

CITY OF CHELSEA
COUNCIL MEETING
MINUTES

MAY 27, 2014

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.: Dawn Lloyd
City Clerk/Treasurer: Sandy Gaydusek
City Attorney: Doug Bowen

PLEDGE OF ALLEGIANCE: Rod Mohler

PRAYER: Adam French

Mayor Pascoe opened the meeting at 7:31 p.m.

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

Approval of May 14, 2014 Council Meeting Minutes with two corrections
Building Permits:
Stacy Pascoe - commercial addition
Stacy Pascoe - commercial addition

Roll Call Vote: Jeff – aye, Adam – aye, Earl – aye, and Kim -aye. Approved unanimously.

Louise Street of Searle, Hart and Associates presented the Annual Audit for Fiscal Year 2012-2013. She said they have a clean opinion for the city; there is no material deficiency. Louise said the financial statements are presented fairly, and the Management Discussion and Analysis has been provided by Sandy and submitted with the statements. Louise discussed the governmental funds and the enterprise funds. She presented graphs showing the revenue compared to the expenditures and fund balance. Louise said this year the Urban Renewal Agency has been added as a component unit to the city's audit. She said since the Mayor and Council appoint the Board and is ultimately responsible for the finances, it should be treated as a component unit. Louise recommended that the city have a written Fraud Risk Assessment Plan, and also create electronic records for the Urban Renewal Agency. She said she uploaded the records to Quick Books and sent it to Sandy. Sandy and Adam will work on a Fraud Risk Assessment Plan. Jeff moved, Adam seconded to accept the 2012-2013 audit as presented by Searle, Hart and Associates. Approved unanimously.

Diana Boldman said she is here representing her sisters who reside at 144 S. Holmes Avenue. She said Patricia and Norma Jean received a letter regarding the appearance of their property. Mrs. Boldman said one vehicle on the premises will be sold by this weekend, however she feels they will need more time to clean up the rest of the property. She said the two other vehicles on the property are operable, and they use the vehicles to deliver newspapers. She said they also have someone lined up to take care of the large branches. Mrs. Boldman read a letter from Norma Jean who was not in attendance regarding the letter she received dated May 12, 2014

from the city. In general, she felt in the letter she was being portrayed in a negative way. Her letter stated they feel they need more time, and have found a few people to help them out. Mayor Pascoe discussed the pictures that had been taken when the letter was written, and that we have received complaints from their neighbors about their property. He said there is a lot of room for improvement on their property. Mrs. Boldman said Patricia had eye surgery and she could not bend over. Jeff recommended that they talk to their church ward for help. Ms. Morris said they have. Earl said he reviewed their property and it is a hazard. He said it is a mess and dangerous. Earl said he would like to designate the Police Chief to help make sure when a group comes in to help them that the property is going to meet city standards. Ms. Morris agreed and will talk to her Bishop, and then the Police Chief will review it when the church group is comes in to help. The Mayor and Council gave Ms. Morris a thirty day time extension beginning today to comply with city ordinances.

Sandy said in the past the city has contributed to the Bingham County Youth Coalition in the amount of \$800 to \$1000. She said this year Mark Cowley, the supervisor over the Coalition has requested \$1000. Dawn said our Mayor's Youth Committee is invited each year to all of the conferences and participates in the activities the Coalition holds. She said there are scholarships awarded each year also. Jeff moved, Kim seconded to contribute \$1000 to the Bingham County Youth Coalition for this fiscal year. Approved unanimously.

Sandy said she received a request from AIC regarding the Voting Delegate and the Alternate Voting Delegate at the AIC Conference this year. Earl moved, Adam seconded to appoint Jeff as the Voting Delegate and Kim as the Alternate Voting Delegate at the AIC Conference. Approved unanimously.

Sandy presented Ordinance #568 regarding the procedure for issuing a temporary certificate of occupancy and specifications for an asphalt driveway as discussed at the last council meeting. Jeff moved, Kim seconded to suspend the reading of ordinance #568 on three different days and read the title of ordinance #568 once. Jeff read the title of Ordinance #568 in full. Jeff moved, Kim seconded to adopt Ordinance #568 regarding the procedure to issue temporary occupancy certificates and requiring 3 inches of asphalt when constructing an asphaltic driveway. A Roll Call Vote was taken: Jeff – aye, Kim – aye, Earl – aye, and Adam – aye. Approved unanimously.

Sandy presented a Utility Billing Directive and a Renter's Addendum that she adapted from the City of Meridians forms. She said this will provide the opportunity to file a voluntary lien if a renter leaves an outstanding balance on an account, and the landlord refuses to pay the outstanding balance. Currently our ordinance provides that the landlord is responsible for the account, however this form will allow us to lien the property if necessary. Jeff moved, Earl seconded to grant approval to use the Utility Billing Directive form and the Renter's Addendum that was presented by Sandy. Approved unanimously.

