

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

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SEPTEMBER 24, 2024

PRESENT: Mayor Stacy Pascoe  
Council Members: Jeff Kelley, Kim Westergard, Dallin Jolley, and Don West  
Public Work Director: Justin Johnson – (Absent)  
City Clerk/Treasurer: Sandy Gaydusek  
Police Chief: Chad Purser  
Recreation Director: Mikel Anderson  
City Building Inspector/Planner: Jordon Johnson  
Deputy City Clerk: Lisa Ybarra

Pledge of Allegiance: Mikel Anderson  
Prayer: Sandy Gaydusek

The meeting was opened at 7:35 p.m.

Jeff moved, Don seconded to approve the consent calendar:

- Council Meeting Minutes of September 10, 2024
- Work Meeting Minutes of September 16, 2024
- August Expenditures
- August Overall Budget & Treasurer's Rpt
- Building Permits:
  - Derrick Dye - Finish Basement
  - Terry Johnson - Re-roof
  - Mary Babcock - Re-roof

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

**Merle Thayne – Damage to Curb at 440 Walnut/Replacement**

Merle has a storm drain in front of his home. Over the past years it has been continuously been damaged. The last couple of years, after the snow has been cleared and ice scraped, he noticed that the concrete broken. It is obvious to him that the damaged has been done by a grader. He believes he shouldn't be responsible to pay for the repairs. Kim asked Merle how long he has lived at his home in which Merle responded 7 years. Kim asked if Merle knew how old the sidewalk was. Merle had responded that there is some newer sections but doesn't know. The Mayor referred to Justin's notes. Justin was absent but left a description about the property. It's been a minimum of 10 years that the sidewalk has been broken. The property has been sold about three times since he's been around. Justin had spoken to previous owners about the curb and gutter but nothing ever happened. Justin had a conversation in the spring with the current owner and discussed our sidewalk replacement program that reimburses homeowners 50% of the cost to fix the curb and gutter. Merle declined. Dallin mentioned that he walked around the neighborhood and noticed a couple of storm drains and each one has a break and thinks the City should fix the storm , it

is fair to say that it is dangerous and hazard. Merle mentioned that kids stumble off of it and other people can get hurt. It was mentioned by Dallin that he would like to see the City support and fix both drains and there are also two sidewalks that need ADA replacements on the same street. Kim asked if Dallin was wanting to do the 50% on the two pieces of the sidewalk and the City cover 100% of the gutter. The mayor has no issue with fixing the gutter and the curb and do the ADA on the two sides of the sidewalk and the 50% on the sidewalk in front on the home. The Mayor would like to wait and do the gutter when the water project starts because the water drain will come out and be replaced. Ted asked if it could wait for the new year, the project will be cover that portion. Merle asked if there was a temporary fix until then. The Mayor said we have to do some research because DEQ is going to make us replace the gutter and doesn't want to do it twice. The Mayor mentioned that we would work on the project.

### **Ted Hendricks – Other Related Water Improvement Project Discussion**

Ted said there are additional funding available through the Bureau of Reclamations that we can apply for to help with the water improvements. This would help pay with some of the cost that we have identified other funding to pay for. We can get 50% grant and then the 50% would have to come from City in local matching funds. The Mayor asked that if we applied for this, we basically we have to match the funds. Ted said if we are granted \$1 Million then we would need to match it with \$1 Million. Kim asked if this would help with the \$10 million from Rural Development. Ted said that the Rural Development is all loan and with this grant we would get less in the loan portion. Ted said that this would also help with about the 400 service lines that don't meet the funding. This funding would help with those service lines. Dallin asked why are the 400 lines that don't meet the requirement, why don't they fall into the category in the funding that we already using. Ted said that because some of the lines have already replaced and if we can't prove the lead goosenecks, those will not be included in the project. Dallin asked that the funding would cover the meter pits and meter and that was part of the project regardless. Ted said the funding will not cover houses that had service lines replaced 10-15 years ago. If we can show that there is lead is going down stream then we may be able get it covered. Dallin said that he doesn't like to have to take \$1 million and be low in the reserve and asked if that is all we have in the reserve. Sandy mentioned that is only in the water reserve, the Mayor said it was only the water reserve not in the entire City reserve. Sandy also mentioned that it did not include the ARPA funds that have to be obligated before the end of the year which was decided to use on pipes. Don mentioned that what bothers him is that this is the first time he is hearing that the \$8 million that we have would not cover houses that did not need the line replacement. His understanding was that it would cover all the homes. Ted said that it would not. Don said he doesn't think it was communicated correctly. Ted said that it would be replaced if we get the Rural Development loan, with the loan then yes it would cover all of them. The Mayor said we have the \$16 million, \$8 million that is grant and we have \$8 million we have to pay back at 1%, then we have another funding package of \$10 million and with those two funding packages would cover all of the project. Don asked what this new funding was in which the Mayor said if we are able to get this funding it would lower the \$10 million that we would need to pay back by what we are granted and what we match which would be \$2 million. Don and Dallin do not want to leave the reserve low, Jeff said we would need to use the reserve no matter what. Kim asked if we decide to move forward with

