

CITY OF BOX ELDER COMMON COUNCIL MEETING AGENDA

Tuesday, April 2, 2019

7:00 pm Regular Meeting – City Council Chambers, 420 Villa Drive, 2nd Floor, Box Elder

Public comments are welcomed but are limited to 3 minutes, unless prior approval is granted by the Mayor. Action will not be taken at the meeting on any issue not on the Agenda, except by placement on the agenda by unanimous vote of the Common Council members. Any resident wishing to have the Council act on an item at a Common Council Meeting shall complete an agenda request item form and turn it into the City Clerk.

- 1. Call meeting to order**
- 2. Moment of Silence/Pledge of Allegiance**
- 3. Roll Call**
- 4. Approve the Order of Business**
- 5. Declaration of any potential conflicts-of-interest**
- 6. PUBLIC COMMENT** (3-minute time limit per speaker):
A time for the members of the public to address the Council. On any issue not on the agenda, action will not be taken at the meeting except by placement on the agenda by unanimous vote of the Council members present.
- 7. AWARDS AND RECOGNITIONS:**
- 8. COUNCIL COMMITTEE REPORTS**
 - A. LEGAL, FINANCE AND PUBLIC SAFETY**
 - B. PUBLIC WORKS AND PLANNING AND ZONING**
- 9. CONSENT AGENDA:** Agenda items A through N 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.** Approve the reading of the March 19, 2019 Common Council Meeting Minutes.
 - B.** Approve the reading of the March 26, 2019 Special Meeting Minutes.
 - C.** Approve the reading of the March 18, 20, and 22, 2019 Local Board of Equalization Meeting Minutes.
 - D.** Approve Claims List.
 - E.** Approve Business License #1828 – Haworth Childcare.

- F. Award bid for East Base Water Line Meter Vaults (Project PWW 01-2019).
- G. Award bid for 2019 Gravel Street Reconstruction (Project PWR 01-2019).
- H. Award bid for 2019 Prairie View Subdivision Street Drainage Improvements (Project PWR 02-2019).
- I. Approval to Hire for Public Works Administrative Specialist, Finance Purchasing Specialist, Economic and Community Development Director, and Assistant Public Works Director – Operations Manager
- J. Approve Purchase of Pitney Bowes Mailing System.
- K. Approve Updated Credit Application – Knecht, LLC.
- L. Approve Credit Application – Best Western Plus Ramkota Hotel & Conference Center.
- M. Adoption of Community Park Master Plan.
- N. Approve Mayor to Sign Ban-Koe Companies Quote and Contract – Digital Timeclock System Plus Timecard Software that Integrates with Current Financial Software - InCode.

10. INFORMATIONAL ITEMS:

11. REPORTS FROM BOARDS AND/OR COMMISSIONS:

12. UNFINISHED BUSINESS:

13. NEW BUSINESS:

- A. Appoint Rob Griffith to Parks Board.
- B. Review and Approve Cleanup Week Proposal.
- C. Approve Mayor to Sign Final Loan Closeout Documentation for Ghare Well Project.
- D. Approve Public Works Promotions, Position Adjustments, and Water Certification Salary Adjustments: Nathan Gjovik, Assistant Public Works Director – Project Manager (title change only); Jessie LaBine to Water Foreman - \$48,537.69; Josh Sadler to Sewer Foreman - \$47,938.46; Mike Lemley, Water Certification Adjustment to \$45,642.42; Alex Gentrup, Water Certification Adjustment to \$41,337.18; and Doug Linton, Water Certification Adjustment to \$41,337.18.
- E. Review and Approve Resolution 19-04 – Resolution to Approve Fireworks Display for Box Elder BASH 2019.
- F. Review and Approve Resolution 19-05 – Resolution to Approve Discharge of

Fireworks within City Limits.

G. Authorize Mayor to sign proclamation for Arbor Day 2019.

14. DEPARTMENT HEAD REPORTS:

15. COUNCIL MEMBERS:

16. EXECUTIVE SESSION: None

17. EXECUTIVE SESSION ACTION:

18. ADJOURNMENT: _____ p.m.

ADA Compliance: The City of Box Elder fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Office 24 hours prior to the meeting so that appropriate auxiliary aids and services are available.