

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

JANUARY 22, 2025

PRESENT: Mayor Stacy Pascoe - Zoom
Council Members: Kim Westergard, Jeff Kelley,
Sean Kress, and Don West (Zoom)
Public Work Director: Justin Johnson
Police Chief: Chad Purser
Recreation Director: Mikel Anderson
City Building Inspector/Planner: Jordon Johnson
Attorney: B.J. Driscoll
City Clerk/Treasurer: Lisa Ybarra

Pledge of Allegiance: Chad Purser
Prayer: Kim Westergard

The meeting was opened at 7:33 p.m.

Jeff moved; Sean seconded to approve the consent calendar:
Council Meeting Minutes of January 22, 2025
Approval of December Expenditures
Approval of December Overall Budget & Treasurer's Report
Building Permits:
Andrew Christensen - Reroof

A roll call vote was taken: Sean – aye, Don – aye, Jeff – aye, Kim – aye. Approved unanimously.

Brent Christensen – Consider approving Sunset Vista Division 2 & 3 Plat

Justin went over a few things that were done. Justin mentioned that curb gutters in, water, sewer, storm drain is in. The retention pond has been in. They hydro seed and the sprinkler system. The retention pond has a lot of weeds that have been taken over but believes once they start watering and mowing it will be fine. The street signs are up and the light poles are up. The stop signs are up and the speed signs are up. Most everything has been done but here a few things that are missing. Justin mentioned that on the paperwork side, they did get the as built turned in for both phases 2 and 3 as well as the acceptance letter from DEQ for phases 2 and 3. Justin mentioned that he left a message with the DEQ because a lot of times they will send out an approval letter, depending on the jurisdiction, stating that everything looks good it's ready to go, however when he talked to Harper Levitt, they just sent the as built this morning and Justin assumes he will get that letter soon. Kim asked if we had received the first letter of approval. Justin said we did get the first letter of approval to start the project in 2021. Forsgren did a summary – it's a three page, Justin went over some of the summary. Brent did have an inspector there most of the time when the project was being done. Everything on the sewer system came back accordingly to the ISPWC. There were some stuffs that were missing. They're missing stuff on the water distribution system, the trenching, embedding, and backfilling. Justin

mentioned that about 80% of the project was identified by pictures, daily reports through the ISPWC. Justin did mention the ISPWC packet that was talked about in an earlier meeting the backfilling was talked about and the method testing every 6 inches, every 50 feet, this is what is lacking on this project. The ISPWC is so important to begin going off of the very minimal of the book, it works for the area we're in and what we are trying to do and we will have very good representation of projects moving forward. Justin added a few notes of things that still needed to be done. The fire hydrant next to the Twilight Park that needs to be lowered, lot #12 on Block #3 has no water, and lot #16 and #26 on Block #4 has no water. There may be a meter pit and water out there but it maybe under some dirt and it needs to be exposed. There are some things that Justin needs to verify, however due to the weather, he has not been able to do so. The man holes have been tested and grouted. Each one manhole needs to be opened and verified they have been cleaned from the gravel that got into the manholes. Brent did mention that his crew did get that done but Justin has not verified it yet. Justin also needs to make sure all of the lots have been cleared of dirt piles, concrete, debris and has been hauled away. Once the weather permits, Justin will do a final walk through which may in March. Justin mentioned that overall, Brent and Haper Leavitt have done a good job on the project. Justin let the Council know that it would be their decision on accepting the Plat and also mentioned that other Plats have been approved upon contingency that items would be completed by a certain date by the developer. It was also mentioned that Brent had previous projects that were accepted with contingencies and those were completed by the due date. Justin doesn't have too major concerns or anything he is worried about but there are a handful of things that do need to be followed up on and make sure they get done before we walk away from the project. Sean asked if the list of things that need to get done are these items on the list or if there would be more. Justin said that the list of findings that he gave is probably 99% that needs to be done and the other 1% is having a conversation with DEQ and follow up on the letter that states they received the as built and everything is good to go but that some jurisdictions do not send out those letters and others do. Kim mentioned she has no issues or problems with a Council making a motion with contingents because Brent has always follows through on getting things done. Sean motioned, Jeff seconded, to approve Brent Christensen's Sunset Vista Division 2 & 3 Plat pending letter received by DEQ as well as the findings listed be done by July 1st. All in favor, approved unanimously.

