

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

October 08, 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
City Clerk/Treasurer: Lisa Ybarra

Pledge of Allegiance: Justin Johnson
Prayer: Kim Westergard

The meeting was opened at 7:32 p.m.

Sean moved; Jeff seconded to approve the consent calendar:

Approval of Council Meeting Minutes of September 24, 2025

Approval of Building Permits

Kodey Johnson	Single Family	Tyler Waid	Egress Window
Hunter Yorgensen	Single Family	Oswaldo Castro	Remodel
Hunter Yorgensen	Single Family		
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A roll call vote was taken: Sean – aye, Jeff – aye, Kim - aye. Three aye’s. One absent.

Anna Williams – Homestead Historical Park – Consider approving Council Chambers room usage for meetings during winter

Mikel said that Anna would like to use the Council Chambers room to hold their meetings during the winter. Mikel also mentioned that if the Council approved Anna would contact Lisa to figure out dates that would work for them to use the Chambers. B.J. asked if there was a rule on who could use the room. The Mayor mentioned that an organization could use the room as long as they are not making money. The Mayor also mentioned that other organizations have used the chambers in the past as long as it was available. The Council agreed. Kim moved; Jeff seconded for Snakeriver Homestead Historical Park to use the Council Chambers for their meetings during the winter months. Three in favor, one absent.

Sunset Vista – Consider approval of accepting the Sunset Vista Subdivision

The Mayor mentioned that in a previous meeting, the Council had accepted Sunset Vista Subdivision with a couple of conditions that still needed work and Justin said those conditions were finished and ready for accepting. Kim moved,

Jeff seconded to accept Sunset Vista Subdivision because all conditions were met. Three in favor, one absent.

Consider approval of H&K Contractors pay request #4

Lisa mentioned that Austin from Forsgren sent a pay request by HK which would be pay request #4. The amount of the request is \$192,142.24 which the amount would be split between the W. Fir project fund and the water project fund. The W. Fir would be \$149,652.85 and the water project would be \$42,489.39. Sean moved, Kim seconded to approve the H&K Contractors pay request #4. Three in favor, one absent.

Derrick Dye – Consider approval of accepting the Parks Town homes and Residential Subdivision Phase #2

Derrick said that they were ready for the Parks Subdivision Phase #2 to be accepted. The roads are in and they have turned in the documentation to Dave. They have met with Justin and Jordon weekly or every two to three weeks to turn in documentation. There are homes that are ready for people to move into and ready for COs. The Light posts were on backorder but were received yesterday and they will be put up tomorrow. They could not finish the end of Zion because farmers were still working with irrigation but with Knife River they should finish within two weeks. Justin mentioned that this was the first phase that used the ISPWC packet and it was awesome, it was nicer, cleaner, between the developer the engineer and the contractor, it worked out smooth. Sean asked what was the experience like using the report. Derrick said the financials was a lot, probably about over \$100,000. He also mentioned that they would have someone there constantly and he believes that it could have been scaled back a bit, they had Knife River one day, Connect Engineering one day etc. documenting and taking pictures but the information and documents was really good. Justin said they did go above and beyond and it is nice that if in 10 years there are issues this would be there for reference. Sean mentioned that this also goes into making sure things were done correctly. Derrick mentioned that he thought that maybe Knife River could have taken documentation instead of an engineering. Heath Mitchell mentioned to Sean that he believes it wasn't the amount of monitoring but who does it. That is where comes in, if they have a licensed engineer doing the monitor that would be more expensive but maybe having someone other than a license engineering company, maybe a qualified person to do the monitoring, it would help with the costs. Justin agreed and said it could be a non-license person and if the contractor wants to help with that it could work. Justin said it is getting the documentation and having the weekly meeting is works. Sean moved, Jeff seconded to accept the Parks Town homes and Residential Subdivision Phase #2 with the contingences that Justin has. Three in favor, one absent.

Derrick Dye – consider approval of accepting the Parks Town homes and Residential Subdivision Phase #2 Retention Pond

Justin said the pond look good, the sprinklers are in, the grass is growing. Derrick said it was also fertilized about three weeks ago. Kim moved, Jeff seconded to accept the Parks Town homes and Residential Subdivision Phase #2 Retention Pond. Three in favor, one absent.

New Council Business – Consider Approval of Business Licenses -

Consider approval of Hire of new Police Department Officer – Caleb Underhill

Chief said he would like the Council to consider hiring Caleb Underhill as a new officer. He is certified through Idaho Post and has 1 year and half experience with Rupert Police Department. He wanted to be closer to his family and fiancés family. The Chief said he would start at entry level and after FTO bump up to the six months and then the annual levels. Jeff moved, Sean seconded to approve hiring new police officer, Caleb Underhill at entry level. Three in favor, one absent.

Old Council Business

Dave Noel – Consider approval for the FPS engineering project contract

This item was discussed at the previous council meeting but was tabled in order to read though the contract. Sean moved, Kim seconded to approve the Forsgren FPS engineering project contract. All in favor, one absent.

Ted Hendrix – Consider approval for the FPS administration project contract

This item was discussed at the previous council meeting but was tables in order to read the contract. Sean moved, Kim seconded to approve Full House Production (owner Ted Hendrix) FPS administration project contract. All in favor, one absent.

Ted Hendrix – Review and Consider approval of Tech Innovation project

Ted said that funding is \$75,000 and will go into three different contracts. The contracts have not been identified. If the funding would allow to use the city engineer than we could use Forsgren but if not then the city would need to procure to find an engineer. The three contracts would be with an engineer, architect, and Full House Production. Ted mentioned that these funds could be used to improve the main street if the Council wanted to instead innovation tech building. Sean moved, Kim seconded to the **use of the funding allocations and consider the approval of the tech innovation project/urban and economic development.** Three in favor, one absent.

Department Head Reports

B.J. mentioned that latest update on the impact area, the county has a concept with a map and language asking with feedback and if we have questions, they are willing to do a status quo and adopting that so it is not expired at the end of the year. It could be next week.

Jeff said he thinks we should have a work meeting with the county.

Lisa said that the Supporters of the Arts will be doing a wine tasting event which was not planned to do this year. It would be before the next Council meeting but they were asking the Council to waive the wine license fee for the one day event. The council agreed to waive the fee and ratify the license at the next meeting.

Mikel said that Jazz basketball signups have started and they are going good. He also said that MYAC will be getting together to work on their Halloween project and the chili cook off.

Jordon added to the impact agreement. He said that he believes that the county will be sending what will be annexed in the next five years and a map for the next

ten years. Tiffany with the County seems to be positive and wants to work the city. Jordon also mentioned that we may want to set up an opening night for the tennis courts within the next two weeks.

Justin said the cameras should be worked on next week and the asphalt. Justin also believes that two weeks would be about the time it would all be done. October 25th at noon works for a ribbon cutting ceremony with the Mayor and the Council. Fall clean up is October 13th-17th and the city crew will begin picking up the following week and will take about 2-3 weeks to finish.

Chief thanked the Council and Mayor for the COL increase and they are very grateful. They also executed a warrant today in the area of the City Park block and it included over 600 fentanyl pills, several containers of black tar heroin and brown heroin, 3 oz meth, 12 illegal possessed firearms, etc.

Council Reports

Sean tipped his hat to all of the department head and they all do a phenomenal job. Tree City will be having an arbor day Saturday at 9 am at the jerky plant. Sean thanked everyone.

Jeff said that tomorrow night is the candidate forum for the council and mayors.

Kim just wanted to remind everyone of Arbor Day and thanked Mikel for being in charge of the tree city. There are also some memorial benches that are being placed and the program is taking off.

Adjourned: 8:27 p.m.

APPROVE:  ATTEST: 