

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

MARCH 26, 2025

PRESENT: Mayor Stacy Pascoe (Zoom)
Council Members: Kim Westergard, Jeff Kelley,
Don West, Sean Kress
Public Work Director: Justin Johnson (Absent)
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: Chad Purser
Prayer: Jeff Kelley

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

Jeff moved; Don seconded to approve the consent calendar:

- Approval of Council Meeting Minutes of March 12, 2025
- Approval of Special Meeting Minutes of March 18, 2025
- Approval of February Expenditures
- Approval of February Overall Budget & Treasurer's Report
- Approval of Building Permits

ES Solar – Solar	Derrick Dye – Single Family
Chris Kent – Egress Windows	Derrick Dye – Single Family
Marla Orme – Fence	Derrick Dye – Single Family
Derrick Dye – Single Family	Derrick Dye – Single Family
Derrick Dye – Single Family	Steve Hawkins – Acc Building

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

Consider Increase to Water Connection Fees

Jordon gave a brief summary and said that Dave had completed a water study and at the time the water connections were \$1,300.00. The study suggested increasing the water connection fee to \$9,000+ which would help replace our system and it was decided in March of 2022 that the Council would increase the fee to \$5,000.00 because raising it to the suggested amount would be a big jump and keep the idea of revisiting this every couple of years to try to get to where we needed to be rather than do just the big jump. Jordon mentioned that about a month ago, Dave did a quick study using from the American City and County Website and with inflation the water connection fee should be about \$9,700.00. Don asked if this would be for new construction, Jordon confirmed it would be. Kim mentioned that if we raise it over 5%, we would need to have a Public Hearing. Jordon mentioned that depending when the hearing would be held, we may schedule Dave be here to answer any questions and explain deeper. Jeff did want to make it clear to the public that this was not being discussed on a whim

but rather on the study that was done. Don mentioned it was to cover the costs. We are charging \$5,000 and the \$4,700 is going on our city budget and believes the city should not finance the difference. Jordon mentioned that for any new developer, we are covering half of the connection fee for any new users that connect to the system. Sean said that the community will pay for the additional cost through the increase and purchase of new homes. If the developers pay for it then that money is going to be passed through to the construction etc. We have several new developers, new communities coming in but we want to facilitate growth into Shelley and we want to do it responsibly and to Sean, this is the most responsible thing that we could doing as a Council for the City of Shelley in terms to the development and the growth that is happening. Jordon mentioned that there are about 1,100 homes coming into Shelley, these are approved and pending homes. Sean would like to hear the Publics opinion but also mentioned that he would rather see the increase from \$5,000 to \$9,700 than 1,100 times \$4,700 to the city. Mayor mentioned that we would need to set a date for a public hearing because we are going over 5% and put a freeze on the purchase of any connections until then. There was a question on the freeze and if it was already put in a policy from the previous increase. Lisa said there was already a policy in place. The Mayor said that public hearing could be the second meeting in April. Jeff asked if anyone on the Council had purchased any water connections since the discussion of the increase. All Council members said no. Jeff asked the Mayor if he had purchased any water connections since the discussion of the increase. The Mayor said no. Jeff wanted to clarify to the public that no one on the committee was pre-purchasing connections for their benefit. Sean moved, Don seconded to approve to hold off any new water hookup connection processing/building permits that are not in the system as of now until after the public hearing as part of the public hearing to increase the water connection hook up fee that is currently \$5,000 to the recommendation study with inflation of \$9,700 and put the public hearing on the calendar for April 23, 2025, the second council meeting in April. A roll call vote was taken: Sean – aye, Don – aye, Jeff – aye, Kim -aye. All in favor. Approved unanimously.

Consider Approval of New Verbiage for Title 10-2 Definitions and 10-13 Mobile Home and Travel Trailer Park

Jordon went over the attachment with the verbiage for the Title 10-2 Definitions and 10-13 Mobile Home and Travel Trailer Park. Jordon mentioned that the P&Z held the public hearing on the RV park ordinance. There was very little comment on the topic but there was things added, the ordinance references a travel trailer stand but we had no definition to define what a stand is and we got a definition in now. Jordon also mentioned that the RV ordinance was broken into two different lot sizes. Currently states that two acres are needed to have an RV park but there was some language added that if there was a half-acre, it can be used for an RV park but with only 9 RV stands. It was also mentioned that there were requirements that need to be met if there are ten RV stands vs those with nine RV stands and under. Sean asked if this is something that we wanted to do this and make it so everyone who has over a half an acre can have RV parks. Jordon clarified that the RV parks are only allowed in a couple of zonings, anyone with an R1, R2 etc. are not allowed to have RV parks. Jeff moved, Don seconded to approve the P&Z recommendation of the language to Title 10-2 Definitions and 10-13 Mobile Home and Travel Trailer Park. All in favor, Approved unanimously.

Consider Supervisor/Detective Cell Phones

Chief Chad mentioned to the Council that in the past there were phones for supervisors. The Chief asked the Council to consider allowing him to be able to get two supervisor phones and one detective phone. The Chief mentioned that he would also like to switch his phone from Verizon, and have the three other phones to Firstnet because Firstnet because they have a priority first responder band that is only for first responders. Chief also mentioned that the three phones would be \$40 a month, a free phone and if they get five devices, it would be \$30 a month. This would add about \$120 a month. Chief mentioned he looked over the line item with Lisa today and doesn't think or it shouldn't cost more than what has already been budgeted. Sean motioned, Jeff seconded to approve the two supervisor phones and a detective cell phone with the Chief to move to Firstnet. Approved unanimously, All in favor.

Consider Surplus Property – Old Police Vehicles and Patrol Rifles

Chief Chad mentioned that they now have their next set of new cars, they have two Chargers that they will no longer use and they have two Durango's that are spares. The Chief would like sell the Chargers and have the money put into the Vehicle Repair & Maintenance budget because they are end of March first of April and the budget is already at 99% and this way they won't go over before the end of the year. The Vin numbers to the Chargers were listed on a handout. Those numbers are as follows: 2014 Dodge Charger R/T 2C3CDXAT0EH252518 with 68,000 miles and 2013 Dodge Charger 2C3CDXAT6DH608789 with 120,000 miles. The Chief also said that they have a few rifles and over the last couple of years the Council has allowed them to replace their rifles and they now all have newer rifles. The old rifles are 2003-2004 that they are not going to be using anymore and the Chief would like to surplus and sell them as them as well. Jeff asked if the rifles are tactical rifles. Chief said they're AR 15, they don't have any optics on them, no slings and they are plain and have a lot of parts that they have scavenge from other things and kind of built them to maintain them. Kim asked how these are sold. The Chief said that they are going to have an FFL process paperwork and then they get transferred them though FFL. Sean asked how do they know what they are worth. The Chief said that he looked online at other Police turn in and for these models they can be between \$400-\$700. Don mentioned that they would probably be about \$400. The Patrol Rifle descriptions are as follows: Bushmaster XM15-E2S BFI616065, Bushmaster XM15-E2S FBI616297, Bushmaster XM15-E2S L331188, Bushmaster XM15-E2S L424038, Bushmaster XM15-E2S L464915, Colt AR-15A4 006611, Colt AR15A4 006766. Don motioned, Jeff seconded to approve the surplus property to be sold, a couple of police chargers and some police patrol rifles. Approved unanimously, All in Favor.

P&Z Commission Vacancy – Discuss recommendations for the current P&Z Commission Vacancy

Kim mentioned that she had four or five recommendations to add another member that lives in City limits to P&Z. Kim mentioned that in the past, we just asked people to consider it but this time she would like to make it more official and conduct a couple more interviews. She mentioned that some show up when they can and she would like to explain this is pretty serious because of the City growing it is important. Kim said she would reach out to those recommendations she received. Kim has asked Jordon, Lisa, and Jeff to sit in on the interview so there is at least two people and hopefully have someone on the board by the next

meeting on April 16th because the P&Z was one short at the last public hearing meeting. Kim also mentioned that if we don't get anyone before that time, according to B.J., we can ask one of the gentlemen that lives outside the City to recuse themselves. The Mayor agreed.

New Council Business

Approval of Business License

Sean moved, Don seconded to approve the General Business Licenses. Approved unanimously. All in favor.

Old Council Business

Shelley Physical Therapy & Fitness Center - Parking

The Chief mentioned that Idaho Falls has in their ordinance that one had to obey their parking signs and they have a sign out there that says loading and unloading zone. There is a fee attached to that parking, a parking ticket. Chief mentioned that is what he thinks we should do, he does not think we should allow the parking to be specifically for that business, the parking should just say loading and unloading zone. Don asked if there was a fee attached to be able to have the loading/unloading or if it would just be the ticket. The Chief mentioned it was just the ticket if someone is parked there a long time, and said they should be allotted 10 minutes or 15 minutes. Jeff stated that is would need to be put in the ordinance. Kim mentioned that the medical center had asked in previous year about parking. Jeff stated that we should put a loading/unloading for the medial center. The Chief said we could do it on both corners. Jeff stated that we should do one in front of the medical facility and the physical center and eventually other places. The Chief said that the corners are ADA, we could put the signs on the corner and not have them be business specific just loading/unloading, 10-minute max. Chief mentioned that B.J. could look at the Idaho Falls ordinance because it is pretty specific. He also mentioned that the only issue we were going to have that Idaho Falls does not is that we don't have a parking enforcement person to put chalk on the tire every 10 minutes but hopefully the signs would help. Jeff said if there is an officer in the area and notices the person maybe still be there, could help. Kim asked Jordon if Justin usually does the signs. Chief mentioned that the gentleman that was here did say they could pay for the sign as long as he knew what to get. Kim asked if we would take the cost for both the physical therapy place and the medical center. Jeff said we should. Jordon feels that if the City does pay for the signs, it would help not be business specific and business won't say that it's their sign only. Kim asked to have this item be on the next agenda for B.J. to look at and work on an ordinance.

Department Head Reports

Mikel said that soccer sign ups are over and he is getting coaches and getting the teams together. He got the fields painted and nets up today and is ready for practices. He has all the cameras working at the pool and Mikel also talked to ID Access with Lisa and are trying to get the credit card machine working for the pool. Mikel also said that baseball sign ups are going and Mayors Youth are on vacation this week and when they get back, they do have their Expo with the 8th graders on April 3rd and the also have a tour at the Melaleuca building at 4:30 pm the 3rd too. He invited the Mayor and council, whoever wanted to go are welcome. Kim asked Mikel how he was doing on coaches, since we were FB Live, Mikel said he was okay and was waiting to hear back on the "maybe's."

Jordon said that everything on his end was going good. He also mentioned that at the last P&Z meeting they did work on the RV Ordinance and also had a public hearing for Brian Seargent piece off of Spud Alley for a Mobile Home Park. They had a full house and it was a long meeting. There were a lot of concerns from citizens on the traffic and a few other things there. Jordon also mentioned that towards the end of the meeting, they realized that we didn't get the public meeting posted quite in time and it was decided to table the public hearing and reopen it at the next meeting in April. Jordon also reminded that Justin, Jason, and he will be gone next week to the water conference in Boise. He also mentioned that the crew has been doing awesome this week with both Justin and Jason gone, they have been busy.

Chad said that the Office of Highway Safety has paused their Step position because of federal funding from the federal government. Kim asked the Chief to educate them on what the Step is. Chief said it is a traffic enforcement grant that they get which lets them have a person dedicated to traffic enforcement. The funding has been paused and they will only be able to be reimbursed up until March 14th for those hours. He did say he looked over his payroll line item and he doesn't think they will go over on the payroll line item and he maybe at the 92%-94%. Chief said that they want it to come back but they have to wait until they get funding from NITSA, the federal government and this is not just to us but it is State wide. Don asked if the funding starts again will the Chief automatically start back up or if they would have to reapply. Chief said that it would be automatically but they wouldn't be able to claim any hours worked from March 14th until they start it back up but they are still keeping track of their hours so if they start back up, they can use those as the match requirement. The Chief said he spoke to the office and they are hopeful but could not guarantee until they heard back from NITSA.

Council Reports

Sean said that the pool season is just upon us. He said he received a brief download of what that takes from a maintenance, labor perspective from Mikel and his team and was shocked. Sean said he is grateful to live in a community that has a pool and grateful to have people throughout the city that can help maintain and keep it going because it is not an easy thing. Sean hopes that the community appreciates and understands that it is not easy to do.

Don gave an update on the tennis courts. He said that as soon as the Mayor is back in town, he would have do his signatures and they can get the funding. Kim asked if the funding was going to be for the shelters. Don said there was a certain percentage towards the courts and then a certain percentage for the shelter and said that Justin was aware. Jordon said that Dallin was working on some plans for the shelter. Don thanked the City heads and Lisa for everything that they do for the city and appreciates it and help the City look good.

Kim said that she had a meeting with Gary Dial this week about maybe if was open for a discussion on his father's property and trying to figure out a way for annexation to go out to Copper Meadows phase two. They are willing to have a conversation. The Mayor has been working on annexation the other way through Highway 91. Kim's asked if we have citizen's that are willing to help us out, what can we offer them. The Mayor mentioned that if we were going to do anything

we would have to have a work meeting which is a public. A work meeting will be held on Wednesday, April 9th just before the Council meeting.

Adjourned: 8:32 p.m.

APPROVE:  ATTEST: 

SURPLUS VEHICLES

VIN	YEAR	MAKE	MODEL	MILEAGE
2C3CDXAT0EH252518	2014	Dodge	Charger R/T	68,000
2C3CDXAT6DH608789	2013	Dodge	Charger	120,000

SURPLUS PATROL RIFLES

BRAND	MODEL	SERIAL NUMBER
Bushmaster	XM15-E2S	BFI616065
Bushmaster	XM15-E2S	BFI616297
Bushmaster	XM15-E2S	L331188
Bushmaster	XM15-E2S	L424038
Bushmaster	XM15-E2S	L464915
Colt	AR-15A4	006611
Colt	AR-15A4	006766