

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, SEPTEMBER 8, 2011

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

Present: Mayor Dalling; Sharon L. Bell, Clerk; Marcie A. Smith, Treasurer; Councilmembers Bruce King, Lamont Merrill, Vaun Waddell and Burch Drake; Christine (Sam) Lines and Steve Hawkes, Planning & Zoning Commission; Teri Tengaio, Intermountain Gas Company; and Verla Moss.

The Mayor asked if there were any corrections to the minutes of the regular meeting held on August 25, 2011. Each councilmember had a copy of said minutes prior to the meeting. It was moved by Councilmember Merrill and seconded by Councilmember Drake to accept said minutes; motion carried.

Marcie presented the August reconciliation reports for the General Fund. It was moved by Councilmember Merrill and seconded by Councilmember King to accept the August reconciliation reports for the General fund; motion carried. Marcie presented the August reconciliation reports for the Utility Fund. It was moved by Councilmember Merrill and seconded by Councilmember Drake to accept the August reconciliation reports for the Utility Fund; motion carried.

Marcie presented the current bills in the amount of \$42,094.87. It was moved by Councilmember King and seconded by Councilmember Merrill to pay the current bills, together with all regular September bills that have not yet been received; motion carried.

ORDINANCE NO. 295:

Councilmember King introduced Ordinance No. 295 entitled:

“AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF SUGAR CITY, IDAHO, FOR THE FISCAL YEAR OCTOBER 1, 2011, TO SEPTEMBER 30, 2012, AND APPROPRIATING TO THE SEVERAL DEPARTMENTS, OFFICES AND FUNDS OF THE SAID CITY GOVERNMENT FROM THE REVENUE DERIVED FROM TAXES LEVIED FOR SAID FISCAL YEAR, AND ALL OTHER SOURCES, SUCH SUMS AS MAY BE NECESSARY OR DEEMED NECESSARY BY THE MAYOR AND CITY COUNCIL TO DEFRAY THE EXPENSES AND LIABILITIES OF SAID CITY FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2012.”

It was moved by Councilmember King and seconded by Councilmember Merrill to waive the

reading on three different days and in full and place it upon its final passage. Thereupon the clerk called roll upon said motion.

Those voting aye: Councilmembers King, Merrill, Waddell and Drake
Those voting nay: none

Thereupon, the mayor declared that the motion, having been passed by not less than two-thirds of the council, had been duly carried. It was moved by Councilmember Waddell and seconded by Councilmember Merrill to adopt said ordinance. Thereupon, the clerk called roll upon said motion.

Those voting aye: Councilmembers King, Merrill, Waddell and Drake
Those voting nay: none

Ordinance No. 295 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council, and the clerk was instructed to publish said Ordinance No. 295 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the City of Rexburg, Madison County, Idaho.

ORDINANCE NO. 296:

Councilmember Waddell introduced Ordinance No. 296 entitled:

“AN ORDINANCE OF THE CITY OF SUGAR CITY, IDAHO, GRANTING TO INTERMOUNTAIN GAS COMPANY A TEN (10) YEAR EXTENSION TO ITS FRANCHISE TO CONSTRUCT, MAINTAIN AND OPERATE A GAS TRANSMISSION AND DISTRIBUTION SYSTEM; PROVIDING FOR THE USE OF STREETS AND ALLEYS, AND RULES GOVERNING THE SAME, SUBJECTING THE GRANTEE TO ALL POWERS OF THE CITY; SETTING FORTH THE RULES OF THE FRANCHISE AND GRANT; PROVIDING FOR THE RIGHT OF INSPECTION BY THE CITY OF GRANTEE’S PLANS, ACCOUNTS, AND BOOKS; REQUIRING GRANTEE TO FURNISH CERTAIN MAPS; SETTING FORTH THE QUARTERLY PAYMENT TO THE CITY, AND THE FILING OF QUARTERLY REPORTS WITH THE CITY; REQUIRING GRANTEE TO INDEMNIFY CITY, AND FILE EVIDENCE OF INSURANCE; REQUIRING COMPLIANCE WITH SAFETY REGULATIONS; SETTING FORTH AN AGREEMENT NOT TO COMPETE, RESERVING POWER OF EMINENT DOMAIN; PROVIDING FOR SURRENDER OF FRANCHISE; GRANTING RIGHT TO SALVAGE; REQUIRING WRITTEN ACCEPTANCE; PROVIDING FOR CONSENT TO SALE OR ASSIGNMENT; PROVIDING FOR PAYMENT OF PUBLICATION COSTS; SETTING FORTH PENALTIES AND FORFEITURES, SEPARABILITY AND REPEAL.”

