

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

Mayor Smith welcomed everyone to the meeting and turned the time over to Robin Dunn, City Attorney, who invited everyone to join him in the pledge of allegiance. Mayor Smith then turned the time over to Councilman Simonson who gave the prayer.

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

**Ryan and Lisa Ellis-Early Iron Festival-**

Mayor Smith reminded the council and audience there had been a car show and the Veteran's Memorial Dedication and turned the time over to Brian and Lisa Ellis for their presentation.

Lisa Ellis stated this project started a couple years ago and explained that she and Ryan had been involved in a rescue some time ago and was impressed with the way the quick response was able to help the family. Mrs. Ellis stated they had held a fundraiser for them and explained this year they had chosen to help the VFW with the Veteran's Memorial. Mrs. Ellis stated they felt this was a good place for the money to go this year. Mrs. Ellis stated she wanted to thank their family and friends and explained that without their support this event would not have taken place. Mrs. Ellis expressed her gratitude to the City of Rigby as well as area businesses for their help and support. Mrs. Ellis stated they had 170 cars this year as compared to the 95 cars in last year's show. Mrs. Ellis stated there were cars from Washington, Boise, Inkorn, Wyoming, Bozeman and West Yellowstone. Mrs. Ellis stated that this memorial was a great thing for the community and commended all the work that has been done. Mrs. Ellis expressed her appreciation to Gary Williams for allowing them to share in this special day. Mrs. Ellis stated that on behalf of the Boston Car Club and the Early Iron Festival she was presenting Gary Williams from the VFW with a check for \$7,157.51.

Mayor Smith also presented Ryan Ellis with an award and expressed his appreciation to both Ryan and Lisa for stepping up and becoming involved for such a great cause.

**Public Hearing-Sewer Rate Increase-**

Mayor Smith stated the next item on the agenda was a public hearing for the sewer rate increase.

Mayor Smith opened the public hearing at 7:07 p.m. Mayor Smith turned the time over to Mr. Swager to explain the purpose of this public hearing. Mr. Swager stated the analysis of the first full year of operation of the wastewater treatment plant and the current bond caused the city to reevaluate the current sewer revenue rates for maintenance and operation as well as debt service. Mr. Swager referred to last fiscal year and stated the M&O revenue per EDU (equivalent dwelling unit) was \$44.10 and the debt service was \$8 per month. Mr. Swager stated this year there would be a bond coming in and tying in with the collection system and explained this would be

approximately \$6 million. Mr. Swager stated that due to this the city would need to increase the debt service from the current \$8 to \$28.50 per month per resident and to decrease the M&O rates from the current \$44.10 to \$38.50. Mr. Swager explained the proposed monthly sewer rate would be approximately \$67.10 which would be an increase over the current \$52.10 per month per resident. Mr. Swager explained the bulk of this rate would go to debt service in order to retire the bond for the wastewater treatment plant and the proposed debt service on the sewer collection project coming forward.

Mayor Smith asked for any testimony in opposition. No testimony was given.

Mayor Smith asked for any testimony in favor. No testimony was given.

Mayor Smith asked for any testimony neutral. No testimony was given.

Mayor Smith closed the public hearing on the sewer rate increase at 7:10 p.m. and turned the time over to the council for deliberation. Mayor Smith asked what this increase would bring the city utility bill to and Mr. Swager stated that for sewer it would be \$67.00. Mr. Swager explained this would be a \$15 increase over the current monthly bill. Mayor Smith asked if this increase would also cover the amount the city is working to obtain and Mr. Swager stated that was correct. Mayor Smith stated that after this increase the city could then go back to the normal five percent (5%) increase normally taken each year and Mr. Swager stated that was correct. There was a brief discussion regarding the current bonds, their retirement timeframes and utility expenses the city incurs for operating the wastewater treatment plant. Mr. Swager stated the city needed to maintain the system, maintain the cost of living and plan for repairs as it goes along. Councilman Blackburn asked about closing a bond and Mayor Smith stated that had not been decided yet. Mr. Swager explained the bonds the city has are twenty (20) and thirty (30) year bonds and stated that once they are closed then the statute for running begins and gave a brief explanation of what this process meant for the city. Mayor Smith referred to the discussions regarding the proposed collection project and stated that he felt this was something that really needed to be done in the city. Councilman Maloney stated this has been discussed in previous meetings and felt everyone knew this needed to be done. Councilman Maloney moved to approve the sewer rate increases as proposed. Councilman Simonson seconded. On a roll call vote:

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

**Public Hearing-Sanitation Rate Increase-**

Mayor Smith stated the next item on the agenda was a public hearing for the sanitation rate increase.

