



CITY COUNCIL REGULAR MEETING MINUTES

City Hall - 10769 W State Street, Star, Idaho

Tuesday, July 15, 2025 at 7:00 PM

PUBLIC NOTICE: THIS MEETING IS BEING RECORDED AND PLACED IN AN ONLINE FORMAT, PERSONS MAY EITHER VIEW OR LISTEN TO VIDEO/AUDIO OF THIS MEETING UNTIL SUCH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RETENTION POLICY.

1. CALL TO ORDER – Welcome/Pledge of Allegiance

Mayor Chadwick called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. INVOCATION - Kayden Votroubek, Associate Minister Calvary Star Church.

Associate Minister Kayden Votroubek offered the invocation.

3. ROLL CALL

ELECTED OFFICIALS: Mayor Trevor Chadwick, Council President David Hershey and Council Members Kevan Wheelock and Jennifer Salmonsens. Council Member Kevin Nielsen was absent from the meeting.

STAFF: City Attorney Chris Yorgason; City Planning Administrator Shawn Nickel; Assistant City Planner and Sports & Recreation Director Ryan Field; City Engineer Ryan Morgan; Public Information Officer Dana Partridge, Treasurer Michelle Meyer, Star Police Chief Zach Hessing and Deputy Clerk Kelly Martin.

4. PRESENTATIONS

A. Ada Community Library

Mary Ann Saunders serves as an elected trustee for the Ada Community Library. She said there are 162 public libraries in Idaho; some are city libraries and some are library districts. The Ada County Free District was established in 1984 and serves over 65,000 people. The district has a current budget of 5.3 million plus 1.4 million that is held as an operating reserve. Approximately 60% of the funds are used for staffing and the rest is used for collections, acquisitions and special programming maintenance. The library promotes public education through programming, tech tools, and community outreach. Mary Ann helped create a YouTube channel to inform the public about library services. She showed a video that provided information about the Lynx Consortium which includes 8 area libraries that operate through a joint powers agreement; the video also highlighted patron testimonials about library benefits and services. Federal funding and community events the library participates in were discussed.

B. Police Chief Report

Chief Zach Hessing provided a report for June. He reviewed offenses for the month by type, stating that society crimes were all drug related for this month. Calls for service and proactive policing calls were discussed. Chief Hessing noted that there was an increase in vehicle accidents, he also mentioned they were getting out in the Canyon County side of Star more, making more traffic stops and seeing more citations there. Response times were reviewed. K9 Luna and Code Enforcement were

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discussed. Council Member Wheelock mentioned feedback from a member of the public regarding the professionalism and approachability of the new code enforcement officer.

C. Quarterly Financial Report

City Treasurer Michelle Meyer presented the Quarterly Financial Report, reviewing revenues, personnel costs, operating expenses and capital projects. 78.34% of the annual appropriations have been expended. Mayor Chadwick noted upcoming expenditures to complete Boot Hill Park.

5. CONSENT AGENDA (ACTION ITEM) **All matters listed within the Consent Agenda have been distributed to each member of the Star City Council for reading and study, they are considered to be routine and will be enacted by one motion of the Consent Agenda or placed on the Regular Agenda by request.*

A. Approval of Claims**B. Approval of Minutes: July 1, 2025****C. Inspirado #3 Subdivision Final Plat****~~D. Inspirado #4 Subdivision Final Plat~~****~~E. Stardale Place Subdivision Final Plat~~****F. Starpointe Subdivision Vacation of Easement****G. Milestone Ranch South Subdivision Findings of Fact/Conclusions of Law****H. Resolution 2025-04 Ada County Comprehensive Plan Amendment to Adopt 2024 Capital Improvement Plan & Development Impact Fee Study (CIPs) for Ada County Jail, Coroner & EMS**

- Council Member Salmonsens made a motion to approve the Consent Agenda consisting of 5A Approval of Claims, 5B Approval of Minutes for July 1, 2025, 5C Inspirado #3 Subdivision Final Plat, remove 5D Inspirado #4 and remove item 5E Stardale Place Subdivision, approving 5F Starpointe Subdivision Vacation of Easement, 5G Milestone Ranch South Subdivision Findings of Fact/Conclusions of Law and 5H Resolution 2025-04 Ada County Comprehensive Plan Amendment to Adopt 2024 Capital Improvement Plan & Development Impact Fee Study for Ada County Jail Coroner & EMS. Council Member Wheelock seconded the motion. ROLL CALL VOTE: Hershey – aye; Wheelock – aye; Salmonsens – aye. The motion carried.

6. ACTION ITEMS:**A. Fiscal Year 2022-2023 Audit**

Jordan Zwygart with Zwygart John & Associates presented the audit for fiscal year 2022-2023. Jordan walked the council through the audit and financial documents. In his opinion the financial statements are materially correct. He reviewed the balance statement, revenue and expense detail and cash balances. There were two findings; the first being that bank reconciliations were not being done timely during this period. Jordan said this is one of the key controls to ensure things are being done and recorded correctly and suggests that bank reconciliations be done monthly, within 30 days of month end. Bank reconciliation not being done is the reason the fiscal year 2023 audit is just being completed and presented. Additionally, audits need to be done within 9 months after the year end. Mayor Chadwick clarified these issues were the result of former staff. The current Treasurer has been



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working to complete the reconciliations; she and the current Clerk have implemented controls to ensure compliance moving forward. Jordan stated that being this far behind the same issues will be seen in the next audit; with the changes being made the city should be on track after that.

- Council Member Salmonsens made a motion to accept the 2022-2023 audit report. Council Member Hershey seconded the motion. ROLL CALL VOTE: Hershey – aye; Wheelock – aye; Salmonsens – aye. The motion carried.

8. ADJOURNMENT

Mayor Chadwick adjourned the meeting at 7:36 p.m.

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