



COUNTY COMMISSION MEETING

Commission Chambers, 01 South Main Street, Brigham City, Utah 84302

Wednesday, May 14, 2025 at 5:00 PM

AGENDA

NOTICE: *Public notice is hereby given that the Box Elder County Board of County Commissioners will hold an Administrative/Operational Session commencing at 4:45 P.M. and a regular Commission Meeting commencing at 5:00 P.M. on Wednesday May 14, 2025 in the Commission Chambers of the Box Elder County Courthouse, 01 South Main Street, Brigham City, Utah. Please be advised that a member of the Board of Commissioners may not be present at the upcoming meeting in person, but may participate via phone or other electronic means.*

1. ADMINISTRATIVE / OPERATIONAL SESSION

- A. Agenda Review / Supporting Documents
- B. Commissioners' Correspondence
- C. Staff Reports

2. CALL TO ORDER 5:00 P.M.

- A. Invocation Given by: Commissioner Vincent
- B. Pledge of Allegiance Given by: County Assessor Kory Wilde
- C. Approve Minutes from April 23, 2025

3. ADMINISTRATIVE REVIEW / REPORTS / FUTURE AGENDA ITEMS

4. FORMER AGENDA ITEMS

5. EMERGENCY MANAGEMENT ISSUES

6. ARPA/LATCF

7. PUBLIC INTERESTS / PRESENTATIONS / CONCERNS

- A. 5:08 Library Access Survey-Heather Crockett

8. ATTORNEY'S OFFICE

- A. 5:13 Memorandum of Agreement #25-33 with Department of Public Safety for Grant Funding to Provide Mental Health Counselling for First Responders-Stephen Hadfield

9. AUDITOR'S OFFICE

- A. 5:15 Waiver of Past Fees, Interest, and Penalties for Centrally Assessed Properties Accounts S0085851 and S0035241-Shirlene Larsen

10. COMMISSIONERS

- A. 5:17 Requesting Use of Courthouse Grounds on June 14, 2025 for the Box Elder Strong Together 5K-Tara Roche
- B. 5:19 Bear River Health Department to Present Annual Report-Estee Hunt and Jordan Mathis

- C. 5:29 Box Elder County has Selected Rob Bishop, Chris Marx, and Trudi Hatch to Serve on the Box Elder Judicial Nominating Commission, with Chris Marx to Serve as the County's Appointee on Other Cities Within Box Elder County's Judicial Nominating Commissions-Commissioner Perry
- D. 5:31 Participation in the 47G Defense and Aerospace Group-Commissioner Perry
- E. 5:33 Appoint the IT Director Position as the County's Privacy Chief Administrative Officer to Comply with Recent State Law Updates-Anne Hansen
- F. 5:35 Final Decision on an Employment Action Appeal for B.N., Based on the Recommendation of Mr. Richard Catten, the Administrative Law Judge, who Oversaw the Appeal Hearing-Anne Hansen

11. COMMUNITY DEVELOPMENT

- A. 5:37 Ordinance 621 - Chapter 5-2: Off-Street Parking & Loading Text Amendments-Scott Lyons
- B. 5:39 Subdivision Improvement Agreement #25-25 for the Cedar Ridge Subdivision Phase 2-Scott Lyons
- C. 5:41 Request for Approval of Improvement Agreement #25-26 for the Kay Meadows Subdivision-Scott Lyons
- D. 5:43 State Water Grant Contract #25-34-Scott Lyons
- E. 5:45 Pending Ordinance - Agriculture Protection Areas-Scott Lyons

12. BUILDINGS & GROUNDS

- A. 5:47 Award HVAC Contract-Codey Illum

13. WEED DEPARTMENT

- A. 5:50 Appoint Rhett Munns' to the Weed Board-Wyatt Freeze

14. SHERIFF'S OFFICE

- A. 5:52 Renewal of Forest Service Agreement #25-32 with Box Elder County Sheriff's Office-Kevin Potter
- B. 5:55 Repeal of Ordinance #204 (Spotlighting in Box Elder County by Permit Only) Necessitated by Recent Legislation-Stephen Hadfield

15. HUMAN RESOURCES

- A. 5:57 Authorize HR Manager to sign Insurance Broker Contracts #25-27 through #25-31-Jenica Stander
- B. 5:59 Landfill Weekend Differential Pay Policy-Jenica Stander
- C. 6:01 Travel Policy Updates-Jenica Stander

16. PUBLIC COMMENT (No action will be taken at this time)

- A. Those wishing to make a public comment shall sign the comment roll and will be responsible for following the rules outlined in the County Commission Rules and Procedures.
- B. Speakers will have one, three (3) minute opportunity to speak regardless of the number of items they wish to address.

- C. Speakers shall address their comments to the County Commission only. This is a time to be heard, there will not be a back and forth dialogue with the Commissioners.
- D. Speakers may file copies of their remarks or supporting information with the County Clerk. The County Clerk will make the information available to the County Commission.

17. WARRANT REGISTER

18. PERSONNEL ACTIONS / VOLUNTEER ACTION FORMS / CELL PHONE ALLOWANCE

19. CLOSED SESSION

20. ADJOURNMENT

Prepared and posted this 9th day of May, 2025. Mailed to the Box Elder News Journal and the Leader on the 9th of May, 2025. These assigned times may vary depending on the length of discussion, cancellation of scheduled agenda times and agenda alteration. Therefore, the times are estimates of agenda items to be discussed. If you have any interest in any topic you need to be in attendance at 5:00 p.m.

A handwritten signature in black ink that reads "Marla R. Young". The signature is written in a cursive style with large, flowing loops.

Marla R. Young - County Clerk

Box Elder County

NOTE: Please turn off or silence cell phones and pagers during public meetings. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made three (3) working days prior to this meeting. Please contact the Commission Secretary's office at (435) 734-3347 or FAX (435) 734-2038 for information or assistance.