

**City of Rigby
City Council Meeting
July 6, 2010
7:00 p.m.**

Mayor Smith welcomed everyone to the meeting and turned the time over to Councilwoman Hinckley who invited everyone to join her in the pledge of allegiance. Mayor Smith then turned the time over to Councilman Blackburn who gave the prayer.

Mayor Smith reminded the audience of the public hearing and referred to the sign up sheets on the table for anyone that wished to give testimony.

Dave Swager, City Clerk/Treasurer, performed roll call. Those present were: Mayor Smith, Councilman Day, Councilwoman Hinckley, Councilman Maloney, Councilman Blackburn and Councilman Zimmermann. Those absent were: Councilman Simonson (excused).

Public Hearing-“To Maintain and Enhance the Infrastructure of the Sewer Collection System in Order to Finance the Project Pursuant to Idaho Judicial Confirmation Law IC Sec. 7.1301-

Mayor Smith stated the next item on the agenda was a public hearing and turned the time over to Robin Dunn, City Attorney, for his presentation.

Mr. Dunn explained this public hearing is part of the Judicial Review process required for the receiving of money from DEQ. Mr. Dunn explained the city would receive approximately \$6 million if that was the city's intention. Mr. Dunn explained there would be \$1.5 million reimbursed to the city to place in accounts that were depleted due to the wastewater treatment plant. Mr. Dunn stated the DEQ money would be new money and the replacement money would pay off RDA and others through the bonds. Mr. Dunn gave a brief explanation on the interest free loan from DEQ and the repayment period being planned. Mr. Dunn also explained the city does not have to accept the full \$6 million and stated they could choose to only accept part depending on the need and repayment issues.

Mr. Dunn stated there was no one signed up to give testimony either for, against or neutral to this issue so they could close the public hearing. Mr. Dunn gave a brief explanation of the procedures that would happen next in order to accept and receive this money. Mr. Dunn turned the time back over to Mayor Smith.

Councilman Blackburn referred to the documents in his packet regarding the judicial review and prior debt and asked about the rate and Mr. Dunn stated this information was given to him through Mr. Swager's amortization. Councilman Blackburn stated the city was faced with major infrastructure repairs and would like to see that rate down to zero percent (0%) and didn't feel this rate could be obtained in the future. Councilman Blackburn stated he felt this was an opportunity for the city to take this loan to zero percent and do as much work done as possible.

Mayor Smith closed the public hearing at 7:15 p.m. Mr. Dunn stated there would need to be a motion to approve the print and publish of the ordinance to accept this \$6 million. Councilman

Blackburn moved to approve the revision of the loan to \$6 million and authorize Mr. Ted Hendricks to prepare that accordingly. Councilman Maloney seconded. On a roll call vote:

Councilman Blackburn	--	aye
Councilman Day	--	aye
Councilwoman Hinckley	--	aye
Councilman Maloney	--	aye
Councilman Zimmermann	--	aye

Keller & Associates-Projects-

Mayor Smith stated the next item on the agenda was regarding Keller and Associates, City Engineer, and turned the time over to their representative for their presentation.

Mike Jaglowski stated he was present this evening to discuss two items and explained the first was regarding a GIS system. Mr. Jaglowski stated the GIS system is a mapping tool that information can be entered, stored and retrieved later. Mr. Jaglowski gave a brief explanation on how this would be beneficial to the city staff. Mr. Jaglowski stated their position with this system is to work shoulder-to-shoulder with city employees to collect, present and construct the GIS system in order to make it more of a maintenance tool for the city. Mr. Jaglowski gave a brief explanation on how other area cities manage this type of system. Mr. Jaglowski turned the time over to Nick Charles to further the presentation. Mr. Charles distributed handouts to the council for review during the presentation.

Mr. Charles stated that GIS stands for Geographic Information System and explained this system stores, analyzes, edits, displays and shares geographic information. Mr. Charles referred to page 3 of the handout and stated there were certain elements required in order to make a GIS system work and explained they were the hardware, software, network data and procedures. Mr. Charles referred to page 7 and stated there were several different levels when working with the infrastructure system and explained the first level is a simple system inventory including what is out there underground as well as on the surface. Mr. Charles stated the next level would be the system operation where decisions to help optimize the cooperation of the system. Mr. Charles stated that in order to construct the GIS system they need to first design the purpose of the system. Mr. Charles stated that after several conversations with Mayor Smith and Public Works employees the determination came that there needed to be a way to take the information current employees have and put it somewhere for future employees to use. Mr. Charles stated the concern increased as employees retired or left then that information left with them. Mr. Charles stated the GIS system is made of layers and explained these layers would be stacked one atop another and that would be how the map would be designed. Mr. Charles referred to page 9 and explained the next step would be to actually execute the procedures the system was designed around and by adding GPS record drawings, existing mapping, interviews with staff members and any other information available. Mr. Charles stated the next step would be data management and explained that as the city changes the system information would need to be updated accordingly and stated this would be extremely important. Mr. Charles stated the next step would be data manipulation and analysis and explained the query process and how that would be beneficial to the city staff. Mr. Charles stated the last part is data output and explained this would be taking the data and actually using it in the field. Mr. Charles referred to page 10 and stated this was enterprise GIS and explained this took into account everyone that would use this information like the fire department and planning and zoning

