

City of Rigby
Council Meeting Minutes
November 19, 2013

Mayor Smith called the meeting to order at 7:00 pm Tuesday, November 19, 2013. The pledge of allegiance was given by Bob Zeal and Chief Keith Hammon offered the prayer.

Mayor Smith asked the clerk to call the roll.

Councilwoman Hinckley	Present
Councilman Maloney	Present
Councilman Zimmermann	Present
Councilman Sullenger	Present
Councilman Simonson	Present
Councilman Olsen	Present

Also present: Chief Hammon

Public Hearing:

Mayor Smith opened the meeting and the first order of business was the public hearing on the use of public funds on the ICDBG award in the amount of \$350,000. The mayor turned the time over to Ted Hendricks of The Development Company to present the information.

Mr. Hendricks passed around a sign in sheet that he indicated he would like all to sign whether or not any one was going to speak. Mr. Hendricks commented the proposed project totaling \$1,550,000 would be funded in two parts: a grant from the ICDBG totaling \$350,000 and funds from the Rigby Urban Renewal Agency totaling \$1,200,000. The project is in three parts: the completion of the street project from Short Street south along State Street to the south Rigby entrance ramp off of Hwy 20; the construction of a new grand stand east of the current grandstand; and installation of several parking lots in and around the south park, skate park and rodeo arena.

He noted the comment period will held open for five days following the hearing if anyone wanted to make comments. Any comments received will be responded to within 15 days.

Mike Jaglowski, Keller & Associates, came forward and discussed the scope of the projects in more detail. He recapped the lighting along South State, the bleachers with cover, three parking areas in the rodeo and park area.

Having no further comment, the Mayor then opened the hearing up for public comment.

Neutral Position:

Benson Taylor: Came forward and asked how much city funds were being contributed to the project and asked for a clarification of the \$1.5 million. Mr. Hendricks restated the breakdown of the project and informed Mr. Taylor that no city funds were being contributed other than in kind work in prepping the parking lots. Mr. Taylor then commented he was in favor of the project.

Barry Lewis. Came forward and asked if there were any time constraints on the project and what would occur if the grant did not get awarded. He was informed the application for the grant was due the end of November and if the agency did not receive the proposed grant the project would be cut back to accommodate the lower amount available. Mr. Lewis felt the project was beneficial to the city.

Having no other comments Mayor Smith closed the public comment period at 7:17pm and opened the discussion for council discussion.

Councilman Olsen: Thought the parking along the skate park was good.

Chief Hammon: Stressed that there is growing need for additional parking at the rodeo grounds.

Councilwoman Hinckley: Commented that the area needed more lighting.

Being no further comment from the council, the Mayor asked for a motion from the council for support of the grant and project.

Councilman Zimmermann moved that the city support the grant application and the projects of the Rigby Urban Renewal Agency, seconded by Councilman Maloney.

Mayor Smith asked the clerk to poll the council:

Councilwoman Hinckley	Yes
Councilman Maloney	Yes
Councilman Zimmermann	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Jefferson County Centennial Celebration:

Debbie Karen, Emily Kramer and Bob Zeal came forward and discussed with the council the upcoming celebration of Jefferson County 100 Year Anniversary. They indicated they would be having a year-long celebration with a kick off beginning January 6, 2014. They committee listed several events that was being planned throughout the year. They wanted to make it a county wide celebration and the committee has met with City of Mud Lake, Ririe and plan to meet with the other cities in the county. They also would like to tie the county celebration in with the Stampede Rodeo who is celebrating their 75th Year Anniversary.

The Mayor thanked the committee and indicated the city would like to be involved in the activities and to keep us informed.

City Elections:

The clerk indicated the Jefferson County Commissioners have met and canvassed the city election held November 5, 2013. The clerk said the new law for elections was for the counties to canvass the election and submit their certification to the cities. The council needed to review the results and through motion approve the election as certified.

The results of the election as certified by the county are as follows:

Voting Statistics:

Number of Registered Voters at Cutoff	1563
Number of Election Day Registrants	<u>35</u>
Total Number of Registered Voters	1598
Number of Ballots Cast	734
% of Registered Voters that Voted	46%

Mayor

Tabulation By Position:	Jason	
	Richardson	Joe Sites
Ballots Cast -	457	217
Absentee	<u>31</u>	<u>21</u>
Total	488	238

Council

Tabulation By Position:	Robert D	Jeanne	Craig	Kirk	W Patrick	Benson	Schyler	Gerd
	Dinsdale	Kerbs	McAllister	Olsen	Sullenger	Taylor	Walker	Zimmermann
Ballots Cast -	178	204	234	346	371	427	427	320
Absentee	<u>23</u>	<u>22</u>	<u>24</u>	<u>16</u>	<u>22</u>	<u>18</u>	<u>26</u>	<u>26</u>
Total	201	226	258	362	393	445	453	346

Councilman Maloney moved to accept the canvas of the election per Jefferson County Commissioners seconded by Councilman Zimmermann.

