

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, JANUARY 11, 2024

Presiding: Mayor Adams

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

Prayer: Councilwoman Nielsen

Pledge of Allegiance: Mayor Adams

Present at City Hall and Online: Mayor Adams; Councilors Joy M. Ball, Daniel Baird, Carter Stanford, Glenn Dayley, and Catherine Nielsen; City Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Kurt Hibbert; City Attorney Chase Hendricks; City Fiber Project Manager Dave Thompson; Madison County Information Technology Manager Paul Sorensen; Madison County Commissioner Brent Mendenhall; Citizens Spencer Cook and family members of Carter Stanford, and others who may have joined electronically or otherwise but not identified.

CONSENT AGENDA:

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to approve the Consent Agenda with corrections; motion carried. Clerk-Treasurer Wendy McLaughlin was directed to pay The Sugar City Area Historical Society's annual donation of \$5,000.

OATH OF OFFICE: Clerk-Treasurer McLaughlin swore in Steven Adams as mayor of the City of Sugar City for another four-year term. Mayor Adams then swore in Glenn Dayley and Joy Ball as council members for another four-year term and Carter Stanford as a council member for a two-year term. Certificates of Election were presented to the mayor and each council member. Councilwoman Nielsen has two more years of her four-year term.

ELECTION OF COUNCIL PRESIDENT & VICE PRESIDENT:

MOTION: It was moved by Councilwoman Ball and seconded by Councilman Dayley to elect Catherine Nielsen as Council President and Councilwoman Joy Ball as Council Vice President; motion carried.

MADISON COUNTY REPORT FROM COMMISSIONER MENDENHALL: County Commissioner Brent Mendenhall presented a \$100,000 check to the Council in support of the tennis court partnership with the Sugar Salem School District. He praised the council's decision and vision for the future and pledged their support.

PUBLIC COMMENT:

Lawrence Nielsen – asked that the overpass lights be fixed. The Idaho Department of Transportation is responsible. They have been notified and are working on them. Mr. Nielsen represents the Sugar Salem Moody Cemetery District and asked for a letter of support to increase their levy. They also need to remove some trees and may find volunteers to help.

Daniel Baird – Out going Councilmember Daniel Baird thanked the mayor and council for the opportunity and privilege to serve. Most recommended that he not serve. He found the

experience very positive.

CITY FIBER: Dave Thompson reported there are several interested fiber network companies willing to help build a city network. He was not ready to provide the Requests for Proposals (RFPs) criteria for council approval. However, the Council voted to move forward with the RFP process and possibly risk the project start time advantage with Madison County and Fibercom in order to compare options - for a city owned fiber network or the Madison County Fibercom network.

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Stanford to have the RFP criteria ready for council approval by Thursday, January 25, 2024, provide a due date for the RFPs by Monday, February 26, appoint Spencer Cook, Arlynn Jacobson, and Dave Thompson as the review committee with Paul Jeppson as back-up to have RFP scores ready by Tuesday, February 27, and hold a Special Council Meeting on Wednesday, February 28, 2024 at 6:30 pm; motion carried. Councilman Dayley voted against the motion.

PLANNING AND ZONING REPORT: Kurt Hibbert reported on the following items:

Small Urban Grant: Mr. Hibbert asked for council approval for the Small Urban Grant for a transportation study.

RESOLUTION NO. 2024-2: (Small Urban Grant to Update 2022 Madison County Transportation Plan)

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to approve the Small Urban Grant for a transportation study with a cost estimate of \$58,740 and a 7.34% match of \$4,311.52; motion carried. A copy of said resolution is attached hereto marked "Attachment 1".

R2 Density Code Revisions: No report. The revisions are still in the working process.

PUBLIC WORKS: Mr. Jacobson reported on the following items:

TAP Grant: The Transportation Alternatives Program (TAP) Grant will be used to install and extend existing walking paths and crossing lights instead of an overpass walkway which could cost up to 10 million.

RESOLUTION NO. 2024-1: (TAP Grant For Walking Paths and Crossing Lights)

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve the TAP Grant for the proposed walking path project with a grant award of up to \$500,000 and a 7.34% match of \$36,700; motion carried. A copy of said resolution is attached hereto marked "Attachment 2".

Grant Writer: Mr. Jacobson reported that it could be a viable option to hire a grant writer for \$1,500 because of all the time involved. It takes him away from other city duties.

South Lift Station: Both pumps are older and are not working. He will replace them with new pumps.

VFD Problems: The VFD went out again because of a power surge even though he had installed equipment to protect the VFD. Another claim will be filed for the third time in as many years.

Well #5 SCADA: There are some glitches in the SCADA system from prior work that need to be fixed.

Ice Skating Rink: The community seems to enjoy the ice-skating rink. Hockey is a big attraction. The season could be extended by installing piping. Adequate owner insurance is advised – the agreement will be reviewed. Possible ideas in the summer?

GENERAL BUSINESS:

Impact Area Public Hearing Update: The public hearing was well attended. Most of the testimony was against the proposed impact area. Mostly because of unfounded fear of losing rights and added taxes. The County tabled the action on the proposed Sugar City Impact Area. They do not like the large area of the proposal which may need to be revised for approval.

Mayoral Appointments: The mayor asked the clerk to provide a document that lists terms and dates of those currently serving. Design Review needs two more board members; or the design review could be done administratively. The code would need to be revised.

Computer Refresh: City IT Spencer Cook reported that it would be best practice to only replace staff computers every three years instead of all computers.

System Back-up: The mayor asked that there be two different back-ups.

Email Policy: Archived and kept for two years. Spencer will work with Chase to ensure the City Policy is correct.

Small Urban Grant Resolution: See above.

CALENDARED HEARING ITEMS:

Third Discussion – Fiber Optic Ordinance – No discussion

First Discussion –

Public Facility Zone: Zone would reduce city workload for Special Use Permits and increase property rights.

Professional Service Fee Ordinance: City Attorney Hendricks recommends the city recording all documents and passing fees on to developers to ensure they are recorded.

MAYOR AND COUNCIL REPORTS:

Councilwoman Ball reported on the following:

Sugar City Area Historical Society Inc: The commission will meet again January 18, 2024. They have sent out over 30 donation letters and have received \$30,000 in donations so far. A survey may need to be completed in order to complete the property transfer. Councilwoman Ball will check to see if there is a surveyor who would be willing to donate a survey to the non-profit organization.

Easter Egg Hunt: Councilwoman Nielsen would like to repeat the Easter Egg Hunt indoors like last year since Easter will be early this year (30 March). The indoor hunt could be a plan “B” in case of inclement weather. She will plan on 400 children.

State of the City Event: The city will sponsor a table of eight. The event will be held on Tuesday, January 23, 2024.

Upcoming AIC Events: The mayor will be attending the Water Summit and Officials Day at the Capital the week of the 22nd. Other council members are encouraged to attend.

Motion was made for adjournment. Meeting adjourned at 9:20 p.m.

Signed: _____
Mayor Steven Adams

Attested: _____
Wendy McLaughlin, Clerk-Treasurer

CITY OF SUGAR CITY
RESOLUTION 2024-2

MEETING OF THE SUGAR CITY COUNCIL OF THE
CITY OF SUGAR CITY, IDAHO
HELD ON JANUARY 11, 2024


THE FOLLOWING RESOLUTION WAS INTRODUCED BY COUNCIL PRESIDENT CATHERINE NIELSEN, CONSIDERED AND ADOPTED:

RESOLUTION NO. 2024-2 OF THE CITY OF SUGAR CITY, IDAHO, SUPPORTING THE SUBMITTAL FOR AN UPDATE TO THE **2022 MADISON COUNTY TRANSPORTATION PLAN** TO INCLUDE SUGAR CITY SPECIFIC UPDATES TO THE CITY FUNCTIONAL CLASSIFICATION MAP, THE ALTERNATIVE TRANSPORTATION MAP, EXISTING TRANSPORTATION NETWORK, FUTURE CONDITIONS, RURAL MADISON COUNTY IMPROVEMENTS (TETON RIVER BYPASS), ALTERNATIVE MODES OF TRANSPORTATION, ELEMENTS OF THE TRANSPORTATION MASTER PLAN, TRAFFIC IMPACT STUDIES, CORRIDOR PRESERVATION, TRAFFIC CALMING AND SAFETY, UPDATE CAPITAL FACILITIES PLAN, PUBLIC INVOLVEMENT PLAN;

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). THE TOTAL PROJECT COST ESTIMATE IS **\$58,740.00**, WHICH WILL REQUIRE **\$4,311.52** (7.34%) OF MATCHING FUNDS AVAILABLE FROM THE CITY OF SUGAR CITY.

