does not maintain that street and will not until the street has been brought up to city standards. He reported that there will be a closed off street in Creekside subdivision on Saturday to accommodate a neighborhood picnic. He stated that the close out for Northern Lights Well #5 will be on June 14. He stated that the first phase review for Ghere Well #7 has been sent to DENR.

Finance: Officer Lashwood stated that the 2015 reconciliations have been completed and the preliminary reports have been sent to Deidre at Casey Peterson & Associates to begin the 2015 audit. She stated that there is a Budget Workshop in Rapid City on July 6th and an Elected Officials Workshop in Pierre on July 20th and asked if any of the council members or anyone else wished to attend to please let her know so that the registration can be completed. She stated that she, Racheal and Tricia will be out all week at Human Resources and Finance Officer's school in Spearfish. She also gave an update on the credit card system and stated that progress is being made to get the installations done so that both the online and counter credit card systems are again available.

Planning & Zoning: Coordinator Koan stated that there are plans for a new hotel; there is an open house on Thursday, June 9th for the new apartments. He stated that progress is being made on the S Ellsworth road project, and work is being done on a no-rise certificate for FEMA because it is a floodplain development. He stated that Keith is expected back at work on Monday.

City Attorney: No Input.

18. COUNCIL REPORTS:

Allen: Stated that a citizen asked if he could use the flag stands that the city has for an event on Flag Day. He stated that the citizen would like to purchase them if they are available for such. Tricia and Doug stated that this item should be put on the agenda so that they could be declared surplus.

Cowley: No Input.

Curry: Asked since Kieffer Sanitation bought out Red River Sanitation is the business staying at the facility. Ron stated that at present he doesn't know for sure what the plans are. He stated that a citizen in ward 2 asked if the dumpsters at the ball fields could be dumped more often or better yet fenced in as they are unsightly. He asked about the trailer on Bluebird Dr. Ron stated that at present the owner hasn't been located and no one is answering the letters. Legal Counsel Hagg suggested that the city pulls the trailer and store it for 30-60 days and after that if no one comes forward to reclaim it, then the city could dispose of it. He asked about the rate charge table for the credit card fees. Finance Officer Lashwood stated that she will work on this issue. He asked about the donation guidelines and Mayor stated that he will make the request again to get information from other cities on how they handle donations.

Hegel: No Input.

Hollinshead: No Input.

Weathers: Asked about moving the dates for the budget hearings as the budget training is the same day as the first day of budget hearings. There was discussion on this issue and it was decided to leave the dates of the budget hearings so that everyone could attend accordingly.

19. OTHER REPORTS:

Economic Development: Wes Rick stated that he attended customer appreciation day at True Value and that this marked the one-year anniversary for the business.

20. CITIZEN INPUT:

Jane Maine reported on the Event Center rentals and stated that the rentals have been fairly busy and steady. She stated that it is good to work with everyone on the rentals and has a good rapport with everyone. She asked about trash cans and Finance Officer Lashwood stated that she will get some for the event center.

21. EXECUTIVE SESSION: Motion by Cowley, seconded by Curry to enter into Executive Session at 7:58 pm for contractual. Vote aye: Unanimous.

Out of Executive Session at 9:33 pm.

Motion by Hollinshead, seconded by Curry that based on past billing from SDEDA in regards to the administration fees, the council agrees to pay no more than \$3,000.00 per month for the next three months. Vote aye: Unanimous.

22. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:35 pm, motion by Allen, seconded by Weathers to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Finance Officer