



MINUTES

RIGBY CITY COUNCIL

THURSDAY APRIL 2nd, 2026

7:00 PM

Mayor Nichole Weight called the meeting to order.
The Pledge of Allegiance was given by Councilman Howe.
The prayer by Councilwoman Allen.

ROLL CALL ATTENDANCE:

Councilwoman Melanie Allen	Present
Councilman Kevin Bradshaw	Present
Councilman Alex Espinosa	Present
Councilman Timothy Howe	Present
Councilman Reed Stone	Absent
Councilwoman Tonya Hillman	Present

ALSO PRESENT-

City Attorney, Sam Angell
Public Works Director, Mitch Bradley
Police Chief, Allen Fullmer
Planning and Zoning, Lone Hansen

PUBLIC COMMENT –

Barbara Monroe made comment regarding a personal legal matter and concerns about prior interactions with the City.

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 – March 19th, 2026
- B. Accounts Payable- March 2026

Councilwoman Allen made the motion to Approve the Minutes, seconded by Councilman Bradshaw. The motion carried, with Councilman Howe and Councilwoman Hillman abstaining.

ACTION ITEM: Airport Board Appointments and Oath of Office

Councilman Espinosa made the motion to Approve the Appointment of Brock Price to the Airport Board, seconded by Councilwoman Hillman. Motion carried unanimously.

ACTION ITEM: Website Update Options & Pricing Structure

Adam Hall of Marketable Media presented options for updating the City's website. He explained that the current contract covers only basic content changes and outlined a proposal to add a monthly retainer for additional maintenance and design work.

The Council reviewed a proposed addendum establishing a \$200 monthly retainer for up to four hours of website maintenance and updates, in addition to the existing \$1,440 annual fee. The Council discussed the scope of services and clarified that the retainer would be a fixed monthly charge.

The Council also discussed upcoming website needs, including creating dedicated pages for various City departments and entities.

Councilman Howe made the motion to Approve the Addendum to be reviewed in January 2027 or to Expire December 2026, seconded by Councilman Espinosa, roll call vote:

Councilman Bradshaw -	Yes
Councilman Howe -	Yes
Councilman Espinosa -	Yes
Councilwoman Hillman -	Yes
Councilwoman Allen-	Yes

ACTION ITEM: Second Reading of Ordinance 2026-660

Councilwoman Allen moved to read Ordinance 2026-660 in Summary and Title Only, seconded by Councilman Espinosa.

Mayor Weight read the Ordinance by title and summary only.

Councilwoman Allen made the motion to Waive the Third Reading, seconded by Councilman Howe. Motion carried unanimously.

ACTION ITEM: Authorization to Publish Draft of Lift Station Ordinance

Mr. Bradley presented the proposed ordinance establishing requirements for regional lift stations. He explained that new subdivisions have increasingly proposed individual lift stations, which would create long-term maintenance and budget burdens for the City. Keller Associates identified a central location on the west side of town suitable for a regional lift station to serve future development.

Mitch explained that the ordinance would give the City authority to require developers to construct a regional lift station in the designated area and to implement latecomer agreements so subsequent developments reimburse the initial developer for proportional costs.

Councilwoman Allen made the motion to Approve Authorization to Publish the Draft of the Lift Station Ordinance, seconded by Councilwoman Hillman. Motion carried unanimously.

ACTION ITEM: Consideration of Fibercom Proposal and Bore Permit Variation Request

Jared Stowell with FiberCom presented a proposal to construct a city-wide fiber optic network in Rigby and discussed project requirements, bonding, and installation standards. The company noted federal BEAD program timelines and the need to coordinate construction across the city.

The Council reviewed revised terms for the project. FiberCom agreed to provide a **single \$500,000 bond** for the entire installation with a five-year term and to obtain a **single boring permit** for a **\$10,000 fee**. FiberCom will use **flowable fill** for all patches, cover all costs associated with any sewer line damage, and conduct **camera inspections of lateral sewer lines** where cleanouts are available. FiberCom will also assign a project manager to the City and provide **weekly installation plans**.

Councilwoman Allen made the motion to Approve the Fibercom Board Permit Variance Request, seconded by Councilman Espinosa, roll call vote:

Councilwoman Allen-	Yes
Councilwoman Hillman -	Yes
Councilman Espinosa -	Yes
Councilman Howe -	Yes
Councilman Bradshaw -	No

ACTION ITEM: Consider Approval of Professional Services Contract - Water Meter Project

Rick Miller provided an update on the contract to prepare and coordinate applications for the water meter project. The contract covers work with multiple funding agencies, including CDBG, Idaho Department of Environmental Quality, USDA Rural Development, and CPF.

The consultant reviewed anticipated timelines for each agency’s application cycle, noting that CDBG public facility grants are now funded up to \$650,000, DEQ priority lists are typically finalized at the end of the year, USDA applications may be submitted at any time, and CPF applications are generally due in March. He stated that the contract will guide the City through preparing and submitting these applications and coordinating with the City’s engineer on project budgets and related requirements.

Councilman Howe made the motion to Approve the Professional Services Contract, seconded by Councilman Allen, roll call vote:

Councilman Howe -	Yes
Councilman Espinosa -	Yes
Councilwoman Hillman -	Yes
Councilman Bradshaw -	Yes
Councilwoman Allen-	Yes

ACTION ITEM: Consider Approval of the Annual Fee Resolution

Becky Harrison presented the Annual Fee Resolution for 2026, which updates and audits various City fees to ensure consistency and appropriate cost recovery.

Utility Billing: Residential base rates for water, sewer, and sanitation remain unchanged. The resolution clarifies commercial billing categories and establishes a \$100 base rate plus usage fees for Category 5 high-use commercial accounts, and established a multi-business rate of \$20 for units sharing restroom facilities.

Minimum Billing: Discounted rates for unoccupied properties were removed to align with City code, which requires billing based on infrastructure availability rather than usage.

Other Fee Updates:

- The “Arterial Road and Bridge Fee” was renamed the “Arterial Road Fee.”
- A \$6,000 Infrastructure Access Fee for new airport hangars was formalized.
- Rodeo facility rental fees were updated, including new fees for tractor use and after-dark lighting at \$25 per hour.

Councilman Howe made the motion to Approve Resolution No. 232-2026 with the changes to update the date of April first and remove the word Bridge in section five, seconded by Councilwoman Allen.

roll call vote:

Councilman Howe -	Yes
Councilman Espinosa -	Yes
Councilwoman Hillman -	Yes
Councilman Bradshaw -	Yes
Councilwoman Allen-	Yes

Action Item- Adjournment

Councilman Howe made the motion to Adjournment, seconded by Councilwoman Hillman.

Motion carried unanimously.

APPROVED _____
Nichole Weight, Mayor

Attest _____
Kiesha Keller, City Clerk