



CITY COUNCIL REGULAR MEETING MINUTES

City Hall - 10769 W State Street, Star, Idaho
Tuesday, September 02, 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 – DeAnna Coburn, Children's Director LifeSpring Christian Church

DeAnna Coburn offered the invocation.

3. ROLL CALL

ELECTED OFFICIALS: Mayor Trevor Chadwick, Council President David Hershey, Council Members Kevan Wheelock, Jennifer Salmonsens and Kevin Nielsen.

STAFF: City Attorney Chris Yorgason; City Clerk Shelly Tilton; Assistant City Planner and Sports & Recreation Director Ryan Field; City Engineer Ryan Morgan; Public Information Officer Dana Partridge, Treasurer Michelle Meyer and Star Police Chief Zach Hessing.

4. INFORMATION

Mayor Chadwick provided City of Star road information and discussed highway district construction projects that are taking place in the area.

5. PRESENTATIONS

A. Constitution Week Proclamation

Members of the Eagle Chapter of the Daughters of the Revolution attended the meeting for the reading of the Constitution Week Proclamation. Mayor Chadwick read the Proclamation.

6. 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. The Cellars at River's Edge Annexation, Development Agreement and Conditional Use Permit Findings of Fact/Conclusions of Law

C. Stardale Subdivision Private Street Findings of Fact/Conclusions of Law

- Council Member Salmonsens made a motion to approve the Consent Agenda consisting of 6A Approval of Claims, 6B The Cellars at River's Edge Annexation, Development Agreement and Conditional Use Permit Findings of Fact/Conclusions of Law with a correction of date to August 19th and 6C Stardale Subdivision Private Street Findings of Fact/Conclusions of Law. Council Member Wheelock seconded

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the motion. ROLL CALL VOTE: Hershey, aye; Wheelock – aye; Salmonsens – aye; Nielsen - aye. The motion carried.

7. ACTION ITEMS**A. Fiscal Year 2023-2024 Audit**

Jordan Zwygart with Zwygart John presented the annual audit for fiscal year ending September 30, 2024. He reviewed the balance sheet detailing the assets and liabilities, the income statement explaining revenues and expenditures in the General Fund and Park Impact Fee Funds; because impact fees were paid out of General Fund there was a transfer made. Jordan discussed investments and credit card usage. He reviewed budgeted versus actual revenues and expenditures and stated that the budget went over but was largely due to pass through funding of impact fees. He went over detail of the general fund revenue and expenses; impact fees and building fees came in quite a bit higher than budgeted. Mayor Chadwick explained that the city was budgeting for 500-600 building permits to be issued, surpassing that causes the revenues and pass-through expenses to exceed what was budgeted; the current budget has been amended to estimate 1000 building permits. Jordan reviewed financial statement findings that included internal control and compliance concerns. He said bank reconciliations weren't being done, audits were behind as a result. Bank reconciliations are being caught up and should be back on track, it is expected that audits will be timely going forward. Mayor Chadwick clarified that the issues were not created by current staff.

- Council Member Salmonson made a motion to approve the Fiscal Year 2023-2024 Audit report. Council Member Wheelock seconded the motion. ROLL CALL VOTE: Hershey – aye; Wheelock – aye; Salmonsens – aye; Nielsen - aye. The motion carried.

B. Ordinance 424-2025 Residential & Special Parking District Permit and Code Enforcement Administrative Citation Program

- Council Member Hershey introduced the ordinance and made a motion pursuant to Idaho Code, Section 50-902 the rule requiring an ordinance to be read on three different days, with one reading to be in full, be dispensed with and that Ordinance 424-2025 be considered after reading once by title only. Council Member Wheelock seconded the motion. ROLL CALL VOTE: Hershey – aye; Wheelock – aye; Salmonsens – aye; Nielsen – aye. The motion carried.
- Council Member Hershey made a motion to approve Ordinance 424-2025 an Ordinance of the City of Star, Ada and Canyon Counties, Idaho, amending Title 1 and 5 of the Star City Code, allowing for repeal; allowing for severability and providing an effective date. Council Member Wheelock seconded the motion. ROLL CALL VOTE: Hershey – aye; Wheelock – aye; Salmonsens – aye; Nielsen – aye. The motion carried.



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C. Star Area of City Impact Review

Mayor Chadwick explained that the cities Area of Impact must be reviewed by the end of the year, he further explained that a new law prohibits cities from extending their Area of Impact more than 2 miles outside of current city limits. The Comprehensive Plan extends beyond the Area of Impact. Maps of the Impact Areas for Ada and Canyon Counties were reviewed.

- Council Member Nielsen made a motion to approve the Areas of Impact for Ada County and Canyon County to be presented to the county Commissioners. Council Member Hershey seconded the motion. ROLL CALL VOTE: Wheelock – aye; Salmonsens – aye; Nielsen - aye. The motion carried.

A letter will be sent to the County Commissioners.

8. ADJOURNMENT

Mayor Chadwick adjourned the meeting at 7:27 p.m.