



MINUTES

RIGBY CITY COUNCIL

THURSDAY AUGUST 13, 2026

7:00 PM

Council President Timothy Howe (Presiding in the Absence of Mayor Weight) called the meeting to order.

The Pledge of Allegiance was given by Councilman Bradshaw.

The prayer by Councilman Espinosa.

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	Absent

ALSO PRESENT-

Public Works Director, Mitch Bradley

Police Chief, Allen Fullmer

Library Director, Brittney Fielding

Wastewater Treatment Plant Supervisor, Scott Humpherys

PUBLIC COMMENT –

No Comment

***Councilman Espinosa moved to amend the agenda to add an Action Item to approve the Letter of Agreement with Eastern Idaho Public Health for a Drug Take-Back Box due to an impending deadline. Seconded by Councilman Bradshaw.**

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 – July 18, 2026

Councilwoman Allen made the motion to Approve the Minutes from July 16th, seconded by Councilman Bradshaw. Councilman Espinosa abstained.

B. Accounts Payable- July 2026

Councilwoman Allen made the motion to Approve Accounts Payable for July 2026, seconded by Councilman Espinosa.

Motion carried unanimously.

ACTION ITEM: Consider Approval of Resolution 237-2026 for Judicial Confirmation

Council President Howe read Title and Summary:

“A resolution of the city council of the city of Rigby, Idaho, making findings and declarations with respect to financing improvements to the city’s public water system facilities; approving and authorizing, subject to judicial confirmation, the execution of a loan agreement for the financing of the improvements or, in the alternative, the sale of revenue bonds; authorizing the filing of a petition for judicial confirmation in the district court of the sixth judicial district of the state of Idaho, in

and for Jefferson County; providing for related matters; and providing an effective date.”

Councilwoman Allen made the motion to Approve Resolution No. 237-2026 for Judicial Confirmation, seconded by Councilman Bradshaw.

roll call vote:

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

Motion carried unanimously.

ACTION ITEM: Consider Approval of Resolution 238-2026 Phone Stipend

Council President Howe read the title and summary: “Resolution 238-2026: A Resolution Authorizing a Mobile Phone Stipend for Employees Using Personal Devices for City Business.” Howe clarified that the resolution does not replace the existing mobile phone policy within the Personnel Policy but rather supplements it for employees who use personal devices for city business in lieu of receiving a city-issued phone.

Councilman Espinosa made the motion to Approve Resolution No. 238-2026, seconded by Councilwoman Allen.

roll call vote:

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

Motion carried unanimously.

ACTION ITEM: Consider Approval to Advertise the Request for Qualifications (RFQ) for General Engineering and Consulting Services

Mr. Bradley discussed expanding the city's roster of approved engineering firms on the ITD list to provide more options for future municipal infrastructure projects and grant opportunities. He recommended publishing a Request for Qualifications (RFQ) limited to a concise three-page submittal focusing on firm qualifications rather than lengthy project binders, with complete project histories to be evaluated later.

To evaluate the submittals and determine suitability for the city, a selection committee will be formed consisting of two City Council members and the City Clerk.

Councilman Espinosa made the motion to Approve Advertising the Request for Qualifications for General Engineering and Consulting Services, seconded by Councilwoman Allen.

roll call vote:

Motion carried unanimously.

ACTION ITEM: Consider Approval to Reschedule FY 2026-27 Tentative Budget Hearing to September 3, 2026, and Authorize Publication of Notice

DISCUSSION:

The Council discussed rescheduling the public hearing for the FY 2026–2027 tentative budget to September 3rd to allow for proper public notice publishing and review.

Clarification was provided that any final changes to tentative budget figures must be completed prior to publication, as the published draft cannot be altered once noticed.

Key Budget Review Points:

- **Mayor & Council Line Items:** A decrease from \$71,000 to \$64,000 was noted, attributed to adjustments in detailed operational line items rather than base salaries.
- **Library Fund:** Expenses increased due to a software vendor transition, upgrading facility Wi-Fi (supported in part by grant funding), adding staff/board email accounts, and accounting for potential facility programming and salary adjustments.

- **Museum Funding:** Confirmed to remain steady at \$5,000 within general fund appropriations.
- **Reserve Funds & Emergency Policy:** Council reviewed city reserve fund practices and noted that formal budget amendments can be utilized for unforeseen local emergencies.
- **Rodeo & Account Structure:** Council discussed a temporary reduction of approximately \$70,000 in rodeo funding pending a revamp of operations, noting a broader goal to simplify budget categories across departments.
- **Airport Operations:** Unused snow removal funds were noted as rolling into the airport's investment/reserve fund. A potential new management position was deferred pending future authorization.
- **Salaries & Staffing:** Staffing caps generally follow an 8% adjustment guideline for growth and coverage. Public Works noted increased wage needs due to running the city with historic staffing levels, while Wastewater highlighted cost savings from utilizing temporary seasonal help in lieu of adding full-time staff.
- **Planning & Zoning / Sanitation:** Planning & Zoning adjustments reflected realigned expense lines. Sanitation expenditures appear low year-to-date because contractual payments are issued semi-annually.
- **Equipment Purchases:** Clarified that a \$150,000 equipment allocation is designated for a multi-use skid steer to replace an aging backhoe and broken tractor, alongside planned budgeting for a street sweeper.

Councilwoman Allen made the motion to Approve Rescheduling the Fiscal Year 2026-27 Budget Hearing to September 3rd and Authorize the Public Publication of Notice and Approve the Tentative Budget as outlined, seconded by Councilman Bradshaw.

roll call vote:

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

Motion carried unanimously.

ACTION ITEM: Letter of Agreement – Eastern Idaho Public Health

Council reviewed a Letter of Agreement with Eastern Idaho Public Health (EIPH) to secure grant funding in the amount of \$2,467.65 for a permanent prescription drug take-back box for the Rigby Police Department.

It was noted that the item required immediate action as the award documentation must be signed and returned by August 15th. It was clarified that the project operates on a grant reimbursement basis, resulting in no direct net cost to the City.

**Councilwoman Allen made the motion to Approve the Agreement for a Permanent Drug Take Back Box for the Rigby Police Department from Easter Idaho Public Health, seconded by Councilman Espinosa.
Motion carried unanimously.**

Action Item- Adjournment

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

APPROVED _____
Timothy Howe, Council President (Acting Mayor)

Attest _____
Kiesha Keller, City Clerk