

**CITY OF BOX ELDER COMMON COUNCIL MEETING AGENDA**  
**Tuesday December 19, 2017**  
**7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, Box Elder**

Public comments are welcomed, but no action will be taken by the Council on comments received for items not on this agenda. Anyone wishing to have the Council vote on a new item will need to fill out an agenda request item form for the item to be considered on the next council agenda.

**1. Call meeting to order**

**2. Moment of Silence/Pledge of Allegiance**

**3. Roll Call**

**4. Approve Agenda**

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**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 December 5, 2017 Common Council Meeting Minutes.

**6.** To approve Payroll 26 (Nov 26-Dec 9). Total Payroll 26 \$56,135.86; General Government: \$2,725.38; Finance Office: \$8,543.89; Police Department: \$21,414.61; PW Street Maintenance: \$5,586.61; PW Parks \$4,058.88; Planning & Zoning: \$5,261.38; P & Z Board: \$820.00; PW Water Production \$2,614.23; PW Water Distribution: \$3,936.57 and PW Sewer Collection: \$1,174.31.

**7.** To approve the claims, loan payments, and hand checks.

**8.** Approve Business License for Aspen Aaberg DBA Almost Home Pet Resort and Spa, application #1757 at 365 Cimarron Dr.

To discuss and decide action on Consent Agenda Items 5-8.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**CITY BUSINESS:**

**9. BID#2 Board Nomination:** To approve the appointments made by the Mayor of the members of the Business Improvement District #2 Board.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**10. FINANCE:** Discuss and decide action on Resolution 17-30 to account for adjustments, transfers and additional authorization as a result of changes to the budget occurring during calendar year 2017.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**11. FINANCE:** Discuss and decide action on Resolution 17-31 authorizing the City Finance Officer to invest reserve/non-reserve funds into certificates of deposit, in accordance with South Dakota codified law.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**12. FINANCE:** Approve and authorize Mayor to sign sixty-month renewal copier/printer lease with Century Business Products.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**13. FINANCE:** Authorize Mayor to sign statement of support for the Guard and Reserve.

Motion: Second: Vote: Yes\_\_\_\_\_ No\_\_\_\_\_

Allen Cowley Hegel Hollinshead McPherson Weathers

**14. LEGAL/FINANCE:** Discuss and decide action on Purchasing Policy Manual.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**15. LEGAL/FINANCE:** Discuss and decide action on Staff Handbook Policy Manual.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**16. LEGAL:** Discuss and decide action on Elected Officials Code of Conduct Policy.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**17. PLANNING & ZONING:** Discuss and decide action on conveying 3.33 acres of land to Box Elder Economic Development (BEED). Direct the City attorney to prepare documents and quit claim deed to BEED, stipulating the property be utilized for a medical facility. (Re: Dakota Primary Care)

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**18. PLANNING & ZONING:** Discuss and decided action to convey +/- 11 acres of City land to BEED, and direct City attorney to develop required paperwork and quit claim deed to Scull Const., with the stipulation the land be utilized for development within 24 months, or the land be conveyed back to the City. (C-Lock Inc.)

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**19. PLANNING & ZONING:** Discuss & decide action in regard to Floodplain Development application #170205 to replace structure at 579 Stealth Lane that was destroyed by fire.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**20. PLANNING & ZONING:** Discuss and decide action in regard to Conditional Use Permit Application #170190 for America's Mailbox to place a 12' X 30' Temporary office structure on the property at 514 America's Way.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**21. PUBLIC WORKS:** Review and take action on Bid for City Hall Storage Building.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**22. PUBLIC WORKS:** Review and take action on Bid for City Hall 2<sup>nd</sup> Floor completion.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**23. PUBLIC WORKS:** First Reading of City Ordinance #586, amendment Title 52 to amend Section 52.14 (G) of the Box Elder code.

Motion: Second: Vote: Yes \_\_\_\_\_ No \_\_\_\_\_  
Allen Cowley Hegel Hollinshead McPherson Weathers

**24. DEPARTMENT HEAD REPORTS:**

Mayor:

Police:

Public Works:

Finance: Elected Official Financial Interest Statements

Planning & Zoning:

City Attorney: Handout & Discussion: Code of Conduct

**25. COUNCIL REPORTS:**

Allen:

Cowley:

Hegel:

Hollinshead:

McPherson:

Weathers:

**26. OTHER REPORTS:**

Economic Development:

**27. CITIZEN INPUT:**

**28. ADJOURNMENT:** \_\_\_\_\_ pm.

Motion:

Second:

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

Allen

Cowley

Hegel

Hollinshead

McPherson

Weathers