

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
Tuesday, September 20, 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 arrived at 7:45 pm. Also present were: Police Chief Jason Dubbs; Planning & Zoning Coordinator Ron Koan; Public Works Director Bob Kaufman; Legal Counsel Rex Hagg, and Assistant Finance Officer Mystee Lashwood. There were nine guests present.

4. Approve Agenda: Motion by Allen, seconded by Cowley to approve the amended agenda with executive session for contractual. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

CONSENT AGENDA: Agenda items 5 through 8 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 6, 2016 Common Council Meeting Minutes.

6. To approve Payroll 19 (Aug 21 to Sep 3) Total Payroll \$57,380.63; General Government: \$1,615.38; Finance Office: \$1,926.56; General Finance: \$2,670.08; Police Dept: \$28,866.79; PW Street Maintenance: \$3,153.86; PW Animal Control: \$570.35; PW Parks: \$3,884.51; Planning & Zoning: \$4,823.80; Planning & Zoning Board: \$500.00; PW Water Production: \$4,203.15; PW Water Distribution: \$4,018.72; PW Sewer Collection: \$1,147.43.

7. To approve the claims and hand checks.

8. To approve business license #1705 for Keiki Care (daycare) located at 918 Red Cloud Court.

Motion by Weathers, seconded by Hegel to approve consent agenda items 5-8 as presented. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

CITY BUSINESS:

9. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hegel to approve minor plat #160116 for Brigitta Sharpe for 353 Cimarron Drive. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

10. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Hollinshead to take no action on this item – the application was pulled by applicant. Minor plat #160098 for Dale & Arlene Delker for 14527 224th Street. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

10A. PUBLIC WORKS DEPARTMENT: Motion by Weathers, seconded by Allen to approve Department of Transportation agreement on East Mall Drive and authorization for Mayor to sign. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

11. PLANNING/ZONING DEPARTMENT: Motion by Weathers, seconded by Cowley to take no action on this item – bond counsel advised that this is no longer needed. To discuss and decide action on Resolution 16-20, amending the Tax Increment District #3 project plan. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

12. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to defer to the October 4th council meeting - To discuss and decide action on Resolution 16-18, amending Tax Increment District #3 project plan. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

13. PLANNING/ZONING DEPARTMENT: Motion by Allen, seconded by Cowley to defer to the October 4th council meeting - To discuss and decide action on amended Tax Increment District #3 project plan. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

13A. PUBLIC WORKS DEPARTMENT: Motion by Hollinshead, seconded by Weathers to approve request for authorization to award proposal for the construction of a water retainage pond for Ghere Well testing (200,000 gallon pond 100' x 60' x 4') providing quotes are less than \$25,000. Engineering estimate is \$15,000. Vote aye: Allen, Cowley, Hegel, Hollinshead, and Weathers. Absent: Curry.

14. DEPARTMENT HEAD REPORTS:

Mayor: Larson spoke about the Ellsworth Road project; the East Mall Drive project; the meeting with Ted Cleberg from

Ellsworth Air Force Base; the Thunderbird drainage study meeting; the Military Affairs luncheon and stated that Colonel Cochran stated that there will be more F 18's training next month.

Police: Chief Dubbs gave the statistics report for 9/6-9/19. He spoke about the educational materials they received as part of the National Child Safety Council. Councilmember Weathers asked about a citizen complaint about a boat on Airway Court. Chief Dubbs stated that the owner was given 24 hours to remove the property or they will be issued a ticket.

Public Works: Director Kaufman gave an update on the Ellsworth Road project, the Ghere well pond, the pump and the update on the progress of the project of the well testing. He gave an update on the drainage study. He gave an update on the Radar Hill Road project and stated that the Department of Transportation has a conceptual plan for the reconstruction/repair of the slide.

Finance: No input.

Planning & Zoning: Coordinator Koan stated that all violations that the City received from FEMA have been resolved; he stated that there is a project going on at the Flying J Travel Plaza, they are grading the graveled areas to prepare for paving.

City Attorney: No input.

15. COUNCIL REPORTS:

Allen: No input.

Cowley: No input.

Curry: Absent.

Hegel: No input.

Hollinshead: No input.

Weathers: No input.

16. OTHER REPORTS: Economic Development: No report.

17. CITIZEN INPUT: A gentleman who wished to move in a manufactured home that is older than the required year limit asked the council for input on the possibility of getting a variance to have the home moved in. Council responded with the answer of no, because if they started making exceptions to the rules, they would have to continue to do so.

18. EXECUTIVE SESSION: Motion by Cowley, seconded by Allen to enter into Executive Session for contractual as per SDCL 1-25-2 sub 2 at 7:40 pm.

Councilmember Curry arrived at 7:45 pm.

Out of Executive Session at 8:24 pm.

19. MAYOR: Motion by Allen, seconded by Cowley to approve the memorandum of agreement between City of Box Elder and Ellsworth Air Force Base for water services. Vote aye: Unanimous.

20. MAYOR/FINANCE DEPARTMENT: Motion by Allen, seconded by Cowley to defer this item indefinitely until information is received from Meade County. Legal Counsel Hagg stated that this item cannot be acted on until Meade County decides on the abatement request before the city can concur on the decision. To discuss and decide action on application for abatement of assessment and refund of invalid taxes assessed against Antelope Ridge in Meade County. Vote aye: Unanimous.

21. ADJOURNMENT: There being no further business to be considered in front of the Common Council at 8:28 pm, motion by Allen, seconded by Cowley to adjourn. Vote aye: Unanimous.

Seal:

Attest:

Larry Larson
Mayor

Mystee Lashwood
Assistant Finance Officer