

City of Rigby
Council Minutes
May 17, 2011

Mayor Smith called the meeting to order at 7:00PM Tuesday May 17, 2011.

He announced the pledge of allegiance would be lead by Mrs. Elma Morgan, followed by the prayer offered by Councilman Maloney.

The clerk called the roll.

Councilman Blackburn	Present
Councilman Day	Present
Councilwomen Hinckley	Present
Councilman Maloney	Present
Councilman Simonson	Present
Councilman Zimmermann	Present

Also present Attorney Dunn and Police Chief Anderson.

Mayor Smith requested council permission to move item #5 to the top of the agenda – Decision on Bella Wood Subdivision.

Decision on Bella Wood Subdivision.

Councilman Day moves to hold a special meeting regarding the decision on the Bella Wood Subdivision to Tuesday, May 24, 2011 at 7:00PM Seconded by Councilman Maloney. Voice vote approved.

Welcome Home Returning Veteran. Mayor Smith welcomed home Sergeant Michael Jensen. Mayor Smith read part of Mr. Jensen’s army awards and welcomed him home.

Update on GIS System – Eric Smith:

Eric Smith from Jefferson County was to conduct a demo of the county/city GIS system but due to technical problems was not able to conduct the presentation.

Due to technical problems Mayor Smith requested item #7 – Rick Lamoreaux - Request to purchase road truck.

Purchase of Truck:

Mr. Lamoreaux informed the council the 80 GMC dump truck has a cracked frame and is no longer in service. He informed the council he has located two trucks one in California and one in Texas for around \$30,000 for truck. In addition to the truck he was requesting a snow blade will cost around \$7,000 and an in-bed sander - \$17,000. All three items coming from different vendors. Funds are available in the internal service fund. Looking at a Ford F-600 or International which are single axle truck model year 2005 or 2006.

Councilman Zimmermann moves to allow Rick to purchase a truck, snow plow and bed sander. Seconded Councilwoman Hinckley. Mayor asked for the polling of the council.

Councilman Day	Aye
Councilwomen Hinckley	Aye
Councilman Maloney	Aye
Councilman Simonson	Aye
Councilman Zimmermann	Aye
Councilman Blackburn	Aye

Update and Status on Construction Projects – Mike Jaglowski of Keller

Engineering:

Mr. Jaglowski presented a number of projects and the status.

Water Study: Water study was completed in November. Keller is currently working on the environmental study. To recap what has been completed to date the listing of the priorities was detailed by the council April 19, 2011. The listing was submitted to DEQ who had 42 days to review. Funding application has been submitted to DEQ by the Development Co. Currently Rigby is ranked #23 in the state for funding. If all things pass the city would be eligible for funding up to \$6 million at 1.75 % for 20 years. Debt will require either voter approval or judicial confirmation to incur the debt. Outside completion of the application will take six months.

Sewer Collection Project Contract: The city and Keller executed an engineering contract which listed certain number of bullets points on the contract. USDA-RD wants a standard engineering contract (EJEC) and the bullet points listed could be made through a memorandum of understanding. Mr. Jaglowski requested Councilman Day to review the EJEC contract.

Sewer Collection Project- Phase I: The sewer collection project has been broken down into two phases with Phase I being the Hwy 20 and Hwy 48 construction the location is west of Hwy 48 and long the railroad tracks and on the south entrance of Hwy 20. Phase I plans have been approved by DEQ. USDA-RD is reviewing the plans. Hwy 48 will not involve excavation. The line will be slipped inside the existing pipe. South entrance will involve excavation along the Subway Bar and down the alley between Hwy 48 and 2nd South. Construction of approximately 300 feet of lines will be completed by July 6, 2011 on Phase I the balance of the project has 60 days substantial completion. Bids are being advertised May 25 and June 1 with bid opening June 8, 2011 at 2:00PM.

Mr. Jaglowski is concerned about the time from bid opening (June 8) to completion date (July 6) which only allows 3 weeks for construction. Mr. Jaglowski requested the council grant the Mayor the authority to award the bid, execute the contract and notice to proceed all within one week of bid opening.

Councilman Blackburn moves to allow the Mayor the authority to award the bid and execute the contract after the June 8, 2011 bid opening on behalf of the city. Seconded by Councilman Zimmermann.

Roll call:

Councilwomen Hinckley	Aye
Councilman Maloney	Aye
Councilman Simonson	Aye
Councilman Zimmermann	Aye
Councilman Blackburn	Aye
Councilman Day	Aye

Mr. Jaglowski reminded the council the funding agency also will need to approve the contracts in addition to the Mayor.

Sewer Collection Project- Phase II: Mr. Jaglowski then explained Phase II of the project in a handout. The handout showed the city being split with a dark dotted line running north and south. The dotted line represents splitting the city east and west with the idea of having in time two separate lines carrying waste to the waste treatment plant. Currently if something happens on the 3rd West collector lines, there is no alternative route to route sewer waste to the wastewater plant. Mr. Jaglowski noted item #24 (4th North) this item is planned on being a lift station to pump all the sewer material down the alternative route – Annis Highway. Phase II lists 24 items needing repairs and associated engineer cost estimates.

Total construction funds available - \$5.1 million excluding block grant. Mr. Jaglowski called council's attention to the box containing #16 through #24. If all 24 items were cost out total cost would be \$6.2 million. Mr. Jaglowski noted the funding agency do not allow entities to "build on the fly." If bids come in lower than the engineers estimate, the city cannot add items, therefore Keller's over built the project. If bids come in below estimate the 9 items can be added to the contract. Second, all project phases include a contingency that varies with depth of the line, other utilities not known or dewatering. The contingency ranges from 5% to 25% of the costs shown. If the contingency which is built into each phase and is not used the unexpended contingency can be moved to lower category items already built into the project.

For Phase I construction the estimated cost is \$330,000. The high priority items number 1 through 15 total \$4.490 million Items 16 through 24 total \$1.740 million. The last 9 items (16-24) can be added to the project if the contingency allowed in each of the items are not used and/or bid amounts come in below the \$4.820 million.

Mr. Jaglowski then explained various key areas needing to be addressed and went through the various sections.

Mr. Jaglowski commented that the final "inspection" for the lines can be done either through testing as described in the ISWPC or video inspection. Jaglowski noted any pipe

below 8 feet is subject to being subject to water movement and will be video inspected. Councilman Day referenced the contract requires an on-site engineer during construction, to which Jaglowski affirmed.

Water Study:

Ted Hendricks of the Development Company commented on the standing of the water study priority list. Ted wanted a general work meeting to review the priority of the water funding in relation to the sewer project. One of the priorities would be the installation of water meters. Two sites needing high attention is Dove Ave and 1st North. Dove Ave has a number of different pipes: lead, cast iron and PVC.

Mr. Jaglowski noted an example being Dove Ave. This fall Dove's sewer pipes will be dug up and replaced. However, the road will not be paved until summer of 2012. Based on the timing of the water funding, the water line in Dove could also be replaced and paved after that service is completed.

Question explored if the city could fund the water line on Dove and be reimbursed from the water study of the costs expended being that both projects allow for surface restoration. Both Jaglowski and Ted Hendricks (ECIPDA) will explore that option and report back to the council.

General work meeting was suggested to be held sometime the coming week to coordinate the discussion.

Subdivision Reviews:

Hailey Creek: Items to be completed are: chip seal, irrigation line repairs and signs relocation. Suggestion for the chip seal being cashier check, escrow account or performance bond guaranteeing the chip seal equal to 150% of the estimated cost (Estimated cost being \$11,000). Collection on performance bond is time consuming, roughly year to year and half.

Seal coating could be completed now being that it has been down about one year. Ordinance states one year after acceptance however, city can make exception to the one year rule and request that it be done now.

Councilman Day expressed his preference being an escrow account and doing the seal coating this year between June and September. Response from audience from Street Supt' Lamoreaux concurred.

Pro Plaza: The subdivision is down to a couple items. There is disagreement regarding several items that a prior city employee had negotiated with them and they claim are not part of the contract. Items to be resolved:

1. Flow meter and hookup in lift station. The flow meter and power needs to be connected. Scott Wells will be contacted for a cost estimate.
2. O&M Manual for lift station. Pro Plaza stated they were told the manual was not needed being all the lift stations in the city are similar in design and construction.

DEQ and IDAPA regulations require a manual on all lift stations regardless of compatibility with other lift stations. Developer engineer (HBH) would be willing to write manual and charge the city the cost of doing it. Jaglowski indicated this not acceptable being that the manual was required by DEQ and IDAPA.

3. Access to valve and meter reading inside development. Need to have a Memo of Understanding regarding access.

Jaglowski stated the developer has had problems with the engineer, Mike Arneson, leaving the engineering firm (HBH) and the engineering firm does not want the liability without compensation.

Certification of subdivision: Letter has been supplied by HBH that the division has been built to Idaho standards.

In November a freeze was placed on issuing building permits in the development until the above items are completed. The freeze is still in place.

Jaglowski commented it has come to the point wherein the above items need to be completed; either by the city or the developer.

Attorney Dunn cautioned against shutting water off. City within its rights to cease issuing building permits. City will obtain cost estimates to complete the project and Attorney Dunn will contact project owners with options for the developer to proceed.

Cedar Meadows: Developer is not returning phone calls over the last few weeks. As Jaglowski sees the project there is no hope to finish the project. Jaglowski has never seen a development shut down as this one has. Developer lacks the funds to complete the project. Building permits have been suspended. Development has sat empty for two years and as a result all lines need to be re-inspected. Asphalt was being laid in too cold of weather and was informed to stop paving but developer continued to pave.

Keller's have never been requested to inspect pavement or to do a detailed punch list. Last inspection Keller's involved on was November 2008 or 2009.

Elite Townhomes: Developer was requested to complete a concept for the common areas regarding landscaping around October or November of last year. Mr. Jaglowski handed out a design for the common area along Lemmon Lane. The design showed a parking design for off street in the common area that allows 11 additional parking spaces.

Councilman Day recounted the agreement in the October/ November meeting with the developer where is stated he would comply with whatever the council wanted, he just wants to complete the development as soon as possible.

Council was in agreement that building permits are frozen until common areas competed.

Mike Jaglowski will follow through with Jeff Avery both by e-mail and by letter,

as to the parking lot and also building permits are frozen. Parking lot is the preferred design for the common area.

Burgess Water Project: Jaglowski commented on the speed and commended the contractor on quality of the work. Project is complete and requested council acceptance of the project.

Motion by Councilman Maloney that the city accepts the Burgess Water project upon receipt of warranty bond. Seconded by Councilman Simonson.

Councilman Maloney	Aye
Councilman Simonson	Aye
Councilman Zimmermann	Aye
Councilman Blackburn	Aye
Councilman Day	Aye
Councilwomen Hinckley	Aye

SCADA System: Mr. Jaglowski explained the SCADA system in the Hailey Creek development was awarded to company not familiar with the city system and problems were encountered. Mr. Jaglowski requested council permission to bring the dollar budget fee allowed for the SCADA line item to be brought under the engineering contract. Prior to this action permission will also need to be granted from DEQ and USDA-RD. The council took no formal action on this request.

This concludes Mike Jaglowski presentation to the council.

Capital Outlay – Water:

Two items needing council approval was the purchase of a new line locator instrument and fire hydrant flow meter. The line locator cost for replacement is \$2,800 and a hydrant flow meter cost is \$1,200.

Motion from Councilman Day to approve purchase of line locator and hydrant flow meter not to exceed \$4,500. Seconded by Council Maloney. Being no further discussion, Mayor called for polling of council.

Councilman Simonson	Aye
Councilman Zimmermann	Aye
Councilman Blackburn	Aye
Councilman Day	Aye
Councilwomen Hinckley	Aye
Councilman Maloney	Aye

2009 ICC Building Code:

The City has yet to adopt the 2009 International Building Code which should have been adopted January 1, 2010. Last code adopted was in 2008 which was for the 2006 Code.

Ordinance need to be published twice prior to a hearing and adoption by the council.
Consent agreement to publish.

Water Tower:

Council presented with a design for the proposed relocation of the ATT compound in the northeast corner of the water tower. Being discussion still in progress to move certain equipment to a different location, the item was tabled.

Other Council Business:

Senior Citizens Auction - Councilwoman Hinckley inquired about the Senior Citizens auction – No information available.

Review of Account Payable:

Teton Communications – Councilwoman Hinckley inquired about the Teton Comm. bill. Chief Anderson explained the new federal requirements regarding radios and half of the invoice would be funded by grant.

Motion by Council Simonson to approve bills. Seconded by Councilwoman Hinckley.

Councilman Zimmermann	Aye
Councilman Blackburn	Aye
Councilman Day	Aye
Councilwomen Hinckley	Aye
Councilman Maloney	Aye
Councilman Simonson	Aye

Approval of Minutes:

Minutes of May 3, 2011 reviewed.

Councilman Zimmermann commented his name failed to show as voting on motion to table Bella Wood for 30 days.

Councilman Zimmermann moves to approve May 3, 2011 minutes with change noted above. Motion seconded by Councilwoman Hinckley. Voice vote - approved.

Being no further business, Councilman Simonson moved to adjourn. Seconded by Council Zimmermann. Meeting adjourned 9:50PM.

CITY OF RIGBY


Keith Smith, Mayor

ATTEST:


David Swager, Clerk