

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, MAY 11, 2023

Presiding: Mayor Adams

Meeting Via Internet and at City Hall Convened at 6:30 p.m.

Prayer: Councilman Dayley

Pledge of Allegiance: Councilman Baird

Present at City Hall and Online: Mayor Adams; Councilors Joy M. Ball, Daniel Baird, Glenn Dayley, and Catherine Nielsen; City Clerk-Treasurer Wendy McLaughlin; Building Inspector Quinton Ownes; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Kurt Hibbert; Planning and Zoning Chair Christine Lines; City Attorney Chase Hendricks; Sugar City Office Assistants Jay Creel and Heather Haacke and husband Spencer Haacke; Wipfli Account Manager Theresa Flannery; Citizens Michelle Adams, Cat Menlove (Rexburg), Rick Robertson (Salem), Bruce Shirley (Salem), and others who may have joined electronically or otherwise but not identified.

**CONSENT AGENDA:**

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to approve the Consent Agenda; motion carried.

**INTRODUCTION OF OFFICE ASSISTANTS:**

**Jay Creel:** Mr. Creel introduced himself to the council. He is from Las Angeles California and graduated from BYU and majored in Public Policy and Administration. He and his young family of three children own a home in Old Farm Estates.

**Heather Haacke:** Ms. Haacke grew up in western Virginia. She is married to Spencer Haacke and they have four children ranging in age from 6 – 16. She has had prior experience as a clerk and GIS mapping. Her and her husband have lived in Sugar City for several years.

**2022 FINANCIAL AUDIT** Account Manager Theresa Flannery gave a favorable report for the 2022 City Audit report to the council. Below is a summary:

- General fund revenues were up \$80,000 over last year
- Expenditures did not exceed the budget amount
- Utility fund revenues and expenditures were about the same
- Audit procedures and standards have changed to improve audit independence
- Other GASB changes will take effect later
- Internal controls are deficient because of small workforce; but good
- Financial position of the city is overall in good standing

The council will continue to review the audit report and be ready to approve the 2022 Financial Statements at the next meeting.

**2023 EASTERN SNAKE PLAIN AQUIFER SETTLEMENT AGREEMENT:** Sugar City will participate again in the 2023 ESPA GWMA Final Settlement Agreement.

**MOTION:** It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve the Notice of Intent to Participate; Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Baird, Dayley, and Nielsen  
Those voting nay: None

Motion carried.

**RV PARK EXPANSION:** The City Council denied the RV Park expansion and Special Use Permit on grounds that the Council did not see or receive any effort toward the five conditions recommended by the Planning and Zoning.

**MOTION:** It was moved by Councilman Dayley and seconded by Councilwoman Nielsen to deny the RV expansion and Special Use Permit; motion carried.

**PUBLIC COMMENTS:** No report

**PLANNING AND ZONING REPORT:**

Planning and Zoning Administrator and City Planner Kurt Hibbert reported on the following item:

**East Parkway Corridor:** The 2022 Transportation Plan has been adopted by Madison County and Rexburg and needs to be adopted by Sugar City by resolution as well. However, the 2022 Transportation Plan does not show the correct adopted plans for the East Parkway Corridor for Sugar City. The city will pay extra to add updates for the newly created Regional Commercial Zone and correct the East Parkway Corridor to extend further eastward. The corridor will be used to mitigate possible flooding.

**PUBLIC WORKS REPORT:** Public Works Director Arlynn Jacobson reported on the following items.

**Child Safety Grant:** The sidewalk is basically complete. Need to put in crossing lights and put out bids for the walk path. Additional funding is available for bids that go over the projected amount.

**Old Farm Infrastructure:** MD Landscaping will be taking over the dry infrastructure to finish West 5<sup>th</sup> South. Completion date is projected to be in July.

**Teton Island Estates:** Infrastructure for the water and sewer utilities are scheduled to begin soon.

**Sugar Mill:** Infrastructure is on hold.

**SCADA:** Project will be complete by the end of the month.

**South Life Station Panel Replacement:** New South Lift Station panel will be replaced next week.

**Annual Street Maintenance:** Crack sealing will be done in June and the slurry seal in July. A list of streets will be given to the council at the next meeting.

**Well #5:** Testing for water leakage will be done after all the pipes are plugged to see if the second coating fixed the problem. Bad batches of the poly urea were discovered in other areas during that same time. The mayor wants the fix to be done as soon as possible.

**Moody Sewer Line:** Rexburg is moving forward with the sewer line replacement. Sugar City's cost may be around 3-6 million. The mayor would like to deplete the sewer fund account before bonding. Grants will also be pursued.

**Sweeper Truck:** The City's sweeper truck is 24 years old and not working very well. Mr Jacobson will look into fixing what he can this year and budgeting for a new sweeper in the next fiscal year.



## **GENERAL BUSINESS:**

**Sugar Salem Flyer:** The Council was presented with two versions of the flyer. The flyer is still being revised. The Council was asked for their feedback by 9 am tomorrow. Councilman Dayley will help with the final version. Larger font and reference to the City's website are encouraged. There may be more than one brochure.

### **Sugar Days Awards:**

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to award Donna Jean Kinghorn as Distinguished Citizen and Gerald Paul Jeppson as Distinguished Servant; motion carried

### **ICCU City Credit Cards:**

#### **RESOLUTION NO. 2023-5: (City ICCU Credit Cards) -**

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to authorize the application for ICCU credit cards and setting the dollar amount limit, access, and signers. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, and Nielsen

Those voting nay: None

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

## **CALENDARED ITEMS:**

### **Second Review:**

**Fire District Code:** City Building Inspector Quinton Owens reviewed the proposed amendments to the fire code with the Council. He recommends most of the proposed changes except for those that change the building code. Mr. Owens will provide a summary of the changes for the Council to review.

## **MAYOR AND COUNCIL REPORTS:**

**Farmer Merchant Banquet:** The Council enjoyed the event but felt that one representative from Sugar City would be sufficient for the future.

**Sugar Days:** Plans are well underway for Saturday, June 17, 2023. Stone's Town & Country will sponsor the breakfast as usual moved to 8:00 a.m. – 10:00 a.m. with the Sugar Days event following right after. A live band will also be part of the event. The vendor application needs to be corrected. Other items being considered are:

- Dunk tank
- Car show
- Movie in the Park
- Talent Show
- Sugar Salem Days instead of Sugar Days

**Nasal Narcan Training:** Training went well. Several city employees participated.

**Tree and Beautification:** The Arbor Day Celebration is scheduled for Friday, May 12. Councilwoman Ball will be the MC. The theme this year is "Spread Your Roots". An art contest and scavenger hunt are also planned. The committee will only do yard awards again this year since most gardens cannot be seen. Lindsey Bean is finishing up the grant. They will meet again June 1.

**Historic Preservation Commission:** The Commission thanked the Public Works staff for installing the TV in the window. However, glare from the sun blocks the screen. They are working on a mission statement, Sugar Days participation, and a place for the museum. They like the idea of building a replica of the old train depot.

**Leadership Training:** Mayor Adams reported that the Leadership training went well. The training will span two years to complete.

**EXECUTIVE SESSION:** The council did not go into Executive Session but instead discussed general ideas for summer help wages. The Public Works department is finding it difficult to find workers for the summer from the University that will work for \$12/hour.

Motion was made for adjournment. Meeting adjourned at 9:30 p.m.

Signed: \_\_\_\_\_  
Mayor Steven Adams

Attested: \_\_\_\_\_  
Wendy McLaughlin, Clerk-Treasurer

**RESOLUTION 2023-5**

**A RESOLUTION AUTHORIZING THE APPLICATION FOR ICCU CREDIT CARDS, SETTING THE DOLLAR AMOUNT LIMIT, ACCESS, SIGNERS, AUTHORIZATION, USE; AND PROVIDING EFFECTIVE DATE.**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, THAT:**

The City of Sugar City would like to apply for three ICCU credit cards for a \$50,000 total limit. The mayor, City Clerk-Treasurer, and the Public Works Director are authorized to sign and authorize use. The card will be used for city business and purchases only.

This resolution shall take effect and be in full force from and after its passage and approval.

UNANIMOUSLY APPROVED AND PASSED BY THE CITY COUNCIL AND MAYOR THIS 11<sup>th</sup> DAY OF MAY 2023.

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Steven Adams, Mayor

ATTEST:

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Wendy McLaughlin, City Clerk-Treasurer

(SEAL)