

City of Rigby  
Council Meeting Minutes  
August 6, 2020

Mayor Richardson called the meeting to order at 7:00 pm Thursday, August 6, 2020. The pledge of allegiance was given by Aliza King and the prayer given Becky Harrison.

The mayor asked the clerk to call the roll:

Councilman D Burke	Present
Councilwoman King	Present
Councilman R. Burke	Present
Councilwoman Weight	Present
Councilwoman Harrison	Present
Councilman Datwyler	Absent

Also present: Mitch Bradley, Chief Tower and Robin Dunn

Review of June 2020 Financial Statements/Journal Entries:

The clerk reviewed the June 2020 financial report of budget versus actual for revenues and expenditures. He noted revenues were exceeding budget for most funds but for the park/rodeo and expenditures were below budget.

He reviewed the June's journal entries noting there were more for the inclusion of the quarter end accrual of revenues.

Interfund Transfer - \$115,000 from General Fund to Capital Improvement:

The current budget and a line item for the general fund to transfer \$200,000 from the general fund to the capital improvement fund. There remains \$115,000 in that line item that needs to be transferred prior to the close of the fiscal year.

Councilwoman Weight moved to approve the transfer of \$115,000 from the general fund to the capital improvement fund seconded by Councilman D Burke.

The mayor asked the clerk to poll the council:

Councilman D Burke	Yes
Councilwoman King	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes
Councilwoman Harrison	Yes

Review of Draft Ordinance – Amending Arterial Road and Bridge Fee:

The clerk presented a draft ordinance of the code section 11-6-9 amending the arterial road and bridge fee to clarify the fee due for various zones and the payment of fees when the fee exceeds \$2,500 per acre for development.

After council discussion the clerk was directed to proceed to have the draft copy the amendment on the next agenda for discussion.

Review of 2020 Budget:

The clerk reviewed the proposed budget for the upcoming year. He noted the city is not seeking any increase in property taxes being the city participated in the state's replacement tax program. The city qualified for \$156,891 in state replacement revenue of which \$42,736 will be used to offset the foregone 3% property tax increase and any increases coming from new construction. The city is foregoing 3% increase amounting to \$42,736 and the allowed dollar coming on \$8.1 million of new construction amounting to \$66,174. These two foregone amounts will be added to the city's existing foregone tax of \$43,225. The foregone amount (\$152,135) can be utilized in prior years with certain restrictions that must be met prior to utilizing the foregone amount. Given that basis the clerk noted the general fund is self-balancing with revenues equaling expenditures totaling \$1,480,270 versus the prior year budget of \$1,438,600.

Changes in the general fund included a new department for the hiring of an economic director to assist the city in bringing new business to the city. This department anticipates a budget of \$41,170 which is partially being funded via the city's portion of building fees. The police department has budgeted for a new officer partially funded with the elimination of the line item for code compliance. The clerk noted the public works director would like to lease a road grader for snow removal but that was not included in the road fund and he felt it would be funded from the capital improvement fund. The clerk felt the leasing of equipment from the capital improvement fund is not an appropriate use of funds but that it should come from the road fund. No decision made on this.

The other funds were also reviewed and discussed with the road fund and capital improvement fund using a portion of their fund balance to fund their operation. Road will use \$149,841 and capital improvement fund will use \$100,000 of their fund balance.

The enterprise funds were reviewed and using the current rates those funds were able to balance their anticipated budgets with the exception of sewer revenue and sanitation. The sewer revenue fund is utilizing \$1 million of its fund balance to partially fund the wastewater plant expansion of \$19 million with \$18 million being financed with loans. The sanitation fund is using \$264,000 of its fund balance to purchase a new garbage truck.

Under the water grant account it is anticipated the new well house will not be completed at year end and \$800,000 will be carried over from the grant funding. Major construction projects for the coming

year are the wastewater treatment plant, extension of the Annis Hwy sewer line to 500 North; new sewer lines on 4<sup>th</sup> North.

Total budgeted expenditures all funds total \$29.9 million with total anticipated revenues totaling \$28 million with \$2 million coming the existing funds' balances.

The mayor asked the clerk that given the current rates for the enterprise funds if he would recommend any increases. The clerk felt that the sewer rates should increase by an amount equal to or approx. what was raised last year to step the rates yearly over 2-3 years in anticipation of the \$18 million sewer plant loan. As for sanitation: he felt a raise should be considered given the increase in residences which may require a second collection route will be required and the addition of a second driver.

Being the clerk did not have a budget from the airport the council will review the budget again on Aug 20 and set Sept. 3 for the public hearing.

Amending Ordinance – Locating and identifying responsibility for sewer line laterals:

Mitch Bradley explained that the city code is unclear on whose is responsible for sewer services once the line leave the main sewer lines. The city has always maintained the property owner is responsible for the sewer line once it leaves the main sewer line. The ordinance as drafted clarifies and defines the responsible party as being the property owner.

The council reviewed the draft ordinance. Councilwoman Weight moved that the city publish the ordinance and set for reading on August 20. Motion seconded by Councilwoman King.

The mayor asked the clerk to poll the council:

Councilman D Burke	Yes
Councilwoman King	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes
Councilwoman Harrison	Yes

Wastewater Ammonia trial test change order:

Scott Humphreys came forward and noted the pumps that Keller Engineer had selected for the project were 16 weeks out from being available. The Flygt pumps a substitute could be available in 3-4 weeks. Changing to the Flygt pumps will increase the cost of the test trail by an additional amount of \$5,534.96. The city already uses Flygt pumps and is familiar with their operation.

Councilwoman Harrison moved to approve the change order in the amount of \$5,534.96 seconded by Councilwoman Weight.

The mayor asked the clerk to poll the council:

Councilman D Burke	Yes
Councilwoman King	Yes
Councilman R. Burke	Yes

Councilwoman Weight            Yes  
Councilwoman Harrison        Yes

Northwest Farm Credit Services:

The clerk noted that Northwest Farm Credit Services has awarded the city a grant for the purchase of police personal protective equipment – gloves in the amount of \$3,500. A representative from NFC was scheduled to present the check but it was noted no one was present to do so.

Councilwoman Weight moved to approve the grant and thank Northwest Farm Credit Services for the grant in the amount \$3,500 seconded by Councilwoman King.

The mayor called for a voice poll: All in favor none opposed.

Public Comment:

None

Approval of Minutes:

Councilwoman King moved to approve the minutes of July 16, 2020 seconded by Councilman D Burke.

The mayor called for a voice poll: All in favor none opposed with councilmembers Weight and Harrison abstaining.

Review and Approval of Bills:

The clerk noted there was one invoice payable to Keller Eng in the amount of \$17.50 was listed in error and was voided from the payment as listed.

Councilman D Burke moved to approve the bills less the \$17.50 payable to Keller's seconded by Councilwoman Weight.

The mayor asked the clerk to poll the council:

Councilman D Burke            Yes  
Councilwoman King            Yes  
Councilman R. Burke           Yes  
Councilwoman Weight        Yes  
Councilwoman Harrison       Yes

Executive Session:

The mayor asked if there was a need to enter into executive session: Hearing nay he went to the next item on the agenda.

Adjournment:

Councilwoman Weight moved the council adjourn seconded by Councilwoman King.

The mayor called for a voice poll: All in favor none opposed.

Meeting adjourned: 8:00pm

CITY OF RIGBY



Jason Richardson, Mayor

ATTEST:



David Swager, Clerk