

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES  
Tuesday, October 4, 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/Chief Finance Officer Nicole Schneider, and Police Chief Jason Dubbs.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the agenda for October 4, 2016 with Executive Session for Contractual as per SDCL 1-25-2, sub 3. Vote aye: Allen, Cowley, Hegel, Hollinshead, 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 September 20, 2016 Common Council Meeting Minutes.

6. To approve Payroll 20 (Sep 4 to Sep 17) Total Payroll \$51,355.41; General Government: \$2,240.38; Finance Office: \$1,926.56; General Finance: \$2,6632.89; Police Dept: \$22,912.75; PW Street Maintenance: \$3,272.12; PW Animal Control: \$1,028.50; PW Sign Inspection: \$116.88; PW Parks: \$3,922.47; Planning & Zoning: \$4,673.20; Planning & Zoning Board: \$425.00; PW Water Production: \$2,692.94; PW Water Distribution: \$74,440.21; PW Sewer Collection: \$1,071.51.

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

Motion by Hollinshead, seconded by Weathers to approve the Consent Agenda. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

**CITY BUSINESS:**

8. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Allen to approve Resolution 16-18, amending Tax Increment District #3 project plan. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

9. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to approve amended Tax Increment District #3 project plan. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

10. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Hegel to approve zoning amendment 160119 for Elk Vale Business Park for 640 Denali Drive in Northern Lights Subdivision from commercial to residential and from commercial to general commercial. Property change is to include four lots for fourplex, one lot for duplex, and the rest to be designated as general commercial. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

11. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to approve zoning amendment 160120 for Robert Hayes for 119 South Ellsworth Road from residential to highway service. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

12. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hegel to approve zoning variance 160120 for Robert Hayes for 119 South Ellsworth Road, to be used for outdoor storage. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

13. PLANNING/ZONING DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve Resolution 16-23, vacating Lots H14 and H15. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

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

15. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hegel to approve Resolution 16-24, authorizing Mayor to sign the South Dakota State Department of Transportation joint powers agreement. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

16. PLANNING/ZONING DEPARTMENT: Motion Hollinshead, seconded by Cowley to approve moving permit for William Maher to move a single wide trailer from 240 North Ellsworth Road #56 to 14765 Bus Barn Road contingent upon the trailer being destroyed within thirty (30) days of being moved. The permit is to remove the trailer to the salvage yard. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

17. PUBLIC WORKS DEPARTMENT: Motion by Hegel, seconded by Cowley to approve pay application 1 to Hills Materials for South Ellsworth Road reconstruction in the amount of \$94,983.91. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

18. PUBLIC WORKS DEPARTMENT: Motion by Weathers, seconded by Hollinshead to approve proposal for engineering design services contract with KTM Design Solutions for the Ghere Well rehabilitation project. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

19. PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Hegel to approve pay application 1 to Water System Drilling Inc for Ghere Well rehabilitation study in the amount of \$28,404.54. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

#### 20. DEPARTMENT HEAD REPORTS:

Mayor: Larson spoke about the Black Hills Mayor's meeting that was hosted by Spearfish, there was discussion on turning Spearfish Canyon into a State park. He discussed the Community Partnership meeting, there will be no availability of the public using the swimming pool on the base. He discussed the flow rates for the emergency use of water and the agreement with Ellsworth Air Force Base, there isn't enough a flow between the two towers at present because they are on the same elevation so there will have to be discussion on an alternative fix for the problem. He discussed the plans for the sports complex. He discussed the under-utilized building availability on the base and there are no longer any buildings not being used and it helps the local economy when the units come in to train on the base as they use the local hotels. He discussed the infrastructure for the cold spray company that will be using the facility on the base. He spoke about the company that will be using the old Vandenberg building and stated that the project for the company is moving forward. He discussed the study being conducted on the collaborative transportation project. He stated that the East Mall Drive project is moving forward. He introduced Nicole Schneider, who is the new Finance Officer/City Administrator for the city.

Police: Chief Dubbs gave the statistics report for September 20<sup>th</sup> to October 3<sup>rd</sup>. He spoke about running an ad to run through the beginning of November, so they can look at the applications, conduct the interview process and hire in January. He stated that the state bid awards have not as yet come out, the department is waiting so that they can order the two new vehicles for the department for delivery in February. He spoke about attending the Juvenile Citation Court. He spoke about the order with the National Child Safety Council and all of the handouts and information they received to hand out. He spoke about the contract with LAW publications and stated that even though there wasn't enough interest from local businesses, they sent boxes of flyers and handouts. He stated that LIV Hospitality donated fifty passes to the Watiki waterpark for the department to hand out to kids that they see doing something right and showing good character and judgement.

Public Works: Director Kaufman stated that the S. Ellsworth road project is nearing completion, all that is left are punch list items. He stated that they have had discussions with Lamar Advertising concerning the billboard at the BMX track. He stated that there have been discussions on the Morningview & Valley Heights water situation. He stated that the testing has begun on the Ghere Well project. He stated that there have been numerous meetings on the scope of work and the timeline for the East Mall Drive project. He stated that they had a meeting with the DOT regarding the I-90 corridor study.

Finance: Officer Schneider handed out the updated sales tax report, she stated that she spoke to the auditor's regarding the 2015 audit. She stated that most of the problems with the audit is with the integration. She stated that she would like to meet with each of the council members regarding what information they would like to have available or hear at the council meetings.

Planning & Zoning: Coordinator Koan stated that the apartment project at the west end of town are progressing; the Flying J is paving the parking lot in preparation of the East Mall Drive expansion. He stated that the Liberty Landing project should be starting in the next couple of weeks.

City Attorney: Nothing.

#### 21. COUNCIL REPORTS:

Allen: Welcome to the new finance officer.

Cowley: Welcome Nicole, glad to have you.

Curry: Absent.

Hegel: Ditto. Welcome Nicole.

Hollinshead: Double Ditto. Very glad to see you here. Thank you to Mystee for what you have done to get us to where we are today and look for your continued support for Nicole.

Weathers: Ditto what Jeff said.

22. OTHER REPORTS:

Economic Development: Wes Rick stated that they lost their treasurer, she resigned and they had to hire a CPA to look at their books and they will be having an audit upcoming next week.

23. CITIZEN INPUT:

April Hix spoke about the upcoming Fall Festival on Tuesday, October 25<sup>th</sup>.

24. EXECUTIVE SESSION: Motion by Cowley, seconded by Weathers to enter into Executive Session for Contractual as per SDCL 1-25-2, sub 3 at 7:47 pm. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

Out of Executive Session at 9:13 pm.

25. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 9:13 pm, motion by Cowley, seconded by Weathers to adjourn. Vote aye: Allen, Cowley, Hegel, Hollinshead, Weathers. Absent: Curry.

Seal:

Attest:

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Larry Larson  
Mayor

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Nicole Schneider  
Finance Officer/City Administrator