

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**

**Tuesday, March 15, 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, 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 Allen, seconded by Curry to approve the agenda with Executive Session for personnel. Vote aye: Unanimous.

**4A. EXECUTIVE SESSION:** Motion by Hollinshead, seconded by Allen to enter into Executive Session for Personnel as per SDCL 1-25-2 Sub 1 at 7:01 pm. Vote aye: Unanimous.

Out of Executive session at 7:29 pm.

**CONSENT AGENDA:** Agenda items 5 through 7 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 March 1, 2016 Common Council Meeting Minutes.

**6.** To approve Payroll 6 (February 21 to March 5) Total Payroll \$48,504.68; General Government: \$2,315.38; Finance Office: \$1,913.73; General Finance: \$2,629.94; Police Dept: \$21,888.99; PW Street Maintenance: \$4,654.81; PW Animal Control: \$509.58; PW Parks: \$884.58; Planning & Zoning: \$4,671.22; Planning & Zoning Board: \$325.00; PW Water Production: \$2,871.29; PW Water Distribution: \$5,307.26; PW Sewer Collection: \$532.90.

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

Motion by Weathers, seconded by Allen to approve Items 5-7 as presented on the Consent Agenda. Vote aye: Unanimous.

**CITY BUSINESS:**

**8. FINANCE DEPARTMENT:** Motion by Hollinshead, seconded by Weathers to defer the discussion of the cost share for outdoor public warning siren upgrade and standardization project to replace the telemetry unit control boxes in the amount of \$4,300.00 for 2 sirens to the April 5, 2016 council meeting. Vote aye: Unanimous.

**9. FINANCE DEPARTMENT:** Motion by Hollinshead, seconded by Allen to approve donation for C.O.R.E./Freshman Impact Program – Rick McPherson in the amount of \$1,000.00. Vote aye: Unanimous.

**10. FINANCE DEPARTMENT:** Motion by Curry, seconded by Weathers to approve recommended tax abatements for SD Ellsworth Development Authority properties purchased. 18 properties total abatement in the amount of \$3,750.00. Vote aye: Cowley, Curry, Hegel, and Weathers. Vote nay: Allen and Hollinshead. Motion to approve passes by majority vote.

**11. MAYOR:** Motion by Weathers, seconded by Cowley to approve appointment of Rebecca Schrupp to the Finance Officer/City Administrator position at the negotiated salary and up to \$4,500.00 in reimbursable moving expenses. Vote aye: Unanimous.

**12. FINANCE DEPARTMENT:** Motion by Cowley, seconded by Weathers to approve appointment of Bob Kaufman to the Public Works Director position, and he will start work on April 4, 2016. Vote aye: Unanimous.

Items 13-15 were discussed as a single unit.

**13. MAYOR:** To discuss and decide action on appointment of Curt Meier to Planning & Zoning Board.

**14. MAYOR:** To discuss and decide action on appointment of Nik Zuhlsdorf to Planning & Zoning Board.

**15. MAYOR:** To discuss and decide action on appointment of Carolyn Haddenham to Planning & Zoning board.

Motion by Weathers, seconded by Hegel to appoint Nik Zuhlsdorf to the Planning & Zoning Board to serve out the remainder of the appointment. Vote aye: Unanimous.

Motion by Cowley, seconded by Weathers to decline other appointments at this time. Vote aye: unanimous.

**16. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Allen to approve suggested changes to the descriptions. Vote aye: Unanimous.

Motion by Weathers, seconded by Allen to defer the second reading of Ordinance #560, Title 15, Chapter 153, Zoning Regulations to the April 5, 2016 council meeting. Vote aye: Unanimous.

**17. PLANNING/ZONING DEPARTMENT:** Motion by Weathers, seconded by Cowley to approve the second reading of Ordinance #561, Title 3, Government and Administration. Vote aye: Allen, Cowley, Curry, Hollinshead, and Weathers. Vote nay: Hegel. Motion to approve passes by majority vote.

