CITY OF SHELLEY
COUNCIL MEETING
MINUTES

July 22, 2026

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

Pledge of Allegiance: Justin Johnson
Invocation: Mayor Kim Westergard

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

Louise moved; Sean seconded to approve the consent calendar:

Approval of Council Meeting Minutes of June 08, 2026

Approval of Building Permits

Hunter Yorgesen	Single Family	Ryan	Fence
Hunter Yorgesen	Single Family	Monte Waters	Deck
Laurie Nielson	Fence		
Kyle Roach	Single Family with Accessory building		

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

<u>Valeria Pereida – Consider approval of 2026 Concessionaires License/City Park</u>
Item was tabled due to no show.

<u>Stephen Snarr – Water project/water rates discussion</u>
Item was tabled due to no show

<u>Ken Hopkins – Consider approval to renew bench license</u>
Ken presented an agreement on the benches that are set along main street. There are 22 benches and Ken has been serving the Shelley area for the past 20 years. Justin mentioned that Ken has been really good to work with and has been good at maintaining the benches. Ken offered to pay the city $5.00 increase per bench to the city. Ken mentioned they take full responsibility on the benches. B.J. didn't have any issues with the issue. Sean moved, Louise seconded to approve to renew the bench license within the city. All in favor, approved unanimously.

<u>Brittany Rainsdon – Idaho Youth Tennis – Consider approval to Waive Tennis Court Rental Fees</u>

Brittany is part of the Idaho Youth Tennis, a nonprofit organization that give kids who want to play the opportunity to do so. She requested to use up to three tennis courts at Brinkman Park from 9 a.m.-11 a.m. from August 24th through October 10th. The practices would only be on Fridays and would be for those in 5th-8th grade. Leif moved, Don seconded to approve at least two tennis courts to be used, pending the third if not in use and waiving the reservation fee. All in favor, approved unanimously.

Adam French – Consider approval of placing solar lights on the walking path

Adam mentioned that the solar lights for the walking path were in and he met with Justin at the walking path about placement of the lights. The lamps are a double lamp. Don asked how long before they would be placing which Adam said their goal would be before school starts. Louise asked about the life of the light and if it would be all night. Adam mentioned that there was a sensor and the light would turn on when someone is walking. Chris Sheets mentioned the lamps 5-year warranty. Don asked Adam how far the lights would go on the walking path, Adam said they would go all the way to the park. Leif moved, Don seconded to approve to place solar lights on the walking path. All in favor, approved unanimously.

Adam French – Update of the water on the 72-acre farm

Adam met with Eastern Idaho Regional Sewer District (EIRSD) about doing a reuse permit to include the 72 acres because it would be easier to add the 72 acres on the permit now rather than later. The reuse of the water would only for the irrigation water and it is about six months out of the year that it would be used. Adam would like to use the water for the fire suppression. Don asked when the building start out at the farm and Adam mentioned that the building is being drawn now by an architect and they hope to begin construction next year.

Mayor Kim asked the Council if they could move ahead to item number eleven because it also had Adam on the line item

Consideration of joint Management of city parks and recreation department and North End Recreation District

This is only concept with the recreation district and the council and is only a discussion. The discussion was possibly hiring a recreation director that would do joint duties for the city parks/recreation department and the North End Recreation District. Leif asked if the recreation district would take over the city's recreation department. Adam mentioned that the district would bring in their own sports that would be more competitive and would have more leagues. The recreation district would maybe work and be part of the hiring of a new director to share with the city and could help with a stipend to help cover wages. Chris Sheets mentioned that the sports expenses, refs, umps, wages would be different and the tournaments are different than the recreation sports. Mayor Kim mentioned that Shelley is small that we wouldn't want to compete with two recreation departments. There would be a work meeting later to discuss more in detail the ideas of possibly sharing joint management.

Consider approval of accepting Fox Crossing Retention Ponds

Don moved, Louise seconded to table this item to the next meeting. All in favor, approved unanimously.

Consider approval of Recommendation Letter for LSLR Water Project Phase 4&5

Spence presented and mentioned that there were four bids on July 14th. After reviewing all the bids, a recommendation to award the project to one of the four bids. Forsgren recommended A&B Excavating the award for the LSLR Phase 4 & 5 for $3,871,895 which was the lowest bid. Leif asked why their bid was so much lower. It was mentioned that there are less people, less equipment and Spence mentioned that they would use a trenchless approach instead of open trenches. Justin did clarify the 5 ft would still be open trench. Don asked Justin if he felt comfortable to work with A&B Excavating in which Justin mentioned that Kathy (who helps Forsgren) has worked with A&B Excavating and she mentioned that she had a good experience with them. Justin said that trenchless is the way to go as well. Leif asked if there were references for A&B Excavating. Don mentioned that he would like to receive references and experiences and Sean mentioned that if who they have worked were satisfied then move forward and Forsgren has done a great job. Mayor Kim mentioned that they would probably do a good job knowing that there are more phases coming. Sean moved, Louise seconded to approve the recommendation letter for LSLR water project phase 4&5 be awarded to A&B Excavating. All in favor, approved unanimously.

Consider approval of the LSLR Project Pay Request Application #4

Austin said he reviewed the request with Cameron at Knife River. Austin recommended the council to approve the pay request. Leif moved, Sean seconded to approve to pay the request application #4 to Knife River in the amount of $251,459.19. All in favor, approved unanimously.

Consider adopting Resolution for the Water Base Rate Fee

Leif moved, Louise seconded to approve Resolution 26-04 concerning fees for water services. All in favor, approved unanimously.

