

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday October 3, 2017
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder

Public comments are welcomed, but no action will be taken by the Council on comments received for items not on this agenda. Anyone wishing to have the Council vote on a new item will need to fill out an agenda request item form for the item to be considered on the next council agenda.

1. Call meeting to order

2. Moment of Silence/Pledge of Allegiance

3. Roll Call

Present were Mayor Larry Larson, Council Members Scott Allen, Steve Cowley, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Also present were the City Attorney Rex Hagg, Chief of Police Jason Dubbs, Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, and City Administrator Nicole Schneider.

4. Approve Agenda

Motion to approve agenda with removing item 14 by Weathers, seconded by Allen. Vote aye: unanimous.

CONSENT AGENDA: Agenda items 5 through 9 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 September 19, 2017 Common Council Meeting Minutes.

6. To approve Payroll 20 (September 3 to September 16) Total Payroll \$61,460.83; General Government: \$2,540.38; Finance Office: \$8,463.05; Police Department: \$23,861.30; PW Uniform Allowance: 3,375.00; PW Street Maintenance: \$5,790.91; PW Parks \$4,158.99; Planning & Zoning: \$5,081.91; P & Z Board: \$300.00; PW Water Production \$2,634.11; PW Water Distribution: \$4,051.09 and PW Sewer Collection: \$1,204.09.

7. To approve the claims, loan payments, and hand checks.

8. Approve Business (Application #751) and Retail (on-off sale) Malt Beverage Licenses for MIS AMIGOS #1751.

9. Approve Business license for Permanent Make-up by Tasia, application #1750.

To discuss and decide action on Consent Agenda Items 5-9.

Motion to approve Consent Agenda by Hegel, seconded by Cowley. Vote aye: unanimous.

CITY BUSINESS:

10. COUNCIL PRESIDENT HOLLINSHEAD: Discuss and decide action regarding the need for a fulltime in-house City Attorney, and authorize the City Administrator to initiate hiring process for an in-house attorney.

Motion by Weathers, second by Cowley. Vote aye: unanimous.

11. PLANNING & ZONING: Authorize Mayor to sign grant agreement for local infrastructure improvement on the Ellsworth/225 Water Line (VRC Metal).

Motion to approve by Hollinshead, second by Cowley. Vote aye: unanimous.

12. PLANNING & ZONING: Discuss and decide action regarding Sunset Ranch, Preliminary Plat Application #170153 for Lots 8A, 8B, 9A, 9B, 10A, 10B, and Lot 10C of Block 1, (Outside the City in the Extra Territorial Jurisdiction with Penn. Co.).

Motion to approve by Allen, second by Hegel. Vote aye: unanimous.

13. PLANNING & ZONING: Discuss and decide action regarding 1st Reading of Rezoning Ordinance 582 for 334 Lefler Lane from General Commercial to General Residential II (GR-2) Moderate density.

Motion to approve by Allen, second by Hollinshead. Vote aye: unanimous.

14. PLANNING & ZONING: Discuss and decide action regarding Resolution 17-25, to allow for the waiving of fees related to zoning amendments, when the zoning complies with the Comprehensive Plan Future Land Use Map.

Motion to approve by Weathers, second by Allen. Vote aye: unanimous.

15. LEGAL: Discuss and decide approval to 2nd Reading of Ordinance #581, amendments to Ordinance #521 – Liquor Licenses.

Motion by Weathers, second by Hegel to approve. Vote aye: unanimous.

16. FINANCE/MAYOR: Authorize Mayor to sign a contract for entertainment to be provided by Gordy Pratt for the Staff Recognition/Christmas Party in the amount of \$750.00.

Motion to approve by Hollinshead, second by Cowley. Vote aye: unanimous.

17. DEPARTMENT HEAD REPORTS:

Mayor: Read the Executive Proclamation from the Habitat for Humanity. “Executive Proclamation, Box Elder, South Dakota, Office of the Mayor. Whereas on a global scale about 1 in 4 people live in conditions that harm their health, safety, prosperity and opportunities. Whereas on the local level, 955 people were homeless in South Dakota in 2017. Whereas secured tenor not only facilitates investments and opportunities for wealth accumulation, but also provides a source of identity status and political power and serves as a basis for the pursuit of other rights and whereas the United Nations General Assembly has declared the first Monday in October World Habitat Day, a time to unite a world wide effort to eradicate poverty housing. By raising awareness and advocating for universal decent housing, we can change the systems that reinforce poverty housing and make affordable homes a reality for all. And whereas, in recognition for World Habitat Day 2017, Black Hills Area Habitat for Humanity will continue to build and preserve simple, decent, affordable housing for all families of the Black Hills and will continue to address the lack of decent housing around the world, while reducing environmental impact by recycling building materials to Habitat Restores. Now therefor, I, Larry G. Larson, Mayor of Box Elder, here do designate October 2nd, 2017 as World Habitat Day and encourage all Box Elder citizens to work towards the elimination of inadequate housing and testimony, where about, here unto set my hand caused to be a fix the seal for the City of Box Elder. 2nd Day of October, 2017.” Member of the Black Hills Habitat of Humanity spoke and was given the Proclamation by the Mayor. Had a meeting ... a community development agent and discussed quite a number of economic development topics. Went to an Ellsworth Task Force meeting, congressional working in hurricane effected areas, we closed on the new Public Works building.

Police: Next meeting I will be placing an agenda item for all of us to discuss. Had our first ever Public Safety Comity meeting and want to thank Scott and Rick for attending, best step we’ve taken in quite some time in proving transparency and really working together. Thursday will be the 4th Annual Pumpkin Giveaway at the Sheriff’s Garden. Rex, thank you for your service.

Public Works: Had our first brainstorming session at the new Publics Work building, lots of good stuff coming. Major water leak down on Line Rd, had the water back on by noon.

Finance: Handout of the updates, working on job postings, utility billing costs, training should be done about October 31st. Starting to prepare for the year end reporting’s.

Planning & Zoning: Progressive growth still going, second preliminary plans for Liberty Park. Thank you Rex for all your service.

City Attorney: Farwell speech.

18. COUNCIL REPORTS:

Allen: Thank you Rex for his years of service.

Cowley: Thank you Rex.

Hegel: Thank you Rex.

Hollinshead: Invited to a Strategic Planning meeting with Rapid City Regional Airport last week, great networking opportunity. Thank you Rex, stayed tuned for dinner in recognition of your service to Box Elder.

McPherson: Absent

Weathers: Thank you Rex.

19. OTHER REPORTS:

Economic Development: None

20. CITIZEN INPUT: Andrew Presley spoke about upcoming soccer project for children of the community. Thank you Rex.

21. EXECUTIVE SESSION: Session started at _____ pm; Out of Session at _____ pm.
None Required.

22. ADJOURNMENT: 7:30 pm.
Motion to adjourn by Weathers, seconded by Allen. Vote aye: unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer