

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

APRIL 12, 2016

PRESENT: Mayor Stacy Pascoe

Council Members: Earl Beattie, Jeff Kelley, Kim Westergard, and Adam French

Police Chief: Rod Mohler

Public Wks Dir.: Chuck Lloyd

Recreation Dir.: Scott Williams (absent)

City Clerk/Treasurer: Sandy Gaydusek

City Attorney: BJ Driscoll

Public Wks For.: Justin Johnson

PLEDGE OF ALLEGIANCE: Rod Mohler

PRAYER: Earl Beattie

Mayor Pascoe called the meeting to order at 7:31 p.m.

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

Minutes of March 22, 2016

Building Permits: Onna Johnston - re-roof

Jennie Albright - re-roof

Andrew Christensen - re-roof

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

Approved unanimously.

Milon and Patricia Neilson addressed the Mayor and Council to request access to the city water system in the Willow Estates Subdivision, Lot 4 Block 1 Division 2 and 3. Mr. Neilson said they are looking to build on the lot, and he would like to access city water. Mayor Pascoe said the Willow Estates Subdivision had been platted previously with city water and approved. Jeff moved, Earl seconded to approve access to Lot 4 block 1, Division 2 and 3 in the Willow Estates Subdivision once the tap fee has been paid, and the water user agreement signed. Also, the meter must be purchased by the property owner. Approved unanimously.

Adam moved, Earl seconded to set the Budget Hearing for the 2016-2017 Fiscal Year Budget for September 7, 2016 at 7:30 p.m. Approved unanimously.

Justin said he received fourteen applications for the two vacancies in the Public Works Department. He said he interviewed nine applicants and would like to recommend that Austin Mohler and John Mecham be hired. Jeff moved, Kim seconded to hire Austin Mohler and John Mecham to fill two of the vacancies in Public Works at entry level wage with a twelve month probationary period. Both employees must obtain their CDL drivers license within two months of their hire date. Approved unanimously.

There will be an additional Public Works employee needed after May 1, 2016. Sandy was directed to advertise for another public works employee as well as a groundskeeper and pool staff. Adam moved, Jeff seconded to allow Justin to hire a groundskeeper for the 2016 summer season at his discretion. Approved unanimously.

The Mayor and Council directed Sandy to plan an Open House to honor Dave Hanson and Chuck Lloyd as retiring employees on April 26, 2016 from 6:00 until 7:00 p.m.

Justin said he would like to recommend that Jason Packer be promoted to the Foreman of Public Works to fill his position as he was promoted to Public Works Director. Jeff moved, Earl seconded to promote Jason Packer as Foreman of Public Works at a payroll Level 3 and he will be eligible for another step raise at his anniversary date in six months. Approved unanimously. Earl moved, Jeff seconded to bump Jordan Johnson up one level on the payroll scale for the additional training duties he will have with Jason Packer. All raises are to be effective May 1, 2016. Approved unanimously.

Sandy presented a Door to Door Salesman License application for Gant Stewart. He is an eighth grader and has applied to sell fertilizer and yard care services door to door. Sandy said Mr. Stewart has paid the fee of \$250 and passed the background check. The Council discussed if the fee should be adjusted for minors, but decided to leave the fee as is. Adam moved, Earl seconded to approve a Door to Door Salesman license for Gant Stewart. Approved unanimously.

Sandy presented a comment request sheet from Bingham County regarding a re-plat of a subdivision dividing one lot into two owned by Fackrells outside of the city limits. The Mayor and Council had no concerns or comments.

Jeff moved, Kim seconded to call for a public hearing on May 10, 2016 to consider establishing a fee to review the Wastewater Discharge Permits. Approved unanimously. Sandy will advertise for the hearing. At that time a Resolution will also be considered for the fee.

Jeff moved, Earl seconded to amend the Personnel Policy Manual to provide a twelve month probationary period for all new employees instead of current six months. This change will also allow those newly hired employees to remain eligible for consideration of a merit raise based on performance after the first six months of employment. Approved unanimously.

Earl said in regards to the parking and snow removal ordinance, he will be ready to discuss this matter at the next council meeting.

BJ said there is some information that Sandy provided regarding water mitigation in their binders. He asked the Mayor and Council to review this information that could be discussed at a later meeting.