Building Inspector/Planner – Consider adopting Pay Scale for Head Department

Kim mentioned that we currently do not have a pay scale for Jordon because as the Building Inspector/Planner, it's a new position that we have it done and we had to come up with one. Kim, Justin, and Lisa had a meeting to decide what that should look like. Lisa explained that since there was not a pay scale for Jordon as the Building Inspector/Panner, his pay scale was based off of the Public Works Department pay scale. Merits, Cost of Living, etc. was based off of the crews pay scale and we would add the hourly amount for the \$10,000 stipend Jordon received. By going off of the crews pay scale, Jordon would only have one more bump and he would have about 10 years before retirement so he wouldn't move anywhere after the next bump. Lisa mentioned that by making his own pay scale, he actually moved from a level 30 to a level 20 which would allow him to actually bump up for the next 20 years before he retires and he would cap out right at the end. Lisa also mentioned that the new pay scale would allow the next person as

Building Inspector to have an actual entry level going into that position and we wouldn't have to try to figure out what to do as far as pay. Lisa mentioned that the Building Inspector/Planner pay scale is in between what the Clerk/Treasure and Parks & Recreation (same pay scale) and the Public Works Director pay scale. Kim also mentioned that the pay scale also based on what Jordon is getting paid to already. Lisa mentioned that by doing this, it actually creates the same levels as all of the other department heads and when they retire, they cap out. Jeff mentioned that the position that was created has changed the city more than anything else for the better and appreciates all of Jordon's hard work. Jeff motioned, Sean seconded to approve the Building Inspector/Planner pay scale. Approved unanimously.

Public Works Clerk – Consider Adding a Part Time Employee for Public Works Department as a Clerk

Kim mentioned that in the same meeting as Pay Scale, it was discussed creating a part time clerk position for the Public Works Department. Kim mentioned that Sandy has spent hours helping Lisa with no pay and is willing to do and we appreciate her. The thought of having her come work part time at the Public Works underneath Justin, as soon as February 1st, it would be salary at \$1,200.00 per month which is basically entry level at 40 hours a month. Sandy's hours would be obtained by either in the office, phone, and zoom. Duties for Public Works would be to answer phone calls, take messages, filing, helping with the organization of the water project that starts in Spring 2025 (this project will be huge. Justin mentioned this will be a 4-year project and will have a lot of stuff that comes with that project), helping with the Fir Street project, and with miscellaneous projects were needed. Jordon also listed his duties for Building Inspector which include picking up and delivering plans, reviewing drawings and plans, helping with the zip flow program and also helping with phone calls, filing, messages, etc. as well as whatever Lisa needs. Lisa did mentioned that the budget is coming up and with it being her first time, she knows she will have questions on the budget process. Sean asked who she would report too to make sure she stays and we have work for her. Jeff mentioned that Sandy would report to Justin. Don asked to confirm the 40 hours a month and if she would qualify as a salary-based employee. B.J. mentioned we could find out for AIC. Lisa will find out with AIC on the salary qualification. Jeff motioned, Don seconded to approve to hire Sandy Gaydusek for a Public Works Clerk. All in favor, approved unanimously.

New Council Business

Approval of Business License

Sean moved, Jeff seconded to approve the General Business Licenses. Approved unanimously.

Old Council Business

None

Department Head Reports

B.J. thanked and expressed his gratitude for the appointment to the Council. He mentioned that he really does like working with everyone. This will make his 21st year working with the City and it's a good place to be with good people who are working productively to solve problems and making a good community and he really enjoys being a part of that.

Lisa mentioned that there would be two public hearings with the Bingham County Planning Development that would be held on February 12th at 6:00 p.m. which is the same night as our Council Meeting at 7:30 p.m. Lisa also mentioned that she had a conference call with a representative for doxo. Doxo offers online billing where a resident could pay their bills online. In this case it would be the city utility bill. This would not cost the city money but they do make their money on residents that use their credit card or debit card. One item that they offer that we currently do not offer is a resident could pay with an e-check which there is no charge to the resident for using. Lisa mentioned that she had information if anyone would like to look at it and see if we wanted to proceed or even have a conference call with doxo to show a demonstration on how it works. Jeff asked if a resident could save their information. Lisa mentioned that we could not save it but the resident could because each resident would have to create a log in to have access to doxo. Setting up an account would also allow residents to see their amount due and even any past due amounts. Sean asked if doxo would link up to our billing system. Lisa mentioned that it would not. We would need to send a txt file and then they would upload it into their system and then residents can see their bill. Lisa also mentioned that using a card, the fee would be 3.50% which is what we were at before we went down to 2.50%. Don mentioned that he would like to have a phone call to see how the interface works and what their methodology is to make sure that information is encrypted and secure. Jeff also mentioned that in addition to the security, he would like to see how the process flows normally and if it would be confusing to the customer. Lisa mentioned that in addition to a conference call, doxo did say they could do a demonstration of how it actually works. Jeff asked to have them on the next agenda.

Mikel mentioned that basketball is going good and is half way over. He mentioned that a lot of coaches and parents this year have mentioned that the refs are doing a good job. Mikel mentioned that the school has been good to work with, there were a few problems but the schools have been great and it was taken care of. Mikel also said that the Mayors Youth Council had their big service of handing out roughly one thousand cookies to the school and they baked all the cookies. They have a new project for Valentines Day with the Kindergarteners. Iona and Ammon Mayor Youth Council want to do another service project fundraiser are they are all trying to get together on that and do something in April. Other than that, everything is going great.

Jordon wanted to thank Justin, Lisa and Kim for putting the pay scale together. Jordon also wanted say thank you for letting him go to Boise last week. There were some good classes and training and a lot of new code updates. Other than that, things on his end are also going good.

