



MINUTES

**RIGBY CITY COUNCIL
THURSDAY MAY 21, 2026
7:00 PM**

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

ROLL CALL ATTENDANCE:

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

ALSO PRESENT-

Public Works Director, Mitch Bradley
Police Chief, Allen Fullmer
Planning and Zoning, Ione Hansen

PUBLIC COMMENT –

Lucy Larson, a student at BYU studying social work, provided public comment regarding a class project on rape kit processes and community interventions. She requested input on areas where college students could assist and noted she was gathering perspectives for planning purposes.

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 7th, 2026**
- B. Accounts Payable- May 2026**
- C. 1st Quarter Financial Report**
- D. Statement of Decision – Zone Change J&L Holding**
- E. Statement of Decision- Zone Change for BG Development Group**

F. Statement of Decision- Zone Change for S&H Properties

***Councilwoman Allen pulled Statement of Decision – Zone Change J&L Holding from the Consent Agenda. seconded by Councilman Stone.**

Councilwoman Allen made the motion to Approve the Consent Agenda excluding D, seconded by Councilman Espinosa.

roll call vote:

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

ACTION ITEM: D. Statement of Decision – Zone Change J&L Holding

Councilman Howe made the motion to Approve Statement of Decisions for J&L Holdings. seconded by Councilman Espinosa.

roll call vote:

Councilman Howe -	Yes
Councilwoman Allen-	No
Councilman Stone -	Yes
Councilman Espinosa -	Yes

ACTION ITEM: Consider Approval of the Request to use South Park for the 2026 Farmers Market

Carrie Monson addressed the Council and requested approval to hold the Farmers Market at South Park again this summer, operating Wednesdays from June 3 through September 30, from 4:00–7:00 p.m.

Councilwoman Allen made the motion to Approve the use of South Park for the Farmers Market 2026. seconded by Councilman Stone.
Motion carried unanimously.

INFORMATIONAL ITEM: City of Rigby Community Arbor Day Event

Deputy Clerk Becky Harrison updated the Council on the Arbor Day grant she received and reported that two trees were purchased with the \$350 award. Mrs. Harrison outlined the planned Arbor Day event activities, including community clean-up, story time, an

arborist Q&A, and seed planting sponsored by Town and Country Gardens. She invited the Council to attend the event.

ACTION ITEM: Open/Consider Bids for Maintenance Building

Mr. Bradley informed the Council that no bids had been received. He explained that Connect Engineering had included language referencing Davis-Bacon wages, which do not apply to this project. After speaking with Michael Knight at Connect Engineering, Mitch asked that all contractors who had requested drawings be contacted with the correct wage information and offered an additional week to submit bids. As a result, the bid due date was extended by one week.

Councilman Stone made the motion to Table the Opening of Bids for the Maintenance Building until the next City Council Meeting. seconded by Councilman Espinosa.
Motion carried unanimously.

ACTION ITEM: County Presentation on the Proposed Area of Impact Agreement Ordinance

Jefferson County Planning and Zoning Director Milton Ollerton presented information to the Council regarding the County's proposed Area of Impact Agreement Ordinance for the area surrounding Rigby. Mr. Ollerton explained that the ordinance maintains the existing impact boundaries and development provisions, including requirements for new construction within 300 feet of city water or sewer lines to connect to those systems. He noted that the County is working on a broader sub-area comprehensive plan and is coordinating with the City to ensure consistency between ordinances. Mr. Ollerton stated he is willing to amend the impact zone ordinance if issues arise for the City.

Councilman Stone made the motion to Direct City Staff to Author a letter Addressing Resolving Concerns with the County Regarding this agreement, Provided they are not overly broad and authorize the Mayor to Accept those Changes, seconded by Councilman Howe.
Motion carried unanimously.

ACTION ITEM: PUBLIC HEARING: Consider Approval of Ordinance Amendment 2025-666, amending Title 11, Chapter 6, Section 6 of City Code relating to sewage lift station requirements; providing updated design standards, cost responsibilities, and regionalization requirements for new development

Mayor Weight opened the Hearing at 7:29pm

Presentation:

Public Works Director **Mitch Bradley** presented the proposed ordinance amendment. Mr. Bradley explained that the amendment establishes clear standards for sewage lift stations, including required acreage served, design specifications, depth, equipment, and placement. He stated that the City has seen a growing number of small, developer-installed lift stations that are difficult and costly to maintain. The amendment allows the City to require larger, regional lift stations sized to serve surrounding undeveloped areas, with the first developer covering the initial cost and future developments reimbursing through latecomer agreements.

Mr. Bradley described recent development examples, including a church project where a regional lift station design may resolve existing sewer limitations. He emphasized that the ordinance gives the City stronger authority to require appropriately sized and located lift stations rather than accepting numerous small systems.

Public Comment:

No public comment was offered.

Council Discussion:

Councilmembers asked questions regarding current code requirements, capacity standards, impacts on developers, and how the ordinance applies to existing subdivisions. Staff clarified that current code only requires developers to meet City pump and equipment specifications, not capacity or location standards. The new ordinance fills that gap. Staff also explained that while the first developer will incur higher upfront costs, they can recoup expenses as additional subdivisions connect.

The Mayor closed the public hearing at 7:31pm

Councilwoman Allen made the motion to Approve Ordinance Amendment 2025-666 seconded by Councilman Espinosa.

roll call vote:

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

DISCUSSION ITEM: Comprehensive Plan Update & Infrastructure Capacity Requirements

Councilman **Stone** led a detailed discussion regarding the City's Comprehensive Plan. He reviewed the current document and identified several areas where clearer data, updated information, and more defined expectations would help the City make defensible land-use decisions. He noted that the plan lacks measurable guidance on

issues such as school capacity, road congestion, sewer system limitations, and green-space distribution.

Councilman Stone presented school enrollment and capacity information, explaining that Rigby High School is operating over capacity and relies on temporary classroom structures, which raises safety and educational concerns. He discussed how new housing developments impact school enrollment and suggested that the City consider adopting a formal method to measure school impacts, similar to approaches used in other Idaho cities.

He also reviewed roadway capacity concerns, referencing an older ITD study showing unacceptable levels of service near school intersections. He suggested that summarized transportation capacity information be included in the Comprehensive Plan to help guide zoning and plat decisions.

Stone discussed green-space standards and noted that while the City meets some acreage benchmarks, access varies and additional smaller neighborhood parks may be beneficial. He emphasized the need for clearer expectations in the plan regarding infrastructure capacity, transportation, schools, and parks.

Councilmembers discussed the balance between adding measurable standards and maintaining flexibility. Some expressed concern that overly specific thresholds could unintentionally bind the City or create legal complications, while others supported including clearer metrics to avoid arbitrary decision-making and provide developers with predictable expectations.

The Council agreed that the Comprehensive Plan should be reviewed more regularly and that a future work meeting would be appropriate to divide sections among Council members for deeper review. Councilmembers also discussed the need to clarify the City's process for evaluating school impacts, transportation issues, and capital improvement planning.

ACTION ITEM: Consider Approval to Publish Resolution 234-2026, Establishing a Fee for Plan Reviews

Mr. Bradley explained that Resolution 234-2026 was not included with the previously approved publication request for the lift station resolution. He stated that staff is now requesting authorization to publish this resolution establishing a fee for plan reviews, after which it will be brought back to the Council for a public hearing.

Councilman Howe made the motion to Publish Resolution 234-2026, seconded by Councilwoman Allen.
Motion carried unanimously.

ACTION ITEM: Consider approval of the Agreement for Professional Services with Keller Associates for the Annis Highway Waterline Replacements Project

Mr. Bradley updated the Council on the Annis Highway Waterline Project and explained that the City has an opportunity to coordinate waterline replacement work with the County's planned road reconstruction on Annis Highway. He noted that the County received grant funding for the road project, and by completing the waterline replacement at the same time, the City can avoid future costs associated with tearing up a newly rebuilt road.

Mr. Bradley stated that the proposed agreement with Keller Associates covers design work for the waterline project while demolition and road work are underway. He confirmed that the City budgets approximately \$200,000 annually for water projects, and this agreement—approximately \$49,000—would fall within that allocation.

Councilmembers discussed whether the work was already budgeted and clarified that it fits within the existing water project budget. A motion was then made to approve the Professional Services Agreement with Keller Associates in the amount of approximately \$49,000.

Councilman Howe made the motion to Approve the Professional Services Agreement with Keller Associates in the amount of approximately \$49,000. seconded by Councilwoman Allen
roll call vote:

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

ACTION ITEM: Consider approval of Resolution 235-2026, Vacating a Portion of a Platted Right-Of-Way/Easement Located in Hailey Creek

Ms. Hansen explained that when Division Two of the Haley Creek Subdivision was amended, certain road rights-of-way were realigned and updated. However, two small segments located in Division Four (Lot 11A/B, Block 4, and Lot 12, Block 4) were not included in that amendment. These segments were originally used for access during earlier phases of construction but are no longer needed.

The Council was informed that this resolution corrects the oversight by formally vacating the unused portions of right-of-way so the subdivision records match the amended road layout. Staff noted that once roads are turned over to the City, a resolution is required to finalize the vacation.

**Councilman Stone made the motion to Approve City of Rigby Idaho Resolution Number 235-2026, seconded by Councilwoman Allen.
Motion carried unanimously.**

ACTION ITEM: Judicial Confirmation for Water Grants

Mr. Bradley and Jaden Jackson of Keller Associates explained the purpose of pursuing a judicial confirmation. They stated that a judicial confirmation is one of the two legal mechanisms a city may use to incur debt, the other being a voter-approved bond. A judicial confirmation allows the City to demonstrate to a judge that a project is necessary for public health and safety, which then authorizes the City to take on the required debt.

Mr. Bradley and Jaden reported that the City has been identified in DEQ's Intended Use Plan for funding related to lead service line replacements, with a portion of the project eligible for principal forgiveness and the remainder requiring the City to incur debt. To move forward, the City must determine the cost of hiring an attorney who specializes in judicial confirmations. Estimated legal costs are expected to be between \$3,000 and \$5,000.

**Councilwoman Allen made a motion giving Mr. Bradley Permission to go and Find out How Much it's going to Cost to get the Judicial Confirmation for the Water Grants. seconded by Councilman Espinosa.
Motion carried unanimously.**

Action Item- Adjournment

**Councilman Stone made the motion to Adjourn, seconded by Councilman Espinosa.
Motion carried unanimously.**

APPROVED _____
Nichole Weight, Mayor

Attest _____
Kiesha Keller, City Clerk