Mayor Smith asked the clerk to poll the council:

- Councilwoman Hinckley Yes
- Councilman Maloney Yes
- Councilman Zimmermann Yes
- Councilman Sullenger Yes
- Councilman Simonson Yes
- Councilman Olsen Yes

Resolution #171 and #172:

The clerk indicated to the council the airport had received two grants: one for upgrade of the beacon light (\$2,000) and seal coating of runway (\$25,568). The Idaho Dept. of Aeronautics requires specific resolution prior to funding the grants. Therefore #171 and #172 are needed to be read into the record and a vote taken.

Resolution #171-2014: Councilman Zimmermann read Resolution #171-2014 into the record. After the reading Councilman Zimmermann moved to accept Resolution #171-2014 hereby

accepting grant #LNS8U56 Project #SP-04308.A-13 for the improvement made at the Rigby Airport seconded by Councilman Simonson.

Mayor Smith asked the clerk to poll the council:

Councilwoman Hinckley	Yes
Councilman Maloney	Yes
Councilman Zimmermann	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Resolution #172-2014: Mayor Smith read Resolution #172-2014 into the record. After the reading Councilman Simonson moved to accept Resolution #172-2014 hereby accepting grant #LNS8U56, Project #SP-04308.A-14 for the improvement made at the Rigby Airport seconded by Councilman Zimmermann.

Mayor Smith asked the clerk to poll the council:

Councilwoman Hinckley	Yes
Councilman Maloney	Yes
Councilman Zimmermann	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Clerk’s Review of FY 2013 Financial Statements:

The clerk commented that after last council meeting, Councilwoman Hinckley indicated she would like to have each of the department give the council a brief overview of what they accomplished for the year and what goals they have made into next year. He stated he was going to present a brief overview of the financial statements for the year ended September 30, 2013 and conclude with what his 2014 goals would be.

He stated that financially, the city has made significant improvements over the past several years. Cash balances in all funds have increased, budgets are being held in check, and overall labor expense has decreased in each of the last four years. Financial goals have been identified, established and are being met. The full implementation of the “financial goal and policy statement” still needs more work to fully forecast what the future capital requirement of the city will be in five-ten years from today in all each department and areas of the city. Overall he felt the city has made very significant improvement in all areas.

The clerk reviewed the net operations for thirteen funds and indicated only two funds had negative revenues over expenditures and briefly recapped those funds having significant variances.

Fund	Total Actual Revenue	Total Expenditures	Excess Revenues Over Expenditures	Beginning Fund Balance	Ending Fund Balance
General Fund	1,326,070	1,130,085	195,985	477,068	673,053
Library Fund	144,304	143,186	1,118	3,128	4,246
Park Fund	78,326	56,618	21,708	28,425	50,133
Park/Rodeo Comm	62,374	69,068	(6,694)	34,501	27,807
Road Fund	356,026	287,023	69,003	16,430	85,433
Capital Improvement Fund	25,983	66,889	(40,906)	141,868	100,962
Water Fund	547,274	707,167	(159,893)	2,629,177	2,469,284
Sanitation Fund	236,856	226,089	10,767	570,364	581,131
Sewer Revenue Fund	810,776	741,647	69,129	9,271,768	9,340,897
Water Connection Fund	8,799	-	8,799	261,602	270,401
Sewer Connection Fund	6,175	-	6,175	12,101	18,276
Sewer Bond	621,222	530,599	90,623	1,092,184	1,182,807
Internal Fleet Service	124,624	101,866	22,758	294,351	317,109

He then reviewed the budget comparison with budget to actual and commented that only two funds where actual expenditures exceeding budget (park/rodeo committee and sewer collection project).

Fund	Budgeted Expenditures	Total Expenditures	Budget Variance - Favorable (Unfavorable)
General Fund	1,235,835	1,130,085	105,750
Library Fund	143,850	143,186	664
Park Fund	82,500	56,618	25,882
Park/Rodeo Comm	13,841	69,068	(55,227)
Road Fund	348,100	287,023	61,077
Capital Improvement Fund	961,000	66,889	894,111
Water Fund	773,925	707,167	66,758
Sanitation Fund	269,000	226,089	42,911
Sewer Revenue Fund	1,262,300	741,647	520,652
Water Connection Fund	5,000	-	5,000
Sewer Connection Fund	5,000	-	5,000
Sewer Collection Project	257,000	607,504	(350,504)
Sewer Bond	620,940	530,599	90,623

He recapped the various departments of the general fund and noted all of the departments had remained under their authorized budget.

