

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, JULY 25, 2019

Presiding: Mayor David D. Ogden
Meeting Convened at 6:30 p.m.
Prayer: Brent Barrus
Pledge of Allegiance

Present: Mayor David D. Ogden; Clerk-Treasurer Wendy McLaughlin; Councilors Brent Barrus, Sid Purser, and Connie Fogle; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Shelley Jones; Planning and Zoning Chairman Dave Thompson; City Building Inspector Cliff Morris; Forsgren and Associates Representative Randy Johnson; Reporter Lisa Smith, *Standard Journal*; Citizens Joy Ball, Timothy Frogue, Kimber Jones, and Bryant and Jeff Wheeler. Councilman Steve Davis was excused.

WELCOME: Mayor Ogden welcomed everyone and honored the memory of those who have served our country and well as those serving.

MINUTES: Mayor Ogden asked if there were any corrections to the minutes of the regular meeting held on July 11, 2019. Each councilor had a copy of the minutes prior to the meeting. Councilman Purser asked that Councilman Brent Barrus' name be added to the Pioneer Day Celebration as one being in charge since Councilman Purser cannot attend because of work.

MOTION: It was moved by Councilwoman Fogle and seconded by Councilman Barrus to accept the minutes as amended; motion carried.

CITY AREA WALKABILITY SAFETY AND TRAINING COURSE: City Public Works Director Arlynn Jacobson invited the council and mayor to a free workshop on how to make our community more walkable and advocate for healthy changes. The class will be held in Sugar City starting Monday September 16 through 17 for 1½ days. School and community leaders from Sugar City and Rexburg will also be invited. The class is funded through a federal grant. Councilman Brent Barrus will invite Boise City Council President Pro Tem Elaine Clegg who works for Idaho Smart Growth to attend since she has expressed interest in working with our area.

DUTY TO REPORT DAMAGE TO UNDERGROUND FACILITIES: The council reviewed the letter from Governor Brad Little's office which reminded all underground facility owners who operate or maintain a facility in Idaho of the duty to report any damage as a result of excavation activities. The city makes a conscientious effort to report all digging to Digline and mark any underground facilities before digging occurs.

RECORDS DESTRUCTION: City Clerk-Treasurer Wendy McLaughlin presented a 20 page document to the council of eligible items that can be destroyed. The document was reviewed prior to sending it to the council for review by Mayor Ogden and City Attorney Dylan Anderson. Wendy also indicated that the State Historical Society was also contacted. Items of historical

value will be loaned to the future Sugar City museum. A shredding company out of Idaho Falls will be contacted to shred the documents.

RESOLUTION NO. 2019-3 (A resolution to authorize destruction of records) – Resolution No. 2019-3 was presented to the council by title only.

MOTION: It was moved by Councilwoman Fogle and seconded by Councilman Purser to authorize the listed records to be destroyed. Thereupon the clerk called roll upon the motion:

Those voting aye: Councilors Barrus, Purser, and Fogle

Those voting nay: None

Councilman Steve Davis was excused

Thereupon, the mayor declared the motion passed. A copy of said resolution is attached hereto marked “Attachment #1.”

BRADSHAW PROPERTY SPECIAL USE AND ZONE CHANGE FINDINGS OF FACT (FOF):

Planning and Zoning Administrator Shelley Jones presented the Bradshaw Findings of Fact for a zone change and a special use permit to the council. The council tabled any further action until the property is legally transferred and recorded.

PLANNING AND ZONING CODE TITLE 9 REVISIONS FOF: Shelley Jones presented the FOF for the Planning and Zoning Title 9 revisions to the council. The council will review Planning and Zoning’s revisions along with a memo from the Mayor for the next council meeting.

PLANNING AND ZONING (P&Z) COMMISSION REPORT: No report.

MIKE STEARS WAIVER REQUEST: The council approved Mike Stears waiver request to divide newly acquired city property at 172 S Teton Avenue into two lots. The second lot will only have a 75 foot frontage instead of the required 100 foot frontage although the lot has 10,500 square feet.

RESOLUTION NO. 2019-4 (To approve a waiver on the required frontage of a piece of property owned by Mike Stears) – Resolution No. 2019-4 was presented to the council and read in full.

MOTION: It was moved by Councilman Barrus and seconded by Councilwoman Fogle to approve the waiver. Thereupon the clerk called roll upon the motion:

Those voting aye: Councilors Barrus, Purser, and Fogle

Those voting nay: None

Councilman Steve Davis was excused.

Thereupon, the mayor declared the motion passed. A copy of said resolution is attached hereto marked “Attachment #2.”

BUDGET REVIEW: The council adopted the tentative budget and set a public hearing date for August 22, 2019 at 6:30 p.m. The forgone amount of \$1,601 will be budgeted this year for use in improving public facilities in Heritage Park. The budget will not need to be reopened. The council also decided not to raise their salary of \$200 per month.

MOTION: It was moved by Councilman Barrus and seconded by Councilwoman Fogle to adopt the tentative budget: motion carried.

MOTION: It was moved by Councilwoman Fogle and seconded by Councilman Purser to set the public hearing date to Thursday, August 22, 2019 at 6:30 p.m.; motion carried.

AMENDMENT TO ENGINEERING CONTRACT FOR WATER PROJECT: The council approved the additional amounts of \$49,500 for additional services for a rebid and \$52,000 due to extended completion time and additional services for an American Iron and Steel Audit, revision to the power source routing to the well site, and coordination of the delayed disinfection and leak testing for the Moody water line. The additional total of \$101,500 may put the project over budget and will not include the generator and radio read capability. Site improvements will be done by the city.

RESOLUTION NO. 2019-5 (To approve Forsgren Associates Amended Agreement) – Resolution No. 2019-5 was presented to the council and read by title only.

MOTION: It was moved by Councilman Barrus and seconded by Councilwoman Fogle to approve the amended agreement. Thereupon the clerk called roll upon the motion:

Those voting aye: Councilors Barrus, Purser, and Fogle

Those voting nay: None

Councilman Steve Davis was excused.

Thereupon, the mayor declared the motion passed. A copy of said resolution is attached hereto marked "Attachment #3."

MAYOR'S REPORT: Mayor Ogden reported on the following items:

Water Project Budget to Date: The mayor presented an up-to-date financial report on the water project for the council to review.

Code Enforcement Activities: Public Works Assistant Jon Turner is also working at the city's code enforcement officer and it seems to be working well.

Design Review Board Changes: The proposed changes to the Design Review board will be reviewed by the council and put on the next agenda for discussion.

Planning and Zoning Administration Changes: The mayor wants to see the Planning and Zoning Commission run more efficient. The commission has recommended changes to the council which the mayor wants the council to review along with his suggestions for discussion on the next agenda. The council may hold a public hearing.

Planning and Zoning Administrator Appointment: The mayor explained to the council that the Planning and Zoning Administrator is the City Clerk (or Deputy City Clerk) unless the mayor appoints someone else with the approval of the council. Shelley Jones is the Deputy City Clerk and is the Planning and Zoning Administrator. The intent is to streamline the permit process and be independent of Planning and Zoning.

DEPARTMENT REPORTS:

COUNCILMAN BARRUS: No report

COUNCILMAN PURSER: Councilman Sid Purser reported that he has asked Councilman Brent Barrus to fill in for him at the Sugar Days Celebration event Saturday, July 27, 2019. The mayor and council are making arrangements to ride in the parade in one of Mike Stears Classic Cars instead of the fire truck from Rexburg.

