

City of Rigby
Council Meeting Minutes
July 7, 2016

Mayor Richardson called the meeting to order at 7:00 pm Thursday, July 7, 2016. The pledge of allegiance was given by Nichole Weight and the prayer was offered by Benson Taylor.

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:

The mayor distributed the personnel policy with the revisions suggested during the last council meeting. He noted the corrections with the cross out portions have been removed and the new sections are shown in red. Major changes include the appealing of wages; page 13- access to personnel files; clarification of the appointed officers beside the clerk/treasurer and city attorney to include police chief and public works director; change in the procedure in granting pay raises to non-appointed employees and the right to appeal the decision; clarification of the human resource officer as being the city clerk; changing accrual of vacation/sick leave time from years to months; and establishing a policy for an exit interview questionnaire.

Council discussed sexual orientation, filing complaints procedures concerning age discrimination, harassment and retaliation on whether to add or not add. The mayor suggested the council review the policy and continue the discussion at the next council meeting.

Police Equipment and Declaration of Equipment as Surplus:

Chief Hammon came forward and presented the council with a list of equipment he has determined to be surplus: '96GMC pickup, auxiliary generator and Chevrolet passenger car. The chief wants to use the proceeds from the sale to purchase two TASER. The mayor suggested using switching the Chevrolet car from the sale and disposing the Ford Explorer instead. Discussion on whether the equipment the police acquired from the federal surplus should be segregated to a special account. In the past such sales have gone into the general fund (capital improvement fund). The Chev car was acquired through drug forfeiture. Other cars that could be used as an undercover car are readily available. The sale of either the Explorer or the Lumina car should go to the drug fund. The mayor would prefer to dispose the Ford Crown Vic and keep the Chev Lumina as the city car and sale the Ford Explorer.

Councilman Taylor moved to declare the '96 GMC pickup, auxiliary generator and Ford Explorer as surplus property seconded by Councilman Burke.

The Mayor 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

Recognition of Chris Scott receiving Basic Certification:

Officer Chris Scott has completed his basic certification and completed POST training. The chief presented him with his basic certification.

Promotion of Officer Martin to sergeant:

The chief informed the council that he has promoted Officer Chris Martin to the rank of sergeant.

New Police Hire:

The mayor said the council was aware of the need to hire a patrol officer and in addition the office secretary is leaving the city on July 15, 2016. The chief would like to hire a replacement for the office assistant and get a replacement trained prior to July 15, 2016.

Discussion on the work the office help does including grant writing and other related police work assistance. The assistance had in the past worked two days of the week working compliance which has since changed. The mayor mentioned some of the work that the assistant is doing could be brought over and the work performed by the deputy clerk. He further mentioned that city hall office is open 5 days week and some of the work could be completed off site from the police department. The mayor asked the chief if he preferred having a person part time for either 3 days week or 5 hours a day for five days week. The chief's preference would be 5 days week.

Councilman Taylor moved to authorize and advertise for an office assistant up to 24 hours per week subject to other qualification the applicant may have. Motion seconded by Councilwoman Weight.

The Mayor asked the clerk to poll the council.

Councilwoman Thomas	No
Councilwoman Weight	Yes
Councilman Burke	Yes
Councilman Olsen	Yes
Councilman Datwyler	Yes
Councilman Taylor	Yes

Hire Additional Patrol Officer:

The mayor asked if all current officers are working and not at POST or gone for other extended period of time. The chief indicated all officers are working their regular schedule except for sick leave and vacation. Due to the lack of the one officer, each officer has to work his own cases without the aid of a detective. One or two of the applicants have POST training.

The mayor said the current staffing is running thin due to vacations and others reasons. The department is expensive but not necessarily due to inefficiencies. Councilwoman Weight asked about hiring a part-time officer. The mayor indicated that having a part-time officer would have to work around another entity work schedule for that officer which may conflict when you may need him.

Councilman Olsen moved to allow the police to hire a new officer seconded by Councilman Datwyler. The mayor called for a voice poll: All in favor none opposed.

The mayor commented the preference would be to hire an officer without him needing POST training. The wage paid would follow the current policy manual.

Repayment of Interfund Loan from LID #8:

The treasurer came forward and updated the council that the city had financed the individual residents portion of the LID#8 was funded through the capital improvement fund. There has been payments made into LID #8 totaling \$64,400. The treasurer requested the council approve the transfer \$64,400 from LID #8 to the capital improvement fund in partial repayment on the interfund loan.

Councilman Taylor moved to authorize the repayment of \$64,400 from LID #8 to the capital improvement fund seconded by Councilwoman Thomas.

The Mayor 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: Tax Levy; General Fund; Park; Road; Capital Improvement; Library Budgets:

Tax Levy:

The tax rate for 2016 will be max of \$1,230,443 based on preliminary figures received from the county. This includes a 3% from the 2015 levy totaling \$36,522; new construction tax roll of \$1,884 plus the personal property tax of \$25,069 for a total of \$1,255,419.

The allocation of the \$1.2 million would be as follows:

General Fund	851,004
Library	122,434
Park	73,957
Road	158,702
Capital Improvement	<u>49,322</u>
	\$1,255,419

The clerk reviewed the other sources of revenues applicable to the general fund which combined with tax receipts of \$851,000 adds another \$452,500 in revenue for a combined total general fund receipts of \$1,303,000.

The clerk next reviewed the various departments within the general fund and noted differences from prior years. Little to no change in the mayor/council; planning/zoning \$4,000 was added for possible change in building inspections; administrative expenses – little to no change; legal and prof services a decrease of \$9,500; police department – an overall decrease of \$42,000 with cuts in hwy safety grants, salaries; in other appropriations – increase in circuit breaker assistance (\$8,000) decrease of \$5,000 in contingency; decrease of \$4,000 in support for the park/rodeo. The overall expenditures totaled \$1,295,000 with a net surplus of \$7,900.

The park fund has estimated revenues totaling \$82,975 and expenditures totaling \$94,500 for a deficit of \$11,525.

The road fund has estimated receipts totaling \$445,800 and expenditures totaling \$403,600 for a net surplus of \$42,200. A significant increase in funding is being seen from the highway users revenues. Overall expenditures have increased \$20,000 with \$15,000 of the increase being budgeted for seal coating.

The capital improvement fund has estimated revenues totaling \$239,000 which includes a transfer of \$175,000 from the general fund. Planned capital expenditures total \$90,000 which consist of new police car (\$30,000), parking lot seal coating (\$4,300), riding lawn mowers (\$20,000), tractor pay of \$5,800, sidewalk upgrades of \$10,000 and boiler for city hall \$20,000.

The library board submitted a budget with estimated revenues of \$169,615 which included \$5,337 from savings and expenditures of \$169,615. The library is not asking for any support from the general fund.

The council discussed various portions of the funds. Most noticeable was the deficient in the park fund and ways in which to have it at breakeven. Council also discussed constructing a pedestrian bridge across the Rigby Canal along 4th West for an estimate cost of \$6,000 - \$8,000. Councilwoman Weight also mentioned that she is working on grants to obtain park playground equipment.

Approval of Minutes:

The council noted that Councilwoman Thomas made the motion to adjourn which omitted her name. Councilwoman Thomas moved to approve the minutes of June 16, 2016 as corrected seconded by Councilman Datwyler.

The mayor called for a voice poll: All in favor none opposed, Councilman Taylor abstained.

Payment of Bills:

The clerk noted that included in the mayor's packet of checks to sign, there is the check for the payment of the new street sweeper truck which was approved in March but was held pending arrival of the truck.

Councilman Burke moved to approve the bills seconded by Councilwoman Weight.

The Mayor 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) Repairs on rodeo grandstand: The mayor had asked that the Urban Renewal Agency pay the cost of repairing the new grandstand deck due to inferior product being used in their construction. The urban renewal agency declined to pay being that the warranty walk through had been approved roughly 6 months earlier. The cost of the repair is estimated to run between \$1,500 to \$2,000.

B) Assignment of Council Responsibility: With the resignation of Councilman Walker his council duties needed to pick up by another council member. He oversaw police and sanitation. After discussion it was decided that Councilman Datwyler will assume the responsibility for the planning and zoning from Councilman Taylor who will assume responsibility for rodeo and police Councilman Olsen will assume responsibility for sanitation.

Public Comment:

None

Executive Session:

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

The Mayor 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 at: 9:35pm.

Council Exits Executive Session: 11:03pm.

Discussion/Decision:

The mayor noted to the council that the council is working on revising the policy manual which will change how compensation is decided. And depending on when the policy manual is completed the compensation can be completed under the current policy.

Councilman Burke thought it best if the department head voice their thoughts on compensation. Councilwoman Thomas thought it best to table the discussion until after the new policy is approved and the council has heard from the other department heads.

Adjournment:

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

All in favor none opposed.

Council adjourned: 11:05pm.

CITY OF RIGBY



Douglas Burke, Council President

ATTEST:



David Swager, Clerk