

City of Rigby  
Council Meeting Minutes  
July 21, 2016

In the Mayor's absent, Council President Burke called the meeting to order at 7:00 pm Thursday, July 21, 2016. The pledge of allegiance was given by David Swager and the prayer was offered by Kirk Olsen.

The Mayor asked the clerk to call the roll.

Councilwoman Thomas	Present
Councilwoman Weight	Present
Councilman Burke	Present
Councilman Olsen	Present
Councilman Datwyler	Present
Councilman Taylor	Present

Attorney Dunn and Chief Hammon also present

Review of City's Personnel Policy:

Councilman Burke asked if everyone had reviewed the policy as last discussed. Councilman Olsen indicated he had but would like to have the mayor present for his input being that he is involved in the drafting of the policy prior to it being approved. Councilman Datwyler noted there were several instances where the office refers to the "city clerk" and "human resource person". The clerk noted two items that should be reviewed: the access to personnel files was listed twice in the policy and the accrual of vacation time in two paragraphs conflicts with each other.

The council wanted the policy tabled until next council and the policy be presented as an actionable item.

Early Iron Car Show Donation of Shelter:

Lisa and Ryan Ellis have been accumulating funds for the past three years from the Early Iron Car Show. They would like to construct a park shelter and donate it to the city. The shelter will be a steel framed shelter. The location that Rick has selected for it would be adjacent to the skate park. Currently the location is not under irrigation. The Ellis's would like approval from the council to begin the construction and approval for the site.

Councilwoman Weight mentioned that if the shelter could be delayed and used as a local match for grants she is looking obtaining for more park equipment. Public works didn't want to delay the project.

Councilman Taylor moved that the city accept the donation of the shelter from the Early Car Show and approve the site as selected by the public works department seconded by Councilman Olsen.

The chair asked the clerk to poll the council:

Councilwoman Thomas	Yes
Councilwoman Weight	Yes
Councilman Burke	Yes
Councilman Olsen	Yes
Councilman Datwyler	Yes
Councilman Taylor	Yes

Preliminary Review of 2016 Budgets: Enterprise Funds, Park/Rodeo and Airport:

The clerk presented to the council a revised draft for the police department with a reduction in office salary from 40 hours per week to 24 hours per week as discussed at last council. The net reduction cut just under \$15,000 from the police budget. He noted that with the reduction along with the prior surplus he had funded the park budget the deficient that was needed to have the park fund breakeven. The discussion for those funds will be continued during the August 4 meeting.

Park/Rodeo: The clerk reviewed the park/rodeo budget and presented the council the financial statement for the park/rodeo for the period ended June 30, 2016. He noted the rodeo board has done a commendable job this year. Revenues were up \$10,000 over the same period last year and expenses were done a like amount, the decrease in expenses coming from the reduction in capital outlay purchases. The rodeo fund had a net income of \$32,000 for the six month period. Given the outlook for the park/rodeo fund, the budgeted \$16,000 from the general fund may not need be made. He noted however, that the board needs to begin accumulating funds for its future infrastructure needs: riding arena and upgrade of horse barns and old grandstand seats.

Airport: The clerk reviewed the budget that the airport board had presented. Included in their budget was a continuation of the support for capital expansion of \$20,000 and \$6,000 for maintenance and operational expenses. Total receipts amount to \$64,000 including the \$26,000 from the city and \$20,000 from Idaho Dept. of Aeronautic. Budgeted expenditures total \$61,600 with capital outlay expenditures totaling \$40,000 and \$21,600 for ongoing expenses.

Councilman Taylor asked given the review the council is doing on the police and library budgets why doesn't the airport come in and justify the need for the \$6,000? Discussion followed on the uses of the airport funds and the economic impact it has on the community of around \$24 million. The airport board will be asked to review its budget with the council.

Sanitation Fund: The clerk presented an estimate of the revenues based on current monthly subscribers, annualized, and extended for the year. Total revenues are estimated to be at \$243,950. Expenditures which are based on routine and annual expenses total \$246,500 which includes depreciation expense of \$60,000. He commented that given the projections he did not recommend a change in the monthly service fees.

Water Fund: The estimate for the water fund followed the procedure used in the sanitation fund using monthly users extended for the twelve months and using the current rates, gives estimated revenue of \$530,000. Total expenditures total \$491,200 which includes a water line replacement on Claremore of \$51,000. Overall, revenues versus outgoes leave a net surplus of \$57,800. The clerk recommended leaving the water rates for the coming year the same as the current rates. The water fund has restricted \$600,000 of its fund balance for water tank/well replacement. The clerk expects to add another \$200,000 to the restriction at the end of the current fiscal year. A new tank will cost anywhere from \$1 million to \$1.5 million.

