

CITY OF BOX ELDER COMMON COUNCIL MEETING MINUTES
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

Present were Mayor Larry Larson, Council Members Scott Allen, Steve Cowley, Bruce Hegel, Jeff Hollinshead, and Rick McPherson. Also present were Public Works Director Bob Kaufman, Planning and Zoning Director Ron Koan, Police Chief Jason Dubbs, and City Administrator/ Finance Director Nicole Schneider.

4. Approve Agenda

Motion by Allen, seconded by Hollinshead to approve the agenda with moving items 14, 15, and 16 after item 23 and the addition of Item 20A. Vote aye: unanimous.

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 to approve Items 5-8 by Hegel, seconded by McPherson. Vote aye: unanimous.

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 to approve by McPherson, seconded by Hegel. Vote aye: unanimous.

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 to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

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 to approve by Hollinshead, seconded by McPherson. Vote aye: unanimous.

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

Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

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

Statement of Support read by Mayor Larson, "City of Box Elder, we recognize that the Guard and Reserve are essential to the strength of our Nation and well-being of our community, in the highest American tradition, patriotic men and women of the guard and reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need, they deserve the support of every member of our society. If these volunteer forces continue

to serve our nation, an increased public understanding is required of the essential role of the guard and reserve in preserving our nation security. Therefore, we join other employers in pledging that we fully recognize the honor and comply with the uniformed services and comply with employment and reemployment race acts. We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the guard and reserve. We appreciate the values, leadership, and unique skills service members bring to the work force and will encourage opportunities to employ guardsmen and reservists transitioning service members and veterans. We will continually recognize and support our country's service members and their families in peace, in crisis, and in war." Motion to prove by Cowley, seconded by McPherson. Vote aye: unanimous.

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 to approve by Hollinshead, seconded by Allen including the construction within 24 months. Vote aye: unanimous.

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 to defer to January 2nd meeting by Cowley, seconded by Hollinshead. Vote aye: unanimous.

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 to approve replacement structure by Hollinshead, second by Hegel. Vote aye: unanimous.

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 to approve by McPherson, seconded by Cowley providing that this is done within 24 months, no variance. Vote aye: unanimous.

20A. PUBLIC WORKS: Discuss and approve Resolution approving a plat within the platting jurisdiction of the City of Box Elder, Meade County, South Dakota.
Motion to approve by Cowley, seconded by McPherson. Vote aye: unanimous.

21. PUBLIC WORKS: Review and take action on Bid for City Hall Storage Building.
Motion to approve by Hollinshead, seconded by Cowley.

Roll Call:

Allen – yes.

Cowley – yes.

Hegel – no.

Hollinshead – yes.

McPherson – yes.

Weathers – absent.

Motion passed.

22. PUBLIC WORKS: Review and take action on Bid for City Hall 2nd Floor completion.
Motion to approve by Hollinshead, seconded by Cowley. Vote aye: unanimous.

23. PUBLIC WORKS: First Reading of City Ordinance #586, amendment Title 52 to amend Section 52.14 (G) of the Box Elder code.
Motion to approve by Hollinshead, seconded by McPherson. Vote aye: unanimous.

23A. LEGAL/FINANCE: Discuss and decide action on Purchasing Policy Manual.
Motion to approve Purchasing Policy Manual with all changes by Hegel, seconded by McPherson.

Roll Call:

Allen – no.

Cowley – yes.

Hegel – yes.

Hollinshead – yes.

McPherson – no.

Weathers – absent.

Motion passed.

23B. LEGAL/FINANCE: Discuss and decide action on Staff Handbook Policy Manual.

Motion to defer by Allen, seconded by McPherson.

Roll Call:

Allen – yes.

Cowley – no.

Hegel – no.

Hollinshead – no.

McPherson – yes.

Weathers – absent.

Motion to approve by Hagel, seconded by Hollinshead.

Roll Call:

Allen – no.

Cowley – yes.

Hegel – yes.

Hollinshead – yes.

McPherson – yes.

Weathers – absent.

23C. LEGAL: Discuss and decide action on Elected Officials Code of Conduct Policy.

Motion to approve by Hollinshead, seconded by Hegel.

Roll Call:

Allen – no.

Cowley – yes.

Hegel – yes.

Hollinshead – yes.

McPherson – no.

Weathers – absent.

24. DEPARTMENT HEAD REPORTS:

Mayor: MPO Meeting, I-90 exit 61-91 discussed. Quarter study was approved.

Police: Merry Christmas everyone.

Public Works: Merry Christmas.

Finance: Please complete your Elected Official Financial Interest Statements and Merry Christmas.

Planning & Zoning: Merry Christmas.

City Attorney: Handout & Discussion: Code of Conduct

25. COUNCIL REPORTS:

Allen: None.

Cowley: None.

Hegel: Merry Christmas.

Hollinshead: Merry Christmas and Happy Holidays.

McPherson: Merry Christmas and Happy Holidays, apologies to Jeff.

Weathers: Not present.

26. OTHER REPORTS:

Economic Development: Transfer and hauling rocks.

27. CITIZEN INPUT: Updates, District meetings held, discussion of city support.

28. ADJOURNMENT: 9:50 pm.

Motion to adjourn by Hollinshead, seconded by Hegel. Vote aye: unanimous.

Seal:

Attest:

Larry Larson
Mayor

Nicole Schneider
City Administrator/Finance Officer