

City of Rigby  
Council Meeting Minutes  
March 4, 2021

The Mayor called the meeting to order at 7:00 pm Thursday, Mar. 4, 2021. The pledge of allegiance was given by Aliza King and the prayer given Roarke Burke.

The Mayor asked the clerk to call the roll:

Councilman D Burke	Absent
Councilwoman King	Present
Councilwoman Harrison	Present
Councilman Datwyler	Present
Councilman R. Burke	Present
Councilwoman Weight	Present

Also present: Mitch Bradley, Chief Tower, attorney Michael J. Whyte

Revision of City Code:

Val Christensen, planning & zoning consultant and lone Hansen, planning & zoning administrator, came forward and reviewed with the council the proposed changes being considered in the city building code – Title 9, 10, 11, 12, 13, and 14. Most of the proposed changes were minor overall but for the addition of a new zone – R-3. The new R-3 zone will allow for smaller lot sizes for duplex, single family homes, manufactured homes on permanent foundations (>24 ft. width), twin homes, apartment buildings and condominiums along with tourist homes and group homes under 8 residents. Other structures are permitted via a conditional use permit. The lot sizes for R-1 have increased from 5,500 sq. ft. to 8,000 sq. feet with increased lot size. R- 2 zones have decreased lot size from 10,000 sq. feet to 6,000 sq. feet for single family homes and for twin homes and duplex will be 9,000 sq. feet. Setbacks for the front and back have also been changed. The planning/zoning commission also added a manufactured (mobile) home park to the city code. Being this is the first time the council has reviewed the proposed changes a new version will be presented to the council for further discussion.

Public Works:

- a. Automation Works – Mitch Bradley presented the council with a proposed purchase to upgrade and relocate a second SCADA system in city hall. Currently the SCADA system is housed at the sewer plant which is not readily accessible for the city crew. The proposed change, funded via the COVID grant, of \$18,321.50 will allow the system to be accessed in city hall for the sewer and water systems monitoring.

Councilwoman Harrison moved to approve and authorize the purchase of the SCADA system with Automation Works for \$18,321.50 seconded by Councilwoman King.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

- b. Pressure Sewer Line Change Order: Mr. Bradley discussed the change order on the new pressure sewer line being installed on the Annis Hwy. The plan had called for a 72-inch vault but has since been modified to a 48-inch vault. The proposed change results in a savings of \$6,396 from the original price.

Councilman Datwyler moved to approve the decrease in contract with Jerome Bowen Const. in the amount of \$6,396 seconded by Councilwoman Weight.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

- c. Annis Water Line: Mr. Bradley stated the with the development of the Pacific Holdings development the city agreed to install a water line from 400 N to the property of Pacific Holdings in exchange for the land at the intersection of Annis and 400 N. Jerome Bowen Const. has submitted a bid for \$21,660. A second bid was in excess of \$40,000 to do the same work. Mr. Bradley had budgeted \$60,000 for the water line. He mentioned that by going to Jerome Bowen Const. who is doing the water/sewer lines on the Pacific Holdings development he saved roughly \$20,000 over the first bid.

Councilman Datwyler moved to approve and authorize Jerome Bowen Const. to install the water line for \$21,660 seconded by Councilwoman King.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

- d. NUVODA Change Order: Mr. Bradley stated this item would not be a savings. After a lengthy review and analysis of the issue he feels the change on the NUVODA system is in order. The issue came about due to incorrect location of a natural gas line on the west side of the WWTP plant. The city incorrectly stated to the contractor the location of the gas line. The line needed to be moved to the east and rerouted. The rerouting of the pipe required an additional 40 feet in overall length and with two additional 45 degree elbows. The proposed change order totals \$13,171.20. Mr. Bradley feels the costs as presented in the handout are in line and fair.

Councilwoman King moved to approve the change order in the amount of \$13,171.20 seconded by Councilwoman Weight.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes

Clerk's Report:

- a. Financial Statements/ Journal Entries – Jan '21: The clerk presented an excel spreadsheet recapping budgeted revenues/expenditures with actual revenues/expenditures. Overall the revenues are exceeding 34% of budget for the year and expenses are under 34% for the year to date. He reviewed the departments within the general fund also noting they are under 34% expended to date. A review of the Jan '21 journal entries consisted of posting of the charges for equipment in the internal service fund and accrual of interest earnings on investments.
- b. TV for Council Chambers: The clerk said the wiring for the fiber optic cable service is complete and the city is waiting for Direct Communications to finish with the installation of the fiber cable. The city in upgrading its meeting room with Zoom and needs a TV to view callers and to conduct employee training via the internet. The proposal before the council is for a 75 inch TV from Perfection Data Solutions in the amount of \$1,720. This is the same vendor that installed the cameras in and around the city parks. The clerk noted the funds are being paid from the COVID grant along with the fiber optic cable and voice over internet phone system.

Councilwoman King moved to approve and authorize the purchase of the TV from Perfection Data Solutions for \$1,720 seconded by Councilwoman Harrison.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

Other Council Business:

- a. Proclamation Fair Housing Month: The mayor read the proclamation declaring April 2021 as Fair Housing Month.
- b. Baseball Field Reservations: John Reed and his wife Tavery came forward and explained the issues that have been plaguing the reservations for the city owned ball fields. In the past the policy has been first-come-first-use. This has caused problems with the softball association scheduling games with teams coming as far away as Pocatello and being redirected and/or having the tournament cancelled. As a solution, the softball and baseball association have teamed together and would like to manage the reservation for the city owned fields. The discussion followed having a similar pre-reservation board posted at each of the four fields similar to that being done at the shelters. Working with the baseball association represented by Bo Porter and the Reed's they will coordinate with the city deputy clerk and the other users of the ballfields to establish the reservation schedule.
- c. Purchase and Sales Agreement: The clerk mentioned that the lot sold to Brad Hall on January 5, 2021 needed to have a sales & purchase executed between the city and Brad Hall completed by the attorney. The title company is unable to draft a sales/purchase agreement and Mr. Hall said he is waiting for the city attorney to draft one at which time he will complete the payment of the \$150,000 purchase.

Approval of Minutes:

Councilman Datwyler moved to approve the minutes of February 18, 2021 seconded by Councilwoman Weight.

The mayor called for a voice poll: all in favor none opposed with Councilwoman Harrison abstaining.

Review and Approval of Bills:

Councilman Datwyler moved to approve the bills for payment seconded by Councilwoman Weight.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

Executive Session:

Councilman Datwyler moved that the council enter into executive session per Idaho Code 74-206(f) - To communicate with legal counsel to discuss legal options for pending litigation or controversies not yet being litigated but likely to be litigated seconded by Councilwoman King.

The mayor called for a roll call poll:

Councilwoman King	Yes
Councilwoman Harrison	Yes
Councilman Datwyler	Yes
Councilman R. Burke	Yes
Councilwoman Weight	Yes

Council enters executive session: 8:38 pm

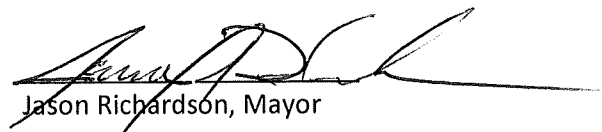
Council exits executive session: 8:54 pm

Adjournment:

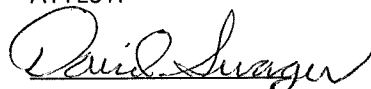
Councilman Datwyler moved to adjourn seconded by Councilwoman King.

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

CITY OF RIGBY

  
Jason Richardson, Mayor

ATTEST:

  
David Swager, Clerk