

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

MAY 14, 2024

PRESENT: Mayor Stacy Pascoe

Council Members: Kim Westergard (absent) , Jeff Kelley, Don West, Dallin Jolley

Police Chief:	Chad Purser
Public Wks Dir.:	Justin Johnson
Recreation Dir.:	Mikel Anderson
City Clerk/Treasurer:	Sandy Gaydusek
Assist. City Clerk:	Lisa Ybarra (absent)
City Attorney:	BJ Driscoll
City Building Insp/Planner:	Jordon Johnson

PLEDGE OF ALLEGIANCE: Chad Purser

PRAYER: Jeff Kelley

The meeting was opened at 7:31 p.m.

Jeff moved, Don seconded to approve the following consent agenda:

Approval of the Minutes of Council Meeting on April 23, 2024

Second Quarter Finance Report

Approval of Building Permits:

Croft Twilight Park – Accessory Building

Mallori Ker - fence

Penny McKelley - Accessory Building

Derrick Dye - new home

A roll call vote was taken: Jeff – aye, Dallin – aye, and Don – aye. Approved three in favor, one absent. Motion carried.

Bid Opening – Sale of City Owned Property

The City properly advertised the intent to sell the city owned property; approximately nine feet running between 436 and 448 W. Pine Street. Two bids were received prior to the deadline of May 13, 2024 at 5:30 p.m. BJ opened each of the bids:

First bid opened: Jose Gonzalez - \$9000.50

Second bid opened: Jacob Bell and Alex Christensen - \$4351.00

The Mayor and Council awarded the highest bid to Jose Gonzalez. Mr. Gonzalez will have thirty days from today to make payment to the city.

Kyden Dye – Senior Project

Kyden Dye said he would like to build a ticket booth for the Shelley Football field. He presented a drawing of the proposed project. Mr. Dye said he will be seeking donations to make this project possible. He asked the city to waive the fees on the building permit that will be needed. Dallin moved, Jeff seconded to waive the building permit fee for the proposed ticket booth at the Shelley High School football field for Kyden Dye to proceed on his senior project. Approved three in favor, one absent.

Dave Noel/Forsgren Engineering – West Fir Contract

Dave Noel presented a design and construction contract for the Strategic Initiatives Grant from ITD that will be used to improve West Fir Street. This grant is for \$2 million dollars and approximately \$270,000 has been budgeted for the design work and the inspections. Mayor Pascoe said it is very important to have someone on site for inspections during the project. It saves a lot of future problems. Jeff moved, Don seconded to approve the contract for design and construction in the amount of \$268,5000 with Forsgren Engineering. Approved three in favor, one absent.

Business License

Dallin moved, Jeff seconded to approve a general business license for John Yearsley at 169 West Pine Street to operate a beauty salon. Approved three in favor and one absent.

Destruction of Records Resolution 24-03

Sandy presented Resolution 24-03 regarding the destruction of records that have exceeded the retention time as specified in the retention manual. Don moved, Dallin seconded to adopt Resolution 24-03 as presented. Approved three in favor, one absent. The records will be turned over to Justin to be destroyed.

Water Improvement Project Grant Offer

Don moved, Jeff seconded to table this matter to obtain more information. No official offer has been received at this time. Approved three in favor, one absent.

Technical Assistance Grant

There was no information to update the Mayor and Council. This project has already been approved.

Street Improvement Project for 2024

Justin said he reached out to four companies regarding bids for our 2024 street improvement projects. He said three out of the four companies responded.

Project #1 Spud Alley running from Maple to the Railroad Crossing. (2” overlay only)

Knife River	\$33,870
H-K	\$79,485
3H	\$38,965

Project #2 Spud Alley from the Railroad on Maple to the Transfer Station (total reconstruct)

Knife River	\$175,420
H-K	\$205,115
3H	\$199,778

Project #3 Alley running behind the Post Office and businesses

Knife River	\$108,420
H-K	\$178,750
3H	\$122,887

Justin said Spud Alley is totally falling apart. He said it will be just gravel in a few years, and this does serve several businesses. Justin said the alley behind the post office will be a three-inch overlay and have two to three French drains installed. He said Jed Young is willing to pay for his section of the alley, however the Post office and Bank of Commerce is not.

Dallin moved, Don seconded to award project 1 and 2 as follows:

#1 Knife River \$33,870

#2 Knife River \$175,420

Approved three in favor, one absent.

Jeff said he feels we should consider project #3 since a lot of people use that alley behind the Post Office and Jed Young is willing to participate. Dallin feels the Post Office should participate for their patrons and he hasn't ever seen these types of alleyways paved before. Jeff moved, Don seconded to award Project #3 to Knife River in the amount of \$108,420. Approved two in favor, Dallin opposed, and Kim absent. Motion carried.

Ethan Clinger – Student Business Program

Mr. Clinger would like a permit to use Brinkman Park for a business education program for the Shelley High School students. Mr. Clinger said they will provide business management, entrepreneurship, etc. He said while the students are still in school, they will gain experience, funding and ability to obtain scholarships. He said he has talked to Mr. Davis, the principal at the high school and he felt Mr. Clinger should talk to the city about using a small portion of the skatepark for the students to be able to go back and forth from the school during the day. Mr. Davis indicated the school receives a lot of donations from various companies and he doesn't want to lose those by allowing a business to occupy a portion of school property. Mr. Clinger was asked if this is a "for profit business" and he indicated yes. He said the school will not receive any profits however. Mr. Clinger said the students will be paid, and they will work with the school to provide off campus work during school hours. Mr. Clinger said he is requesting from the city a small spot at Brinkman Park to place their stand. He said it would be a temporary stand, that is a modified shipping container, but would not be moved each night. Jeff said he is concerned about the traffic, and the students crossing the street. Dallin said he likes the idea to assist the students, however the city is in the process of modifying this particular park and doesn't feel this is a good idea right now. Mr. Clinger said the stand could be made mobile, and he understands this could be a problem since other businesses are not allowed on city property, however they are providing opportunities for the students. Don said he is concerned about the message the city may be sending to other soda shops in town. They would not have the opportunity to locate on city property. The council took no action on this request deeming the request denied.

Consider Amending Title 10-8-6 Regarding Private Driveways

Jordon said he has reviewed Title 10-8-6 regarding the requirement for a private driveway. He said right now we require the driveway to be thirty feet wide of finished materials from the right of way to the garage. Jordon said he feels this is too wide for a finished driveway, and is quite costly. He said he feels we should keep the thirty-foot frontage but reduce the finished material to twenty feet. He said this would be for a single family residential only. Jeff moved, Don seconded

to send this amendment to the Planning and Zoning Commission to consider and hold a public hearing; Approved three in favor, one absent.

Consider Approval of Expense for Network Split in City Hall

Sandy said the city needs to do some work on the firewall and suggested we split the networks between city hall and the police station. She received a bid from Stephensen Computer Consulting in the amount of \$4759.00. Sandy said this was not budgeted for this year, however feels it needs to be done sooner than later. Don said if this could be done for this amount to definitely move forward. Don moved, Dallin seconded to expend \$4750.00 this budget year to provide hardware and software to place city hall and the police station on their own networks. Approved three in favor, one absent.

Consider Amendments to Title 10-16 Regarding Subdivisions

Jordon said he has reviewed the subdivision ordinances and suggests the following amendments and additions:

10-16-5: Add language stating if building commences prior to all improvements being completed and accepted by the city then no certificate of occupancy will be issued until acceptance by the city. Also to add that no lot shall be sold until the plat has been recorded in the office of the County Recorder.

10-16-6 (D)(2): Correct an error stating a pedestrian easement shall be at least ten (1) feet wide. Should state (10).

10-16-6(F): This will add more specific regulations regarding planting strips, landscaping, buffers, and screening that will be required in subdivisions. This will identify landscaping materials, maintenance, a requirement of a landscape plan, and minimum landscaped setback contiguous to a street.

10-16-9: To amend the language to require 3 copies of a preliminary plat instead of 6 and also correct an error from sixty (6) to (60) on a sizing requirement.

10-16-14 (E) (3): Amending the language stating the final plat will be recorded prior to constructing any infrastructure.

10-16-14 (E) (5): Amending the review period of "as-built" plans from 10 days to 30 days.

10-16: Addition of inspection language to require compliance with the latest version of the ISPWC (2020) General Conditions, Standard Specification, and Standard Details. Also, to include preparation of daily reports, bi-weekly progress meetings, and competent licensed engineer to observe and inspect work to confirm compliance with ISPWC requirements.

Dallin moved, Don seconded to send the recommendations that Jordon has made to the Planning and Zoning Commission to consider and hold a public hearing regarding these amendments. Approved three in favor, one absent.

Consider Amendments to Title 10-16 Regarding Green/Open Space

This item was sent to the P&Z to consider amendments to the green space ordinance and require a specific amount of green space per door or square footage. There have been several suggestions made to the P&Z but none have

been published yet. Jordon said they have talked about raising the middle of the retention pond to hold playground equipment but he feels this could pose a maintenance problem. He said the Developers don't want to give up the space as well. Jordon said he reviewed other cities and most consider what green space is needed based on the doors in the subdivision. Jordon said we could possibly tie the green space requirement with the retention pond, that way only one sprinkler system is needed, etc. The Mayor and Council would like the P&Z to continue with this item.

Department Head Reports

Sandy presented some notices of public hearings she received from the county, however, the property effected was quite a way from the city, so there were no comments to be sent back.

