

**CITY OF BOX ELDER COMMON COUNCIL MEETING AGENDA**  
**Tuesday September 19, 2017**  
**7:00 pm – 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 9 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 5, 2017 Common Council Meeting Minutes.

**6.** To approve Payroll 19 (August 20 to September 2) Total Payroll \$57,909.50; General Government: \$2,515.38; Finance Office: \$8,604.23; Police Department: \$27,459.90; PW Street Maintenance: \$5,670.23; PW Parks \$4,129.31; Planning & Zoning: \$5,081.91; P & Z Board: \$600.00; PW Water Production \$2,645.50; PW Water Distribution: \$4,120.22 and PW Sewer Collection: \$1,205.58.

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

**8.** To approve City Administrator to initiate hiring process for fiscal year 2018 positions as approved in Ordinance 579: Sr. Administrative Assistant/City Clerk (FT), Accountant (PT), Community Service Officer/Animal Control (FT), Assistant Public Works Director (FT), and GIS Specialist (FT). Initiate 2<sup>nd</sup> Police Sergeant pending the recommendation of the Public Safety Committee.

**9.** Approve Business License for Big Sky Upholstery & Supply LLC, application #1749.

To discuss and decide action on Consent Agenda Items 5-9.

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

**CITY BUSINESS:**

**10. SDML WC Fund – Brad Wilson:** To present an award to the City Council on behalf of 25 years of membership.

**11. CITIZEN – Ronald Ashley:** Request to adjust water bill due to water main break, recommended adjustment of \$598.30 for the month of July.

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

**12. Box Elder Promotions, LLC – Paul Bradsky:** Annual report regarding BID #1 expenditures.

**13. Atlantis LLC – Roger Tellighuisen:** Discuss and decide on Resolution of Intent 17-08 for the creation of BID #2.

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

**14. LEGAL:** Discuss and decide approval to Ordinance #581, amendments to Ordinance #521 – Liquor Licenses.

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

**15. PLANNING & ZONING:** Discuss and decide action regarding Minor Plat regarding Lots 1 & 2 of Bertelson Subdivision, for Joel and Rebecca Anderson.

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

**16. PLANNING & ZONING:** Discuss and decide action regarding Resolution accepting Minor Plat for Lot 1 & Lot 2 of Tract CC, Bertelson Subdivision. (Resolution 17-28)

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

**17. PLANNING & ZONING:** Discuss and decide action regarding Flood Plain Development Application on behalf of Amanda Taylor to place fill in the floodplain at 22724 Tawney Court, Creekside Subdivision.

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

**18. PLANNING & ZONING:** Discuss and take action regarding reappointment of Mike Hanson and Al Labine to the Planning Commission, each with a five (5) year term as per Ordinance 33.01.05, to expire May 1, 2022.

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

**19. PUBLIC WORKS:** To discuss and decide on agreement for Architectural/Engineering Services for Phase I/Phase II of Box Elder City Hall.

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

**20. PUBLIC WORKS:** Approve Engineering Proposal to close out Ghere Well Site Improvements and Fencing at new Public Works Site.

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

**21. PUBLIC WORKS:** Approve Utility Easement Request for West River Electric.

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

**22. FINANCE:** Discuss and decide action on second reading of Ordinance 580, 2017 Supplemental Budget Appropriation.

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

### **23. DEPARTMENT HEAD REPORTS:**

Mayor:

Police:

Public Works:

Finance:

Planning & Zoning:

City Attorney:

### **24. COUNCIL REPORTS:**

Allen:

Cowley:

Hegel:

Hollinshead:

McPherson:

Weathers:

**25. OTHER REPORTS:**

Economic Development:

**26. CITIZEN INPUT:**

**27. EXECUTIVE SESSION:** Contractual Session started at \_\_\_\_\_ pm; Out of Session at \_\_\_\_\_ pm.

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

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

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