

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, September 1, 2015
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 – Moment of Silence in honor of fallen soldiers and active duty personnel.

3. Roll Call: Present were Council Members: Scott Allen, Steve Cowley, Mark Coatney, Doug Curry, Bruce Hegel, and Jeff Hollinshead. Also present were: Police Chief Jason Dubbs, Planning & Zoning Coordinator Ron Koan, Public Works Director Al Todd, Legal Counsel Rex Hagg, and Finance Officer Mystee Lashwood.

4. Approve Agenda: Motion by Allen, seconded by Cowley to amend and approve the agenda with the following changes: Remove Agenda Item 15 – referred back to Planning & Zoning Commission; and will have Executive Session for 2 items. Vote aye: Unanimous.

CONSENT AGENDA: Agenda items 5 through 10 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 August 18, 2015 Common Council Meeting Minutes.

6. To approve Payroll 17 (July 26 to August 8) Total Payroll \$46,303.01: General Government: \$1,653.85; Finance Office: \$1,888.80; General Financial: \$2,510.66; Police Dept: \$18,615.86; PW Street Maintenance: \$4,350.55; PW Animal Control: \$368.60; PW Parks: \$7,050.32; Planning & Zoning: \$3,186.34; Planning & Zoning Board: \$200.00; PW Water Production: \$2,581.10; PW Water Distribution: \$2,967.93; PW Sewer Collection: \$920.20.

7. To approve Payroll 18 (August 9 to August 22) Total Payroll \$47,204.93: General Government: \$1,453.85 Finance Office: \$1,888.80; General Financial: \$2,522.41; Police Dept: \$20,977.69; PW Street Maintenance: \$3,540.99; PW Animal Control: \$572.75; PW Parks: \$4,349.95; Planning & Zoning: \$3,163.25; Planning & Zoning Board: \$250.00; PW Water Production: \$3,182.92; PW Water Distribution: \$4,382.12; PW Sewer Collection: \$920.20.

8. To approve the Claims, Utility deposit refunds, and Hand Checks.

9. To approve Business License Application #1656 for Jump Craze. This is an entertainment trampoline park to be located at 449 Americas Way.

10. To approve Sign Permit Application #150097 for Douglas School system for the Middle School. – Scott asked a question on the fees, were they paid or waived. Ron stated that the fees had been paid.

Motion by Hollinshead, seconded by Coatney to approve Items 5-10 as presented on the Consent Agenda. Vote aye: Unanimous.

CITY BUSINESS:

11. To discuss and decide action on the payment for water hook up at 4509 South Interstate 90 Service Road. Discussion – Public Works Director Todd recommended that the invoice not be paid due to this being a second hook up where one was already existing. Motion by Allen, seconded by Hollinshead not to pay the invoice for the water hook up at 4509 South Interstate 90 Service Road. Vote aye: Unanimous.

12. FINANCE DEPARTMENT: To discuss and decide action on the first reading of Ordinance #555, 2016 Budget Appropriations. There was extensive discussion on this ordinance. Hegel stated that he feels that the position created for the City Administrator should go to a public vote and/or should be created as part of a separate ordinance. Mayor Larson stated that he is opposed to the position and feels that there are other uses for the money and should be set aside as a contingency fund. Citizens voiced their opinions about the ordinance stating that this will create a buffer between the employees and the politics of the city and should create more continuity for employee retention. Motion by Hollinshead, seconded by Coatney to approve the first reading of Ordinance #555, 2016 Budget Appropriations as is. Vote aye: Allen, Cowley, Coatney, Curry, and Hollinshead. Vote nay: Hegel. Motion carries.

13. PLANNING DEPARTMENT: To discuss and decide action on the second reading of Ordinance #556, Amendments to the Official Zoning Map (rezoning of Phase 1 for Freedom Landing Subdivision). Motion by Allen, seconded by Coatney to approve the second reading of Ordinance #556 as presented. Vote aye: Unanimous.

14. PUBLIC WOKS DEPARTMENT: To discuss and decide action on the amendments to the 2015 Capital Plan.

Discussion from Public Works Director Todd about changes to the capital plan for the seating in the council room from 2016 to 2015. Coatney asked about the benches being donated to the Baptist Church that had the fire, Hollinshead stated that this was the general consensus from the last meeting. Motion by Coatney, seconded by Hollinshead to approve the changes to the 2015 Capital Plan. Vote aye: Unanimous.

16. PLANNING DEPARTMENT: To discuss and decide action in regards to Habitat for Humanity request to temporarily store up to thirty (30) modular homes in the SD Ellsworth Development Authority Skyway area until January of 2017. Extensive discussion about the direction that the council would like to see the city take. Glen Kane from SDEDA discussed the land; Scott Engmen from Habitat for Humanity explained that there are 20 modular homes being donated to them from Superior Homes in Watertown and they need to have the homes removed from the property in Watertown by October 23rd. He stated that the property will be fenced in and will be kept secure until such time as the homes can be moved out and placed on permanent foundations. There was extensive discussion on the security of the property and the upkeep of the property. Recommendation from the Police Chief to keep a secured fence around the property, lighting, and keep up on the mowing/general upkeep of the property to make it a difficult target to get at. Clarification from the council after executive session that all of the fees for the permits will be waived but they need to obtain the necessary permits. Motion by Coatney, seconded by Hegel to approve the request for temporary storage with the recommendations from the Police Chief. Vote aye: Allen, Cowley, Coatney, Hegel, and Hollinshead. Vote nay: Curry. Motion carries.