this, how much it is going to cost to prepare the application to submit. Ted said he didn't know. Don asked how many hours would it take and what the cost would be. Ted said he didn't know and just found out about the grant last week. Ted said he had not seen their application and it would not be significant. Don asked if he could give an insignificant amount. Ted said probably under \$5,000 maybe \$3,500 but doesn't know and doesn't want to say. Ted said that if they decide to continue with it, they would work with the City to make sure they felt good about it. Jeff said that we were going to spend the \$1.2 million, it is a no brainer that we go after this. The Mayor said if we get it, we would save our ourselves \$1 million on loan. Dallin mentioned which is what was discussed before, using the funds to help keep the second loan lower. Dallin asked if bids come in and we don't have to use it, can we give it back. Ted said we don't have to use it, everything we have to accept by contract. Ted said we would need to develop a scope of work that is going to be eligible to know what to apply for. Ted said he could do the scope of work and come to the next meeting and identity that scope of work and know what he anticipate applying for and find out a little more about their process and go from there. Kim motioned, Jeff seconded to table the Bureau Reclamation Funding until the next Council meeting. Approved unanimously.

#### **Ted Hendricks – Water Improvement Plan Administration Contract**

Ted has prepared the Financial Management and Administrative Contract. It is basically a contract to take care of the Federal requirements that will be coming with that EPA money. The scope of work in the contract that modifies everything that will be done by himself or other employees in his organization. It is broken out in several categories like project set up, environmental review, acquisition of any property needed to be required to be obtained, the construction monitoring. They also do the financial management and help the City to disburse funds. The contract is a three-year time which would end in 2027. All the fees are done in a lump sum. The total is \$194,500 for everything for the three-year time limit that is anticipated. Kim mentioned that BJ had a couple of questions and clarification. Ted would make the changes BJ asked of. Don said that it was a standard contract. Kim motioned, Jeff seconded the contract for Full House Production. Approved unanimously.

#### **Council Business**

##### **Consider Moving Forward with the Transfer ownership of Farm and Historical park – city will hold water rights and Farm Lease – Create MOU**

Adam French mentioned that during the last work meeting and discussions of when the transfer would work. He thought that we were waiting for BJ to look at it. Adam says that the Recreation District would be ready to transfer at the beginning of the year. This would give BJ enough time to take a look at things and create a MOU. Jeff motioned, Kim seconded to move forward with the MOU and have it done for the first of the year with the Recreation District and the City with work meetings. Approved unanimously.

##### **Amend Smoking Ordinance – 5-8-5 & 5-8-6**

Sandy mentioned that as we were working on housekeeping with ordinances, this was found and after talking to BJ it was decided that these ordinances needed to be stricken. Lisa will talk to BJ to have him draft the ordinance to remove that and put it on the agenda when it is prepared.

**Consider Hiring DMV Employee**

This is only a matter of record to designate what the wage level would be at. There was a phone poll already done to hire. Sandy said that by making a motion on this tonight it makes it a matter of record in our minutes that said she was hired and at what rate she was hired at. Sandy said that they have brought Sara Reyes at entry level. Kim motioned, Don seconded to approve the hiring for the full-time position at the DMV of Sara Reyes at entry level. Approved Unanimously.

**Acceptance of Letter of Retirement**

Kim read the letter of retirement from Sandy. Dallin motioned, Don seconded to accept Sandy's letter of retirement as of September 30, 2024. 3 in favor, 1 opposed.

