

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, JUNE 28, 2018

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

Present: Mayor David D. Ogden; Clerk-Treasurer Wendy McLaughlin; Councilors Vaun Waddell, Joy M. Ball, and Bruce King (Councilman Barrus was excused); City Public Works Director Arlynn Jacobson; Chairman Dave Thompson of the Planning and Zoning Commission; City Building Inspector Cliff Morris; and Citizen Bert McLaughlin.

MINUTES: Mayor Ogden asked if there were any corrections to the revised minutes of the regular meeting held on June 14, 2018. Each councilor had a copy of the minutes prior to the meeting. The council discussed the minutes at length, considering proposed changes and the merits of summarizing the minutes. A couple of adjustments were made. Councilman Barrus's notes to the minutes are included as Attachment #1.

MOTION: It was moved by Councilman Waddell and seconded by Councilman King to accept the minutes as amended; motion carried.

PLANNING AND ZONING COMMISSION REPORT: Chairman Dave Thompson reported on the following items:

Plat Process: Reviewed and discussed the process for the flow chart – want to continue discussions before making a decision.

Land Use Schedule: The commission is making progress and will soon send suggested changes on the Land Use Schedule to the council to review individually. The council could then decide to hold a work meeting as encouraged by Planning and Zoning if needed.

Bike Path/Trail Committee: Dave Thompson received several names of people who might be willing to serve on the Bike Path/Trail Committee. He would also like to include individuals outside the city's impact area in Salem. The committee will work with Rexburg for consistency and connectivity in design and planning.

Association of Idaho Cities (AIC) Annual Conference Report: Two members of the commission attended the annual AIC meeting. They reported that storage containers are seen more and more as a type of residential housing in the building industry for affordability, strength, design, and adaptability. The commission would like to address storage containers as living spaces in the code.

OLD FARM ESTATES 5TH SOUTH ROAD WIDTH DISCUSSION: Public Works Director Arlynn Jacobson presented a PowerPoint presentation on how road widths affect speed, pedestrian safety, and maintenance costs:

- Studies show wider roads encourage speeding, while narrower roads slow traffic
- The best width for residential roads seems to be about 32'

- Old Farm Estates 5th South is 60' wide; city code lists 42' wide for minor collectors
- A South Railroad Avenue traffic study showed virtually all traffic traveling faster than the posted speed limit of 25 miles per hour, with most vehicles going 30 to 35 mph
- 3rd South traffic was slower – the road is narrower and there are two stop signs
- Narrower road widths improve pedestrian safety
- Crosswalk intersections are best mid-block, having only two points of conflict versus 36 points of conflict at intersections
- Wider, straighter sidewalks improve pedestrian safety and navigation – 5' to 6' wide optimal; most sidewalks in Sugar City are 4' wide
- Curb extensions or bulb-outs are pedestrian friendly
- Lights on each side of a crosswalk instead of just one side greatly improves pedestrian visibility

City officials should review and revise new development and the city code with these guidelines in mind.

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

Water System Improvement: Most of the new water system payouts so far are for engineering fees. The city plans to advertise for bids in July for the new well. We are still working through the protest on the tank bid with the city attorney. Officials of the Idaho Department of Environmental Quality (DEQ) and others have reviewed it. The city is ready to move forward with the bid from DM Tank but is awaiting an official nod.

Historic Preservation Commission: Donna Jean Kinghorn, Blake Grover, and Harold Harris will start by organizing the commission. Mr. Harris is willing to donate the old theatre building for a museum, but it will need lots of work and money to fix it up. The commission will also help with grants for renovations and other needs. The building could also serve as a community center.

AIC Conference Report: AIC Attorney Jerry Mason discussed agendas, independent boards, and minutes. Minutes need to be kept of all meetings and archived. Staff members are best to assist with the minutes, posting the agendas, etc. Open meeting laws are often violated because minutes aren't archived or meetings aren't posted properly. Agendas are amended too frequently for reasons other than emergencies. New laws go into effect July 1 to post agendas electronically on the web or Facebook and to label action items. If the agenda is amended after the meeting has started, there can be no action taken on the amendment(s) unless a true emergency exists.

Urban Renewal District: Mayor Ogden encouraged the council to consider the city getting its own Urban Renewal District (URD). Currently the city is included in Rexburg's URD but finds the co-op less than optimal for identifying and funding projects that Sugar City considers important to its growth.

Recreation District: The proposed YMCA (Young Men's Christian Association) could help create a recreational district for the city and should be investigated. There are many opportunities with grants, etc. to help communities.

