

**City of Rigby  
City Council Meeting  
December 1, 2009  
7:00 p.m.**

Mayor Smith welcomed everyone to the meeting and turned the time over to Collin Squires who invited everyone to join him in the pledge of allegiance. Mayor Smith then turned the time over to Councilman Blackburn who gave the prayer.

Dave Swager, City Clerk/Treasurer, performed roll call. Those present were: Mayor Smith, Councilman Marriott, Councilman Simonson, Councilwoman Poole, Councilman Day, Councilman Blackburn and Councilman Maloney.

Mayor Smith stated that item number three on the agenda regarding Elite Townhomes was being removed this evening.

**Urban Renewal-Downtown Project-**

Mayor Smith stated the next item on the agenda was the Urban Renewal Downtown Project and turned the time over to a representative for their presentation.

Jim Mullen of Keller Associates, City Engineer, explained he had prepared a slide show presentation this evening and distributed some handouts as well. Mr. Mullen reminded the council that they have been working with the Urban Renewal Agency on the Downtown Revitalization Project for a few months now and explained they have come to a point where they wanted to give ideas and concepts to the council. Mr. Mullen stated there were several members of Urban Renewal present this evening to answer questions and to provide information and support. Mr. Mullen stated the goal this evening was to get the city to agree to the plan so they can finalize the design plans and specifications and get the job out to bid so construction could begin in early spring. Mr. Mullen presented the slide show and gave a brief explanation on the slides and some of the planning details including more parking places, crosswalks and a couple pocket parks. Mr. Mullen explained the purpose of this project was to improve the downtown area and make it a place where people wanted to spend time. Mr. Mullen gave a brief explanation on the demolition portion, improvement needs and bidding process of this project.

Mike McCowin, Building Official/Public Works Director, referred to the trees being planned and stated he was concerned over the roots becoming a problem with the existing infrastructure. Mr. Mullen stated that he believed the types of trees, their planned placement and engineer involvement this should not become an issue.

Larry Anderson, Chief of Police, stated that he had not dealt with reverse angle parking and so he called area cities that use it and received a list of the problems they had with it. Chief Anderson stated this type of parking was not allowed on their main thoroughfares. Chief Anderson stated one of his concerns were several of the businesses had delivery trucks that parked along Main Street and felt this change in parking would cause a detriment to these businesses. Chief Anderson explained the City of Rexburg has this type of parking up by the campus and they have had

difficulty getting it enforced. Chief Anderson stated they told him they wrote hundreds of tickets and still have problems.

Jim Mullen explained this was not something the council needed to make a decision on tonight but was rather something to think about and consider. Mr. Mullen explained that when there were changes made in a community there were issues. Councilman Maloney asked if this project was just for one side of the street and Mr. Mullen stated it was planned for the North side of the street. Mr. Mullen explained the reverse angle would be on the North side and the parallel parking would remain as it is on the South side. Mr. Mullen explained this would allow for one lane on either side with a center median for possible truck unloading or emergency vehicle passing. Councilman Blackburn referred to the conversations held with ITD and asked if they were favorable to this reverse angle parking and Mr. Mullen stated that was correct. Councilman Blackburn asked how many parking places there were and how many this change would add and an unidentified man stated it was doubling the parking spaces and an unidentified woman stated they were also adding six handicapped stalls.

Councilman Blackburn referred to one of the pocket parks that had been presented and asked about lighting for safety and Mr. Mullen went over the proposed tree, light and bench placement and stated he felt there would be plenty of lighting. Councilman Blackburn asked what the current lighting in the area was and an unidentified woman stated there was not lighting there presently.

Mr. Mullen explained that during the course of this project they had met with the area businesses, the Urban Renewal Agency and adjacent property owners to get input and feedback. Mr. Mullen explained the property owners were aware of this project and area businesses were unanimously supportive. Mr. Mullen stated he felt this project was a great improvement to the downtown area. Mayor Smith asked if there was a planned start date and Mr. Mullen stated there were still some things they needed to complete but felt it could be started in early Spring. Councilwoman Poole asked if all this construction would be occurring concurrently or in phases and Mr. Mullen stated the plan was to go concurrently but explained that construction would be staged. Councilman Simonson asked if there were any recommendations from the Urban Renewal Agency and Lucile Johnson of Urban Renewal stated they were concerned over some of the larger trees in certain areas. Councilman Simonson asked how Urban Renewal felt about the reverse parking and Mrs. Johnson explained they were leery at first but figured the change would be easy if it didn't work after the first year and so they agreed to go with it especially because it increased the parking. Mayor Smith stated he had talked at great length to Matt Davison from ITD and found that he was very much in favor of the reverse parking.

Mayor Smith stated he had an item that wasn't on the agenda but did fall under Urban Renewal. Mayor Smith asked Lucile Johnson of Urban Renewal to come forward. Mayor Smith explained to the audience that recently Urban Renewal had lost a member of their committee and gave a certificate to Mrs. Johnson and asked her if she would like to present it. Mrs. Johnson called for Dave Swager to come forward and presented him with a certificate of appreciation for the time served and work performed while with the Urban Renewal Agency and thanked him for the contribution he made to the group. Mr. Swager stated that in the time he had worked with Urban Renewal he felt this was a good project for the city and supports Urban Renewal one-hundred percent.

**Review of 2009-10 Budget-**

Mayor Brown stated the next item on the agenda was the review of the 2009/10 budget and turned the time over to the city clerk for the presentation.

City clerk review the various funds where revenues were reduced along with interfund transfers that were included in income. The overall reduction in revenues and interfund transfers totaled for general fund - \$232,790; building fund - \$37,000; library fund - \$32,330; park - \$5,102; road - \$82,095; capital improvement - \$1,532; water revenue - \$26,288; sanitation - \$6,000; sewer revenue - \$50,790; sewer construction - \$179,420; for an overall funds reduction of \$573,727.

The clerk then reviewed the expenditures for the various funds paying particular attention to general; library and road. He explained that with the cuts proposed general fund would show a net income over expense of \$43,452. Library with cuts would still be short \$15,530 and the road fund would be short \$62,401. Given general fund net revenues and the shortages in library and road the overall city shortage was \$19,740 short of a balance budget. He next presented a summary sheet outlining the dollar saving that could be realized with an across the board pay of ranging from 3%- 4% and 5%. The figures presented are effective Jan 1, 2010. (A copy of the clerk's presentation is attached to these minutes.) The clerk indicated that the pay cut would effect council, attorney, and all employees. The indicated that the over the last 3 years pay increases have ranged from 36% for some employees to 14% for others. That most of the increases seemed to have come with the implementation of the step and grade system. Salaries have increased at a higher rate over the 3 year span than has revenues.

The clerk then indicated the decision was for the council to bring the budget into balance.

Councilman Day questioned if the clerk had considered having each employee take one day a month furlough instead of percentage pay cut. Clerk explained the furlough would affect the salaried personnel and the office and others on a more set work schedule. He felt it wouldn't save in sanitation, police, wastewater or roads during snow season. Councilman Day said the state considered the furlough day. He also indicated that the cut in pay vs. the furlough that with the furlough the employee would net the same but have an extra day off of free time. The clerk said he would review the computations and provide that information to the council for their consideration.

Councilman Blackburn questioned if consideration had been given to health insurance. The clerk said bids were out but the one bid he has received were at rates slightly above the prior years but with a different company. Councilman Blackburn asked what other cities pay for their employees. The said Ashton funded 100% for the employee and dependents, however, Ashton has 5 employees. Other cities fund various percentages. Rigby funds 100% for the employee and 35% for dependents.

Councilman Day stated that while Mr. Swager was at the podium he had stated that we basically caused this scenario. Councilman Day stated he felt he played a big part in this because he would like to see the Employee of the Year paid more money but was under the assumption there was more cash revenue than there is. Councilman Day stated that each member of the council makes \$3,000 per year and asked for consideration in foregoing their pay for the next year and stated this would mean \$18,000 would go back to the city. Councilman Day stated this was part time to him and he found it difficult to cut the pay on the employees and felt this could be another option.

Councilman Blackburn stated that in regards to Mayor Smith wanting a decision he felt there should be time for Mr. Swager to come up with other alternatives. Councilman Blackburn stated he would like to wait on a decision until something else could be presented. Mr. Swager stated that he would look at changing the health insurance to contributions and adding the employee of the month and see what that dollar impact would be. Mayor Smith stated this information would be fine but on the night this information was received the council would have to make a decision at that time and not to be put off any more. Robin Dunn, City Attorney, stated the county saved \$173,000 by changing their insurance to self-insured. Mayor Smith asked if there was any way the city could join in their program and Mr. Dunn stated the city's broker would need to talk to them and see what options are available. Mr. Dunn stated that while he felt a cross-the-board cut was the most fair he also had concerns over the more trained personnel are going to leave. Mr. Dunn stated it actually costs more to train someone than it would to pay a trained person a little bit more. Councilman Simonson stated that he would like to apologize to the employees because he was also involved in the increase in salaries but felt he needed to have dug deeper into the budget at that time. Mr. Swager stated that in answer to the insurance he did talk with Porter Talbot who is the insurance agent and explained that Mr. Talbot is in the process of forming an allegiance with places like Ammon and Rexburg who are interested. Mayor Smith stated the biggest issues were the Library and Road Departments because they don't have enough money to cover the things they need to do and they have been cut as far as they possibly can. Councilman Day asked if this meant they had another two weeks to make a decision and Mayor Smith stated that was correct but reaffirmed that a decision has to be made at the next meeting. Mayor Smith stated this was not an easy or fun thing to consider but wanted everyone to realize something needed to be done to protect the investment they have in the city. Mayor Smith stated they had just invested \$10 million in the wastewater treatment facility and hired a great operator and explained that he's only been here for a few months and here we are talking about cutting his pay. Mayor Smith stated that maybe something could change over the next three year period so that this loss in wages could be recouped. Mayor Smith stated he wanted to keep all the employees and felt there was a great staff.

**Other Council Business-**

Mayor Smith stated the next item on the agenda was other council business and turned the time over to the council for anything they needed to discuss or disclose.

Mayor Smith stated that shortly after he became Mayor the city implemented an Employee of the Month program and explained the process from the department heads to the plaque in city hall. Mayor Smith explained the city had purchased some \$25 gift certificates from the Chamber of Commerce. Mayor Smith explained that he had talked with Mr. Swager and would like to have Employee of the Year submitted from the council members and to have three names in order submitted to him by this Friday so the announcement could be made at the next meeting. Councilman Maloney asked what the Employee of the Year would get and Mayor Smith stated he thought they could get a certificate for \$100. Councilman Simonson moved to approve the Employee of the Year to receive a \$100 certificate. Councilman Day seconded. All were in favor.

Mayor Smith stated the next item was Employee Christmas. Mayor Smith stated that last year they almost didn't do anything and suggested doing what the county does and buy these \$25 gift certificates from the Chamber and give one to each full-time employee. Mayor Smith stated he felt this was good because it showed appreciation for the employee and the money spent stays in Rigby. Councilman Blackburn stated there were several restaurants in town and suggested

steering towards them and Mayor Smith explained these gift certificates could be used at any business that is a Chamber member. Councilman Maloney asked if most businesses were Chamber members and Mayor Smith indicated that was correct. Councilwoman Poole asked how many full-time employees there were and Mayor Smith stated he thought 23. Councilman Maloney stated he liked the idea and made the motion to approve the purchase of the gift certificates. Councilman Blackburn asked if a letter of appreciation signed by the Mayor and Council could be included and it was decided they could. Councilman Simonson seconded. All were in favor.

Councilwoman Poole stated she had an item to discuss regarding the Airport. Councilwoman Poole explained they had someone that was going to do snow removal but would like to know if the city would assist with hauling the snow away. Mayor Smith stated that Terry Kofoed had talked to him previously about that and there had been discussion that a board member was offering the use of his truck and no charge to the city. Mayor Smith explained the city didn't have any big trucks to take care of the snow. Councilman Day stated the city subs that job out and so if the city was to haul away the airport snow they would be paying for the truck and time and didn't feel that was something the city needed to do. Councilwoman Poole asked if she was to talk to him about this and Mayor Smith said to have Mr. Kofoed call him and he would take care of it.

Councilwoman Poole stated the other question the airport had was regarding their tie-downs. Councilwoman Poole explained they have six tie-downs and charge \$12 per month for these and explained someone owes \$150 for a past bill and would like to know if they can legally use blocks until they can receive their money. Mr. Dunn stated that right now he couldn't answer that question but would look into it and get an answer.

Mr. Dunn stated that in regards to the annexation ordinance he had worked with Paula Sessions, Planning and Zoning Administrator, to draft and re-draft an ordinance and have one available to be published. Mr. Dunn stated he would like to have some maps available for people to review so other people could see the boundaries.

Councilman Day asked if anyone had a chance to look at the remodel for the police station and stated the volunteer work on that was terrific. Councilman Day stated that Landon Clousing had been doing a great job getting this completed.

#### **Approval of Bills-**

Mayor Smith stated the next the next item on the agenda was the approval of bills and asked if there were any questions or comments.

Councilman Day referred to a charge for a pump and asked which lift station that went in and James Andersen, Water Supervisor, gave a brief explanation regarding what was changed. Mike McCowin, Building Official/Public Works Director, explained they replaced the one but is having the other repaired in order to use as a back-up. Councilman Day moved to approve payment of the bills. Councilman Blackburn seconded. All were in favor.

#### **Approval of Minutes-**

Mayor Smith stated the next item on the agenda was the approval of minutes and asked if there were any changes or corrections.

Councilwoman Poole moved to approve the minutes as written. Councilman Maloney seconded. Councilman Blackburn abstained from voting. All others were in favor.

**Public Comment-**

Mayor Smith stated the next item on the agenda was public comment and turned the time over to the audience.

Councilman Marriott stated there was a picture of Mayor Smith on the wall in the council room and wanted everyone to take notice.

Councilman Blackburn moved to adjourn the meeting. Councilman Simonson seconded. All were in favor. The meeting was adjourned at 9:05 p.m.

  
Keith Smith,  
Mayor

Attest:



David Swager,  
City Clerk

**Summary Analysis of Various Pay Reductions**

<b>Payroll 2 week pay</b>	<b>Regular Pay</b>	<b>3% Cut</b>	<b>4% Cut</b>	<b>5% Cut</b>
Mayor/Council	969.23	940.15	930.46	920.77
Attorney	2,307.70	2,238.47	2,215.39	2,192.32
10415 Admin	4,726.10	4,584.32	4,537.06	4,489.80
10421 Police	12,722.64	12,340.96	12,213.73	12,086.51
10427 Compliance	1,147.06	1,112.65	1,101.18	1,089.71
10428 P&Z	1,422.56	1,379.88	1,365.66	1,351.43
Sub - Gen	<u>23,295.29</u>	<u>22,596.43</u>	<u>22,363.48</u>	<u>22,130.53</u>

Saving per pay period                      698.86                      931.81                      1,164.76

**Jan -**

**Sept 39 Week/ 2 week pay                      13,278.32                      17,704.42                      22,130.53**

11413 Bldg	339.84	329.64	326.25	322.85
13460 Lib	3,860.47	3,744.66	3,706.05	3,667.45
14438 Park	272.48	264.31	261.58	258.86
15431 Road	3,076.06	2,983.78	2,953.02	2,922.26
60434 Water	707.97	686.73	679.65	672.57
60434 Water	1,780.68	1,727.26	1,709.45	1,691.65
62433 Sanitation	2,646.79	2,567.39	2,540.92	2,514.45
64435 Sewer	2,005.52	1,945.35	1,925.30	1,905.24
64445 Sewer	2,371.27	2,300.13	2,276.42	2,252.71
64445 Sewer	339.84	329.64	326.25	322.85
64445 Sewer	1,968.82	1,909.76	1,890.07	1,870.38
<b>All funds</b>	<u><b>42,665.03</b></u>	<u><b>41,385.08</b></u>	<u><b>40,958.43</b></u>	<u><b>40,531.78</b></u>

**All Funds**

Saving per pay period                      1,279.95                      1,706.60                      2,133.25

**Jan -**

**Sept 39 Week/ 2 week pay                      24,319.07                      32,425.42                      40,531.78**

Summary recap of 2009/2010 Budget Revision

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1-2 General Fund:

<b>Revenues:</b>			
Adopted Budget			1,504,351.00
<u>Changes in Forecast Revenues:</u>			
Revenue Sharing	Increase	5,000.00	
Liquor Apportionment	Increase	10,000.00	
P&Z Hearing Fees	Decrease	(6,000.00)	
Resource Officer	Decrease	(3,000.00)	
Police Grant	Increase	2,000.00	
Interest Earnings	Decrease	(6,000.00)	
<u>Interfund Transfer From:</u>			
Water Fund	Increase	5,025.00	
Sewer Fund	Increase	5,025.00	
Sanitation Fund	Increase	5,025.00	
Park Fund	Decrease	(5,103.00)	
Bldg Fund	Decrease	(31,235.00)	
Carryforward fund bal	Decrease	(213,527.00)	
Total Decrease in Revenues			(232,790.00)
Revised Budgeted Revenues			1,271,561.00
<b>Expenditures</b>			
Adopted Budget			1,504,351.00
City Hall	Decreased	(10,000.00)	
Admin	Decreased	(77,933.00)	
Legal/Other	Decreased	(26,500.00)	
Police	Decreased	(25,000.00)	
Compliance Officer	Increased	7,715.00	
Planning/Zoning	Decreased	(39,500.00)	
Special Allocations	Decreased	(3,500.00)	
<u>Interfund Transfers To:</u>			
Library Fund	Decrease	(23,679.00)	
Road Fund	Decrease	(77,845.00)	
Total Decrease in Expenditures			(276,242.00)
Revised Budgeted Expenditures			1,228,109.00
Estimated Revenues Exceeding Expenditures			<u>43,452.00</u>

3 Building fund

Adopted Budget			55,000.00
Permits/Fees	Decreased		(37,000.00)
Revised Budgeted Revenues			<u>18,000.00</u>
Adopted Budget			55,000.00
Expenditures			
Travel/Misc/Capital Ot	Decrease	(5,765.00)	
<u>Interfund Transfers To:</u>			
General Fund	Decrease	(31,235.00)	
Total Decrease in Expenditures			(37,000.00)
Revised Budgeted Expenditures			<u>18,000.00</u>



4 Library

Adopted Budget		175,695.00	
Revenues			
Interfund Transfer From:			
General Fund	Decrease	(23,679.00)	
Capital Improvement	Decrease	(8,651.00)	
Total Change in Revenues			(32,330.00)
Revised Budgeted Revenues			<u>143,365.00</u>
Adopted Budget		175,695.00	
Salaries	Decrease	(15,000.00)	
Payroll Taxes	Decrease	(1,800.00)	
Total Decrease in Expenditures			(16,800.00)
Revised Budgeted Expenditures			<u>158,895.00</u>
Estimated Expenditures Exceeding Revenues			<u>(15,530.00)</u>

4 Park Fund

Adopted Budget		68,410.00	
Revenues			
Sales Tax	Decreased	(5,102.00)	
Revised Budgeted Revenues			<u>63,308.00</u>
Adopted Budget		68,410.00	
Interfund Transfer To:			
General Fund	Decreased	(5,102.00)	
Revised Budgeted Expenditures			<u>63,308.00</u>

5 Road Fund

Adopted Budget		316,409.00	
Revenues			
Road Apportionment	Increase	500.00	
Annex Fee	Decrease	(3,000.00)	
Interest Earning	Decrease	(1,750.00)	
Interfund Transfer From:			
General Fund	Decrease	(77,845.00)	
Total Change in Revenues			(82,095.00)
Revised Budgeted Revenues			<u>234,314.00</u>
Adopted Budget		316,409.00	
Expenditures			
Salary & Benefits	Increase	6,756.00	
Street Lighting	Increase	11,300.00	
Muni Shop	Increase	3,000.00	
Chip Seal	Decrease	(45,000.00)	
Road Striping	Increase	5,000.00	
Christmas Lighting	Decrease	(750.00)	
Total Decrease Expenditures			(19,694.00)
Revised Budgeted Expenditures			<u>296,715.00</u>
Estimated Expenditures Exceeding Revenues			<u>(62,401.00)</u>

5 Capital Improvement			
Adopted Budget			22,970.00
<u>Revenues</u>			
Sales Tax	Decreased		(1,532.00)
Revised Budgeted Revenues			<u>21,438.00</u>
Adopted Budget			22,970.00
<u>Expenditures</u>			
Transfer to Library	Decreased	(8,651.00)	
Capital Outlay	Increased	7,119.00	
Total Decrease Expenditures			(1,532.00)
Revised Budgeted Expenditures			<u>21,438.00</u>

6 Water Revenue			
Adopted Budget			447,032.00
<u>Revenues</u>			
Water Fees	Increase	20,000.00	
<u>Interfund Transfer From:</u>			
Carryover Fund Balan	Decrease	(46,288.00)	
Total Change in Revenues			(26,288.00)
Revised Budgeted Revenues			<u>420,744.00</u>
Adopted Budget			447,032.00
<u>Expenditures</u>			
Salary/Burden	Decreased	(7,902.00)	
Muni shop	Increased	3,000.00	
Bank Fees	Decreased	(1,250.00)	
CO- Tank repair	Decreased	(25,161.00)	
<u>Interfund Transfer -</u>			
To General Fund	Increase	5,025.00	
Total Decrease in Expenditures			(26,288.00)
Revised Budgeted Expenditures			<u>420,744.00</u>

6 Sanitation			
Adopted Budget			206,611.00
<u>Revenues</u>			
Sanitation Fees	Decreased		(6,000.00)
Revised Budgeted Revenues			<u>200,611.00</u>
Adopted Budget			206,611.00
<u>Expenditures</u>			
Postage	Decreased	(500.00)	
Maintenance/Repair	Decreased	(7,525.00)	
Fuel	Decreased	(3,000.00)	
<u>Interfund Transfer -</u>			
To General Fund	Increase	5,025.00	
Total Change in Expenditures			(6,000.00)
Revised Budgeted Expenditures			<u>200,611.00</u>

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7-8 Sewer Revenue

Adopted Budget		1,124,480.00
<u>Revenues</u>		
Sewer Fee	Increase	6,563.00
<u>Interfund Transfer From:</u>		
Carryover Fund Balan	Decrease	(57,353.00)
Total Change in Revenues		(50,790.00)
Revised Budgeted Revenues		<u>1,073,690.00</u>

Adopted Budget		1,124,480.00
<u>Expenditures</u>		
Sewer Collections	Decrease	(653,457.00)
Wastewater	Increased	239,966.00
Sewer Admin	Increased	44,900.00
Debt Service	Increased	296,795.00
<u>Interfund Transfer -</u>		
To General Fund	Increase	21,006.00
Total Change in Expenditures		(50,790.00)
Revised Budgeted Expenditures		<u>1,073,690.00</u>

8 WATER CONNECTION

Adopted Budget		154,880.00
<u>Revenues</u>		
Hook up fees	Decrease	(140,380.00)
Carryover fund Balanc	Increase	220,000.00
Total Change in Revenues		79,620.00
Revised Budgeted Revenues		<u>234,500.00</u>

Adopted Budget		154,880.00
<u>Expenditures</u>		
Capital Outlay	Increase	79,620.00
Revised Budgeted Expenditures		<u>234,500.00</u>

8 SEWER CONNECTION

Adopted Budget		191,920.00
<u>Revenues</u>		
Hook up fees	Decrease	(175,420.00)
Interest Earnings	Decrease	(4,000.00)
Total Change in Revenues		(179,420.00)
Revised Budgeted Revenues		<u>12,500.00</u>

Adopted Budget		191,920.00
<u>Expenditures</u>		
Capital Outlay	Decrease	(191,920.00)
Revised Budgeted Expenditures		-

Estimated Revenues Exceeding Expenditures 12,500.00

Note: Sewer Conn Fund has negative fund balance of \$50,000

Total Net Change in Revenues - All Funds	(573,727.00)
Total Net Change in Expenditures - All Funds	(551,748.00)
Net Increase in Fund Balances - All Funds	<u>(21,979.00)</u>

General fund	43,452.00	
Library	(15,530.00)	
Road Fund	(62,401.00)	
Sewer Connection	12,500.00	<u>(21,979.00)</u>