

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, November 18, 2014

7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

1. A regular scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, November 18, 2014. Present were: Mayor William Griffiths; Council Members: Scott Allen; Steve Cowley; Mark Coatney; Carolyn Haddenham; and Jeff Hollinshead. Council Member Doug Curry arrived at 7:12 pm. Also present were Police Chief Jason Dubbs; Finance Officer Mystee Lashwood; Legal Counsel Rex Hagg; Public Works Director Al Todd; and Planning & Zoning Coordinator Ron Koan.

2. There was a recognized Moment of Silence and the recitation of the Pledge of Allegiance.

4. Motion by Allen, seconded by Coatney to approve Agenda for November 18, 2014 with changes. Changes made: add "Draft" to Item 6 and 10H; move Item 8 to 14A. Vote aye: Allen, Cowley, Coatney, Haddenham, and Hollinshead. Absent: Curry.

5. **PUBLIC HEARING:** Opened at 7:02 pm. Public Hearing on adoption of updated Comprehensive Plan. Discussion. Closed at 7:05 pm.

6. **PUBLIC HEARING:** Opened at 7:06 pm. Public Hearing on adoption of Draft Master Transportation Plan. Discussion. Closed at 7:10 pm.

7. **PRESENTATION:** Don Hermann – Wellmark BlueCross BlueShield

9. **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 November 4, 2014 Common Council Minutes.

B. To approve Payroll 23 (October 19 to November 1): Total Payroll \$46,413.51; General Government: \$1,693.85; Finance Office: \$1,852.00; General Financial: \$2,474.49; Police Dept: \$19,720.82; PW Street: \$8,239.79; Animal Control: \$765.00; Sign Inspection: \$306.85; PW Parks: \$3,161.38; Planning & Zoning: \$3,069.84; PZ Board: \$450.00; PW Water Production: \$2,345.60; PW Water Distribution: \$2,955.69; PW Sewer Collection: \$902.20.

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

D. To approve renewal of Package (off sale) Liquor license for J & L Market, located at 520 N Ellsworth Rd Ste 1B.

E. To approve new application of Retail (on-off sale) Wine license for Love's Travel Stops & Country Stores, Inc (Store #602), located at 130 Liberty Blvd.

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

10. CITY BUSINESS:

A. **PUBLIC WORKS DEPARTMENT:** Motion by Curry, seconded by Allen to disapprove ECivis master subscription and service agreement. Council would like research done into other companies for other options. Vote aye: Unanimous.

B. **PUBLIC WORKS DEPARTMENT:** Motion by Coatney, seconded by Haddenham to defer second reading of Ordinance #551, Water Department Regulations to December 16, 2014 Council meeting. Vote aye: Unanimous.

C. **FINANCE DEPARTMENT:** Motion by Coatney, seconded by Cowley to approve Maintenance Agreement 10/31/2014 – 10/30/2015 for Century Business Products for the Copiers/printers. Vote aye: Unanimous.

D. **FINANCE DEPARTMENT:** Motion by Coatney, seconded by Allen to disapprove on banner media MyBaseGuide. This is a mobile app version of the base guide that we already advertise in. Vote aye: Unanimous.

E. **PLANNING/ZONING DEPARTMENT:** Motion by Coatney, seconded by Cowley to approve Resolution 14-20, a resolution giving approval to the issuance of Tax Incremental Revenue Bonds, in one or more series, to finance the project costs and authorizing the sale of said Tax Incremental Revenue Bonds and the terms thereof. Vote aye: Unanimous.

F. PLANNING/ZONING DEPARTMENT:

F1. Motion by Cowley, seconded by Allen to approve and authorize necessary signatures on the Legal Services Agreement. Vote aye: Unanimous.

F2. Motion by Coatney, seconded by Allen to approve and authorize necessary signatures on Signature and Non Litigation Certificate. Vote aye: Unanimous.

F3. Motion by Coatney, seconded by Cowley to approve and authorize necessary signatures on Rural Utilities Service Right-of-Way Certificate. Vote aye: Unanimous

G. PLANNING/ZONING DEPARTMENT: Motion by Coatney, seconded by Hollinshead to approve Resolution 14-22, a Resolution adopting an update of the Comprehensive Plan. Vote aye: Unanimous.

H. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Coatney to approve Resolution 14-23, a Resolution adopting a Draft Master Transportation Plan. Vote aye: Unanimous.

11. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: Mentioned about the Wounded Warriors Christmas Fund, would like to do a \$100.00 donation, will be on the next claims. Will be gone November 20th to December 2nd.

Police: Police Chief Dubbs gave the statistics report, the department will be hosting the state training in the event center, he will be on vacation next week.

Public Works: PW Director Todd spoke about the first major storm of the season, have had complaints and compliments. Wes Rick commented that in the extreme cold or when the snow melts then freezes quickly tht the salt and gravel don't have a chance to stick to the road.

Finance: Finance Officer Lashwood presented information to the council that was received from the Safety/Loss Control conference on facility use agreemnts/event permits.

Planning/Zoning: PZ Coordinator Koan spoke about MPO existing transportation plan for 2035; updating to 2040. He spoke about the joint land use study, information received from DOT regarding the Highway 14/16 project.

City Attorney: No Input.

12. COUNCIL REPORTS:

Allen: Wished everyone a Happy Thanksgiving.

Cowley: No Input.

Coatney: No Input.

Curry: No Input.

Haddenham: No Input.

Hollinshead: No Input.

13. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Mike Hanson stated that the 2015 business directories will be available soon; Tricia Weathers spoke about the Christmas on the Prairie

Economic Development: Wes Rick stated that they had a meeting.

14. CITIZEN INPUT:

Jane Maine stated that the council should really do their homework before the next council meeting regarding the master meter discussion.

Tricia Weathers asked about Box Elder Fitness being able to use the upstairs for their classes. Scott Allen stated that if there are daytime classes it would be very disruptive to the offices downstairs. Police Chief Dubbs stated that it becomes a problem because there are two required emergency exits, and one exit leads into city hall itself and that is a security access problem.

8. EXECUTIVE SESSION:

Motion by Allen, seconded by Hollinshead to enter into Executive session for Contractual as per SDCL1-25-2 Sub 5 and for Personnel as per SDCL 1-25-2 Sub 1 at 8:57 pm.

Motion by Hollinshead, seconded by Allen to exit out of Executive session at 9:14 pm. Vote aye: Unanimous.

15. ADJOURNMENT

There being no further business to be considered in front of the Common Council at 9:14 pm, Motion by Curry, seconded by Allen to adjourn. Vote aye: Unanimous.

Seal:

Attest:

William Griffiths
Mayor

Mystee Lashwood
Finance Officer