

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

APRIL 09, 2025

PRESENT: Mayor Stacy Pascoe
Council Members: Kim Westergard, Jeff Kelley,
Don West, Sean Kress (Zoom)
Public Work Director: Justin Johnson
Police Chief: Chad Purser
Recreation Director: Mikel Anderson (Absent)
City Building Inspector/Planner: Jordon Johnson
Attorney: B.J. Driscoll
City Clerk/Treasurer: Lisa Ybarra

Pledge of Allegiance: Justin Johnson
Prayer: Don West

The meeting was opened at 7:35 p.m.

Jeff moved; Don seconded to approve the consent calendar:
Approval of Council Meeting Minutes of March 26, 2025
Approval of Building Permits
Chase Waldram – Fence
Logan Butler – Fence
MD Holdings – Multi Family
Noel Messick – Accessory Building

A roll call vote was taken: Don – aye, Jeff – aye, Kim – aye, Sean – aye. Approved unanimously.

Public Hearing – Consider Transferring Approximately 72 Acres of Real Property from the City to the North End Recreation District

B.J. asked who was here to participate in the public hearing. There was no one at the in the Council Chambers present for the public hearing. B.J. continued to fulfill the requirements of the hearing and for the record. B.J. went on to say that the purpose of the hearing was for the city is considering transferring approximately 72 Acres of real property to the North End Recreation District. B.J. went on to state that previously the City Council made a preliminary declaration that the property is under underutilized and is not currently being used for public purpose. The proposed transfer is in the best public interest. B.J. mentioned that it was noted that the city would retain all water rights associated with the property for municipal purposes. B.J. opened the hearing and invited anyone who wanted to speak in favor of the proposed transfer of the city property to raise their hand. There were no testimony in favor. B.J. asked if there was anyone that would like to participate in the public hearing that was neutral or maybe just to ask questions of the proposed transfer. There were no testimony for neutral. B.J. invited anyone that was opposed to the proposed transfer, if they would raise their or to address the Council. There were no testimony for opposed.

Favor – None

Neutral – None

Opposed – None

B.J. closed the hearing and addressed the matter to the Council for deliberation and decision. The Mayor asked the Council if they had any questions, comments, or concerns. Jeff mentioned that the property was initially purchased to obtain water rights for the city and for the well on the property as an investment. Jeff mentioned that it was anticipated that one day the land may be used as park. As of now the land is being underutilized and therefore feels that once the recreation district was created, the city would transfer it to them so they could develop the land into a park. Kim mentioned that recreation district is a tax entity, they have the funds to go forward and with them being their own district and them owning the land, they are a lot more available for grant opportunities to doing the park. Sean mentioned that it is helpful and as B.J. mentioned, he would like to state on record that the property is underutilized and it will stay underutilized unless we do something and move forward. Sean thinks this is a definite value added to the City of Shelley to have a park of this magnitude being considered and moving forward and is very excited to see it proceed. Kim mentioned to those who were interested, they could go onto the North End Recreation District, they could see what the plans are for the park. Jeff moved, Kim seconded to approve and transfer the 72 acres to the North End Recreation District. Sean – aye, Don – aye, Jeff – aye, Kim – aye, All in favor. Approved unanimously. B.J. mentioned that he would prepare an ordinance to present at the next meeting to be adopted.

New Fiscal year Budget Hearing – Consider Calling for a Public Hearing

Lisa mentioned that the Council needed to call for the new fiscal year budget hearing date. The date information is due to Bingham County by April 30th in order to be in compliance. Lisa mentioned that the budget is not due until September 4th, the Council could choose from either Tuesday, September 2nd or Wednesday, September 3rd which would allow time to submit everything to the County. The Council choose September 3rd 2025 at 7:30 p.m.

Forsgren/Dave – Consider Recommendation to Award Contractor for W. Fir Street Construction

This item was not ready and will be on the next Council Agenda. Kim motioned, Don seconded to table the consideration of recommendation to award contractor for the W. Fir Street Construction. All in favor. Approved unanimously.

