

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

DECEMBER 12, 2022

PRESENT: Mayor Stacy Pascoe

Council Members: Jeff Kelley, Kim Westergard, Adam French, and Leif Watson

Police Chief:	Chad Purser
Public Wks Dir.:	Justin Johnson
Recreation Dir.:	Mikel Anderson
City Clerk/Treasurer:	Sandy Gaydusek
City Attorney:	BJ Driscoll
City Building Insp/Plann.:	Jordon Johnson

PLEDGE OF ALLEGIANCE: Jordon Johnson

PRAYER: Jeff Kelley

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

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

Approval of the Minutes of the Council Meeting on November 22, 2022

Approval of the Minutes of the Work Meeting on December 6, 2022

Building Permits: none

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

Sale of city property.

The hearing was not held regarding the sale of public property due to an advertising error. This hearing has been rescheduled for January 10, 2023.

Donation of property for a public park.

Sandy said Lorin Croft presented a Quick Claim Deed to the city in regards to the lot he would like to give to the city for a public park. She said Mr. Croft indicated he has withdrew any stipulations except he would still need a receipt for the value of the park. The Council discussed whether or not the new Recreation District would like to take on this project. BJ suggested a council member reach out to Mr. Croft to discuss this with him further. Adam said he would contact Mr. Croft. Kim moved, Leif seconded to table the donation of property for a park until Adam can discuss this further with Mr. Croft. Approved unanimously.

Findings and Finalization of East Fir Sewer Project

Dave Noel said in regards to the East Fir Sewer Project, he has not received the final payout yet, but the project finished \$100,000 under budget. He said he will present the final pay request at the next meeting.

Title 7 – Minimum Garage Size

The Council discussed the city's current requirement of a two car garage at least 24 x 24 in size. The Council considered amending the ordinance to eliminate the minimum size, but to require a two-car garage. Mayor Pascoe said he is concerned about not specifying what a two-car garage is. He feels like there should be a minimum specification. He said he is concerned about a single garage

door and a garage that can be parked two deep in. After further discussion the Council felt this ordinance should be amended back to the wording which requires a two-car garage with no minimum size and to have the width of the driveway from the garage to the street to match the width of the garage. Adam moved, Jeff seconded to proceed with amending the ordinance. Approved unanimously.

BJ presented Ordinance 645 to amend Title 7-1-6 regarding driveways and garage construction. This ordinance will eliminate the minimum dimensions of a two garage and require that the driveway be constructed the width of the garage and allow two vehicles to park side by side immediately in front of the garage. Leif moved, Kim seconded to suspend the reading of Ordinance 645 on three different days and read the title of Ordinance 645 once. A roll call vote was taken: Adam – aye, Kim – aye, Leif – aye, Jeff – aye. Approved unanimously.

Leif read the title of Ordinance 645 once. Leif moved, Kim seconded to adopt Ordinance 645 as read amending the garage size requirement and providing that the driveway will be the width of the garage and sufficient to park two cars directly in front of it side by side. A roll call vote was taken: Kim – aye, Adam – aye, Leif – aye, and Jeff – aye. Approved unanimously.

Setback Measuring Point

The Mayor and Council discussed the measuring point the setbacks should be measured from. The setbacks are listed in 10-8-2 of the city code. Sandy said the city has used the drip edge to measure from since before she started employment with the city over 32 years ago. She said the city did have their own building inspector until the early 70's. Sandy said Bingham County was used for inspections and they measure from the drip edge so that is probably where the policy was established from. Adam said he felt if the setback measuring point is changed it should be for all of the city not just one subdivision. Jeff said he feels we should stay with the drip edge; we have had this policy for many years and most of the homes are measured from the drip edge. Kim said Jordon did investigative work to see where the other cities measure from. Jordon presented a hand out for the Council. He said most of the cities measure from the foundation, and felt it would be confusing to measure from the drip edge. However, Jordon said he has some concern regarding emergency vehicle access and there needs to be as much distance as possible for that purpose. Randy Adams said as long as he can get an emergency vehicle into the back yard if necessary. Jordon said he doesn't really feel there is a right or wrong measuring point but for the sake of simplicity it would be the foundation. Adam moved, Leif seconded to send this item to the Planning and Zoning Commission to consider an amendment to the code regarding the measuring point for setbacks and a maximum eave size of 24 inches. Approved three in favor, Jeff opposed. Motion carried.

Beer License Renewal

Adam moved, Kim seconded to approve a beer license for carry out and consumed on premises for El Chuy Market for 2023. Approved unanimously.

General Business License

Adam moved, Kim seconded to approve the general business license renewals for 2023 as per the attached list. Approved unanimously.