BE IT RESOLVED THAT THE MAYOR IS HERBY AUTHORIZED AND DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE CITY COUNCIL OF THE CITY OF SUGAR CITY AND APPROVED THIS 11th DAY OF JANUARY, 2024.



MAYOR STEVEN ADAMS

ATTEST:

_____, CITY CLERK CERTIFICATE

I, WENDY MCLAUGHLIN, DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL, TRUE AND CORRECT COPY OF THE RESOLUTION NO. 2024-2 ADOPTED AT A REGULAR MEETING OF THE SUGAR CITY COUNCIL HELD ON 11th DAY OF JANUARY 2024, AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF CITY, THIS 11th DAY OF JANUARY 2024.

WENDY MCLAUGHLIN
CLERK-TREASURER

SEAL

**Sugar City Specific
Transportation Plan Update, Madison County**

Task	Description	Total Hours
	Salary Rate	
Task 1 - Project Management		
1.1	Administration	5
1.2	Project Initiation	3
1.3	Monthly Progress Meetings	10
110.0	Project Schedule	6
110.1	Progress Reports and Invoicing	8
Task 2 - Develop and Implement Public involvement Plan with Title VI Considerations		
2.1	Public Involvement Plan	13
2.2	Stakeholder Interviews	4
2.3	Technical Advisory Committee (TAC) Meetings	6
2.4	Ongoing Public Outreach	2
2.5	Open House(s)	10
Task 3 - Evaluate Existing Transportation System		
3.1	Identify and Assemble Plans, Reports, and Records	4
3.2	Existing Socioeconomic Conditions	8
3.3	Existing Land Use	8
3.4	Existing Roadway Functional Classification Map	10
3.5	Existing Traffic Volumes and level of Service	30
Task 4 - Develop Traffic Forecasts and Evaluate improvement Alternatives		
4.1	Socioeconomic Conditions	5
4.2	Land Use	4
4.2.1	Forecast Revisions to the Functional Classifications	40
4.3.1	No Build Conditions	28
4.3.2	Recommended 2045 Roadway Network	18
Task 5 - Transportation Plan Guideline Recommendations		
5.1	Proposed Street Alignments	14
5.2	Recommendations for Street Classifications	20
5.4	Traffic Impacts of New Development	20
5.5	Access Management	0
5.6	Railroad Crossing Review	10
5.7	Bike/Pedestrian Pathways and Lanes	20
Task 6 - Capital Improvements Plan		
6.1	Future Transportation Needs	20
6.2	High-Level Cost Estimates for Future Projects	20
6.3	Funding Sources	4
Task 8 - Plan update Process		
8.1	Establish Goals for Re-evaluation and Updates to the Plan	6
SUBTOTAL	Hours	356

The City of Sugar City Idaho

Resolution No. 2024-1

**“A Resolution to Approve up to 7.34% of the Transportation Alternative Plan (TAP)
Grant award of \$500,000 for the proposed walking path 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 up to 7.34% of the Transportation Alternative Plan (TAP) Grant award of \$500,000 for the proposed walking path project.

PASSED by the Council of the City of Sugar City on this 11th day of January, 2024

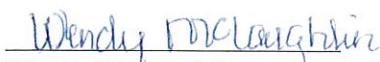
APPROVED by the Mayor of the City of Sugar City on this 11th day of January, 2024.