Justin said his guys are on shop work the last couple of weeks, servicing equipment, cleaning the shop, organizing stuff. The water project, every Wednesday at 10:00 a.m. they have a zoom meeting with Forsgren and the team going over the water project. It is still the goal to have advertisement on for February 10th and bids on the 14th. That is still the goal and hopefully that will work out. Justin also mentioned that the Parks phase 2 is hoping to break ground on Monday the 27th. There is a pre-construction meeting set for 11:00 that morning. Justin also mentioned that he did remind them that he has not received

a copy of the signed ISPWC packet that they discussed. Justin assumes that he will get it but as of right now he has not received it. Justin mentioned that the language on the packet is that if they don't have a signed copy by Monday, the project will be on hold until he has a signed copy. From Justin's understanding from the last meeting is that was what we went with it. Jeff mentioned that that is right and Sean mentioned that to Justin that if he says stop then it stops. Justin just wanted to make sure everyone was on the same page. Justin did mention that he may get a copy on the morning of the meeting. Justin also gave thanks for the pay scale, we've had a conversation the last three or four years trying to put a pay scale together for a building inspector. Justin also thanked Jordon on the building inspector. Looking back 4-5 years ago with what we had and what we were doing. We didn't really have anyone keeping track of things and things have changed big time and Jordon has done a good job. Things have been easier for the developers to find things. Jeff agreed. Justin also mentioned that he also emailed everyone last week, Wednesday or Thursday, from what he has heard and he has not done a lot of research on this but it is a concern, is that there is roughly 16 deep well injections being built around the area. From what he has heard is that Snake River Irrigation is going to take canal water and directly inject it into the aquifer anywhere from 200 to 400 feet deep. Justin mentioned that if that is the case, that it is a very big concern and that right now we have been very blessed to have the water we have, ground water being pumped up and we don't have any treatment plants, not injecting with chlorine, fluoride or disinfecting. We are able to pump it, drink it and it's good and healthy. Justin said that this will change if this is allowed, we will have treatment plants in every city throughout the Southeastern Idaho, we will have injections. Jeff mentioned that he wondered why DEQ denied us rapid infiltration system at the plant and now they are allowing canal water to be injected into the aquifer. Justin mentioned that from his understanding DEQ does not have jurisdiction over this. This is surface water, the power company and the irrigation companies have jurisdiction over the surface water. Justin mentioned that there is one about 7 minutes away by exit 113. It is 400 feet deep and its 20-inch casing and it is a big open hole right to the aquifer. Don asked if it already has access, Justin said it is. It has a casing sticking out of the ground. Kim mentioned that she had talked to someone that done some research and some injections are good and some are not. Justin mentioned that if it is a shallow well, 18 feet, it is not a big deal; it's still going to run through the ground, percolate, cleanse itself out. It's the taking dirty canal water is an issue. The other issue Justin mentioned was that in order to stay compliant with DEQ, we have to do a source water protection plan every five years. The source water protection to him is the water in the aquifer that we're pumping up to drink. Justin mentioned that he has parks that he does not fertilize because he has wells on those parks and the nitrates will release to the ground and hit the aquifer, wells 3 & 4 do not get fertilized because of that reason. Don asked Justin what our recourse is on this as he sees it. Justin said that he did not know all the facts but believes it would be very wise to do some research, make some phone calls, send out letters or an email. Justin mentioned that the City of Firth, City of Basalt, City of Idaho Falls are sending letters and also mentioned that there is a meeting going on right now at the Little Theater at the Shelley High School. Don asked if Justin knew when they would begin pushing water down the pipe. Justin mentioned that as of last Friday, this was a big deal and knows that it has been put on hold because of the letters they are receiving and people showing up to stop this, but does not know where it is at this moment. Don also asked if letters

should be to written to our Legislatures and State Representatives. Justin mentioned that Governor Little is supporting this and believes that a written letter should be to Governor Little. Justin also mentioned that he talked to Robert Dial from the City of Firth is the President of IRWA, Idaho Rural Water Association, they are getting involved to try to help put a stop to this. IRWA is who we work with these issues. Sean asked if B.J. could draft a letter and we as a City be active in showing our displeasure of what is going on and make it on the record and notified and signed by the Mayor and the Council that they are in strong disagreement of what is going on from what they understand. Sean also mentioned that if this ever went in front of a judge and we did nothing about it prior to going in, it would not sit well, silent consent.

Chad mentioned that there are no task forces for the months of January and February.

Council Reports

Jeff mentioned that he would like to have an informational meeting about the water project overall for this summer to just explain what is happening and why. This would only be an informational meeting only not an open forum. Kim said she said she wasn't opposed to it.

The Mayor thanked Justin for bringing up the water issue. The Mayor asked the Chief if we have been reimbursed for Taskforce and overtime. The Chief mentioned that he would verify and make sure we have. He does believe we are all caught up. He also mentioned to the Mayor that he submitted the Quarter 1 for this fiscal year on January 15th.

Adjourned: 8:33 p.m.

APPROVE:  ATTEST: 