

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, JULY 24, 2025, 6:30 P.M.

Presiding: Mayor Steven Adams  
Meeting Via Internet and at City Hall Convened at 6:30 p.m.  
Prayer: Councilman Dayley  
Pledge of Allegiance: Councilman Stanford

Present at City Hall and Online: Mayor Steven Adams; Councilors Joy M. Ball, Glenn Dayley, Catherine Nielsen, and Carter Stanford; Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Kurt Hibbert; Building Official Quinton Owens; Teton Island Estates Developer Ryan Rasmussen; Toscano Developers; Citizens Shelley Jones, and others who may have joined electronically but not identified.

**CONSENT AGENDA:**

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

**CITY FINANCIAL AUDIT STATEMENT:**

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to approve the Financial Statements and audit report for year ending September 30, 2024; motion carried.

**PUBLIC COMMENT:** Developer Ryan Rasmussen asked the council for an eight-foot (8') fence option especially for higher density developments. A six-foot (6') fence does not provide enough privacy. There was some concern about the Fire Department requirements. He can submit a proposal to revise the city code for the fence height and submit it to Planning and Zoning.

**PLANNING AND ZONING REPORT:** Planning and Zoning Administrator Kurt Hibbert reported on the following items:

**Urban Renewal Training:** the State Tax Commission is holding a workshop focusing on the assessment, administration, and policy issues related to the formation and operation of urban renewal agencies. The training will be on Monday, July 28 in Boise. Community Developer and P&Z Administrator Kurt Hibbert, Clerk-Treasurer Wendy McLaughlin and Planning and Zoning Spencer Haacke plan on attending.

**Teton Area of Impact:** the meeting with Teton went well. Discussions were had on future growth and working with Madison and Fremont Counties. The Impact Area mapping was also shared. Sugar City supports the City of Teton in their goals and is willing to share document templates as needed. A future planning meeting with Fremont County was also discussed.

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

**Chip Sealing:** the chip sealing is done. Madison County provides the labor and equipment each year. The city buys the crew lunch to show appreciation for their help.

**Street Patching:** all the street patching is done and ready for the slurry seal coating which will be done the first part of August.

**Backflow Testing:** all the backflow testing is done. There will be additional new residences that will be contacted for their backflow testing.

**Block Grant Bid:** the bid was awarded to Depatco, the lowest of the two bids.

**MOTION:** It was moved by Councilman Stanford and seconded by Councilwoman Nielsen to approve the bid award to Depatco as the low bidder for the 6<sup>th</sup> N road and utility extension. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, the Mayor declared the motion passed.

**Teton Contract for Shared Employee:** Mr. Jacobson is working with the City of Teton to write up an agreement to share an employee as needed mainly for their water department. Sugar City's Public Work's employees are certified in both water and sewer. The cost would be \$50/hour. Equipment sharing could also be included.

**Vialytics Software:** is used to help manage road, sign, and water/sewer maintenance using artificial intelligence (AI) technology. Mr. Jacobson will do an analysis of the cost and savings to the city and his time for the council. The software costs \$7,000 annually.

**New Public Works Assistant:** candidates are being interviewed. He hopes to have a new public works assistant by August.

**Bike Path Maintenance:** working on the 2<sup>nd</sup> mow for the season.

#### **GENERAL BUSINESS:**

Resolution No. 2025-5 was introduced to the council and read by title only:

#### **“RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS.”**

**MOTION:** It was moved by Councilman Dayley and seconded by Councilwoman Nielsen to approve Resolution No 2025-5. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

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

The resolution has been sent to the state historical society for their review. The city will wait a month before shredding the records.

#### **Budget:**

##### **Personnel Policy Amendments:**

- City Attorney Chase Hendricks will draft a Policy change for part-time Persi benefits
- An offer letter template will be drafted and reviewed by ICRMP
- ICRMP will review the Personnel Policy amendments
- The City Engineer recommends using \$950,000 from the Sewer Capital Reserve Fund, which would leave a \$1 million cushion.

- Alternatively, a Judicial Confirmation for a bond, could allow us to borrow funds at a lower interest rate than our current savings interest rate. This specific project would more than likely receive judicial confirmation, unlike some other potential projects.
- Compensation Schedule – the mayor would like to review beforehand. A copy of Blackfoot's schedule is being used.