<https://www.msn.com/en-us/feed>

Public Works New Hire

Justin said he would like to recommend the city hire Kyson VanOrden as a new public works employee. He said Kyson has a CDL and he would like to hire him at entry level. Leif moved, Adam seconded to hire Kyson VanOrden as a new public works employee at entry level with a one-year probationary period. Approved unanimously.

Police New Hire

Chad would like to recommend that two new police officers be hired. He said Kole Jensen resides in Idaho Falls and will need to attend POST for certification. Chad said Zachary Jensen will be moving to Shelley and will also need to attend POST for certification. Chad said he would like to recommend that both be hired at entry level with a one-year probationary period. Also, they will sign a commitment letter for employment when they attend the POST Academy. Adam moved, Leif seconded to hire Kole Jensen and Zachary Jensen at entry level with a one-year probationary period. Approved unanimously.

Employment Contract

Justin wanted to discuss establishing an employment contract for his personnel that need to obtain their CDL for work. He said it has become quite costly and timely to obtain a CDL. He said there is a lot of schooling involved and it costs about \$1500 for the course. Justin said he hasn't had time to put together a draft but would like to bring one back for the Council and BJ to review. Leif moved, Jeff seconded to table this matter until the January 10, 2023 meeting. Approved unanimously.

Comprehensive Plan Update

Sandy said she received a new contract from SICOG changing the scope of timeline for a finished product to a start date of July 2023 and an end date of December 2023. This will allow the cost to be spread between two budget years. Leif moved, Adam seconded to approve the contract with SICOG in the amount of \$10,000 to be spread over two budget years to update the city's comprehensive plan. A roll call vote was taken: Jeff – aye, Adam – aye, Kim – aye, and Leif – aye. Approved unanimously.

Senior Center – Paved Parking Area

Leif moved, Jeff seconded to table this matter until April, and further discussion with the Senior Center Board. Approved unanimously.

Additional Water Right Purchase

Mayor Pascoe asked that this matter be tabled until an accurate count of the remaining water rights left at the ground water well on the farm is obtained. Jeff moved, Adam seconded to table this matter until the Mayor places it back on the agenda. Approved unanimously.

City Hall Reports

Sandy said Kayla asked her to tell the Mayor and Council thank you for the gift card for Christmas. Sandy said asked Chad how she was doing in the Police Department. Chad said Kayla is going an awesome job.

Sandy reminded everyone about the Christmas luncheon on the 23rd at noon.

Recreation Department Reports

Mikel said the Jazz program is up and running. He said games will begin in January. He said there are about 430 kids participating this year.

Mikel said the city received a \$1500 grant from Rocky Mountain Power to put in a drinking fountain and some benches at Brinkman Park. He said the Mayor's Youth Advisory Council will be working on this project.

Building Inspector Reports

Jordon said all is going well. He said building permit applications have slowed down.

Public Works Department Reports

Justin said snow removal has been going fairly well. He said he will be working with Chief Purser regarding the regulations of a snow proclamation. Justin said he really appreciates his crew; they came in at 4:30 a.m. and worked until 6:30 tonight. He said he appreciates the police help removing the vehicles on the street as well.

Justin said he has been looking at a snow loader to purchase. He said he does not have it budgeted but Idaho Falls has a 2009 they will be selling for \$50,000 to \$60,000. Sandy will check into the budget to look for available funds.

Police Department Reports

Chad said Officer Landon Webb graduated the top of his class in academics at POST. He said he did a great job. Chad said Officer Hayman completed Arcon Instructional course, and also got his high liability certifications.

Chad said the two new officers will begin FTO on Saturday. He said Officer Webb will start his second FTO soon.

Chad said the city received \$42000 in grant funding for equipment from the state. He said there is a 25% in kind match. Chad said they will be starting a Holiday DUI Task force.

Forsgren Engineering

Dave presented a bucket full of holiday goodies to the Mayor and Council with well wishes for the holidays.

Council Reports

Kim said she feels she can speak for all of the Board in saying she appreciates all of the Directors of the city as well as the Fire Chief, Planning and Zoning members, Tree Committee, etc. She wished all a wonderful holiday.

Adjourned: 8:48 p.m.

APPROVE: _____

ATTEST: Sandy Bjorklund

City of Shelley

Business License Applications

New Application/ Renewal Application	Date Submitted	Expire Date	Business Name	Address	Business Type	License Type	Amount	Comments
Renewal	11/21/2022	12/31/2023	Sew Fun Quilting	132 E Maple St	Retail Sales and Quilting Services	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Louise M Street, CPA	423 W Locust	Accounting	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Expressions Vinyl	580 State St	Warehouse/E-Commerce	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Shelley Laundromat	255 W Locust	Laundromat	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Gables of Shelley Memory Care	530 River Pointe Ln	Assisted Living & Memory Care	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	High Desert Performance	260 S Spud Alley	Motorcycle Repair	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Idaho Home Watchers	535 E 1200 N	Home Services & Home Cleaning	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	Tater Tot Academy	668 N State St	Daycare	General	\$ 5.00	
Renewal	11/28/2022	12/31/2023	T&C Storage & Rentals LLC	128 E Maple St	Storage Units	General	\$ 5.00	
Renewal	11/29/2022	12/31/2023	El Chuy Market	126 S State St	RestaurantMarket	Beer	\$ 200.00	Beer Sales & Consumption
Renewal	11/30/2022	12/31/2023	Wright Physical Therapy	299 Anderson Rd	Physical Therapy	General	\$ 5.00	
Renewal	11/30/2022	12/31/2023	ACCRA Machine, Inc	730 S Milton Ave	Machine/Job Shop	General	\$ 5.00	
Renewal	11/30/2022	12/31/2023	Woody's Inc	730 S Milton Ave	Sporting Goods & Firearm Sales	General	\$ 5.00	
Renewal	12/1/2022	12/31/2023	Just Lashing Out	175 W Pine St	Salon	General	\$ 5.00	
Renewal	12/5/2022	12/31/2023	O'Reilly Auto Parts #4825	306 S State St	Retail and Wholesale Autoparts	General	\$ 5.00	
Renewal	12/5/2022	12/31/2023	Lost Art Editing	714 S Milton Ave	Editing	General	\$ 5.00	
Renewal	12/5/2022	12/31/2023	#208 Eggs & Eats	1151 E 1250 N	Mobile Food Trailer	Mobile Food Vendor	\$ 20.00	
Renewal	12/5/2022	12/31/2023	Christa Ball	386 Quigg Ave	Holistic Services	General	\$ 5.00	
Renewal	12/5/2022	12/31/2023	Holly's Top Yardage	121 W Oak St	Fabric Sales	General	\$ 5.00	
Renewal	12/5/2022	12/31/2023	T&R Freeze Dried Treats	145 Meadowlark Dr	Freeze Dried Candy & Fruit	General	\$ 5.00	
Renewal	12/6/2022	12/31/2023	Baron Photography	124 S State St	Portrait Photography	General	\$ 5.00	
Renewal	12/7/2022	12/31/2023	Arctic Circle	606 S State St	Fast Food	General	\$ 5.00	
Renewal	12/7/2022	12/31/2023	Subway	532 N State St	Food	General	\$ 5.00	
Renewal	12/8/2022	12/31/2023	Golf Carts Unlimited	650 N State St #7	Golf Cart Rental	General	\$ 5.00	
Renewal	12/8/2022	12/31/2023	Porter House Inc	670 N State St	Service	General	\$ 5.00	
Renewal	12/8/2022	12/31/2023	Diamond Peak of Shelley	183 E Oak St	Assisted Living & Memory Care	General	\$ 5.00	
Renewal	12/8/2022	12/31/2023	Basic American, Inc	434 S Emerson	Manufacturing	General	\$ 5.00	
Renewal	12/12/2022	12/31/2023	Lost Souls Attraction Inc	186 S State St	Haunted Theater	General	\$ 5.00	
Renewal	12/12/2022	12/31/2023	Lost Souls Attraction Inc	172 S State St	Haunted Hospital	General	\$ 5.00	
Renewal	12/12/2022	12/31/2023	Rent the Event East Idaho	518 N State St #B	Party and Event Rental	General	\$ 5.00	
Renewal	12/13/2022	12/31/2023	Bingham Memorial Family Medicine	275 W Locust	Medical Clinic	General	\$ 5.00	
New	12/5/2022	12/31/2022	Brigham Murdoch	560 Juniper Ct	Snow Removal Company	General	\$ 20.00	2022 (New) & 2023 (Renew)
Renewal	12/13/2022	12/31/2022	Bateman Bros Construction	907 S State St	Excavation	General	\$ 5.00	

