

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

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May 13, 2026

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

Pledge of Allegiance: Justin Johnson  
Invocation: Councilman President Leif Watson

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

Don moved; Louise seconded to approve the consent calendar:

Approval of Council Meeting Minutes of April 22, 2026

Approval of Work Meeting Minutes of May 05, 2026

Approval of Building Permits

Justin Briggs	Reroof	Gene Holmes	Deck
Keith Weimer	Fence	Justin Briggs	Reroof
Matt Jensen	Fence	Hunter Yorgesen	Single Family
Hadley Foster	Fence	Justin Bramwell	Remodel

A roll call vote was taken: Louise – aye, Don – aye, Leif – aye. Three in favor, one absent.

**Nancy Beals – Consider approval to waive late fees**

Nancy Beals requested to be moved to the next council meeting on May 28, 2026 because she was unable to attend this meeting via Zoom. Don moved, Louise seconded to table this item for the next council meeting to allow Nancy to explain the situation. Three in favor, one absent.

**Rockwell Homes – Nate Clark – Consider approval of Copper Meadows**

**Development Agreement and subsequent documents**

Louise moved, Don seconded to table this item until the development agreement and the final plat was completed. Three in favor, one absent.

**Tanys Searle/Christi Tyger – Flowerwork Fireworks stand – Consider approval of selling aerial fireworks**

This item was delayed and moved because Tanys and Christi were waiting for Fire Chief Randy Adams. Once the Fire Chief arrived after discussion of council items

number four and five were discussed, Council allowed them to have their turn. Tanys, 956 E 1100 N, asked the council to consider approving the sell of aerial fireworks within the city limits. She mentioned that they had already went through the process of getting the required license though the county but because the location they wanted to set up, in the Nulph's Trucking parking lot, was annexed into the city, they were told they needed to reach out to the city for approval to sell the aerial fireworks. Chief Purser asked if they had reached out to anyone in the county to allow them to set their stand on their property in order to be able to sell aerial fireworks. The response was that they had looked at a business up the street, however the way the cars would drive up to the stand would cause issues with the business. Fire Chief Adams mentioned to the council that they may want to change the city ordinance because it is old and the also to allow the sell of aerial fireworks. It was mentioned that the ordinance could state that allowing aerial fireworks would be allowed with proper licensing, for example the buyer has to by 18 years to sell aerial fireworks, 18 to buy aerial fireworks, and they would need to fill out a waiver of responsibility. Don mentioned that he was not opposed to changing the language in the ordinance and asked B.J. if changing the language in the ordinance would affect the judicial on the annexation. B.J. said it would not, the judicial is based on what was on the record. Don moved, Louise seconded, this item be tabled until the next council meeting to be able to draft the ordinance language to allow to sell aerial fireworks with proper licensing. All in favor, one absent. Tanys mentioned that she would provide additional information that may help with the new language for the ordinance.

**Consider approval to follow the sewer equivalent resident unit (ERU) calculations to match the water ERUs for businesses and schools**

After discussion on this item, Don moved, Louise seconded to table this item until Justin, Jordon, and Forsgren worked and finished a calculation table. Three in favor, one absent.

**Consider approval for Public Works to develop a recommendation of a flat flow water usage rate based on lot sizes**

Justin explained that the previous motion of water rates was a flat fee of \$55 and then the \$1.75 per thousand-gallon water flow usage would go into effect June. Justin mentioned that it may be best to work on a flat flow water usage rate by breaking up the city into different lot categories. This would be temporary until meters were placed in the city by phases and it would allow the council to decide when the flow rate would be charged at the \$1.75 per thousand gallons. The temporary flat flow water usage rate could begin in July to give time to work on the lot size charges. It was mentioned that because this would be a new rate, a public hearing would need to be called for the new rates. It was mentioned that work meetings may need to be held to discuss different options. Luise moved. Don seconded to delay to implement the \$1.75 per thousand gallons for a later date to continue the discussion. Three in favor, one absent.

**Consider approval of revised City Vehicle Usage Policy**

Copies of the language changes will be provided to Lisa for the next council meeting in order for the council to be able to review the different change recommendations from the council and the department heads they are in charge

of. Louise moved, Don seconded to table this item until the changes have been completed. Three in favor, one absent.

