

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, March 3, 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. Moment of Silence/Pledge of Allegiance**

**3. Roll Call:** Council Members: Scott Allen, Steve Cowley, Mark Coatney, Doug Curry, and Jeff Hollinshead. Also present were: Police Chief Jason Dubbs, Public Works Director Al Todd, Planning & Zoning Coordinator Ron Koan, and Finance Officer Mystee Lashwood. Absent were: Council Member Carolyn Haddenham and City Attorney Rex Hagg. There were twelve citizens present.

**4. Approve Agenda:** Motion by Coatney, seconded by Hollinshead to approve the agenda for March 3, 2015 with an Executive Session for Contractual as per SDCL 1-25-2 Sub (3). Vote aye: Unanimous.

**5. CONSENT AGENDA:** Agenda items A through E 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 February 17, 2015 Common Council Minutes.

**B.** To approve Payroll 5 (January 11 to January 24): Total Payroll \$49,091.11; General Government: \$1,453.85; Finance Office: \$1,888.80; General Financial: \$2,528.04; Police Dept: \$21,410.69; PW Street: \$6,211.41; Animal Control: \$312.12; PW Parks: \$1,620.28; Planning & Zoning: \$3,163.09; PW Water Production: \$3,631.12; PW Water Distribution: \$2,977.86; PW Sewer Collection: \$945.40.

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

**D.** To approve abatement for SD Ellsworth Development on Parcel ID 9432; property address is 611 Sunnydale Road, abatement in the amount of \$46.78.

**E.** To approve abatement for SD Ellsworth Development on Parcel ID 6582; property address is 425 Line Road, abatement in the amount of \$205.91.

Motion by Cowley, seconded by Curry to approve Items A-E as presented on the Consent Agenda. Vote aye: Unanimous.

**5F. CLAIM FOR SEPARATE CONSIDERATION:** Motion by Coatney, seconded by Cowley to approve claim for AC/DC Automotive - \$143.00 for wire shifter repair for Impala – PD vehicle. Vote aye: Cowley, Coatney, Curry, and Hollinshead. Abstain: Allen.

**6. CITY BUSINESS:**

**A. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Allen to defer to the next council meeting on March 17 the continuation of CUP #120023 for Marine Storage at 22761 Mule Deer Trail. Council wants to see a plan for property clean up. Vote aye: Unanimous.

**B. PLANNING/ZONING DEPARTMENT:** Motion by Allen, seconded by to discuss and approve application for CUP #150005 for Rick Schmidt/Chelsey Willett to allow the grazing of horses at 421 & 433 Line Road. Vote aye: Unanimous.

**C. PLANNING/ZONING DEPARTMENT:** Motion by Curry, seconded by Cowley to discuss and approve application for CUP #150006 for Angela Sandine to allow the grazing of horses at 425 Line Road. Vote aye: Unanimous.

**D. PLANNING/ZONING DEPARTMENT:** Motion by Allen, seconded by Cowley to discuss and approve Sign Application #150004 for Rosenbaum's Signs for a sign installation at Sentinel Federal Credit Union, 22752 Mule Creek Trail. Vote aye: Unanimous.

**E. PLANNING/ZONING DEPARTMENT:** Motion by Hollinshead, seconded by Allen to discuss and approve the RFP for 2015 Nuisance Lawn mowing and permission to advertise for contractors. Vote aye: Unanimous.

**F. PUBLIC WORKS DEPARTMENT:** Motion by Allen, seconded by Curry to defer discussion and approval of payment of TIF #3 Pay Application I-90-2, for South I-90 Service hook ups in the amount of \$12,961.23 (GSA) and \$12,331.38 (I90 RV) for a total of \$25,292.61 to the March 17 council meeting. Vote aye: Unanimous.

**G. PUBLIC WORKS DEPARTMENT:** Motion by Cowley, seconded by Curry to approve the first reading of Ordinance #553, an ordinance to amend the 2015 Budget for the Capital Improvement Program. Vote aye: Unanimous.