as well as various county departments. Mr. Charles referred to page 11 and explained this was pretty much the nuts and bolts of the proposal and stated that in working with the city staff this created a win-win situation. Mr. Charles stated there would be commitments from all parties involved and explained the city's direct responsibility would be to buy the hardware/software, the city staff would offer instrumental information and then they as engineers could provide structure for staff allocation. Mr. Charles stated they would help design, teach, educate and help the city to maintain the system so they can slowly transfer the management system to city staff. Mr. Charles stated their ultimate goal is to provide a usable product that is beneficial to the city.

Councilman Day stated that while a GIS system holds a lot of value it also comes with a lot of responsibility and questioned who was going to maintain it and was concerned over whether the city would have to hire another staff member strictly for this purpose. Councilman Day gave a brief explanation of some of the queries that can be performed and how that would be beneficial but stated the system is only as good as the information entered. There was a brief discussion regarding how the size of the city can make a difference on the importance of the system. Mr. Jaglowski stated one of the biggest questions that he has been asked is why this is important to the city now and Mr. Jaglowski explained there are employees that have been here for a long time that have tons of information but will be retiring soon and the sewer collection project would give information on the line that are being videoed and stated there are six (6) subdivisions that have as-built information that can all be added to this system at this time while the information is fresh and accurate. Mr. Jaglowski stated they have a water facility planning study where they have gone out and tested about twelve (12) different hydrants and have gained certain information that could be populated into the GIS system. Councilman Blackburn stated that while he could see a benefit to having this system he was concerned over future annexations and that information not being available unless the city was working hand-in-hand with the county. Councilman Day stated the city was working with a very tight budget and felt that current projects and needs should take precedence over future expenditures. Councilman Day stated there may need to be another police car and reminded the council there was already the concern over the 5th West Bridge. Mayor Smith stated the reason this was being discussed was mainly because the longest term employees were looking at retirement within the next few years and felt the city needed to take advantage of the information these employees had and make it available and beneficial to current and future employees. Mayor Smith stated another reason this was being urged at this time was because of the collection system work and explained there would need to be pictures and documents made pertaining to all of this and felt putting this into GIS at this time would be far more beneficial than waiting a few years. Councilman Day stated his concern over hiring a GIS person full-time when the city was already experiencing a tight budget. Mr. Jaglowski suggested having a manager-type position that would be shared by several different departments and therefore be the already existing key employees such as public works department heads. Mayor Smith suggested talking with the county person that manages their GIS system and get some input and suggestions from them. Councilman Day stated that if this was something the city wanted to do then he wanted the City Clerk to show there was money in the budget and this would not cause a deficit for the city. Councilman Maloney stated that as a recap the major benefits to the city is the water lines, sewer lines and fire hydrants locations and asked if there was anything else. Mr. Jaglowski stated that while there was the main infrastructure of streets, water and sewer lines there were also meters, meter boxes, street markings, signs, power lines and other utilities that the city owns and maintains. Mr. Charles suggested having the city employees get together and let them tell what information they need that is not readily available to them. Mayor Smith thanked Mr. Jaglowski and

Mr. Charles for their presentation. Mayor Smith stated that he felt this was a good thing to have but also agreed that Mr. Swager should look at the budget and make sure there is enough money to make this purchase.

2011 Audit Engagement Letter-

Mayor Smith stated the next item on the agenda was the audit engagement letter and turned the time over to Shari Poulsen for her presentation.

Mrs. Poulsen distributed copies of a document to the council for review during her presentation. Mrs. Poulsen stated she was present this evening to offer her engagement letter for the 2009-2010 audit. Mrs. Poulsen stated this letter explained the objectives and procedures for the audit as well as the responsibilities of both her and the city. Mrs. Poulsen referred to the last page of the letter where it discusses fees and explained they have not raised their fees for the past few years but this year there is an increase of just over ten percent (10%).