Sandy said she talked to Sterling Codifiers regarding the re-codification of the city ordinances. She said this has not been done since 1992. Sandy said this reorganizes the city code, checks for any inconsistencies and any discrepancies. She said it will also look for any new ordinances that may be added to help run the city efficiently. Sandy said Sterling Codifiers is a vendor that provides these services. The proposal she received is to cost \$5600, and will be a year long process. The Council felt it would be a good idea to have this done, and asked Sandy to speak with some other vendors regarding costs and to look at this expense in the next budget year.

Justin said Spring Clean Up began this year. He said once the cleanup is done the crew will begin working on patching the streets.

Justin said the Scada Program that operates the pumps at different times and keeps track of the water level in the tanks is about twenty years old and starting to have some problems. He said it is beginning to send out random problem calls, and there is no backup up for the program if the system goes down. Justin said he has been receiving calls around 3:00 a.m. for several mornings and the only thing he can do is to drive to the shop and check the tank levels and operation. He said at this time a program to view the Scada system for his telephone or home computer cannot be installed because the programming is obsolete. Justin recommended upgrading the system at an approximate cost of \$3600 which would include a new server and programming. He said he will also have a backup system he got from city hall, installed with the programming that is Windows 7 compatible. Justin said Teton Communications said this programming should have a ten to fifteen year life span. Jeff moved, Adam seconded to upgrade the Scada system for an approximate cost of \$3600. Approved unanimously.

Justin presented some pictures to the Mayor and Council of grease that had been pulled out of our sewer system. He said this came from the sewer line off of West Fir Street from the line where Broulims and Arctic Circle discharge. He said possibly the grease traps are not being cleaned enough from those establishments. Dave Noel said the city ordinances are very clear, and the grease traps must be sized sufficiently and cleaned sufficiently to work right. He said the city should be more diligent in checking to ensure that the grease traps are being cleaned on a timely basis. Justin said he will go and visit each of the establishments with grease traps to make sure they have traps and are cleaning them as often as they should be.

Justin said the city has a sewer jet and it works, but he would like the Mayor and Council to consider getting a sewer vac truck sometime in the future. He said there is a safety factor that should be considered such as when the crew has to go down into a manhole where there is H₂S gas. Justin said maybe a vac truck could be budgeted to purchase in the future.

Rod said he will need to open up a police officer position. He said Officer Gunderson will be leaving the city to take a position in Teton where he can be near his parents to help them with health issues.

Kim said Camille Shaw is getting certified to train lifeguards and could also certify them. The Council determined Ms. Shaw will need to pay her own fees to get certified, then she could charge for the other lifeguards to become certified by her.

Kim said we need to look at forming a Recreation District. She said this will give the County residents a voice on recreation matters, and would also eliminate city tax payers from subsidizing the pool and recreation programs that both city and county residents utilize. Jeff said he would like to see a Question and Answer meeting set up by the Park Committee for the patrons of the area.

Jeff said the crosswalks throughout the city need to be painted. He said they need to be bolder and stand out. Jeff said the crosswalk at Broulins and further west also need lights placed on the poles to illuminate the crosswalks. Justin was asked to paint the crosswalks a bright color and make them wider with approaching lines also painted to help the vehicles notice them.

Mayor Pascoe said everyone is doing a great job and everything is running smooth in the city.

Adam moved Jeff seconded to adjourn into executive session pursuant to I.C. 74-206(1) (c) at 9:18 p.m. to discuss the possible acquisition of land. A roll call vote was taken: Kim – aye, Jeff –aye, Earl – aye and Adam – aye. Approved unanimously.

Kim moved, Jeff seconded to reconvene at 10:00 p.m. into regular session. Approved unanimously.

During executive session subsection (c) land acquisition was discussed.

Adjourned: 10:02 p.m.

