



MINUTES

RIGBY CITY COUNCIL

THURSDAY JUNE 4th, 2026

7:00 PM

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

ROLL CALL ATTENDANCE:

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

ALSO PRESENT-

City Attorney, Sam Angell
Public Works Director, Mitch Bradley
Police Chief, Allen Fullmer
Planning and Zoning, Ione Hansen
Library Director, Brittney Fielding
Wastewater Treatment Plant Supervisor, Scott Humpherys

PUBLIC COMMENT –

No Comment

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 – May 21, 2026

Councilman Bradshaw asked for clarification on a vendor.

Councilman Bradshaw made the motion to Approve Accounts Payable, seconded by Councilman Espinosa.
Motion carried unanimously.

B. Accounts Payable- May 2026

Councilwoman Allen made the motion to Approve the Minutes as written, seconded by Councilman Howe.
Motion carried, Councilman Bradshaw abstained.

ACTION ITEM: Open/Consider Bids for Maintenance Building

Mr. Bradley presented the Public Works Shop Project bids for Council consideration. He explained that the project has been planned over several years to provide adequate indoor storage for equipment used across Parks, Streets, Water Collections, and Sanitation. Funding sources include departmental savings and ARPA allocations.

Sealed bids were opened publicly and read into the record as follows:

- **Alpine Construction Management** – \$2,938,489
- **Mountain Valley Builders LLC** – \$2,742,554
- **Gary Jones Construction** – \$3,577,594
- **Headwaters Construction** – \$2,569,000
- **Quality Steel** – \$3,184,781
- **Peterson Brothers** – \$2,900,000
- **Construction Solutions Company** – \$2,585,622

Mr. Bradley noted that the City is required to accept the lowest responsive bid, contingent upon proper bonding and insurance. He also stated that the contract allows for negotiations with the lowest bidder to adjust scope as needed to meet budget constraints.

Council discussed the bid amounts, the need to verify all required documentation, and the ability to negotiate reductions in non-essential features. Mitch clarified that any reductions would focus on convenience features, not structural or functional components needed to protect equipment.

Mr. Bradley recommended awarding the contract to **Headwaters Construction**, the lowest bidder at **\$2,569,000**, pending verification of all required documents and with authorization to negotiate reductions to bring the project within budget.

Councilman Stone made the motion to Approve the contract with Headwaters Construction in an amount not to exceed \$2,569,000, and authorize the Mayor and Public Works Director to negotiate reductions as needed, contingent upon all required documentation being submitted. seconded by Councilman Espinosa.
roll call vote:

Councilman Espinosa - Yes
Councilman Howe - Yes
Councilwoman Allen- Yes
Councilman Stone - Yes
Councilman Bradshaw - Abstain

Motion carried unanimously.

ACTION ITEM: Consider Approval for New Appointment to Rigby City Planning and Zoning – Mathew Matherly

Mayor Weight recommended Mathew Matherly for Rigby City Planning and Zoning appointment.

Councilwoman Allen made the motion to Approve the Appointment of Matthew Matherly to Rigby City Planning and Zoning Board, seconded by Councilman Stone.

Motion carried unanimously.

Mayor administered the oath of office.

ACTION ITEM: Consider New Contract for Elevator Maintenance at the Library

Mrs. Fielding presented quotes from three elevator companies for required quarterly maintenance and annual inspections. Young Elevator was the lowest quote. Council discussed contract terms, including five-year agreements, cancellation clauses, and the need for an option to terminate if service is unsatisfactory. A representative from Young Elevator stated their terms are negotiable and they allow termination with 30-days' notice.

Councilwoman Allen made the motion to Approve the Contract with Young for the Elevator Services with the Requirement that they include a Thirty Day Notice out Clause, seconded by Councilman Espinosa.

roll call vote:

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

Motion carried unanimously.

ACTION ITEM: Consider Grant/Loan Opportunities for Wastewater Treatment Plan

Scott provided an update on the Wastewater Plant Headworks Project. He reported that Keller Engineering advised the City would rank well for upcoming Rural Development and Idaho Department of Commerce grants. Council discussed whether to move forward with the design phase now or wait for funding opportunities.

Scott noted that having the design completed in advance helped the City secure ARPA funding in the past. Mr. Humphreys couldn't recall the cost last time for design, but the estimated cost of the headgates was approximately \$5 million. Updated figures are needed. Funding for design has not been budgeted, and Scott will work with staff to identify possible sources.

Council expressed hesitation to proceed without firm cost estimates.

The item will be placed on the June 18th agenda after Scott and Keller Associates provide updated numbers and grant information.

Councilman Howe made the motion to Table until June 18th Meeting, seconded by Councilman Stone.

ACTION ITEM: Resolution 236-2026 Surplus to go to Auction

Councilman Stone made the motion for the Resolution to be Read in Summary and Title Only. Seconded by Councilman Espinosa.

Councilwoman Allen made the motion to Approve Resolution 236-2026. seconded by Councilman Stone.

Motion carried unanimously.

ACTION ITEM: Consider Approval Of The Cost Estimate For Pursuing Judicial Confirmation And Authorize Publication Of Notice For The Required Hearing

Mr. Bradley explained that the City needs to engage legal counsel to begin the Judicial Confirmation process. The cost for the required legal work is \$8,000, which is higher than previous years but necessary to move the process forward. Funding is available in the Water Fund, though it is not the strongest fund financially.

He explained that recent federal grant allocations were reduced from \$5 million to \$2.5 million, increasing the importance of demonstrating that the City is financially stable and able to meet match requirements if needed. Completing the Judicial Confirmation step helps position the City for future grants and shows readiness to secure a loan if required, though it does not obligate the City to take out a loan.

Council discussed the long-term water tank and booster station project history, rising construction costs, and the need to avoid delays that could increase expenses further. Mr. Bradley emphasized that the Judicial Confirmation review simply verifies the City's financial capacity and does not commit the City to borrowing.

Councilman Espinosa made the motion to Approve the Agreement for Bond Council Services for the City of Rigby with MSBT Law, seconded by Councilman Bradshaw.

roll call vote:

Councilman Howe - Yes

Councilman Stone - Yes

Councilman Espinosa - Yes

Councilman Bradshaw - Yes

Councilwoman Allen- Yes

Motion carried unanimously.

Action Item- Adjournment

Councilman Howe made the motion to Adjourn, seconded by Councilman Bradshaw.

Motion carried unanimously.

APPROVED _____
Nichole Weight, Mayor

Attest _____
Kiesha Keller, City Clerk