Mayor Smith opened the public hearing at 7:15 p.m.

Mayor Smith asked for any testimony in opposition. No testimony was given.

Mayor Smith asked for any testimony in favor. No testimony was given.

Mayor Smith asked for any testimony neutral. No testimony was given.

Mayor Smith closed the public hearing at 7:16 p.m. and turned the time over to the council for deliberation. Mayor Smith stated this increase was a little more complicated and asked Mr. Swager to please explain the proposed changes to the council. Mr. Swager referred to the present way of charging and stated there were 30 cost codes for a 90 gallon can and then another 30 cost codes for a 300 gallon can. Mr. Swager stated the schedule became somewhat flawed and explained the more garbage pick-ups a place was having the cheaper the price became. Mr. Swager stated the garbage truck goes by volume and so people that were generating more garbage were actually paying less. Mr. Swager stated that he had reviewed the rate schedule and explained the single 90 gallon can picked up once a week was only raised the 5% allowed and explained this went from \$10.50 to \$11. Mr. Swager stated that if someone had two 90 gallon cans then they should be charged double the single can rate. Mr. Swager stated that in theory if you had three cans then you pay three times the single can rate. Mr. Swager stated this would make the charges more in proportionate to the amount of garbage being dumped. Mr. Swager stated this applied to the 300 gallon can as well. Mr. Swager stated there would now be a table that showed what someone would be charged so when a customer called in they could be given the exact amounts rather than an estimate based on 30 different cost codes. Mr. Swager stated there had been an audit of the garbage cans performed earlier this fall and explained the charges were all over the page and no one was being charged the same for the same service. Mr. Swager felt this made for a cleaner charge and more feasible system. Councilman Blackburn asked how this new fee schedule would affect the 2 yard dumpsters. Mr. Swager stated the city did not have dumpsters of that size and explained Eagle Rock took care of those. Mayor Smith stated that he felt what Mr. Swager has proposed is to make everything more equal. Mayor Smith stated this was really not raising the basic rates to the residents more than the allowed 5% but it did affect those with multiple pick-ups and multiple cans. Mayor Smith explained that because those would be more than the allowed 5% increase they were holding this public hearing this evening. Councilman Maloney referred to the multiple pick-ups and asked if this meant for those that had their garbage dumped twice a week and Mayor Smith stated that was correct. There was a brief discussion regarding the multiple garbage pick-ups and how this would affect the businesses and alley pick-ups. Councilman Zimmermann moved to approve the sanitation revenue revision and increase as proposed. Councilman Blackburn seconded. On a roll call vote:

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

Mayor Smith stated that he wanted to take a minute and acknowledge Ted Hendricks. Mayor Smith stated that Mr. Hendricks works for Rural Development and had come down to attend the sewer rate increase public hearing. Mayor Smith stated that he appreciated Mr. Hendricks's effort in attending and explained to Mr. Hendricks there had been no public comment and both hearings

were now closed. Mayor Smith invited Mr. Hendricks to stay and attend the rest of the meeting if he wanted to. Mayor Smith turned to the reporter for the Jefferson Star and stated that it was his opinion that when no one showed up for a public hearing that it meant the citizens have complete faith in the council.

**Resolution 2010-151-Record Retention Schedule-Accounting, Budget, Finance and Payroll Records-**

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

Mr. Swager stated that when he first started with the city a person was unable to open the vault door and walk in because all of the old records were stacked in there. Mr. Swager stated the current building was remolded sometime in the 1980s and city clerks since that time have not maintained very good records. Mr. Swager stated that he had gone through some documents from the Association of Idaho Cities and was able to locate a recommended record retention schedule. Mr. Swager stated that he had adopted that and wrote it up as to what records are permanent, semi-permanent and temporary plus what the holding times were required for those records. Mr. Swager stated that according to this schedule he was able to pull a lot of the records from the vault and placed them in the fire-bay. Mr. Swager stated that he would like something in place from here forward that allowed for the record keeping for the city. Mr. Swager gave a few examples of timeframes for certain records to be kept and explained they could be microfilmed or destroyed. Mr. Swager stated this was a way of cleaning things up rather than filling up the vault with unnecessary paperwork. Mr. Swager stated that he was requesting consideration for this records retention schedule as recommended by the Association of Idaho Cities. Mr. Swager stated this would pertain to only the finance and payroll records and not to Planning and Zoning, Police or legal records. Councilwoman Hinckley stated that she was amazed at what Mr. Swager has been able to accomplish. Mayor Smith stated there would first need to be a motion to waive the readings of the resolution and then a motion on the resolution itself. Councilman Simonson moved to waive the readings of the resolution. Councilman Zimmermann seconded. All were in favor.

Councilman Simonson moved to approve the Resolution 2010-151. Councilman Maloney seconded. Councilman Blackburn asked Mr. Swager when he was planning on cleaning out all the old records and Mr. Swager stated they were already in the fire bay and once approval for their destruction was made then they would start the process of having them destroyed. On a roll call vote:

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

**Resolution 2010-152-Authorizing Destruction of Records-**

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

Mr. Swager referred to a document submitted to the council in their packets and explained these were the dates for some of the records that were being considered for destruction. Mr. Swager explained these records were the duplicate bank deposit slips from 1998 through 2005, the daily receipts from 1990 through 1999 and 2002 through 2007, general ledger update reports, consumer receipts, accounts payable vouchers for the years 1990-91 and 1995-96 and 1998-99 and 2000-01, duplicate check stubs, LID 6 receipts from 1990 through 1996, daily cash reports from 2002. Mr. Swager gave a brief explanation of what each of these records meant in regards to city functions. Mr. Swager stated that LID 6 has been completed and paid out but records are still being maintained in the vault. Mr. Swager explained that some of these records are automatic computer generated reports. Mr. Swager explained that all of the records on this list had been moved from the vault to the fire bay. Mr. Swager stated that according to Idaho Code and the resolution that was just passed he needs to disclose what records are being destroyed and whether or not they fall within the schedule. Councilman Zimmermann asked if these records would be burned and Mr. Swager stated they would either be burned or shredded. Councilman Day moved to waive the readings of Resolution 2010-152. Councilman Zimmermann seconded. All were in favor.

Councilman Day moved to adopt Resolution 2010-152 as presented. Councilman Simonson seconded. On a roll call vote:

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

### **Water Lines Leak Detection**

Mayor Smith stated the next item on the agenda was regarding water lines leak detection.

Mayor Smith stated there had been a leak on State Street and explained that everyone knew there was this leak that needed to be repaired. Mayor Smith stated this gentleman had come in with his equipment and was not only able to find the leak but could also tell how much water was coming through this leak. Scott Barry, Water/Wastewater Operations Manager, stated this particular leak was losing approximately 600,000 gallons per month. Mayor Smith explained this water was leaking straight into the storm drain system that goes out to the sub-pond on 5<sup>th</sup> West and then pumped out into the canal. Mayor Smith stated this was a waste of water and money. Mayor Smith stated another leak had been identified and explained they were currently waiting for the permit to dig on Highway 48. Mayor Smith stated this leak was losing approximately 80,000 gallons per month and needed to be repaired. Mayor Smith expressed his concern over these leaks getting bigger over time. Mayor Smith stated the city was aware of some leaks on Main Street and explained the State would be redoing the entire street from the South Rigby Interchange up State Street to Main Street to Farnsworth and end at the North Rigby Interchange. Mayor Smith explained there was an estimate from this gentleman to locate the leaks on Main Street and another estimate to do the older parts of the City. Mayor Smith stated the State did not like the City to come along and dig on roads they have just fixed and explained there was generally a five year moratorium placed on digging. Mayor Smith stated that with this in mind the city needed to identify and repair these leaks prior to the State redoing this roadway. Mayor Smith stated that with the two

leaks previously mentioned the city was pumping 680,000 gallons per month that went no where. Mayor Smith referred to the water study that Keller Associates, City Engineer, recently performed for the city and stated there have been discussions regarding water storage tanks being necessary to meet demand. Mayor Smith stated that if some of these leaks were identified and fixed then this next step may not be necessary after all or at least could be postponed another 20 years. Mayor Smith stated that repairing these leaks may also lower the amount of clean water being pumped out to the wastewater treatment plant. Mayor Smith referred to the estimate of \$4,400 and explained this would complete all of the Business Route 20 plus the older parts of town. Mr. Barry stated this was an estimate was based on 17 miles of city roadway. Mayor Smith stated that once this work was completed the leaks would be identified and the amount of water they are losing established so they could be prioritized and fixed. Mayor Smith stated that he was unsure how much it costs to pump the 680,000 gallons per month previously lost but felt this was a small investment to help make up some of that expense. Rick Lamoreaux, Park/Street/Sanitation Supervisor, stated this gentleman is very good at what he does and explained that he has done work in the city before. Mayor Smith stated that with the age of the majority of water lines in the city and the finding of this 600,000 gallon per month leak it has prompted the city to look into getting this work done. Councilman Blackburn referred to this previous test and asked how this person came up with the 600,000 gallon estimate and Mr. Barry stated that he listens to it with ultra-sonics and other equipment makes that determination. Councilwoman Hinckley asked if this survey information could be put into the GIS program and Mayor Smith stated that it could. Mayor Smith stated there would be very good data obtained on this work and that could be inputted into the GIS rather easily. Mr. Lamoreaux stated this gentleman would submit a report to the city for their records. Councilman Day stated the State was holding off on redoing this roadway to allow for the city to have time to repair the water lines and also to avoid interrupting Pioneer Day festivities. Councilman Day stated they would also like to have the pieces of sewer line being repaired in that area to be completed prior to the work being done in the roadway and explained this would make it where no one needed to cut into the road once it was redone. Mayor Smith stated that if this was approved the gentleman could start in November and then the city could prioritize the leaks and then when the weather breaks in the Spring the city could begin work. Councilman Simonson stated that if this gentleman locates a leak and then the city finds the line is pretty much shot then they would be looking at the expense of replacing the entire line and asked if that was correct. Mr. Barry stated that up until now all the problems have been with the service lines and not with the mainline itself. Councilman Simonson asked what an average home used in water per month and Mayor Smith stated the city average is 9,600 gallons per month. Mr. Hendricks stated the average water consumption daily per household varies depending on age but could range from 70 to 100 gallons per person per day. Councilman Day asked if this average including watering lawns and Mr. Hendricks stated that it did not and explained this was domestic water use only. Councilman Zimmermann stated an item of concern was if they found two leaks how many more were they expecting to find. Mayor Smith stated he was aware of another on Main Street and Mr. Barry stated there were eight lines that needed abandoned on Main Street but stated they were unsure of any leaking ones. Mr. Lamoreaux explained the lines Mr. Barry was referring to used to go to the planters that were on Main Street and when those were taken out the lines were covered up but remain live rather than being abandoned.

Mayor Smith stated there were two options the city could do and explained the first would to just do Business Route 20 and explained that estimate was \$1,800. Mayor Smith stated the second option was to do the entire city for the \$4,400 estimate. Mayor Smith stated the reason he would like to do

the entire project is because it ties into the upcoming collection system project and explained that while streets are cut open for the sewer the water can be taken care of at the same time. Mayor Smith stated this would ultimately save the city money in repairing the road. Councilman Simonson moved to approve the water line detection at the \$4,400 level and get it all done as soon as possible. Councilwoman Hinckley seconded. Mayor Smith stated the work would not begin until November and so this would be done in next year's budget. Mr. Hendricks interjected and stated that Water Resources has a program where city's can get small grants for these types of projects and gave a brief explanation on what procedures were required to apply. On a roll call vote:

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

**Quarterly Transfer-Enterprise Funds and Police-**

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

Mr. Swager referred to a document in the council packets and explained they were the quarterly transfers from the enterprise accounts. Mr. Swager stated there was \$5,251.50 coming from each of the three enterprise accounts; water, sanitation and sewer to the General Fund for a total amount of \$15,754.50. Mr. Swager stated this amount reimburses the General Fund for the Clerk and accounting office to maintain the billing and associated expenses. Mr. Swager stated this would be for the fourth quarter and explained he was asking for this a little early so that he had time to get the financial statements prepared. Mr. Swager stated that he would need permission to make the transfers from the three enterprise funds to the General Fund and explained this was set up by the budget accounts. Councilman Maloney moved to approve the transfers as needed. Councilman Zimmermann seconded. On a roll call vote:

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

Mr. Swager stated the last transfer was a quarterly transfer for the Police Fund and explained Larry Anderson, Chief of Police, had set aside \$10,000 in his budget for replacement of new cars. Mr. Swager explained that if this money is left in the Police/General Fund at the end of the year then it lapses so it needs transferred out of his budget over to Capital Improvement. Mr. Swager stated this does not authorize the expenditure of the money but merely the holding in an account for reserve on a police car. Mr. Swager stated that he would need permission to perform this quarterly transfer from General Fund/Police to Capital Improvement for \$2,500. Mayor Smith explained this was something that Chief Anderson thought was happening all along but was actually never transferred and so it disappeared every year. Mayor Smith stated this was a similar situation as to

the garbage truck and explained this was basically putting money in an account and holding it there until it was ready to be spent on a car. Councilman Blackburn moved to approve the transfer for the Police. Councilman Simonson seconded. On a roll call vote:

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

**Approve Changes in Airport Board By-Laws-**

Mayor Smith stated the next item on the agenda was approving a change in the airport board by-laws.

