

COMMON COUNCIL MEETING OF THE CITY OF BOX ELDER
DRAFT MEETING MINUTES
Tuesday, September 2, 2014, 7:00 p.m.

A scheduled meeting of the Common Council of the City of Box Elder was called to order at 7:00 pm on Tuesday, September 2, 2014. Present were: Mayor William Griffiths; Council Members: Allen; Cowley; Coatney; Curry; Haddenham; and Hollinshead. Also present were: Police Lieutenant Chris Misselt; Finance Officer Mystee Lashwood; Public Works Director Al Todd; and Planning & Zoning Director Ron Koan. Legal Counsel Rex Hagg was absent.

Moment of Silence and Pledge of Allegiance

1. **Call meeting to order at 7:00pm.**
2. **Pledge of Allegiance and moment of silence.**
3. **Roll Call:** Present: Allen; Cowley; Coatney; Curry; Haddenham; and Hollinshead.
4. **Approve Agenda.** Motion by Allen, seconded by Hollinshead to approve agenda. Vote Aye: Unanimous.
5. **EXECUTIVE SESSION:** None.
6. **CONSENT AGENDA:** Agenda items A through E 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 August 19, 2014 Common Council Minutes.

B. To approve Payroll 18 (August 10 to August 23): Total Payroll \$49,153.12; General Government: \$1,603.85; Finance Office: \$1,852.00; General Financial: \$3,864.32; Police Dept: \$20,623.09; PW Street: \$4,516.13; Animal Control: \$952.00; Sign Inspection: \$710.60; PW Parks: \$5,605.54; Planning & Zoning: \$3,069.21; PZ Board: \$360.00; PW Water Production: \$2,247.46; PW Water Distribution: \$2,432.45; PW Sewer Collection: \$1,316.47.

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

D. To approve Business License Application #1585 by Nichole Robinson for Healing Hearts & Hands Massage to be located at 214 Frontage Rd.

E. To approve Business License Application #1589 by Neeranuch Patton for Baan Thai LLC, to be located at 114 Box Elder Rd W.

Motion by Cowley, seconded by Coatney to remove claim item #1 from the consent agenda and approve the consent agenda. Vote Aye: Unanimous.

Motion by Coatney, seconded by Cowley to approve item 1 on the claims list.
Roll Call, Abstain: Allen. Vote Aye: Cowley, Coatney, Curry, Haddenham, Hollinshead.

7. CITY BUSINESS:

A. PUBLIC WORKS/FINANCE DEPARMENTS: To approve second reading of Ordinance #550, Sanitary Sewer Service Regulations.

Discussion on sending out a letter to notify citizens about the rate increase before January 1, 2015.

Motion by Coatney, seconded by Cowley to approve the second reading of Ordinance #550, Sanitary Sewer Service Regulations. Vote Aye: Unanimous.

B. PUBLIC WORKS DEPARTMENT: Motion by Allen, seconded by Cowley to approve and authorize signatures on Agreement between Rapid City and Box Elder for the Exchange of Utility Service Areas contingent upon adding 4509 S 190 Service Rd address. Vote Aye: Unanimous.

C. FINANCE DEPARTMENT: Motion by Curry, seconded by Cowley to approve Resolution 14-17, a resolution to authorize the Finance Officer to sign reimbursement documentation for TIF #3 project. Vote Aye: Unanimous.

D. COUNCIL PRESIDENT: Discussion on use of Event Center by Box Elder Fitness

Box Elder Fitness instructor, Brynn Franklin and her business partner requested to use the event center as a business incubator to offer fitness classes and promote healthy living to Box Elder residents. Brynn requested that the city council waive the fee in exchange for cleaning the event center. Council Members requested a written proposal from Box Elder Fitness to be on the next council agenda.

E. COUNCIL VICE PRESIDENT: Discussion of Full time or part time Mayor; or City Manager or Administrator.

Discussion on a need to be proactive for our growing City and a need for the council to look into this further for the City. Discussion focused on a need for a full time mayor as we grow and getting a city administrator instead of a city manager so we don't have to change the form of government.

8. DEPARTMENT HEAD REPORTS TO COUNCIL:

Mayor: No input.

Police: No input.

Public Works: Director Todd announced we will begin testing for hardness levels on Well 7 this week; we received a bad sample from Well 3 but that well is not in use; he has received quotes for the street overlay project; there is a broken window in the event center that will be replaced; we have a sander that needs to be replaced; I am requesting to have a public works committee meeting soon; we have been receiving a lot of complaints about Red River and the planning and zoning/code enforcement department is working with them.

Finance: Officer Lashwood informed the council our IT contractor is working on pricing for network attached storage to consolidate paper files for common documents used by different departments. She also requested that the council let her know if any of them will be attending the South Dakota Municipal League meetings in Spearfish this October 7-9. Online Bill Pay is behind schedule because the new computer and Incode are not compatible.

Planning/Zoning: Director Koan gave a TIF 3 update; the new tank and well project plan has been received; the comprehensive plan is tentatively going to be submitted to the planning commission on Sept 29 and in October we hope to have a public hearing; the construction at Loves and the new hotel is moving along quickly; the billing will be going out tomorrow for the billboards. Council Member Cowley asked about the old Flying J and Koan said he will look into it.

City Attorney: Absent.

9. COUNCIL REPORTS:

Allen: ISO ratings have changed and so will insurance rates, I received an email announcing and inviting Box Elder representatives to a dedication ceremony for the new sewer treatment plant on Sept 11 by Gov Daugaard at 10:30am.

Cowley: No input.

Coatney: No input.

Curry: No input.

Haddenham: No input.

Hollinshead: No input.

10. OTHER DEPARTMENT REPORTS:

Chamber of Commerce: President Hanson announced the next lunch'n'learn will be this Thursday at 11:30 in the event center.

Economic Development: No input.

11. CITIZEN INPUT:

Resident Oliver spoke about people parking on the streets in the Thunderbird subdivision and how dangerous it is for little children playing. He also asked about the process to have a carport at his house. Koan said he can apply for a variance. He also mentioned a need for regulation on leash-less dogs in the park.

Resident Maine expressed concern that people are speaking ill of the building and she would like to say this new building is very nice and the city and employees deserve to have a nice building like this.

Resident Weathers requested that more social media information and updates be given to people affected by the water hardness issues.

Resident Oliver asked if the City has traps for the cats in his neighborhood. Todd said yes, and informed him to contact the public works department. He also mentioned a problem with large neighborhood dogs that needs to be addressed.

Resident Meier asked about the fees associated with the new school that were on the agenda a few months ago, Council Member Allen said the fees will be brought back up once the new superintendent is caught up on the new school project.

12. ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE TAKEN IN FRONT OF THE COUNCIL AT 8:43PM MOTION BY Hollinshead, SECONDED BY Coatney TO ADJOURN. Vote Aye: Unanimous.

Seal:

Attest:

William F Griffiths Sr
Mayor

Mystee Lashwood
Finance Officer