

**CITY OF BOX ELDER COMMON COUNCIL  
DRAFT MEETING MINUTES  
Tuesday, October 21, 2014  
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder**

A regular scheduled meeting of the Common Council of the City of Box Elder was called to order on October 21, 2014 at 7:01 pm. Present were: Mayor William Griffiths; Council Members: Scott Allen; Steve Cowley; Mark Coatney; Doug Curry; Carolyn Haddenham; and Jeff Hollinshead. 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.

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

4. Motion by Coatney, seconded by Allen to approve the Agenda for October 21, 2014 as presented. Vote aye: Unanimous.

**5. EXECUTIVE SESSION:**

Motion by Hollinshead, seconded by Allen to enter into Executive Session for Contractual as per SDCL 1-25-2 Sub 5 at 7:04pm. Vote aye: Unanimous.

Motion by Allen, seconded by Coatney to exit out of Executive Session at 7:35 pm. No decisions were made. Vote aye: Unanimous.

**6. CONSENT AGENDA:** Agenda items A through I 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 October 7, 2014 Common Council Minutes.

**B.** To approve Payroll 21 (September 21 to October 4): Total Payroll \$46,592.36; General Government: \$1,153.85; Finance Office: \$1,852.00; General Financial: \$4,501.58; Police Dept: \$20,195.57; PW Street: \$5,194.52; Animal Control: \$510.00; Sign Inspection: \$403.75; PW Parks: \$2,909.28; Planning & Zoning: \$2,979.60; PZ Board: \$450.00; PW Water Production: \$2,589.98; PW Water Distribution: \$2,950.03; PW Sewer Collection: \$902.20.

**C.** To approve the Claims, Utility deposit refunds, and Hand Checks. Item #1 on claims was removed for separate consideration.

**D.** To approve Package (Off sale) Malt Beverage license for Love's Travel Stops & Country Stores Inc, Store #602, located at 130 Liberty Boulevard. New license.

**E.** To approve a Retail (on-off sale) Malt Beverage License for Big C Properties – The Jug Liquor Store, located at 135 S Ellsworth Rd. License transfer.

**F.** To approve Business License Application #1604 by Anita Distel for I Need A Quilt, long arm quilting, located at 516 Swallow Drive, Box Elder.

**G.** To approve Business License Application #1607 by Love's Travel Stops and Country Stores Inc, a convenience store with gasoline, fast food, tire sales/repair, light mechanical and roadside assistance, located at 130 Liberty Blvd, Box Elder.

**H.** To approve Business License Application #1608 by Garfield Enterprises for Kidz Cottage, a daycare, located at 316 Villa Dr, Box Elder.

**I.** To approve Business License Application #1609 by Jennifer Monroe for Monroe Daycare, located at 1024 Sitting Bull Ct, Box Elder.

Motion by Allen, seconded by Cowley to approve the Consent Agenda Items. Vote aye: Unanimous.

Motion by Coatney, seconded by Cowley to approve Item # 1 from Claims that was removed for separate consideration. Vote aye: Coatney, Cowley, Curry, Haddenham, and Hollinshead. Abstain: Allen.

**7. CITY BUSINESS:**

**A.** Motion by Coatney, seconded by Hollinshead to defer continuation of Conditional Use Permit #130169 for

Kenneth Jobbins for 90 days. Need to change the CUP to the business name, or change as conditions have changed. Vote aye: Coatney, Cowley, Curry, Haddenham, and Hollinshead. Abstain: Allen.

**B.** Motion by Allen, seconded by Coatney to approve Conditional Use Permit #140145 for Contraband LLC. Application received to operate a wholesale alcohol blending facility with a small retail off sale store at 300 Box Elder Rd West. Vote aye: Unanimous.

**C.** Motion by Coatney, seconded by Allen to approve Floodplain Development Permit #140148 for David Jasper at 112 Rosehill Drive. Vote aye: Unanimous.

**D.** Motion by Allen, seconded by Hollinshead to defer to the November 4<sup>th</sup> Council Meeting the ECIVIS master subscription and service agreement. Council would like to have more information on the company and asked PW Director Todd to check with other cities. Vote aye: Unanimous.

**E.** Review and decide action on business contract with Box Elder Fitness. Motion by Coanty, seconded by Haddenham to extend the contract 30 days. Vote aye: Unanimous.

#### **8. DEPARTMENT HEAD REPORTS TO COUNCIL:**

Mayor: Mayor Griffiths reported on the MPO meeting; and stated that Baan Thai and the T-shirt store are now open for business.

Police: Police Chief Dubbs gave the department statistics report.

Public Works: Public Works Director Todd gave the council an update on the following items: street overlays; water and sewer for True Value; utility issues review for Ellsworth Air Force Base; water for RDO Equipment and the Four Front task order; the Bandit Ball Fields renovation; grant money for water break repairs; Ghere water storage tank; and the Lagoon decommission.

Finance: Finance Officer Lashwood stated that the On-Line bill pay is on the website. There are 2 things necessary to set up the account – the account number with the dashes, and the last paid amount on the account.

Planning/Zoning: Planning & Zoning Coordinator Koan stated that he is waiting on the preliminary bond transcript for the well and tank project; and spoke about the study and meeting with DOT on Hwy 14/16.

City Attorney: No input.

#### **9. COUNCIL REPORTS:**

Allen: Allen asked about alcoholic beverages in the event center and asked if the issue could be put on the next agenda for further discussion.

Cowley: No input.

Coatney: No input.

Curry: No input.

Haddenham: No input.

Hollinshead: No input.

#### **10. OTHER DEPARTMENT REPORTS:**

Chamber of Commerce: President Mike Hanson stated that they are working on the 2015 business directory and asked that any non chamber members have their information in by October 31. He stated that the Winter festival activity will be Christmas in the Prairie on December 6<sup>th</sup>.

Economic Development: President Wes Rick stated that there was not a quorum at their last scheduled meeting.

#### **11. CITIZEN INPUT:**

Tricia Weathers stated that she attended the Municipal League Conference and had a blast and learned a lot.

Mark Coatney wanted to commend whoever put the flags up on the wall and got them off of the floor.

#### **12. ADJOURNMENT:**

There being no further business to be taken in front of the Common Council for consideration at 9:15 pm, Motion by

Allen, seconded by Coatney to adjourn. Vote aye: Unanimous.

Seal:

Attest:

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William Griffiths  
Mayor

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Mystee Lashwood  
Finance Officer