

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

September 23, 2026

PRESENT: Mayor: Kim Westergard
Council Members: Don West, Sean Kress, Louise Street, Leif Watson
Public Works Director: Justin Johnson (absent)
Police Chief: Chad Purser
City Building Inspector/Planner: Jordon Johnson
Recreation Director: Mike Kidman (absent)
Attorney: B.J. Driscoll
City Clerk/Treasurer: Lisa Ybarra (Absent)
Deputy City Clerk/ Treasurer: Tori Pacheco

Pledge of Allegiance: Chief Chad Purser

Prayer: Louise Street

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

Consent Calendar:

- A. Approval of Minutes – September 09, 2026
- B. Approval of Special Meeting Minutes – September 09, 2026
- C. Approval of Work Meeting Minutes – July 23, 2026
- D. Approval of Building Permits

Louise moved, and Don seconded, to approve consent items A-D. All in favor; approved unanimously

Public Hearing – Consider Ordinance 678 – Proposed budget amendment for revenue appropriated for Water Loan (ACTION ITEM)

Bj opened the public hearing. There was no public in attendance. BJ invited any City Staff or public to speak on the matter. There were no in-favor, against, or neutral comments. Bj closed the public hearing and turned the matter over to the council for discussion. There was no discussion.

Leif moved to suspend Ordinance number 678. I, Leif Watson, move to suspend the reading of Ordinance #678 on three different days and read the title of Ordinance #678 proposed budget amendment for revenue appropriated for Water Loan once. Louise seconded the motion. The Mayor took a roll call vote: Louise aye, Sean aye, Don aye, Leif aye. Four in favor. Approved unanimously.

Leif moved to adopt Ordinance #678 regarding the proposed budget amendment for revenue appropriated for the water loan, and Don seconded. The Mayor took a roll call vote: Louise aye, Sean aye, Don aye, Leif aye; four in favor. Approved unanimously.

Public Hearing – Consider opening Country Club Road Urban Renewal budget for FY 2025-2026 to increase revenue (ACTION ITEM)

Louise clarified the amount budgeted. The budget included \$645,408 in revenue for 2025, which was \$19,036 more than budgeted. Bj opened the public hearing. No members of the public were present, except city staff and council.

Bj asked if there were any comments in favor, against, or neutral. There was no comment. Bj closed the public hearing and turned the time over to council for discussion.

Louise moved to open the Country Club Road Urban Renewal budget for FY 2025-2026, increasing revenue by \$19,036 to \$202,720 total. Don seconded. Four in favor approved unanimously.

Blake Jolley – Connect Engineering – Discussion and update on the Parks Subdivision bridge (ACTION ITEM)

Blake joined via Zoom call. Jordon handed out diagrams showing the Lincoln Rd. area. Shelco owns the property East of Hobbs Middle School and South of the new bridge on Lincoln Rd. Shelco would like to dedicate the right-of-way to the City and the canal to Snake River Valley Irrigation. The diagrams show the color-coded areas intended for both the City of Shelley and Snake River Valley Irrigation. Blake asked how much right-of-way the City would like. After speaking with Jordon, Blake thinks the City of Shelley should be designated the full 62 feet of right-of-way. At the intersection of Parks Subdivision and Lincoln Road, the sidewalk and curb have been installed. Typical right-of-way is 3 to 3.5 feet behind the sidewalk. This would also allow room for Snake River Valley Irrigation to maintain the canal. Sean asked

whether there would be a sidewalk along Lincoln Road on either side. Jordon said that would be determined in future expansion. Today, they are trying to determine what right-of-way should be designated. Typically, there is 62 feet from the center of the roadway, 31 feet on either side. He is unsure if there is enough room to do this in this area. Council asked whether the canal company would have the required 20 ft from the high water mark. Jordon said there would be more than 20 feet. The council does not want to take away any parking at Hobbs Middle School. Sean mentioned that, with heavy traffic on the road, they should make it as wide as possible. Jordon clarified that this won't change what already exists in this area; it's only to determine the right-of-way. Shelco owns the road and canal; they are trying to give the City the right-of-way. Leif suggested marking the high water line, seeing what area that provides, and taking it off Shelco's plate because they will want to put in a sidewalk in the future. Louise said that by taking as much area as possible heading east, they could widen the road in the future. Jordon mentioned that the center line can be shifted in the future. Blake said the sidewalk has already been established from the bridge at the Parks subdivision intersection, but if they widen the road, they would remove the sidewalk in the process. Jordon mentioned that the City mows the canal bank 3-4 times a summer. Blake said that he would get with Jordon and Justin to get updated plans with the high water mark.

Skate Park for Firth – Consider usage of Shelley skate park shelter with waiver of fee usage (ACTION ITEM)

This item was canceled; the Firth Skate Park decided to go a different route.

Consider LSLR Project pay request application #6 – Phase 1 (ACTION ITEM)

Jordon asked if the Council had a copy of the pay request. They confirmed they did. Forsgren reviewed the request and determined that the completed work matches the amount requested. Forsgren is recommending payment of the request. Louise moved to approve LSLR Project pay request application #6 -Phase 1 in the amount of \$425,998.45, and Sean seconded. Four in favor approved unanimously.

Mercy Sotelo – Discussion on the base water fee and the temporary flow rate based on lot size (ACTION ITEM)

Mrs. Sotelo was not present; the item was canceled.

