

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

MARCH 12, 2025

PRESENT: Mayor Stacy Pascoe (Zoom)
Council Members: Kim Westergard, Jeff Kelley,
Don West, Sean Kress (Zoom with an update delay)
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: Kim Westergard

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

Jeff moved; Don seconded to approve the consent calendar:

Council Meeting Minutes of February 26, 2025

Approval of January Expenditures

Approval of January Overall Budget & Treasurer's Report

Approval of Building Permits

Dalton Dopp – Commercial

ES Solar - Solar

Michael Hay – Single Family

Greg Johnson – Single Family

Ozzy Castro – Basement Finish

Justin Vail - Reroof

Terissa Morain – Solar

Chris Nelson – Single Family

Brian Crezee – Reroof

Chris Nelson – Single Family

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

Jacob Reno/Kasen's Cotton Candy – 2025 Concessionaires License/City Park

Kolten Reno was present. Kolten said he appreciated the Mayor and the Council for their time and asked for a 2025 Concessionaires License to sell cotton candy at the City Park. Kim asked Kolten how many years has he been asking for the license, Kolten said this would be his 3rd year. Kim said he does a very good job every year. Jeff moved, Don seconded to approve Kasen's Cotton Candy 2025 Concessionaires License. All in favor, one absent.

Fybercom – Dallin – Discussion of a Contract and Google Map

The contract was not ready for tonight's meeting. This item will be on the next agenda.

Shelley Physical Therapy & Fitness Center – Discuss Parking

Joel Cruz was present and told the Council he appreciated them for allowing him to hear them out. Joel Cruz said he is a co-owner of the business and has been in Shelley for the past 2 years. Joel said that they provide physical therapy services

for out patients and they do see a lot of people from this community, Firth and some from South Idaho Falls. Joel mentioned that his concern is the parking and at first it was not a big deal but the business has grown since they moved in and now the parking has become a concern for the safety of his patients. Joel mentioned that there are certain days that the Senior Citizen's gets busy and the parking is packed. Kim mentioned the days of Wednesdays and Fridays. Joel said yes and his busy days are Monday, Wednesday and Fridays. Joel said he was open to any ideas on the parking and trying to avoid any accidents. An option that was brought up to Joel by some of his clients was to perhaps allow some handicap stalls on the far side of the street. B.J. asked which side was he thinking for the handicap parking to be. Joel said it would be on the south side of Pine Street. B.J. asked if this would be for his clients that need handicap parking. Joel said it would be and that he does have some that come in a wheelchair and they help get them out of their car and into their building. Joel says that they have ran into situations where all the stalls are full and some patients have to park away and around the corner from the business and that its hard for them to get to the door. Joel said that one of the ideas that was thrown around was having one stall for drop off. Joel said he understands it is a street parking and there is not a lot of enforceable things that can be done but was wondering if the Council had any other ideas. Kim mentioned that if we put handicap stalls, there are still a lot of people who go to the Senior Center that would use those parking stalls which wouldn't be the best option. B.J. asked Chad if there was anything from the traffic enforcement side. Chad mentioned that he wasn't sure on some of the parking laws but did know about our city ordinances and parking on the streets but he could reach out to Idaho Falls and see how they have it. Jeff mentioned that it would have to be an ordinance and be enforced and Kim agreed. Chad asked questions if the cars would be towed if it was there longer than 20 minutes, how would they know the car had been there for longer than 20 minutes or if they were only getting a parking ticket. Kim mentioned that she did like the idea of dropping off if it's 20 minutes. Jeff mentioned that he liked the idea of a temporary parking because loading/unloading zone with a time limit. Chad mentioned that Idaho Falls does have them all over, loading zone only for FedEx, UPS etc. with 10 minute/20 minutes max and does believe we would need to have an ordinance and said we could look into it. Jeff asked if he would look into it and we can provide it for Joel and for the medical office across the street because they have come in to ask for a dedicated parking for them for temporary drop off and pick up. Kim asked Justin if they created the parking for the Senior Center last fall. Justin said there are five stalls and from his understanding, the employees are using those to stay off the street. Jeff said he liked Joel's approach to have a drop off zone. Joel mentioned and presented the Council and B.J. a picture of vehicles parking behind parked cars to help the passenger get off the car and into the building. His concern for that is the safety for them and helping them with their wheelchair and getting in between two cars. Kim asked if he would give two weeks and table this item to see what they do in Idaho Falls. B.J. asked Chad if he would do some checking around the neighboring towns and he would see what options we have, controlling our own public parking. Joel said he was willing to come up with signs and does not expect the city to occur major expenses other than seasonal markings that we normally do for the lines. He would be willing to set up a camera and monitor it as well. Kim asked Lisa to put this on the next agenda and we would give Joel a call. Don motioned, Jeff seconded to table the drop off the