It was moved by Councilmember Waddell and seconded by Councilmember Drake to waive the reading on three different days and in full and place it upon its final passage. Thereupon the clerk called roll upon said motion.

Those voting aye: Councilmembers King, Merrill, Waddell and Drake
Those voting nay: none

Thereupon, the mayor declared that the motion, having been passed by not less than two-thirds of the council, had been duly carried. It was moved by Councilmember Waddell and seconded by Councilmember Merrill to adopt said ordinance. Thereupon, the clerk called roll upon said motion.

Those voting aye: Councilmembers King, Merrill, Waddell and Drake
Those voting nay: none

Ordinance No. 296 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council, and the clerk was instructed to publish said Ordinance No. 296 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the City of Rexburg, Madison County, Idaho.

RESOLUTION 2011-6 (Destruction of records): City Clerk Sharon L. Bell read Resolution 2011-6 by title and headings of records to be destroyed. She reported that Attorney Forsberg's opinion is that all items proposed for destruction are eligible for destruction under the city's policy and are appropriate for destruction. If passed by the city council, Attorney Forsberg will sign signifying his approval of the resolution. It was moved by Councilmember Drake and seconded by Councilmember Waddell to approve Resolution 2011-6. Thereupon, the clerk called roll upon said motion.

Those voting aye: Councilmembers King, Merrill, Waddell and Drake
Those voting nay: None

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

PLANNING & ZONING REPORT: P&Z Chairman Christine (Sam) Lines addressed the council:

Postponement of nine-person committee meeting: Sam reported that the nine-person committee meeting that P&Z is planning with the county to match impact area names has been postponed.

Postponement of September 15 Town Meeting: P&Z is still working on other impact area things and wants to take care of all of it at the same time, so the town meeting was cancelled.

Working on expanding agricultural definitions in impact area: P&Z is working on expanding agricultural definitions in the impact area.

Code definition review: P&Z is working on definitions in the code book.

Steve Hawkes – code conflict (personal wireless communications): Sterling Codifiers notified the city of code conflicts in personal wireless support structures. Steve presented a handout showing the differences in the code book and Ordinance #290, and explained each item. He said that P&Z would be working on coordinating the title 8 building code with the title 9 zoning code.

The mayor expressed appreciation to P&Z for all their work.

FIRE STATION – DEDICATION AND OPEN HOUSE: Councilmember Merrill reported that the fire station was dedicated on September 7, 2011. The open house was attended by 150+ community members. The mayor spoke and gave a little history of the progression of the fire equipment, bagpipes were played, the flag was raised, and there was a nice tour of the building.

The fire station is a real asset to our community.

STORAGE OF UNUSED VEHICLES: The mayor reported that in 2004 a letter was sent to 12 people asking them to take care of their old or unused vehicles. Discussion was had on title 8-6-2 and Ordinance #166. Councilmember King accepted the assignment to review this topic and come up with a recommendation at the next meeting.

COUNTY BUILDING IN BUSINESS PARK – UTILITY SERVICES: Councilmember Merrill accepted the assignment to check with other municipalities about charging county buildings for utilities – water, sewer and garbage – and give his recommendation at the next meeting.

DEPARTMENT REPORTS:

COUNCILMEMBER KING:

Grandfathering: Bruce reported that P&Z had some questions about grandfathering, which he asked attorney Bill Forsberg. Bill said that land use which commenced before being prohibited by ordinance is legal as long as it continues, even if the land is sold or otherwise passed to another. This assumes, of course, that the use is safe, that is, not a public hazard. The grandfather clause applies equally in the city and impact area.

Naming policy: Bruce presented changes to the draft resolution for naming city property. He asked the council to review the document for discussion at the next meeting, when he plans to submit some additions to the policy.

Feedback on Web site: Bruce read the following feedback from a lady who lives in Casper, Wyoming, which she submitted via our Web site on Labor Day: “Drove through your city with my family today. Amazing! All of the flags were moving. Just think how much we could accomplish if everyone had as much pride in our country as your community does!” The mayor asked Sharon to include the feedback in the October newsletter.

Idaho Transportation Board Meeting and Tour: The Idaho Transportation Board Meeting and Tour of District 6 is September 21-22, 2011. Bruce encouraged the mayor and council to attend.

COUNCILMEMBER MERRILL:

LEPC meeting: Lamont reported that there was a report of 13 sites designated where the government holds vast amounts of medical supplies in the United States. He also reported that about 50 fire fighters got sick at the fire in Howe. Within 90 minutes the Rexburg Hazmat trailer was there to assist. He reported that this is a valuable resource for this area.

Water system improvement: Lamont has been working toward connecting Wells #2 and 3 to the big storage tank. He has contacted Dick Dyer for a design and hopefully the project could be completed this fall. The mayor asked Lamont to continue to work on the assignment and pursue any needed permit from the Idaho Department of Environmental Quality (DEQ).

COUNCILMEMBER WADDELL:

Park sign plaques: Vaun presented his final wording to put on the metal plaques to be installed on the park signs. The mayor suggested that we take additional time for each councilmember to review the wording and give final approval at the next meeting.

COUNCILMEMBER DRAKE:

Roads: Burch is concerned about deteriorating roads in town: intersection of 3rd South and Pine; and 3rd South south of the stadium. There is a “no parking” zone on both sides of the road, which people are ignoring. There is no shoulder on 3rd South. The mayor assigned Burch to talk to Zane about identifying crack sealing that needs to be done and what it would cost, and to get it done in the next two or three weeks.

MAYOR’S BUSINESS:

Governor’s Brightest Star Award suggestions: The mayor reported that the city has actually submitted names for several years and hasn’t won. We have sent several names in. We only have until the 21st to turn in information.

Distinguished citizen award: The city gave this award posthumously to Rondo Barrus last year. The mayor would like an attractive book, a place to sit and a plaque on the wall. This should be a very special area. He would like to present the award at the annual Christmas program. Burch Drake accepted the assignment to work on this matter.

County building in Business Park – attorneys are drafting agreement: The mayor reported that the county needs to own the land before they can proceed to do some of the things they need to do. Attorney Forsberg and Madison County Attorney Troy Evans are drafting the agreement.

Electronic sign update: The mayor reported the city and school district are preparing the location for the sign. Then the plan is to have the sign completely installed in the next two weeks.

The mayor entertained a motion to go into executive session.

EXECUTIVE SESSION:

8:25 p.m. It was moved by Councilmember King and seconded by Councilmember Waddell pursuant to Idaho Code 67-2345(1)(a) and (b) to move into executive session to consider hiring and personnel issues. The mayor called for a roll call vote:

Those voting aye: Councilmembers King, Merrill, Waddell and Drake

Those voting nay: None

Thereupon, the mayor declared the motion passed.

8:43 p.m. The executive session ended and the regular council meeting reconvened.

MOTION: It was moved by Councilmember Waddell and seconded by Councilmember King to accept Johnnie Luthy’s resignation effective October 31, 2011, and to authorize the mayor to seek a temporary replacement for him; motion carried.

Meeting adjourned at 8:45 p.m.

Signed: _____
Glenn W. Dalling, Mayor

Attested: _____
Sharon L. Bell, Clerk

RESOLUTION 2011-6

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 and City Treasurer have 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.