Sandy said Lisa and Tori have been training in the city office. She said she will start working with Lisa on the budget in the next week or two.

Sandy said she received a letter from Jacqui Sullivan of the IDEAS Group who run Bingham County Historical Park. The letter stated the IDEAS Group would have the park closed indefinitely since there is no water available for the restrooms, garden and landscaping. Sandy said Jacqui indicated that she has cancelled all of the tours and volunteers for this season so there is no source of revenue and help. Mayor Pascoe said he, Jeff, and Justin met with Snake River Valley Irrigation today and there will be irrigation water available now. The city will fill out an annexation petition pay the dues and lease the water this year. Next year it will become annual assessment. This will not provide water to the restrooms however. The City will continue to work on that. Mayor Pascoe said he also talked with Adam, the Chairman of the Recreation District. He told him if they want the 73-acre farm to develop into a park, they will need to take over the Historical Park as well. Jeff said he feels both properties compliment each other.

Mikel said soccer and baseball are ongoing. He said swimming lesson sign ups are also underway. Mikel said he received some complaints on the registration process at the pool due to long wait time. He said he will look at stream lining the registration process next year.

Mikel said MYAC is done for this year. He said there are four kids that want to attend the Youth Program at AIC.

Justin said "Spring Clean Up" was completed yesterday. He said the crew will be street sweeping and the groundkeeper will be starting work for the season.

Chad said Dare Graduation went very well, there was a lot of community support. He said tomorrow is Dare Day at the fairgrounds in Blackfoot.

Chad updated the council on our new officers. He said both have graduated from ISU.

Chad said he and Officer Ballesteros attended the ITD Summit. He said he talked to them about the step grant for the officer that was hired last year and the city should be awarded again this year.

Chad said May 20th through June 2nd is a Seatbelt Taskforce, and July 3rd through the 10th is a DUI Task Force. Mayor Pascoe said he had received several complaints about the number of people being stopped.

Chad said Officer Ballesteros has received two certifications. Also, they have been having some issues with their body cams. However, they are working on a plan.

Council Reports

Dallin said the trees that need removed have been taken down at Brinkman park to prepare for the tennis courts project. He said Amanda with SICOG is getting plans approved by the State and they she will create and publish the call for bids.

Adjourned: 8:58 p.m.

APPROVE:  ATTEST: 