Councilman Day referred to the past few years auditing process and asked Mrs. Poulsen if it was fair to say the process had been more difficult recently and Mrs. Poulsen stated that was correct. Mrs. Poulsen stated they had to make corrections in recent years that were not necessary in years past. Councilman Day asked if having Mr. Swager present would make less work in the audit process. Mrs. Poulsen stated there would probably be fewer corrections and less time spent in the field but the actual audit takes generally the same amount of time. Mayor Smith referred to the letter where it states the fee will not exceed a certain amount and stated that if the audit took longer it wouldn't cost any additional amount and asked if that was correct. Mrs. Poulsen explained that if the audit process took less time then the amount would be less but if it took longer then the city would benefit because the fee wouldn't change. Mrs. Poulsen stated that historically it took less time and gave a brief explanation of how her billing usually occurred and explained that she was more than willing to be fair with the City. Mr. Swager stated that since Ann Trent is no longer with the city he has been the only one doing Payroll and Accounts Payable and explained this could cause an expansion in their scope of the audit this year. Mr. Dunn stated that Mrs. Poulsen would also be doing some work on this Judicial Review and explained this would be separate from the audit. Councilman Maloney moved to accept the engagement letter as presented. Councilman Zimmermann seconded. On a roll call vote:

Councilman Blackburn	--	aye
Councilman Day	--	aye
Councilwoman Hinckley	--	aye
Councilman Maloney	--	aye
Councilman Zimmermann	--	aye

Mrs. Poulsen referred to the engagement letter original and stated that she would need to have this signed. Mrs. Poulsen asked Mr. Swager when he would like to see them start and Mr. Swager stated early, mid or even late November. Mrs. Poulsen stated that she would touch base with Mr. Swager in early October to lock down a workable timeframe.

Operating Transfers-

Mayor Smith stated the next item on the agenda was regarding operating transfers and turned the time over to Mr. Swager for his presentation.

Mr. Swager referred to documents in the council packets and stated there were three categories of transfers and explained the first two were quarterly transfers. Mr. Swager stated the first quarterly transfer is \$15,754 from the three enterprise accounts back to the General Fund for reimbursement of administrative expense. Mr. Swager stated the second quarterly transfer is \$2,500 from the General Fund to Police Budget and explained this was from Capital Outlay to Capital Improvement and would be set aside for future replacement of police car. Mr. Swager stated the other transfer is from the General Fund to the Library Fund and explained the budget had been set for \$11,936 if the Library was to need it and stated they do now as they are operating in negative position. Mr. Swager stated he felt the Library would end the year in a negative position but explained that he has talked with Marilyn Kamoe, Library Director, and feels she has cut the budget down as much as she can. Mr. Swager stated that he would need approval in order to perform these three transfers. Councilman Blackburn moved to approve the operating transfers as presented. Councilwoman Hinckley seconded. On a roll call vote:

Councilwoman Hinckley	--	aye
Councilman Maloney	--	aye
Councilman Zimmermann	--	aye
Councilman Blackburn	--	aye
Councilman Day	--	aye

Other Council Business-

Mayor Smith stated the next item on the agenda was other council business and turned the time over to the council for anything they wished to discuss or disclose.

Mayor Smith distributed some pictures to the council for review and explained someone had approached him with a complaint on this property. Mayor Smith stated this person along with a group of area residents had indicated they are willing to hire an attorney if necessary to get something done with this property. Mayor Smith stated this property has been in this state for approximately three years now and explained there is a new owner. Mayor Smith stated that if the city gave a deadline for work to be done and if it wasn't then the city would have to do it and explained the only recourse would be to attach a lean. Mayor Smith expressed his concern over this by stating there were already more leans attached than the property was actually worth. Councilman Day stated there have been two fires on the property already and explained that kids are climbing around in there. Councilman Blackburn asked what plans the current owner had for the property and Mayor Smith stated that he had contacted the owner and was informed the owner was having title problems due to all the liens. Mayor Smith stated there had been a buyer interested but since there were so many problems he decided against the purchase. Councilman Maloney asked what the estimated cost to demolish and haul off the remains. Mayor Smith stated the current owner had mentioned having someone wanting to salvage some of the materials but didn't know much more than that. Councilman Blackburn suggested having them donate it to the Fire Department and let them take care of it. Mayor Smith stated they had already looked into that and had been told it was too close to other existing structures. Councilman Blackburn suggested the owner put the work out for bid and see what comes from that. Mayor Smith asked Mr. Dunn what legal avenue the city could take to force the property owner's hand to clean the mess up and not cost the city too much money. Mr. Dunn stated that normal procedure for talking about a specific piece of property is to hold an executive session. Mr. Dunn stated there are state statutes that cover nuisances and explained the procedures surrounding the process for declaring

nuisances. Mayor Smith asked what should happen now and Mr. Dunn stated that if they wanted to discuss this piece of property in more detail then they would need to hold an executive decision and move forward from there.

Councilman Day stated that he has received multiple phone calls regarding people not watering or mowing their lawns. Councilman Day explained that he had researched city code and found where it is the property owner's responsibility to maintain the lawns but was concerned over the ones in foreclosure. Councilman Day stated there are several abandoned cars in the area that are just eyesores and would like to know what could be done. Larry Anderson, Chief of Police, stated that his department sends out letters to these property owners notifying them of the need to take care of their yards. Councilman Day asked Mr. Dunn if when he noticed a property in need of attention could he directly contact Chief Anderson and Mr. Dunn stated that he could.

Councilman Day stated there was another issue regarding Caribou Street. Councilman Day stated that he didn't feel the tenants were being treated fairly and explained this was due to the fact there is no proper lighting, no maintenance on the buildings and expressed his desire for the city to step up and make these landlords do something. Councilman Day stated that he has been working with Rick Lamoreaux, Park/Street/Sanitation Supervisor, in coming up with a letter regarding the lack of light poles that are supposed to be provided by the property owner. Councilman Day stated the majority of the steps were cast in concrete but were now deteriorating away to where the rebar is showing. Councilman Day stated another problem is the siding is coming off several of the buildings. Councilman Day stated the city needed to make the landlords take care of the property and make it a safer environment for the people that live there. Councilman Blackburn stated that he had been called over there a couple winters ago and brought it to Mike McCowin, Building Official, attention and had been told there wasn't anything the city could do. Councilman Blackburn stated he had also been concerned over the lighting, the stairs and the siding of these buildings for some time and asked what could be done with the parking. Chief Anderson stated that he would like to see it posted as no on-street parking so they could enforce it because right now they can not. Councilman Day stated that he would like to see no on-street parking as well and felt the council had an obligation to the residents to do something. Councilman Day stated that he is not upset with the people who live there but with the landlords and property owners because he feels they have a responsibility to provide safe housing for the people who rent from them. There was a brief discussion on enforcement issues and policies. Mr. Dunn stated the first thing to do would be to decide what exactly they wanted changed and then get Planning and Zoning and the Police Department to put together reports and then the council can process what gets received. Mr. Lamoreaux explained some of the problems the city crews faced in trying to clean and maintain just the streets. Mayor Smith asked if an LID could be done to put actual streetlights in the area. There was a brief discussion on the lighting concerns and ownership issues along Caribou.

Approval of Minutes-

Mayor Smith stated the next item on the agenda was approval of minutes and explained there were some from June 1st and also from June 15th.

Mayor Smith said they were start with the June 1st minutes and asked if there were any corrections or additions. Councilman Zimmermann moved to approve the June 1st minutes as written. Councilman Maloney seconded. Councilman Day abstained. All others were in favor.

Mayor Smith stated they would now look at the June 15th minutes. Mr. Swager stated there was not enough members of the council present that could vote as those not present during the meeting would have to abstain. Mr. Dunn stated that was correct and asked those minutes be held for approval at the next meeting.

Review and Approval of Bills-

Mayor Smith stated the next item on the agenda was the review and approval of the bills and asked if there were any questions or concerns.

Councilman Blackburn referred to page 1 under auto pay for \$16,000 and asked what they were and Mr. Swager explained these were payments that were automatically deducted from the city's account. Councilman Blackburn asked if this was the total and referred to some line items lower down and Mr. Swager stated that amount at the top was the accumulative amount and then explained it was broken down by departments. Councilman Blackburn referred to page 3 under Library and asked for clarification on the correction for \$81.84 to Public Works. Mr. Swager stated that after a review of the bills Mrs. Kamoe had noticed this amount had been charged to the wrong department last month and so he made that correction. Councilman Day moved to approve payment of the bills. Councilman Zimmermann seconded. All were in favor.

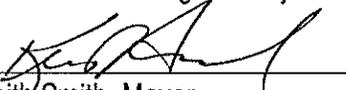
Public Comment-

Mayor Smith stated the next item on the agenda was public comment and turned the time over to the audience.

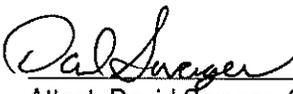
Gary Williams stated he had been over to the park off and on for the past couple weeks and explained the park needs some improvement. Mr. Williams stated the memorial dedication is scheduled for Saturday, August 21st at 11:00 a.m. and would like to have the park looking its best. Mr. Williams stated someone had come over and sprayed for weeds and expressed his appreciation for that. Mr. Lamoreaux stated one of the problems that area of grass is not especially green is because the watering schedule has been a little off due to prior water concerns. Mr. Lamoreaux also stated the only part of the park that is currently fertilized is the baseball fields. Mayor Smith asked Mr. Lamoreaux to please work with Mr. Williams on getting that area spruced up and looking its best in time for the dedication.

Mayor Smith stated that he would like to thank the council members in supporting him for his birthday.

Councilwoman Hinckley moved to adjourn the meeting. Councilman Maloney seconded. All were in favor. The meeting was adjourned at 8:50 p.m.



Keith Smith, Mayor



Attest: David Swager, Clerk