ACCOUNTING, BUDGET, FINANCE & PAYROLL RECORDS

Check registers – general fund 1976-2002 **(semi-permanent, keep 5 years)**
Bank statements, cancelled check and stubs 1967-1994 (keep 5 years)
CD's, deposit slips 1998-2002 (keep 5 years)
Bank statements, cancelled and voided checks 2002-2004 (keep 5 years)
Cash receipting books and reports 1968-2004 (keep 5 years)
Accounts payable 1997-2004 (keep 3 years)
Utility billing reports 1992-2005 (keep 10 years)
GL Reports (except annual financials) – journals, bank reconciliation, monthly financials 2001-2004 (keep 5 years)
Sales tax exemption card and file 1994 (keep 10 years)
Bond payment schedules 1965 (paid off 2005) (keep 5 years after payoff)
Bond coupons 1940-1959 (keep 5 years after payoff)
Municipal coupon bond 1915 (keep 5 years after payoff)
Coupon bond books \$1000 each 1925-1935 (keep 5 years after payoff)

ADMINISTRATIVE RECORDS

Clerk's (Margarite) longhand books of minutes (2-2-78 to 4-8-87)
(transitory, keep for 1 year)
Shorthand books of minutes (1-10-08 to 6-10-10) **(transitory, keep for 1 year)**
Clerk's (Sharon) shorthand books (10-7-97 to 2-10-10) **(transitory, keep for 1 year)**
Centennial files: **(transitory, keep for 1 year)**
 Fund-raising letters 2003
 History book orders 2003
 Coloring books, shirts and coin orders 2003

Dog licenses 2000-2004 (keep for 5 years)
Flood Run applications and sign ups 2000-2001 (keep for 2 years)
City Council packets 2007-2008 (temporary, keep for 2 years)
Monthly newsletters 1991-2007 (temporary, keep for 2 years)

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)

1978 – 1994:

Blaine Arnell addition	Dean Arnold home
Gary Andreasen garage	Dee Ard
Don Archibald shed, fence & patio	Irvin Ball fence
Bill Barnhill	Duane Bean home
Blaine Boyle fence	Rondo Barrus closing in patio
Carla Berry fence	Kemp Bott home
Stephen E. Burt home	Bruce Bills home
Kemp Bott fence & storage	Donald Bird fence
Dennis Birch	Arlin Bartschi shed
Scott Bailey home	Verl Bird fence
Bryan M. Birch fence	Rondo Barrus shed
Michael E. Bates fence	Norval Braithwaite addition
H. Neil Buma fence	K. Clawson
Joseph Cherrington addition	Teresa Cummings fence
James B. Cutler home	Joseph Cherrington shed
Craig Carter fence	Stanley M. Carpenter home
Mark W. Davis fence	Walter Deitz home
Kenneth Daniel (moving home onto property)	
Jim Dayley shed	Mike Dilley fence & frame
Arthur Dearing frame	David A. Davis fence
Walter Deitz fence	David M. Dyer fence
Neil Erickson remodel	Jack T. Egbert home & shed
Jack Egbert home	Neil Erickson addition
Tom Fleming home	J. LaMar Fullmer garage
Bruce Forbush home	Dewey Furness shed
Michael Farnworth	Ivan E. Gerdes home
James Griggs fence	Thomas G. Gallup home
James Griggs deck	Jeff Griggs home
Sharla Galbraith garage & home	Matt E. Grover shed

Stephen W. Gee home

Dallas Gallup fence
Bryan Harris home
Steve Hawkes home
Keith Holman addition & shed
Kent M. Hughes
Don Hunter shed
Jennie Hemsley porch
Todd Holman addition
Marshall Hurst fence
J. Harvy Jackman fence

Paul Jeppson shed
Margaret Jeffries
Stephen W. Gee home
R. Barry King home
Marilyn Kaufman home
W. James Keller home
Richard Luke home
Mark Larson home
Michael J. Lewis garage
Floyd Luke fence

John Lusk deck
Gerald Leder addition
Floyd Luke residence
Darrell A. Lewis lifting house
Byron McKague enclose carport
Justin McFarland home
Evan Meyers fence
Mike Murri home
Doug MacKay fence
Landon Marlor fence

Darrell H. Moss garage
Keith Nielson home
Lawrence E. Nielsen home
Bob Oliphant remodel
Jorge Orduno fence and shed
Sid Purser playhouse
Harold Perrenoud fence
Sid Purser fence & home
Don Pope shed & fence
Kenneth Rawson fence & home

Lawrence R. Grover

Bryce Holman shop
Kip Harris shed
Guy M. Hollingsworth remodel
Kelly Hymas shed
Kelly R. Hymas home
Harold Harris
Dee L. Harris fence
Kelly Hymas fence
Max Jensen fence
Delbert Jensen fence