Shelley Physical Therapy & Fitness for a couple of weeks to look at different processes that other cities are using. Approved unanimously, all in favor.

Forsgren – Award Contractor for W. Fir Street Construction

Bids were extended to Thursday, March 20th. This item will be on the next Council agenda,

Forsgren – Award Contractor for the LSLR and Meter Project Phase #1

Bids were extended and will be on a future Council Agenda.

Justin – Discussion of Picnic Tables for the City Parks

Justin presented a couple of pictures to the Council of some picnic tables. Justin mentioned that our tables are about 20 years old and a lot of them have been destroyed between lighters and knives and would he would like to have nice tables back into the parks. Justin mentioned that we did have a budget of \$15,000 for new tables and would like to implement getting new tables and the tables are aluminum with three planks on the top and then the plank for each seat and are either 6ft, 8 ft, or 12 ft. Justin mentioned that there are three shelters at Pillsbury Park and would like to anchor the tables to the concrete so they cannot be moved and the two shelters at the City Park would be harder to anchor because of the different sports and Spud Day, they would be put in there and fairly easy to move. Justin also mentioned that there are also tables that are wheelchair assessable and would like to implement one or two of those in each shelter. Justin said that these tables are easier to wash and clean and are also harder to destroy and it is why he choose these tables. The Mayor asked if there was a break if we were to order more tables. Justin said he could ask but wasn't sure but he would ask because he would like use all of the full budget to purchase the tables. Justin did mention that it would take a few years to get all the tables for all of the shelters. B.J. said that because the funds were already budgeted, Justin would be fine and order at his discretion.

New Council Business

Approval of Business License

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

Old Council Business

Consider moving forward with the Water conservation testing for Green Space

Don recused himself. Kim mentioned that this item has been on hold because Don recused himself in the previous meetings. Kim asked if Jeff or Sean would like to have more communication. Sean said he did not and made a motion, Jeff seconded to approve the water conservation test project. B.J. asked to and wanted to confirm the amount of acreage. Justin said he picked out parks with a lot of gravel and it would be 10 acres throughout different locations in Shelley. Approved unanimously, three in favor, Don recused himself.

Jeff Kelley – Informational Meeting on the Water Project

Jeff would like to still have an informational meeting scheduled because of the project on W. Fir will still be happening. Jeff mentioned that there would probably not be a lot of people in attendance. B.J. asked what ideas Jeff had because he could me with his constituents or the people in the city or is the idea of having a

public meeting with all of the Council. Jeff would like to have a public meeting with the Council in attendance and this would not be a hearing. Kim asked if we wanted this to happen once, we get the bids for the project. Justin mentioned that the W Fir project, which includes a 60-inch trunk line, lead and copper removal with meter pits and also a new asphalt from highway 91 going West. Justin also mentioned that the bids are due March 20th at 2:00 p.m. and this project will be done this year because of the deadline with ITD that this project has to be done by the end of 2025. Justin said that there are hopes that the project would start early to middle of May and do a majority of the project while school is out. Kim wanted to clarify that there would only be a handful of meter pits on West Fir. Justin said the school, homeowners, any businesses and there are probably roughly 30-34 meter pits and vaults that will be going in on West Fir. Justin said that he wants to have all of the underwork done before installing the new road. Kim said that maybe having a small meeting with about 34 people and asked when Jeff would like to have the meeting. Justin mentioned that it was mentioned in the previous meeting that we were going to hold off on the public meeting until the bid opening and we had more information from the contractor of a start date. Don asked how far out on West Fir would this go out. Justin said that it would be Highway 91 to the County line by the end of the canal. Kim said that at the next meeting the date could be decided Lisa will post the meeting.

Department Head Reports

Justin said the LSLR phase 1 project will have the bid opening on July 8th of this year and we do have to get DEQ's blessing on a contractor after the Council chooses the contractor. DEQ will have 10 to 30 days to respond and give their blessing and then the contractor will have rest of the Fall and early Spring to procure materials and have everything on site or to their building. Justin mentioned that the material can take from three weeks to six months and that was a part of why it was decided to start this project for Spring 2026. Justin also mentioned that the parts for the Hawk light arrived and the electrician went out and installed the parts and the Hawk light is not working and they reached out to the tech support the last two days and have new information that they are supposed to be back tomorrow to reprogram the computer. Justin mentioned that the light did work for the first year and half but after it was ran over a couple times by trucks and there have been issues with it since. Justin said he will continue working on the Hawk Light and he has also reached out to ITD and they have a different clock they use throughout the state and they could come down and look at ours and see if one of their clocks can be implanted into our system. Justin mentioned that the Parks Subdivision Phase 2 has finished the sewer main line last week and are working on the sewer services which will be another week. After, they will start on the water main which will be about 3-4 weeks on the water main then they will do storm sewer after which will be 3-4 weeks. They are hoping that in the next two months they will have all of the utilities in the ground and ready to start building road, curb, gutter and asphalt. Justin mentioned that every Monday at 11:00, he and Jordon meet with out at the Parks Subdivision and do a hands-on meeting and has worked out great. They have the ISPWC packet and they following it to a T. Justin has received pictures and documentation and it is going very smooth and is very happy with the way it is going. Justin talked about Sunset phase two and three and that he will be down there as quick as he can within the next couple of weeks, they will be pulling manholes, doing inspections, checking water valves. Justin said he has receive the survey

equipment to start the GIS system program. There was a guy that came down and train the crew on it about a week ago. There is a lot to it and Justin picked two of his employees to study and learn it. Justin will have Jason Packer and Chad Armstong do it and there will be some training and schooling but it will be set up so they can make our maps, they can do different layers as far as a layer of fire hydrants, layer of manholes, layer of water valves, street signs etc. Justin said it is a lot of training and learning and they are moving forward with that project. Justin thanked the Council.

B.J. wanted to do a follow-up on the MOU on the transferring the 72 acres to the recreation district. B.J. said we have not transferred property yet and that there is a process to go through the transfer of city owned property. B.J. wanted to let the Council know that the first step is for the Council to recognize or declare that it's in the public's interest that because the property is being underutilized by the city that we move forward with the transferring to the recreation district. B.J. mentioned that with that declaration that we publish notice in the paper and hold a hearing. The hearing has to be published 14 days before the hearing. B.J. mentioned that the Council could expedite to have a public notice sent out and hold a public hearing which would be April 9th. Jeff said that he thought we should expedite it because we still have an opportunity to discuss it once we provide it to the public. Sean agreed that it should be expedited and to B.J.'s point, it is an underutilized property and thinks that although it is not in the City's hands, it serves all the residents of the city and community to move forward with what we have talked about. The Mayor also agreed to move forward with it and get the first meeting in April. Jeff motioned, Don seconded to have a public hearing, Approved Unanimously. B.J. said he would work with Lisa to put the summary declaration together and publish it.