**18. PLANNING/ZONING DEPARTMENT:** To discuss and decide action on nuisance abatement for 219 Country Road. Recommendation by Planning & Zoning Coordinator Koan to remove this item as the property has been cleaned up. Vote aye: Unanimous.

**19. PUBLIC WORKS/FINANCE DEPARTMENT:** Motion by Allen, seconded by Cowley to approve acceptance of CDBG #1010-120 for the City of Box Elder – Ghere Well Water Storage System Improvements Project is satisfactorily complete. Vote aye: Unanimous.

**20. PUBLIC WORKS/FINANCE DEPARTMENT:** Motion by Weathers, seconded by Hollinshead to approve Resolution 16-07, a resolution to change Appendix A of Ordinance #551, water regulations, and to strike out references to impact fees. Vote aye: Unanimous.

**21. PUBLIC WORKS DEPARTMENT:** Motion by Allen, seconded by Curry to defer this item pending more information. To discuss and decide action on request from Morningview Water District for the City to take over ownership and maintenance of the water infrastructure. Vote aye: Unanimous.

**22. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Allen to have a letter delivered to the property by the constable before further action is taken on nuisance abatement for 535 Bluebird Drive. Vote aye: Unanimous.

**22A. COUNCILMEMBER WEATHERS:** Motion by Hollinshead, seconded by Cowley to approve the performance agreement and invoice between Zac Tenneboe and Box Elder Bash. Vote aye: Unanimous.

**23. DEPARTMENT HEAD REPORTS:**

Mayor: Mayor Larson spoke about the Community Library participation at the most recent events.

Police: Chief Dubbs presented the statistics from 3/1-3/13. He presented a letter from Paula Adkins requesting a donation to the Post Prom program. It will be placed on the next claims list for approval.

Public Works: Director Todd stated that there is no news as of yet on the Radar Hill Road fix project. He stated that the Ghere well project bid draft is being reviewed; he stated that we don't have the test pump volume results yet; he stated that there will be people opening manholes after midnight as they are doing the hydrology study and need to look at the volume when it is not at a peak.

Finance: Assistant Lashwood stated that there will be two contracts on the next agenda for review and approval. One will be for the online credit card payments and the other will be for the counter credit card payments. She stated that the new computers will be in tomorrow. She stated that there are only a few assessment objections, so will only have to use Monday, March 21, 2016 for equalization.

Planning & Zoning: Coordinator Koan stated that he had a meeting with FEMA regarding the re-audit. He stated that there will be a group of volunteers from Ellsworth AFB along with Keith Walker and his wife to help clean up the nuisance violations for one of the disabled veterans in town on April 2 and 3.

City Attorney: No Input.

**24. COUNCIL REPORTS:**

Allen: No Input.

Cowley: No Input.

Curry: No Input.

Hegel: No Input.

Hollinshead: Extended a thank you to Keith and the planning department for the positive things that are being done in the city.

Weathers: Stated that she spoke with Tracey Scott from Gizzi's Coffee and there is a donation drive for Habitat for Humanity and ReStore on April 23<sup>rd</sup> for furniture, windows, doors, flooring, plumbing, electrical, appliances, cabinets, hardware, yard & garden, and lumber items.

**25. OTHER REPORTS:**

Chamber of Commerce: Absent.

Economic Development: No report.

**26. CITIZEN INPUT:**

Jane Maine stated that as the coordinator for rental of the Event Center, she makes sure that the renters put all of the tables and chairs away after each event. She stated that if city employees use the event center they should do the same after they are finished.

John Daly spoke about a final notice of nuisance violation he received and stated that he is working to clean up the violations.

Mike Hanson stated that there is another appointment position for Planning & Zoning board member that is coming up for either reappointment or new appointment. He asked that the current member be asked if they wish to extend their appointment first before advertising for the appointment.

**28. ADJOURNMENT:** There being no further business to be considered in front of the Common Council at 10:10 pm, motion by Allen, seconded by Curry to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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Larry Larson  
Mayor

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Mystee Lashwood  
Assistant Finance Officer