

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, March 21, 2017
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

Public comments are welcomed, but no action will be taken by the Council on comments received for items not on this agenda. Anyone wishing to have the Council vote on a new item will need to fill out an agenda request item form for the item to be considered on the next council agenda.

1. Call meeting to order

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, City Administrator/Finance Officer Nicole Schneider, Public Works Director Bob Kaufman, Planning & Zoning Coordinator Ron Koan, and City Attorney Rex Hagg.

4. Approve Agenda

Motion by Cowley, seconded by Weathers to approve the agenda for March 21, 2017 as presented. Vote aye: unanimous.

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 7, 2017 Common Council Meeting Minutes.

6. To approve Payroll 6 (Feb 19 to March 4) Total Payroll \$56,243.74; General Government: \$2,435.38; Finance Office: \$3,320.09; General Finance: \$3,346.27; Police Dept: \$21,081.45; Police Department Uniform Allowance: \$4,275; PW Street Maintenance: \$6,342.14; PW Animal Control: \$581.19; PW Parks: \$1,228.91; Planning & Zoning: \$3,565.75; Planning & Zoning Board: \$750.00; PW Water Production: \$3,087.20; PW Water Distribution: \$4,910.33; PW Sewer Collection: \$1,320.03.

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

To discuss and decide action on Consent Agenda Items 5-7

Motion to approve the consent agenda items 5-7 by Curry, seconded by Cowley. Vote aye: unanimous.

CITY BUSINESS:

8. FINANCE DEPARTMENT:

To approve transfer of liquor license to change the legal description to Lots 1 & 2 of David Subdivision and Lot 1 Revised, Lot 3 Revised, and Lot 4 of ISIS Subdivision, all in the City of Box Elder, Pennington County, SD for Atlantis LLC, La Quinta Inn & Suites, 1416 N. Elk Vale Road. Motion to approve by Cowley, seconded by Weathers. Vote aye: unanimous.

9. PLANNING & ZONING DEPARTMENT:

To discuss and decide action on business license 1723; Agnes & Dora by Ashley Lee. Motion to approve by Curry, seconded by Hollinshead to approve issuance to an in home internet business at 612 Vector Court. Vote aye: unanimous.

10. PLANNING & ZONING DEPARTMENT:

To discuss and decide action on second reading of Ordinance revisions, Title 151 – Flood Plain Development. Item 10 on agenda but item 9 in booklet. Motion by Weathers, seconded by Cowley to approve second reading of Ordinance 573 - Title 151 – Flood Plain Development. Vote aye: unanimous.

11. PUBLIC WORKS DEPARTMENT:

Request authorization for Mayor to sign **Letting Authorization, Right-of-Way Certificate and Utilities Authorization** for Radar Hill Road reconstruction upon approval of all documents by the City Attorney. Motion to approve by Hollinshead, seconded by Weathers. Vote aye: unanimous.

12. PUBLIC WORKS DEPARTMENT:

To discuss and decide action on agreement with Boomsma regarding grazing. Agreement will be put into Resolution format. Recommendation of proper liability coverage on agreement. Possibly make agreement long term instead of a yearly discussion. Deferred to next meeting. Motion to approve by Hollinshead, seconded by Curry. Vote aye: unanimous.

13. DEPARTMENT HEAD REPORTS:

Mayor: None

Police: 231 Calls for Service, 2 accidents responded too, 3 DUIs, 38 citations, 57 warnings. Status on hiring, one candidate is being advanced to the psych evaluation stage, hoping to be able to extend an offer to candidate if evaluation goes smoothly. Going to be advertising again for the remaining open position, certified will be preference over all. The two new vehicles are still waiting on parts, hope to have them ready by the end of this week. Both Lieutenant Misselt and I have been on base a couple times for block training with the Special Forces unit. Also want to recognize Reserve Officer Daniel Dove for his outstanding work, we received a very nice letter from the Athletics Department of Douglas High School for all his volunteer work with the basketball games this season. He went above and beyond expectations.

Public Works: New Park Board member for Ward 2, Brian Thomas. Water, Drill, and Resources will be on doing site testing at Bier Well. Park board Meetings earlier this week, lengthy discussion about the plaque/memorial policies for Veteran's Park, we will be putting together a summary and recommendations for the next council meeting on how to proceed with that. Major water leak in Valley Heights Estate that started last Friday that we didn't get fixed till Saturday, had some issues with the developer, fairly confident that until he gets this billed, it will be the last time he is ever in Valley Heights. New tractor and backhoe arrived last Saturday. Staff side, Cole Bentley has passed his Water Treatment class 1 and Roger Olson passed his class 1 and class 2 water treatment. Citizen Input: Rapid Journal gave kudos to Public Works for all their hard work keeping the roads clear and safe, mentioned that the Mayor and Council should throw them a Pizza Party.

Finance: Racheal Jundt speaking on behalf of Nicole Schneider, Fiscal year 2016 was sent to the auditor, fiscal year 2017 is being loaded into the system; January is complete; once AP is complete Bank Reconciliation will be completed for Jan-March. Preparing fiscal year 2017 budget for import. Preparing amendments to fiscal year 2017, cleaning up the account numbers as we go. Final financial statements must be completed in INCODE in order to close the fiscal year by 03/31/2017, once final numbers are available will complete the Annual report for fiscal year 2016 (working 2015 currently). Scheduling Todd Meierhenry for the Council Meeting on 04/04/2017 to talk about Special Assessment Districts. Interviews went well, estimate providing a contingent job offer by 03/29/2017. Worker's Compensation audit went well; we will receive a \$3,742.00 refund. As you can see from the Sales Tax handout Nicole provided, Sales Tax revenue are going up as anticipated.

Planning & Zoning: New Code Inforce Inspector started yesterday, some specials going on in Pierre, processes for P & R in the community. Update on 493 Coyote Trail, plan to get the concrete in the basement poured on Friday, had some issues with the title, bank was able to get it all cleared up.

City Attorney: None

14. COUNCIL REPORTS:

Allen: Welcomed Richard McPharson to Ward 2 to replace Curry in May.

Cowley: None

Curry: None

Hegel: None

Hollinshead: None

Weathers: None

15. OTHER REPORTS:

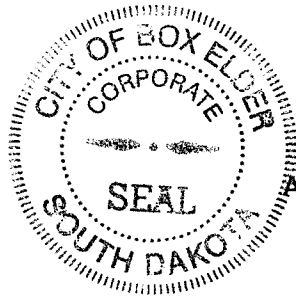
Economic Development:

16. CITIZEN INPUT:

22. EXECUTIVE SESSION: No need for an executive session.

23. ADJOURNMENT: There being no further business to be considered in front of the common council at 7:35 pm; motion to adjourn by Hollinshead, seconded by Weathers. Vote aye: unanimous.

Seal:



Attest:

Larry G. Larson

Larry Larson
Mayor

Nicole Schneider

Nicole Schneider
City Administrator/Finance Officer