Forsgren – Consider Adopting Utility Agreement

Justin mentioned that the Utility Agreement is done and has been worked on between the city, our attorney and Forsgren. The Utility Agreement is very generic that has water, sewer, gas, power, communications, fiber. Justin mentioned that because there are a lot of projects happening within the next five years, we needed something to protect the city, protect our customers, and all of the utilities that are in the ground now. The Mayor asked if Dave had this all done. Justin said that after going back and forth and B.J. reviewed it, and there were some language changes made, all parties are happy with the contract as of right

now. Kim motioned, Don seconded to adopt the City of Shelley Utility Agreement. All in favor. Approved unanimously.

Fybercom/Kort – Discuss Project Progress & Consider Utility Agreement

Justin mentioned that he invited Fybercom and Direct Communications. Justin mentioned that about a year and a half ago, two years ago, Fybercom had talked about some communications and then it went about a year and we may have forgotten about it and then they started last fall. There were a lot of citizens that were concerned about it and there were some Council members concerned about it. Justin mentioned that he invited both the companies for a Q&A and if the Council had some questions, they could explain the project. This will pertain to both items five and six. The Mayor had a question in regards to some of the parking lots, they cut a hole and trench underneath. Then they come back and use cold patch to patch them and then they've sunk. The Mayor asked what are we do about that. Jared with Fybercom said that if at any time that is seen, they want to come back, especially in the fall or in the spring, if there is weather or frost in the ground when they are trying to finish the project, they will typically use cold patch as a temporary solution but they want to do hot patch but, in the fall, and early spring when the hot plants are not open, they just have to use what they can. Jared mentioned that any of those spots that are from Fybercom, Justin can be made aware of them and they will get it patch or recompact it. There are times where they have to return multiple times to fix it. Kim asked Jared if he could tell them what they have done. Jared said that they started on the East side of the city. They have 90% of the East side done, Justin did ask them to stop for the year during the frost bit, which Jared said it made a lot of sense to them as well. This Spring they came in and pushed fiber into all the conduit which last fall they only built out the conduits. Jared said that in the last couple of weeks they got all the fiber in all of the conduits, most of it spliced and activated people over two hundred and fifty homes on the East side of the tracks. Jared said they have gotten a lot really good response and people are really excited about it. Jared mentioned that they are excited about the West side as well. Kim asked how long Jared thought it was going to take them. Jared said that their construction process goes really really fast and as long as they can use their system, they would be about two months with everyone activated at the same time. Sean mentioned that he is in favor of them continuing to do this at their cost so the homeowners have access to more internet options. Don moved, Jeff seconded to approve Justin to sign the contract with Fybercom to move forward. All in favor. Approved unanimously.

Direct Communication/Cameron – Discuss Plans for Fiber Line Throughout the City

Cameron mentioned that in January the School District went out to bid to replace their fiber optic lines. Direct Communication got the bid to run fiber between all of their buildings and back to their IT Center. Direct Communications has built about 10 miles of fiber with the deadline with the school district is to have everything up and running by July 1st. Cameron mentioned that they had their contractor present tonight and he is going to be doing all the work and estimates that he will be done in about six weeks. There is already some lines that are in the ground that Direct Communication did in 2019-2020. A map was presented to the Mayor and Council that had purple and blue lines on the map is everything new that needs to be built which is approximately 50,000 ft that they have to

construct and completed for the school. Don asked if this was putting in a private network for the school. Cameron said it was and the initial project is going to be for the school district but they were going to put enough fiber in and they would probably get some business too and also depending if the owner for Direct Communications wants to invest more money, they would plan to expand into residential. Justin mentioned that Direct Communications wanted to get started about three weeks ago on the Riverview area and work their way towards town but Justin had said no until we had the contracting agreement done. B.J. mentioned that the agreement was the same agreement that was for the previous item. Kim motioned, Jeff seconded to approve the application for the permit for Direct Communication and Justin can sign for Direct Communication can move forward with their project. All in favor. Approved unanimously. The contractor wanted to mention to the Mayor and the Council that he is uncontractually bound for one year after they complete their construction to replace or repair and if anything is a mess, he will be working with Justin. The contractor also mentioned that if the Mayor and Council wanted reference, they could reach out to the Rexburg Mayor.