(SEAL)

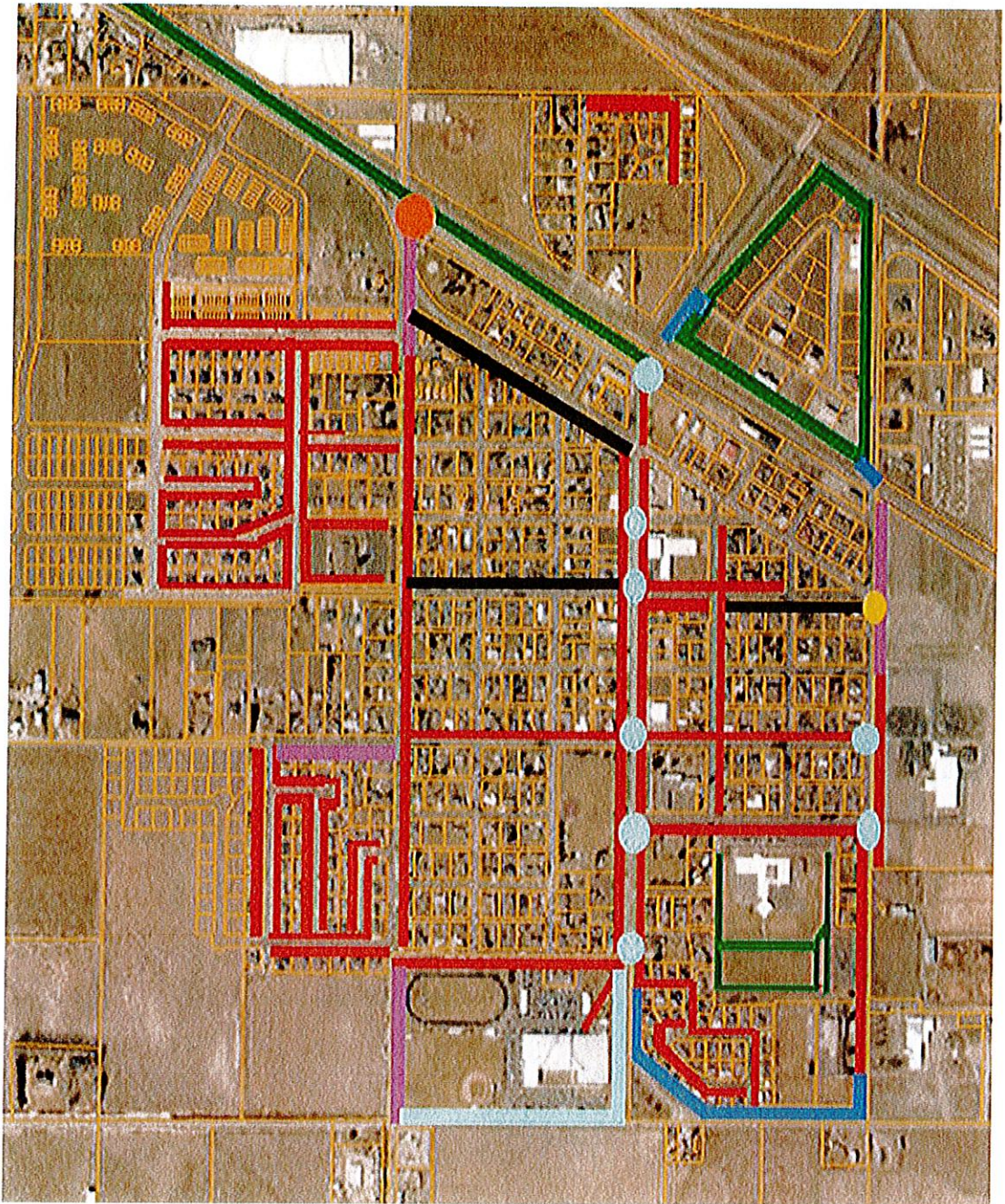


Steven Adams, Mayor

ATTEST:



Wendy McLaughlin,
City Clerk-Treasurer



KEY:

- Existing Path —
- Existing RRFB's ●
- Existing Side walk —
- Proposed RRFB's ●
- Future Sidewalk in 2026 —
- Proposed HAWK ●
- Future Path in 2026 —
- Proposed New Sidewalk —
- Proposed New Path —