



2024 Q4 – Quarterly Contractor Meeting

- **New Public Works Director**

- Bruce Martin was introduced as the new Public Works Director

- **Business Licenses**

- 306 Businesses up for renewal by the end of the year
 - Double over last year
 - Renewals are due by December 31st
 - This process will be simplified next year with the new software

- **City Software Upgrade**

- Go live for City Software Upgrade planned for end of January 2025
 - Email will be sent out when go live happens – There will be a separate meeting for assistance
 - With the new software the City will switch from a flat fee for credit cards to a percentage-based fee
 - Use of an E-check online will be a flat fee
 - Exact rates were not set as of the day of the meeting
- A brief demonstration of Software was given
 - Highlights Included:
 - Ability to pay online for business licenses, permits, plans (land use applications)
 - An account does not need to be created to pay for invoices – only need the invoice number
 - Dashboard to track the status of all applications with the City
 - All permits and licenses will be issued via email
 - Access to print permits online
 - Hard copies will still be available from the office upon request.

- **Design Engineering Plans**

- The City is working on adding the requirement for Design Engineering Plans back into the Subdivision Ordinance.
 - This will be treated as a permit in the new software to allow for increased accountability and organization

- **Additional Site Plan Requirements**

- City will begin requesting additional details on site plans
 - Finished floor elevation/pad elevation
 - Foundation type
 - 4 Corners of lot elevation
- Ultimate goal of ensuring that the placement of utilities is being carefully considered
- Places that do not have a preset grading plan – the City will work with on a case-by-case basis

- **Warranty Bonds**

- A warranty bond of 10% of the construction value of the improvements will be required when streets and utilities are accepted by the City.
- The warranty bond will be in place for the two-year warranty period.

- **Sidewalks**

- The Developer will be responsible for installing all sidewalks in a development
 - All sidewalks must be completed prior to the expiration of the 2-year warranty period
 - The warranty bond will not be released until the sidewalks are installed
 - The bond may be used to install sidewalks if they are not completed
 - Active building permits will be exempt from this, as sidewalks will still be required for C.O



- **Coming Up**

- Building Codes
 - City is still looking through the 2024 International Building Codes
 - Discussions about what is best for the local area will take place later after the legislative session.
- Zoning Ordinance
 - City will be updating the Zoning Ordinance – not an overhaul
 - Adding quality of life measures such as carports not being held to building setback requirements

- **Next Meeting**

- March 12, 2025
 - City Hall Community Center– 4:30 P.M – 5: 30 P.M
- Topic Suggestions
 - If there is a topic you wish to have discussed, please email it to the planning@boxelder.us email and we will work to add it to the agenda