

**CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES**

**Tuesday, October 7, 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 at 7:00 pm on Tuesday October 7, 2014. Present were: Council President Scott Allen; Council members: Steve Cowley, Mark Coatney, Jeff Hollinshead, Carolyn Haddenham arrived at 7:26 pm, and Doug Curry arrived at 7:31 pm. Also present were: Police Chief Jason Dubbs; Finance Officer Mystee Lashwood; and Planning Coordinator Ron Koan. Mayor Bill Griffiths, City Attorney Rex Hagg, and Public Works Director Al Todd were absent.

There was recognition of a moment of silence and the recitation of the Pledge of Allegiance.

Motion by Coatney, seconded by Cowley to approve the agenda for October 7, 2014. Vote aye: Unanimous.

Motion by Cowley, seconded by Coatney to move Executive Session to Item 11A. Vote aye: Unanimous.

**6. CONSENT AGENDA:** Agenda items A through K 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 September 16, 2014 Common Council Minutes.

**B.** To approve Payroll 20 (September 7 to September 20): Total Payroll \$47,954.22; General Government: \$1,693.85; Finance Office: \$1,852.00; General Financial: \$3,859.99; Police Dept: \$21,527.06; PW Street: \$1,928.85; Animal Control: \$527.00; Sign Inspection: \$258.40; PW Parks: \$2,488.06; Planning & Zoning: \$3,069.60; PZ Board: \$360.00; PW Water Production: \$2,623.22; PW Water Distribution: \$7,990.32; PW Sewer Collection: \$902.20.

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

**D.** To approve Retail (on-off sale) Malt Beverage & SD Farm Wine license for Baan Thai, located at 114 Box Elder Rd W. New license.

**E.** To approve a Retail (on-off sale) Wine License for Dolgen Midwest (Dollar General Store #15078), located at 430 N Ellsworth Rd. New license.

**F.** To approve a Package (off-sale) Malt Beverage License for Dolgren Midwest (Dollar General Store #15078), located at 430 N Ellsworth Rd. New license.

**G.** To approve Business License Application #1595 by Demi Reasor for Reasors Wiggle Worms, an in home daycare located at 343 Mickelson Ct, Box Elder.

**H.** To approve Business License Application #1601 by Peter Woo for T-Mart, a retail and wholesale t-shirt store, located at 520 N Ellsworth Rd, Ste 7C, Box Elder.

**J.** To approve recommendation of Annual review of Conditional Use Permit #100112 by America's Mailbox. PZ Commission recommends continued use.

**K.** To approve Minor Plat #140133 for DiAnn Laurant for 14851 Radar Hills Drive. PZ Commission recommends approval

Motion by Cowley, seconded by Allen to approve Consent Agenda Items A-H and J-K. Item I was removed for separate consideration. Vote aye: Unanimous.

**I.** Motion by Cowley, seconded by Coatney to approve Business License #1602 for Contraband LLC, a manufacture/wholesale/retail distillery business, located at 300 Box Elder Rd W, Box Elder. Item was discussed. Vote aye: Unanimous.

**7. CITY BUSINESS:**

**A.** Motion by Coatney, seconded by Curry to approve the reading of the opened sealed bids for Surplus Property. Surplus property bids were opened and read, items were awarded according to highest bid received. Vote aye: Unanimous.

**B.** Motion by Coatney, seconded by Cowley to approve and authorize Mayor's signature on the Dream Design Contract for the Northern Lights Tank and Well design and construction management. This is phase #1 of the TIF #3 proposed projects. Vote aye: Unanimous.

**C.** Motion by Coatney, seconded by Curry to review and approve Preliminary Plat #140127 for property located in Cheyenne Pass Subdivision for the construction of Townhomes. Vote aye: Unanimous.

**D.** Motion by Curry, seconded by Cowley to review and approve the proposed "Welcome to Box Elder" sign concept. Vote aye: Unanimous.

**E.** Motion by Coatney, seconded by Allen to discuss and approve proposal for on Project Skills as presented. This program is funded by the South Dakota Division of Rehabilitation Services.

**F.** Discussion on Information Officer/Event Coordinator job opening/position.

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

Mayor: Absent.

Police: Police Chief Dubbs read the statistics report, gave an update on training; and stated that the Sheriff's department will have a 1<sup>st</sup> annual Pumpkin give away on October 9 from 4-6 pm.

Public Works: Absent

Finance: No Input.

Planning/Zoning: PZ Coordinator Koan discussed the comprehensive plan update. He discussed the MG Oil property – the old fireworks stand and the old truck stop and stated that SDEDA is in the process of purchasing the property.

City Attorney: Absent.

**9. COUNCIL REPORTS:**

Allen: No Input.

Cowley: No Input.

Coatney: No Input

Curry: No Input.

Haddenham: Haddenham stated that she had a good time at the SDML golf tournament in Spearfish.

Hollinshead: Hollinshead thanked Police Chief Dubbs for the ride along opportunity.

**10. OTHER DEPARTMENT REPORTS:**

Chamber of Commerce: Mike Hanson spoke about the Chamber Mixer at Gizzi's; the 3<sup>rd</sup> Quarter Financial report; and the Fall Festival which will be held at Douglas High School on Tuesday, October 28<sup>th</sup> from 6-8 pm.

Economic Development: Wes Rick stated that they will be having their quarterly meeting on Thursday October 9<sup>th</sup> at noon.

**11. CITIZEN INPUT:**

Tricia Weathers discussed the incubator agreement.

**11A. EXECUTIVE SESSION:**

Motion by Cowley, seconded by Coatney to enter into an Executive Session at 8:40 pm. Vote aye: Unanimous.

Motion by Coatney, seconded by Hollinshead to exit out of Executive Session at 9:20 pm. Vote aye: Unanimous.

No decisions were made.

**12. ADJOURNMENT:**

There being no further business to be taken in front of the Common Council for consideration at 9:20 pm, Motion by Cowley, seconded by Curry to adjourn.

Seal:

Attest:

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Scott Allen

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Mystee Lashwood