

COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER
DRAFT MEETING MINUTES
Tuesday, March 4, 2014, 7:00 p.m.

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, March 4, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Foster; Haddenham; and Hollinshead were present. Also present were: Police Chief Dubbs; Finance Officer Mystee Lashwood; Legal Council Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Coordinator Ron Koan.

Moment of Silence and Pledge of Allegiance

1. Call meeting to order at 7:00pm.

2. Pledge of Allegiance

3. Roll Call: All present.

4. Approve Agenda Motion by Coatney, seconded by Allen to approve the agenda with Executive Session for Personnel as per SDCL 1-25-2 Sub (1). Vote Aye: Unanimous.

5. Announcements and Praise

6. Presentation: AF Community Partnership – Col Goulter, Lt Col Lynch, and Capt Lopez from Ellsworth Air Force Base gave a presentation on the recently formed community partnership. The partnership includes: the City of Box Elder, EAFB, City of Rapid City, SDEDA, and SDSMT. The community partnership initiative is to work together with the chartered communities listed above to share resources helping all the communities involved. The 9 current tasks being worked on include: mobile EMT labs, medical classes/cross training, youth and adult recreational programs, school bus services, technology for repair of legacy aircraft, replacing the water source for the local golf course, sharing a surgery/emergency center, enhancing work force education, and joint facility use on base. To learn more the public is welcome to attend the next meeting on March 27th from 9-11am at the University Center.

7. CONSENT AGENDA: Agenda items A through D on the Consent Agenda are meant to be approved as a group with a single motion. Questions maybe 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 18, 2014 Common Council Minutes.

B. To approve the reading of the February 20, 2014 Special Meeting Common Council Minutes with changes. Changes include: Add to the end of the first paragraph under item B: Hagg recommended amendments which were handed out to the council and public. Change: in the last paragraph, last sentence under item B; He (Hagg) also recommended adding qualified costs pursuant to the statute not to exceed the amount budgeted and as per state law.

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

D. To approve Payroll 5 (February 9 to February 22): Total Payroll \$48,410.77; General Government: \$2,233.85; Finance Office: \$1,852.00; General Financial: \$3,852.33; Police Dept: \$20,845.78; PW Street: \$4,941.75; Animal Control: \$383.45; Sign Inspection: \$436.05; PW Parks: \$2,614.25; Planning & Zoning: \$3,217.28; PZ Board: \$720.00; PW Water Production: \$2,687.98; PW Water Distribution: \$3,163.70; PW Sewer Collection: \$1,462.35.

Motion by Cowley, seconded by Allen to approve the consent agenda with changes on the Feb 20, 2014 special meeting common council minutes. Vote Aye: Unanimous.

8. UNFINISHED BUSINESS: None.

9. NEW BUSINESS:

A. PUBLIC WORKS DEPARTMENT: To discuss and decide on posted speed limit signs and/or lower speed limits in Thunderbird subdivision. Discussion. Citizens would like to see signs on the streets without sidewalks and more police patrol if possible. Todd said each sign is \$156.00 plus the cost of labor. More discussion included: using speed bumps, doing this will open up the door for requests from other subdivisions, police enforcement, the use of electronic speed signs, making this subdivision the test neighborhood to see if we should add signs to all subdivision.

Motion by Hollinshead, seconded by Foster to approve 5 speed limit signs for 15mph to be posted on the entry streets in the Thunderbird subdivision and to monitor/study the effectiveness of the signs for consideration of adding signs throughout city subdivisions. Vote Aye: Unanimous.

B. PLANNING/ZONING DEPARTMENT: To discuss, approve, and authorize Mayor to sign a temporary construction easement related to the construction of the west entrance for the new school across City owned land off of North Ellsworth Road.

Motion by Hollinshead, seconded by Coatney to approve, and authorize Mayor to sign a temporary construction easement related to the construction of the west entrance for the new school across City owned land off of North Ellsworth Road. Vote Aye: Unanimous.

C. FINANCE DEPARTMENT: To discuss and approve the annual report for year ending December 31, 2013. Finance Officer Lashwood said the annual report was not in the packets because she just got done with them at 6:15pm. The council agreed to defer so they have time to review the annual report properly.

Motion by Coatney, seconded by Allen to defer the annual report for year ending December 31, 2013 until the March 18th city council meeting. Vote Aye: Unanimous.

10. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Griffiths thanked everyone for being patience throughout the presentation and he said he thinks it's a good program that will help us do things we can't afford to do our-self.

Police: Chief Dubbs gave the police department statistics report, talked about officer training, and explained the ammuniion purchase on the claims list.

Public Works: Director Todd gave the council members a handout on the Watiki Waterpark expansion to provide sewer for them instead of Rapid City providing it. He recommended the council approve it at the next council meeting if they are interested in providing the service. The second item is the Rapid City water contract, we currently pay 3 times the residential rate but this contract would change it to a bulk rate which would be only 85% of the rate. Roger and Tully passed a certification and will get a .25 an hour raise. Todd explained an oversight in snow removal at the event center this weekend but it will be corrected for future weekend rentals. Todd also gave the council members a list that he was asked to look into, and said if you have any questions please let me know. Box Elder's exit meeting with FEMA for Winter Storm Atlas was yesterday. The city spent \$99,000 and we will receive about \$77,000 in aide: \$25,000 of the money will go to repairing the Cheyenne Reservoir Well; \$5,000-10,000 will be used to repair the streets; and the rest of the money has already been spent so it reimbursed us for the costs. The Boykin Park equipment is in route. Citizen Wes Rick asked if we would charge Watiki for the sewer costs if we get the contract. Todd said yes, they would pay the same rate you do. Allen asked Todd to look into the street that they previously discussed. Coatney asked if we lost any tools today and when the street light in the parking lot would be fixed. Todd said he doesn't believe we lost any tools and he will work on the light. Follow-up on the event center snow removal was also discussed.

Finance: Officer Lashwood identified the candidates for the upcoming April election. Candidates for Ward 1 are Scott Allen and Curt Meier; Candidates for Ward 3 are Mark Coatney and Jeff Wilson; we only had 1 candidate for Ward 2, so congratulations to Doug Curry. Reminder: the Equalization meetings will be held

March 17, 19, and 20 from 6-9pm. The deadline for the equalization meeting is March 13th by 5 pm. Lashwood handed out the new policy and procedure manual for the council's review and they can pick up a copy of the old book in their boxes tomorrow by noon. Lashwood also gave an audit update: A Casey Peterson associate will be here at the end of March to finish up 2012 and then she will present it to the council. A Donna Denker associate will be out here next week to work on a few things for 2013 so they can give the reconciliations to Casey Peterson to finish and then we will be caught up on all the audits.

Planning/Zoning: Coor. Koan has the PER engineering reports for the water tank, well, and sewer on the south I-90 service road, Blaise is waiting for the environmental before moving forward. Also, don't forget to turn your clocks ahead this weekend.

City Attorney: Hagg gave Todd and Mayor Griffiths a few recommendations for changes to the sewer and water contract discharge agreement for the Watiki Water Park Expansion. Hagg is waiting for the rate paragraph to come back from Rapid City Legal Department so the Rapid City water agreement can be finalized and put on the next agenda. Allen asked if the Lamar case has received a decision. Hagg explained the Lamar case is still in litigation and in June it will have been 2 years; the Keegan lawsuit is also still in progress; and he then explained the process of citizen citations for Haddenham.

11. COUNCIL REPORTS:

Allen: No input.

Cowley: No input.

Coatney: Asked Mayor Griffiths if he has selected a Planning and Zoning Member. Mayor Griffiths said he will present the information at the next council meeting.

Foster: No input.

Haddenham: No input.

Hollinshead: No input.

12. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: No input.

Economic Development: President Rick explained that an individual is delinquent for the loan payment they have a week to respond.

13. CITIZEN INPUT:

Jane Maine reported that the group in the event center paid for the entire repair of the thermostat.

14. EXECUTIVE SESSION:

Motion by Foster, seconded by Cowley to enter into executive session for Personnel as per SDCL 1-25-2 Sub (1) at 8:40pm.

Motion by Foster, seconded by Allen to come out of executive session for Personnel as per SDCL 1-25-2 Sub (1) at 9:05pm.

Mayor Griffiths notified that at the next meeting he plans to make Ron Koan the Planning and Zoning Director.

15. ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 9:07PM MOTION BY Allen, SECONDED BY Hollinshead TO ADJOURN. Vote Aye: Unanimous.

Seal:

Attest:

William F Griffiths Sr
Mayor

Mystee Lashwood
Finance Officer