Lisa mentioned that at the last meeting there was training for the DMV clerks on April 16th and there was more information as to who it was mandatory to attend. Anyone who signs into the DMV system is required to attend the annual meeting or would need to be on an all-day participation training by computer. This would only leave Lisa in the office to run the City Hall Office which she is fine with since the DMV was given permission to close all day for training. Lisa said that Sandy would be willing to be in the office if needed. Lisa also requested that we put off on moving ahead with Doxo because we had a meeting with HD Fowler about the meter and the programming and creating a report for billing purposes. Lisa thinks we should work on the reports before deciding what to do with Doxo. Council was okay holding off.

Mikel said that soccer sign ups are coming in and also had baseball sign ups going at the same time to get them out earlier. Mikel said he started to paint the soccer fields and is about done. He also said he was working on getting some pool things together and working with Pam. They will meet at the pool sometime in April and being working on how they will work on the first day of signups for swimming lessons. They will start publishing for lifeguards. Mikel said that Mayor's Youth Council are doing good. They will be going to Melaleuca on April 3rd and then to Idaho Power sometime in April to do a tour. Everything on his end is doing good.

Jordon said that things on his end are going good and is getting busier with permits with different developers and contractors. B.J. mentioned that P&Z have

been working on some proposed revisions to our trailer travel, RV Park and ordinances. B.J. mentioned that Jordon has kept him informed and he sent Jordon some proposed revisions to their first set of notes and then they will have a hearing and then send it to the Council. Jordon mentioned that P&Z already held the public hearing and really didn't have comment. Kim asked if we currently have an RV park in Shelley. Jordon said that we do not currently but there is someone who would like to have one but the ordinance has not been updated for years. Jordon mentioned that they would like to update the ordinance rather than just issuing a variance. B.J. have kudos to Jordon for being proactive.

Justin mentioned that during Spring break he will not be here and Jason will also be gone. Jordon will be in charge and there is plenty of work for the following week. Justin mentioned that the following week, he, Jason, and Jordon will be in Boise for a IRWA conference. Justin also mentioned that he has groundskeepers in mind for the summer.

Chad said that the Police Department is good. He also mentioned that the Task force has been placed on hold because of the federal funding issue going on. They are not sure when that will be back in place. Chad also mentioned that April is Sexual Assault Awareness month and on April 7th down at the court house, there will be a Proclamation signing that is signed every year. Chad asked if on April 7th one of the Council could go down with him to sign the proclamation. Don mentioned that he would not be able to attend and Kim volunteered to go with Chad. Everything else is going good.

Council Reports

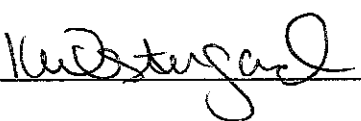

Sean said he appreciates everyone letting him joining electronically for tonight and appreciates everyone's hard work.

Don mentioned that he is super impressed with Chief Purser and how he has developed the Shelley PD and he does a great job and makes sure the training is pertinent and valuable. Don thanked Chad for all he does.

Jeff asked if we knew the status of where we are with the \$10 million? If that was tied up with the feds. Lisa mentioned that Ted is out of the County and has not heard. She mentioned that Ted was confident that it was still available but did have any updates. The Mayor stated that Ted went over to Boise and met with heads over in Boise. The Mayor mentioned that we do not have a contract yet but they're confident that they can fund it. Jeff thanked them for the information.

The Mayor said that everyone is doing a great job and he appreciates everyone.

Adjourned: 8:31 p.m.

