

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, November 15, 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

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; Legal Counsel Rex Hagg; Finance Officer/City Administrator Nicole Schneider; and Police Chief Jason Dubbs.

4. Approve Agenda: Motion by Weathers, seconded by Hegel to approve the council agenda for November 15, 2016. Vote aye: unanimous.

CONSENT AGENDA: Agenda items 5 through 8 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 November 1, 2016 Common Council Meeting Minutes.

6. To approve Payroll 23 (Oct 16 to Oct 29) Total Payroll \$53,106.87; General Government: \$4,807.68; Finance Office: \$2,043.85; General Finance: \$2,633.03; Police Dept: \$21,710.91; PW Street Maintenance: \$2,612.50; PW Animal Control: \$848.51; PW Parks: \$1,077.36; Planning & Zoning: \$4,832.14; Planning & Zoning Board: \$400.00; PW Water Production: \$3,878.51; PW Water Distribution: \$7,185.06; PW Sewer Collection: \$1,077.32.

7. To approve the claims, utility deposit refunds, and hand checks.

8. To approve renewal of wine license retail on-off sale for Dolgen Midwest – Dollar General Store #15078 at 430 N Ellsworth Rd.

Consent Agenda: Motion by Hegel, seconded by Cowley to approve items 5-8 as presented. Vote aye: Unanimous.

CITY BUSINESS:

9. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve resolution 16-25, a resolution to amend resolution 16-15 to amend the time worked portion of the policy and procedure manual. Vote aye: Unanimous.

10. FINANCE DEPARTMENT: Proposal presentation by KT Connections for managed information technology services.

11. FINANCE DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve agreement for managed information technology services. Vote aye: Unanimous.

12. FINANCE DEPARTMENT/POLICE DEPARTMENT: Motion by Weathers, seconded by Hollinshead to defer the agreement for CodeRED Next Services agreement until KT Connections can vet the system. Vote aye: Unanimous.

13. FINANCE DEPARTMENT: Motion by Allen, seconded by Hollinshead to approve proposal migrate services back to Tyler Technologies (Incode). Migrate from Data Technologies (Summit) to Tyler Technologies (Incode) version 9. Vote aye: Unanimous.

14. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Cowley to approve ordinance 569, to repeal animal control ordinances 497 & 515, which were both recently replaced in their entirety by ordinance 568. Vote aye: Unanimous.

15. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Allen to approve development review application #160144 minor plat to reconfigure two lots as presented by SD Ellsworth Development Authority on behalf of Ellsworth Air Force Base. The property addresses that will be affected are 14636 and 14642 Harbor Place. Vote aye: Unanimous.

16. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve amendment #1, a work order for project P 1614(00), PCN 05K2, City of Box Elder LGA-55-15, the Radar Hill Rd project. Vote aye: Unanimous.

17. DEPARTMENT HEAD REPORTS:

Mayor: Larry spoke about the Ellsworth Task Force meeting, the meeting with Rapid City, Meade and Pennington Counties; the workshop he attended about building your business; the meeting on the sports complex; and about the civic leader's social. He spoke about the Marco's Pizza which will be moving into Sliders and Box Elder will receive the sales tax from that business as well.

Police: Chris gave the statistics report. Calls for service 236 not including traffic and case generated for CFS 38. Statistics since the last Council meeting: total citations 41, warnings 47 and three accidents. Chief Dubbs is in Pierre to provide scenario testing for recruits at the academy. They are working through the applications to fill the two open positions for the department.

Public Works: Bob stated that work on the pump station project is proceeding well, the building should be finished this week, the piping will be done during the winter. During the city/county meeting, there was discussion on the water district for the Valley Heights area, Pennington County is working on setting up a meeting to discuss with the subdivision about getting water from Rapid City. On the Ghere Well project, the grout was pumped in, the pipe has been dropped in, so the drilling should be proceeding. The preliminary for the drainage study is in, he will review with the engineers. He stated they are looking at applications for the open position in the department. Work on Liberty subdivision has begun.

Finance: Nicole reviewed the updated city obligation form with the council. She stated that her recommendation to council is that the city pay off the current debt for the city and don't take out anymore big loans for at least three years. She gave the council a report on the compilation of the sales tax for the year.

Planning & Zoning: Ron stated that the updated city website is up and operational. He stated that there is a form on the website that people can fill out to file complaints or issues that go to the department heads. He stated that if there is an issue or if someone finds something wrong, please let him know. He stated that Keith will be on vacation beginning tomorrow through Thanksgiving.

City Attorney: Rex stated that he is sending an email to follow-up on the SDEDA agreement. He stated that he spoke to the attorney regarding the nuisance and the attorney was going to talk to the board about the nuisance. He spoke about the issue on the assessment; assessing a property vs. taxing; nuisance abatement powers. He stated that SDEDA has a right to eminent domain, the city has the statutory right of abatements. He also wanted to mention that Lois Pierce passed away and wanted to provide a special recognition for a special and great lady. Council member Hegel asked about the abatements and working with SDEDA, and the possibility of abating the property and applying the abatement cost to the property before SDEDA buys the property. Rex stated that the abatement would stay with the property, SDEDA could pay less for the property based on the amount of the abatement, but the landowner would not receive all of the monies until the abatement is paid. He stated that the agreement should show that the properties should be cleaned up first before purchase, or if not, the abatement should be done and the fees applied to the property before the purchase is completed so the city will get paid for the abatement before the closing is completed. Rex stated that the city should do what we're supposed to do with the clean ups and abatements and not worry about the end result when SDEDA buys the property. He stated that the abatement assessments should be done before the nuisance properties are purchased. He stated that these issues need to be stipulated in the agreement with SDEDA before the issue becomes a bigger problem.

18. COUNCIL REPORTS:

Allen: None

Cowley: None

Curry: He stated that he appreciated the information that Nicole provided is awesome and he appreciates the positive and forward direction that we are moving in.

Hegel: None

Hollinshead: None. He stated that he wanted to say that he is extremely impressed with the department heads and the progress that has been made to move the city in a positive direction. He asked that Finance get a budget adjustment for fiscal year 2017 so that the council has a good idea where the changes need to be made for the budget year.

Weathers: She is very pleased with the new format of the minutes, it actually gives you an idea of what was discussed and not just the motions. She likes the proactive approach the departments are taking.

Legal Council: He stated that the city was officially served on the water breaks in Valley Village. He stated that the insurance company is working on trying to get more information from the property, but the issue is on hold due to the attorney for Valley Village not allowing the insurance adjustor to interview the owner, but would allow for investigation of the broken pipes.

19. OTHER REPORTS:

Economic Development: None.

20. CITIZEN INPUT: Jane Maine stated that she is very impressed by what she sees happening with the city lately.

21. EXECUTIVE SESSION: None.

22. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 8:49 pm, motion by Allen, seconded by Weathers to adjourn.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer