

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

November 12, 2025

PRESENT: Mayor Stacy Pascoe (Passed)  
Council Members: Kim Westergard, Jeff Kelley,  
Don West, Sean Kress (zoom)  
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: Mikel Anderson  
Prayer: Don West

The meeting was opened at 7:40 p.m.

Kim took a minute to honor our Mayor by stating that Stacy Pascoe has been more than just a Mayor in Shelley. He has been had steady presence and who led his community with his whole heart. For years, he showed up for our citizens, our businesses, and our youth and always looking for ways to make Shelley a little better and a little bit stronger. His legacy is woven into our parks, our traditions and the way we look out for one another as neighbors. In honor of his service, his leadership and example he set for all of us. Kim asked everyone to pause and reflect on the impact he has had on our community and our lives and. Kim asked everyone to take moment of silence in honor him.

Don moved; Sean seconded to approve the consent calendar:  
Approval of Council Meeting Minutes of November 12, 2025  
Approval of September Expenditures  
Approval of September Overall Budget & Treasurer’s Report  
Presentation of Quarterly Financial Report  
Approval of Building Permits

Kodey Johnson	Single Family	Richard Evans	Solar
Kodey Johnson	Single Family	Clifford Hansen	Fence
Kodey Johnson	Single Family	MDS Homes	Fence
Hunter Yorgesen	Single Family	Tyler Drewes	Acc Building
Hunter Yorgesen	Single Family		

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

**Introduction of new MYAC Council members**

President Elizabeth Anderson introduced the MYAC Council members. Vice President Bently Johnson, Secretary Eliza Acree, Media Coordinator Leader Adaline Acree. The new members are for the current school year of 2025-2026.  
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**MYAC Council – Consider approval of annual donation request**

President Elizabeth Anderson asked for the annual donation from the city council of \$500.00 for their service projects. Don mentioned that he would like to know what service projects they have. She mentioned that they will be working on grants for the parks around Shelley. They would also like to have new equipment for the playgrounds. It was mentioned that they always volunteer at the Gables, the Chile Cook-off which they have baskets to raffle during the event. There are 13 members in MAYC for this year. Kim mentioned that the cook-off will be the day after Thanksgiving. Elizabeth said there are about 10 baskets for the cook-off as of now. Jeff moved, Don seconded to approve the annual donation to MAYC. All in favor, approved unanimously.

**Jennie Judy – Senior Project – Consider approval of city property usage for a portable free library**

Jennie thanked the Council for their time. Jennie mentioned that her senior project is planning to build and maintain free portable library. This will create opportunities for kids to share and read more books within the community. Jennie mentioned that she would build, use weather proof paint, stock books and remove books that are not appropriate. She plans to have donation boxes at businesses throughout the city. Jennie mentioned that there are over 200 successful portable libraries around the nation. Don asked where she would like to place the portable library. Jennie mentioned she would like to have it at the Pillsbury Park where she believes it would be accessible to everyone. Mikel mentioned that there are cameras that would help keeping it safe as possible. Jennie hopes that when she goes off to college, someone else will take it as their project. Don moved, Jeff seconded to approve the portable library at Pillsbury Park. All in favor, approved unanimously.

**Kirsten and Liz Butcher – Consider approval of connecting existing water line to an attached mother-in-law suite**

Lisa mentioned that she reached out to Liz on the phone number given to call but no one answered and she left a voicemail and had not heard back. This item was tabled until we hear from either Kirsten or Liz.

**Fox Crossing Subdivision, Brandon Lee, Discuss and consider development amendments and future parks**

Mike Hicks was here in Brandon's place. Lisa mentioned that in the memos there was information and maps to follow. They are requesting to eliminate the RV pads and dedicate eight lots to the city for parks within the subdivision. This would require to change the language in the agreement. Jordon liked the idea have having more green space. After the discussion of parking, different park rules, at what point does the city take over the green space or when does the green space get returned to the developer Fox Crossing, and who would be responsible to develop the park – if between the developer, the city, and the recreation district – it was discussed to table the item until there was more information and/or to give B.J. time to read through the proposed amendment. Don moved, Jeff seconded to table this item to get more information at the next council meeting. All in favor, approved unanimously.

#### **Consider approval of HK Contractors pay request #5**

Don asked for an update on the W. Fir project. Justin mentioned that there were two crews from HK. They did run into issues with the lines and cannot tie into the lines for an example. The street has had to shut part of the street down and worst-case scenario would be to place down just enough asphalt to get through the winter months and then start back up and finish it correctly rather than doing in a hurry and incorrectly. Justin mentioned that HK would finish with the temporary about Thanksgiving time. Jeff moved, Don seconded to approve the pay request #5 to HK Contractors in the amount of \$289,133.49. All in favor, approved unanimously.

#### **Discuss and consider approval of Hawk Light Upgrade**

Justin reached out to ITD. The cost for the upgrade would be \$24,768.77 and it would be between 3-12 weeks for them to get the parts. Once ITD gets the parts it takes less than a week to install. It will have a one-year warranty but ITD will help troubleshoot at their expense. Justin mentioned that we have spent about \$7,000-\$8,000 this year for electricians. This upgrade is the program that ITD uses throughout the state and they are willing to help if we have issues with it. Don moved, Jeff seconded to approve the hawk light upgrade. All in favor, approved unanimously.

#### **Consider approval of placing a handicap spot at the Shelley Workbase Academy**

The Shelley school district reached out to Justin and they would like to put a handicap spot on the street in front of the Shelley Workbase Academy on Seminary Street. Justin said this would take place next Spring and he had no concerns of parallel parking in front of the academy. Jeff moved, Don approved to place one handicap spot in front of the Shelley Workbase Academy. All in favor, approved unanimously.

#### **Parks Subdivision – Consider approval of acceptance of bridge**

This item was not ready and would be on the agenda sometime in the Spring of 2026.

#### **Consider buy out of PL hours:**

##### **Officer Workman of 80 hours of PL**

##### **Officer Hayman of 120 hours of PL**

Chad mentioned that the policy allows employees to request a buyout every two years and are required to leave at least 80 hours in their PL bank. Chad mentioned that Officer Workman would like to build a fence and Officer Hayman will begin to lose 10 hours of PL because he is maxed out. The request of the 120 hours is half of what he has available. Don mentioned that he tried to get them to take vacation and Chad mentioned the same but it does get complicated if others are in training or on vacations as well etc. Don moved, Jeff seconded to approve Officer Workman with 80 hours of PL buy out and Officer Hayman with 120 hours of PL buy out. All in favor, approved unanimously.

#### **Consideration of adopting Annexation Plan**

B.J. mentioned that this was a project our Mayor had worked hard on. Sandy, Jordon, Tork and B.J. have worked on the annexation plan and B.J. referred to the exhibits that were included in the packet. B.J. mentioned that the annexation plan

would need to go out to the County Commissioners, the county land owner which goes with the Notice of Annexation consents. The Annexation Plan would need to be presented to the public and would need to be approved P&Z Commission at a P&Z meeting the Council at a Council Meeting. Don moved, Jeff seconded to accept the annexation plan. All in favor, approved unanimously. B.J. said he would continue to communicate with the Council with the process. Don thanked B.J. for providing this information.

**Consider canceling Council meeting on November 26, 2025 and December 24, 2025 due to the holidays.**

Jeff moved, Don seconded to approve to cancel the November 26<sup>th</sup> and December 24<sup>th</sup> Council meeting due to the holidays. All in favor, approved unanimously.

**New Council Business –**

**Consider approval of General Business Licenses**

Jeff moved, Don seconded to approve the general business licenses. All in favor, approved unanimously.

**Old Council Business**

None

**Department Head Reports**

B.J. said that his thoughts and condolences for Stacy. He stated that it was wonderful that time was taken to put a memorial to him. B.J. said that it was very unexpended and he was very full of life and it is hard to imagine and his heart is with Candi and his family. He was glad that Kim took time at the beginning of the meeting for the Mayor. It was said that sometimes we are focused on the little tasks that we forget the bigger picture, our relationships, what our time is worth. B.J. also gave his condolences to Chief Purser for the passing of his father recently. B.J. mentioned that life is short and he hopes that we can be kind to one another and hopes that we can continue to serve and it is a privilege to serve and one that he does not take lightly. B.J. said he is grateful that Mayor Swede took a chance on him right out of law school. B.J. mentioned has been a blessing, a pleasure, and he loved working with Swede and Stacy, with the Council and the Department heads. Prayers for Candi and the Pascoe family. B.J. also recognized Councilwoman elect Street. As for council business, B.J. mentioned that the County had sent the Area of Impact and Tiffany Olsen was great to work with and there was good discussion. We are trying to get that done before the end of the year and the County did set a Public Meeting on December 10<sup>th</sup> during the day for the Area of Impact. Jordon did mention that the Council did invite him and the Mayor to the hearing on the 10<sup>th</sup> at 3:00 p.m. at the County. B.J. did want to mention that with Stacy's passing, the Council will be asked at a later date to appoint a Mayor. Kim is the interim mayor as the current council president and she can still perform different duties.

Lisa wanted to take a moment and give her condolences to the entire Pascoe family.

Mikel agreed with B.J. and what he said about the Mayor. B.J. had said it very nicely and thanked B.J. for that. Mikel said that everything is going smoothly.

Basketball is going on and MAYC is doing great. They have ICCU meeting with MYAC tomorrow and talk about banking and invited the Council.

Jordon also wanted to take a moment and give his condolences to the Pascoe family. B.J. said it great. Everything is business as usual.

Justin mentioned that they have finished fall cleanup last week but will continue to go around and pick up bags of leave until the end of November. Anyone can leave them on their curb and the crew will get. The street sweeper has been out and cleaning the curbs and gutters. They have also done small patches on the asphalt will be starting Christmas lights next week and have them ready and up by Thanksgiving. Justin congratulated Mayor elect Westergard and the council members and it has been a privilege working with Mayor Pascoe and his condolences go out to the family.

Chief Chad echoed what has been said, he loves Stacy and is so grateful for his position with the city and the faith Stacy put in him to lead the police department and he wouldn't be here without Stacy. Chief said he appreciates all of his support and kind words. Chief also wanted to thank the Council and the city for the support that he received for his father's passing and the flowers were beautiful and his family wanted to express their appreciation as well. Chief mentioned that Officer Underhill is still on FTO and has been doing great. He is in the second phase of the FTO and believe mid of December he will be done. Officer Underhill has about two and half years of experience from Rupert and doesn't think he will have any issues. On December 6<sup>th</sup>, Chief will be doing testing for the open position that was just approved. Chief stated that last week they had a good training with ICRMP and the rep gave them all a use of force legal update.

### **Council Reports**

Sean wanted to take a moment and echo what has been said and is extremely grateful for Mayor Pascoe and he too would not have this position without Mayor Pascoe having faith in him and presenting his name to the Council. His thoughts and prayers are with the Pascoe family. Sean mentioned that life is short and precious and that Mayor Pascoe lived it to the fullest and spending time watching grandkids cheer or play a sport. This is a reminder that we need to go out and make great memories with our families. Sean also wanted to thank everyone who went out and voted and believed in him to continue to serve. Sean said he was grateful to be serving with everyone.

Don also echoed everything that has been said and said that B.J. said it very well. There is a lot of reflection and things like this make you think of what is important and a priority. Don said Stacy was a good man and a good friend and really appreciates his care he had for the community. Dons heart goes out with the Pascoe family and we mourn with them and we celebrate with them. Don thanked all of the city for everything is done.

Jeff said that Stacy stood for a lot. He was a father, grandfather, and a great husband. Jeff said that Mayor Pascoe was a great father to our city. Jeff mentioned that Stacy probably did more to advance our city for the next 20 years from any other Mayor in the past. He set up a way for funds to go to maintain the streets and also invested in the bonds to be able to make more off of our money.

Jeff said that Mayor Pascoe was a working Mayor and for the next 20 years the Mayors fingerprints will be throughout the entire city. Jeff's heart goes out to the Mayors wife and family, he will be missed.

Kim echoed everyone words and gave the Reader's Digest and adjourned the meeting.

Adjourned: 9:02 p.m.

APPROVE: Kim Steward ATTEST: E. Leary

DATE	October	AMOUNT	CHECK #
10/17/2025	A & B Trans.	\$367.71	551879
10/17/2025	AAA Giles	\$675.00	551880
10/17/2025	Amazon	\$165.38	551881
<b>10/17/2025</b>	<b>Association of Idaho Cities</b>	<b>\$2,166.40</b>	551882
10/17/2025	DEX	\$226.13	551883
<b>10/17/2025</b>	<b>Electrical Equipment</b>	<b>\$3,568.83</b>	551884
<b>10/17/2025</b>	<b>Forsgren</b>	<b>\$53,835.00</b>	551885
<b>10/17/2025</b>	<b>IBM Corporation</b>	<b>\$2,299.50</b>	551886
<b>10/17/2025</b>	<b>ICRMP</b>	<b>\$42,960.50</b>	551887
10/17/2025	Intermountain Gas	\$87.41	551888
10/17/2025	Kaylee Searle	\$45.00	551889
10/17/2025	Manwarign Web Solutions	\$22.00	551890
<b>10/17/2025</b>	<b>MMCI</b>	<b>\$1,760.22</b>	551891
<b>10/17/2025</b>	<b>Metroquip</b>	<b>\$2,547.67</b>	551892
<b>10/17/2025</b>	<b>R&amp;D Wholesale Nursery</b>	<b>\$1,027.00</b>	551893
<b>10/17/2025</b>	<b>REDI for Eastern Idhao</b>	<b>\$4,000.00</b>	551894
10/17/2025	Southeast Idhao Council Gov.	\$861.30	551895
10/17/2025	Tyler Phelps	\$55.00	551896
10/17/2025	ZZ Cousulting	\$550.00	551897
10/30/2025	A&B Trans	\$79.03	551898
10/30/2025	Advanced Diagnostics	\$437.00	551899
10/30/2025	Allied Business	\$42.06	551900
10/30/2025	Amazon	\$307.85	551901
10/30/2025	Centurylink	\$351.44	551902
10/30/2025	DEX	\$429.07	551903
10/30/2025	Digline	\$58.50	551904
<b>10/30/2025</b>	<b>Electrical Equipment</b>	<b>\$1,240.72</b>	<b>551905</b>
10/30/2025	Ferguson	\$289.64	551906
10/30/2025	Freedom Mailing	\$893.55	551907
<b>10/30/2025</b>	<b>Garrett H Sandow</b>	<b>\$3,650.00</b>	<b>551908</b>
10/30/2025	Hammon Teton	\$32.00	551909
10/30/2025	HD Fowler	\$985.42	551910
10/30/2025	IAS-Envirochem	\$175.00	551911
10/30/2025	Idhao Rural Water Association	\$190.00	551912
<b>10/30/2025</b>	<b>Idaho State Police</b>	<b>\$1,250.00</b>	<b>551913</b>
10/30/2025	IDEACOMESCI	\$392.54	551914
10/30/2025	LGG Industrial	\$78.96	551915
10/30/2025	Lumen Centry Link	\$3.00	551916
10/30/2025	North American Rescue	\$476.88	551917
10/30/2025	OD Kit	\$169.94	551918
10/30/2025	Petty Cash	\$82.80	551919
10/30/2025	Rayna Williams	\$468.50	551920
<b>10/30/2025</b>	<b>Shelley Ace Hardware</b>	<b>\$4,023.16</b>	<b>551921</b>
10/30/2025	Shield Assosments	\$385.00	551922
10/30/2025	Silent 6	\$744.00	551923
10/30/2025	Sparklight	\$289.24	551924
10/30/2025	Stoddard Brothers	\$950.00	551925
10/30/2025	Tacoma Screw	\$26.07	551926
<b>10/30/2025</b>	<b>Text My Gov</b>	<b>\$2,000.00</b>	<b>551927</b>
10/30/2025	U & I Kiwainian	\$55.00	551928
10/30/2025	Unifroms 2 Gear	\$349.11	551929
10/30/2025	Verizon	\$374.30	551930
<b>10/30/2025</b>	<b>American Pump &amp; Drilling</b>	<b>\$72,378.25</b>	<b>551931</b>
10/30/2025	Delta Dental of Idaho	\$45.71	551932
<b>10/30/2025</b>	<b>HD Fowler</b>	<b>\$1,650.72</b>	<b>551933</b>
<b>10/30/2025</b>	<b>III-A Trust</b>	<b>\$2,588.00</b>	<b>551934</b>
10/30/2025	United Heritage Life Insurance	\$8.69	551935
<b>10/7/2025</b>	<b>Payroll</b>	<b>\$91,968.25</b>	
<b>10/21/2025</b>	<b>Payroll</b>	<b>\$92,997.51</b>	
	<b>Total</b>	<b>\$400,136.96</b>	