

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, March 1, 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 in honor of our fallen soldiers and active duty personnel.**  
**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 Al Todd, Legal Counsel Rex Hagg, and Assistant Finance Officer Mystee Lashwood.

**4. Approve Agenda:** Motion by Cowley, seconded by Allen to approve the agenda with Executive Session as Items 4A and 29A. Vote aye: Unanimous.

**4A. EXECUTIVE SESSION:** Motion by Hollinshead, seconded by Cowley to enter into an executive session at 7:02 pm. Vote aye: Unanimous.

Out of executive session at 7:23 pm.

**CONSENT AGENDA:** Agenda items 5 through 8 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 February 16, 2016 Common Council Meeting Minutes.

**6.** To approve Payroll 5 (February 7 to February 20) Total Payroll \$48,557.09; General Government: \$2,215.38; Finance Office: \$1,911.14; General Finance: \$2,628.47; Police Dept: \$22,560.37; PW Street Maintenance: \$5,519.64; PW Animal Control: \$336.60; PW Street Lights: \$58.44; PW Parks: \$994.72; Planning & Zoning: \$4,671.39; Planning & Zoning Board: \$400.00; PW Water Production: \$2,588.28; PW Water Distribution: \$4,205.46; PW Sewer Collection: \$467.20.

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

Motion by Allen, seconded by Hegel to approve Consent Agenda Items 5-7. Vote aye: Unanimous.

Removed for separate consideration: **8.** To approve recommended tax abatements for SD Ellsworth Development Authority properties purchased. 18 properties total abatement in the amount of \$3,750.00.

Motion by Cowley, seconded by Allen to defer this item. Vote aye: Unanimous.

**CITY BUSINESS:**

**9. MAYOR:** Motion by Allen, seconded by Hollinshead to defer appointment of Finance Officer/City Administrator to next council meeting. Vote aye: Unanimous.

**10. MAYOR:** Motion by Hollinshead, seconded by Allen to defer appointment of Nik Zuhlsdorf to Planning & Zoning Board to the next council meeting so that the council members may consider all three letters of interest that were submitted. Vote aye: Unanimous.

**11. FINANCE DEPARTMENT:** Motion by Hollinshead, seconded by Weathers to approve Resolution 16-03, a resolution authorizing the refund and refinance the outstanding sales tax bonds. Vote aye: Unanimous.

**12. FINANCE/PLANNING DEPARTMENT:** Motion by Hollinshead, seconded by Weathers to approve second reading of Ordinance #559, 2016 budget amendment. Vote aye: Unanimous.

**13. PLANNING/ZONING DEPARTMENT:** Motion by Cowley, seconded by Allen to defer the second reading of Ordinance #560, Title 15, Chapter 153, Zoning Regulations to the next council meeting. Vote aye: Unanimous.

**15. PLANNING/ZONING DEPARTMENT:** Motion by Cowley, seconded by Allen to approve the second reading of Ordinance #562, Title 9, Chapter 99, Administrative Code Enforcement. Vote aye: Unanimous.

**16. PLANNING/ZONING DEPARTMENT:** Motion by Hegel, seconded by Curry to approve Resolution 16-06, a resolution to accept the administrative citation fee schedule. Vote aye: Unanimous.

**17. FINANCE DEPARTMENT:** Motion by Cowley, seconded by Curry to set the Board of Equalization meeting dates as March 21, March 22, and March 23 from 6:00 pm to 9:00 pm. Last date to appeal is March 17. Vote aye: Unanimous.

**18. PUBLIC WORKS DEPARTMENT:** Motion by Curry, seconded by Cowley to approve mechanical service contract with Climate Control for preventative maintenance on the roof top heating/cooling units at city hall building. Vote aye: Unanimous.

**19. PUBLIC WORKS DEPARTMENT:** Motion by Cowley, seconded by Allen to approve Amendment #2 to Agreement #713311 between City of Rapid City and SD Department of Transportation for the extension of North Elk Vale Road Project EM 0902(39)61 PCN 1939. This project is for the routine maintenance tasks, damage repairs, and electrical costs for lighting on North Elk Vale Road. Vote aye: Unanimous.

**20. PLANNING/ZONING DEPARTMENT:** Motion by Curry, seconded by Allen to approve request to waive approach permit fee for 22810 Radar Hill Road because original approach was moved off property. Request made by Glen Olson, GLO Rentals LLC. Vote aye: Unanimous.

**21. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Weathers to approve Zoning Variance #160001 for Edward Taylor for an oversized garage at 14813 Fox Trail. Vote aye: Unanimous.

**22. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Cowley to defer action on nuisance abatement for 219 Country Road. Property owner Scott Archer. Vote aye: Unanimous.

**23. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Cowley to approve the purchase of a 2010 Ford Expedition in the amount of \$19,500.00, and to purchase 2 new tires in the approximate amount of \$300.00. Vote aye: Unanimous.

**24. PUBLIC WORKS/FINANCE DEPARTMENT:** Motion by Cowley, seconded by Curry to approve Pay Application #3 for Water System Drilling in the amount of \$128,501.48. (Northern Lights Well Project). Vote aye: Unanimous.

**25. PUBLIC WORKS/FINANCE DEPARTMENT:** Motion by Weathers, seconded by Cowley to approve Pay Application #4 for R.C.S. Construction in the amount of \$141,864.36. (Northern Lights Tank Project). Vote aye: Unanimous.

**25A. (14.) PLANNING/ZONING DEPARTMENT:** Motion by Allen, seconded by Curry to move this Item to 25A. Vote aye: Unanimous.

Motion by Allen, seconded by Cowley to defer the second reading of Ordinance #561, Title 3, Government and Administration to the next council meeting. Vote aye: Unanimous.

## **26. DEPARTMENT HEAD REPORTS:**

**Mayor:** Larson stated that the acidization of the Northern Lights well is done and there is more water being produced that was expected. He stated that he had a meeting with the people who run the BMX Track and they are no longer wanting to run the track. He stated that the City parks department will maintain the park, but there won't be any races this year.

**Police:** Chief Dubbs gave the statistics report for February 16 to February 29. He gave an update on the training for the department. He also gave the council a handout regarding the promotional process for the department.

**Public Works:** Director Todd stated that there is no news on the Radar Hill Road project. He stated that the test pump for the Northern Lights Well is not operational and they will have to get a new one to replace it. Since the test pump has to be replaced, the water quality testing is not done, but according to the air development testing, it will be a good producing well. He stated that Well 7 (Ghere well) is in an interim period because we are waiting for Well 5 (Northern Lights well) is completed. He stated that the department is working on small projects at this time.

**Finance:** Assistant Lashwood stated that the software conversion for the utility billing and cash collections is done, still have building permits and business licenses to do. She stated that the department can't run credit cards yet, but that it is in progress of getting back up and running. She stated that Finance Assistant Racheal Jundt will be out for approximately four weeks starting March 11 and will hopefully be back on April 12. She stated that the voter registration deadline is March 28. She stated that there are two candidates for the Ward 3 city election on April 12 and they are Tricia Weathers and Al LaBine. She stated that the Arbor Day coloring contest begins on March 7 and will end on April 18 and the Arbor Day Celebration will be at the Greenway lot park in the Thunderplains subdivision. She stated that all of the wi-fi components are with the IT department, so should have wi-fi by the next council meeting.

**Planning & Zoning:** Coordinator Koan stated that the code enforcement process has been pretty well received and people are responding to the process.

City Attorney: No Input.

**27. COUNCIL REPORTS:**

Allen: No Input.

Cowley: No Input.

Curry: No Input.

Hegel: Hegel asked PW Director Todd about the Ghere well project and about the well driller and the mobilization. Todd stated that they are waiting until they are finished with the Well 5 project.

Hollinshead: None.

Weathers: Weathers stated that the Box Elder Bash planning committee is composed of herself, Mike Hanson, Kate Ackerson, and Derek Jenner. She stated that they are working on getting everything rolling.

**28. OTHER REPORTS:**

Chamber of Commerce: Absent.

Economic Development: No Input.

**29. CITIZEN INPUT:** None.

**30. EXECUTIVE SESSION:**

Motion by Allen, seconded by Hollinshead to enter into Executive Session at 8:57 pm. Vote aye: Unanimous.

Out of Executive Session at 9:54 pm.

**31. ADJOURNMENT:**

There being no further business to be considered in front of the Common Council at 9:55 pm, motion by Hollinshead, seconded by Weathers to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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Larry Larson  
Mayor

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Mystee Lashwood  
Assistant Finance Officer