	APRIL	AMOUNT	CHECK #
4/3/2024	VERIZON	\$ 299.08	550380
4/15/2024	UNITED ED. INSTITUTE	\$ 1,229.00	550381
4/15/2024	IDAHO CENTRAL CREDIT UNION	\$ 716.84	550382
4/15/2024	A & B TRANSMISSION	\$ 979.32	550383
4/15/2024	AAA GILES JANITORIAL	\$ 675.00	550384
4/15/2024	ADAMS MANUFACTURING	\$ 977.50	550385
4/15/2024	AMAZON	\$ 47.79	550386
4/15/2024	AMERICAN CONSTUCTION	\$ 489.29	550387
4/15/2024	AMERICAN LINEN	\$ 371.99	550388
4/15/2024	BINGHAM COUNTY ASSESSOR	\$ 66.82	550389
4/15/2024	BINGHAM NEWS CHRONICLE	\$ 109.40	550390
4/15/2024	BLACKHAWK INDUSTRIAL DIST.	\$ 551.74	550391
4/15/2024	CAMMANS MVP	\$ 337.80	550392
4/15/2024	CORE & MAIN	\$ 3.93	550393
4/15/2024	CREATIVE PRODUCT	\$ 1,570.10	550394
4/15/2024	DEAD AIR ARMAMENTS	\$ 5,192.00	550395
4/15/2024	INC DETECTACHEM	\$ 142.44	550396
4/15/2024	DEX IMAGING	\$ 110.08	550397
4/15/2024	DOMINO'S PIZZA	\$ 48.98	550398
4/15/2024	DORIS SIM	\$ 6.00	550399
4/15/2024	DOUG'S MEATS	\$ 90.00	550400
4/15/2024	EASTERN IDAHO REG SEWER DIST	\$ 81,291.20	550401
4/15/2024	FERGUSON WATERWORKS	\$ 5.63	550402
4/15/2024	FLEETPRIDE	\$ 422.99	550403
4/15/2024	FREEDOM MAILING SERV	\$ 847.69	550404
4/15/2024	GARRETT SANDOW	\$ 1,650.00	550405
4/15/2024	GOOGLE	\$ 86.40	550406
4/15/2024	HARD TIMES SALES AND DIST	\$ 10,705.16	550407
4/15/2024	INTERMOUNTAIN GAS	\$ 645.43	550408
4/15/2024	INTERSTATE BILLING	\$ 650.30	550409
4/15/2024	KNIFE RIVER	\$ 5,590.00	550410
4/15/2024	LGG INDUSTRIAL	\$ 249.15	550411
4/15/2024	INC MARK LIEBEL	\$ 450.00	550412
4/15/2024	MAUREEN STRAUSBAUGH	\$ 65.50	550413
4/15/2024	METROQUIP	\$ 686.94	550414
4/15/2024	MIKEL ANDERSON	\$ 117.00	550415
4/15/2024	NAPA AUTO PARTS	\$ 366.99	550416
4/15/2024	OREILLY AUTO	\$ 1,966.75	550417
4/15/2024	PACIFIC STEEL	\$ 154.05	550418
4/15/2024	PETTY CASH	\$ 69.84	550419
4/15/2024	POINT S RONS TIRE	\$ 463.14	550420
4/15/2024	PROFORCE	\$ 8,124.40	550421
4/15/2024	PSI ENVIRONMENTAL	\$ 17,229.00	550422
4/15/2024	PUBLIC AGENCY TRAINING	\$ 595.00	550423
4/15/2024	SAFARILAND	\$ 405.44	550424
4/15/2024	SAMS CLUB	\$ 152.92	550425
4/15/2024	SHELLEY ACE	\$ 1,159.71	550426
4/15/2024	SHELLEY AUTO CARE	\$ 20.00	550427
4/15/2024	SIG SAUER	\$ 690.00	550428
4/15/2024	SMITH DRISCOLL	\$ 1,155.00	550429
4/15/2024	SPARKLIGHT	\$ 268.19	550430
4/15/2024	STEPHENSON COMPUTER	\$ 127.50	550431
4/15/2024	UNIFORMS 2 GEAR	\$ 26.00	550432
4/15/2024	UNITED ED. INSTITUTE	\$ 1,304.00	550433
4/15/2024	WRIGHT ROOFING	\$ 9,977.49	550434
4/30/2024	ADVANCED DIAGNOSTICS INC	\$ 367.65	550435
4/30/2024	ALLIED BUSINESS SOLUTIONS	\$ 43.89	550436
4/30/2024	ASSOCIATION OF IDAHO CITIES	\$ 2,275.00	550437
4/30/2024	BINGHAM NEWS CHRONICLE	\$ 56.30	550438
4/30/2024	CATE EQUIPMENT SOLUTIONS LLC	\$ 258.12	550439
4/30/2024	DEX IMAGING LLC	\$ 653.74	550440
4/30/2024	ELISABET YBARRA	\$ 68.18	550441
4/30/2024	FORSGREN ASSOCIATES /PA	\$ 12,812.00	550442
4/30/2024	GARRETT SANDOW	\$ 1,650.00	550443
4/30/2024	HOWARDS EQUIPMENT	\$ 33.98	550444
4/30/2024	IAS ENVIROCHEM	\$ 175.00	550445
4/30/2024	IDAHO TRAFFIC SAFETY INC	\$ 368.00	550446
4/30/2024	INDUSTRIAL HOSE AND FITTINGS	\$ 307.16	550447
4/30/2024	INTERSTATE BILLING SERVICE	\$ 345.90	550448
4/30/2024	LAWSON PRODUCTS INC	\$ 24.10	550449
4/30/2024	LUMEN CENTURY LINK	\$ 2.75	550450
4/30/2024	MATT E BALL	\$ 3,583.50	550451
4/30/2024	MCGUIRE BEARING COMPANY	\$ 203.35	550452
4/30/2024	METROQUIP INC	\$ 754.68	550453
4/30/2024	VOID		550454
4/30/2024	OLDCASTLE PRECAST INC	\$ 2,818.00	550455
4/30/2024	PACIFIC STEEL	\$ 399.67	550456
4/30/2024	PETTY CASH	\$ 87.31	550457
4/30/2024	POINT S RONS TIRE	\$ 676.20	550458
4/30/2024	R & S DISTRIBUTING	\$ 207.40	550459
4/30/2024	RDO EQUIPMENT CO	\$ 370.07	550460
4/30/2024	ROCKY MOUNTAIN POWER	\$ 6,647.94	550461
4/30/2024	SCHAEFFERS PATRICK GILLESPIE	\$ 118.44	550462
4/30/2024	SEASONS WEST	\$ 700.00	550463
4/30/2024	STATE INSURANCE FUND	\$ 8,666.00	550464
4/30/2024	UPPER CASE PRINTING INK	\$ 1,080.00	550465
4/30/2024	MOUNTAIN WEST ELECTRIC	\$ 20,549.19	550466
4/30/2024	SPARKLIGHT	\$ 552.38	550467
4/9/2024	PAYROLL	\$ 81,250.72	
4/26/2024	PAYROLL	\$ 89,408.85	
Total		\$ 399,249.29	