

**CITY OF BOX ELDER COMMON COUNCIL
DRAFT MEETING MINUTES
Tuesday, September 16, 2014
7:00 pm – City Council Chambers, 420 Villa Drive, Box Elder**

A regularly scheduled meeting of the Common Council of the City of Box Elder was called to order on Tuesday, September 16, 2014 at 7:00 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.

1. Call meeting to order at 7:00 pm
2. Moment of Silence and Pledge of Allegiance
3. Roll Call: Present – Allen, Cowley, Coatney, Curry, Haddenham, and Hollinshead
4. Approve Agenda Motion by Coatney, seconded by Cowley to approve the agenda as presented. Vote aye: Unanimous.
5. EXECUTIVE SESSION: None.
6. **PROCLAMATION:** Constitution Week – Mayor Griffiths read the proclamation and asked that any citizen that has an American Flag to fly them during this week.
7. **CONSENT AGENDA:** Agenda items A through L 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 2, 2014 Common Council Minutes.
 - B. To approve Payroll 19 (August 24 to September 6): Total Payroll \$47,954.22; General Government: \$1,783.85; Finance Office: \$1,852.00; General Financial: \$3,853.50; Police Dept: \$20,640.01; PW Street: \$3,912.88; Animal Control: \$442.00; Sign Inspection: \$306.85; PW Parks: \$4,556.24; Planning & Zoning: \$3,002.63; PZ Board: \$360.00; PW Water Production: \$2,676.73; PW Water Distribution: \$3,451.08; PW Sewer Collection: \$1,116.45.
 - C. To approve the Claims, Utility deposit refunds, and Hand Checks. - Item #29 (UU/Inc dba Valley Sweep) removed from claims list as research is needed.
 - D. To approve Business License Application #1594 by Wendy Rossman for In Stitches Embroidery to be located at 22866 Gateway Drive, Box Elder.
 - E. To approve Application for Sign Permit #140126 by Rosenbaum Signs for an 8' x 18' 9" oval on-premise ground sign to be locate at 4650 N I-90 Service Road – PZ Commission recommends approval
 - F. To approve recommendation of Annual review of Conditional Use Permit #100102 allowing the keeping of fowl and livestock for calving purposes at 743 Sunnysdale Road – PZ Commission recommends continued use
 - G. To approve recommendation of Annual review of Conditional Use Permit #130135 by DTH LLC to allow operation of a Title Loan company and vehicle sales at 114 Box Elder Road West. This property is being reverted to a restaurant – PZ Commission voted to remove this conditional use from review as the business did not materialize.
 - H. To approve recommendation of Annual review of Conditional Use Permit for Cimarron Casino for 208 Frontage Road – PZ Commission recommends continued use
 - I. To approve recommendation of Annual review of Conditional Use Permit for Daniel Holst allowing the keeping of horses at 425 Line Road – PZ Commission recommends continued use
 - J. To approve recommendation of Annual review of Conditional Use Permit #120200 for Chelsey Willet allowing the keeping of horses at 433 Line Road – PZ Commission recommends continued use.

K. To approve recommendation of Annual review of Conditional Use Permit #120270 for Agri Fibers Inc to allow the operation a facility to blend plastic and dried wood at 230 South Ellsworth Road – PZ Commission voted to remove this conditional use from review as the business did not materialize

Motion by Allen, seconded by Cowley to approve Items A through K as presented on the Consent Agenda. Vote aye: Unanimous.

Item L removed from Consent Agenda for separate consideration.

L. To approve Special Event Permit for Naja Shrine Ceremonial Parade on October 4, 2014 @ 10:30 am. Dr. Maurice Peterson spoke about the upcoming parade and what the Naja Shrine program is.

Motion by Allen, seconded by Coatney to approve the special event permit for the Ceremonial Parade on October 4th at 10:30 am. Vote aye: Unanimous.

8. CITY BUSINESS:

A. Discussion and decision on use of Event Center by Box Elder Fitness. There was extensive discussion on this issue. Rex stated that the resolution would need to be changed to accommodate different incubator business ventures.

Motion by Allen, seconded by Coatney to approve the temporary lease for October until such time as the contract for services can be drawn up and approved.

B. Motion by Coatney, seconded by Allen to approve Business License Application #1593 by Tricia Weathers and Brynn Franklin for Box Elder Fitness. Vote aye: Unanimous.

9. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: No Input.

Police: Police Chief Dubbs gave the statistics report for September 2 to September 15; next week Jason, Chris, and Gunnar will be attending the 100 and 200 training classes. He spoke about moving funds within his budget to accommodate buying a vehicle from Federal Properties.

Public Works: PW Director Todd stated that the railroad tracks across Hwy 14/16 will be removed before the end of the year; he spoke about directional signs; he spoke about the Public Works Committee meeting in which was discussed the ball field, the BMX track, the Hwy 14/16 rebuild, I & I repairs, water break repairs, and potholes.

Finance: Finance Officer Lashwood stated that each council member received a financial statement packet as of August 31st. She also stated that Information Officer Shepersky put in her resignation notice and her last day will be September 26th.

Planning/Zoning: PZ Coordinator Koan spoke about the MPO meeting and stated that the traffic study has been deferred to December. He spoke about the progress of the comprehensive plan; a meeting he will be having with FEMA regarding the flood planning; the new tank and well under TIF 3; the infrastructure for Love's Travel Stop; Tru-Value hired Dream Design to work on their water and sewer design plans; and work is being done
City Attorney:

10. COUNCIL REPORTS:

Allen: Asked City Attorney Hagg if he had been able to look into allowing alcohol in the Event Center.

Cowley: No Input.

Coatney: Coatney thanked the Police Department and the Chief for all of their hard work and professionalism.

Curry: No Input

Haddenham: Haddenham said good bye to Tanya; and asked that the council look at the future of Box Elder.

Hollinshead: No Input

11. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: Tricia spoke about Box Elder being mentioned in the Badlands and Lakes Magazine to bring awareness to Box Elder. She spoke about their upcoming 5K Breast Cancer Awareness walk, mixers, and also spoke about 2 chamber board member positions are open.

Economic Development: No Input

12. CITIZEN INPUT:

Jane Maine stated that Bandit Ball hired Rushmore Fence to fix two back stop fences due to damage from last year's October storm.

Tricia Weathers spoke about attending the SDML Annual conference, she stated that she submitted her conference registration and paid for it herself. She asked if she could be reimbursed for the registration fee as she would be attending the conference as a Planning & Zoning Advisory Board Member.

13. ADJOURNMENT: There being no further business to be taken in front of the Council at 9:15 pm, motion by Coatney, seconded by Curry to adjourn. Vote aye: Unanimous.

Seal:

Attest:

William F. Griffiths, Sr
Mayor

Mystee Lashwood
Finance Officer