**Mikel Anderson – Consider approval of employee pool usage**

Mikel explained to the council that employees and their family are allowed into the pool at no charge. Both Mikel and Pam recommend to do a punch card that would hold at the pool for employees. The punch card would have the names of the family and approved friends that the children of employees could take into the pool at no charge and when the punch card was used up then the employee, spouse, children would have to pay to enter the pool. This may make the process easier to allow entry because there are new employees and the pool staff do not know all of the family members. The punch cards would not be able to be transferred between employees. It was suggested by Mikel that the punch card could have 50 punches. Louise asked if 50 punches would be enough or would it be too many. It was suggested that 50 punches would be enough and if they are not all used, the punches could not be saved for future pool seasons. Don moved, Louise seconded to approve employee pool usage with 50 punches with no double dipping and are only for the current pool season. Three in favor, one absent.

**Consider approval of Tennis and Pickleball Courts reservation process and reservation fees**

Mikel mentioned that reserving the courts would be similar to reserving a shelter currently. Don mentioned that he had been asked about the process but he did not have answers on the process. Don mentioned that he believes that charging for a fee to reserve the courts would help with the maintenance of the courts. There could also be an option to waive fees for nonprofit organizations. Leif said that the courts would be first come first serve but if someone would like to reserve the courts than they could and have them guaranteed to use. Don mentioned that if a large family would like to have a pickle ball tournament, they could do so if they reserve the courts. Leif mentioned that there could be a fee for the shelter and then a fee for the courts. Louise moved, Don seconded to this item to be moved to the May 28, 2026 meeting in order to have suggested fees and to call for a public hearing because the fees would be new. Three in favor, one absent.

**Consider approval of Curtis Brinkman Park – Westmark Branding and naming with an official opening ribbon cutting date**

Don mentioned that the suggested name for the park would be Curtis Brinkman Park at Westmark Credit Union Sports Complex. Keeping the name of Curtis Brinkman Park was in the contract to not be changed or removed. Don also mentioned that a date for the official ribbon cutting to open the park would be helpful for his team. Jordon stated that the city crew is working on the park and Richardson Concrete is setting the foundation. He mentioned that sanding, getting the bathroom done, the landscaping finished, it may be the first or second week of August that the park would be ready to officially open. Jordon mentioned that it would be nice to have the sign up for the opening date. Don said he would go back to his team and ask if the first or second week of August would work for the official opening date. Louise moved, Don seconded to approve the naming of the park with the Westmark branding. Three in favor, one absent.

**Consider rescheduling the May 27, 2026 council meeting to May 28, 2026 at 7:30 pm due to lack of quorum on May 27<sup>th</sup>**

Louise moved, Don seconded to reschedule the May 27<sup>th</sup> council meeting to May 28<sup>th</sup> at 7:30 p.m. due to lack of a quorum. Three in favor, one absent.

**City Water Scheduling Discussion**

Louise mentioned that Governor Brad Little had put a water conservation declaration on April 26, 2026. Louise went over the declaration with the council and what some surrounding cities have already issued resolutions for different water scheduling. Some examples Louise gave were that Blackfoot has odd house numbers water on Mondays, Wednesdays, and Fridays and even house numbers water on Tuesdays, Thursdays, and Saturday with no watering on Sundays. Rigby restricts watering between noon and 2 pm and have fines established, everyone can water on Sundays and odd house numbers will be Mondays, Wednesdays and Fridays and even number houses will be Tuesdays, Thursdays, and Saturdays. Idaho falls varies and have restrictions to water for 30 minutes in each zone with fines established. Ammon follows Idaho falls. Pocatello limits irrigation to two days a week and avoids noon to 2 pm. Chubbuck follows Pocatello. Rexburg currently does not have anything in place. Louise asked what the council would like to restrict or pass a resolution and possibly have some penalties and fines. Don asked how restrictions would affect the police department and the public works department. Justin mentioned that he does not have the man power to enforce the restrictions and may need to hire a part time employee to monitor the water usage. Chief also mentioned that he does not have the man power to enforce the restrictions. Louise suggested maybe following what Blackfoot does without including the enforcement. Don would like to have more discussion on this item.

**New Council Business –**

**Consider approval of General Business Licenses**

Louise moved, Don seconded to approve the General Business Licenses. Three in favor, one absent.

**Consider approval of 90-Day Itinerant License**

Don moved, Louise seconded to approve the 90-Day Itinerant License. Three in favor, one absent.

**Consider approval of Fireworks Business License**

Don moved, Louise seconded to approve the Fireworks Business License. Three in favor, one absent.

