

City of Rigby
Council Meeting Minutes
October 2, 2014

Mayor Richardson called the meeting to order at 7:00 pm Thursday, October 2, 2014. The pledge of allegiance was given by Benson Taylor and Jerry Simonson offered the prayer.

The Mayor asked the clerk to call the roll.

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| Councilman Walker | Present |
| Councilman Taylor | Present |
| Councilman Maloney | Present |
| Councilman Sullenger | Present |
| Councilman Simonson | Present |
| Councilman Olsen | Absent |

Also present: Robin Dunn

Amending Agenda:

Councilman Taylor moved to amend the agenda to add the nomination of George Campbell to the library board for a full term seconded by Councilman Maloney.

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

The mayor indicated the item would be #9 on the agenda.

Road Scholar Award:

The mayor stated the item will be moved to the next council meeting.

Non-commercial kennel license:

Carol Atcher came forward with an application for a non-commercial kennel license. She resides at 127 S 1st West and has 5 dogs. Six of the eight surrounding homes have signed the application. She has 3 black pugs and 2 dachshunds. One of the dogs is 12 years old and is dying. The dogs are usually in doors.

Councilman Taylor moved to approve the kennel license seconded by Councilman Sullenger.

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

Discussion of Updating Rigby's Transportation Plan:

Justin Steffler representing Pierson Land Works LLC came forward and explained to the council his involvement with Pierson. Steffler provided a brief background of Pierson and the work the company does. He introduced Kelley Hoopes of Horrocks Engineering. Horrocks is working and completing the Madison County transportation plan. He gave a background of Horrocks and discussed the main focus of Horrocks is in working with municipalities. They have worked extensively with Idaho Transportation Dept.

The mayor asked what the main points of the transportation plan are. Hoopes commented that the goal would be to match the expected growth of the city to see how the traffic flow matches with the expected growth and will the transportation meet the needs of the growth.

Councilman Walker asked what was the time interval between transportation plans. The mayor commented the last update of the transportation plan was completed in 2006/07. He said his concern is expanding the south interchange along 200 South allowing traffic to cross Highway 20 onto 200 South

and also onto Highway 20. Asked if the interchange had been addressed in the 2006 plan, no one knew for certain at this point.

The concern of funding for the study, cost sharing and an estimate of the cost needed to be explored in more detail. Hoopes commented that he has met with the county who expressed interest in updating their transportation plan.

Asked about a price range for the study, Hoopes commented that it depends strictly on the degree of the scope of the update from the original 2006 plan. An original transportation plan would involve more work than an updated one. It was felt it would be beneficial to have more access to Highway 20 to lessen the congestion at the intersection of Hwy 48 and State and north at Farnsworth.

Douglas Murray – Allowing beer sales on Sunday:

Douglas Murray, the owner of Top Cat Bar, came forward and asked the council to consider allowing the bars in Rigby to be open on Sunday and allow the sale of beer and liquor by the drink. He stated he has had a lot of patrons who wish to have a beer and/or liquor drink on Sunday without having to go out of town. He would like to have the opportunity to be open on Sundays. It affects his business 48 days out the year.

Councilman Maloney mentioned that the ordinance had been changed a few years ago that allowed convenience stores to sell beer. The city of Ririe passed an ordinance that allows sale of liquor by the drink. Discussion arose on the topic several years ago that would allow liquor sales if food was served.

The mayor asked the attorney the state law regarding the sale of liquor on Sundays. He indicated the state now allows the city to control the sale of liquor on Sunday. The only restriction the state imposes is the ban on Christmas Day.

The Councilman Taylor asked Mr. Murray to research what other cities in the county have and asked if he would mind coming back at a later date for further discussion.

Ordinance Control of Park/Rodeo Committee Funds:

The mayor reviewed the proposed ordinance involving the control of funds with the park/rodeo committee. He felt the change was needed to comply with the audit that the council have oversight of the expenditures involving the rodeo funds. He noted the ordinance is similar to that of the library board.

The attorney has reviewed the ordinance and noted it was an addendum to the Ordinance #2012-555. The proposed ordinance gives the council oversight on pre-approving expenditures which brings into compliance with what the auditor was saying.

Councilman Walker had concerns with the ability of the board being able to pay bills in a timely manner. The mayor stated the director, who was present, felt the ordinance would not impede them in that way.

Councilman Simonson moved that the council approve Ordinance #2014-574 for publication and adoption seconded by Councilman Walker.

