

W. Lamont Merrill, Mayor
Wendy McLaughlin, Clerk-Treasurer
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Office Hours: 9 a.m. to 4 p.m.



City of Sugar City

P.O. Box 56 - 10 East Center
Sugar City, Idaho 83448

Support our local businesses

November 2015

Calendar:

Nov 1 – Daylight Savings Ends

Nov 3 – Elections; Please Vote!

Nov 5 – Planning & Zoning Meeting, 7 p.m.

Nov 13, 14, 16, 17 – Sugar-Salem Drama Presents Andrew-Lloyd Weber's "The Phantom of the Opera" at 7:00 pm (doors open at 6:30 pm) \$4 for Adults / \$3 for Students

Nov 11 – Veterans' Day – City Hall Closed

Nov 12 – City Council Meeting, 6:30 p.m.

Nov 19 – Planning & Zoning Meeting, 7 p.m.

Nov 21- Veterans of Foreign Wars Community Breakfast, 8-11 a.m. at VFW Hall, 2nd N and 5th W in Rexburg

Nov 26 – Thanksgiving

Nov 26 – No Council Meeting due to holiday

Nov 26-27- City Office Closed

Dates to Remember:

Dec 3- Planning & Zoning Meeting, 7 p.m.

Dec 7- Annual Christmas Tree Lighting, 6 p.m.

Dec 7 – Pearl Harbor Remembrance Day



Mayor Lamont Merrill, City Counsel and Staff

Dear Sugar City Residents:

THANKSGIVING DAY: We wish everyone a special Thanksgiving and hope you have a nice holiday. We all have so much to be thankful for.

VETERANS DAY: Take time to remember and thank those veterans who have served and defended us so we can live happy and free. There is a Veterans Day Memorial Ceremony at Rexburg Tabernacle in Rexburg at 12:00 noon on Wednesday, November 11. The Mayor will lay a wreath on behalf of Sugar City.

VETERANS OF FOREIGN WARS COMMUNITY BREAKFAST: The 3rd Saturday of November & December, the Veterans of Foreign Wars- District #8 are putting on a community breakfast. It is from 8:00 a.m. to 11:00 a.m. at VFW Hall, 2nd North and 5th West in Rexburg. There is a \$5 donation and kids under 12 eat free.

CITY HALL CLOSURE: City Hall will be closed November 11 in observance of Veterans Day and November 26 and 27 in observance of Thanksgiving.

COUNCIL MEETING: The regular council meeting on the fourth Thursday of the month is canceled due to the holiday.

GARBAGE PICKUP: Because of Thanksgiving Day on Thursday, November 26, garbage pickup for that week will be Friday, November 27.

FALL CLEANUP: Our Fall Cleanup started on October 19th and finished October 21nd. We thank you for all your cooperation in this effort. Total 53 truck-loads were hauled away.

OVERNIGHT PARKING: Just a reminder of our snow ordinance – no parking is allowed on city streets from December 1st through March 1st, between the hours of 12 midnight and 7 a.m.

ANNUAL CHRISTMAS TREE LIGHTING: Mark your calendars! The Christmas Tree Lighting ceremony is Monday, December 7th at Heritage Park at 6 p.m. by the gazebo. Come and enjoy hot apple cider, cookies and Santa Claus.

PLANNING & ZONING COMMISSIONRES NEEDED: If you have a desire to serve the public and apply your talents to better the community, please contact Mayor Merrill at City Hall.

DEPUTY CLERK/TREASURER: The city is looking for a permanent part-time Deputy Clerk/ Treasurer. See reverse side for short list of duties and abilities. The job opening will close on November 23rd. Please come into City Hall to apply and see full list of duties.

MAYOR CITY UPDATES: The city has signed with Rexburg- a Joint Urban Renewal agreement. The area included is what is known as the Sandra Ball Property that is in our city limits, and the East 50 acres of the Harris Property that is in our impact area. If any would like a map, just stop at City Hall.

RADIO READ WATER METERS: The City will start to install radio read water meters; first in the new homes as they are built and as funds become available we will upgrade the existing meters.



**CITY OF SUGAR CITY
DEPUTY CLERK/TREASURER**

DUTIES

- Prepares and distributes City Council information packets
- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, and directing inquires to the appropriate city department
- Researches and retrieves information for the mayor and city council
- Manage city's record system
- Gathers payments and enters data into software accurately
- Prepares monthly utility billing and mailing
- Posts minutes of council and planning and zoning commission on website
- Maintains city Facebook and Twitter accounts
- Performs cash reconciliation
- Performs accounts payable data entry

KNOWLEDGE, SKILLS & ABILITIES

- Principles and procedures of financial record keeping and reporting
- Follow oral and written instruction
- Operate a personal computer and job-related software
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Communicate both orally and in writing
- Work independently or as a team member
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks