

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, NOVEMBER 13, 2014

Presiding: Mayor Glenn W. Dalling  
Meeting Convened at 6:30 p.m.  
Prayer: Burch Drake  
Pledge of Allegiance

Present: Mayor Glenn W. Dalling; Clerk-Treasurer Wendy McLaughlin; Councilmen Bruce King, Lamont Merrill, Vaun Waddell, and Burch Drake; Chairman David Ogden of the Planning and Zoning Commission; Citizens Bruce Arnell, Boyd Hall, Evan Hall, Spencer Harens, and Mary Lou Wilding.

The mayor asked if there were any corrections to the minutes of the regular meeting held on October 23, 2014. Each councilman had a copy of the minutes prior to the meeting. It was moved by Councilman Drake and seconded by Councilman Waddell to accept the minutes; motion carried.

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

Wendy presented the current bills in the amount of \$86,893.28. It was moved by Councilman Waddell and seconded by Councilman Drake to pay the current bills, together with all regular November bills; motion carried.

**PLANNING & ZONING REPORT:**

**Impact Area Expansion:** Commission Chairman Dave Ogden reported that the commission discussed the possible expansion of the impact area west of Sugar City to the North Salem Road. The commission will seek support and work with Madison County. An original petition signed in 2004 from the majority of residents voted in favor of being part of Sugar City's impact area rather than Rexburg's. Ties to the school district are among the deciding factors. The commission will again petition residents of the Salem area, which includes those living just beyond the North Salem Road.

**The Rexburg Urban Renewal District, North Interchange District,** is looking to include the Salem area in its development plans, which the commission feels is a good idea. The district will pay for infrastructure improvements through new tax receipts brought in by the new Walmart Supercenter planned in the district and by other possible new developments. The tax base for existing residents in the area will remain unchanged. After the bond is retired in about 20 years, increased tax receipts will then go to the cities.

**River Bend Ranch Development:** The commission continues to review Sugar City's Comprehensive Plan and Code in reference to the proposed River Bend Ranch development,

which may require some plan and code modifications for approval. The land use schedule is also being reviewed.

**ROCKY MOUNTAIN POWER MEETING REPORT:** Officials of Rocky Mountain Power (RMP) held their last meeting for the last six months on Friday at the District 6 office of the Idaho Transportation Department south of Rigby. RMP will create a 40-year master plan, which cities and counties are encouraged to use as they continue to grow and develop. Power substations can be planned and positioned to best serve the area and to beautify communities – if anticipated well in advance. One substation typically serves about six square miles of a community and is best located in the middle of the service area. Local planning officials should consider all future utility needs, adapting their comprehensive plans well in advance to meet acceptable growth and change.

**ECHO MEETING REPORT:** The Eastern County Highway Organization (ECHO) provides a forum for cities and counties to network on roads, training and assistance, and is a means to more readily obtain transportation grants through the state. The organization meets twice a year. Each fall, proposed projects from around the area are reviewed and ranked in order of importance. Sugar City was ranked one of two proposed grant projects in the category of Local Federal Aid for Urban Projects. Sugar City has a population of 1,500 and is considered rural, but because it lies so close to Rexburg the 2010 Census combines Sugar City with Rexburg, identifying it as an urban area. A letter of recommendation was written to the Local Highway Technical Assistance Council in Boise showing the ranking and should be used for extra points toward the grant.

**MAILBOXES IN SUGAR CITY:** A letter (see Attachment 1) was sent to the residents of Sugar City from the city postmaster, explaining that residents who receive a free post office box because mail is not delivered will have the option to have their mail delivered. However, free post office boxes will no longer be available. The city is concerned that the decision was made without conferring with the city. Besides the question of what to do about mailbox regulations or placement consistency, the council fears that mailboxes will spring up all over town in a “willy-nilly” fashion, hampering snow removal, etc. In addition, utility lines could be compromised because of the digging to install mailboxes. Councilman Drake was asked to contact the city postmaster and invite him to come to our next City Council meeting.

**OFFICE SIGN ACCOUNTING REPORT:** The city office sign has been completed and installed, and an accounting of the materials and labor are listed. The cost to the city for labor and materials came to just under \$7,600. A donation of general contractor time and a cash donation of \$2,500 brought the city’s total cost to \$2,095.57 (see Attachment 2).

**GENERATOR UPDATE REPORT:** Councilman Merrill reported that the new generator has been installed and is working great. The underground fuel tank which fed the old generator has been abandoned, and an existing above-ground fuel tank was moved to well site #4. The new generator is a “good piece of equipment, and we are pleased with the outcome,” Mont said.

**ANIMAL ORDINANCE PLAN OF APPROACH:** The council discussed a plan of approach for responding to citizen concerns about Animal Ordinance No. 304. Implementation of the ordinance drew many public comments – more than on any other ordinance. Controversy over animals in small towns, where country and city living meet, is not new. In fact, AIC Attorney

Jerry Mason was quoted as saying that this scenario plays out across Idaho: “Small towns are where these things are worked out.” The council, which decided to amend rather than repeal or rewrite the current ordinance, will come together with suggestions at the next meeting and appoint a councilmember to rewrite the suggested changes and improvements.

**DEQ ENGINEERING SERVICES SELECTION:** After totaling and discussing scores for each engineering firm, the council chose the Dick Dyer Group LLC to conduct the water study for the DEQ grant that the city recently received. There were a total of four engineering firms that submitted proposals, and The Development Company prepared a proposal just for the administrative part of the project. See scoring below for the engineering proposals (the council did not favor The Development Company proposal):

- Northwest Engineering Services – 134
- Dyer Group - ----- 177
- Williams Engineering----- 153
- Forsgren Associates----- 173

The council considered Forsgren Associates’ earlier water study of 2008, for which the city paid \$18,000. However, the study was never fully completed because of the downturn in the economy, and the \$2,000 remaining balance was never paid by officials of Toscano to receive final results.

**MOTION:** It was moved by Councilman King and seconded by Councilman Waddell to pay Forsgren Associates Inc. \$2,000 to finalize and submit the firm’s 2008 study of Sugar City’s water-delivery system, including hard copies of everything done to date and electronic copies of the entire project.

**MOTION:** It was also moved by Councilman King and seconded by Councilman Waddell to enter into a contract for engineering services with the Dyer Group to study the city’s current water-delivery system to determine infrastructure that the city has and needs in connection with the Idaho Department of Environmental Quality (DEQ) water study grant of \$25,000 recently received by the city and to authorize the mayor to sign the contract.

**MOTION:** In addition, it was moved by Councilman King and seconded by Councilman Waddell to require that any time our city engineer, Dick Dyer, accepts a project that he or the city council considers would conflict with his duty as the city engineer, such as engineering or managing any infrastructure construction project or any proposed residential or commercial development, that he notify the city in writing and that the city appoint a substitute engineering firm to oversee the city’s interest in that project.

The consensus of the council was to support these three motions, but a formal vote will be taken at the next regular City Council meeting.

**DEPARTMENT REPORTS:**

**COUNCILMAN MERRILL: LEPC** – Madison County has readied itself in the event of an Ebola outbreak by segregating two rooms at Madison Hospital. Quarantining people would be enforced, and chain-of-notification was discussed. The next LEPC meeting will be January 7, 2015.

**COUNCILMAN WADDELL:** No report

**COUNCILMAN DRAKE: Tree and Beautification Committee** - The committee

plans to hang Christmas lights in Heritage Park Friday, November 21, for the annual Christmas Lighting ceremony set for Monday, December 1, 2014, at 6 p.m.

**Silo Park (Entrance Park):** The committee wants to install poles and chains instead of cement blocks at the park for vehicular parking.

**AIC Conference:** Cities are encouraged to reclassify most misdemeanors in their codes as infractions, with fines up to \$300. A city is financially responsible to provide a public defender, if a public defender is needed, in prosecuting a misdemeanor that occurs in its jurisdiction. Small cities typically lack the fiscal resources and technical expertise to operate a city public defense system, all of which could prompt the ACLU or the Justice Department to force costly reforms.

**HB 560:** Effective January 1, 2015, all cities are required to submit annual budget and audit reports to the state or face heavy fines. Reports for 2013 are due by March 1, 2015.

**COUNCILMAN KING:** No report.

**MAYOR'S BUSINESS:**

No report

Meeting adjourned at 9:10 p.m.

Signed: Glenn W. Dalling  
Glenn W. Dalling, Mayor

Attested: Wendy McLaughlin  
Wendy McLaughlin, Clerk-Treasurer



10/6/14

Postal Customers,

You receive a free PO Box because we do not deliver mail to your house. Over the last year we have had several customers request that we extend delivery to the entire town of Sugar City so that everyone has the option to receive mail at their residence. The main reason they have requested this is due to the increase in parcel delivery by UPS and FedEx that will not accept a PO Box as an address. Due to the number of requests, we have decided to extend delivery to every address in Sugar City. Because of this, there will no longer be free PO Boxes at the Sugar City Post Office.

Starting October 1<sup>st</sup>, 2014 new residents of Sugar City can choose to rent a PO Box or install a mailbox at the curb to receive their mail.

Residents that currently have a free PO Box will have until June 1<sup>st</sup> 2015 to decide whether to install a mailbox or start paying for a PO Box. If you choose to install a mailbox, you do not have to wait until this date to install it. You are welcome to install it anytime between now and June 1<sup>st</sup> 2015 and maintain your free PO Box until then. This would enable you to change your address from your PO Box to your street address over time.

If you choose to maintain your PO Box, rent of \$48.00 (price subject to change if we have a rate increase) will be due June 1<sup>st</sup> 2015. A decision does not need to be made until June 1<sup>st</sup> 2015. Another notice will be sent to you the first of May 2015.

If you have any questions, please contact me at 356-9064.

Sincerely,

A handwritten signature in cursive script that reads "Richard L. Miller".

Richard L. Miller, Postmaster  
Sugar City, ID

<b>Office Sign</b>	<b>Amount</b>
<b>Materials/Labor</b>	
General Contractor	\$ 3,000.00
Concrete Base	\$ 193.75
Wood Frame	\$ 205.62
Rock Overlay	\$ 2,110.25
Metal Frame	\$ 1,279.28
Printing	\$ 806.67
<b>Total</b>	<b>\$ 7,595.57</b>
<b>Donated Labor/Money</b>	
General Contractor	\$ (3,000.00)
Donation	\$ (2,500.00)
<b>Total</b>	<b>\$ (5,500.00)</b>
<b>Grand Total</b>	<b>\$ 2,095.57</b>