



MINUTES

**RIGBY CITY COUNCIL
THURSDAY APRIL 16, 2026
7:00 PM**

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

ROLL CALL ATTENDANCE:

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

ALSO PRESENT-

Public Works Director, Mitch Bradley
Police Chief, Allen Fullmer
Planning and Zoning, Lone Hansen
Wastewater Treatment Plant Supervisor, Scott Humpherys

PUBLIC COMMENT –

Agenda Amendment

Councilman Howe moved to amend the agenda to add Action Item 10: **Repeal of Resolution 232-2026** due to incorrect fee amounts, and to renumber adjournment as Action Item 11.

Motion carried unanimously.

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 – April 2, 2026**
- B. Accounts Payable- April 2026**

Councilman Howe made the motion to Approve Minutes with those three changes and Accounts Payable as written. seconded by Councilwoman Allen.

Motion carried, with Councilman Stone Abstained.

ACTION ITEM: Bid Opening – 2026 Chip Seal Project

Mr. Bradley opened four sealed bids for the 2026 Seal Project. All bids were time-stamped upon receipt and reviewed for required documents.

Bids Received:

- H&K Contractors – \$193,011.50 (*Bid packet complete.*)
- Intermountain Slurry Seal (Salt Lake City, UT) – \$243,011.50 (*Bid packet complete.*)
- TMC Construction – \$222,489.62 (*Bid amount clarified during reading; bid packet complete.*)
- American Road Maintenance (Tucson, AZ) – Bid amount not read (*Bid packet received with all required documents except the bid sheet, which was not included.*)

Staff noted that H&K Contractors has performed quality work for the City in the past. Council discussed the bid line items, including mobilization, and confirmed that the scope of work was comparable among the complete bids.

Councilman Howe moved to award the 2026 Seal Project to H&K Contractors in the amount of \$193,011.50, contingent upon verification that all bids were evaluated on comparable scope and services. Councilman Espinosa seconded.

Roll-Call Vote:

- Espinosa – Yes
- Howe – Yes
- Allen – Yes
- Stone – Yes

Motion carried unanimously.

ACTION ITEM: Special Event Permit Request – Fundraiser for Shwachman-Diamond Syndrome

Mary Alice, accompanied by Sophie and her father, presented a request for a special event permit to hold a nonprofit fundraising fair. The event would include various activities accessible by wristband and a separate bake sale. Proceeds would benefit the American Cancer Society and the Shwachman-Diamond Syndrome Foundation. The applicants explained their personal connection to cancer and their desire to support patients and reduce mortality.

The proposed event location is South Park, with setup beginning at 10:00 a.m. and the event running from 12:00 p.m. to 5:00 p.m. on Saturday, June 27. Staff will verify park availability and confirm scheduling.

Councilwoman Allen moved to waive the special event permit fee for the nonprofit fundraiser. Motion seconded by Councilman Espinosa.

Motion carried unanimously.

ACTION ITEM: Headworks Upgrade – Wastewater Treatment Plant (WWTP)

Mr. Humphries presented an overview of the current headworks limitations at the Wastewater Treatment Plant. The plant was upgraded approximately six years ago, but the headworks structure was not included in that project. New screens were installed two years ago; however, the existing channels are too narrow to handle peak flows. When the two town lift stations and the onsite process-water lift station run simultaneously, the channels overtop and allow debris to bypass the screens.

Mr. Humphries explained that if the City's average daily flow reaches 2.59 million gallons per day for two consecutive months, the Idaho Department of Environmental Quality (DEQ) will require the City to submit an upgrade plan. Recent flow data shows significant increases: the 2022 average was approximately 560,000 gpd, last year averaged 890,000 gpd, and current flows—combined with recycled process water not captured by the inflow meter—are approaching levels that could trigger regulatory action. Bob Evans contributes between 350,000–500,000 gpd, and continued growth is expected to increase overall flows.

Two upgrade options were presented:

1. Headworks Expansion Only Wider channels, additional or larger screens, building expansion, and a redundant grit separator. Estimated cost: approximately \$5 million.

2. Upstream Equalization and Headworks Expansion Equalization basins upstream, building expansion, and a metered onsite lift station. Estimated cost: approximately \$8.1 million.