Sewer Revenue Fund: The sewer revenue worksheet has the estimated revenues of \$582,312 for the flat rates users and \$258,400 for the metered sewer users, \$24,000 in interest earnings for a total estimated receipt of \$939,300. Expenditures total \$1,533,200 broken down for sewer collection of \$960,525 (which includes new sewer lines of \$672,000) treatment plant expenses of \$525,675, and administrative expenses of \$47,000.

Discussion on the capital outlay for the sewer line on Claremore: Part of the expenditures will be funded through an LID for the street, sidewalk, curb and gutter. The clerk noted that there may be conflict between Councilman Burke and public works director Rick Lamoreaux both own property on Claremore and in the decision and discussion process may have a conflict of interest in those discussions. Councilman Olsen expressed the thought that the LID had been approved. Contrary to his thinking the council has not followed through on completing the LID process. The clerk indicated the LID process takes around eight to nine months to complete. Councilman Olsen wanted the process to begin so it could be done in conjunction with the water and sewer upgrades.

The clerk indicated the complete budget for all funds will be presented before the council on August 4 at which time the council will need adopt a tentative budget set the public hearing for August 18 which will allow two publications for the legal notice of the hearing.

Interfund Transfer – Airport Capital Infrastructure:

Councilwoman Thomas moved to approve the interfund transfer of \$20,000 from the general fund to the airport fund seconded by Councilman Datwyler.

The chair asked the clerk to poll the council:

Councilwoman Thomas	Yes
Councilwoman Weight	Yes
Councilman Burke	Yes
Councilman Olsen	Yes
Councilman Datwyler	Yes
Councilman Taylor	Yes

Review of May 2016 Financial Statements:

The clerk presented the council with a summary of revenues and expenditures and a percentage to budget for the period ending May 31, 2016. He noted the tax based funds were slightly below the expected percentage of 67%. However, he was not concerned with the lower percentage being that next month the collection of property taxes will bring the percentage up to norm. The enterprise funds were averaging 67% and in line with budgeted revenues. Expenditures for most of the funds were below the expectant percentage. He commented that he just completed the six month financial report and will be presenting that report at the next council meeting.

A brief review of the May's journal entries was conducted without council comment.

Approval of July 7, 2016 minutes:

Councilman Taylor noted the hire for the police department stated 3 days per week should be 24 hours per week. And Councilman Datwyler indicated the council responsibility for sanitation should be designated as being Councilman's Olsen.

Councilman Taylor moved to approve the minutes as corrected seconded by Councilwoman Thomas.

The chair asked for a voice poll: All in favor none opposed.

Review and approval of bills:

Councilwoman Weight asked about the bill of \$625 for the Chamber; the clerk indicated it was for the purchase of 25 gift certificates that are used for employee of the month.

Councilwomen Weight moved to approve the bills seconded by Councilman Taylor.

The chair asked the clerk to poll the council:

Councilwoman Thomas	Yes
Councilwoman Weight	Yes
Councilman Burke	Yes
Councilman Olsen	Yes
Councilman Datwyler	Yes
Councilman Taylor	Yes

Other Council Business:

- a) Councilman Burke noted the summer picnic will be held Wednesday August 10 at 6:30pm in the large shelter. The dinner will be pot luck with the city doing the meat. Notices will be sent to all employees.
- b) Transportation Investment Program – The city has been awarded the LHTACT grant to fund the Annis Hwy project. The mayor forwarded an email with a link to encourage public comment to support the funding of the project in conjunction with the county's section which has been funded and is scheduled to be completed '20/21.
- c) Councilwoman Thomas to follow up on the museum roof indicated they would like to have a metal roof with avalanche stops installed to prevent snow sliding off the roof.

Public Comment:

Sue Kinney representative of the county fair board came forward and explained the upcoming fair. She would like the council to consider donating to the kid's portion of the fair and to visit and attend the fair. She has discussed the fair with the county fire district and will be approaching the county commissioners. The kid's portion of the fair has been expanded to include a wide number of activities and events centering on the children.

Executive Session:

Councilman Taylor moved that the council enter into executive session per Idaho Code 74-206(b) – to consider the evaluation of a public officer and employees. Motion seconded by Councilwoman Thomas.

The chair asked the clerk to poll the council:

Councilwoman Thomas	Yes
Councilwoman Weight	Yes
Councilman Burke	Yes
Councilman Olsen	Yes
Councilman Datwyler	Yes
Councilman Taylor	Yes

Council enters executive session: 8:25pm

Council exits executive session: 10:05pm

Decision/Discussion:

The chair asked if there was any comment. The attorney commented that there is no decision or discussion upon exiting executive session.

Adjournment:

Councilwoman Thomas moved that the council adjourn seconded by Councilman Taylor.

The chair asked for a voice poll: All in favor none opposed.

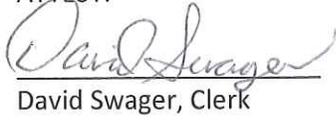
Council Adjourned: 10:07pm.

CITY OF RIGBY



Jason Richardson, Mayor

ATTEST:



David Swager, Clerk