

CITY OF SHELLEY  
COUNCIL MEETING  
MINUTES

December 10, 2025

PRESENT: Council President: Kim Westergard  
Council Members: Jeff Kelley, Don West, Sean Kress  
Public Work Director: Justin Johnson (Absent)  
Police Chief: Chad Purser  
City Building Inspector/Planner: Jordon Johnson  
Recreation Director: Mikel Anderson  
Attorney: B.J. Driscoll  
City Clerk/Treasurer: Lisa Ybarra

Pledge of Allegiance: Chief Chad Purser  
Prayer: Sean Kress

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

Jeff moved; Don seconded to approve the consent calendar:  
Approval of Council Meeting Minutes of November 12, 2025  
Approval of Work Meeting Minutes of October 20, 2025  
Approval of Work Meeting Minutes of October 08, 2025  
Approval of October Expenditures  
Approval of October Overall Budget & Treasurer's Report  
Presentation of Quarterly Financial Report  
Approval of Building Permits

Kodey Johnson	Single Family	Derrick Dye	Single Family
Kodey Johnson	Single Family	Derrick Dye	Single Family
Rulon Jones	Fence	Hunter Yorgensen	Single Family
Rulon Jones	Fence	Fall Creek Homes	Single Family
Hunter Yorgensen	Single Family	Fall Creek Homes	Single Family
Hunter Yorgensen	Single Family	Fall Creek Homes	Single Family
Derrick Dye	Single Family	Derek Thompson	Single Family
Derrick Dye	Single Family	Derek Thompson	Single Family
Ace Hardware	Sign	Brandon Hall	Single Family

A roll call vote was taken: Sean – aye, Don – aye, Jeff – aye, Kim – aye. Four in favor, approved unanimously.

**Consideration of the immediate swearing in of Mayor-elect Kim Westergard**

Kim turned the time over to City Attorney BJ Driscoll. Bj explained to the public that, with the unexpected passing of Mayor Stacy Pascoe, it would be beneficial to provide context on the situation. City code and State statutes provide for this exact situation, so there is never a question about who is running the city or what needs to be done. Upon Mayor Pascoe's passing, the council president automatically became the interim mayor, and Kim was serving as council president at the time. She assumed, automatically by law, the position of interim mayor. The statute then states that the council may determine how it will

proceed. Following a recent election in which Kim Westergard was elected Mayor of the City, the council decided to swear her in as the official Mayor. Sean wanted to make the public aware of why the decision was made to swear Kim in early rather than wait until January. Only the Mayor and the City Clerk can swear in the council and the mayor. With the unexpected passing of Mayor Pascoe, that responsibility falls solely on Lisa, the City Clerk. Lisa has vacation time in January, so she will be unable to swear in Kim. This would also affect the new council members who were elected. Jeff moved, Sean seconded to swear in Mayor-elect Kim Westergard. All in favor, approved unanimously. Lisa Ybarra, City Clerk, then swore in Kim Westergard as Mayor of the City of Shelley.

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

Liz Butcher – Liz is Kirsten Butcher's mother. Liz moved from Utah and currently lives with Kirsten at 1226 N 900 E, Shelley, ID 83274. Liz and her husband recently retired and are bringing their business to Idaho to pass to their daughter. The purpose of the visit to the City Council is to determine whether they can receive a water connection from the city for a mother-in-law suite. Kirsten's property is over two acres. Kim asked whether the suite would be attached or unattached to the current home. Kirsten clarified that they are receiving mixed messages from builders about what is possible. Jordon clarified that the address is in the city impact area and has a city water connection, but it is outside the city limits and does not require a city building permit. In the past, if it was an attached addition, the city allowed property owners to attach to the existing water and meter, with only one connection. If it were unattached to the current residence, they would be required to purchase an additional water connection to the city water system. Liz confirmed that if they want a separate meter, they would need to request it from the council. Jordon verified that if they want a separate service line, they would need to request it from the council and pay the \$9700 connection fee. Jordon reminded the council that in the past, anyone requesting to add to the out-of-city-limits water supply had to come to the council to apply. In the past, the council has not allowed any additional connections. Jeff clarified that they have allowed some within a subdivision. Sean mentioned that many homes in that area were given the option to install a well or connect to city water, and most chose city water. Kim remembered several in that area that the council has denied connection to. Jordon reiterated that over the last five or so years, the council has denied all new connections outside city limits. Don recalled a conversation about this water line, and there was some liability on the city, as it was unclear who would be responsible for any repairs. Adding to this line increases the City's liability. BJ confirmed that this was a different area. Jeff inquired about the pressure at the property. Mrs. Butcher stated that they have very little pressure. Jordon said that adding another line would not affect the pressure. BJ asked whether the Butchers want to split the existing connection or install a new one. The Butchers confirmed they would prefer a separate connection. Jeff asked whether they had signed the consent-to-annex form. BJ clarified that the original owner had requested to connect to city water. Currently, the property is not contiguous, but if the city sees a need, it could annex it in the future. Kim asked whether there might be conditions from the county on the building permit that could hold up the build. Jordon stated that they met the requirements. Don asked whether, with the lack of water pressure, it would be more effective to connect to the current line and repair it. Jordon said

