

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

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JULY 23, 2025

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

Pledge of Allegiance: Mikel Anderson  
Prayer: Jeff Kelley

The meeting was opened at 7:37 p.m.

Don moved; Sean seconded to approve the consent calendar:

Approval of Council Meeting Minutes of June 09, 2025  
Approval of June Expenditures  
Approval of June Overall Budget & Treasurer's Report  
Approval of Finance Report for Third Fiscal Quarter  
Approval of Building Permits

James Nelson	Accessory Bldg.	Delwin Killpack	Reroof
Chris Nelson	Fence	Jeff Kelley	Fence
Austin Cramer	Fence	Mareena Topkins	Fence

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

**Consider Granting Limited Authority to Public Works Director to Approve  
Change orders on Water Projects**

Justin requested to have limited authority to make change orders up to but not over 1% total amount per change order. Currently if there is a change order on a project, Forsgren will make a change order request. Justin will request to add the change order request onto the next Council meeting agenda. This can result for a turnaround on the change order approval 2-3 weeks before changes can move forward on a project. Allowing Justin to have limited authority to make a change order that is requested by the engineer, the project can continue to move as scheduled. If an order amount exceeds the 1%, Justin will present the change order to the Council for approval. Sean moved, Jeff seconded to grant limited authority to Justin as the Public Works director to approve change orders on water projects and lead and copper line project. Three in favor, one absent.

### **Consider Increasing Police Department Employee Hours and Benefits**

Chief Purser requested for Kayla's hours to be increased from 19 hours a week with no benefits to 30 hours week with benefits (benefits would be optional at time of the life change or annual enrollment.) The Chief said that Kayla is super busy and there is more work that she could do. Sean moved, Jeff seconded to increase hours to 30 hours per week with benefits for the remainder of the 2024-2025 fiscal year. The 2025-2026 fiscal year will be determined at the budget hearing. Three in favor, one absent.

### **New Council Business – Consider Approval of Business Licenses -**

#### **Consider Approval of Mobile Food Vendor – Dobi's Dog Creations by Flores**

Kim moved, Sean seconded to approve the mobile food vendor. Three in favor, one absent.

### **Old Council Business**

None.

### **Department Head Reports**

Lisa mentioned that there were two Bingham County Planning and Zoning public hearings. Both are dated for August 14<sup>th</sup> at 6:00 p.m.

Mikel said that everything at the pool was good and that flag football sign ups were done and he would be doing the draft.

Jordon mentioned that everything on his end was good. There are a couple of issues with the tennis courts and they are still working on fixing them.

Justin mentioned that his projects are good. We do have a movie in the park Thursday which is Minecraft and invited everyone to come out.

Chad mentioned there were two taskforces coming up. A seatbelt taskforce beginning June 26<sup>th</sup> and a DUI taskforce from August 15<sup>th</sup> through September 2<sup>nd</sup>. He also mentioned that last week they were able to go to the Blackfoot fair grounds for a PIT training.

### **Council Reports**

Jeff mentioned that some areas of our towns needed upkeep done in the yards. It was requested that letters be sent to remove vehicles that do not run off property's and to maintain weeds. Sean suggested that developers should keep weeds down on properties not yet developed.

Kim reminded everyone of the Snake River Homestead ribbon cutting tomorrow at 5 p.m.

The mayor mentioned that he had received complaints of the time at the construction lights being on red for a long time. He said he had gone out to the construction light and it was an average of 4–5-minute wait. The mayor said he appreciates everyone and the department heads. The mayor also wanted to bring up as a thought only about green space in new developments being turned into playgrounds. Sean asked who would take care of the green space and add the playground. It was mentioned that the city crew would take care and maintain it.

The playground equipment could be donated funds. Jordon mentioned that P&Z looked at green space but it was dropped because there was a lot of pushback from developers. It was suggested that if green space and parks would be discussed again that it should not go to P&Z and the Council should decide on it. Kim asked if there could be a work meeting with the Recreation District to discuss possibilities. Jordon said he would work on it.

Adjourned: 8:26 p.m.

APPROVE:  ATTEST: 