The mayor asked the clerk to poll the council.

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| Councilman Walker | Yes |
| Councilman Taylor | Yes |
| Councilman Maloney | Yes |
| Councilman Sullenger | Yes |
| Councilman Simonson | Yes |

Nomination of Park/Rodeo Board Members:

The mayor noted through an oversight three members who have been serving on the park/rodeo board had not been formally approved by the council. The three members are: Stephanie Shaffer, Dorothy Watson, and Dean Christiansen.

Councilman Walker moved to approve the three as members of the park/rodeo board seconded by Councilman Taylor.

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

Nomination of Library Board Member:

Councilman Taylor noted that George Campbell completed the unexpired term of himself and that term was now up. Mr. Campbell has expressed interest to continue serving on the library board.

Councilman Taylor moved to nominate George Campbell to a second term on the library board seconded by Councilman Simonson.

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

Review of August 2014 Financial Statements and Journal Entries:

The clerk came forward and reviewed with the council his management letter addressing the August 2014 financial statements. He reviewed actual revenues to budgeted revenues and noted all the funds actual revenues were greater than the anticipated percentage of budget except for the capital improvement fund. The capital improvement fund was under budget as of August but with the amended budget passed at the last council meeting it would be brought into line with the budget.

As for expenditures versus budget all of the funds were below budget from anywhere from 34% to 86%. The park/rodeo committee is exceeding budget by 324%. He noted the financial for the park/rodeo do not include any activity since the last report dated March 2014.

Comparing actual revenues to actual expenditures all of the funds have positive revenues exceeding expenditures except for the capital improvement fund and the park/rodeo fund. The two funds will be corrected in September with the amended budget and subsequent transfer.

The departments in the general fund were all under budget.

The clerk presented a worksheet showing the actual results through August 2014 with the projected revenue and expenditures for September. With some of the funds going negative the overall funds will end the year with positive funds balances.

Financial Goal Policy:

Reviewing the estimated ending fund balance with the financial policy he noted the policy is for each fund to have a 90-day working capital reserve. As an estimate he noted all of the funds will achieve the 90-day working capital but for the library fund which will have a positive ending fund balance of \$16,500 which is 36% of the 90-day goal.

Journal Entries:

The reviewed the journal entries he prepared for the August financial statements. He indicated the entries were similar to those in prior months. They include the accrual of interest earnings, adjustment for current period revenues received after month end and recording of the internal service transactions for the month.

Councilman Taylor asked what the council should be looking for in their review of the journal entries. The clerk indicated items that appear different from prior months. He explained that he has provided a description of the entry be it interests accrual, revenue receipts and adjustments and the internal service fund entries. Not being accountants, the clerk acknowledged without an accounting background journal entries are confusing for the lay person. Councilman Walker asked the process of for the internal service funds. The clerk reviewed the process and how he obtains the information.

Councilman Taylor moved to accept the financial statements and journal entries seconded by Councilman Sullenger.

The mayor asked the clerk to poll the council.

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| Councilman Walker | Yes |
| Councilman Taylor | Yes |
| Councilman Maloney | Yes |
| Councilman Sullenger | Yes |
| Councilman Simonson | Yes |

2014 Audit Contract:

The mayor indicted the audit contract with Jensen & Poulsen had been included in the council packet. The time has come to approve the audit for the year and recommended the retention of the firm Jensen and Poulsen to conduct the audit. The audit fee is in line with the prior year.

Councilman Walker moved to approve the audit contract with Jensen and Poulsen seconded by Councilman Simonson.

The mayor asked the clerk to poll the council.

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|----------------------|-----|
| Councilman Walker | Yes |
| Councilman Taylor | Yes |
| Councilman Maloney | Yes |
| Councilman Sullenger | Yes |
| Councilman Simonson | Yes |

Review and Approval of Bills:

Councilman Taylor asked about the airline ticket. The clerk stated that Angie Hill will be attending the Caselle conference in Phoenix later this month. Councilman Walker asked about the spud alley water line and asked if that would be the last time the council would be seeing it. Rick Lamoreaux stated the water line is complete. Councilman Taylor asked about the expense for the abandoned well. Lamoreaux stated there was a well in the old pump house along Clark St. The well needed to filled in and capped since it is abandoned. Councilman Taylor asked about the charges for flat tires. Lamoreaux indicated the backhoe got a flat on the front and the next day a flat on the back tire. A question regarding the expense for child support. The clerk explained the disbursement is not an expense but a payment of the garnishment which is a liability to which the payment is being made.