Mayor Pascoe said the bids for the North Water Loop Line are scheduled to be opened June 6, 2014.

Sandy said she has sent Mike Kirkham two letters regarding the condition of the sidewalk adjacent to his property at 290 S. State Street. She said Mr. Kirkham spoke with her after the first letter stating he may be interested in utilizing the Sidewalk Replacement Program, however he has not contacted her since. The Council instructed Sandy to write another letter to Mr. Kirkham stating this matter would be discussed at the next council meeting if the sidewalk has not been replaced.

Sandy said she has received some complaints regarding the recycling bins in the Broulim's parking lot. She said the two bins are being dumped once a week and are usually overflowing onto the ground before the day they are dumped. Sandy said if the city would like to have the cans dumped twice a week the cost will go from \$112 per month to \$204 per month. Sandy said the vendor provides curb side recycling for \$5 per month. They provide the cans, and the cans are dumped twice per month. Mayor Pascoe said he would talk to the County Commissioners about helping out with the cost of the bins since the bins are not limited to city residents only. Sandy will talk to the vendor about discounting the cost for the bins.

Dawn said the pool is now open and swimming lessons have started.

Dawn said there is a Cub Scout group looking for a conservation project to do. She asked the Council to think about it and let her know if they have any ideas.

Rod said he will be gone on vacation from June 12th to July 2nd. He said he will be able to help with the Morris property after that time. Earl said he will handle it in place of Rod.

Adam asked about the video camera for City Hall. Mayor Pascoe said the equipment for City Hall and the Swimming Pool should be here this week.

Kim said the new playground equipment at Pillsbury Park looks great.

Jeff asked about the flashing lights being installed at the crosswalk on State Street and Locust. Chuck said ITD will be sending the agreement document to us for signatures. Mayor Pascoe met with the ITD Board to discuss future plans for the Highway. He said they reviewed Highway 91 and Country Club Road. He said the Board feels the trucks coming from cold storage to the Golden Valley facility will probably use Highway 91, but the trucks leaving the facility will probably use the Interstate. Mayor Pascoe said there was some discussion regarding putting in a bigger turning lane.

Earl said he will not be in attendance at the next Council meeting.


Earl said he would like Shirley to put an article in the newspaper regarding weeds on private property and yard appearance.

Earl said there are some stacked beams at Hidden Treasures that could be dangerous if they every fell. He said the parking lot is a mess also. This will be checked occasionally.

Mayor Pascoe said he receiving some complaints about dogs running at large. He asked Shirley to mention dogs at large are a problem in the newspaper.

Mayor Pascoe said he has received some calls regarding their appreciation for the city crew going out of their way to help the citizens.

Adjourned: 9:07 p.m.

