

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, May 3, 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: in honor of our fallen soldiers and active duty personnel. Recitation of the 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: Planning & Zoning Coordinator Ron Koan, Public Works Director Bob Kaufman, Police Chief Jason Dubbs, and Assistant Finance Officer Mystee Lashwood. Legal Counsel Rex Hagg.

4. Approve Agenda: Motion by Allen, seconded by Weathers to approve the agenda for Tuesday, May 3, 2016. Vote aye: Unanimous.

5. CITY ATTORNEY: Swearing in oath of office administered to ward council member Ward 3 Tricia Weathers for a one (1) year term.

6. Presentation: Douglas Destination Imagination - Global Finals donation request. Motion by Curry, seconded by Hollinshead to deny the request at this time. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 7 through 22 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.

7. Separate Consideration: Motion by Allen, seconded by Hollinshead to approve the reading of the April 19, 2016 amended Common Council Meeting Minutes, change noted to Item 19. Vote aye: Unanimous.

8. To approve Payroll 9 (April 3 to April 16) Total Payroll \$49,968.12; General Government: \$2,315.38; Finance Office: \$2,073.34; General Finance: \$2,6680.24; Police Dept: \$21,167.46; PW Street Maintenance: \$3,232.53; PW Animal Control: \$514.25; PW Sign Inspection: \$233.76 PW Parks: \$3,665.81; Planning & Zoning: \$4,750.00; Planning & Zoning Board: \$525.00; PW Water Production: \$4,435.77; PW Water Distribution: \$3,301.61; PW Sewer Collection: \$1,073.00.

9. To approve the claims, hand checks, loan payments, and utility deposit refund checks.

10. To approve business license application #1687 by Stacey Wallenstein for Munchkinland Daycare, business located at 202 Dunn Court.

11. To approve new retail (on-off sale) malt beverage license for D&S Central LLC at 316 Villa Drive.

12. To approve renewal of retail (on-off sale) malt beverage license for Atlantis LLC – Palms Pub at 1520 Elk Vale Road #2.

13. To approve renewal of retail (on-off sale) malt beverage license for Atlantis LLC – Palms Sports Bar at 1520 Elk Vale Road #1.

14. To approve renewal of retail (on-off sale) malt beverage license for Cimarron Casino at 224 Frontage Road.

15. To approve renewal of retail (on-off sale) malt beverage license for Cimarron Casino – Cimarron Casino II at 224 Frontage Road #A.

16. To approve renewal of package (off sale) malt beverage license for J & L Market at 520 N Ellsworth Road #1B.

17. To approve renewal of retail (on-off sale) malt beverage license for MG Oil – Flying J Travel Plaza at 4200 N I-90 Service Road.

18. To approve renewal of retail (on-off sale) malt beverage license for MG Oil – Truck Stop Lounge at 4300 N I-90 Service Road.

19. To approve renewal of package (off sale) malt beverage license for Love's Travel Stops & Country Stores Inc – Love's Travel Stop #602 at 679 Reagan Avenue.

20. To approve renewal of retail (on-off sale) malt beverage license for Love's Travel Stops & Country Stores Inc – Love's Travel Stop Game Room #602 at 679 Reagan Avenue.

21. To approve renewal of package (off sale) malt beverage license for Mini Mart Inc – Loaf 'N Jug #449 at 437 N Ellsworth Road.

22. To approve renewal of retail (on-off sale) malt beverage license for NPC International – Pizza Hut #2768 at 102 Ellsworth Road.

Motion by Hegel, second by Allen to approve Consent Agenda items 7-22 with a change to the minutes. Vote aye: Unanimous.

CITY BUSINESS:

23. FINANCE DEPARTMENT: Motion by Allen, seconded by Weathers to approve the proposal and authorize signatures on payment processing agreement with Forte for on-line credit card payments contingent upon changes being made to the contract. Vote aye: Unanimous.

24. FINANCE DEPARTMENT: Motion by Allen, seconded by Hegel to approve the proposal and authorize signatures on payment processing agreement with XCharge (open edge) for counter credit card payments contingent upon changes being made to the contract. Vote aye: Unanimous.

25. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Hegel to approve second reading of Ordinance 563, rezoning of Lot 4 DeJong Subdivision from agricultural to residential. The Lot on W Sunnysdale. Vote aye: Unanimous.

26. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve the engagement letter with Casey Peterson & Associates LTD to conduct the 2015 audit for the City of Box Elder, with authorization to sign letter. Vote aye: Unanimous.

27. PUBLIC WORKS/FINANCE DEPARTMENT: Motion by Weathers, seconded by Allen to approve pay application #5 for Water System Drilling, Inc. in the amount of \$275,301.25, Well #5 Northern Lights. Vote aye: Unanimous.

28. PUBLIC WORKS/FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Allen to approve pay application #6 for R.C.S. Construction in the amount of \$525,867.51, Well #5 Northern Lights storage tank and pump house. No problems- almost done. Startup and training tomorrow. Vote aye: Unanimous.

29. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Curry to approve declaration of the property at 493 Coyote Trail being declared a nuisance. Vote aye: Unanimous.

30. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve variance application #160034 for Len Hofer, for property located at the corner of Douglas Road and South Gate Road. Vote aye: Unanimous.

31. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Allen to approve minor plat application #160034 for Len Hofer. Vote aye: Unanimous.

32. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Weathers to approve Resolution 16-10, a resolution to approve a plat for Len Hofer. Vote aye: Unanimous

33. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Weathers to approve Resolution 16-11, a resolution to approve a fireworks display for the Villa Bash Celebration for 2016. Vote aye: Unanimous.

34. PLANNING/ZONING DEPARTMENT: Motion by Curry, seconded by Allen to approve Resolution 16-12, a resolution to approve the discharge of fireworks within the city limits of Box Elder for various holidays during the year for 2016. Vote aye: Unanimous.

35. DEPARTMENT HEAD REPORTS:

Mayor: Went to meetings with congressional and stated that things are getting better with the Veteran's 1st Act working to keep prices down for medical care. Hollinshead asked about reports to council, about the BH Mayors meeting, Larry stated that the mayor's talk about things that are going on in the city. Hollinshead asked if they could get a more detailed report about the content of the meetings.

Police: 4/19-5/2 Calls for service 217; Statistics report Freshman Impact 5/4; New vehicle build Saturday; 2wks training rifle with sheriff; Tactical Medical Response 3rd Wednesday of May; Parking enforcement June 1st; 1st Sergeants exam May 21st; 2 Candidates.

Public Works: Committee met with Morningview water association, discussion on plan for surcharge special fund for repairs or making an agreement (5yr) using toward grant or loan to rebuild system; snow plow purchase, Eddie's Truck Sales with honor bid price at Rapid City. He spoke about the school running a cleanup program during clean up week and will have a meeting to set up for next year; substantial completion on well; pump station; tank – chlorination and cleaning of tank, waiting on radon testing; come up with a plan to fix the gravel streets – biggest problem is there is no crown to shed water – contract next year to rebuild so that they will be maintainable.

Finance: Budget Training on July 6 in Rapid City; Human Resource School on June 7-8; Finance Officer School on June 8-10 in Spearfish, if anyone is interested in attending please let her know.

Planning & Zoning: Keith in Pierre for Code Enforcement Training; DOT meeting –Monday; JLUS - Friday

City Attorney: None

36. COUNCIL REPORTS:

Allen: None

Cowley: Absent

Curry: None

Hegel: He asked about the budget dates.

Hollinshead: None

Weathers: None

37. OTHER REPORTS:

Economic Development: No reports

38. CITIZEN INPUT: Discussions: Prairie Oaks Subdivision- road needs to be fixed because the gravel is being pounded out –Bob stated cul-de-sacs –look at extra gravel; Leonard Glines- Sunnydale – stated that thank you for the gravel and thank you for explaining about the street

W Sunnydale- street light would like to have one; Radar Hill Rd – dotted line- any way to make into a solid line so that people won't be able to pass.

Destination Imagination- Thank the council members for the consideration of letting the kids do presentations and for their consideration

Mike Hanson- commend Bob for being here for two months and having made great improvements to the street department; Northern Lights- No Parking signs- on both sides of the streets instead of one side. Bob stated that he can't take credit for the asphalt, it was slated to be done, just had to wait for the asphalt plant to open

39. EXECUTIVE SESSION: Motion by Weathers, seconded by Allen to enter into executive session at 7:50 pm. Vote aye: Unanimous.

Out of Executive Session at 8:41 pm.

40. ADJOURNMENT: There being no further business to be considered in front of the common council at 8:42 pm, motion by Allen, seconded by Curry to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer