

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

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NOVEMBER 28, 2017

PRESENT: Mayor Stacy Pascoe (absent)

Council Members: Earl Beattie (Mayor Pro-Tem), Jeff Kelley, Kim Westergard, and Adam French

Police Chief: Rod Mohler

Public Wks Dir.: Justin Johnson

Recreation Dir.: Mikel Anderson

City Clerk/Treasurer: Sandy Gaydusek

City Attorney: BJ Driscoll

PLEDGE OF ALLEGIANCE: Peyton Maynard

PRAYER: BJ Driscoll

Earl Beattie as Mayor Pro-tem opened the meeting at 7:32 p.m.

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

Minutes of Council Meeting on Nov3ember 14, 2017

October Expenditures

October Overall Budget & Treasurer's Rpt.

Building Permits:

Monte Waters - Solar Panels

Louise Street - remodel

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

Kyle Jones, Harper Leavitt Engineering discussed a potential project on West Fir Street. He said there is grant funding through LTACH that could award up to one million dollars for this project. Kyle said they have put together a grant application to repair the storm water drainage on Hummingbird in the amount of \$100,000 which is also through LTACH. He said the one-million-dollar grant is a different funding source; LTACH has some surplus funding that is new this year, and has no match to the city. However, to be more competitive the project must be designed and shovel ready. Kyle said there is eleven million dollars available, and upon talking to the Mayor they thought West Fir Street is a good area since the school and the fire station are in that area. Kyles said he feels this project will score well, and it would be worth it to the city to apply. He said the grant applications are due December 21, 2017. Kyle proposed that Harper Leavitt could design the West Fir Street project to take full advantage of the million-dollar grant for a cost of \$25,000 to the city. Jeff asked what type of design would be done. Kyle said it will be designed for heavy loads due to the truck traffic on this street. He said the improvement would be from approximately the west city limits running on Fir Street to Highway 91. Adam asked about available funds the city might have for this expense. Sandy said the funding would have to come from

the Street or the State Revenue Sharing fund, but both funds are tight, and it may affect how much street improvements we could do next summer. BJ discussed the procurement procedures for professional services. Kyle said if the project is less than \$25,000 you can hire directly just for the design. He said once the project is funded the city could look at other ways to hire the engineer; some hiring their engineers through the contractor or a Request for Qualifications can be done. Justin said he thinks this is very proactive, but unsure if were ready for this project this year. He is concerned about spending \$25,000 which may come out of the streets improvements planned for this budget year. Sandy said there is \$171,000 that has been appropriated for street improvements this year not counting seal coating. Dave said if the city can get a fully designed million-dollar project for under \$25,000 that is a good deal. He said there may be \$100,000 in administrative, testing, etc. which would leave \$900,000 for the work. He said the city has street specifications, then Kyle could put together a cost estimate based on those specifications. Kyle said the design would also include putting in a crosswalk which is about \$100,000. Kyle said it is not often you come across one million dollars in grant money. Dave said the State is trying a two-year trial with these surplus funds. He said once the two years are up, the State will re-evaluate this program and see if they will continue offering it. Jeff and Kim agreed, they really do not want to gamble with \$25,000, and decide this quickly. Adam said he would be willing to spend this money, and feels it is a good opportunity for the city. Earl agreed with Adam, however since the council was split he felt we should wait. All the council members agreed that we should move forward with a grant application for next year, so the funds could be budgeted. Even if the city is not awarded the grant, the design can be used in the future. The Council felt the city should not expend \$25,000 this year and take a chance on this grant since we have limited funds to improve our streets at this time.

Sandy received the election results from the November 7, 2017 election which has been canvassed by the Bingham County Commissioners. The results are as follows for the city governing boards members whose seat was up for election.

	Shelley	Precinct 13	Precinct 14	Precinct 21	<b>Total</b>
<u>Mayor</u>					
Stacy Pascoe	207	179		35	<b>421</b>
<u>Council Seat One</u>					
Earl Beattie	194	169		36	<b>399</b>
<u>Council Seat Four</u>					
Kim Westergard	148	134		22	<b>304</b>
Alan Dial	71	70		16	<b>157</b>

Stacy Pascoe was elected as Mayor, Earl Beattie as Council Seat #1 and Kim Westergard as Council Seat #4. Jeff moved, Adam seconded to accept the above results for the November 7, 2017 election as canvassed by the Bingham County Commissioners. Approved unanimously.

Adam moved, Jeff seconded to ratify the approval to pay a total of \$1200 for the curb cuts for the residents on Ash Street. Approved unanimously. Justin said this gives each property owners 160 feet of curb cut.

Jeff said he wanted to discuss the sidewalks on Ash Street. He said last year it was determined that the residents would be required to put in the sidewalks without any delay once the street, curb and gutter was installed. Jeff said another offer was made to delay the installation of sidewalks for ten years however the property owners declined. Jeff said he feels the sidewalks need to be done as soon as next spring. The Council determined a letter should be sent to the property owners adjacent to Ash Street informing them that the sidewalk must be installed, and since it is new installation, they will not be eligible for the sidewalk replacement program.

Adam moved, Jeff seconded to cancel the council meeting scheduled for December 26, 2017 due to the holidays. Approved unanimously.

Jeff moved, Kim seconded to approve a Wine and Beer license, both carry out only for Good 2 Go Stores for 2018. Approved unanimously.

Jeff moved Kim seconded to approve the attached business licenses for 2018. Approved unanimously.

Kim said she would like to discuss the pay scale for the Recreation Director. She said when Dawn retired the pay scale was amended by reducing the various levels. Kim said when Mikel was hired he came in at a level 18 and then bumped up to a level 25, however now he is not eligible for a merit raise for five years. Kim said she would like to amend the pay scale back to what it was when Dawn was the Recreation Director. She said this would mirror the City Clerk/Treasurer's pay scale. Kim said this will bring Mikel back to a level 6 and he will be eligible for a raise in two years from his anniversary date. Kim moved, Adam seconded to amend the Recreation Director pay scale to mirror the Clerk/Treasurer pay scale and bring Mikel into the new pay scale at a level 6. He will be eligible for consideration of a merit raise two years from his anniversary date. Approved unanimously.

Sandy requested to be paid for eighty hours of personal leave. She said with the turn over and the staff's medical leave that it has been hard for her to take time off, however she does have three weeks of vacation planned for next year. Earl moved, Jeff seconded to approve eighty hours of personal leave be paid to Sandy in lieu of time off. Approved unanimously.

Sandy asked about clarifying city policy for FMLA leave. She said it has been determined that personal leave and long term sick leave will be required to be used while employees are off using FMLA leave. Also for employees who are off for workman's compensation or other medical issues that do not fall under workman's compensation. Do we want to clarify this in our personnel policy manual? Jeff felt the employees should be required to turn over their workman's compensation check if the city is paying the employee with personal leave or long term sick benefits. This matter was tabled until Sandy could find out more information on this with the State Insurance Fund and AIC.

Dave said he has good news on the proposal for the Water Tank Project. He said the request for public records was received and the city sent back the bidding

documents in entirety as requested to D&M Tanks. Dave said he originally received a notice of protest before the records were sent out, but now D&M Tanks have drafted a letter stating they have decided not to protest. Dave said the contract documents are being prepared for Dome Technologies to proceed with the work and the contract should be able to be considered for signatures at the next meeting. He said we are about half of a million dollars under budget, so he would like the Council to consider moving forward with the modifications to Well #4 so he could complete the design this winter and be ready for bidding in the spring. Dave said only the design of the tank was authorized to be designed, however Well #4 was included in the project. He said now he needs notice to proceed with Well #4 improvements. Dave said we could also talk about designing and adding a portable generator. This issue will be on the agenda at the next meeting.

Mikel thanked the Council for the amendments to his wage scale.

Mikel said he got the covers ordered for the pool and the new heaters have been installed. He said the Chili Cook Off went well, and the winner for the Spiciest was Kelly Anderson and the Sweetest and Best Overall was Jada Hanson.

Justin said the lights have been installed for the Christmas season. He said they will be paving Sunset Vista Subdivision tomorrow and Thursday. Justin said the Wind River Subdivision is done except for the street lights. The lights have not been fully installed. He said Well #1 has the new meter installed, and is up to date with the 2018 requirements. He said the meter for Well #3 has been purchased.

Rod said he has found a potential employee who he will be recommending for hire at the next meeting. He said this individual will be certifiable, but not have to attend POST.

Adam recognized Sandy for her hard work; the last few years we have had a lot of turn over and scheduled time off. Jeff agreed and compliments all the Department Heads. He said the survey stated all areas of the city are running great. Kim agreed.

Jeff said he would like to pursue the Recreation District to be on the May ballot. He said the key is to bring together the County and City residents to come up with a name. He said branding will eliminate any confusion with any other projects.

Earl said the Chili Cook Off was great and the Mayor's Youth Council did an excellent job.

Jeff moved, Adam seconded to adjourn into executive session pursuant to I.C. 74-206 (1) (f) regarding potential or pending litigation. A roll call vote was taken: Earl – aye, Kim – aye, Jeff -aye, and Adam – aye. Approved unanimously.

Adam moved, Kim seconded to reconvene into regular session. Approved unanimously.

During executive session potential and pending litigation was discussed.

Adjourned: 9:25 p.m.

APPROVE: \_\_\_\_\_ ATTEST: \_\_\_\_\_

# CITY OF SHELLEY BUSINESS LICENSE APPLICATIONS

SUBMITTED NOVEMBER 28, 2017  
FOR 2018

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE OF BUSINESS</u>
<u>SPECIALIZED LICENSES</u>		
GOOD2GO	510 S STATE ST	WINE AND BEER SALES CARRY OUT ONLY
<u>RENEW</u>		
<u>GENERAL LICENSES:</u>		
<u>NEW: \$25</u>		
GOLDEN VALLEY NATURAL LLC	815 E 1400 N	MANUFACTURING
ESCAPE SOUTH IDAHO	152 S STATE ST	FAMILY FUN CENTER
<u>RENEW: \$5</u>		
ASPEN COUNSELING	753 ASPEN AVE	COUNSELING AND ASSESSMENTS
BASELINE CONTRACTORS	985 RIMROCK CYN	LAND AND CONSTRUCTION SURVEYING
ALEXANDRAS MUSCIA LATINA	130 E MAPLE	MONEY TRANSFER AND VARIETY STORE
EATON TOWING	335 S EMERSON	TOWING AND RECOVERY
SUBWAY	532 N STATE ST	RESTAURANT
ZZ CONSULTING P.A.	640 S STAET ST	ENGINEERING
MR PIZZA	164 S STATE ST	RESTAURANT
GABLES ASSISTED LIVING	530 RIVER PT	ASSISTED LIVING FACILITY
CARLISLE CUSTOM WOODS	260 A S SOUD ALLEY	SELL DOOR, STAIR PARTS, HARDWARE, MOLDINGS
ARCTIC CIRCLE	606 S STATE ST	FAT FOOD RESTAURANT
LOST SOULS ATTRACTIONS INC	172 S STATE ST	HAUNTED HOUSE
LAURAS HAIR SQUARE	124 BIRCH ST	COSMETOLOGY SALON
RENT THE EVENT EAST IDAHO	518 N STATE ST	DÉCOR RENTALS
PROTECH FENCE	474 WALNUT ST	FENCE CONTRACTOR
IDAHO FUN JUMPS	155 W FIR ST	JUMP HOUSE RENTALS
GRACE'S PINEHAVEN TREASURES	169 W PINE	RETAIL SALES

TOTAL LICENSES: 19