New Council Business –

Consider approval of General Business Licenses

Sean moved, Leif seconded to approve the general business licenses for Glacier Caramel and Wynella & Mooshie. All in favor, approved unanimously.

Consider approval of Door to Door Sales

Louise moved, Leif seconded to approve the door-to-door sales. Two in favor, two opposed. Mayor Kim asked more information about why or why not. Sean mentioned that there are more options to do sales other than door-to-door sales. Don agreed. Mayor respected their opinion; however, she moved to approve the door-to-door sales because they did their due diligence and passed the Chiefs background check. Motion carries.

Ratify approval of General Business Licenses

Lisa mentioned that there was a phone poll made to allow two general business licenses be approved and take part in the Shelley Farmer's Market. Louise moved, Don seconded to approve to ratify the approval of the general business licenses for Condor Art Co and JR Leather. All in favor, approved unanimously.

Update on the new billing process

This item was tabled.

Old Council Business

Consider approval of revised City Vehicle Usage Policy

B.J. presented a clean copy of the city vehicle usage policy. Sean made a concern in regards to number six and believed it was too much. The employees should be able to be on a head set and they should be able to use their phone. Don mentioned that it could be according the state law and interpret the state. Louise moved, Don seconded to table the item to revise the policy and add fuel card policy to the next agenda. All in favor, approved unanimously.

Consider approval of Planning and Zoning Commission's recommendation to change Title 10-9-4 (N) Home-Based Business

This item was tabled.

Consider approval to ban sale of Kratom within city limits

B.J. presented the ordinance 673 in regards to ban the sale of Kratom within city limits and he received the City of Blackfoot's policy from the Chief as a reference. Louise moved to suspend the reading of the ordinance #673 on three different days and read title of ordinance of ordinance #673 once, Leif seconded it. All in favor, approved unanimously. Leif moved to adopt ordinance #673 regarding an ordinance adding to title 6, health and public safety, chapter 5, banning the sale and delivery of Kratom and derivatives within the city; providing for severability; providing for the repeal of conflicting ordinances; providing for a penalty of violations thereof; and providing an effective date, Louise seconded. A roll call was done, Louise – aye, Sean – aye, Don – aye, Leif – aye. All in favor, approved unanimously.

Department Head Reports

Lisa mentioned that her and the department heads would have a meeting about the upcoming fiscal budget and that the council would need set a date to do a work meeting to discuss moving on with the budget process. Lisa also mentioned that there were going to be a few public hearings with the County Planning and Zoning.

Jordon mentioned that we were behind schedule for the grand opening of Brinkman Park and would like to push it to September. Jordon mentioned that the pad has been poured for the building, the city crew has gone prepped the basketball court and the sidewalk and we are waiting for Richardson's to go back and pour. The building is scheduled to start being built the first week of August and then landscape. Don mentioned that Westmark would like to finish up and account for the donation. Don asked how finished we would need to be in order to hold an opening. Mayor Kim mentioned that Westmark donated the building and if the building should be constructed. Don mentioned that there would be Westmark signs but the park should be presentable. Mayor mentioned if maybe Westmark would like to do a Saturday. Don mentioned maybe the end of September. Jordon mentioned that it should be enough time; Don mentioned that he would find out. Jordon also let the Council know that there is a vacancy on the P&Z board and there were be another for a total two vacancies.

Justin mentioned that his crew has lines stripped and the parking stalls by the library were done. The LSLR project is about 80% done with Shelley Avenue and the project would go onto Brent Way, South, and then to W. Locust. The Subdivision projects are going good. Justin also mentioned that the car show will be going on at the City Park on Saturday from 10 a.m. to 4 p.m. Justin said there was a good turn out for the move GOAT at the park.

Chief mentioned that the next movie in the park would be Zootopia 2 and Valley Collision Towing would be supplying the treats and ICCU would also be there at the park. Chief also mentioned that last Saturday the department had emergency vehicle operations training that the Blackfoot fairgrounds. Also, Dakota has three-night shifts left and then he would have an evaluation with Dannehl and then Dakota would be on his own.

B.J. would like to into a brief executive session under 74-206 (1)(B) & (F).

Council Reports

Louise asked if a plaque was ordered for the America 250th at the Brent Way park. It was also mentioned that the Tree Committee would like to have $3,500 for their next FY budget to purchase trees and replace the old trees in the city. Louise mentioned that the Yard of the Year is going on now and Tree City Committee are taking nominations.

Sean gave a shout out to the department heads and their teams for the work that they do and to keep up the good work.

Don appreciates all of the hard work.

Leif mentioned that the Farmer's work keeps growing and it going great. He thanked the department heads for helping with the Farmer' market.

Mayor Kim said she had received a letter from David Porter and wanted the Mayor to publicly thanked Councilman Don West who spoke at their graduation and did a phenomenal job. Mayor said she appreciated all of the department heads and the councilmembers.

Executive Session

Sean moved, Leif seconded to go into executive session 74-206 (1) (B) & (F) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. And to communicate with legal counsel for public agency to discuss the legal ramifications of the legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated. Louise – aye, Sean – aye, Don – aye, Leif – aye. All in favor, approved unanimously.

Sean moved, Louise seconded to adjourn executive session and enter the regular council meeting. All in favor, approved unanimously.

Mayor Kim mentioned that she would entertain agenda item #16 at this time. There were no comments, only silence; fails lack of motion.

Adjourned: 10:18 p.m.

APPROVE: [signature] ATTEST: [signature]