that, with the water project, the water line from the well to the connection will be replaced, increasing pressure. Mrs. Butcher requested, with a light contingency, that a separate water connection be moved forward. Sean suggested giving them a six-month time frame to decide whether they would like to move forward with the connection. BJ reminded the council that the city's first priority is to provide water to residents, and if there is extra, they can provide it to residents outside the city limits. Jeff suggested reaching out to Snake River Valley Irrigation to determine the property's water rights. The city would not want to provide a connection if it were used for irrigation. He would like to see future use for culinary purposes. Sean moved, Don seconded to table the discussion until further clarification from Snake River Valley Irrigation is received. All in favor, approved unanimously.

**Fox Crossing Subdivision, Brandon Lee – Discuss and consider approval of amendments to the development agreement and receipt of lots for future parks**

Brondon Lee – 120 Stone Hedge Court, Idaho Falls, ID. At the last meeting, a development agreement was proposed. Bj reminded the council that at the last meeting, they discussed limiting the requirements for the RV pads, and the council agreed. They also donated eight lots for park development in the subdivision. The concern was the requirement to develop the lots within 6 to 7 months, or they would revert to the developer. There were concerns about the time constraints and parking requirements. Bj was directed to work with Mr. Lee and Jordon to revise the agreement and address the concerns. The completion of the park development has been extended to twelve months from the issuance of the certificate of occupancy for the final lot in the phase. It was decided that the portion of the lots set aside for parks could be used for overflow parking to try to keep cars off the streets. The compromise was to allow for one row of parking, with six to nine spots. The subdivision HOA agreement does not allow street parking. Fox Crossing also wanted to require irrigation and grass at a minimum to avoid reverting to the developer. Don asked whether there could be an agreement to allow extra time if an unforeseen issue arises. Sean doesn't see anything that couldn't be addressed within the twelve-month period. Each phase is approximately thirty units, which should give adequate time to plan. Kim asked if the Rec District has any questions. It was asked what the HOA would cover beyond irrigation. What is the function of the HOA? Mr. Lee stated that they would try to keep it as minimal as possible, but have not yet completed that. The Rec District wants to partner with the city to develop the parks. They also like to see the neighborhood included in the development plans. Jordon mentioned that with this included, they may come up on the twelve-month timeline faster. The developer wants to see at least grass and not an empty lot. Sean moved, and Jeff seconded to approve agenda item number three with the additional language as stated. All in favor, approved unanimously.

**Fox Crossing Subdivision – Consider approval of a street name change**

Brondon Lee – 120 Stone Hedge Court, Idaho Falls, ID. Fox Crossing is requesting a name change from Abby Lane to Abigail Lane. Sean clarified the reason for the name change. A previous partner did not want his daughter's name included in the development. Mr. Lee's Daughter is named Abigail. Sean sees no issue with this change. Sean moved, and Don seconded the approval of the name change from Abby Lane to Abigail Lane. All in favor, approved unanimously.

## **New Council Business –**

### **Consider approval of General Business Licenses**

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

### **Consider approval of Beer Business Licenses**

Sean moved, Jeff seconded to approve the beer business licenses. All in favor, approved unanimously.

### **Consider approval of Wine Licenses**

Sean moved, Jeff seconded to approve the wine business licenses. All in favor, approved unanimously.

### **Consider approval of Liquor Licenses**

Sean moved, Don seconded to approve the Liquor business licenses. All in favor, approved unanimously.

## **Old Council Business**

### **Ted Hendricks – Discuss and consider approval of Innovative Project Contracts**

Ted Hendricks - Full House Predictions: At the last meeting, the council discussed the funding received from the Idaho Department of Commerce and Rural Development. There was a discussion at the last meeting about downtown and improving downtown businesses. Ted approached the funding agencies to add downtown revitalization to the original contract. Ted has been in contact with the funding agencies that fund such projects, and they seemed eager to assist the city in funding this type of project. The city can apply for a \$650,000 grant from this state agency, which receives its funding from HUD and is authorized by the Idaho Department of Commerce. The city has worked with the Idaho Department of Commerce in the past. To add this to the existing project, the scope of work would need to be amended. To be eligible for this funding, the City would have to identify at least two infrastructures or shortcomings in the downtown area that do not meet code requirements. These could include community facilities such as the City building and the Senior Citizens Center. Ted has noticed some issues with ADA compliance, such as at City Hall. The building in its entirety does not meet ADA requirements. This funding cannot be used for private properties. The lights on Main Street are another issue that Ted brought up. The sidewalk is not adequately lit. The proposals that Ted has provided include the downtown improvement project in the analysis. Ted presented the Council with three contracts. The first is from Forsgren Associates, which would focus on the design for a business park concept for \$15,000. The next is a letter of intent from an architectural firm that would undertake both downtown improvements and a business innovation center, for preliminary design and schematics, costing \$15,000. They did not have time to put a contract together before this meeting. The final contract presented to the council is for the company that Ted represents, Full House Productions, in the amount of \$45,000. Ted would hire a consultant to assist with the downtown project. The City can apply for the \$650,000 grant in November 2026. Jeff asked if the consultant would provide an overlay to add apartments to the second floor of the downtown buildings. Ted does not know if that would be a qualified issue for this specific funding and zoning requirements. The development work would be done over the next ten months or so. The Council would need to determine the scope of work and the