**Appointment of Clerk/Treasurer**

Jeff would like to appoint Lisa Ybarra as our new Clerk/Treasurer bringing her at Level 4. Dallin seconded to hire Lisa and bring her in at level 4. Approved Unanimously.

**Old Council Business**

**Consider Amending the Memorial Bench Program**

Kim has been working on the Memorial Bench. She has been working with Justin and Dallin to have a better bench. The bench is plastic and has a 50-year warranty. It would raise the price from \$840 to \$1,000. Justin thinks the City should put in the concrete slab and then the people would buy the bench and the plaque. The benches that are already out would be replaced but would be placed in another location within the city. Dallin said that there will be a line item that will have funds that could be used for the concrete. Kim motioned, Dallin seconded to call for a public hearing to increase the Memorial Bench Program. Approved unanimously.

**Consider TextMyGov Agreement**

Changes were made to the contract. If we do the contract for 3 years, we would have the \$500 fee for mapping waived for each year of the three years. After the 3 years the contract will go to a 1-year agreement. Don motioned Dallin seconded to approve the TextMyGov for 3-year contact. Approved unanimously. s

**Discuss one way designation in alley between City Hall and Business District**

Kim mentioned that the only issue is when the high school students are out for lunch and the kids drive through the alley to fast going from Emerson into the alley way. Kim doesn't think it needs to be a one way. Don asked if there be an officer there. Chief said they had three officers there during lunch and did not have a problem. Chief also mentioned that at the beginning of each school year, it's the same complaint. He believes that if they can be vigilant for the next few weeks and have both SROs and dayshift officer in the area and educate the kids and write tickets it should be fixed. Chief will report to Mrs. Hunter on the discussion.

**Department Head Reports**

Lisa presented a Public Hearing for Bingham County. Lisa also wanted to thank Sandy for everything she has done and taught her for the last two years.

Mikel said flag football is on the last week the pool is being winterized. Jazz basketball sign up are coming in and everything is looking good. Mayors' youth is a good group of kids. Other than that, everything is going good and congratulations Sandy.

Jordon mentioned that at the EIRSD meeting, it was decided to increase ERU fees. It is now \$7,975 per connection as of October 1, 2024. The surcharge of \$582 is no longer in place with the increase. Heart 2 Hand is making an addition and will have a walk-in freezer and walk-in fridge and shelving. The building permit is \$484 and asked if that could be waived. Jeff motioned, Don seconded to waive the permit fee for the Heart 2 Hand Pantry. Approved Unanimously. Jordon also wanted to congratulate Sandy and Lisa.

Chad thanked Sandy and Lisa. Chad mentioned that October is Domestic Violence awareness month. Every year Bingham County Commissioners and City of Blackfoot and other agency's get together to sign a Proclamation to declare zero tolerance for domestic violence in Bingham County. It is the first week of October and to invite the someone from the Council to join and sign, the Chief has signed it the last couple of years. He said it would be nice represent the City and join the City of Blackfoot and County.

### **Council Reports**

Dallin said that Billboard that Sandy and Mikel worked on had some things on there and it looks nice. Dallin thanked Sandy and Mikel for their work. He also congratulations to Sandy and is excited for her and exited for Lisa. Mike from Richardson called him and had some questions and comments. It sounds like they will be rolling any day now from the conversation.

Don mentioned that it was a pleasure to work with Sandy and get to know her. He appreciated all the work she had done and also for him up to speed and wishes her the best. Don congratulated Lisa on the new position.

Jeff said that Sandy will be greatly missed. Sandy was the face of the City and wanted people to know that when Sandy came to the City, we had \$167 as a contingency that was it. Today, if we look at the budget, we have several million. Sandy has been responsible for financial security for the City. This is not known by the public and this is a legacy that she will have with the city. Sandy has been a huge Impact. Jeff mentioned that we look forward to Lisa to you.

Kim mentioned that Sandy will be greatly missed and know that you are greatly appreciated. Lisa you will have big shoes to fill but will do great. Kim also gave a shout out to Maureen as well on her retirement. She will also be missed.

The Mayor mentioned that Maureen will be missed and her kind aura. We appreciate you and coming from where you were to here. The Mayor said that he has known Sandy for over 30 years. Sandy is great to work with also mentioned to Lisa to have a list of everything Sandy takes care of. He is excited for both of them.

Adjourned: 9:08 p.m.

APPROVE:  ATTEST: 