

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, NOVEMBER 12, 2015

Presiding: Mayor W. Lamont Merrill
Meeting Convened at 6:35 p.m.
Prayer: Mayor Merrill
Pledge of Allegiance

Present: Mayor Lamont Merrill; Clerk-Treasurer Wendy McLaughlin; Councilmen Bruce King, Bruce Bills, Bruce Arnell, and Matt Garner; Chairman Dave Ogden of the Planning and Zoning Commission; Reporter Caleb Despain of the *Standard Journal*; City Building Inspector Cliff Morris, and Councilman Elect Joe Cherrington; Citizens Katie Josephson, Ronald ... III, Lisette Larson, Madison Harline, Derek Koswzo, R... W..., Megan Amorino, and Aaron Swenson.

Mayor Merrill asked if there were any corrections to the minutes of the regular meeting held on October 22, 2015. Each councilman had a copy of the minutes prior to the meeting. It was moved by Councilman Garner and seconded by Councilman Bills to accept the minutes; motion carried.

Mayor Merrill asked if there were any corrections to the minutes of the special meeting held on October 24, 2015. Each councilman had a copy of the minutes prior to the meeting. It was moved by Councilman Bills and seconded by Councilman Garner to accept the minutes; motion carried.

RECONCILIATION REPORTS: Wendy presented the October reconciliation reports for the General Fund. It was moved by Councilman Arnell and seconded by Councilman Garner to accept the October reconciliation reports for the General Fund; motion carried. Wendy presented the October reconciliation reports for the Utility Fund. It was moved by Councilman Bills and seconded by Councilman King to accept the October reconciliation reports for the Utility Fund; motion carried.

Wendy presented the current bills in the amount of \$81,597.30. It was moved by Councilman Arnell and seconded by Councilman Garner to pay the current bills, together with all regular November bills; motion carried.

PLANNING & ZONING COMMISSION REPORT: Chairman Dave Ogden reported on items discussed:

Old Farm Estates Public Hearing Date Set: Ryan and Jeff Lerwill new owners and developers of Old Farm Estates have proposed a new phase 2 development, which will include:

- Density changes
- Zoning changes
- Parking requirements
- Design review

Thursday, December 3, 2015, at 8:00 p.m. has been set for the public hearing date.

Larsen/Neeley Annexation Public Hearing Date Set: Thursday, December 3, 2015, is also set for the Larsen/Neeley annexation. Approximately 56 acres northwest of Third North is proposed to be annexed into the city. Economic development of the area necessary for a planned fertilizer plant has led to the desire of Larsen and Neeley to be annexed. The city also leans toward annexation to better control land use in the acreage so as to ensure orderly growth in keeping with its comprehensive plan and code. Annexation also would enable the city to require that the developer install infrastructure per city standards and to assess taxes to help maintain quality public services.

Russell Orme Ag Shop: The commission reviewed and recommended a building permit to Russell Orme for a workshop. No restroom or office is planned. The county issued the permit before it realized that the shop was in Sugar City's impact area and required a letter of recommendation.

Madison County Impact Agent: Dave will talk to Madison County Planning & Zoning Administrator Brent McFadden to see if it is possible that the county would appoint Sugar City as a county agent for our impact area similar to Rexburg being an agent for their impact area. Building permits and inspections would then be issued by Sugar City, and the attendant revenues could be shared. Attorney Bill Forsberg would write an agreement outlining the details as soon as we get approval from the county commission.

HEALTH INSURANCE & BENEFITS: Quotes for health insurance benefits were sought from a health insurance agency that group together cities from Idaho in order to get better premium rates. However, since Sugar City has never been insured (employees have been given an allowance to purchase their own insurance), the rates quoted were at highest risk. A more involved questionnaire must be completed by each employee for a possible rate reduction. The council still wants to pursue benefits for city employees and possible future positions. Dental and vision coverage also will be sought. Amy Manning is invited to attend the next council meeting.

LARSEN/NEELEY ANNEXATION: The council set Thursday, December 10, 2015, for their public hearing on the proposed Kelton/Neeley annexation, which is one week after the Planning and Zoning Commission's public hearing. The council was reminded to review the City Code 9-4-1on annexation and follow the rules.

MOTION: It was moved by Councilman Arnell and seconded by Councilman Garner to select Thursday, December 10, 2015, for a public hearing on the requested annexation; motion carried.

An Economic Development Block Grant through the Idaho Department of Environmental Quality (DEQ) will be sought to help with the development of the proposed annexed area. Rick Miller was present to answer any questions about the grant and what is required. The grant application is due Tuesday, December 22, 2015. Timing is important to enable crews to work with trenching and water tables. Water tables are low in early spring, and the goal is to use the low water table to install infrastructure. Public hearings and notices are also part of the time constraint. An information meeting for prospective engineering firms for scope of work will need to be held Monday, November 23, 2015. The following Monday, November 30, 2015, request for proposals will need to be reviewed, and an engineering firm will need to be selected by committee recommendation at a special meeting of the council. The committee would be chosen

to act in behalf of the council in order to meet time constraints, hear proposals, and select the engineer and contractor. The amount of \$500,000 is the maximum grant possible. The proposed committee would be:

- Mayor Lamont Merrill
- Public Works Director Zane Baler
- Councilman Matt Garner
- Councilman Bruce Arnell
- Planning & Zoning Chairman Dave Ogden

MOTION: It was moved by Councilman King and seconded by Councilman Garner to authorize the named five-man committee to select an engineering firm to provide engineering services; motion carried.

The council also discussed with Rick Miller that a public hearing would need to be held for public comment on what the grant is for.

MOTION: It was moved by Councilman Bills and seconded by Councilman King to set the public hearing for Thursday, December 10, 2015, at 6:30 p.m. to add public input on the block grant application; motion carried.

UTILITY SOFTWARE UPDATE: Councilman Bills recommended to the council the hosted Caselle software version after reviewing the demo. The application upgrade and extra working stations will be needed as the city grows. The cost would be about \$1,315 per month versus about \$600 per month now, plus costs of future upgrades and tech support. Caselle will no longer support the current version starting Jan. 1.

MOTION: It was moved by Councilman Bills and seconded by Councilman Garner to authorize the city to enter into a contract with Caselle to upgrade the current utility Caselle software program from a desktop environment to a hosted environment, with two additional work stations provided.

LHTAC GRANT APPLICATION: Aaron Swenson, project manager from Forsgren Associates Inc., met with the council to discuss the possibility of an LHTAC grant application. There were several ideas discussed that the grant might help with. However, the only plausible one was road improvements on 9th North and 7th West in Sugar City. Aaron estimated that the city would need to apply for at least \$2 million to improve roadways. A match of 7.34% is part of the grant requirements, if awarded. If the city applied for and received a \$2 million grant, the match needed would be approximately \$149,000. The council expressed concerns about the city using taxpayer money for the match. However, developers could help with the match, since it would also benefit the developing area. Aaron was invited back to the next council meeting to give the council time to decide on whether to move forward with the application. There is a 10-year lead time before the money is actually received, which invites the council to act in a timely manner since the road is in need of repair. Forsgren Associates Inc. wants to be considered in the selection process for the project.

CITY NEEDS LIST: A few more items were added to the city's "need list," making a total of 35 items. The council will review these items before the next council meeting and rank them in priority from one to ten. Some of the items that are among the top ten are:

- Permanent part-time help
- Train elected and appointed officials
- Back-up generators for wells #1 and #2
- Safe routes to school
- Digitize city records

RURAL PLANNING ORGANIZATION (RPO) COMMITTEE: The council decided not to appoint an acting committee as yet to coordinate planning efforts within the Urban Renewal District, which includes Sugar City property and impact areas with Madison County and Rexburg. The council will revisit the matter later as needed. It was discussed that the monthly Rural Planning Organization (RPO) meeting could be used as a forum to help plan.

PLANNING & ZONING SEATS (FIVE): The commission will continue to work on names to fill the planning and zoning seats.

ANNEXATION TRAINING VIDEO: No report

DEPARTMENT REPORTS:

COUNCILMAN KING: No report

COUNCILMAN BILLS:

Tree and Beautification Committee: The committee has asked the city to help put up the Christmas lights on Monday, November 30. Councilman Garner thought the citizens of the community could help as well. A notice could be put in each of the ward bulletins. The council will hold a special meeting that day at 4:00 p.m.

COUNCILMAN ARNELL: No report

COUNCILMAN GARNER: No report

MAYOR'S BUSINESS:

Fiber Optic & Computer Maintenance Agreement Update: The city is now hooked into the school's fiber optic cable. The service is much faster and costs less.

Sugar City Economic Developer Named: The city will appoint Clair Boyle as Sugar City's economic director. He has spent much time in furthering the economic growth of the city. He will be paid as a contract worker on a monthly basis.

Distinguished Citizen Award: The council reviewed ideas on having more than one distinguished citizen for this year but decided that one award would be best.

MOTION: It was moved by Councilman King and seconded by Councilman Garner to cancel the regular second monthly meetings of Thursday, November 26, 2015, and Thursday, December 24, 2015, given that they fall on or on the eve of national holidays.

Meeting adjourned at 9:30 p.m.

Signed: W. Lamont Merrill
W. Lamont Merrill, Mayor

Attested: Wendy McLaughlin
Wendy McLaughlin, Clerk-Treasurer