

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, March 17, 2015
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

1. Call meeting to order: Mayor Griffiths called the meeting to order at 7:00 pm.

2. There was a recognized 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, Carolyn Haddenham, and Jeff Hollinshead. Also present were: Police Chief Jason Dubbs, Finance Officer Mystee Lashwood, City Attorney Rex Hagg, Public Works Director Al Todd, and Planning & Zoning Coordinator Ron Koan. There were eleven citizens present.

4. Approve Agenda Motion by Allen, seconded by Hollinshead to approve the agenda as presented. Vote aye: Unanimous.

5. CONSENT AGENDA: Agenda items A through D 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 March 3, 2015 Common Council Minutes.

B. To approve Payroll 6 (February 22 to March 7): Total Payroll \$46,446.66: General Government: \$1,403.85; Finance Office: \$1,888.80; General Financial: \$2,529.92; Police Dept: \$21,271.89; PW Street: \$6,499.07; Animal Control: \$463.85; PW Sign Inspection: \$216.00; PW Parks: \$1,595.08; Planning & Zoning: \$3,162.85; Planning & Zoning Board: \$250.00; PW Water Production: \$2,550.62; PW Water Distribution: \$3,694.53; PW Sewer Collection: \$920.20.

C. To approve the Claims, Utility deposit refunds, and Hand Checks.

Motion by Allen, seconded by Cowley to approve Items A-C on the Consent Agenda. Vote aye: Unanimous.

Removed for separate consideration. Item 2 on the Claims list for B & D Recycling. Discussion. Motion by Allen, seconded by Coatney to approve the payment of the claim. Vote aye: Unanimous.

D. To approve Business License application for The Delicious Depot by Dawn Weber, to be located at 228 Box Elder Road West. Discussion. The business is a food truck vendor, that will be located in the parking lot of 228 Box Elder Road East. The address on this property is 228 Box Elder Road East, not West. Motion by Coatney, seconded by Cowley to approve the business license. Vote aye: Unanimous.

5E. CLAIM FOR SEPARATE CONSIDERATION: Motion by Coatney, seconded by Cowley to approve payment of AC/DC Automotive - \$755.27 for repairs to 2003 Explorer – Police Department vehicle. Discussion. Vote aye: Cowley, Coatney, Curry, Haddenham, Hollinshead. Abstain: Allen.

6. CITY BUSINESS:

A. COUNCIL DECISION: To discuss and approve decision on utility account leak for service address 117 South Ellsworth Road #55. Council discussion, adjust the sewer charges to the last year's average of 3,762 gallons. Motion by Coatney, seconded by Cowley to adjust this customer's bill to \$78.72, waive the amount of \$1,472.74 for this billing cycle. Vote aye: Unanimous.

B. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Allen to approve second reading of Ordinance #553, an ordinance to amend the 2015 Budget for the Capital Improvement Program. Discussion. Vote aye: Unanimous.

C. PUBLIC WORKS DEPARTMENT: Motion by Cowley, seconded by Allen to approve payment of TIF #3 Pay Application I-90-2, for South I-90 Service hook ups in the amount of \$17,181.31 (GSA sewer svc); \$12,583.06 (I-90 RV water svc), for a total amount due of \$29,764.37. Vote aye: Unanimous.

D. PUBLIC WORKS DEPARTMENT: Motion by Coatney, seconded by Cowley to approve payment of TIF #3 Pay Application I-90-3 for South I-90 Service hook ups in the amount of \$42,893.48 (I-90 RV sewer svc). Vote aye: Unanimous.

E. PUBLIC WORKS DEPARTMENT: Motion by Curry, seconded by Haddenham to approve payment of TIF #3 pay request for TIF 3 Projects invoice from Dream Design International. Contract documents and USDA review. Vote aye: Unanimous.

F. FINANCE DEPARTMENT: Motion by Cowley, seconded by Curry to approve Resolution 15-01, a resolution to approve the updated City Employee Policy and Procedure Manual as amended. Vote aye: Unanimous

Motion by Hollinshead, seconded by Cowley to remove the optional and immediate family members within the same department section 4.14.

Motion by Allen, seconded by Coatney to approve addition of period to the end of the sentence to 5.7. Vote aye: Unanimous.

Motion by Allen, seconded by Curry to strike the remainder of paragraph from 3.2 from the end of the third sentence on. Vote aye: Unanimous.

Motion by Haddenham, seconded by Allen to strike "in first and second class municipalities" add in Box Elder is a first class municipalities. Vote aye: Unanimous.

Motion by Curry, seconded by Cowley to change 2.7 Add change smoking to include e-cigarettes. Vote aye: Unanimous.

G. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Allen to approve application for flood plain development permit #150016 for David Jasper at 344 Box Elder Road. Discussion. Vote aye: Unanimous.

H. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Allen to approve Layout Plat for Jaennis LLC for a 170 lot residential development. Discussion. Vote aye: Unanimous.

I. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Curry to approve the annual review of Conditional Use Permit #090268 for Meier Trucking in relation to display of metal buildings and surplus property at 152 Douglas Road. Discussion. Vote aye: Unanimous.

J. PLANNING/ZONING DEPARTMENT: Motion by Haddenham, seconded by Coatney to approve application for Sign Permit #150014 for Residence Inn. Discussion. Vote aye: Unanimous.

7. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Mayor Griffiths spoke about a rumor that has been brought up, he stated that the city has no intention of closing Exit 63, and has no intention of closing Ellsworth Road from Highway 14/16 to Domino's. Bo Terrill spoke about a three way stop sign on Highway 14/16 and Radar Hill Road. Mayor Griffiths stated that this is a county road, and the county needs

Police: Police Chief Dubbs gave the statistics report for March 3 to March 16. New reserve officers are substantially completed with their training, will issue their certifications, badges, brass, etc in April.

Public Works: Public Works Director Todd stated that Roger Olson passed two water tests, is eligible for raise. He stated that the Antelope Ridge development will be supplied with city water by April 1 if everything stays on schedule.

Finance: No Input.

Planning/Zoning: Planning/Zoning Coordinator stated that Love's received a clear go from the health department, so they will be opening on Thursday. He stated that the project for True Value is moving forward. He stated that he spoke with the DOT about the traffic study on Highway 14/16 about the super three highway design versus a five lane highway.

City Attorney: No Input.

8. COUNCIL REPORTS:

Allen: No Input.

Cowley: No Input.

Coatney: No Input.

Curry: No Input.

Haddenham: No Input.

Hollinshead: No Input.

9. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Absent.

Economic Development: No Input.

10. CITIZEN INPUT:

Jane Maine stated that there was a party that reserved the event center for an event in December and they were again supposed to use it in January. She stated that the party has not responded to any letters or phone calls in regards her event center deposit for \$250, and the party currently owes the city \$50 for the rental. Council directed that the city deposit the check and issue the \$200 back to the party.

Al Todd stated that there will be a Parks Board Meeting on April 7th at 6:00 pm.

11. EXECUTIVE SESSION:

Motion by Allen, seconded by Coatney to enter into Executive Session for Personnel as per SDCL 1-25-2 Sub (1) at 8:29 pm. Vote aye: Unanimous.

Motion by Coatney, seconded by Allen to come out of Executive Session at 8:33 pm. Vote aye: Unanimous.

12. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 8:33 pm, motion by Allen, seconded by Coatney to adjourn. Vote aye: Unanimous.

Seal:

Attest:

William Griffiths
Mayor

Mystee Lashwood
Finance Officer