17. PLANNING DEPARTMENT: To discuss and decide action on Preliminary Plat Application #150101 for First Look Corporation for Lots C-6 through C-10 of Block 3, Creekside Subdivision. Discussion on the location of the lots that are to be platted. Motion by Curry, seconded by Hollinshead to approve Preliminary Plat #150101 for First Look Corporation. Vote aye: Unanimous.

18. PLANNING DEPARTMENT: To discuss and decide action on Final Plat Application #150101 for First Look Corporation for Lots C-6 through C-10 of Block 3, Creekside Subdivision. Motion by Coatney, seconded by Cowley to approve Final Plat #150101 for First Look Corporation. Vote aye: Unanimous.

19. PLANNING DEPARTMENT: To discuss and decide action on Resolution 15-20, a resolution approving a plat for First Look Corporation for Lots C-6 through C-10 of Block 3, Creekside Subdivision. Motion by Coatney, seconded by Cowley to approve Resolution 15-20. Vote aye: Unanimous.

20. PLANNING DEPARTMENT: To discuss and decide action on Minor Plat Application #150102 for First Look Corporation for Lot 13, Block 4, Creekside Subdivision. Motion by Curry, seconded by Hollinshead to approve Minor Plat Application #150102. Vote aye: Unanimous.

21. PLANNING DEPARTMENT: To discuss and decide action on Resolution 15-21, a resolution approving a plat for Phase 1 of Freedom Landing Subdivision. Motion by Coatney, seconded by Hollinshead to approve Resolution 15-21. Vote aye: Unanimous.

22. DEPARTMENT HEAD REPORTS:

Mayor: Mayor Larson stated that the dedication ceremony for Vandenburg School has been changed to October 2nd at 4:00 pm.

Police: Chief Dubbs gave the statistics report for Aug 18 to Sept 1. He stated that the first week of school traffic went smooth with the help of five officers and some base personnel. He spoke about the upcoming training for the department; and stated that they are waiting on the 2016 bid list to come out and they will be replacing the Tahoe from that bid list. He stated that he will be out of the office starting September 1 and will return on September 9.

Public Works: Director Todd spoke about the SD Warn system and how cities and other entities that are on the system can make emergency loans of water services to other entities/cities. He stated that this is water redundancy to make the system more efficient. He stated that the pump for Hunt housing has a design flaw and isn't working properly to reset after the power goes out. He spoke about the repairs done to water lines in Valley Heights Estates and stated that the owner will be charged for the repairs. He stated that the paperwork for Well 5 is being worked on and will have the paperwork at the next council meeting to award the bid. He stated that they worked on Tower Road drainage. He also stated that they are working to find two more employees for the department.

Finance: No Input.

Planning & Zoning: Coordinator Koan asked if the council had reviewed the codified laws for the city ordinances and would like to move forward with it. The council stated that they have reviewed it and would like to see it brought forward at the next council meeting.

City Attorney: Legal Counsel Hagg stated that the only items he had were for Executive Session.

23. COUNCIL REPORTS:

Allen: No Input.

Cowley: No Input.

Coatney: No Input.

Curry: Stated that he thinks the police department is doing a wonderful job with all of the traffic controls and as a department all together.

Hegel: No Input.

Hollinshead: Thanked the Police Chief for all the good work. He stated that they as a department should make sure that with everything going on in the world, make sure everyone stays safe.

24. OTHER REPORTS:

Chamber of Commerce: Mike Hanson stated that all told they spent \$10,267 on the 2015 Bash, they are going to try to make sure next year an even better event. He stated that they have started working on the Fall Festival; they are working on planning a mixer and the Christmas events.

Economic Development: Wes Rick stated that they are working with a landowner to negotiate a different contract for nine months.

25. CITIZEN INPUT:

Wes Rick stated that the railroad boards are coming up at the Liberty Boulevard and Spruce Drive crossing. David Jungemann stated that he called down to Public Works and left a message about a water leak in his yard and hadn't heard anything yet. PW Director Todd stated that he would send someone out to check things out.

26. EXECUTIVE SESSION:

Motion by Allen, seconded by Coatney to enter into an Executive Session at 8:28 pm for Personnel as per SDCL 1-25-2 Sub 1 and for Legal as per SDCL 1-25-2 Sub 3. Vote aye: Unanimous.

Motion by Allen, seconded by Coatney to come out of Executive Session at 9:00 pm. Vote aye: Unanimous.

27. ADJOURNMENT:

There being no further business to be considered in front of the Common Council at 9:03 pm, motion by Allen, seconded by Hollinshead to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Finance Officer