DATE	November	AMOUNT	CHECK #
11/4/2022	Centurylink	\$ 256.21	549021
11/4/2022	Comdata	\$ 452.46	549022
11/4/2022	Garrett H Sandow	\$ 1,650.00	549023
11/4/2022	Ias-Envirochem	\$ 3,340.00	549024
11/4/2022	IBM Corporation	\$ 578.08	549025
11/4/2022	Idaho Central Credit Union	\$ 4,703.21	549026
11/4/2022	Rossiter Electric Motor	\$ 42.50	549027
11/4/2022	Sparklight	\$ 268.19	549028
11/4/2022	Verizon	\$ 857.77	549029
11/15/2022	Broulim's	\$ 1,260.00	549030
11/15/2022	A&B Trans	\$ 520.29	549031
11/15/2022	A Stars & Stripes Flag	\$ 977.34	549032
11/15/2022	AAA Giles	\$ 675.00	549033
11/15/2022	Advanced Diagnostics	\$ 491.11	549034
11/15/2022	Alert Magazine	\$ 205.00	549035
11/15/2022	American Linen	\$ 300.36	549036
11/15/2022	Associated Busines Forms & Systems	\$ 272.23	549037
11/15/2022	Boot Barn	\$ 153.16	549038
11/15/2022	Broulim's	\$ 24.23	549039
11/15/2022	Buton Concrete	\$ 3,771.00	549040
11/15/2022	Cammans MVP	\$ 415.44	549041
11/15/2022	Chatterton Appraisals	\$ 400.00	549042
11/15/2022	Computer Warehouse	\$ 3,619.33	549043
11/15/2022	Digline	\$ 43.04	549044
11/15/2022	Eriks North America	\$ 669.18	549045
11/15/2022	Freedom Mailing Services	\$ 711.56	549046
11/15/2022	H-K Contrctors	\$ 4,595.36	549047
11/15/2022	Hard Times	\$ 8,661.11	549048
11/15/2022	HD Fowler Company	\$ 2,160.71	549049
11/15/2022	Intermountain Gas	\$ 121.52	549050
11/15/2022	Interstate Billing	\$ 305.71	549051
11/15/2022	Jims Trophy Room	\$ 40.50	549052
11/15/2022	Mission Communcations	\$ 359.40	549053
11/15/2022	O'Reilly	\$ 173.27	549054
11/15/2022	Point S	\$ 804.27	549055
11/15/2022	PSI Environmental	\$ 19,367.63	549056
11/15/2022	Rocky Mountain Power	\$ 8,840.83	549057
11/15/2022	Sams Club	\$ 186.70	549058
11/15/2022	Shelley Ace	\$ 450.39	549059
11/15/2022	Shelley Vet	\$ 575.50	549060
11/15/2022	Sherwin Williams	\$ 52.49	549061
11/15/2022	Smith Driscoll	\$ 1,350.00	549062
11/15/2022	Snake River Valley Irrigation	\$ 2,117.50	549063
11/15/2022	Streamfanswagg	\$ 425.78	549064
11/15/2022	Uniforms 2 Gear	\$ 1,922.53	549065
11/15/2022	Valley Office System	\$ 148.09	549066
11/30/2022	Petty Cash	\$ 300.00	549067
11/30/2022	Blue Cross of Idaho	\$ 698.60	549068
11/30/2022	A&B Trans	\$ 87.16	549069
11/30/2022	Allied Business	\$ 31.80	549070
11/30/2022	Centurylink	\$ 257.14	549071
11/30/2022	Eastern Idaho Reg. Sewer Dist.	\$ 29,208.57	549072
11/30/2022	Electrical Equipment	\$ 405.06	549073
11/30/2022	Forsgren Associates	\$ 8,632.50	549074
11/30/2022	Garrett H Sandow	\$ 1,650.00	549075
11/30/2022	Greystone Tractical	\$ 35.00	549076
11/30/2022	Hammon Teton	\$ 16.00	549077
11/30/2022	IAS-Envirochem	\$ 250.00	549078
11/30/2022	IBM Corporation	\$ 578.08	549079
11/30/2022	Idaho Peace Officers	\$ 155.00	549080
11/30/2022	IDEACOM-ESCI	\$ 189.54	549081
11/30/2022	Lumen Century Link	\$ 3.37	549082
11/30/2022	Manwaring Web Solutions	\$ 2,675.00	549083
11/30/2022	Shelley Vet Hospital	\$ 275.03	549084
11/30/2022	Sparklight	\$ 268.19	549085
11/30/2022	State Ins. Fund	\$ 13,871.00	549086
11/30/2022	Stephenson Computer	\$ 911.90	549087
11/30/2022	Uniforms 2 Gear	\$ 13.61	549088
11/30/2022	Valley Office System	\$ 85.58	549089
11/10/2022	Payroll	\$ 73,040.13	
11/18/2022	Longevity Payroll	\$ 23,242.04	
11/23/2022	Payroll	\$ 65,119.34	
	Total	\$ 301,315.62	