

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**  
**Tuesday, May 17, 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** recognition in honor of fallen soldiers and active duty personnel. **Pledge of Allegiance** recitation.
3. **Roll Call:** Present were: Scott Allen, Steve Cowley, Doug Curry, and Bruce Hegel. Absent were: Jeff Hollinshead and Tricia Weathers. Also present were: Planning/Zoning Coordinator Ron Koan, Public Works Director Bob Kaufman, Police Chief Jason Dubbs, Legal Counsel Rex Hagg, and Assistant Finance Officer Mystee Lashwood. There were eleven citizens present.
4. **Approve Agenda:** Motion by Allen, seconded by Cowley to amend the agenda by moving Executive Session to Item 4A. Vote aye: Unanimous.

Motion by Allen, seconded by Cowley to approve the agenda as amended. Vote aye: Unanimous.

- 4A. **(30.) EXECUTIVE SESSION:** Motion by Cowley, seconded by Allen to enter into Executive Session for contractual at 7:03 pm. Vote aye: Unanimous.

Out of Executive Session and into regular session at 7:52 pm.

**CONSENT AGENDA:** Agenda items 5 through 16 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 May 3, 2016 Common Council Meeting Minutes.
6. To approve Payroll 10 (April 17 to April 30) Total Payroll \$52,306.80; General Government: \$2,390.38; Finance Office: \$1,812.25; General Finance: \$2,677.80; Police Dept: \$22,169.03; PW Street Maintenance: \$4,450.96; PW Animal Control: \$374.00; PW Sign Inspection: \$116.88; PW Parks: \$4,548.33; Planning & Zoning: \$4,716.54; Planning & Zoning Board: \$400.00; PW Water Production: \$4,497.95; PW Water Distribution: \$3,097.71; PW Sewer Collection: \$1,073.00.
7. To approve the claims and hand checks.
8. To approve renewal of retail (on-off sale) malt beverage license for 4-U Stores at 640 Box Elder Rd W.
9. To approve renewal of retail (on-off sale) malt beverage license for 4-U Stores, Restaurant at 642 Box Elder Rd W.
10. To approve renewal of retail (on-off sale) malt beverage license for Americas Beverage & Entertainment at 514 Americas Way.
11. To approve renewal of retail (on-off sale) malt beverage & SD farm wine license for Baan Thai at 114 Box Elder Rd W.
12. To approve renewal of package (off sale) malt beverage license for The Jug Liquor Store at 135 S Ellsworth Rd.
13. To approve renewal of package (off sale) malt beverage license for Dollar General Store #15078 at 430 N Ellsworth Rd.
14. To approve fireworks license #1198 for Carolyn Haddenham (DBA MC Davis) at 4309 S I-90 Service Rd.
15. To approve fireworks license #1688 for Big Fireworks at 4801 S I-90 Service Rd.
16. To approve fireworks license #1691 for American Sales at 4505 S I-90 Service Rd and 523 Americas Way.

Motion by Curry, seconded by Hegel to approve Consent Agenda items 5-16 as presented. Vote aye: Unanimous.

**CITY BUSINESS:**

**17. BOX ELDER PROMOTIONS:** Report on the funds collected from BID #1 by Box Elder Promotions LLC and on the marketing and promotion efforts undertaken. No action is necessary; acknowledgement of the report is sufficient.

**18. FINANCE DEPARTMENT:** Motion by Cowley, seconded by Allen to set dates for budget hearings for 2017 Budget as Wednesday, July 6, Thursday, July 7, and Friday, July 8. Vote aye: Unanimous.

**19. PLANNING/ZONING DEPARTMENT:** Motion by Curry, seconded by Hegel to approve the siren project based on recommendation from project engineer. Recommendations from the project engineer was to approve the project based on the margin and parameters of the sweep of the pole which is one inch of sway per ten feet of pole and based on the findings for the measurements of tolerance. Vote aye: Unanimous.

**20. PLANNING/ZONING DEPARTMENT:** Motion by Curry, seconded by Allen to approve proposal for web site rebuild and hosting based on the review of the contracts as RS&A – Robert Sharp and Associates. Vote aye: Unanimous.

**21. PLANNING/ZONING DEPARTMENT:** Motion by Cowley, seconded by Hegel to defer this item to the June 7 council meeting - agreement between landowner and City in regards to acquisition of right of way for S Ellsworth Rd and east/west access road between Creekside Subdivision and Prairie View Subdivision. City Attorney Hagg discussed the need to add paragraphs to the contract before construction commences. Vote aye: Unanimous.

**22. MAYOR:** Motion by Allen, seconded by Curry to approve changing email host to Rackspace. Mayor Larson discussed the email and stated that the price is \$2.00 per email address. Vote aye: Unanimous.

**23. MAYOR:** Motion by Cowley, seconded by Curry to approve the purchase of the street pole banners. Mayor Larson discussed that the banners will be bought with sponsor information on the banners themselves. There are thirty-two banners to be purchased at a total cost of \$11,356.00 and each business/sponsor will pay \$250.00 the first year and \$150.00 the second year for renewal. Vote aye: Unanimous.

**24. FINANCE DEPARTMENT/COUNCIL MEMBER WEATHERS:** Motion by Curry, seconded by Cowley to approve the Special Event Alcohol Permit for Box Elder Bash. Vote aye: Unanimous.

**25. COUNCIL MEMBER ALLEN:** To discuss city donations. Discussion on the city donations – requests should be submitted for review before budget hearings and need to implement a set of guidelines for donation requests to be considered.

**25A. PUBLIC WORKS DEPARTMENT:** Motion by Hegel, seconded by Curry to approve and award bid for street overlays – Villa Drive from Ellsworth Road to Briggs Street, Briggs Street from Villa Drive to 225<sup>th</sup> Street and two sections of Prairie Road that weren't completed last year - to Hills Materials whose proposal was \$147,780.00. He stated that the valve boxes and manhole adjustments will add an additional cost to the base bid amount. Vote aye: Unanimous.

**25B. PUBLIC WORKS DEPARTMENT:** Motion by Curry, seconded by Hegel to approve and award bid for street striping to Dakota Barricade whose base bid amount was \$5,092.33 and to add the alternate in the amount of \$3,433.20. Recommendation to move money from the budgeted amount for overlays to striping cover the cost of the add alternate. Vote aye: Unanimous.

## **26. DEPARTMENT HEAD REPORTS:**

**Mayor:** Mayor Larson discussed the Freshman Impact program; he stated that he attended a ceremony where the American Legion awarded a certificate to Officer Josh Campbell and to Firefighter Nick Sabo. He spoke about the Arbor Day celebration where kids helped plant a tree and stated that next year consideration will be taken to change the time of the ceremony as the participants were not able to attend due to prior obligations. He stated that he had a meeting with EAFB base commander and with General Rand who was impressed with the flying area for the mobile air command.

**Police:** Police Chief Dubbs gave the statistics from May 3 to May 16 for the department. He stated that the department had seven officers participate in the Freshman Impact program; he stated that the department has completed the rifle training and will be participating in a three-day course on tactical training at the old Vandenberg building.

**Public Works:** Public Works Director Kaufman stated that DENR is doing a pressure study on the water lines in the Wagon Wheel mobile home park. He stated that he met with Morningview Subdivision regarding the water agreement for the surcharge to be charged for the city to do the repairs to the system and that the agreement will run for five years at which time the system will be upgraded to city standards.

**Finance:** Assistant Finance Officer Lashwood gave an update on the bond resolution to close the loan for the Well 5 (Northern Lights Well).

**Planning & Zoning:** Planning & Zoning Coordinator Koan gave an update on the code enforcement and discussed the website migration.

**City Attorney:** Absent.

## **27. COUNCIL REPORTS:**

**Allen:** No Input.

Cowley: No Input.

Curry: Curry spoke about the letter that Legal Counsel Hagg was going to put together for the high school group for the butterfly project. Mayor Larson stated that the group called the next day after the meeting and decided to move to another location. Curry asked if a letter had been served to the owner of the trailer on Bluebird Drive. PZ Coordinator Koan stated that this issue is still in process.

Hegel: No Input.

Hollinshead: Absent.

Weathers: Absent.

**28. OTHER REPORTS:**

Economic Development: No input.

**29. CITIZEN INPUT:** None.

**31. ADJOURNMENT:** There being no further business to be considered in front of the Common Council at 8:56 pm, motion by Cowley, seconded by Hegel to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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Larry Larson  
Mayor

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Mystee Lashwood  
Finance Officer