

City of Rigby
Council Meeting Minutes
September 4, 2014

Mayor Richardson called the meeting to order at 7:00 pm Thursday, September 4, 2014. The pledge of allegiance was given by Ted Hendricks and Councilman Walker offered the prayer.

The Mayor asked the clerk to call the roll.

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

Also present: Chief Hammon and Attorney Dunn

Community Development Grant – Sub-Recipient Agreement:

Ted Hendricks came forward and explained the reason for the sub-recipient agreement. Mr. Hendricks explained the community development grant with the urban renewal agency the grant is a pass-through federal grant. Being a federal grant the receiving agency must be a municipal entity. The city is accountable for the accurate use of the funds. The agreement is basically sharing the responsibility between the city and the urban renewal agency. Ted discussed the timing of the project and when the project would be let for bids. He felt the agreement is common and a similar agreement was issued with the downtown project. The grant is for \$350,000 and the urban renewal is putting up \$1.2 million.

Councilman Maloney moved to authorize the mayor to sign the agreement seconded by Councilman Sullenger.

The Mayor asked the clerk to poll the council.

Councilman Walker	Yes
Councilman Taylor	Yes
Councilman Maloney	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Hendricks exits meeting at 7:10.

Mayor's Proclamation of Constitution Week:

The mayor read a proclamation declaring the week of September 17 through September 23, 2014 as Constitution Week. (Copy attached.)

Adopting Ordinance #2014-572:

The council reviewed the adopting ordinance #2014-572 which is the authorization for the city to expend funds totaling \$5.6 million establishing the budgets for the various funds for FY year 2014. The ordinance also sets the ad valorem tax of city property at \$1,180,998.

Councilman Simonson moved to waive the required three readings of the ordinance seconded by Councilman Olsen.

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

Councilman Taylor moved to adopt Ordinance #2014-572 seconded by Councilman Walker.

The Mayor asked the clerk to poll the council.

Councilman Walker	Yes
Councilman Taylor	Yes
Councilman Maloney	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Amend 2013 Budget:

The clerk reviewed with the council the reason and need to amend several items in the 2013 budget. Funds needing to be amended are the general fund, road fund, capital improvement fund, sewer construction fund and sewer revenue funds. The police received a grant from Walmart for \$5,000; the park/rodeo committee received two grants for the track fencing totaling \$15,000. These two grants were not in the budget and need to be recognized as unanticipated revenue with a corresponding allowance for the expenditures. The compliance department needed to have more funds allocated to salary due to an injury of a patrol officer which limited her time. The time she could work was spent in the office which allowed the compliance officer to be out of the office more than the budgeted two day per week. Adjustments were achieved by reducing various line items in the police department and allocating them to the compliance office. No change in overall budgets between the two.

The project on 1st North requires additional funds. The DEQ withdrew the funds that were available of \$102,000 and the project increased over what was budgeted from \$439,000 to \$600,000. The project will be funded with the surplus funds in the sewer construction fund totaling \$600,000. Overall increase in the budget: \$20,000 in grants and \$600,000 for the 1st North street project. The clerk indicated the amendment will require a public hearing with the notice of same being published twice in the local paper.

A motion by Councilman Simonson to publish the notice of public hearing to amend the 2013 budget and set the hearing for September 18, 2014 seconded by Councilman Maloney.

The Mayor asked the clerk to poll the council.

Councilman Walker	Yes
Councilman Taylor	Yes
Councilman Maloney	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

July 2014 Financial Statements and Journal Entries:

The clerk reviewed the July 2014 financial statements as outlined in his management letter sent to the council. He noted the budgeted revenues to actual revenues were exceeding budget. Expenditures were coming in below budget and the overall net revenue over expenditures were all positive but for the capital improvement fund and the park/rodeo committee. The capital improvement fund needed to be amended as discussed under the prior topic. The park/rodeo committee has yet to provide an accounting for their operation since May 2014.

The clerk reviewed the forecast he made using actual revenues and expenditures made in August and September 2013. Comparing the forecast estimates with y-t-d excess revenues he noted all of the funds were forecasted to end the fiscal year with positive fund balances. He reviewed the departments within the general fund and noted all were under budget. But noted the compliance department will be exceeding anticipated budget due to staffing changes.

Journal Entries: The clerk reviewed with the council the journal entries that he made during the month of July. All were either accruing revenues or adjusting prior accruals.

Councilman Taylor moved to accept the July 2014 financial statements and journal entries seconded by Councilman Olsen.

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

Approval of Bills:

The council reviewed the August bills. Councilman Sullenger questioned the library bill to LCEI marked as Polaris. The clerk indicated it was a recurring bill in the library that has been incurred in prior years.

Councilman Walker moved to approve the bills seconded by Councilman Taylor.

The Mayor asked the clerk to poll the council.

Councilman Walker	Yes
Councilman Taylor	Yes
Councilman Maloney	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Council Minutes:

The council reviewed the minutes of August 21, 2104. Councilman Taylor moved to approve the minutes seconded by Councilman Simonson.

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

Other Council Business:

1st North Project: The mayor reviewed with the council the project on 1st North. Several of the utility companies are slow in moving their services out of the right of way. The contractor was looking for an extension of 14 days to allow the utilities to be moved. Discussion among the council was that the request was premature at this point in time. The granting of the request now would only allow the utilities companies to delay their work. The request was not granted by the council.

The mayor indicated that in his conversations with the residents, most are expressing a favorable impression with the project. Councilman Olsen also stated he is hearing favorable remarks from the residents.

Public Comment:

None.

Adjournment:

Councilman Simonson moved to adjourn seconded by Councilman Sullenger.

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

Meeting adjourned at 7:40pm.

CITY OF RIGBY


Jason Richardson, Mayor

ATTEST:



David Swager, Clerk