budget. Ted has worked on the same sort of projects in other Cities. He said the additional money can be raised through a business improvement district or a local improvement district. Kim verified that the \$75,000 has already been awarded to the City. Bj and Don have not had the opportunity to go through the contracts. They would like to review them before any decisions are made. Bj said the Council could make a motion contingent on the Council's approval, and the Mayor can then sign. Don clarified that the Council would not be committing to using the money for their innovative project or the downtown improvement. Ted confirmed that this would only allow planning for the projects and developing a scope of work. Jeff confirmed that the \$75,000 contracts would include a feasibility study for an industrial park. Ted added that it would also include a center and the downtown revitalization. Don requested an itemized cost list. Ted confirmed that it is included. Jeff moved, Don seconded to approve the three contracts, Forsgren Associates, Full House Productions, and CCQ HSA, contingent on the reading and agreement to the contracts by all City Council members and the city attorney's approval. Mayor Kim Westergard can then sign and execute all contracts if all council members agree. All in favor approved unanimously.

**Ted Hendricks – Discuss and consider approval of water project update and associated matters**

Ted Hendricks – Full House Productions: The council was presented with an addendum to the Forsgren Associates contract. This addendum adds the USDA Rural Development boilerplate to the funding conditions. Kevin with Forsgren Associates presented this agreement. Originally, it was thought that DEQ would approve the standard contract. They are requiring an amendment to the original contract. This does not change the amount of the funding, the scope of work, or the schedule. The amendment includes adding Rural Development as an approval agency. Jeff moved, Don seconded to approve the amendment to the contract with Forsgren Associates. All in favor approved unanimously.

**Department Head Reports**

Bj – Welcome to Mayor Kim Westergard. It has been a pleasure to work with her and to continue doing so. He also thanked Sean for clarifying the reason for Kim Westergard's early swearing-in as Mayor. Bj mentioned that another reason to swear Kim in early was to preserve a quorum. He is glad to be a part of the City.

Lisa Ybarra – AIC for next year will be held June 10th through the 12th in Boise. She can reserve the hotel rooms at the beginning of the year and would like a headcount. Kim will not be able to attend. Lisa also mentioned that on December 24th, the city usually closes at noon and has a lunch for employees and their families. She asked whether they wanted to continue this tradition. The council agreed to continue. Lisa also thanked the City for the flowers for her brother-in-law's funeral. She also mentioned the retirement party for Jeff on January 14th at 6:00 pm. Lisa will be out of town from December 30th through January 14th.

Mikel Anderson – Basketball has started. He has a ref meeting tomorrow, December 11, 2025. MYAC is going great. They are looking to apply for a grant to install new playground equipment. Tree City has canceled meetings until March.

Jordon – Congratulations to Kim on being elected the new Mayor of the City of Shelley. Area of impact update: the public hearing was today. The County Commissioners decided to trim back a few parcels. They would like a work meeting with the City in March 2026 to negotiate further. There are many building permits coming up before the winter weather.

Justin – Jordon is updating the council, as Justin is gone. The West Fir St Project has completed the inspections on the main lines. The Brinkmen Park tie-in will require some water turn-offs in that area. They aim to complete the project's winter shutdown by December 19, 2025. BJ asked if they would still need to tear out the road in the spring. Jordon confirmed they will not. Well Five pump has burned up. This will remain shut down, and they will work with Forsgren to repair it during the water project. The Public Works crew has been working on Christmas lights and equipment repairs.

Chief – Congratulations to Mayor Westergard, and shoutout to the city crew. The Christmas lights look good. Two updates: the department has a task force for holiday impairment from December 10, 2025, through January 2, 2026. Saturday was testing for the open position. He would like to hire Dakota Bird. He will put it on the agenda for the next meeting. Chief would like to look into switching to fiber internet to improve equipment performance. The upfront cost would be approximately \$1000, but the monthly cost would be lower with improved speeds.

### **Council Reports**


Sean – Congratulations, Kim Westergard, as the new Mayor, and Merry Christmas.

Don – Congratulations, Madam Mayor. He looks forward to working with her, and Merry Christmas.

Jeff – Merry Christmas and congratulations on being the new Mayor.

Mayor - looking forward to serving the City, and the Meeting is adjourned.

Adjourned: 9:55 p.m.

APPROVE:  ATTEST: 