Personnel Policy: The mayor is working on revising the city's outdated Personnel Policy. He is using ICRMP's template to ensure personnel items such as overtime versus comp time and other issues are listed according to federal, state, and local policies.

Community Partners Report: Sugar City has been asked to sponsor and chair the Community Partners, a program that helps community's coordinate activities, events, and growth

in 2019.

AT&T Report: The city is looking at installing a fence around the water tower to keep thrill seekers from climbing the tower's ladder. AT&T will be contacted to post signs warning of high-emission discharge levels, which are often a better deterrent than fences.

PROJECT HELP FOR UTILITIES: Mayor Ogden asked the council to come prepared next council meeting with which utilities should be included in the proposed Project Help/Lend a Hand program. The council reviewed two contracts that local communities use to help those who meet federal poverty income levels qualify for assistance with utility bills. The programs are very successful with Rocky Mountain Power and Idaho Falls. Donations come from local citizens. Eastern Idaho Community Action Partners (EICAP), who helps administer the programs, could be asked to come and answer questions.

DESIGN REVIEW REVISIONS: Councilman Waddell proposed changes to the Design Review Board's responsibilities. The board would no longer consist of city officials or professionals nor would Design Review consider safety or technical issues. The main purpose of the board would be to "prevent development from being ugly," said Councilman Vaun Waddell. He feels that better separating responsibilities from those of the Planning and Zoning Commission would clarify and simplify the process of design review. It was suggested that a flow chart and updated application forms need to be in place first before making a decision on the code revisions. "Design Review" could be changed to "Aesthetics Review" or something similar in order to clarify the board's mission. Action was tabled until additional changes to design-review provisions of the code could be made.

NEW ROOF CONSTRUCTION SPECS FOR SUGAR CITY CODE: Building Inspector Cliff Morris reported to the council that new roof construction should require a permit and be inspected. Too many homes are having problems with leaking roofs because the flashing is not installed properly. Also, at least for this area, Inspector Morris recommended that the city adopt a heavier 5/8" board for roof sheathing instead of 7/16" board recommended by the International Building Code (IBC).

ANNEXATION OF HIGHWAY 33 BUSINESSES: The mayor is working on annexation agreements from businesses along Idaho Highway 33 to the Moody Road intersection. The city is supplying many of the businesses along the highway with sewer connections. Annexations must be contiguous to city boundaries. Mr. Maupin, who owns a large parcel of ground, is not able to be annexed at this time. Garry Jeppesen has signed an annexation agreement and is willing to go forward, along with Randall Porter. (See attached Map #1).

DEPARTMENT REPORTS:

COUNCILMAN BARRUS: Excused.

COUNCILMAN WADDELL: No report.

COUNCILWOMAN BALL:

Tree and Beautification: July Garden Awards: Mel and Winona Bean, Brent and Donna Jean Kinghorn, Sharon Archibald and Max and Tammy Egbert. July Yard Awards: Mitch and Melanie Workman, Dee and Melanie Brower, Jorge and Laurie Orduno, and Bryan and Leticia Harris.

Sugar Days Celebration: Tammy Tolman reported from her visit with the mayor that there are 7-8 sponsors bringing \$4000. Artco will print the brochures and posters at a cost of \$1000, which will be their contribution. All sponsors had not as yet submitted their logos, but printing should be completed by July 6th . It is still to be decided where brochures and posters will be placed for advertising. Rich Broadcasting will have one of their radio stations at Heritage Park from 12:00 noon until 2:00 pm. The cost is \$550 but they will provide that much advertising the week before the event. As of June 27 there are 5 vendors. Applications have been handed out at the Farmer's Market as well as some of the food trucks. Claudia Mecham has organized students from the Sugar Salem High School. There will be three groups set up for two-hour shifts from noon - 6:00 pm. There are 4 youth per group, with a possibility of expanding to 6. Tammy will be out of town so the Wegner's will be in charge the day of the event.

COUNCILMAN KING: No report.

Meeting adjourned at 9:55 p.m.

