

CITY OF SHELLEY
COUNCIL MEETING
MINUTES

SEPTEMBER 10, 2025

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

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

Pledge of Allegiance: Mikel Anderson
Invocation – B.J. Driscoll

Sean moved, Jeff seconded to approve the following consent calendar:

Approval of the Special Meeting Minutes – August 27, 2025

Approval of the Minutes – August 27, 2025

Approval of Budget Hearing Minutes – September 3, 2025

Building Permits:

Derrick Dye	Fence	Chris Nelson	Fence
Chris Nelson	Fence	Garret Hendrickson	Fence
Synergy Electric	Solar	Tyler Waid	Egress Window
Merie Thayne	Fence	Amy Stafford	Acc Building

A roll call vote was taken: Sean – aye, Jeff – aye, and Kim – aye. Approved three in favor, one absent.

Tyler Jacobson – Consider approval to add diagonal parking in front of residence

Tyler has a duplex and there are only two cars that can park and fit in front of the duplex, the other cars are being parked in front of the neighbors and they don't like that. Tyler mentioned that in order to fit multiple cars for multiple families, he would like to start having his tenants park as they do at the Mormon church that is down the street, diagonal. Tyler mentioned that when he had his tenants park diagonal, the police told him they could not and he could not paint the lines, he needed to get it approved. Justin mentioned that those who are parking diagonal are for the city shop and for the church and the food bank and there is no diagonal parking for residents. Justin mentioned that for maintenance, the diagonal makes it harder to do snow removal and the street sweeper and in order to take equipment down the street, they have to turn wide and make quick turns and having diagonal parking makes it difficult. It was mentioned that there was a reason why residents do not have diagonal parking. Jeff mentioned that the businesses that do have it are not parked there one hundred percent of the time. This makes for the equipment to work in the late or early hours if needed. Sean mentioned that by having more diagonal parking will begin to make the streets smaller. The Mayor mentioned the idea that other residents that have the same issue park in the drive way at an angle and it allows more cars to be parked. The Mayor said that we could research and Tyler could do some research of what can be done that won't affect the street. Tyler did mention the idea of corner cut and put a drive way on the other side of his house. Jordon said that there are other

residents that do have two entrances or frontages. B.J. mentioned that there was some space behind the home that could possibly be used to park more cars. Kim mentioned that if Tyler had any questions on ordinances, Jordon is our building inspector. The Mayor said that Jordon is at the city shop and that they are okay with Tyler having two accesses to his property.

Dave Noel – Forsgren – Consider approving the engineering design contracts for the water project portion of the W. Fir project

Justin said that Dave was not able to make the meeting. Justin mentioned that he did leave a contract at the previous meeting and basically it has a \$90,000 design. Justin said that Dave has discussed the contract a few times and he needs a signature. The Mayor asked if we approved it. Sean mentioned that Dave discussed it at the previous meeting but it was not on the agenda to make a decision. Sean moved, Jeff seconded to approve the engineering design contract for the W. Fir Street. Approved, three in favor, one absent.

Ted Hendrix – Consider approving administration contract for the water project portion of the W. Fir project

The Mayor asked Ted if he needed to talk about his contract or if there was something else he needed to talk about. Ted mentioned that he and Dave have waited to have both of their contracts executed until they had confirmation on the funding from DEQ. Ted said that we got the \$770,000 funding and the \$5M will also be awarded later this week. Ted mentioned that he was told that right now the \$5M is a 50/50 loan forgiveness and loan but it is being looked at to have more be loan forgiveness. It was also mentioned that about \$300,000 will be used to finish the W Fir project. Ted said that is contract is similar to Daves, the cost is different at about \$45,500. Jeff moved, Kim seconded to approve the administration contract for Full House Production for the W. Fir project. Approved, three in favor, one absent.

Sunset Vista – Consider approval of accepting the Sunset Vista Subdivision

This item was not ready.

Justin Johnson – Consider approval HK pay request #3

Lisa mentioned that Austin from Forsgren sent the HK pay request #3 to her. Lisa mentioned that Austin had done the calculations and everything was correct. The total is \$165,329.17. Kim moved, Sean seconded to approve the HK pay request #3 of \$165,329.17. Approved, three in favor, one absent.

Justin Johnson – Discuss W. Fir Construction change order #3

Justin said that this change order #3 takes place W. Fir Street by the Carnoustie Apartments and is for \$49,083.51. The change order has to do with the meter pit in front of the island and water main will need to be moved that is on the east side of the island and replace the lines to be larger. Kim asked Justin if we had funds saved for the change orders. Justin said that we expected change orders to happen and it was approved for him to make the change orders. Kim moved, Jeff seconded approved the change order #3. Approved, three in favor, one absent.

New Council Business

Consider Business License

Kim moved, Jeff seconded to approve the general business license for Living Waters Laundry LLC. Approved, three in favor, one absent.