**Consider approval of Mobile Food Vendor**

Don moved, Louise seconded to approve the Mobile Food Vendor. Three in favor, one absent.

**U & I Kiwanian (Utah-Idaho District Kiwanis International) – Consider approval of an annual Donation**

Lisa mentioned that U & I Kiwanian asks for a donation of \$55 each year from the council. Don moved, Louise seconded to approve the annual donation of \$55. Three in favor, one absent.

### **Old Council Business**

#### **Ratify approval of Groundskeeper Hires – Hannah West and Christian Scarbrough**

Louise moved, Don seconded to approve Hannah West and Christian Scarbrough has the groundskeeper hires. Three in favor, one absent.

### **Department Head Reports**

B.J. mentioned that he has a couple of things he is working on. He also mentioned that Sandy and Jordon have been working on a Rockwell development agreement and would have suggestions at the next meeting.

Commissioner Drew Jensen mentioned that he would like to attend more council meetings and would like to meet with the council and the county commissions to possibly have a work meeting take place maybe twice a year to know what is going on with the city and the county. He also asked Lisa to send to them any 250<sup>th</sup> celebrations that will be taking place in the city that way their office can put the information out as well.

Lisa mentioned that she added two different County Public Hearings information in the Mayor and Council binders. Leif asked if there was a place to send public comment for the public hearings. Lisa mentioned that there was and the information was on the notice of public hearing we received from the county. Lisa brought up the city picnic that is done for the city employees as an appreciation. Lisa asked if the council could begin thinking of what dates to have the city picnic. Lisa was told to ask the department heads what would work best for them and we could pick a date.

Mikel thanked the council for allowing him to attend the IRPA conference. He said that it was a good conference and he has already implemented some things he learned at the pool. Mikel mentioned that the pool is full and the schools began going. The lifeguards will have their class at the end of the month. Soccer is about half way done. Baseball practices have started. Mikel mentioned that the MYAC has ended and there will be one Shelley student attending this year's AIC conference. Iona will 14 kids attending. The kids fair would either be held on August 6<sup>th</sup> or August 13<sup>th</sup>.

Jordon mentioned that everything in the building department is going good. He also mentioned that Fox Crossing is having a block party on Saturday the 16<sup>th</sup> from 11 am to 1 pm.

Justin mentioned that he and Jordon met with Copper Meadows and they broke ground last Monday. They have been working on laying the sewer line and it would take about 3-4 weeks to complete that project, then they will start the water line project the first of June. Justin said he is wrapping up the Fir Street project with HK. The LSLR project with Knife River is going well and they have approximately 48 to 50 meter pits in the ground. Justin said he met with the state electrician on the HAWK light. They took the cabinet to Pocatello to work on.

Justin said that the State has been great to work with on this. They will be out every six months to check on the HAWK light to make sure everything is working. Justin said that his crew has been working on the sweeper. The crew has begun mowing on the railroad tracks and spraying weeds. The seasonal help has started mowing at the parks, the skate park, they have been doing really good. Justin mentioned that they have some issues with the door at the bathroom at the skate park. There is a new door on order and it is 4-6 weeks out. Justin also gave an update on Well #5. The motor and the electrical has been delivered but the pump is still out about eight weeks. Justin mentioned that they have plans to drop in a rental pump for the next few weeks until their pump is delivered. Justin mentioned that they have been working on fixing the trail and placing the new memorial benches for the family's that have already purchased them on the trail so they can be enjoyed.

Chief mentioned that they have started a seat belt daytime task force until the 31<sup>st</sup> of May. Officer Bird has graduated and received a 90 on his certificate. He will be on his own probably by the end of July. May 20<sup>th</sup> will be the Special Olympics torch run and it will start behind the city building and go to the Broulins parking lot. Chief also mentioned that they will have DARE Field Day for the 5<sup>th</sup> graders on May 26<sup>th</sup>, the day after Memorial Day. It will be at Stuart and they will have activities for the kids and food.

### **Council Reports**

Louise said she appreciates all of the department heads and the staff for the city and all they do.

Don thanked the city head departments for everything they do and keep the city running and operating efficiently. Don also asked Chief to give congratulations to Officer Dakota Bird on his graduation.

Leif mentioned on behalf of Mayor Kim, that she thanks everyone and appreciates everything the everyone is doing. Leif appreciates all of the Officers and the support the Officers do for the DARE Field Day. Leif said he also appreciates what everyone does.

Adjourned: 9:30 p.m.

APPROVE:  ATTEST: 