Lloyd R. Johnson home
Thomas G. Gallup home
Nels Jensen fence
R. Brent Kinghorn home
Walter S. Kolditz fence
Cory Larson shed
Cory Larson shed & fence
Gerald J. Leder home
Lance Lindley garage
Galen Lusk addition

Rupert Lusk shed
Galen Lusk fence
Jesse Lusk
Justin McFarland
Verla P. Moss home
Anthony Merrill home
Tom Morley fence
Craig Morgan shed
Dale Mortensen fence
John Morgan shed

Lawrence E. Nielsen fence & shed
Tony Nielson home
David D. Ogden garage
Nancy Ottesen shed
Linda Parker fence
Brett Patterson fence
Stephen K. Peters home
Gerald Price home
Clayton Perry addition
Charles Ricks home

J. Dyal Roberts addition
Jay Roberts addition & fence
Neal Southwick deck
Mike Stears home
Robert Schultz raising house putting in basement
Blaine Shaw home
Blaine Shaw home
Wade Shirley home
Ron Smith deck
Ron Stillman fence

Charles Ricks fence
Bill Schofield shed
Travis Sharp home
Travis Sharp storage
Blaine Shaw home
Blaine Shaw home
Susette Simmons shed
James Smyth home
Kenneth Stewart addition

Michael Stears shed
Travis Sharp home
Ron Smith home
Russell Thurston fence
Steven N. Thompson garage
Todd Tolman home
Ty Teeple's home
Steven M. Thompson storage
Arlo Vough mfg. home
Ron Walker home & shed

Robert Schultz shed
Mike Stears fence
Terry Silva addition
Douglas C. Thompson fence
Gary Tonks home
Lester Tracy home
Lester Tracy fence & shed
Gary Tonks shed
Domingo Vela fence
Rulon Ward addition

Kevin Watson home
Steve Webster shed & patio
Gary Wood roof over patio
Charles Williams storage
Timothy M. Whitworth shed
Steve Webster addition
James R. Westwood garage

Mark L. Webster remodel shed
Charles Williams shop
Ron Walker fence
LaVar Wilmot shed
LaVar Wilmot addition
Chuck Williams home

1995 building permits:

Ivan Gerdes
Steve Parker
Clendon Gee
K. P. Harris home
Max Jensen home
James Keller garage
Chet Morris fence
Norman Reynolds home addition

Marcelina Garcia
Hal Bean
Paul Jeppson
Homestead Construction (2 homes)
Owen Jensen home
Lance Lindley home
Verla Moss shed
Russell Thurston sidewalk & patio

1996 building permits:

Arlin Bartchi home
Owen Jensen home
Thomas E. Morris home remodel
Kent Vernon home addition

Joel Duran garage
Jared Luthy mobile home settings
Steve Parker canopy

1997 building permits:

Tom Gallup patio	Gary Clements shed
Homestead Construction (3 homes)	Dirk Parkinson home
Ranch Homes home	Silvertree Builders (2 homes)

1998 building permits:

Fred Muller fence	Marian Whittaker garage
Don Lafever mfg. home foundation & garage	
Tom Sainsbury garage	Michael Lewis home addition
DeeRay Humphries fence	Joyce Cromar garage remodel
Brian Schmidt fence	Alex Bischoff home
Michael Kennelly fence	Dagoberto Bustamonte home -county
Janet Harris mfg. home foundation & garage	
Tom Sainsbury interior remodel	Kurt Hibbert home
Scott Allen mfg. home (county)	Verle K. Wilding storage shed
Eldon Parkinson patio cover	Janet Boyle carport
Homestead Construction (3 homes)	Leon Moser fence
Karen Johnson fence	Homestead Construction (2 homes)
Kent Vernon home (county)	Noel Zaugg deck
Kip Harris family room	

1999 building permits:

Alex Bischoff storage shed	Bill Stacy fence
Michael Kam garage	Lawrence Nielsen home addition
Greg Malstrom home (county)	Grant Hawkes home (county)
Walter Deitz shed	Ferron Sonderegger fence
Brad Orme garage	Paul Jensen home (county)
Rick Schmitt mfg. home	A. Wade Shirley storage
Jared Edwards home	Hans Meng home
Kurk Millward home	Donna Peterson home
Trevor Pope home	Doug Purser home
Jim Robison home	Vivek Sharma home
Tom Gallup home, garage & storage	Brad Saunders home
J. Nyle Garn garage/storage	Ray Michaelson fence
Dale Allen home	Chad Goody home (county)
Michael Kam basement remodel	Vaun Waddell adding windows
Jeremy Leavitt home (county)	

2000 building permits:

Ron Smith home addition	Michael Kennelly garage
Scott Briggs home & garage (county)	Ron Walker storage shed
John Hymas family room (county)	Ron Stillman home addition
Dave Thompson home (county)	Steve Webster open shed

Ivan Gerdes garage
Greg Stoddard home (county)
Brian Hawkes shop & storage (county)
Jason Staker house moved onto foundation (county)

John Pocock home addition (county)
Kevin Fogle home
Ron Clark home addition

2001 building permits:

Blayne McArthur home (county)
Layne Hymas fence addition
Doug McKay fence
Kimball Galbraith home (county)
Jeremy Leavitt home
W. Brad Speakman fence
B. J. Edwards home
Verle K. Wilding storage
W. Brad Speakman shed
Grant E. Johnson home addition

Garn Thueson shed
Dewey Furness home addition
J. D. Hawkes home
Brian Hawkes home (county)
Gene Weller home addition
Leland Garner home
Jeff Webb fence
Randi Fogle home (county)
Ryan Robinson home
R. H. Hawkes storage shed

2002 building permits:

Shane Ricks garage
Jared Luthy mfg. home footings & foundation (county)
Ron Walker home addition
Matt Hillman home
Bill Barnhill home addition
Kevin Coles home
UVBCA home
Lois Webb shed & prefab swimming pool
Ben Goodson mfg. home footings & foundation
DeLoy McKenna home

David T. Harris home
Dan Black home addition
Norm Gage storage
Jeff Webb fence
Kevin M. Fogle garage & storage
W. James Keller fence & deck
Richard Adair garage

Scott Allen patio cover & shed (county)
Alvin Davidson home
Randi Fogle home
Matt Hillman home
Rick Palmer enclose patio (county)

Tom Fleming home (county)
Scott Gehmlich home
David Harris home
Reid Wilding boat cover
David Harris home

2003 building permits:

Trent Harris home
Brian Kinghorn home
Ron Rhodes home
Ryan Robinson fence
Brenna Stewart fence
Verle Wilding mfg. home & garage
Brian Schow home
Kevin Tonks fence
Mitch Gifford fence
Barbara Quirl fence

Kyle Bradshaw home
Vaun Waddell home
Gordon Reese storage unit
Jeremy Leavitt fence
Paul Lusk garage addition
Tim Kershaw home addition
Ken Daniel fence
DeeLane Maupin fence (county)
Kyle Bradshaw home
Tim Whitworth home addition

Jeff Hackworth home & garage
David Harris home
Grant Johnson storage
Brian Howard home

Leland Garner fence
W. L. Hopkins home
Denise Hymas home
Grant Nelson garage/shop (county)

2004 building permits:

Walter Kolditz garage
Dennis Forbush storage sheds
Cory Roberts home
David T. Harris home
Charley McKague shed
Dan Black workshop/shed
Michael Jaeger home
Cody Clark fence
Brian Howard fence
Doug Rammell fence

Don Romrell home
Todd Davis fence
Grant Hawkes home
Adrian Clinger fence
Randi Fogle home
Kenneth Allen garage
Frances Briggs patio cover
Jared Jenks home
Denise Merrill storage & fence
Robert Oliphant storage

Vaun Waddell home
Kathleen Papenfuss sign

Jeff Harris home
Dennis Birch front deck & stairs

2005 building permits:

Leon Moser home
W. Lamont Merrill storage shed
Boyd Millet home
B&L Homes (Pingel home)
Darr Holdeman home
Darr Holdeman home
Eddie Pincock home addition

