CITY OF SHELLEY
COUNCIL MEETING
MINUTES

August 12, 2026

PRESENT: Mayor: Kim Westergard
Council Members: Leif Watson, Don West, Sean Kress, Louise Street
Public Work Director: Justin Johnson
Police Chief: Chad Purser
City Building Inspector/Planner: Jordon Johnson
Recreation Director:
Attorney: B.J. Driscoll
City Clerk/Treasurer: Lisa Ybarra

Pledge of Allegiance: Jordon Johnson
Invocation: Councilman Leif Watson

The meeting was opened at 7:30 p.m.

Louise moved; Sean seconded to approve the consent calendar:

Approval of Council Meeting Minutes of July 22, 2026

Approval of Building Permits

Sager Sign Arts	Sign	Lex Christensen	Single Family
Bryce Bradshaw	Fence	Allen Messick	Fence
Heidi Robertson	Accessory Building		

A roll call vote was taken: Louise – aye, Sean – aye, Don – aye, Leif – aye. All in favor, approved unanimously.

Call for a Public Hearing Amendment – FY 2026-2027 Budget

Lisa mentioned that in April of this year the Council called for the new fiscal year budget hearing be held on August 26th. The date was set before knowing the last date to hold the hearing. After talking to the County, the city could set the date to the last date to hold the budget hearing from August 26th to September 9th, however the Council would have to amend the dates. Leif moved, Louise seconded to approve to amend the public hearing for the fiscal year 2026-2027 from August 26, 2026 to September 9, 2026 at 6:00 p.m. All in favor, approved unanimously.

Consider approval of accepting Fox Crossing Retention Ponds

Sean moved, Don seconded to table this item per Justin to the next council meeting. All in favor, approved unanimously.

Consider Approval of Change Order 2 – LSLR and Water Meter Project Phase 1

This item was removed from the agenda and does not need to be placed on a future agenda.

Consider approval of LSLR and water meter project update

Dave presented the bids for phase 4 & 5 and also the bids for phase 2 & 3. Dave mentioned that Forsgren has the recommendation to award project phase 2 & 3 to JM Concrete in the amount of $3,727,410.00 on contingent approval from the funding agency and holding an interview with city staff and city public works director. Dave mentioned that there is not enough funding to continue with Knife River without renegotiating and it is why the projects for 2 & 3 went out for bid. The city would be able to renegotiate the bids with the new company. If they do not want to renegotiate, the phases would go out to bid again. Dave mentioned that the company does need to have a performance bond that has the same value as the project and the company has to perform accordingly. The city could go against the performance bond if the company is not meeting the expected performance and work. The company that holds the performance bond would then request the company do such work required. The city does have an option of doing a two-step process. Advertise the qualifications for a company such as they need to be bonded, certified and also state they have to have installed at lease 500 meters. However, as an example used, if the best company installed 499 meters, they would not qualify for the project but if the worst company installed 501 meters, they would qualify for the project per the advertisement. There would be a committee set up and if Justin who is the public works director did not feel comfortable with the company, it voids ALL companies and the process needs to restart. Sean moved, Louise seconded to approve the LSLR award recommendation to JM Concrete in the amount of $3,727,410.00 contingent with meeting with the Public Works Director as well concurrent from the funding agency. All in favor, approved unanimously.

Consider amendment to Ordinance 673 – Ban sale of Kratom within city limits
B.J. mentioned that there was language that needed to be removed ordinance 673. The new ordinance would be amended in its place. Leif moved to suspend the reading of the ordinance #675 on three different days and read title of ordinance of ordinance #675 once, Louise seconded it. All in favor, approved unanimously. Leif moved to adopt ordinance #675 regarding an ordinance adding to title 6, health and public safety, chapter 5, banning the sale and delivery of Kratom and derivatives within the city; providing for severability; providing for the repeal of conflicting ordinances; providing for a penalty of violations thereof; and providing an effective date, Don seconded. A roll call was done, Louise – aye, Sean – aye, Leif – aye, Don – aye. All in favor, approved unanimously.

Consider approval of revised City Vehicle Policy and Fuel Card Policy
B.J. presented the updated City Vehicle Policy which included the Shelley Police Department and also the updated Fuel Card Policy. Louise moved, Sean seconded to approve the revised City Vehicle Policy, Shelley Police Department Vehicle Policy and the Fuel Card Policy. All in favor, approved unanimously.

New Council Business –
Consider approval of General Business Licenses
Leif moved, Louse seconded to approve the general business licenses for Mountain Edge Designs, CG Ledger Solutions, Beus Boys Cleaning Services LLC, Body Matters Wellness, and Huntsman Custom Leather & Knifes. All in favor, approved unanimously.

Consider approval of Door to Door Sales
Lisa mentioned that she received to cancel the door-to-door sales license.

Old Council Business
None

Department Head Reports
Jordon said that Brinkman Park was moving along and the grand opening is set for September 9th at 4:00 p.m. with Westmark. Mayor Kim mentioned to have flyers out, information on the marquee, the city website and social media. There will be refreshments and Don would work on getting Westmark swag. Jordon said that Hailey reached out and mentioned she has received a lot of compliments on the courts and how nice they are. Sean mentioned that the nets are easy to move. Don mentioned his family held a pickleball tournament and the courts were nice.

Justin said he had an employee who gave his two weeks' notice and his last day with the city would be tomorrow. He will begin the process to hire for the vacancy.

Chief mentioned that movie in the park would be tomorrow and they would be showing The Goonies. He also said he reached out to business for donations and he had 16 prized that would be hidden in the park for a treasure hunt before the movie. Dakota was released from field training. The department will now have two officers on the night shift at all times. Officer Workman will be leaving the department in December to go back to school. Chief also said that there is a Labor Day task force beginning August 19th for DUI.

Council Reports
Don thanked the department heads for their hard work. He appreciates all of them.

Leif said the city picnic was great. There is a lot happening within the city, there are a lot of people that are happy and then there are some that are not. Workers are working fast and late nights at the school to finish their projects before school starts. Leif thanked the police for doing a great job and keeping us safe at night.

Mayor Kim thanked the city employees for putting on the city picnic and there was a lot of employees there with their families. The farmer's market was not going to happen tomorrow because of the Children's Market. There is an open position for the recreation department but for now she wanted to thank Tyson Hanson for doing a great job helping with the flag football and she thanked Justin for helping Tyson with what he needs on the fields. Mayor Kim thanked the Kiwanis for their volunteers and the hard work for the upcoming Spud Day celebration. Mayor Kim also asked the residents to reach out to her or the council with questions about the water rate increases because Tori is getting a lot of heat for the increase when she has no control. She wanted to let the residents know that this project has been ongoing since 2023.

Adjourned: 8:08 p.m.

APPROVE: ______________ ATTEST: ______________