New Council Business :

A. Consideration of General Business Licenses (ACTION ITEM)

Louise moved to approve the General Business Licenses as listed, and Leif seconded. Four in favor; approved unanimously.

B. Ratify approval for 2011 Peterbilt Garbage Truck Surplus (ACTION ITEM)

The garbage truck was taken to auction and sold before it could be taken to council for approval. It sold before planned. Leif moved to ratify the approval for the surplus of the 2011 Peterbilt Garbage Truck VIN #3BPZH58X4BF129782, 320 curb tender, Cummins engine 73153326, and Don seconded. Four in favor approved unanimously.

Old Council Business: None

Department Head and Council Reports

Bj: Nothing to report. Happy to be here.

Tori: The AIC Fall District Meeting will be held in Idaho Falls on October 20, with registration due by September 25. She needs to know by then whether any council members would like to attend. Bite Bliss, a mobile food vendor, came in at the last minute and serves food at the Haunted Hospital and Haunted Theater on State St. The vendor did not submit his renewal before the agenda was sent out, so he would like to serve food before the next meeting. Tori asked whether the council would approve the license and ratify this at the next meeting. The council agreed. Two public hearing notices came in from Bingham County. One is for a gravel pit. Louise asked what would happen to the property after gravel operations end. Jordon said it might be used for recharge, but he wasn't sure. Mayor Westergard noted that Bingham County had revised some gravel pit requirements and suggested Tori look into them for the City's P&Z. Jordon explained that the second notice was for a subdivision at 600 N, with 2-acre parcels. Mayor Westergard said the gravel pit would be of interest to the City because it could affect City residents. Sean asked for clarification about its location, and there was mention of other gravel pits already in the area. Leif said the County feels it is not getting enough input from surrounding cities, schools, and others. Sean commented that gravel pits provide no economic value, jobs, or beautification, and said he feels it is asinine. Jordon asked whether Sean would provide a letter to send to Bingham County Planning and Development for the public hearing. He confirmed he would. Louise commented that it is not beneficial or buildable. Tori's final item was from Lisa, who apologized for not submitting the minutes at the last meeting because she was busy with the budget. The Mayor mentioned a miscommunication about the IIIA wellness check and asked whether the Council was

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aware. Tori said the email went to Lisa's spam folder, and Lisa is working to reschedule for anyone who may have missed it. Chief Purser mentioned that the wellness check included new heart health testing for the officers.

Jordon: Nothing to report from the Building Department. For Public Works, Knife River should be finishing phase one, and A&B Construction is starting phases four and five. Jordon told the public listening that easement agreements would be posted on doors tomorrow.

Mayor Westergard mentioned that Mike Kidman, the new Parks and Rec Director, had plans on this meeting date before he was hired but would be at the next meeting.

Chief Purser: The Snake River Animal Shelter approved the agreement sent to them and made the discussed changes. The Shelley Police Department will take stray dogs to their shelter. On October 2, Chief Purser and Mayor Westergard will sign a declaration dedicating October as Domestic Violence Awareness Month. Mayor Westergard and Chief Purser will go down to sign the proclamation and invite the Council to attend, but they need advance notice.

Louise Street: Mike Kidman has worked hard this week. She asked Tori how he has been doing learning the DMV. Tori said he has come over a few times and is taking the initiative to learn in his free time. He has not had any official training but works with Sara in his free time. Louise told him he was in charge of the Tree Committee, and within the hour she had an agenda for the next meeting. She has been impressed so far.

Sean: Tori has handled many unruly phone calls, and he appreciates her for doing so. He feels there is a lot of confusion and that people are unaware of what the water project entails. Shelley residents are concerned that the water project happened so quickly. Sean made a few phone calls after the office referred them to him and appreciated the conversations. He asked the public to remember that the council does not make decisions without consideration and process. There is also a process for the public to speak their minds. It is easy to yell at someone on the phone or behind a keyboard, but that does not get things accomplished. He appreciates those with whom he has spoken.

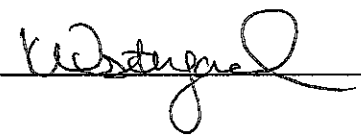
Mayor Westergard: She has also had many conversations by email. A quarterly newsletter is being brought back. Tori will get information from department heads and post the newsletter on the City website, social media, and at the senior center. Sean suggested compiling an email list to send the newsletter to. Don asked whether the website has a frequently asked questions section. Tori clarified that the newsletter was not her idea. It was put in place a while back, but she is unsure how long it has been since it was posted or where it is located on the website. Louise suggested including a billing memo asking residents to submit their email addresses.

Don: Nothing to report. Thank you to all department heads and their teams.

Leif: Thank you to all City staff for their hard work. He would like to acknowledge the staff who are absent for training. Training is a very necessary part of the job. A huge shout-out to Justin, his crew, and the Kiwanis Club for a successful Spud Day. It was a lot of fun, and many people attended. Leif asked the Council to consider being present and volunteering with Kiwanians as the 100-year anniversary approaches next year. He enjoyed volunteering with the sack races. Thanks to Chief Purser and all his officers for keeping everyone safe. Leif also mentioned that he is helping Chief Purser with the IT proposal with Bingham County. The contract needs some adjustments.

Mayor Westergard: Shout-out to the Kiwanis Club and the ladies in the office for helping with the free potatoes. The new events added to Spud Day were great. Mayor Westergard appreciates the Council and all their hard work that goes unseen.

Adjourned: 8:20 p.m.

APPROVE:  ATTEST: 