ATTEST: _____ APPROVE:  _____

MAY CLAIMS

| <u>DATE</u> | | <u>AMOUNT</u> | <u>CHECK #</u> |
|------------------|---|------------------|----------------|
| 5-May-14 | Carlsons Custom Concrete Inc | 2,100.00 | 47706 |
| 5-May-14 | Comdata | 223.00 | 47707 |
| 15-May-14 | A & B Transmission & Service CTR | 30.96 | 47708 |
| 15-May-14 | AAA Giles Cleaning And Restoration | 675.00 | 47709 |
| 15-May-14 | Airgas Intermountain Inc | 28.10 | 47710 |
| 15-May-14 | American Linen | 705.45 | 47711 |
| 15-May-14 | Association of Idaho Cities | 1,450.00 | 47712 |
| 15-May-14 | BMC West | 541.16 | 47713 |
| 15-May-14 | Bonneville County Solid Waste | 6,858.40 | 47714 |
| 15-May-14 | Broulim's | 129.99 | 47715 |
| 15-May-14 | Bug Busters Inc | 86.00 | 47716 |
| 15-May-14 | Cal Ranch | 25.47 | 47717 |
| 15-May-14 | Crystal Taylor | 65.00 | 47718 |
| 15-May-14 | D & A Inc | 21.60 | 47719 |
| 15-May-14 | Eagle Rock Sanitation | 2,516.87 | 47720 |
| 15-May-14 | Eastern Idaho Regional Wastewater Auth. | 16,479.00 | 47721 |
| 15-May-14 | Electrical Wholesale Supply Co Inc | 147.40 | 47722 |
| 15-May-14 | First Class | 100.00 | 47723 |
| 15-May-14 | Frank Edwards Co #17 | 209.26 | 47724 |
| 15-May-14 | Hammon Teton Delivery | 12.55 | 47725 |
| 15-May-14 | Hard Times Sales and Distribution LLC | 3,573.96 | 47726 |
| 15-May-14 | IAS - Envirochem | 70.00 | 47727 |
| 15-May-14 | Idaho Business Systems | 44.26 | 47728 |
| 15-May-14 | Idaho Transportation Dept | 23.00 | 47729 |
| 15-May-14 | Ideacom Esci | 189.84 | 47730 |
| 15-May-14 | Industrial Hose and Fittings | 19.85 | 47731 |
| 15-May-14 | Intermountain Gas Co | 175.51 | 47732 |
| 15-May-14 | Kings No.21 | 23.36 | 47733 |
| 15-May-14 | Les Schwab Tire Center | 1,458.84 | 47734 |
| 15-May-14 | Mountainland Communications Inc | 100.00 | 47735 |
| 15-May-14 | Oldcastle Precast inc | 52.50 | 47736 |
| 15-May-14 | Petty Cash | 40.04 | 47737 |
| 15-May-14 | R & S Distributing | 95.67 | 47738 |
| 15-May-14 | Refugio Olmos | 350.00 | 47739 |
| 15-May-14 | Rocky Mountain Power | 5,905.03 | 47740 |
| 15-May-14 | Sams Club | 150.03 | 47741 |
| 15-May-14 | Shelley Auto Care | 15.00 | 47742 |
| 15-May-14 | Shelley Pioneer | 377.46 | 47743 |
| 15-May-14 | Smith Driscoll & Associates PLLC | 3,417.15 | 47744 |
| 15-May-14 | Southeastern Dist. Health Dept | 50.00 | 47745 |
| 15-May-14 | Steve Cruz | 50.00 | 47746 |
| 15-May-14 | U & I Kiwanian | 45.00 | 47747 |
| 15-May-14 | United States Welding Inc | 97.50 | 47748 |
| 15-May-14 | Valley Glass Company | 59.77 | 47749 |
| 15-May-14 | Valley Office System | 1,524.60 | 47750 |
| 15-May-14 | Valley Ready Mix | 324.00 | 47751 |
| 15-May-14 | Verizon Wireless | 417.62 | 47752 |
| 15-May-14 | 2M Company Inc | 337.93 | 47753 |
| 21-May-14 | Bingham Exonomic Development Corp | 4,000.00 | 47754 |
| 21-May-14 | Dawn Lloyd | 38.09 | 47755 |
| 21-May-14 | Northeast Wisconsin Techn ical College | 175.00 | 47756 |
| 30-May-14 | A & B Transmission & Service CTR | 29.67 | 47757 |
| 30-May-14 | Asphalt Maintenance Co. | 360.00 | 47758 |
| 30-May-14 | Blackfoot/Bingham County Youth Coalition | 1,000.00 | 47759 |
| 30-May-14 | Brand X Equipment LLC DBA | 18.00 | 47760 |
| 30-May-14 | Cable One | 170.00 | 47761 |
| 30-May-14 | Centurylink | 301.11 | 47762 |
| 30-May-14 | Diamond B Specialties | 2,388.00 | 47763 |
| 30-May-14 | Electrical Wholesale Supply Co Inc | 79.24 | 47764 |
| 30-May-14 | First Class Portable Sanitation | 100.00 | 47765 |
| 30-May-14 | First Responders | 150.00 | 47766 |
| 30-May-14 | Adam French | 338.00 | 47767 |
| 30-May-14 | Home Depot | 209.88 | 47768 |
| 30-May-14 | Jeff Kelley | 338.00 | 47769 |
| 30-May-14 | Kim Westergard | 338.00 | 47770 |
| 30-May-14 | Chuck Lloyd | 45.00 | 47771 |

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| 30-May-14 | Mastercraft Pool and Spa | 1,967.46 | 47772 |
| 30-May-14 | Mountain River Mechanical Services | 644.08 | 47773 |
| 30-May-14 | Mountain West Bark Products Inc | 3,845.75 | 47774 |
| 30-May-14 | Pacific Steel | 115.41 | 47775 |
| 30-May-14 | Stacy Pascoe | 338.00 | 47776 |
| 30-May-14 | Phillips 66 Co | 1,765.56 | 47777 |
| 30-May-14 | R & S Distributing | 58.12 | 47778 |
| 30-May-14 | Searle Hart and Associates PLLC | 10,000.00 | 47779 |
| 30-May-14 | Sherwin Williams | 91.18 | 47780 |
| 30-May-14 | Stacie Bracken | 116.48 | 47781 |
| 30-May-14 | State Insurance Fund | 3,762.00 | 47782 |
| 30-May-14 | U. S. Post Office | 453.90 | 47783 |
| 30-May-14 | Western Recycling | 112.00 | 47784 |
| 9-May-14 | City of Shelley Payroll | 43,205.22 | |
| 23-May-14 | City of Shelley Payroll | 47,719.57 | |
| | Total | 175,665.85 | |