Mayor Smith referred to a document in the council packet and asked Councilman Zimmermann if he had anything to add. Councilman Zimmermann stated the airport board was having a meeting tomorrow that he would be unable to attend. Councilman Zimmermann went on to say he would have to call John Anderson and ask him about page 2 where it states terms will be 3 years and explained that Terry Kofoed had been in his position for about 15 years and felt there needed to be a clause governing reappointments. Mr. Dunn explained these by-laws were made more generic rather than specific so that it could be used in future years. There was a brief discussion regarding whether the airport had reviewed these changes and whether a vote needed to be made. Mr. Dunn stated this is more for informational purposes only. There was a brief discussion regarding county involvement with the airport and how that had changed over the past few years.

**Approval of Minutes-**

Mayor Smith stated the next item on the agenda was the approval of the August 17, 2010 minutes and asked if there were any additions or corrections.

Councilwoman Hinckley referred to page 4, 7<sup>th</sup> line down where it says the Mayor turned the time over to Ted Hendricks and stated the word does needs changed to doing. Councilwoman Hinckley stated that 4 lines down from there it is not clear on the wording. Mr. Swager stated that it did not make sense to him either and asked for clarification to be done prior to approval of these minutes. Mr. Dunn asked if there were any other comments so that all issues could be addressed.

**Review and Approval of Bills-**

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

Councilman Day moved to approve payment of the bills. Councilwoman Hinckley seconded. Mayor Smith stated that any time the council authorizes spending money they have a roll call vote and yet historically when approving payment of the bills it has been a yes or no situation. Mayor Smith stated that he was going to recommend and insist on a roll call vote because they are approving spending money. Mr. Dunn stated that anytime money is spent there should be a roll call vote. On a roll call vote:



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

**Public Comment-**

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

Mayor Smith stated that he would like to welcome some scouts that came this evening. Mayor Smith asked if this was for the citizenship in the community merit badge and they stated it was correct.

Councilman Zimmermann stated the stuff is being prepared to be sold and referred to the auction that Councilwoman Hinckley has taken over. Councilman Zimmermann explained that he and Mr. Lamoreaux had taken stuff from City Hall over to the Recreation Center to be auctioned. Mayor Smith stated the auction was to be held this Saturday, September 11<sup>th</sup>. Councilwoman Hinckley stated it would be held from 8:00 a.m. to 3:00 p.m. Councilwoman Hinckley stated she was having some students help her clean up and place bid sheets around the room. Councilwoman Hinckley asked for clarification on whether employees could bid at this time and whether the exclusion on spouses, children and immediate family also included parents. Mr. Dunn stated that best estimate was 2<sup>nd</sup> case lineage and gave a brief explanation of what this means. Councilwoman Hinckley referred to the company picnic being held tomorrow night and stated that she would like to give information to the employees regarding this.

Councilman Zimmermann stated that he had attended the Daughters of the Pioneers dedication of their plaque which was placed next to the Veteran's Memorial. Mr. Lamoreaux stated it was just North of the memorial across from the caboose. Councilman Zimmermann stated this had been done the Monday after the dedication of the memorial. Mr. Lamoreaux explained that it had actually been there for many years but had deteriorated and so they had it redone and rededicated.

Councilman Maloney expressed his appreciation to Mayor Smith and Chief Anderson on their participation at the dedication of the Veteran's Memorial and also to the Parks Department on how great things looked that day.

Mayor Smith stated that he had just returned from a trip back East and after looking at their roads and then coming back to look at the ones here he wanted to tell Mr. Lamoreaux that his streets were very smooth. Mayor Smith expressed his appreciation to Mr. Lamoreaux for the work he does on the little that he is given.

Mayor Smith referred to Councilwoman Hinckley's previous comment and stated there would be an city employee picnic at the shelter by the Veteran's Memorial at 6:00 p.m. Councilwoman Hinckley stated that she would bring a cake for dessert and suggested the other council members bring desserts.

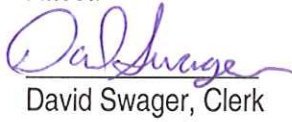
Councilman Simonson moved to adjourn the meeting. Councilman Zimmerman seconded. All were in favor. The meeting was adjourned at 8:05 p.m.

City Rigby



Keith Smith, Mayor

Attest:



David Swager, Clerk