



## **Trustee Meeting Minutes – February 22, 2017**

### **Opening**

President D. Philips called the meeting of the City of Brant Lake Board of Trustees to order at 7:01 pm on February 22, 2017 at 3867 Brant Grove Drive.

### **Present**

David Philips; Doug Bowen; Thomas Reiff; Paula Wagner; and Melissa Wagner. Absent: Karen Reiff

### **Approval of Agenda**

The agenda was approved after noting the date of the next regular meeting was incorrect, should have read Wednesday, March 8.

### **Appoint Finance Officer**

Melissa J. Wagner was sworn in as Finance Officer by President D. Philips for the City of Brant Lake effective immediately. Compensation is \$100 per month which includes one trustee meeting, each additional meeting is \$25 per meeting.

### **Approval of Bills**

The following bills were approved for payment: Madison Daily Leader - \$45.36

### **Approval of Minutes**

Minutes from the meeting of 1/10/17 were approved.

### **Old Business**

Current progress of the city's website was presented and is almost ready for publication. Still need to update board of trustee bios and add a Building Permit that can be printed.

Trustee petitions are due by 5:00 pm Friday, February 24<sup>th</sup> to fill the upcoming open spots. If there is any contest then an election must be held.

A motion was presented to contract with First District in order to develop a Land Use Development Plan effective 2/1/2017. Total contract is \$3,500 with 3 year payment terms; \$1,000 due 12/31/17, \$1,000 due 6/30/18 and the remaining \$1,500 due by 6/30/19. All approved.

### **New Business**

A discussion took place regarding Lot 2 of Coves North Drive upcoming building permit request. The City is not able to issue building permits as of yet, hopefully by the 1<sup>st</sup> of April which is similar to when building would like to commence for the new residence on Lot 2. The City is considering adopting a permit fee structure

similar to Lake County with permits starting at \$50 for projects up to \$2,000. For every additional \$1,000 of project cost, the permit fee increases by \$1. The City will notify the resident once building permit is ready to be issued.

A motion was presented to read and approve the presented Zoning Ordinance in its entirety. A discussion took place regarding the proposed 60+ page Zoning Ordinances and what it meant for the City of Brant Lake. There was a question as to why the ordinances mention commercial and multi-family zones when those do not apply to the City of Brant Lake. It was discussed that these Ordinances were adopted from Lake County are a starting point for the City. A second reading date is scheduled for Wednesday, March 1 @ 7:00pm with voting thereafter.

Local Board of Equalization: All intentions to appeal must be submitted by Tuesday, March 16<sup>th</sup> to the Finance Officer at the PO Box 4 address. A notice will be published in the local paper. The South Dakota Department of Revenue has appeal forms if any resident desires one. The board will then meet the week of March 20<sup>th</sup> to review any appeals before submitting to the county.

A motion was presented to provide the newly appointed Finance Officer an additional per meeting special circumstance payment, on an exceptional basis only, at \$30 per meeting. All approved.

President D. Philips requested a special community thank you to all that helped out the tree trimming along Arbor Lane.

### **Adjournment**

Meeting was adjourned at 8:19 pm. The next regular meeting is scheduled for 7:00 pm on March 8, 2017, at 3867 Brant Grove Drive, Brant Lake, SD.

Minutes submitted by: Melissa J. Wagner, Finance Officer

David Philips, President

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