COUNCILWOMAN FOGLE: No report

COUNCILMAN DAVIS: No report

Meeting adjourned at 8:25 p.m.

Signed: _____
David D. Ogden, Mayor

Attested: _____
Wendy McLaughlin, Clerk-Treasurer

RESOLUTION 2019-3

RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and

WHEREAS, the City Clerk-Treasurer has proposed for destruction certain records that have exceeded their minimum retention; and

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Sugar City, Idaho, that the below listed records shall be destroyed under the direction and supervision of the City Clerk-Treasurer.

ACCOUNTING, BUDGET, FINANCE & PAYROLL RECORDS

Semi-Permanent (keep for five years):

- Accounts payable (2005-2014)
- Accounts payable fiscal, bills and vendor invoices (2005)
- Cash receipting (up through 2014)
- Cash receipting books (up through 2014)
- Banking and payroll (2013-2014)
- Accounts payable, bills and vendor invoices, POs (2007)
- C/R, LID, GL, utilities, AP (2007)
- Accounts payable, C/R, GL, PR, utilities (2006)
- LID, GL, C/R, misc. (2005)
- Engineer's sewer reading charts (1991-2010)

- LID #1 streets (1970)
- LID #2 with grants – driveways, curbs and gutters (1978-1980)
- LID #3 Professional Services Contract (2002)
- Bank statements (2010-2013)
- Bids and Proposals for Business Park (2008)
- Promulgation of Adoption Emergency Operation Plan (2009)
- First Security Bank (1983)
- Valley Bank (1983)
- Syringa Wireless (no longer on water tower) (2008-2016)
- U. S. Welding cylinder lease (1991)

- Qwest Corporation settlement agreement (2003)
- Cash receipting books and reports (up through 2014)
- Purchase orders (up through 2014)
- City loans (1982-2004)

Tax Anticipation Negotiable Note (10-7-77)
Water and Sewer Bonds (1965-1996)
Joint Venture Agreement with Imperial Trust (1988)
Steve Parker delinquent account (1999)
Joe Huskinson delinquent account (1999)
Ledgers (1971-1979)
Dickinson sewer bill (2005-2012)
Accounts payable – manual bills (2012-2013)

Bankruptcy papers (2011-2013):

Kennelly, Mike and Melanie
Larson, Darin and Angela
Humphries, Alana
Mortensen, Jared and Amber
Peterson, Donna

Arbor Day grants (2006-2013)
New construction budget (2013)
Temporary Right of Way Easement R&S Construction (1993)
Deposit tickets LID #3 (2009-2014)

Payment coupons (1987)
Purchase orders (1978 to 1993), (6-20-91 to 11-3-92)
1990 Water and sewer revenue bonds (1968-2005)
General fund bank deposit slips (1976-1979)
Utility fund bank deposit slips (1976-1977)
LID payments (1980-1989)
Deposit slips (1975-1976)
Check stubs (1965-1977)
Cancelled checks (1976-1978)
Bank statements (1979-1980)
Water bond (1915-1951)

City Projects:

Smith Park after flood (1977-1980)
Bike Path (2003-2010)
City Beautification (1980)

Temporary (keep 3 years after it is completed):

Quarterly financial reports (2008-2015)
National Flood insurance reports (1978-1995)
Statement of values report (2008)
Block grant proposal (project fell through) (2016)
Travel Authorization expense forms and mileage reimbursement forms (2000-2014)
Bank statements (Bank of Commerce – four accounts) (2016)
Bank statements (Beehive) (2016)
Bank statements (Citizens Community) (2014-2016)
Bank statements (Idaho Central Credit Union) (2016)
Bank statements (Key Bank) (2016)

Bank statements (Mountain America) (2016)
Bank statements (U.S. Bank) (2016)
Bank statements (Wells Fargo – two accounts) (2016)
Bank statements (Westmark) (2016)
Bank statements (Zions – three accounts) (2016)
Preliminary Business Park design plans (2008)
Work requests (2009)
Customer garbage can comments (6-7-11)
Utility average report (2005-2010)

Landlord deposit waivers (2005-2010)
Delinquency utility accounts (2010)
School (2011)
Park team fees (2004-2009)
Caselle Conference training meeting expenses (2004-2009)
Budget notes (2011-2017)
Copies of audit report (2013, 2015, 2016)
Cylinder Lease Agreement from U. S. Welding (2011)

Transitory (when no longer needed):

Work requests (up through 2017)
Payment register and receipt register (2014)
Cash receipting (up through 2017)
AT&T emails, duplicate agreements, post-it notes (2000-2016)
Bids – Sugar City Downtown Development (sidewalks, RR road and
ADA intersections) (1997)
Blue Cross medical insurance proposal (2008)
Cable One emails, duplicates, financial records (1989-2016)
Cell tower communication (2001)
Impact area correspondence (2002)
Beehive FCU cancelled and voided checks (2006-2007)

ADMINISTRATIVE RECORDS

Semi-Permanent (keep for five years):

Business licenses (1997-2013)
Dog licenses (2012-2013)
Letters on dogs (2012-2013)
Council packets (keep two years) 1998-2006, (2007-2008 previously destroyed),
2009, (2010 and 2011 missing); 2012-2016
Dog kennel application – Robbins/Zacharias (2007)
Human Resources Agreement – St. Dept. of Corrections (2007)
Fair Housing Proclamation (2007)
Statements sent (1999-2011)

“A” to “Z” files (semi-permanent):

A.

Accident claim (hit school traffic control sign (2005)
Accident with dump truck (2000)
Action Gravel Enterprises (2007)
Adamson, Ruth (2002-2014)
Adamson, Tucker (2014)
Addresses (new 2002) (1979-1988)
Advertising for businesses (2011)
Ard, Steve small claims (1997-2010)
Assessment notices (2001, 2004, 2007)

B.

Backhoe bids (1995)
Backhoe analysis reports (1996)
Bell, Brandon – denied Special Use Permit (1999)
Bank application for public depository (1983-1994)
Barker, Devan & Heidi withdrawn Special Use Permit (2008)
Bid information (1994-1997)
Bids, street (1995)
Bids – sale of equipment (2000)
Bids – sale of 310A John Deere backhoe (1995)
Bids – storage building (2002)
Brightest Stars Awards (2005-2007)
Brown, Jesse – goats and chickens (2008)
Brown, Raymond (old, but undated)
Building Safety, Division of (2000-2001)
BYU-Idaho Internship Program (2006)

C.

Cell phones email (2009)
Child Abuse Prevention (2009)
Christmas Parties (2004)
Christmas Lighting (2006)
City fire (1995)
Credit application – Parts Service (1995)
Credit Bureau of Eastern Idaho (2016)

D.

Davis, Steven & Cynthia (1998-2001)
Dog kennel Application
 Robbins/Zacharius denied (2007)
Dog complaint letters (1998-2011)

E.

ECIPDA (2003)
Early Childhood Education Project (1998)
Easter Egg Hunt (1996-2010)
Eastern Idaho Public Health District (2008)
Eastern Idaho Special Services Agency – Self Help Housing (1999)
Election Manual for Judges and Clerks (1995)
Enough is Enough (drug program) (1998-1999)

F.

Flood Run (1988-2004)
Ford, Doug & Martha public nuisance (2002)
Fuel tanks removed (1991)

G.

Gangs (1998)
Gem Community Certification (1998)

H.

Harold Harris (Bruce & Elaine King) (1999)
Barry Holman (2011)

I.

IIMC News Digest (1996-1997)
Ikon Office Solutions (1998)
ICCTFOA scholarship (2015)
Idaho Automated Warning System (2002)
Idaho Dept. of Health & Welfare (2010)
Idaho Dept. of Labor, unemployment (1997-2008)
Idaho Inmate Contract (2012)
Idaho State Insurance Fund (2010-2014)
Idaho State Tax Commission letter (2004)
Idaho State Tax Commission, report of unclaimed property (1998-2000)

Idaho Transportation District, highway maps (June 1971)

Impact Area:

Addresses (2005)
Building permit letters (1999-2007):
Tyler Fillmore/Kelton Larsen property letter (2015)
Paul Jeppson addition (2013)
Scott Larsen storage shop (2014)
Fees (1996)
Del Fino R. Garcia mobile home (2010)
Jared Neeley split of land parcel (2009)

Shawna Nelson day care business (2011)
Randall Porter sign permit (2014)
Updating zoning (2013)
Insurance claims (1985-1998)
Interchange (1996-2009)
Inventory – Valuations Northwest, Inc. (1979)
Inventory – city (1976-1994)
Idaho State Debt Information (1993-1995)

J.

Jeppesen, Garry – de-annexation of home (2011)
Johnson, Philip – alley easement (2011)
Johnson, Richard & Kinghorn annexation (1990)
Joint Exercise of Powers Agreement with School District (1990)

K.

Kellogg's Frosted Flakes Plant a Seed Promotion (2009)
Tolman kennel license application (don't live here anymore) (2014)
KV, Inc. excavation permits (2003-2004)

L.

Law Enforcement Fund – Brandon Harrington (2002)
LDS Filming Request for Sugar City (2011)
Legislative Tour (2013)
Letters, miscellaneous (1981-2015)
Large vehicle parking ordinance – petition a.g. (2014)
Liquid Engineering Corp – cleaning water tank (2003)
Local highway Technical Assistance Council (1998-2012)
Local Improvement District procedure (2001)
Long distance (1996)
Lookabaugh, Joette – City Attorney (2007)
Lyben Computer Systems (1998)

Mc.

McKay, McKenzie plat map (1985)

M.

Madison Baseball Association (1992)
Madison Co. (1000 E. Bridge Alignment) (2009-2013)
Madison Co. Civil Defense Info. (1988-2007)
Madison Co. Civil Defense Info. (Feb. 1991)
Madison Co. Ground Water District (2002)
Madison Co. Assessment (2005)
Madison Co. Hazardous Materials Commodity Flow Study (2009)
Madison Co. Recreation District volunteer committee (2012)

Madison Co. Rural Planning Org. Charter (2013)
Madison Co. Sheriff's Office (1985-2013)
Madison Economic Partners (June 2010)

Madison Economic Development Corp. (1991-2001)
Madison Co. Emergency Operations Plan (2009)
Madison Rivers Greenways – letter (2003)
Manufactured homes – Statement of Intent to Declare as Real Property (2004)
Manufactured Home Park Ordinance copy (1998)
Marriage (2011)
Mayor's Youth Advisory Board (2007)
Memos (2009)
Miltenberger, Chris/Stephanie Foster Rental compliant (1996)
Millet, Kenyon (1996)
Mock Emergency (2002)

N.

Neighborhood Watch (1997)
Net Communications Internet Services (2004-2009)
Northwest Farm Credit grant (2014)

O.

Oaths of Office:

City Council (1982-2016)
City Clerks & Treasurers (2003)
P&Z (2012-2016)
Oliphant, Mark – short form Preliminary Plat Approval (2014)
Oliphant, Robert & Pandra (2000-2002)
Open house – city hall remodeling (2012)
Open meeting laws (2009)
Ordinance sample (encroachment) (1994)

Ordinance draft revisions, Title 1, Administration (2009)
Ordinance draft revisions, Title 7, Water & Sewer (2004-2009)
Ordinance draft revisions, Title 8, Chapters 1-5 (2007)
Ordinance draft revisions, Title 8-3-5 and Title 9-6-5 (2009)
Ordinance draft revisions, Title 9 Chapters 1-7 (2007-2009)
Ordinance draft revisions, Title 9 Chapters 8-15 (2010-2011)
Ordinance draft revisions, Title 10 (2008-2009)

P.

Park (water) bid information for Trees (1993-1995)
Park (water) project for trees and sprinkler system (1991-1995)
Parking in front of City Hall (2011)
Patlovich, Jeff – Fremont Co. P&Z Administrator (2007)
Peddlers, Solicitors, etc. (2011)

Petition to cover ditch in Ricks-Landon (old and undated)
P&Z Commissions – Madison Co., Rexburg, Sugar City, Teton (2010)
P&Z/Impact area – compliance letter (1995)

R.

Recreation Committee (1996-1997)
Recycle tips (old and undated)
Requests for records (2) (1994 and 1997)
Ricoh copier (1987-1990)
Rocky Mountain Power Franchise reports (1999-2013)
Utah Power & Light Service Agreement (1978-2005)
Roof guarantee –city building (1995)
Romrell Estate & Arlo Vough –Vacating north portion of Idaho Avenue (1998-1999)
Roof repairs, city building (2000)
Root X (1998)
Rydalch, Don – complaint re zoning violation (Einerson, 202 W 3rd S) (2010)
Robbins, Herman & Doris (1997-1998)

S.

Sainsbury, Tom – variance application (withdrawn) (1998)
Sand Point Well (Cherrington) – no approval (2008)
Scholarship/Learning, Kelsie Smith (1995)
School Zone traffic control sign – collision with sign (2005)
School and Wilding information (1988)
Scout projects (1992)
Seminars (1997)
Seminary building plan (old, undated)
Sensus Technologies (1995-2015)
Service Awards (2010)

Service Projects (2011 & 2012)
Sidewalk information survey – Central Elementary (1981)
Silver Creek Irrigation, Inc. (1999)
Silver Creek Wholesale Supply (1999)
Smith & Hancock (1995-2005)
Smith Park Ballfield – LED light (2014)
Smith Park Recreation Project (1999-2003)
Snowmobiles (Ashton Rules & Regulations) (1985)
Soccer and park usage testimonies (2014)
South Park – new name (1988)

Sales Tax Exemption forms (2009)
State Dept. of Labor – safety inspection (1980-2007)
State of the City (2006-2015)
State of Idaho Corrections Facility, inmate work (2007)
Sterling Codifiers (1996-2000)

Stimulus Funding (2009)
Street signs – invoices (1983-1994)
Subdivision Ordinance (copy) (1997)
Sugar Shop (Vaun Waddell) Special Use Permit for bakery and café (2012)
Survey – Lawrence Nielsen (old, undated)
Syringa Wireless (no longer used by city) (2014)

T.

Telecommunications Brokerage (old, undated)
Teton Dam Marathon (2004-2012)
Teton Traveler Bldg. – letter from Dept. of Corrections (1992)
Thomas, Ralph – subdivision of property (2009)
Trails of Madison Co. (2004)
Truth in Taxation information (1992-1999)
Trees (2002-2007)

U.

Unclaimed property – code section copy (old, undated)
Underground storage tank (1998)
Unison Site Management, LLC (2012-2013)
Upper Valley Athletic Association (1984-1989)
Upper Valley Theater Co. (1991-1992)
U.S. Welding lease of cylinders (1991)
U.S. West Communications (1978-1996)

V.

Vehicles – unlicensed, inoperable (1990-2011)
Voter Precincts, Madison Co. (2002)
Verizon (2015)
Vulnerability Assessment (2006)

W.

Waddell, Vaun – Special Use Permit for four-plex denied (2003)
Waddell, Vaun – Special Use Permit for shop (2000)
Waivers granted – installation of curb, gutter and sidewalk (1997)
Walker, Wilson & Isabel property (2004)
Warranties (1998-1999)
Water and Waste Water Equipment Co. (1999)
Webb, Lois – Fun in the Sun swimming lessons (2006-2007)
West 1st South Street reconstruction (2003-2004)
Wheeler, Randy – tools – statement of release (1986)

Wilding, Verle – variance denied (garage) (2003)
Williams Engineering (2008)
Wright, Joyce (1986-2001)

Y.

Year 2000 Problem (possible, but nothing happened)

Z.

Zone changes (2009)

Zoning map (rezoning city) (2009)

Zoning Ordinance papers that have been replaced (2007)

P&Z Ordinance -- City and Impact Area (1995)

Transitory (keep for one year):

Clerk's (Margarite) longhand books of minutes:

(11-10-71 to 3-19-74; 1974 to 8-13-75; 8-18-76 to 4-13-77; 5-4-77 to 1-21-78;
1-9-91 to 5-12-93, 4-21-93 to 9-1-94)

Clerk's (Sharon) shorthand books (6-24-10 to 2-13-14)

Clerk's (Wendy) longhand books (Feb. 2014 – Dec. 2015, 1-14-16 to 8-24-17)

Park reservations calendar (2014)

At-A-Glance calendars (2006-2013)

Calendars (2006-2014)

Phone call slips (8-21-15 to 10-11-17)

Public records requests (2000-2016)

Sterling Codifiers duplicates (2001-2014)

Monthly newsletters (2010-2014 {Sharon} 2016)

Phone message book (8-20-09 to 5-14-13)

Clerk's (Sharon) miscellaneous statements sent (1999-2011)

Clerk's (Sharon) miscellaneous personnel records (2003-2013)

Job descriptions (2005-2007)

Treasurer applications (2003-2013)

Receptionist applications (2008-2014)

Public Works Director applications (2008-2014)

Document requests (2007-2012)

Residential letters (2010-2016)

Action Gravel Enterprises (2007)

No-cut Ordinance draft (2005)

Work requests (2010, 2016-2018)

Public hearing notices (2005-2008)

Federal and State (semi-permanent):

Boundary and Annex Survey Report (1977-2013)

1990 Census Map and Information (large brown envelope)

Census 2010 – Government Units Survey (voluntary)

Report of Building or Zoning Permits (1980-2012)

Survey of Government Employment (1989-2007)

2004 Census Challenge Documents
Census 1990 general
Census Bureau Local Government Finances (1978-2012)
County Remittance Reports (2011-2015)
DUNS Number (Sams) (2010-2014)

National Flood Insurance (1991-2014)
State Dept. of Labor and Industrial Services (1985-1996)
Federal Exempt Certificate – Bowen Petroleum (1998-2003)
Idaho Bureau of Federal Surplus (1995)
State Insurance Fund Policy & Payroll Report (1985-2013)
State Insurance Fund claim forms – workman’s comp. (1987-2011)
Supreme Court Judgment on Road & Bridge Money (1987-1988)
Sales Tax (2003-2011)
ITD permit application (10-26-11)
ITD Cooperative Agreement (old and replaced) (9-12-2011)

Grants (semi-permanent):

Digger Drive Grant (2012)
EECBG – Energy Efficiency and Conservation Grant
(heating & cooling city hall) (2009-2011)
Business Park Sign Grant (2012)
Rocky Mountain Power Grant (update council room) (2011)
Dept. of Health & Welfare (Corner Stone Family Dental) (2009-2011)
Office of Energy Resources (city hall back remodel) (2011)
Energy Efficiency Back Remodel Grant (2011)
Rocky Mountain Power (remodel entry hall & reception room) (2010)
Welcome Sign (south entrance) Dept. of Lands Grant (2006-2010)

Fire Substation – ICDBG Grant (2009)
Gateway project (silo) (2005-2009)
Rocky Mountain Power (silo park sprinklers) 2007
Dept. of Lands (landscaping grant) (2002-2003)
Tree Inventory & Maintenance program (2002-2007)
CHC Grant (not received) – street sweeper (2005)
Idaho Community Foundation – city park bleachers (2001)
ITD – sidewalk grant (1996)
Smith Park – beautify entrance to city (not received) (1993)

Maps and Plans (semi-permanent):

Craig Cobia – foundation and garage (2008)
Craig Cobia – upstairs storage (2008)

Maps and Plans (transitory):

Sugar City aerial map (August 2005)
Business Park Preliminary Plat (2007)

Business Park record drawing (10-2010)
Old Farm Estates master plan phasing (3-27-08)
Old Farm Estates master plan phasing (Feb. 2008)
Ownership plats (1987)
Ponderosa Estates Phase 1 preliminary plat (1999)
Ponderosa Estates Phase 1 map (undated)
Ponderosa Estates preliminary plat (2000)
Ponderosa Estates preliminary plat (1999)

Rough draft Sugar City street map (1992)
Sugar City zoning/addressing map (2003)
Sugar City map (1989)
Stillman (Sugar City Estates) preliminary plat phase 1 (2001)
Ponderosa Estates Division 1 preliminary plat (1999)
Business Park record drawings (Oct. 2010)
Sun River Lake Estates preliminary plat (2001)
Moody Acres preliminary plat (1998)
Mountain Vista Estates preliminary plat (1997)
Mountain Vista Estates preliminary plat (1997)

Mountain View Estates preliminary plat (1996)
Zoning map (6-8-90)
Zoning map (1-24-13)
Forsgren-Perkins map of Sugar City (1976)
Zoning map (6-8-90)
Sugar City park map (1976)
Business Park preliminary plat (2007)
Land Use Map (1977)
Bonilla, Mike & Ramey home (2-20-14)
Old Farm Estates preliminary plat (Nov. 2015)

Doug Byrd addition (2-27-12)
Sugar City zoning map (1-24-13)
Tucker Adamson zone change (not granted) (3-20-14)
Sugar City street map (2004)
Sugar City zoning map draft (2009)
Sugar City zoning map draft (2009)
Sugar City zoning map draft (1992)
Census BAS map (2012)
Impact Area map (over 10 years old – undated)
Record of Survey – State Hwy. 20 interchange (2013)

Zoning impact map (2003)
Street map (2007)
Old Farm Estates preliminary plat (old, undated)
Zoning map (2008)

Sun River Lake Estates – map of city (old, undated)
Historical overlay for zoning for Rexburg and Sugar City (2006)
Sugar City Land Use Map (2014)
Transportation Study map (over 10 years old, undated)

Calaway Ranch preliminary plat (2007)
Baseball – city park plat (2010)
Greenways Proposed Multi Use Trails – proposed (2004)
Area map (2005)
Sugar City mini park drawings (1976)
Sugar City driveways (1976)
LID #2 (1976)
Railroad crossings (1976)
City map (1987)
City map (1976)

City map (1977)
City map (10-7-76)
City map (old, undated)
City map (1960)
City map (1985)
Contour map of canal system (1979)
1976 water map
1977 water map
LID #1 ledger sheets (1966-1977)
Madison Co. Road Surface map (1999)

Land use map (old, undated)
Landscaping for South park (1977)
Sugar City Park Development Planting Plan old, undated)
Planting map for South Park (old, undated)
Zoning map (1976)
Zoning map (1989)
Zoning map (1977)
Brown's garage (1982)
City map (old, undated)
Census Bureau map of city (1995)

City map (1978)
Zoning map (1990)
Smith Park sprinklers (1979)
LID #2 opposition map (1978)

BUILDING, PLANNING & ZONING RECORDS

Residential building permits (excluding commercial projects and government buildings [all are permanent records] and any permits that are or may be controversial):

(temporary, keep residential building permits for 2 years after issuance of certificate of occupancy)

2003 building permits:

Jacob Price – garage and 2nd floor bedrooms

2005 building permits:

Jesse Brown – garage

2006 building permits:

Craig Cobia (3 permits) bedroom remodel, foundation and garage, room above garage

2008 building permits:

Daniel Baird – remodel of garage

Brian Turnquist – home remodel

2009 building permits:

Lawrence Nielsen – fence

Tyler and Necia Hoopes – fence

Terry Harris – fence

Blake Harris, fence

Leah Lusk, fence

Noel Zaugg – storage shed

2010 building permits:

John and Teresa Hamilton – fence

Mike Murri – fence

Teresa Christensen – fence

Kevin Coles – fence

David & Angie Christensen – fence

Hans Redd – impact area Ag building

Derek & Cami Dodson – home addition

Leonard Browning – porch

Steve Hawkes – roof over deck

Mike Kennelly – covered front step

Richard & Cameron Johnson – fence

2011 building permits:

Jeff & Holly Christensen – home addition

Devan Barker – wood shop

Bill & Angelika Gutenberger – rental
Santiago Romero – roof extension
Jennings Skidmore – replace garage roof

2012 building permits:

Doug & Wendi Byrd – home addition
Kartchner Homes – new home
Drew Cutler – fence
Lamont Merrill – duplex
Tyler and Erica Grover – fence
Chris Dupuis – fence
Doug McBride – home addition
Jackey Hanson – new home
Philip Johnson – storage (never picked up)

2013 building permits:

Benson, Hannah – new home
Richard T. Johnson – garage/shop

2014 building permits:

Frances Briggs – fence
Mike & Ramey Bonilla – new home
Bruce Forbush – storage shed
Harold Harris – storage shed
Gary Stillman – spec. home
Clyde Haacke – new home
Heath Stewart – fence
Spencer Haacke – garage
Spencer Penrod – new home
Scott Hancock – garage

2015 building permits:

Lamont Merrill – 4-plex (222 N. Railroad Ave.)
Ron Clark – lean to
Delbert Jensen – shed
Bryce Holman – home addition
J & R Lerwill – home (447 Jeanine)
J & R Lerwill – home (457 Jeanine)
SDH Construction – three homes
(415 S. Cutler) (430 S. Cutler) (440 S. Cutler)

2016 building permits:

J & R Lerwill – two homes (105 W 4th S) (427 Jeanine Circle)
Merrill – home (467 Jeanine Circle)
SDH Construction – two homes (410 S. Austin) (460 S. Austin)
Dallen Tolman – home and fence

SDH Construction – two homes (450 S. Cutler) (464 Jeanine Cir.)
Brooke Pinnock – home and shed
Randy Bird – two homes (12 W 5th S) (10 W 5th S)
Walter Deitz – lean to
Justin Merrill – garage
Randy Bird – home (14 W 5th S)
Boyd Lusk – home addition
Robert L. Colvin – home

Planning and Zoning audio tapes (2007, 2010, 2012, 2013)
Inspection tickets (2013 to 6-17-2017)
Agri-Service Special Use Permit (2011)
Brad's Sinclair Special Use Permit (2012)
Gary O. Stillman Pre-Annexation Agreement (1994)
Dean Arnold zone change (1994)
Bill Barnhill variance request (1994)
Building permit information (1977-1992)
Donald C. and Bonnie Bird variance request (1993)
Miscellaneous letters to mayor (1996)

Tom Morley and Teresa Cummings conditional use permit (1992)
Todd and Tina Daniels special use permit (1993)
Bryce Holman conditional use permit (1992)
Letter to JaNele Fowler denying request for mobile home to be used as a storage shed
(1993)
Nyle and Joan Garn conditional use permit (1983)
Letters to mayor (1987)
Bryce Holman conditional use permit (1993)
Dan Hemsley conditional use permit (1983)
Galen Lusk variance request (1984)

Landon Marlor variance request (1985)
Tom and Valerie Morley variance request (1995)
Gerald Price (1985)
Notices of Publication (1996-1997)
Bill Schofield zone change request (1996)
Ron Stillman conditional use permit (1993)
Travis Sharp public hearing, double wide home (1985)
Oaths of Office (scouts) (old, undated)
DeVerl Stoddard conditional use permit (1984)
James Thomas zone change (1993)

Gary Clements variance request (1997)
Teresa Cummings conditional use permit (1984)
Various conditional use permits (1983-1984)

J. Dyal Roberts variance request (1987)
Tony Graham property development letter (3-11-96)
Chad Ball proposed Motorbike and BMX Racetrack (1999)
Galen Lusk variance request (1984)
Petitions for zone change and amending structures along fence line (1977-1987)
Impact area letters and public comments (1994-1995)
Building permits "A" to "Z" (1973-1984)

LEGAL RECORDS

Ethics charges against city by Jan Gallup (4-5-07)
Miscellaneous complaints by Jan Gallup (1-3-05 to 11-10-08)

PUBLIC WORKS & ENGINEERING RECORDS

Monthly sewer reads (2014-2016)
Excavation permits (2003-2010)
ITD 1986 edition Policy for Accommodation of Utilities
Backhoe bids (2015)
Street bids – chip and seal (1995)
Edstrom Construction – storm drains on Center Street (2009)
Proposal and contract – street bids – chip and seal (1995)
Dig lines (keep three years) (2009-2015)
 Dig Line correspondence (1995-2008)
 Dig Line orders, spiral book (Oct. 1995 – 6-17-08)

Circular sewer charts for Moody and Well #4 (keep three years) (up through 2016)
Consumer Confidence Reports (semi-permanent, keep five years) (up through 2014)
Federal Aid Project – Sugar City signs and sign posts (11-16-2001)
Curb and Gutter contract documents (1978)
Water system engineering report (1976)
Seal coating (1995)
Street repair (1977-1978)
Park development – tennis courts, etc. (1979)
ProPeat Engineering Services Proposal – Keller Associates (2015)
ProPeat Administrative Services Proposal – The Development Company (2015)

Tally sheet for proposals (2015)
Dick Dyer engineering services (2015)
Forsgren Associates engineering services (2015)
Section 1 (election) water and sewer bonds (1981)
Preliminary water system study (1976)
FHA water system improvements (1977)
Pumping facilities (1976)

Water (semi-permanent):

Arsenic Monitoring (2002)
Auto Dialer (1992-2014)
Backflow devices (2005)
Backflow test reports (2005, 2012, 2013)
Consumer Confidence Report (Water quality report) (1998-2011)
Corps of Engineers – request for comments (1998)
Culinary Water for New Developments (2009)
DEQ Monitoring Waiver Application (1998-2013)
DEQ – drinking water changes (letter 8-17-92)
DEQ Environmental Planning Tools and Techniques (1997)

DEQ – Water (1991-2012)
DEQ – Public Notification Requirements (2002)
Dept. of Water Resources – Water Measurement Annual Reports (1997-2012)
Dept. of Water Resources (1997-2011)
Dept. of Health & Welfare (1988-2002)
Eastern Idaho Residential Water & Sewer – User Rates and
Connection Fees Survey (2007-2013)
East ESPA Water Measurement District (letter 6-22-98)
Hydrant Flows (2002)
Idaho Rural Water Association (1995-2013)

Lead and Copper Analysis Reports (1993-2010)
Legal descriptions of water and field surveys (1983-1990)
Irrigation Water Shares Rental Agreements (1980-1995)
Meters – tested (Sensus Technologies) (1991)
Monthly water tests (2006-2013)
GE Capital W/S Bond correspondence (1988-1991)
Nitrate water tests (1998-2013)
Permits for water wells (1970-1995)
Water Quality Standards (1999-2001)
Water Quality (possible) testing labs (1999)

Reservoir Fill Line (secondary) (2011)
Salem Irrigation Canal Company (1977-2014)
Snake River Basin Adjudication (1998-2006)
Source Water Assessment (2000-2010)
SE Idaho Water Operators Association (1992-1996)
Testing labs (1995-1997)
Teton Island Canal Company (2004-2011)
Water & Wastewater System Survey (1993)
Annual Water Flows (2009-2011)
Water Control Improvements (2003)

Water Operator Certification (2000-2008)

Water Lead & Copper Rule (1988-1998)
Water Rates (1990-2010)
W/S Rate Calculations (1994-2013)
Water Resource Energy Loan (1987-1989)
Water Right Lawsuit (1995)
Water Usage Graphs (1992-1993)
Water Tests (1971-2010)
Water System Maintenance (1990)
Well Warning (1998)

Water readings – two notebook pages (1991-1995)
Water (blue folder – things to do today) (old, undated)

Sewer (semi-permanent):

Interceptor Line payment book (12-26-81 to 1-26-98)
Sewer lift pump bid (1995)
Dick Dyer – sewer miscellaneous (email 11-15-10)
Correspondence – general sewer matters (2003-2009)
Third South – approach project (1988)
State highway grant information (1997)
Interceptor Line payments (1982-2003)
Interceptor Line graphs (1991-1999)
Sewer flow charts (2010-2013)
Sewer rates (1985-2013)

Sewer rate and capacity (1999-2005)
Sunglo sewer payments (1990-2002)
Sunglo – contract documents and specifications (Sorensen Engineering) (3-8-91)
Sugar City produce – sewer (1995-2004)
Sewer connections – interceptor line (1981-1985)
Dept. of Health & Welfare – wastewater survey (1984)
Wastewater Operator Licensing (2006-2010)
Wastewater system classification (2005)
Sewer readings (2011-2014)

Garbage (semi-permanent):

Garbage collection quotes (proposals) (1993)
Garbage collection contract (1991-2009)
Information on garbage (1985-1990)
Insurance – PSI Waste Systems (2001-2007)
RFP (requests for proposals) SRS (not used)
Landfill amounts (2011-2013)
Sewer repair – Railroad Avenue (2005)
Sewer charge computation (City of Rexburg) (1991-1992)
Garbage rate calculations (1995-1996)

HISTORICAL RECORDS

Historical records shall consist of records which, due to age or cultural significance, are themselves artifacts of historical value. Historical records have enduring value based on the administrative, legal, fiscal, evidential or historical information they contain. Historical records shall be retained by the city in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository pursuant to subsections 8 and 9 of section 67-4126, Idaho Code, upon resolution of the city council.

The administrative staff of the city is authorized to take all necessary steps to carry out the authorization provided by this resolution.

UNANIMOUSLY APPROVED AND PASSED BY THE CITY COUNCIL AND MAYOR
THIS 25TH DAY OF JULY 2019.

David D. Ogden, Mayor

ATTEST:

Wendy McLaughlin, Clerk-Treasurer

(SEAL)

APPROVED this 25th day of July, 2019:

Dylan Anderson, City Attorney

The City of Sugar City, Idaho

Resolution No.: 2019 - 4

“A Resolution to Approve a Waiver on the Required Frontage of a Piece of Property to be Owned by Michael Stears on Teton Avenue from the Required 100 Feet to 75 Feet.”

WHEREAS, the Council of the City of Sugar City, Idaho desires to approve a waiver on the required 100 feet of frontage to 75 feet, for the property located at 172 S. Teton Avenue in Sugar City; and

WHEREAS, Michael Stears, who is in the process of purchasing the aforementioned property has indicated that he would like to split the current property into two parcels, which according to SCC 10-2-1(A)(1) he has the right to do. However, the lot split would create a lot that has only a 75-foot frontage, instead of the required 100-foot frontage, as per SCC 9-3-7 (A) for residences in an R-1 zone. He has indicated that he will still meet all the other requirements of the city code, including the total size of the smaller lot of 10,500 square feet, of which the aforementioned table requires 10,000 square feet; and

WHEREAS, the aforementioned lot would still be useful as a building lot for any future home, and Mr. Stears will be using the existing storage shed for personal use only, the city wishes to grant said waiver.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, AS FOLLOWS:

The City Council of the City of Sugar City, Idaho hereby approves the waiver to allow for a 75-foot frontage on the property currently located at 172 S. Teton Avenue, which will be split into two properties. This approval comes with the condition that no further splits of the subject property will be authorized.

PASSED by the Council of the City of Sugar City on this 25th day of July, 2019

APPROVED by the Mayor of the City of Sugar City on this 25th day of July, 2019.

(SEAL)

David D. Ogden,
Mayor

ATTEST:

Wendy McLaughlin, City Clerk - Treasurer



Mayor of Sugar City <mayor@blackknightnetworks.com>

Request for Mike Stears

1 message

Scott Stears <sstears@gofirstam.com>

Thu, Jun 27, 2019 at 11:46 AM

To: mayor@sugarcityidaho.gov

Hi Mayor:

I am sending this request for Mike Stears the owner of 173 S. Teton Avenue. I am purchasing this property to own a shop located on the property and also create the opportunity for my Daughter Alaina Lloyd to own a home.

We had the property surveyed and with the shop we would have 75 feet of frontage and we could not go larger then that without hitting the buildings. We have over 10,500 square feet as per the requirements. We are asking for this split variance. It would line up nice with the homes to the west. They would match exactly and it has a separate water meter and services. I think we have provided all the paperwork that you need and the survey.

Thanks fro your help in this matter

Respectfully

Scott Stears and Mike Stears

-

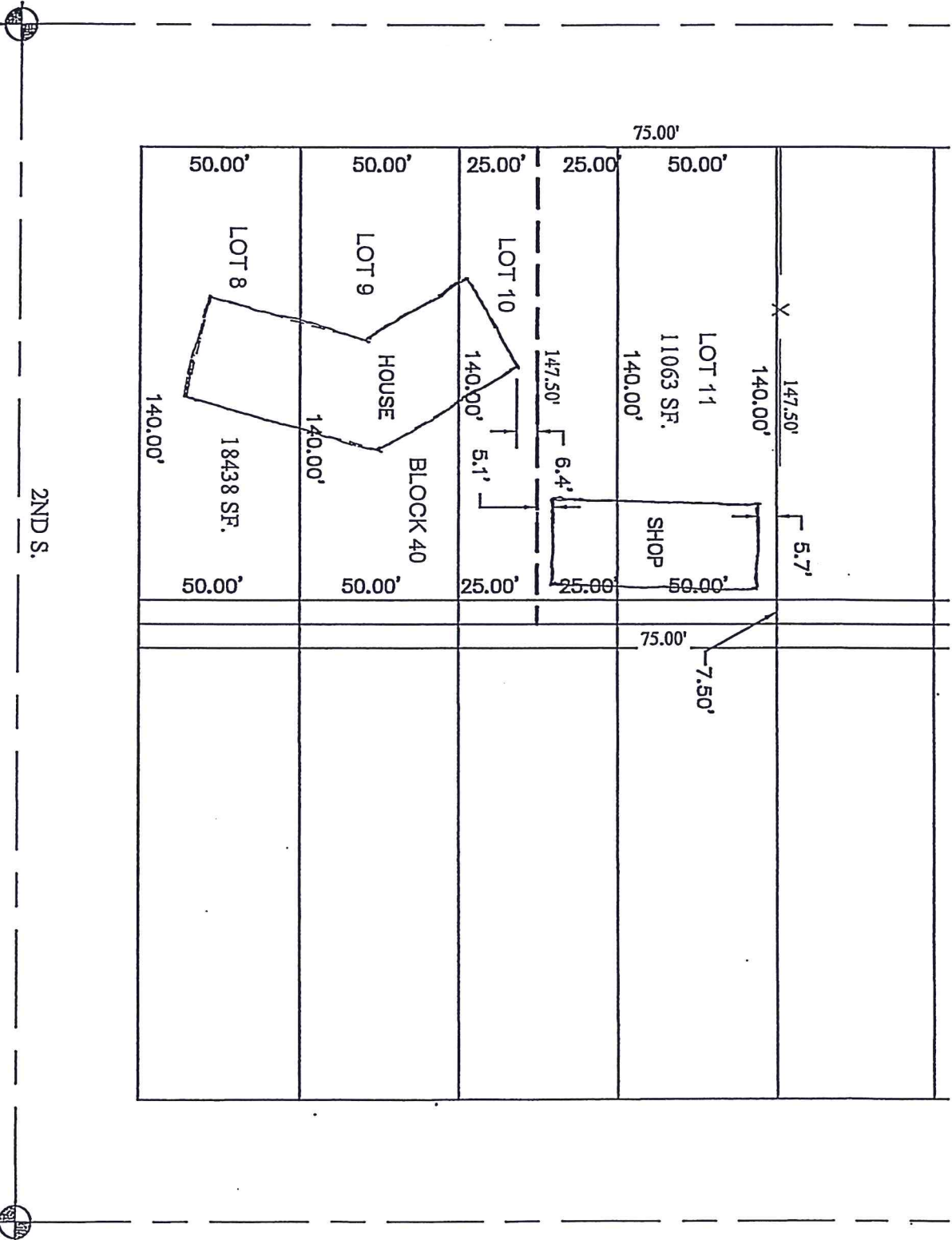


*First American
Title Company*

Scott Stears | Vice President/County Manager
Office State License #: Madison 5626 | Fremont 5622
PO Box 307 | 535 First American Circle | Rexburg ID 83440
Phone 208.356.3653 Mobile 208.313.7679
sstears@gofirstam.com | www.gofirstam.com

Holiday Closure Notice. We will be closed Thursday, July 4th, 2019, in observance of Independence Day. Have a happy and safe holiday!

TETON AVE.



2ND S.

CURRENT LEGAL:

LOTS 8, 9, 10 & 11, BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS SHOWN ON THE RECORDED PLAT THEREOF.

ALSO THAT PORTION OF THE STREET ADJACENT TO LOTS 8, 9, 10 & 11 IN SAID BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS DESCRIBED IN ORDINANCE NO. 94 RECORDED MARCH 7, 1994 AS INSTRUMENT NO. 250859 WHEREIN CERTAIN STREETS WITHIN SUGAR CITY WERE REDUCED TO 60 FEET IN WIDTH, TO BE MEASURED 30 FEET ON EACH SIDE OF THE EXISTING CENTER LINE WITH AMENDMENT RECORDED MARCH 15, 1999, AS INSTRUMENT NO. 277404.

PROPOSED MIKE LEGAL

NORTH HALF OF LOT 10 AND ALL OF LOT 11, BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS SHOWN ON THE RECORDED PLAT THEREOF.

ALSO THAT PORTION OF THE STREET ADJACENT TO THE NORTH HALF OF LOT 10 AND ALL OF LOT 11 IN SAID BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS DESCRIBED IN ORDINANCE NO. 94 RECORDED MARCH 7, 1994 AS INSTRUMENT NO. 250859 WHEREIN CERTAIN STREETS WITHIN SUGAR CITY WERE REDUCED TO 60 FEET IN WIDTH, TO BE MEASURED 30 FEET ON EACH SIDE OF THE EXISTING CENTER LINE WITH AMENDMENT RECORDED MARCH 15, 1999, AS INSTRUMENT NO. 277404.

PROPOSED LEGAL FOR DAUGHTER:

LOTS 8, 9, AND THE SOUTH HALF OF LOT 10, BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS SHOWN ON THE RECORDED PLAT THEREOF.

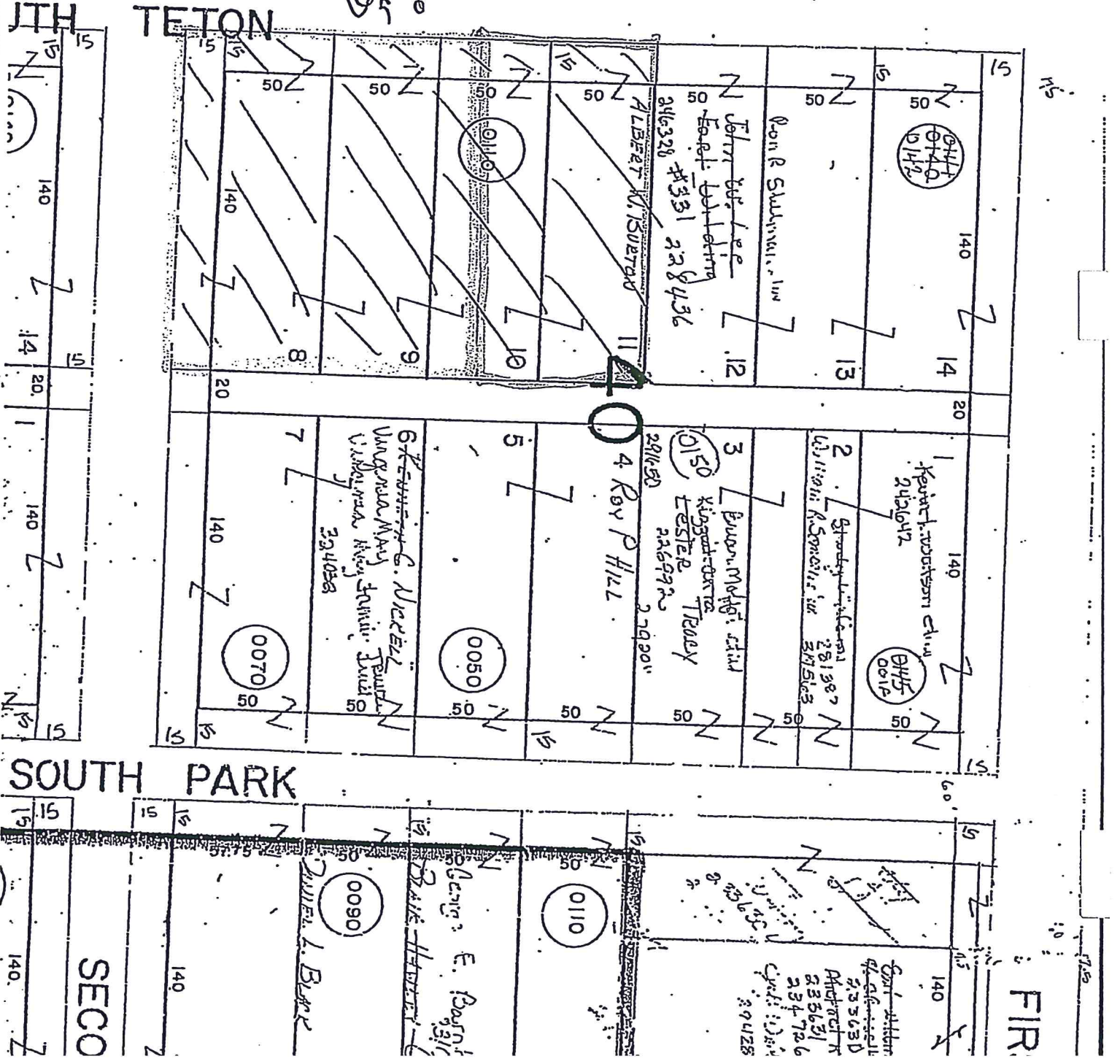
ALSO THAT PORTION OF THE STREET ADJACENT TO LOTS 8, 9, AND THE SOUTH HALF OF LOT 10 IN SAID BLOCK 40, SUGAR CITY PLAT "A", MADISON COUNTY, IDAHO, AS DESCRIBED IN ORDINANCE NO. 94 RECORDED MARCH 7, 1994 AS INSTRUMENT NO. 250859 WHEREIN CERTAIN STREETS WITHIN SUGAR CITY WERE REDUCED TO 60 FEET IN WIDTH, TO BE MEASURED 30 FEET ON EACH SIDE OF THE EXISTING CENTER LINE WITH AMENDMENT RECORDED MARCH 15, 1999, AS INSTRUMENT NO. 277404.

This map is solely for the purpose of assisting in locating the premises and the company assumes no liability for variations if any, with an actual survey.

First American Title Company

Sold to
Daughter

Mike
Retain



The City of Sugar City, Idaho

Resolution No.: 2019 - 5

“A Resolution to Approve an Amendment to the Professional Services Contract between Forsgren Associates, Inc. (Forsgren) and the City of Sugar City, to Provide Services for the Water System Improvement Project.”

WHEREAS, the Council of the City of Sugar City, Idaho desires to amend the contract with Forsgren to perform engineering services for the Water System Improvement Project that was approved in the Bond election of November of 2017; and

WHEREAS, Forsgren has indicated in the attached amendment agreement that it has and will accrue additional expenses above and beyond the original scope of work included in the current contract to help the city accomplish the aforementioned purpose; and

WHEREAS, the Council of the City of Sugar City, Idaho feels these changes are important to the successful outcome of the water project;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, AS FOLLOWS:

The City Council of the City of Sugar City, Idaho hereby approves the attached amendment in the amount of \$101,500 to the Professional Services Contract with Forsgren making the new maximum amount \$638,500, and authorizes the Mayor to execute the aforementioned Amendment.

PASSED by the Council of the City of Sugar City on this 25th day of July, 2019

APPROVED by the Mayor of the City of Sugar City on this 25th day of July, 2019.

(SEAL)

David D. Ogden,
Mayor

ATTEST:

Wendy McLaughlin,
City Clerk - Treasurer



Sugar City

David D. Ogden, Mayor
Wendy McLaughlin, Clerk-Treasurer
Shelley Jones, Deputy Clerk-Treasurer
Arlynn Jacobson, Public Works Director

MEMORANDUM

TO: Sugar City Council
DATE: July 30, 2019
RE: Amendment to Engineering Contract for Water Project

Dear Councilors,

Randy Johnson and I have been working on this project for some time now, and I knew that an adjustment to the contract would have to happen at some point for the following two reasons:

1. We had one bid opening that went bad when two of the contractor's objected to our decision on who was the low bidder. This was created when both contractors had errors in their bid documents, and so rather than face a lengthy and possible difficult trial, we decided to bid the project again. This took additional time and resource from the engineers.
2. A second bid opening for the remainder of the project came in significantly higher than the project could afford, and it was determined that parts of the bid would be broken off and bid out separately. This has resulted in the fact that we are not back under cost estimates, but it did cost the engineer additional time and resources to put together these individual bids.

I realize that this part of the project will come in over budget, but the rest of the project has come in sufficiently under budget to allow for this amendment to proceed. I am recommending that we approve this amendment. Thank you.

Sincerely,

David D. Ogden

David D. Ogden
Mayor

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated 12-15-17.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: 12/15/17
- b. Owner: City of Sugar City, Idaho
- c. Engineer: Forsgren Associates Inc.
- d. Project: Sugar City Water System Improvements

2. *Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]*

- Additional Services to be performed by Engineer*
- Modifications to services of Engineer*
- Modifications to responsibilities of Owner*
- Modifications of payment to Engineer*
- Modifications to time(s) for rendering services*
- Modifications to other terms and conditions of the Agreement*

3. *Description of Modifications:*

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

Exhibit A Part – 1 Basic Services
Section A1.05 Construction Phase

Because the Well 5 Pump Station was rebid to bring the project within budget, the completion of construction work for the Well 5 Pump Station has extended beyond that originally contemplated. It was originally anticipated that the construction would be concurrent with the other project components. In addition, other unanticipated work has been requested that is beyond the original scope of this project. These items include preparation of and attendance at an American Iron and Steel Audit, Revision to the routing of power source to the well site from

Rocky Mountain Power, and coordination of the delayed disinfection and leak testing for the water tank.

It is anticipated that the services described in section A1.05 will be performed on a part time basis through completion of the Well 5 Pump Station. Construction substantial completion is anticipated in November 2019 and final completion is anticipated in December 2019.

The proposed amendment anticipates services to support construction that include the following hours:

Employee	Est. Hours	Employee	Est. Hours
Engineering Tech. I	460	Engineer IV	145
Engineering Tech. III	10	Engineer V	8
Engineer I	5	Admin. III	8

- b For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer on a time and materials basis up to the following additional or modified compensation:
 - Services during construction \$52,000
- c The schedule for rendering services is modified as follows:
The anticipated time of service will be to provide services during construction of the Well 5 Pump Station through December 31, 2019.

5. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ 537,000
b. Net change for prior amendments:	\$ 49,500
c. This amendment amount:	\$ 52,000
d. Adjusted Agreement amount:	\$ 638,500

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER:

City of Sugar City, Idaho

By: _____

Title: _____

Date Signed: _____

ENGINEER:

Forsgren Associates, Inc.

By: _____

Title: _____

Date Signed: _____