

City of Rigby  
Council Meeting Minutes  
October 17, 2024

Mayor Datwyler called the meeting to order at 7:00 pm Thursday, Oct. 17, 2024. The pledge of allegiance was given by Councilman Howe and the prayer given by Councilwoman Hillman.

The mayor asked the clerk to call the roll:

Councilman Espinosa	Absent
Councilman Howe	Present
Councilman Stone	Present
Councilman Wilder	Present
Councilwoman Harrison	Present
Councilwoman Hillman	Present

Also present: Mitch Bradley, Sam Angell, and Allen Fullmer

Amend Order of Agenda:

Councilman Howe moved to amend the order of the agenda moving the discussion of the Firehouse grant from number 4 to immediately following public comment. Seconded by Councilwoman Hillman.

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

Public Comment:

None

Firehouse Grant:

John Erickson Rigby Police stepped forward and reviewed the grant he obtained from the Firehouse Grill Foundation. The grant that was awarded totaled \$17,245.50. The grant will purchase four Zoll Automatic AEDs with Cases, 19 Zoll AED Plus CPR-D Padz, four Pedi-Padz, 20 LifeVac Choking First Aid Devices, 15 Bleeding Control Kits, 10 First Aid Kits & Accessories. Officer Erickson was requesting authorization to proceed with the grant and for the city to purchase the items approved and then seek reimbursement.

Councilwoman Harrison moved to authorize the application, and the purchase of the items listed seconded by Councilwoman Hillman.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Altura Consulting:

Rick Miller from Altura Consulting came forward and reviewed the survey which was approved by the council to see if the city could qualify for additional grants from the Idaho Community Development Block (ICDBG) program. The survey results show a general 63.7% of the respondents qualifying for the

low to moderate income level. This is above the 50% and therefore the city will qualify for grants from the ICDBG.

He also presented Resolution # 220-2024 authorizing resolution to submit a grant application to the ICDB for grant on the water improvement project.

Councilwoman Hillman moved to approve and authorize resolution #220-2024 to be executed and approved seconded by Councilman Wilder.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Professional Service Contract:

Mr. Miller presented a second contract to Altura for their fee to submit the grant application to Idaho Dept of Commerce, coordinate in council meetings, schedule and conduct public hearing on the grant, and to coordinate with city staff and engineers on the technical aspect of the grant. The total fee is not to exceed \$7,000.

Councilman Howe moved to approve the contract to Altura for their services in the water improvement grant application process, seconded by Councilman Wilder.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Keller's Report on WWTP Project:

Tyrel Clark from Keller's Engineering reported the wastewater treatment plant project has met the substantial completion, being under budget and on time. The new plant is operating with only minor items needing to be completed. He commented that the project of this size, \$24 million, had approved change order of \$42,000 far below the expected change order line budget of \$1.5 million. Mitch Bradley commented on the work that Tyrel and Jaden Jackson had done in getting this completed and the effort they put into it. Mr. Clark then presented the council with the scissors and ribbon used during the grant opening.

School Resource Office Contract:

Allen Fullmer presented the council with a proposed contract with Jefferson School District 251 to fund the school resource officer to the schools two elementary schools. The contract provides that the school will pay for 174 days, the school term, for the officer's salary and benefits.

Councilwoman Harrison moved to approve the renewal of the SRO contract with School Dist #251 seconded by Councilman Stone.

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

Year Statistical Report:

Tabled. The chief wanted to do the report on a calendar year versus a fiscal year.

Reline Manholes:

Mitch Bradley presented the council with a contract from Advanced Lining to reline 12 manholes with 3 layers of OBIC multi-layer epoxy to prevent water infiltration. The fee for the 12 manholes is for \$80,603. The product is warranted for 10 years.

Councilman Wilder moved to approve the contract with Advanced Lining for \$80,603 seconded by Councilwoman Harrison.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Ordinance #2024-648 – Rezone 190 N 5<sup>th</sup> West/507 W 1<sup>st</sup> North:

Councilman Stone moved to read in title and summary only ordinance #2024-648 seconded by Councilman Wilder.

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

Councilwoman Harrison moved to suspend the rules of the three reading and adopt, approve and publish ordinance #2024-648 in summary form seconded by Councilman Stone.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Interfund Transfers:

The city's capital improvement fund funded the residents cost of their LID assessments. The payment to date on the three LID totaled \$57,165.81 which needed to be repaid to the capital improvement fund.

Councilman Wilder moved to approve and authorize the transfers from the three LID accounts to the Capital Improvement Fund totaling \$57,165.81 seconded by Councilman Stone.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes

Councilwoman Harrison            Yes  
Councilwoman Hillman            Yes

Discussion on Procedure to enact an LID District:

The mayor wanted to inform the council of the steps needed to be implemented prior to the creation of an LID district. The items presented were for discussion only but would be needed if and when the developers on 2<sup>nd</sup> North begin construction.

Approval of Minutes:

Councilman Wilder moved to approve the minutes of October 3, 2024, with the correction of width of 5<sup>th</sup> West as referenced from 42 feet to 48 feet, motion seconded by Councilwoman Harrison.

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

Review and Approval of Bills:

The clerk referenced the bill listing with three corrections where the invoices got entered as credits and should have been debits with the adjustment totalling \$2,548.44 and the addition of the bill from Text-My-Gov for \$3,000 which was approved at last council meeting. Total bills to be paid \$952,895.99.

Councilwoman Harrison moved to approve and pay the bills listed and adjusted seconded by Councilwoman Hillman.

The mayor asked the clerk to call the roll:

Councilman Howe                    Yes  
Councilman Stone                    Yes  
Councilman Wilder                    Yes  
Councilwoman Harrison            Yes  
Councilwoman Hillman            Yes

Executive Session:

Councilwoman Harrison moved to have the council enter executive session per Idaho Code 74-206(f) evaluation of employees seconded by Councilman Howe.

The mayor asked the clerk to call the roll:

Councilman Howe                    Yes  
Councilman Stone                    Yes  
Councilman Wilder                    Yes  
Councilwoman Harrison            Yes  
Councilwoman Hillman            Yes

Council enter executive session: 7:49 pm

Council exits executive session: 8:00pm

The mayor asked if there were any discussion/decisions: Councilwoman Hillman moved to approve the three appointed city employees (clerk, police chief and public works director) with a 6% pay increase seconded by Councilman Wilder.

The mayor asked the clerk to call the roll:

Councilman Howe	Yes
Councilman Stone	Yes
Councilman Wilder	Yes
Councilwoman Harrison	Yes
Councilwoman Hillman	Yes

Adjournment:

Councilwoman Harrison moved for the adjournment of the meeting seconded by Councilwoman Hillman.

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

Meeting adjourned: 8:05pm

CITY OF RIGBY

---

Richard Datwyler, Mayor

ATTEST:

---

David Swager, Clerk

**Passed on a voice poll at the November 7, 2024 regular meeting: all in favor none opposed with one abstention.**