APPROVE: Earl A. Beattie ATTEST: Sandy Haywood

<u>DATE</u>	<u>MARCH CLAIMS</u>	<u>AMOUNT</u>	<u>CHECK #</u>
3/15/2016	Comdata	882.16	49408
3/15/2016	Eagle Rock Hydraulic Service	592.65	49409
3/15/2016	National Auto Parts Warehouse	458.23	49410
3/15/2016	RDK Manufacturing	896.00	49411
3/15/2016	AAA Giles Cleaning and Restoration	675.00	49412
3/15/2016	American Linen	544.90	49413
3/15/2016	Army Surplus Warehouse	51.89	49414
3/15/2016	Asociation of Idaho Public Works	20.00	49415
3/15/2016	Bonneville County Solid Waste	6,242.40	49416
3/15/2016	Broulims	33.70	49417
3/15/2016	Cable One	186.50	49418
3/15/2016	Columbia Paint	657.56	49419
3/15/2016	Ferguson Enterprises Inc.	363.39	49420
3/15/2016	First Responders	152.50	49421
3/15/2016	Hammon Teton Delivery	14.00	49422
3/15/2016	Hard Times Sales and Distribution	1,874.26	49423
3/15/2016	HD Supply Waterworks	65.00	49424
3/15/2016	Honnen Equipment of Utah/Idaho	921.74	49425
3/15/2016	Lisa Hurt	63.80	49426
3/15/2016	IAS - Envirochem	80.00	49427
3/15/2016	Idaho Peace Officers Association	145.00	49428
3/15/2016	Idaho Steel Products	1,156.00	49429
3/15/2016	Idaho Transportation Dept.	230.00	49430
3/15/2016	Ideacom Esci	181.74	49431
3/15/2016	Intermountain Gas Co	734.79	49432
3/15/2016	Pam Killpack	49.22	49433
3/15/2016	Line X of Idaho Falls	5,425.00	49434
3/15/2016	Matkin Auto Parts	1,024.96	49435
3/15/2016	McGuire Bearing Co.	126.90	49436
3/15/2016	MetroQuip Inc.	311.02	49437
3/15/2016	Oldcastle Precast	327.00	49438
3/15/2016	O'reilly Auto Parts Tax Dept	534.91	49439
3/15/2016	Pacific Steel	85.29	49440
3/15/2016	Rocky Mountain Power	5,963.89	49441
3/15/2016	Shelley Ace Hardware	312.54	49442
3/15/2016	Siems Enterprises	184.01	49443
3/15/2016	United States Welding	94.55	49444
3/15/2016	Utility Trailer Sales of Boise	158.56	49445
3/31/2016	All American Sports	50.73	49446
3/31/2016	Army Surplus Warehouse	19.96	49447
3/31/2016	Bisco	24.54	49448
3/31/2016	Blue Cross of Idaho	774.86	49449
3/31/2016	Cable One	186.50	49450
3/31/2016	Cal Ranch	199.99	49451
3/31/2016	CenturyLink	174.78	49452
3/31/2016	Clark Wireless	223.20	49453
3/31/2016	Eagle Rock Sanitation	2,191.19	49454
3/31/2016	First Class Portable Sanitation	100.00	49455
3/31/2016	Forsgren Associates	1,740.00	49456
3/31/2016	Garrett Sandow	1,650.00	49457
3/31/2016	IAS - Envirochem	262.00	49458
3/31/2016	ICRMP	18,392.50	49459
3/31/2016	Idaho Business Systems	36.00	49460
3/31/2016	Ideacom Esci	344.00	49461
3/31/2016	Kent Swanson	306.00	49462
3/31/2016	Larry Powell	9.73	49463
3/31/2016	MetroQuip Inc.	8.59	49464
3/31/2016	Mid-american Research Chemical Corp	266.05	49465
3/31/2016	Modern Printing	141.75	49466
3/31/2016	MountainLand Communications	35.00	49467
3/31/2016	Partsmaster A Div of NCH Corp	107.64	49468
3/31/2016	Petty Cash	43.04	49469
3/31/2016	Phillips 66	1,388.52	49470
3/31/2016	R&S Distributing	254.85	49471
3/31/2016	Shelley Auto Care	2,637.69	49472
3/31/2016	Shelley Veterinary Hospital	35.19	49473
3/31/2016	Smith Dricscoll & Associates	1,092.00	49474
3/31/2016	State Insurance Fund	2,998.00	49475
3/31/2016	Stephenson Computer Consulting	56.25	49476
3/31/2016	Tacoma Screw Products	13.19	49477
3/31/2016	US Post Office	485.80	49478
3/31/2016	USA Bluebook	1,573.93	49479
3/31/2016	Valley Glass Company	236.57	49480
3/31/2016	Valley Office System	49.50	49481
3/31/2016	Verizon Wireless	312.55	49482
3/31/2016	20th Century Ford	27,943.00	49483
11-Mar-16	City of Shelley Payroll	54,669.29	
25-Mar-16	City of Shelley Payroll	51,988.40	
	Total	204,843.84	