Signed: _____
David D. Ogden, Mayor

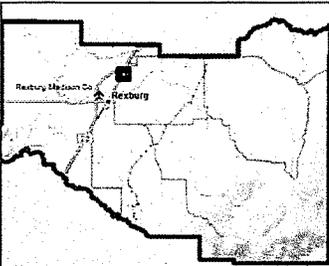
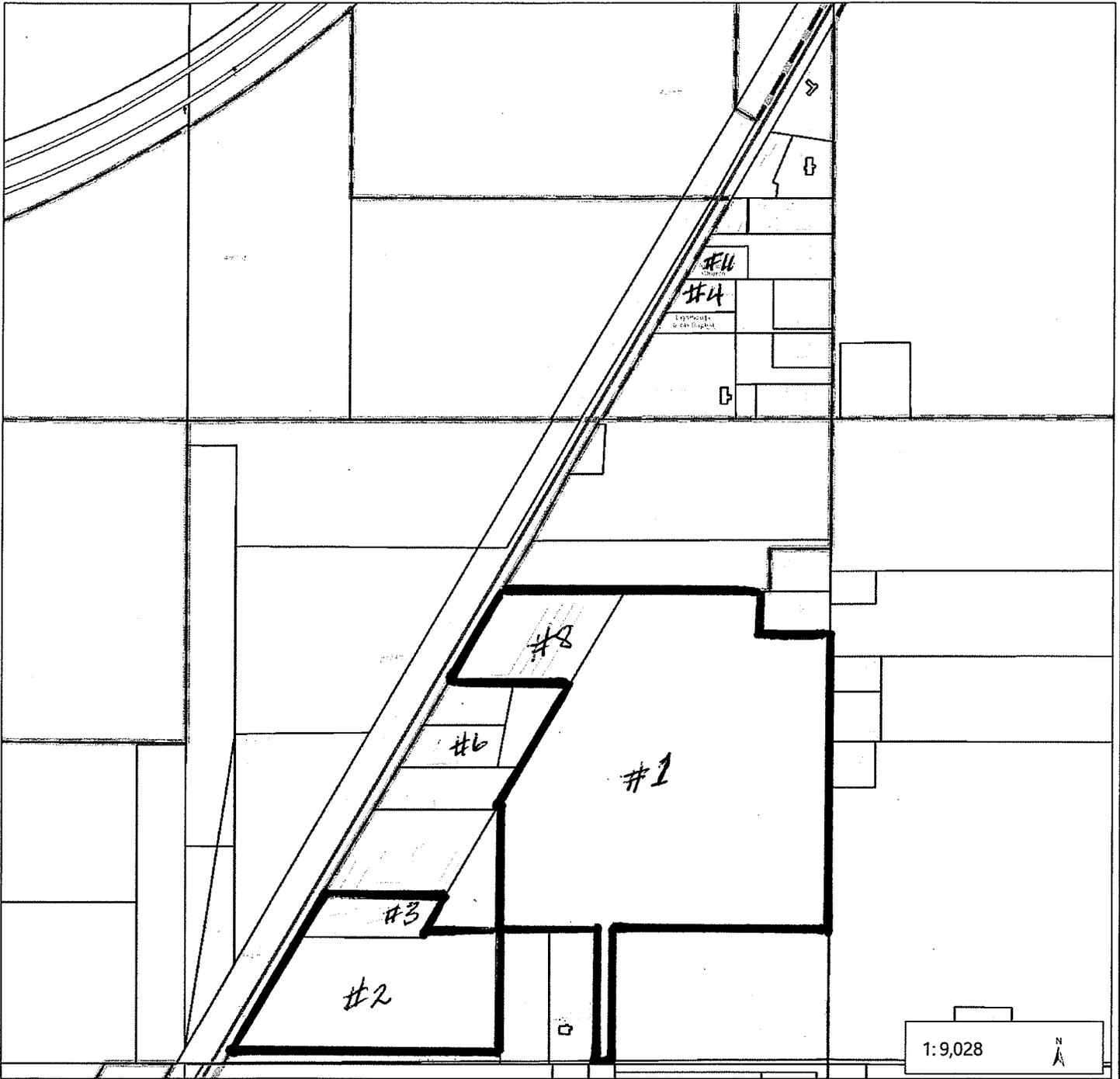
Attested: _____
Wendy McLaughlin, Clerk-Treasurer

map #1

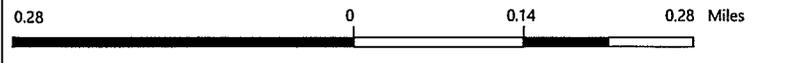


Madison County GIS
Parcel Mapping Application

Madison Parcel Map



- Legend**
- U.S. Highway
 - State Highway
 - Road
 - Parcels
 - City-County Boundary
 - Madison Cnty



WGS_1984_Web_Mercator_Auxiliary_Sphere
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Notes