



MINUTES

REGULAR MEETING
RIGBY CITY COUNCIL
THURSDAY OCTOBER 16TH, 2025
7:00 PM

CALL TO ORDER: Mayor Richard Datwyler called the meeting to order.

The Pledge of Allegiance was given by Councilman Stone and the prayer by Councilwoman Hillman.

ROLL CALL ATTENDANCE:

Councilman Mike Wilder	Absent
Councilwoman Becky Harrison	Present
Councilman Alex Espinosa	Present
Councilman Timothy Howe	Present
Councilman Reed Stone	Present
Councilwoman Tonya Hillman	Present

ALSO PRESENT-

City Attorney, Sam Angell
Director Of Public Works, Mitch Bradley
Police Chief Allen Fullmer
Planning and Zoning Administrator, Ione Hansen
Wastewater Treatment Plant Superintendent – Scott Humpherys

PUBLIC COMMENT -

No Comments

ACTION ITEM - CONSENT AGENDA

The following business items may be approved by one motion and a vote. If any one member of the Council so desires, any matter listed can be moved to a separate agenda item.

A. Council Minutes – October 2nd, 2025

Councilman Espinosa made the motion to Approve the Minutes for October 2nd, 2025, seconded by Councilman Howe,.

B. Accounts Payable- September and October 2025

Councilman Howe made the motion to Approve the Accounts Payable as Written, seconded by Councilwoman Hillman, roll call vote:

Councilman Timothy Howe - Yes
Councilman Alex Espinosa - Yes
Councilwoman Becky Harrison - Yes
Councilwoman Tonya Hillman - Yes
Councilman Reed Stone - Yes

ACTION ITEM: Approval of Purchase of Kenef for Wastewater Treatment Plant

Mr. Humphreys informed the Council of the need to purchase 10 additional sacks of Kenef media for the ammonia removal system, at a cost of \$70,000 plus shipping. Kenef serves as the substrate for microorganisms that facilitate ammonia reduction. In March, only 10 sacks were installed, half of the required amount. The proposed purchase will bring the system up to full capacity. Going forward, maintenance will require only one sack per year.

Councilman Howe made the motion to Approve the Invoice for Kenef for \$70,000 plus shipping for the Wastewater Treatment Plant, seconded by Councilwoman Harrison,

roll call vote:

Councilwoman Tonya Hillman - Yes
Councilman Reed Stone - Yes
Councilman Alex Espinosa - Yes
Councilwoman Becky Harrison - Yes
Councilman Timothy Howe - Yes

ACTION ITEM: Review and Consider Approval Agreement with Keller Associates Inc for Wastewater Treatment Plant Quality Assurance Project Plan (QAPP)

Mr. Humphreys informed the Council that the Quality Assurance Project Plan (QAPP) serves as the comprehensive operations manual for the Wastewater Treatment Plant. Following a recent annual review, he noted that the current QAPP barely met compliance standards and will not pass inspection next year without a full update. Due to new regulatory requirements, inspectors are mandating QAPP revisions across nearly all municipalities. Mr. Humphreys offered to complete portions of the update himself to reduce costs. Once the revised QAPP is in place, he anticipates being able to maintain and update it annually without outside assistance—unless future regulations impose significant new changes.

Councilman Stone made the motion to Approve the Agreement for Professional Services with Keller Associates for the Wastewater Treatment Plant Quality Assurance Plan, seconded by Councilman Espinosa, roll call vote:

Councilman Mike Wilder - Yes
Councilwoman Becky Harrison - Yes
Councilman Alex Espinosa - Yes
Councilman Timothy Howe - Yes
Councilman Reed Stone - Yes
Councilwoman Tonya Hillman - Yes

ACTION ITEM: PUBLIC HEARING: Conditional Use Permit for Bramwell Veterinary Clinic At Approx. 505 Rigby Lake Drive, Rigby, ID

The Engineering representative for Desert Peak presented the Conditional Use Permit (CUP) proposal for a veterinary clinic located at 505 Rigby Lake Drive. Building plans were distributed, and the general layout of the property was explained. However, the site plan was not yet available due to a personal family emergency involving the individual responsible for its preparation.

For: None

Against: None

Neutral: None

Mayor closed the Public Hearing and turned it over to Council to discuss.

Ms. Hansen noted that the Planning and Zoning Commission had previously requested the inclusion of a fenced outdoor area. She clarified that while the fenced space was incorporated into the design, it does not authorize the property for kenneling use. Council members acknowledged familiarity with the proposal, referencing prior meetings where Mr. Bramwell had been present to discuss the project.

Councilwoman Hillman made the motion to Approve the Conditional Use Permit for Bramwell Veterinary Clinic with the accommodations Ms. Hansen stated, seconded by Councilman Espinosa. All present voted “Aye”. None Opposed. Motion was Adopted.

ACTION ITEM: Review and Consider Approval to Publish Ordinance Establishing a Moratorium on Annexation

Council directed Mr. Angell to revise the stated purpose of the proposed Moratorium on Annexation. The original language citing “an imminent peril to the public health” will be replaced with: *“The City Council finds that a temporary Moratorium on Annexation is necessary to allow time to complete updates to city ordinances and policies related to water rights and water system capacity.”*

Councilwoman Harrison and Ms. Hansen are actively reviewing the ordinances that must be updated prior to lifting the moratorium. A Work Meeting scheduled for October 23rd will help determine the scope and direction of those ordinance changes. Council requested that the Moratorium be published in the newspaper on the next two consecutive Wednesdays to ensure proper notice ahead of the public hearing scheduled for November 6th.

Councilwoman Harrison made the motion to Approve the Ordinance with the changes discussed in the meeting, Publish the Ordinance Hearing in the next two weeks and hold the Hearing on November 6th, seconded by Councilman Howe. All present voted “Aye”. None Opposed. Motion was Adopted.

ACTION ITEM: Review and Approve Renewal of the Interagency Agreement for School Resource Officer Services with Jefferson School District

Chief Fullmer addressed the Council to explain the annual contract between the City and School District 251 for a School Resource Officer. Under this agreement, Officer Cruz serves as a presence at Harwood and Southfork Elementary Schools during the academic year. The school district contributes 70% of Officer Cruz’s wages, reflecting coverage during school months.

Councilwoman Hillman made the motion to Approve the Renewal of Interagency Agreement for School Resource Officer with Jefferson School District, seconded by Councilman Stone,

roll call vote:

Councilman Reed Stone - Yes
Councilman Timothy Howe - Yes
Councilman Alex Espinosa - Yes
Councilwoman Tonya Hillman - Yes
Councilwoman Becky Harrison - Yes

ACTION ITEM: Consider Approval of Water Use Survey from Rocky Mountain Environmental Associates Inc

Following the recent Council meeting with Michelle Mortimer of Andrus, Rigby & Andrus, the Mayor shared that Ms. Mortimer recommended Rocky Mountain Environmental Associates, represented by Kristen Moore, as a resource for evaluating the City's water rights. The Mayor contacted Ms. Moore to clarify her scope of services, and she subsequently submitted a form outlining the various ways she could assist the City. The Mayor expressed that Ms. Moore's expertise would be particularly valuable in helping the City identify its existing water rights and determine how to utilize them most efficiently.

In response to Council's inquiry about potential overlap with Ms. Mortimer's services, the Mayor clarified that Ms. Mortimer would be engaged specifically for ordinance amendments, once the City has a clearer understanding of its water rights and available options.

Councilwoman Harrison made the motion to Approve the Contract with Rocky Mountain Environmental Associates, seconded by Councilwoman Hillman.

Action Item- Adjournment

Councilman Howe motioned to Adjourn, seconded by Councilman Espinosa. All present voted "Aye". None Opposed. Motion was Adopted.

APPROVED _____
Richard Datwyler, Mayor

Attest _____
Kiesha Keller, City Clerk