New Council Business

Approval of Business License

Kim moved, Don seconded to approve the General Business Licenses. Approved unanimously. All in favor.

Consider Buy Out of PL Hours/Pacheco

Chad said that Officer Pacheco is close to maxing out on his personal leave. Chad also mentioned that the policy allows for half the hours to be bought out every two years and he would like to buyout between 80 and 90 hours but it would depend on his final count after it is approved. Don asked if this was his vacation hours. Chad said it was. Don moved, Kim seconded to approve the buyout the PL for Officer Pacheco. All in favor. Approved unanimously.

Old Council Business

Loading/Unloading Parking Stalls – Consider Adopting An Ordinance for Loading and Unloading Parking Stalls within the City

B.J. mentioned that he has sent an email with suggestions and after looking at the Idaho Falls parking loading and unloading ordinance and pulled our ordinance to see where he may be able to put it in or how we already use it and probably the same codifiers. Our ordinance already states that the Council is authorized to designate loading zones. B.J. said that the Council could designate the loading zones and after they do, the Chief could go out and to the signage, paint the curb, hatch marks on the surface of the pavement. B.J. said his suggestion was to describe the designated area and the Chief knows what he needs to do. B.J. wasn't sure what parameters they want because the city code is not specific enough to how long they have, a lot of the times the signs have 10 or 15 minutes or even 30 minutes, this would be what the Council decides. B.J. mentioned that a sample is also having hazards lights on while loading or unloading to signal to people they are not going to be there very long. Kim mentioned that the previous meetings it was discussed having between 10 to 15 minutes doing one on across from the Senior Center and one by the medical center and thinking curb. The Chief said they were thinking the corners where we have the ramps already for the wheelchairs. Don mentioned that 15 minutes is probably the standard and it

is what he has mostly seen. Jeff mentioned that if it would need to be a parking stall as well. The Mayor said if it's the corner there would be space to unload and load because it's a corner. Kim stated we should start with one. The Chief wanted to confirm that one would be at the Physical Center and the other at the Medical Center. B.J. mentioned to the Council that they want to be specific into which corners of the street. Chief said they would be the Southeast and Southwest. Kim mentioned if Steve at the Senior Center should be reached out too and see if he would want one because they do have seniors that are dropped off. B.J. mentioned that this could get expanded throughout the city as Justin or the Chief or anyone suggests to put another in can be put on an agenda and it would be the Council that controls that. Kim asked the Chief if he would ask Steve because it could take away one of his parking spots and he may not want to do that. Chief said he would. The Mayor said that if Steve wants one, he would be okay with doing three but if he doesn't then to do the two. Jeff moved, Don seconded to approve two designated loading and unloading areas on the Southeast and Southwest of the intersection of S Emerson and W Pine with the possibility of a third on the Northeast. All in favor. Approve unanimously.

Tentative Approval of New P&Z Committee Members

The Mayor stated that this was not on the agenda but it had to be done. He mentioned that they needed to add a couple of people to the P&Z and that Kim Westergard is the Council over P&Z. The Mayor mentioned that she has done a great job interviewing different people that their names were given to Kim and he was going to let her state who she picked. Kim said that we could add more we needed to add two new committee members because we lost Leif Watson to the County and right now, we are not in compliance. Kim said they recommend adding Josh Carrell and Cam Hulse to our P&Z. Kim mentioned that this was done through an interview process and thanked Jordon and the Mayor for sitting in on the interviews. Kim moved and Jeff seconded to add Josh Carrell and Cam Hulse to our P&Z. All in favor. Approved unanimously. Lisa mentioned that this would be a tentative approval and would need to be ratified at the next meeting because it was not on the Agenda.