APPROVE:  ATTEST: 

DATE	February	AMOUNT	CHECK #
2/3/2025	Advanced Diagnostics	\$ 445.75	551208
2/3/2025	Alayna Nelson	\$ 50.00	551209
2/3/2025	Comdata	\$ 176.00	551210
2/3/2025	Garrett H Sandow	\$ 1,650.00	551211
2/3/2025	Idaho Central Credit Union	\$ 2,428.07	551212
2/3/2025	Idaho State Tax Commission	\$ 28.40	551213
2/3/2025	Kaitlin Sorsensen	\$ 50.00	551214
2/3/2025	Sparklight	\$ 274.51	551215
2/3/2025	Verizon Wireless	\$ 380.50	551216
2/7/2025	City Of Shelley Urboan Renewal	\$ 56,871.05	551217
2/15/2025	AAA Giles	\$ 675.00	551218
2/15/2025	Amazon Capital	\$ 194.12	551219
2/15/2025	American Linen	\$ 463.82	551220
2/15/2025	Bingham County Sheriffs Office	\$ 45,000.00	551221
2/15/2025	Bingham News Chronicle	\$ 184.54	551222
2/15/2025	Boot Barn	\$ 148.74	551223
2/15/2025	Brouilm's	\$ 26.10	551224
2/15/2025	Clean Cut	\$ 301.00	551225
2/15/2025	Computer Warehouse	\$ 3,790.50	551226
2/15/2025	DEX Imaging	\$ 65.30	551227
2/15/2025	Domino's Pizza	\$ 239.75	551228
2/15/2025	Eastern Idhao Reg. Sewer Dist.	\$ 83,417.60	551229
2/15/2025	Forsgren	\$ 560.00	551230
2/15/2025	Freedom Mailing	\$ 857.99	551231
2/15/2025	Hard Times Sales & Distribution	\$ 7,604.02	551232
2/15/2025	las-Envirochem	\$ 175.00	551233
2/15/2025	Intermountain Bobcat	\$ 2,347.39	551234
2/15/2025	Intermountain Gas	\$ 899.81	551235
2/15/2025	Interstate Billing	\$ 129.90	551236
2/15/2025	Linkin b Ward	\$ 93.74	551237
2/15/2025	Manwaring Web	\$ 22.00	551238
2/15/2025	Mcguire Bearing	\$ 22.14	551239
2/15/2025	Mid-American Research Chemical	\$ 378.00	551240
2/15/2025	Napa	\$ 30.99	551241
2/15/2025	O'Reilly	\$ 2,553.26	551242
2/15/2025	Pacific Steel	\$ 129.80	551243
2/15/2025	PSI	\$ 17,356.12	551244
2/15/2025	RDO Equipment	\$ 383.84	551245
2/15/2025	Rocky Mountain Power	\$ 7,603.25	551246
2/15/2025	Sams Club	\$ 281.76	551247
2/15/2025	Shelley Ace	\$ 832.19	551248
2/15/2025	Smith Driscoll	\$ 2,743.50	551249
2/28/2025	Allied Business	\$ 42.06	551250
2/28/2025	Bingham News Chronicle	\$ 184.54	551251
2/28/2025	CenturyLink	\$ 334.93	551252
2/28/2025	Debbie Higley	\$ 472.60	551253
2/28/2025	DEX Imaging	\$ 13.31	551254
2/28/2025	Ferguson	\$ 122.90	551255
2/28/2025	Fleetpride	\$ 2,600.00	551256
2/28/2025	Forest Industries Tele.	\$ 325.00	551257
2/28/2025	Hammon Teton	\$ 16.00	551258
2/28/2025	Home Depot	\$ 65.95	551259
2/28/2025	Industrial Hose	\$ 182.48	551260
2/28/2025	Intermountain Bobcat	\$ 2,136.40	551261
2/28/2025	LGG	\$ 435.06	551262
2/28/2025	Lumen Century Link LD	\$ 3.00	551263
2/28/2025	Petty Cash	\$ 79.26	551264
2/28/2025	Point S Rons Tire	\$ 1,119.58	551265
2/28/2025	Shelley Kiwains Club	\$ 360.00	551266
2/28/2025	State Ins. Fund	\$ 6,881.00	551267
2/28/2025	Stephenson Computer	\$ 488.75	551268
2/28/2025	Verizon Wireless	\$ 380.50	551269
2/11/2025	Payroll	\$ 83,328.94	
2/25/2025	Payroll	\$ 93,781.79	
	Total	\$ 435,219.50	