Chad C. Nanney fence
Jeremy J. Fleming home
Kelly Baker home
Jeff Christensen fence
Brent Strong storage shed
Doug Purser home
Quinton Owens home

2006 building permits:

Galen Lusk home addition
Betty Wright fence
R. Brad Pingel home
Michael R. Courtney fence
Michael R. Courtney fence
Jack Evans fence
Janette Clark fence
Shane Norwood fence

Riverside Properties home
Kelly Baker home
Walter Reid Wilding fence
Jeff Christensen storage/playhouse
Gene Weller storage/garage
Gary Wood storage
Brent Kinghorn home

2007 building permits:

Jeff Brunson home
David Mills home addition
Fay L. Bingham storage shed
David Mills fence

Mike Jaeger home
W. Ryan Virgin storage shed
Bryce Holman storage sheds (2)
Kip Harris storage

Marc Stewart home
Stephen Hillier fence
Cameron Stanford home addition
Ray Young home addition
Brent Kinghorn fence
Darr Holdeman home
Todd S. Davis home addition

Randall Miller fence
Brian Moffat home addition
Dan McClure fence
Riverside Properties home
Michael R. Courtney deck
Jason Morris home
Bryce Holman garage & bedroom

2008 building permits:

Chad Nanney fence
John Hamilton home
Brent Kinghorn shed

Brandon Carlson fence
Ron Clark pole shed
John Hamilton fence

Builder Certification & Energizing Permits (IRES):

Homestead Construction (10-10-95)
Linda J. Eames (undated)
Harold Harris Const. (Lance Lindley 2-28-95) & (Dwayne Bean 9-19-94)
R. Barry King (10-19-94)
Marty Blaser (8-7-94)
Anthony Merrill (3-19-91)
Blaine Shaw (undated)
Jack Egbert (5-8-91)
Thomas Gallup (9-5-91)
Hollist Const. (Jeff Griggs 9-24-91)
Hathaway Const. (Keith Nielson 11-11-92)

CEMETERY RECORDS

Cemetery bills 1976-1995 (keep for 5 years)

ELECTION RECORDS

Election (temporary, keep for 2 years)

1993: Absentee ballots, ballots, duplicate poll book, ballot stubs

1995: Absentee ballots, ballots, ballot stubs

1997: Ballots, application for absentee ballots, ballot envelopes, ballot stubs

1999: Stamps, ballots, application for absentee ballot, absentee ballots, duplicate poll book, ballot stubs

- 2001: Ballots, election stamp, spoiled ballots, absentee ballots, ballot stubs
- 2003: Ballots, incorrect ballots, voted ballots, ballot stubs, election stamp, absentee ballots
- 2005: Ballot stubs, ballots, voted ballots, absentee ballots, election stamps, blank forms, applications for absentee ballots
- 2007: Ballot stubs, ballots

Election (semi-permanent, keep for 5 years)

Election working files (1999 through 2005): Includes the following: absentee voting, polling places, judges and clerks, challengers and watchers, vote tally systems, correspondence.

LEGAL RECORDS

Legal – small claims: sewer blockage (Garry Jeppesen) 1983 (keep for 2 years)

POLICE RECORDS

Police tickets 1977-1998 (keep for 3 years)

PUBLIC WORKS & ENGINEERING RECORDS

- Garbage landfill amounts (weights) 1994-2006 (semi-permanent, keep 5 years)
- 1980 beautification project – trees down Center Street and sidewalks (semi-permanent)
- Dig lines 1999-2008 (keep 3 years)
- Survey: 1997 size of preferred water line (keep 5 years)
- Circular sewer charts for Moody and Well #4 1989-2007 (keep 3 years)
- Smith Park Project: timesheets and bills (permanent specs left in vault) 1978 (keep 3 years)
- Consumer Confidence Reports 1997-2005 (semi-permanent, keep 5 years)
- Coliform, water bacteriological 1997-2005 (keep 5 years)

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 8th DAY OF SEPTEMBER, 2011.

Glenn W. Dalling
Glenn W. Dalling, Mayor

ATTEST:

Sharon L. Bell
Sharon L. Bell, City Clerk

(SEAL)

APPROVED this 9 day of September, 2011:

William R. Forsberg
William R. Forsberg, City Attorney