Department Head Reports

Lisa mentioned that there was a proclamation signed by the Bingham County commissioner in regards to the Two Lights for Tomorrow initiative. This would be a nationwide initiative to kick off the 250th anniversary of the signing of the Declaration of Independence commemorating on July 4, 2026. The City was invited to display two lights in the city hall the evening of April 18, 2025 in honor of Paul Revere's ride and also encourage your citizens to participate by doing the same in their homes on April 19, 2025. Lisa also mentioned that the Library is preparing to do their summer reading program and they would like to add two new events with the City's permission. They would like to do story time and art walk in the park. They would have two library staff members and would meet parents and children on the walking path. They will put a quilt in a designated area and read and talk about art through out the nature walk. The library would like to do two, one June 9th from 10 am to 11 am and the other on July 14th from 10 am to 11 am. They would also like to do two weeks of story time which would be July 9th through the 13th and July 14th through the 18th, they will put yard signs on the nature path of books that were read and then on the Friday, they will take the signs down. The Mayor and Council were fine with the programs. Lisa

mentioned that Teresa Dye is in charge of a leadership course and would like to take her class out at 11 a.m. on April 17th during school to the corner of W Center and Highway 91 and would like to do a positive art drawings on the sidewalk from the corner to the fountain. The Mayor and Council were fine with this. Lisa mentioned that Lluvia from El Chuy's Market asked if they could use the Kiwana's park behind the City Hall building to place a jump house Saturday and possibly Sunday for a birthday party. The Mayor and council were fine with it. Lisa mentioned that she had a request to put a ribbon cutting ceremony for the Snake River Historical Homestead on the marquee which would be May 3rd at 10 am. The Mayor and Council were fine with this. Mikel was gone and left some items for Lisa to talk about on his behalf. The Tree City Committee has set the Arbor Day for Friday, April 25th, at 10 a.m. at the City Park. They would like to plant a Christmas Tree which they talked to Justin and they found a place on the South side between the stage shelter and the playground. Lisa mentioned that the game schedule is out and posted for soccer. The jersey order is in and they are waiting for them to ship. Mikel has over 300 kids and thirty teens for soccer. Mikel has already began to clean the inside of the pool this week and the city crew is helping with some projects to get the pool open. Mikel is getting prices on the electrical for the washer and dryer. They will start the full cleaning next week. Lisa and Tori helped get the card reader for the for the pool. The card readers will be attached to an iPad and ready to use when the swimming lesson sign ups begin. Mikel is still taking baseball signups and they will end April 25th. Mikel thanked the city crew for cutting the grass back and removing the dirt hill on field four. He will be getting the other hills ready next week. Mikel also wanted to let everyone know that the Mayor's Youth Annual Fundraiser will be on April 26th from 11 a.m. to 2 p.m. The fundraiser will include Iona, Ammon, and Shelley and will be in Iona and everyone is invited to attend.

Jordon said that everything on his end was going smoothly. He appreciates Kim for reaching out and setting up interviews for P&Z members and appreciates the Mayor for sitting in on the interviews.

Justin mentioned that Spring cleanup starts next week on April 14th through April 18th. Citizens are allowed to put stuff out that week and the following week and city crew will go around town and will be about four-week process to get everything cleaned up. Justin asks that everyone keep it organic debris and clean burn. Justin stated that they met with the Parks Phase 2 on Monday. They have the sewer done, the water is done minus a few tie ins and they are working on storm drain right now and they are hoping that in the next three weeks to have everything wrapped up, tested, and be ready to start their curb, gutter, road, asphalt etc. Justin said that he has had the sweeper out for about the last week and a half trying to clean everything up from winter. They are focusing on intersections and then once the clean up is done the can clean the curb and gutters. Justin mentioned that they have the parks fertilized last week. The hot plant did open this week and they will start doing some patching next week. Justin mentioned that Conley is done with the online CDL training and will start his first drive tomorrow afternoon and has 40 hours of drive to complete. Justin also talked about movies in the park. All department heads with a Council member will pick a movie through Swank Production. Lisa will have it on the next meeting agenda. Justin appreciates going to the IRWA conference last week in Boise. There was a big crowd and they got a lot of stuff coming up lead and

copper removal and it is being pushed hard. Justin also wanted to congratulate Jason Packer's daughter, Kaylee Packer who wrote an essay did win the \$500 Tony Elfering scholarship. Tony Elfering was circuit writer for IRWA who passed away on a motorcycle years ago and his family has kept his name going with the scholarship. Other than that, things are busy, things are going good and Justin thanked both of the fiber companies for their patience and hopes that they are ready to get rolling.

