

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES

Tuesday, October 18, 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, Bruce Hegel, Jeff Hollinshead, and Tricia Weathers. Council Member Doug Curry was absent. Also present were: Planning & Zoning Coordinator Ron Koan, Public Works Director Bob Kaufman, Legal Counsel Rex Hagg, City Administrator/Finance Officer Nicole Schneider, and Police Chief Jason Dubbs.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda with Executive Session for Personnel as per SDCL 1-25-2 sub 1 and for Contractual as per SDCL 1-25-2 sub 2. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

CONSENT AGENDA: Agenda items 5 through 7 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 October 4, 2016 Common Council Meeting Minutes.

6. To approve Payroll 21 (Sep 18 to Oct 1) Total Payroll \$50,216.94; General Government: \$2,315.38; Finance Office: \$1,926.56; General Finance: \$2,684.44; Police Dept: \$21,583.51; PW Street Maintenance: \$4,432.19; PW Animal Control: \$561.00; PW Parks: \$2,329.78; Planning & Zoning: \$4,811.22; Planning & Zoning Board: \$500.00; PW Water Production: \$2,896.78; PW Water Distribution: \$4,721.03; PW Sewer Collection: \$1,455.73.

7. To approve the claims and hand checks.

Motion by Hegel, seconded by Weathers to approve Items 5-7 as presented on the Consent Agenda. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

CITY BUSINESS:

8. FINANCE DEPARTMENT: Presentation from Don Hermann – BlueCross BlueShield Insurance.

9. FINANCE DEPARTMENT: Motion by Allen, seconded by Cowley to approve the renewal of insurance for 2017. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

10. PLANNING/ZONING DEPARTMENT: Motion by Cowley, seconded by Hegel to defer this item indefinitely the request to stage homes in Cheyenne Pass Subdivision. The homes will be placed in Cheyenne Subdivision. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

11. FINANCE DEPARTMENT: Motion by Weathers, seconded by Hollinshead to hire CPA and payoff RD Loans #4 & #7 based on audit recommendations. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

12. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Allen to approve the hiring of a contractor to demolish and remove dilapidated mobile home from 235 Douglas Road, Lot 16. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

13. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Cowley to approve floodplain development application 160129 for Duane Kirk 311 West Sunnysdale Road to construct a 10' x 70' deck. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

14. PLANNING/ZONING DEPARTMENT: Motion by Hegel, seconded by Cowley to approve Resolution 16-20, a resolution to change the zoning map for multiple properties. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

15. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Weathers to approve first reading of Ordinance 567 adopting Title 90 – Animals with the following changes: under 90-7 - ...a vicious dog is...add SDCL 40-34-14; under 90.12 hearing subsection – change “written” to findings on the record; under 90.054 sub h in section under reclaiming the animal instead of “adopted the animal” change it to “adopt the animal out”. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

16. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Hegel to approve on engineering agreement with Ferber Engineering for design of East Mall Drive and to authorize necessary signatures. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

17. PUBLIC WORKS DEPARTMENT: Motion by Hegel, seconded by Cowley to approve contract with RDO for the East Mall Drive project and authorize necessary signatures. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

18. PUBLIC WORKS DEPARTMENT: Motion by Hegel, seconded by Allen to approve request to order and purchase vehicles from South Dakota State Bid. 3 pickups from Wegner Auto – Dodge Ram 1500; 1 car from Beck Motors – Chevrolet Malibu. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

19. MAYOR: Motion by Allen, seconded by Cowley to approve bowling opportunity on the base on October 21<sup>st</sup> between 1pm and 3pm to raise awareness for domestic violence. Those who will be participating are Mayor Larson, Public Works Director Kaufman, Public Works Operators Starr & Bentley. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

#### 20. DEPARTMENT HEAD REPORTS:

Mayor: Spoke to Dr. Morey to take over of the old Vandenberg school; they are having a short movie screening at the Air and Space Museum on October 28<sup>th</sup> at 6:00 pm; Received a letter from Freshman impact, they are having a fund raiser – prime rib dinner and auction (\$40.00), see the Mayor if you are interested. Received a call from Sheri of Meals on Wheels, there has been some interest for Meals on Wheels for our elderly constituents in Box Elder. She would like to put a gingerbread tree in the lobby. This would allow constituents to take individual donation slips and provide a report back to us the number of people who were served. After Council discussion, the announcement will be added to our Facebook page and will be inserted in the next newsletter.

Police: Chief Dubbs gave an update on the statistics report for 10/4-10/17 on the calls for service and cases generated. Council member Weathers attended a Fireboard commission meeting and it was reported that there is an uptick in crime. Chief Dubbs stated that calls for service have increase, but not disproportionate for our growing city. He also stated that Councils approval of an additional position would assist in dealing with the increase. There has been an increase in calls but not dramatically.

Public Works: Director Kaufman stated that the snowplow is due to arrive the last week of October and the sanding spreader box will arrive in mid-December. Crews will be working on the Cheyenne pass pump station in the coming week and Ellsworth Rd is completed. Director Kaufman found one minor clean-up item and will be installing the speed limit signs on Country Rd shortly. The sewer study is complete just waiting on some comments that were made and he is holding off on the completion of the water study until the testing work is done on Ghere Well as that will have a large impact on the final report. As part of the water/sewer study project, the city now has a map of the current sewer system and when the water study is completed, we will get a map of the water system.

Finance: Pictures for website; Encourage Council and the Mayor to attend the Municipal League annual conference.

Planning & Zoning: SDEDA was given a notice of violation on a property; Flying J concrete project on expanding their parking lot which is getting it ready for the East Mall Drive project, the apartment project is moving forward, the Home2Suites is scheduled for a Spring 2017 opening, and there is another scheduled to be built and open in 2018.

City Attorney: Council member Weathers asked if we received the letter from Ken Jobbins. City Attorney Hagg stated that he received a copy of the letter, which was printed on personal letterhead that attaches the lease. The letter mirrors the lease and states that Mr. Jobbins does not reside or live in Box Elder. City Attorney Hagg believe this document to be “close” to the affidavit. The letter that was signed off, states that he is not living there and City Attorney Hagg stated the letter was sufficient. Council member Weathers stated that if Legal deems the letter as fulfilled the requirements of an affidavit, with minimum difference legally, then we have received sufficient notification.

#### 21. COUNCIL REPORTS:

Allen: None

Cowley: None

Curry: Absent

Hegel: None

Hollinshead: None

Weathers: Thank you to Nicole for doing a good job of formulating and working up a plan to move the city forward.

22. OTHER REPORTS:

Economic Development: Wes Rick stated that they are going to have a teleconference meeting.

23. CITIZEN INPUT: None.

24. EXECUTIVE SESSION: Motion by Allen, seconded by Cowley to enter into executive session for Personnel as per SDCL 1-25-2 sub 1 and for Contractual as per SDCL 1-25-2 sub 2 at 8:30 pm. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

Out of Executive session at 9:37 pm.

25. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:37 pm, motion by Allen, seconded by Cowley to adjourn.

Seal:

Attest:

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Larry Larson  
Mayor

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Nicole Schneider  
City Administrator/Finance Officer