Consider Mobile Food Vendor

Kim moved, Sean seconded to approve the mobile food vendor for Manalo'ss Bakery. Approved, three in favor, one absent. B.J. asked what it was, Lisa mentioned he would be selling Mexican bread. He currently has his store in Aberdeen and a lot of his customers drive from Idaho falls and Blackfoot and he was asked why he doesn't have a place closer to Idaho falls. He looked around and we are in between both Idaho Falls and Blackfoot. His hope is to

talk and get permission from the Mexican restaurant and park his little bus to sell out of twice a week and later possibly move into a permanent location in town.

Kim Westergard – Discuss certain city utility and city code exemptions

Kim said she received a letter on August 28, 2025. The letter was sent by Mrs. Scott who has a residence on Robald Street. There was a complaint on the bushes and the tree and they needed to be trimmed according city ordinance and she has done that. Kim mentioned that she has a sidewalk but it goes nowhere. Mrs. Scott is requesting to be exempt from that ordinance for the future because her sidewalks goes nowhere. After reading the letter, Sean mentioned that we are not asking her to remove the trees and we are only asking her to trim them. Sean said that she is asking for an exemption on 8-9-1. Sean said that if we give her exemption on it, she would never have to trim them again and he is not in favor of the exemption. Jeff agreed about not granting the exemption. Sean mentioned ordinances are put in place for not only the people who live there but also for people that go up and down those roads, sidewalks. Kim mentioned that the letter was addressed to her and she told Mrs. Scott that it was not up to her to make that decision on her own but she would present it to the Council for a decision. Kim also mentioned that the ordinance are in place and if we make an exception for one, we would need to do an exceptions on others. The Chief said he drives by there frequently when school is getting out and there are a few kids that walk on that sidewalk and go around to the highway to get to the trailer park and the sidewalk is being used. Kim said it was good to know that and she would reach out to her. Kim thanked the Council for having that discussion with her.

Old Council Business

Shelley Physical Therapy & Fitness Center – Discuss handicap parking

Justin said that the Chief ordered the signs and they were put up about 3-4 weeks ago. Justin mentioned that when Joel went to the Council, he wanted the signs to be in about the fourth or fifth spot and it was discussed to have it on the corner. Justin said that the did move it over one spot. Joel would like to paint the very end space as a handicap parking and the second spot in to be the loading and unloading spot. Justin said that with the way the curb and gutter is on the end, mounting the sign would be difficult. Jeff moved, Kim seconded to have a handicap parking on the corner of West Pine and S Emerson. Approved, three in favor, one absent.

North Bingham County Library District – Consider approving parallel or diagonal parking

Justin said that he and Kim met a few weeks ago and met with Maddie Clayson. Justin said that they measured and had a good conversation about the parking. It was decided to keep the parking as parallel parking as it is now but the spots would be painted and getting as many parking spots there versus people just going and parking anywhere. Justin said that they did measure out diagonal and it would not work, they also looked behind on Spud Alley and that was not an option. The Mayor mentioned the flower planters. Kim mentioned that they gave them ideas to move their planters around and they may add about 3-5 spots if they redo their parking. Sean moved, Kim seconded to approve the parallel lines to be painted and deny the diagonal parking at the North County Bingham Library. Approved, three in favor, one absent.

Consider changing the Sanitation can ordinance

Kim said she found some inconsistencies with the records on can rates. Kim mentioned that Sheryl Cederberg is being charged a small can dumped three times a week and there are some larger businesses that we cannot service that are not being charged. Kim said that the cabinet shop are using PSI and we are charging them for a small commercial can, once a week. Kim would like to reach out and let her know we can change it to small commercial can, once a week which would be cheaper than three times a week. Sean said that it would make it for our driver to figure out who is once a week or twice a week. Justin said that is wouldn't be a big issue for them to figure out who is once a week and we change the route all the time. B.J. asked what happens if it is once a week but they are overflowing. Justin said that Toby has door

hangers that he leaves if he needs too. The first time we will dump but the second they would need to call city hall to change the amount of times it is dumped. Kim asked if she could call Sheryl Cederberg and move to once a week. The council was fine with it.

Department Head Reports

Lisa thanked Tori for taking over the last meeting while she was out sick. She mentioned that she did watch a little on the live stream and Tori did a good job. Lisa said that a few weeks ago, Adam French with the Recreation District had presented installing solar lights on the nature path. The topic was tabled in order to get more information and a plan of where the poles would be placed and how they would be installed in order to allow public works to mow around the poles. It was also tabled in order for Kim to ask her parents and if they were okay with the lights being placed on their portion of the nature walk they own. Lisa said she had not heard if it is supposed to be put back on an agenda anytime soon or what we are doing with that. Kim mentioned that she spoke to her parents and they were okay with the lights and that Adam was going to move ahead. Jeff asked where he was going to put the lights. B.J. said we did request information about the spacing, the sides, the types of lighting. B.J. believes that the Council should approve a specific plan. The Council told Lisa to reach out to Adam and have him go in and present a plan and everyone can approve his plan and everyone can be on the same page. Lisa also mentioned that we received a letter USDA that we were approved for the \$15M. Lisa also mentioned that there was a County Planning and Zoning Commission hearing on a conditional use permit for a temporary secondary dwelling unit due to a medical hardship. This hearing is tomorrow and is in the County.

Mikel said that the pool is closed and this year the pool made about \$10,000 more than last year and he will be getting ready to winterize it and putting everything away. Flag football is half way done and the basketball sign ups are out now. MYAC worked the fair for a couple of days and they will be helping for Spud Day. Tree City will be having Arbor Day on October 11th and we would be in three different spots, he will talk about it more at the next meeting.

Jordon presented a few ideas for the rules on the tennis courts. The Council had a copy of those ideas in their binders. Kim asked if we had a date to open. Jordon said he did not have a date but did talk to Richardson's and they are hoping at the end of this week or the first of next week to work on the flatwork around the outhouse. They are working on a plan for the foundation for the building and he hopes that this fall, the concrete will be done and the shelter can be put in this winter or spring. There is not a specific date to open. The Mayor would like to open as soon as possible but would like the signs up and the cameras up. Jordon said that they have signs to put up and under surveillance and would like to work on a policy about reserving the courts as well. Jordon said we do have a plan on the cameras and there is a bid of \$15,000 and they will have to use the well house to store some of the software. Jordon also mentioned that we do need to look at the impact area with the county and start working on an agreement update because it has to be updated by the end of the year. Jeff mentioned that it puts pressure on the County. Kim said that she found out that if we don't do anything by December 31st of this this, the previous agreement is nullified. The Mayor asked Lisa what she found out, Lisa said she reached out to AIC and left a voicemail and also an email but had not heard back. Jordon asked if we could ask if we could keep what we have now or expand that way it does not get nullified. B.J. said there is a legislature that passed that of what goes into effect if the County does not want to work with us. B.J. will take a look at the statute. Going back to the tennis courts, Jordon asked if he was okay to order the signs. The Council was fine with ordering the signs. Kim asked if we would eventually do a sign with those who have donated to the Multi-Sport Complex, Jordon said yes.

Justin said that he did a walk through today for the Parks Subdivision Phase #2 and there are a couple of things that need to be fixed and will be probably be ready for acceptance at the next

meeting. Wind River Phase 5 also had their walk through and they are ready to go and will probably also have that one on our next agenda for acceptance. On the West Fir Steet water project, the hole was dug up again by the canal. They are having a hard time having the back tee to pass and they believe there are rocks or dirt in that forty-five. It has been opened up and will be flushing that line and go through the process of repressurizing test, chlorination, flushing and pulling samples again. Traffic control is going good and Justin has been in touch with the schools, the chief, and the SROs about the traffic control. Justin mentioned that Well #5 is up and running as of yesterday afternoon and right now all wells are back up and running. The Hawk light is up and working. Justin said he did reach out to the state to ITD about a month ago and their electrician came down and looked at our panel and said it was junk and is no good. Justin mentioned to the Mayor and the Council this is not an action item but is something to think about. A packet was done by ITD to put all their controls in the hawk light and if there are any problems the state sends their electricians down to fix any issues. This will be about \$25,000.00. The Mayor said to put it on the next agenda, Justin mentioned he would not be at the next meeting. This will be on the following meeting instead. Justin said that with Spud Day next week, his crew will be working 5 days, 8 hours a day instead of the 4-day, 12-hour day. He does need his guy's here Friday to finish up setting up for Saturday. Justin's crew has been mowing and putting weeds down and getting ready for Spud Day. Justin mentioned that they have installed about 70 meters and in a couple of months about 200 meters will be installed in the Copper Meadows and Parks Subdivision. Justin mentioned that we would also need to take a look at the base rate and meter rate and he would like to put an estimate on the bills so people could see what it would be. Lastly, Justin congratulated Chad and Lindy Armstong, they had their first baby on Monday.

Chief said they had a couple of busy weeks. They have had about four medium to high risk situations which they were able to rely on support from the County and the Bingham Detective. He gave them kudos and was happy they were able to work on those relationships. Chief said they were able to work on some incidents quickly because they had about five to six detectives come help with search warrants parameters. Chief also mentioned that they did have their testing on Saturday and he thanked Kim spending most of the day being there and watching. Kim said she was amazed and impressed. Kim mentioned that the candidates mentioned that they looked at the social media for the Shelley PD and they liked the positivity of the department and that is what drew them to apply. Chief said he originally had twelve that applied and only four that showed to the testing. There are a couple of good candidates that he will be moving to the background portion and moving forward.

Council Reports

Sean gave kudos to Mikel and to Pam. He received a letter of how the pool was ran and how accommodating Pam has been. He also mentioned that it was awesome to hear that the pool made more than last year. Sean mentioned that there are a lot that the city offers and thinks that are not utilized. Sean said he went to the Senior Citizens Center for lunch. He stayed and played pinochle and it was fun.

Jeff gave kudos to the Chief Police, the culture begins at the top and can't thank him enough.

Kim gave kudos to all of the department heads because she believes that our community is well rounded everywhere.

The Mayor said that he appreciated all of the departments. If he has questions, they can answer or will find the answer. He appreciates City Hall, they do great and take care of customers and answer questions.

Adjourned: 8:50 p.m.

APPROVE:  ATTEST: 