Councilman Maloney moved to approve the payment of the bills seconded by Councilman Walker.

The mayor asked the clerk to poll the council.

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| Councilman Walker | Yes |
| Councilman Taylor | Yes |
| Councilman Maloney | Yes |

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| Councilman Sullenger | Yes |
| Councilman Simonson | Yes |

Amendment to account payable:

The notation shown on the agenda under minutes for “employee HRA acct” should have been discussed under account payable. The clerk indicated the city has in the past participated in an employee health reimbursement account. The city has contributed \$300 to each employee account who is covered with the city health insurance policy. Last year the city did not contribute. The contribution is voluntary on the part of the city.

Councilman Simonson commented that the employees deserved it.

Approval of Minutes:

Councilman Taylor moved to approve the minutes of October 2, 2014 seconded by Councilman Sullenger.

The mayor called for a voice poll: All in favor none opposed, Councilman Simonson abstained due to his nonattendance at the Oct 2, meeting.

Other Council Business:

- Rigby’s TV spot Promo- The mayor stated at last council he was being interviewed by a television producer highlighting Rigby. After more discussion with the producer it was learned that the cost of the production would be \$20,000. He indicted the money could be better spent elsewhere.
- Community Application on cellphones – The mayor has been in discussion with a company that would offer to the city a phone app that would be sent to the cellphones of subscribers. The fee would be around \$50 per month for the city, no charge to the consumers. More discussion will be given at the next council meeting.
- Property easement on S. 2nd West – The mayor informed the council that the city had in a prior year filed suit with the owners of the complex of apartments on S. 2nd West. The city released the suit when we thought the three owners had reached an agreement. The agreement fell through and the mayor has instructed the attorney to re-file the suit against the property owners.
- III-A Insurance Claim- The city had in prior years participated in the III-A pooled insurance program. The city recently received a billing from the III-A totaling just under \$1,200. There is a question as to the validity of the claims which the III-A is contending belongs to the city. The attorney is requesting proof of claim prior to payment.
- 1st North – The mayor informed the council the curbing along W 1st North is near completion except the south side of the road. The curbing project should be completed by the end of the week. The work schedule is getting close to DePatco’s time line and they have picked up the prior delay. Paving is expected to begin in mid-Oct.
- Rodeo Grounds – The bids that were received were below budget by approx. \$400,000. The state has authorized the urban renewal to increase the scope of the project which will include additional paved parking, parking lot lights and paving the road around the ball diamonds.
- Council Service Project – Councilman Walker would like the council as a group to do a public service project to show the public that the council is involved beyond attending council meetings.
- Eagle Scout Project – The mayor also recalled an Eagle Scout program that will be building a cement pad by the ball diamond.

Public Comment:

Keith Smith – Mr. Smith came forward and wanted to thank the council for their work on the council. He knows the issues that they have worked through and he commend them for their work. He also voiced his opinion that the recent meeting of a group wishing to recall the county attorney that was being held in the library. He was disappointed that the library would lease out the building to a political hot potato issue. He felt the use of the building on such a sensitive political issue is not an appropriate use of city owned facility. He commented that the library has been used by the republican women to inform the public of issues which is general in topic but not aimed at one elected official. He mentioned the senior city building could have been used since it is not city owned.

Councilman Walker felt there should be some guidelines set on the library. He also questioned who gave the group the “all clear” to hold the meeting. The mayor asked if the group had paid rent to the library for the room to which Mr. Smith acknowledged they had.

Councilman Maloney asked if the meeting was open to all and not those in favor of the recall. He could see both sides of the issue. The mayor said he had heard similar views from other citizens as that expressed by Mr. Smith.

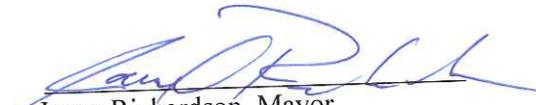
Adjournment:

Being no further business: Councilman Simonson moved to adjourn the meeting seconded by Councilman Sullenger.

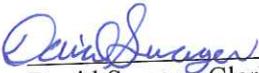
The mayor called for a voice poll: All in favor none opposed.

Meeting adjourned: 8:35pm

City of Rigby


Jason Richardson, Mayor

ATTEST:


David Swager, Clerk