Mr. Humphries noted that the project could potentially be funded using existing reserves and the approximately \$1 million per year depreciation allocation without raising rates. He also discussed potential grant opportunities, including DEQ's annual grant cycle in January and possible USDA/RD funding, though no grant is guaranteed.

Council discussed the need to explore grant funding before committing City reserves. Staff confirmed that downstream plant components are adequate and that the proposed project addresses headworks capacity only.

Councilman Howe moved to Table the item until the next meeting to allow staff time to explore funding sources, including grants, and to prepare related wastewater budget items prior to October. Councilwoman Allen seconded.

Motion carried unanimously.

ACTION ITEM: Ordinance No. 2026-663 – Amendment to City Code Regarding Alcohol Service Hours

The Mayor introduced Ordinance 2026-663, then turned the discussion over to Chief Fullmer. The Chief explained that the proposed amendment would align the City's alcohol-service rules for Memorial Day and Thanksgiving with Idaho State Law. He stated that enforcement would be manageable and noted that the City's previous expansion of Sunday sales had not created issues.

Council discussed concerns related to Memorial Day safety and whether Christmas Day should remain closed to alcohol service. Chief Fullmer expressed a preference for keeping Christmas Day closed and confirmed that State Law allows cities to adopt stricter local rules.

Mayor Weight read Ordinance No. 2026-663 in full.

Councilman Espinosa moved to proceed with the second and third readings of Ordinance 2026-663 at future meetings. Councilwoman Allen seconded.

Motion carried unanimously.

ACTION ITEM: Resolution No. 231-2026 – Declaration and Disposal of Surplus Property

Mr. Bradley reported that several culvert sections were removed from the former county rodeo grounds after the associated ditch was abandoned. The culverts are 30-foot by 30-inch sections and remain in good condition. He estimated a fair value of \$500 per section.

Multiple individuals have expressed interest in purchasing the culverts. Mr. Bradley requested clarification on whether he may sell all six sections together for \$3,000 under the City's surplus-property policy, or whether they should be held for a future auction. He also noted that proceeds could be directed to the rodeo grounds fund.

A separate surplus item, an old golf cart valued under \$1,000, was also disclosed for transparency.

A resolution declaring the listed items as surplus and authorizing disposal was presented. The Council approved reading the resolution by title and summary only.

Councilman Howe made the motion to Adopt Resolution No. 231-2026 as written and to be read in title and summary only. seconded by Councilwoman Allen.

Motion carried unanimously.

ACTION ITEM: Resolution No. 233-2026 – Revising the Water and Sewer Connection Fees

Mr. Bradley presented the updated water and sewer connection fee study, with Jaden Jackson from Keller Associates assisting in the analysis. The study identified recoverable costs supporting maximum in-city connection fees of \$7,078.63 for water and \$10,804.16 for sewer. Mr. Bradley recommended setting both fees at \$6,000 instead.

Council discussed the proposed amounts and the methodology used to calculate the recoverable costs. Mr. Bradley requested that the item be tabled so the resolution could be revised with his recommended totals.

Councilman Howe made the motion to Table Resolution No. 233-2026. seconded by Councilman Espinosa.

Motion carried unanimously.

ACTION ITEM: 2026 Arbor Day Proclamation

Mayor Weight presented the 2026 Arbor Day Proclamation, noting that the proclamation qualifies the City for additional funding to support tree planting. The Mayor read the proclamation into the record, declaring May 2, 2026 as Arbor Day in the City of Rigby and encouraging residents to participate in tree-planting and conservation efforts.

ACTION ITEM: Repeal of Resolution 232-2026

Council reviewed the connection fees adopted at the previous meeting and clarified that the fees constituted new fees and increases of more than five percent. Because of this, they cannot be adopted by resolution and must instead be enacted by ordinance.

Councilman Howe moved to repeal Resolution 232-2026 due to the fees exceeding the allowable threshold for adoption by resolution. Councilwoman Allen seconded.

Motion carried unanimously.

Action Item- Adjournment

Councilman Howe made the motion to Adjourn. seconded by Councilman Espinosa.

Motion carried unanimously.

APPROVED _____
Nichole Weight, Mayor

Attest _____
Kiesha Keller, City Clerk