## **7. DEPARTMENT HEAD REPORTS TO COUNCIL:**

**Mayor:** Mayor Griffiths stated that he is waiting to hear from the base on the passes for those who want to use the pool, bowling alley, and softball fields. He stated that he had spoken to David Jasper about the new storage facility on Box Elder Road, Mr. Jasper stated that he is putting in mail boxes, a UPS center, etc.

**Police:** Police Chief Dubbs gave the statistics report for February 17 to March 2. He stated that the training for the reserve officers is almost completed. Council Member Allen asked the Chief if he could continue with the "week in review".

**Public Works:** Public Works Director Todd stated that the goal is to hook up to the Rapid City water on April 1. He spoke about master meters in the trailer parks; he stated that the booster pumps and tanks are online for the well, there will be two PRV (pressure reducing valves) going in for Valley Village mains, and one for Terrace on the Green main line. He spoke about the new policy the department has for pot hole patching, he stated that they are using a cold mix instead of a hot mix.

**Finance:** Finance Officer Lashwood stated that there will be an election race for Mayoral seats, and only two wards will have an election race. The voting day is April 14<sup>th</sup> this year. The Mayoral candidates are: Larry Larson, Bill Griffiths, Mike Hanson, and Mark Coatney. The Ward 1 candidates are: Carolyn Haddenham and Bruce Hegel. The Ward 3 candidates are: Steve Cowley and Josh Kelly. There will not be a candidates race in Ward 2 as Jeff Hollinshead was the only one to turn in petitions. She also stated that the Arbor Day Coloring Contest is currently happening and will continue until April 15<sup>th</sup>, with the tree planting on April 25<sup>th</sup>.

**Planning/Zoning:** Planning/Zoning Coordinator Koan spoke about the initial contract regarding the circular, changes in wording were made, have to have it signed again and sent back to USDA for review. He stated that the opening for Love's Travel Stop is on target at the 19<sup>th</sup>.

**City Attorney:** Absent

## **8. COUNCIL REPORTS:**

**Allen:** Council President Allen turned his input over to Jerry Penwell to speak about the billing for the water leak. After presentation of information from Mr. Penwell, the council asked that this item be placed on the next agenda for a discussion and decision.

**Cowley:** No Input.

**Coatney:** Council Member Coatney spoke to Jerry Penwell and stated that the council would look at every option to help him with his leak. He also thanked Mr. Penwell for his service to our country during the Vietnam war.

**Curry:** No Input.

**Haddenham:** Absent.

**Hollinshead:** No Input.

## **9. OTHER DEPARTMENT REPORTS:**

**Chamber of Commerce:** Absent

**Economic Development:** Wes Rick stated that they are looking at options for financing a project.

## **10. CITIZEN INPUT:**

**Warner Ghere** presented a letter to the council regarding the agreement of his water from the east base line.

**Bill Maher** presented a letter to the council regarding the water pressure increase to the trailer park. He spoke about the pressure being too much for the pipes.

Al Dial spoke about concerns that have come up with questions about the TIF projects. He stated that the well and tank should have been done first, not the development. He stated that the reason the well and tank were placed where they were is because the tower elevation did not match the elevation of the east base water line, and the agreement was to provide water to those customers. He stated that an elevated tank is 66% more expensive than ground storage tanks.

**11. EXECUTIVE SESSION:**

Motion by Allen, seconded by Cowley to enter into Executive Session for Contractual as per SDCL 1-25-2 Sub (3) at 8:17 pm. Vote aye: Unanimous.

Motion by Allen, seconded by Coatney to exit out of Executive Session at 8:58 pm. Vote aye: Unanimous.

**12. ADJOURNMENT:**

There being no further business to be considered before the Common Council at 8:58 pm, motion by Allen, seconded by Curry to adjourn. Vote aye: Unanimous.

Seal:

Attest:

---

William Griffiths  
Mayor

---

Mystee Lashwood  
Finance Officer