General Fund – Analysis of Department Budget to Actual Expenditure

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% of Budget</u>
Mayor/Council	42,020	45,700	3,680	92%
City Hall	13,713	38,500	24,787	36%
Administration	167,473	176,250	8,777	95%
Legal/Audit/Insur/ Pro Serv	185,853	226,325	40,472	82%
Police Dept.	609,296	618,725	9,429	99%
Code Compliance	21,305	25,560	4,255	83%
Planning & Zoning	50,595	64,775	14,180	78%
Senior Citizens	9,000	9,000	-	100%
Other- Appropriations	<u>30,830</u>	<u>31,000</u>	<u>170</u>	<u>99%</u>
Total General Fund	1,130,085	1,235,835	105,750	91%

When the city adopted the “financial goals and policy” statement, he indicated his goal as financial officer of the city was to have all operating funds of the city to have a 90 day net of restricted fund balance based on the ensuring year’s budget. He prepared a summary of that goal computing the unrestricted fund balance, the 2014 budget, and 90 day “desired” reserve and excess reserves. The city has met that goal for all funds but for the library and the capital improvement fund. As for the three enterprise funds (water, sewer and sanitation) they are accumulating reserves to fund future projects. (See comment under goals for 2014.)

The following summary recaps ending fund balance and computes the 90-day working capital restricted balance and excess reserves.

Computation of 90-day restricted fund balance and excess reserves

<u>Fund</u>	<u>Ending Unrestricted Fund Balance</u>	<u>2013/14 Budget</u>	<u>90-Day Reserve-Restricted Fund Balance</u>	<u>Excess Reserve</u>
General Fund	673,053	1,252,125	313,031	360,022
Library Fund	4,244	149,225	37,306	(33,062)
Park Fund	50,133	83,125	20,781	29,352
Park/Rodeo Comm	27,807	16,000	4,000	23,807
Road Fund	85,433	332,750	83,188	2,245
Capital Improvement Fund	100,962	477,800	119,450	(18,488)
Water Fund	800,520	542,000	135,500	665,020
Sanitation Fund	508,695	235,500	58,875	449,820
Sewer Revenue Fund	2,310,750	1,378,875	344,719	1,966,031

Labor Expense Analysis

One item that has had a significant dollar impact on the city’s financial statement is the reduction in payroll expense. The summary below shows the total payroll for the past four years. From 2010 to 2013 total payroll has decreased 10% - resulting in a reduction of \$105,000 in payroll costs, excluding cost of payroll taxes, retirement contribution, and employee insurance costs. The employees have been asked to do more, work more productively and in some cases with fewer employees. Cost of living increases have been provided for in each of the last three years ranging from 2% to 9% last year. The current year has a budgeted one-time bonus of 5% (max \$500) budgeted to be paid prior to December 31, 2013.

<u>12 Month Ending</u>	<u>Total</u>
2010	1,058,679
2011	1,004,971
2012	997,187
2013	953,769

Goals for 2014:

The goal for 2014 is to begin implementation of the capital facility budget which looks forward three, eight and ten years and forecast when and how future capital projects are going to be replaced and more importantly whether or not funding will be available. He presented a spreadsheet recapping the equipment, water projects, sewer projects, and road/streets projects.

Studies have been prepared in the water, sewer and road departments identifying specific projects that are deficient and in need of work or upgrading. These studies and their estimated costs need to be prioritized and set in a time line worksheet for analysis as to future capital spending requirements.

The one area that is missing and still needs an assessment is in the public work department. The various equipment, some 20 pieces, need to be assessed as to condition, estimated life remaining and estimate cost of replacement. A time line worksheet has been prepared to assist in the planning of the replacement period. (The same time line worksheet should be maintained in the police department and library for their vehicles and/or equipment.)

The same time line that is being recommended for the equipment also needs to be prepared to assess when major street improvements needs to be prepared to assess the condition, estimated life remaining and estimate of what repairs (overlay and/or reconstruction) and an estimate of the cost so future funds can be accumulated to complete the project(s). Thompson Engineering prepared a study in 2009 citing three areas of concern. That study needs to be reviewed and updated as time passes.

As of this date, approximately 20% of the city’s streets have been identified and measured as to square footages. The remaining streets need to be completed for square footages, so as to have the total square footages measured against cost per square foot to determine minimum funding required over a seven or ten year time period.

Streets and Road

2009 Study - Thompson

Estimated Year of Replacement/ \$ Cost

	2015	2016	2017	Yr '18-'21	Yr '22 +
Annis Hwy					
Claremore Dr					
Circle Drive					
<u>New overlay</u>					
Seal Coating Mtce.					

One-Time Employee Wage Adjustment:

The city had in past years provided the employee with a cost of living wage adjustment in the form of a one-time check. It was felt this was better for the employee to receive a single check versus a small percentage spread over 26 pay periods which when taxes and other deductions are taken results in a check netting out of \$40 to \$20. The clerk provided the council with a list of the 27 employees with the current cost of living adjustment shown with a max amount paid \$500. The total for the 27 is \$12,250. He also stated that the city’s labor burden is 20% of the amount being paid. He also stated these amounts have been budgeted in the 2014 budget. The list is attached as supplemental information to these minutes.

The mayor indicated that the city has done this for the last couple of years.

Councilwoman Hinckley commented she would like the checks to be issued before Thanksgiving.

Councilwoman Hinckley moved to approve the cost of living wage as listed seconded by Councilman Olsen.

Mayor Smith asked the clerk to poll the council:

- Councilwoman Hinckley Yes
- Councilman Maloney Yes
- Councilman Zimmermann Yes
- Councilman Sullenger Yes
- Councilman Simonson Yes
- Councilman Olsen Yes

Building Official:

The clerk said that on each council desk was an email that he received from City of Rexburg planning/zoning department. He indicated Rexburg would be willing to be the building official for the city to act as the building official to cite buildings in violation of the abatement of dangerous building ordinance. He noted the cost to be paid Rexburg is for a technician: \$31/hr; inspector: \$68/hr; building official: \$92/hr.

After brief discussion, Councilman Olsen moved to accept the offer and appoint the City of Rexburg’s staff as the city’s building official seconded by Councilwoman Hinckley.

Mayor Smith asked the clerk to poll the council:

Councilwoman Hinckley	Yes
Councilman Maloney	Yes
Councilman Zimmermann	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Other Council Business:

Attorney Contract:

The clerk reviewed the draft copy of the attorney contracts for the civil and criminal work. The two contracts were reviewed and prepared by the law firm Moffat/Thomas. Under the civil contract he noted the reference to law firm should be removed being we were hiring the person and not the firm. In a later section he had questions if the work denoted should be included as part of the civil work and not as a special project subject to additional fees and charges. Under the criminal contract he referred it to the police department being they work with him more than he did.

The mayor indicated the council should review the copies and if they had questions, forward those concerns to the clerk so they could be addressed at the next council meeting.

Airport Board Update:

Councilman Zimmermann distributed a summary of the airport accomplishments and goals for the coming year to the council. The mayor indicated that Mr. Anderson would not be in the area for the December 19 meeting to review the airport with the council and that he was providing the information at this time.

Approval of Bills:

The council reviewed the bills. Councilman Maloney moved to pay the bills as listed seconded by Councilman Sullenger.

Mayor Smith asked the clerk to poll the council:

Councilwoman Hinckley	Yes
Councilman Maloney	Yes
Councilman Zimmermann	Yes
Councilman Sullenger	Yes
Councilman Simonson	Yes
Councilman Olsen	Yes

Approval of Minutes:

The clerk said a revised copy of the October 29, 2013 minutes were placed on each councilperson desk. Corrections had been made and those corrections noted in red ink. Councilman Zimmermann moved to approve the revised minutes seconded by Councilman Simonson.

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

Public Comment:

Sue Kinney: Came forward and introduced her husband to the council. Mr. Kinney is partially deaf and he has produced his first CD of religious music. They will be hosting a concert the evening of December 6 at the Senior Citizen Center at 7:00pm and invited the council to attend.

Barry Lewis: Mr. Lewis had three concerns: 1) Would like to have 1st North finalized and pave all or a portion of the road. 2) Had heard that H&S Development would not pursue the 60 foot road width as noted in the lawsuit settlement. 3) Had heard the comment that wider roads are more expensive to maintain than narrower roads and would like 1st North narrowed to 40 foot.

Being no further business: Councilman Simonson moved to adjourn seconded by Councilman Zimmermann.

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

Meeting adjourned: 8:40pm

CITY OF RIGBY



Keith Smith, Mayor

ATTEST:



David Swager, Clerk