The Chief said that next week he will be at the Officer Highway Safety Summit on Monday, Tuesday, and Wednesday and would be available by phone. The Chief mentioned that the DARE graduation for this year will be April 30th at 7 p.m. at the high school if anyone wanted to go, they would love to have them there and anyone wants to speak, they would love them to speak. The Chief said they love the support from the community, they do fill one side of the high school gym completely with parents and kids sit on the gym floor because they have so many parents there. Chief also mentioned that last week the ICRMP Risk Manager out to their department training. He gave legal updates on some use of force and some new case law and changes that have been made. He will be back the 16th of July for the de-escalation and communication. Other than that, this was all the Chief had with no major issues or instances to report.

The Mayor asked our County Commissioner if he had anything for us and the Mayor also said he appreciated our County Commissioner for being here tonight. The County Commissioner thanked everyone for all that they do and said they are a big asset to the County and to the City. The mayor thanked the County Commissioner for taking his time to be here tonight.

Council Reports

Sean thanked everyone and the department heads for that they do, all of the work that they put in and helping move this city forward and making it a great place to live.

Don agreed with what Sean said. He appreciates it.

Jeff agreed as well. Jeff also mentioned that he had the opportunity to sit down with the Chief of Police and he appreciated his time everyday and getting to get to know him better.

Kim mentioned that this week she was able to sign the petition of support for the National Crimes Victims Rights. It is Domestic Violence Awareness month and was able to sign that proclamation. Kim also wanted to give a shout out to the Bingham County Crisis Center women who work tireless hours and for everything that they do for our community and their work does not go unnoticed.

The Mayor mentioned that every year the REDI puts out a campaign to see if different cities want to advertise in a National magazine. This is try to drum up business for Shelley but it would also be competing against those around us. Kim asked if we would need to design it. The Mayor said no, we would tell them how much we would be willing to spend and they do it. Jeff mentioned that right now the issue is we don't have any space for large industrial development and believe that at this time it would not be worth the money to do that. The Mayor agreed.

The Mayor thanked everyone for their hard work and appreciates all they're doing. The Mayor thanked B.J. and knows he has a list of things to work on for us. The Mayor mentioned that Lisa is doing a great job filling Sandy's shoes and he appreciates Sandy for coming in and when Lisa calls, she is willing to take time to help. It will take a little time before Lisa know 30 years of experience and Sandy has been great.

Adjourned: 8:38 p.m.

APPROVE:  ATTEST: 

DATE	March	AMOUNT	CHECK #
3/3/2025	Delta Dental of Idaho	\$ 89.62	551270
3/3/2025	Idaho Central Crdit Union	\$ 2,790.16	551271
3/3/2025	III-A Trust	\$ 2,454.00	551272
3/3/2025	Landon Web	\$ 238.00	551273
3/3/2025	Sparklight	\$ 273.19	551274
3/3/2025	United Heritage Life Insurance	\$ 8.69	551275
3/3/2025	Bingham Arts Council	\$ 100.00	551276
3/3/2025	Forsgren Assoc.	\$ 57,993.55	551277
3/15/2025	A&B Trans.	\$ 722.28	551278
3/15/2025	AAA Giles	\$ 675.00	551279
3/15/2025	Altitude Signal	\$ 380.00	551280
3/15/2025	American Linen	\$ 488.60	551281
3/15/2025	Bingham Nes Chronicle	\$ 875.80	551282
3/15/2025	Broulim's	\$ 36.50	551283
3/15/2025	Cammans MVP	\$ 890.00	551284
3/15/2025	Clean Cut Lawn Care	\$ 324.00	551285
3/15/2025	Creative Product Sourcing	\$ 1,529.73	551286
3/15/2025	DEX	\$ 360.70	551287
3/15/2025	Eastern Idaho Reg. Sewer Dist.	\$ 83,454.84	551288
3/15/2025	Fleetpride	\$ 151.37	551289
3/15/2025	Footwear Outfitters	\$ 157.49	551290
3/15/2025	Freedom Mailing	\$ 858.51	551291
3/15/2025	Garrett H Sandow	\$ 1,650.00	551292
3/15/2025	Hard Times	\$ 6,763.91	551293
3/15/2025	ICRMP	\$ 34,897.00	551294
3/15/2025	Idaho Chief's of Police Asso.	\$ 750.00	551295
3/15/2025	IDEACOM ESCI	\$ 392.54	551296
3/15/2025	Intermountain Bobcat	\$ 220.14	551297
3/15/2025	Intermountain Gas	\$ 701.61	551298
3/15/2025	Interstate Billing	\$ 148.60	551299
3/15/2025	Manwaring Web Solutions	\$ 22.00	551300
3/15/2025	National Asso. Of Chiefs of Police	\$ 155.00	551301
3/15/2025	O'Reilly	\$ 1,500.13	551302
3/15/2025	Post Register	\$ 104.60	551303
3/15/2025	PSI	\$ 14,383.76	551304
3/15/2025	Sams Club	\$ 240.62	551305
3/15/2025	Schaeffers	\$ 3,543.85	551306
3/15/2025	Shelley- Firth Ambulance	\$ 360.00	551307
3/15/2025	Shelley Ace	\$ 791.80	551308
3/15/2025	Shelley Auto Care	\$ 30.90	551309
3/15/2025	Smith Driscoll	\$ 2,006.00	551310
3/15/2025	Stephenson Computer	\$ 1,368.00	551311
3/15/2025	Tacoma Screw	\$ 10.70	551312
3/15/2025	Uniforms 2 Gear	\$ 77.36	551313
3/15/2025	Weston Hayman	\$ 38.17	551314
3/31/2025	Rocky Moutan Power	\$ 8,251.65	551315
3/31/2025	A & B Trans	\$ 1,317.56	551316
3/31/2025	Airgas	\$ 169.40	551317
3/31/2025	Allied	\$ 42.06	551318
3/31/2025	Amazon	\$ 107.00	551319
3/31/2025	Army Surplus	\$ 19.96	551320
3/31/2025	Bingham News	\$ 156.68	551321
3/31/2025	Centrylink	\$ 334.93	551322
3/31/2025	DEX	\$ 89.62	551323
3/31/2025	DEX	\$ 600.43	551324
3/31/2025	Ferguson	\$ 450.00	551325
3/31/2025	Forsgren Assoc.	\$ 3,250.00	551326
3/31/2025	HD Fowler	\$ 7,255.86	551327
3/31/2025	Home Depot	\$ 384.28	551328
3/31/2025	Idaho Central Crdit Union	\$ 2,796.74	551329
3/31/2025	Idaho Irrigation Pumpers Asso.	\$ 150.00	551330
3/31/2025	IDEACOM ESCI	\$ 392.54	551331
3/31/2025	III-A Trust	\$ 2,454.00	551332
3/31/2025	Industrial Hose	\$ 265.64	551333
3/31/2025	IPOA Magazine	\$ 195.00	551334
3/31/2025	Jason Packer	\$ 115.50	551335
3/31/2025	Jordon Johnson	\$ 115.50	551336
3/31/2025	Justin Johnson	\$ 115.50	551337
3/31/2025	LGG	\$ 291.07	551338
3/31/2025	Lumen Century Link	\$ 2.84	551339
3/31/2025	Metroquip	\$ 1,347.66	551340
3/31/2025	Pacific Steel	\$ 241.26	551341
3/31/2025	Point S Rons Tire	\$ 2,951.08	551342
3/31/2025	R&S	\$ 441.88	551343
3/31/2025	RDO Equipment	\$ 282.92	551344
3/31/2025	Snake River	\$ 168.48	551345
3/31/2025	State Insurance Fund	\$ 6,881.00	551346
3/31/2025	The Gun Shop	\$ 901.00	551347
3/31/2025	Tri-State HYD	\$ 237.72	551348
3/31/2025	nited Heritage Life Ins.	\$ 8.70	551349
3/11/2025	Payroll	\$ 82,938.22	
3/25/2025	Payroll	\$ 91,083.96	
	Total	\$ 441,816.36	