**Fee Schedule:** department heads are reviewing the fee schedule for any increases or additions that are needed. The updates will be included in the next council packet.

**MAYOR AND COUNCIL REPORTS:** the council reported on the following:

**T&B Committee:** meeting August 7, 2025 and will announce the yard awards.

**Centennial Flood Celebration:** the committee will meet again on August 6<sup>th</sup> and go on bus tour route.

**County Sheriff's Office:** plans are being made to update the Sugar City Search and Rescue building with a \$250,000 grant the County Sheriff's Office received. They plan on updating the boat bay and installing landscaping.

**Cemetery Board:** the board was very grateful for the city's help grading their roads.

**July 24 Pioneer Celebration:** the 24<sup>th</sup> of July Pioneer Day Celebration will be taking place on Saturday to remember our heritage.

#### **EXECUTIVE SESSION:**

8:00 P.M. It was moved by Councilwoman Nielson seconded by Councilwoman Ball to move into executive session pursuant to:

- Idaho Code 74-206(c) "Deliberating labor negotiations or acquisitions of interests in real property not owned by a public agency."

Motion carried. Thereupon, the deputy clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, the mayor declared the motion passed.

8:35 P.M. The executive session ended for Idaho Code 74-206(c). No decisions were made and there was no deliberation.

Motion was made for adjournment. Meeting adjourned at 8:35 p.m.

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

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

**RESOLUTION 2025-5**

**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/Treasurer has obtained approval for destruction of the records listed below from the City Attorney, and, where required under Idaho Code 50-907, from the Idaho State Historical Society; and

WHEREAS, none of the records identified for destruction are subject to any pending or reasonably anticipated litigation, audit, investigation, or public-records request, and all applicable retention periods under Idaho Code 50-907 have expired; and

WHEREAS, pursuant to the City's adopted retention schedule, "transitory" records are defined and retained for one (1) year prior to destruction; and

WHEREAS, the City Clerk/Treasurer has proposed for destruction certain records that have exceeded their minimum retention;

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/Treasurer.

**ACCOUNTING, BUDGET, FINANCE &  
PAYROLL RECORDS**

Check registers -utility fund 2012-2020 (semi-permanent, keep 5 years)

Bank statements, cancelled check and stubs 2018-2019  
(keep 5 years)

CD's, deposit slips 2018-2019 (keep 5 years)

Cash receipting books and reports 2015-2019 (keep 5  
years)

Accounts payable 2016-2020 (keep  
3 years)

Vendor W9 Forms 2018-2020  
(keep 5 years)

GL Reports (except annual financials) -journals, bank reconciliation,  
monthly financials 2013-2015 (keep 5 years)

### ADMINISTRATIVE RECORDS

New Customer Applications (2022-2023) (transitory, keep for 1 year)  
New Customer Utility Service Agreement (scanned) 2016-2023  
Clerk's draft minutes (2017 - 2024) (transitory, keep for 1 year)  
Digline Tickets (2017-2019) (transitory, keep for 1 year)  
Letters of Complaint 1999-2013 (semi-permanent, keep 5 years)  
Job Applications 2016 (temporary, retain 2 years)  
Dog licenses 2015 (keep for 5 years)  
City Council packets 2021 - 2023 (temporary, keep for 2 years)  
Vendor Certificates of Liability Insurance 2016-2019 (keep 5 years)  
Cloud Seeding Letter of Support 2005 (administrative – temporary, retain for 2 years)  
Claims 2016-2018 (semi-permanent, keep 5 years)  
City Citations 2000-2001 (transitory, keep for 1 year)  
Unpaid Citations 2023 and older (transitory, keep for 1 year)  
Caselle Software Proposals 1994-2022 (transitory, keep for 1 year)  
Public Records Request 2019 (transitory, keep 1 year)

### 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)

#### Building Permits and Plans

2019:

Matthew Astin 475 S Cutler  
Debi Baggett 115 W 4th S (fence)  
Brent Barrus 226 E 3rd (fence)  
Tron Barton 110 S Austin (fence)  
Bradley Christensen 221 N Front (solar)  
Ron Clark 476 S Teton (porch)  
David Collins 304 E Palomino (addition)  
Chase Hymas 510 Jeanine  
Gene Jeppson 10 E 3rd N (shed)  
Sam Johnson 10 W 2nd N (solar)  
Calvin Kunz 475 S Pine (shed)  
Craig Morgan 110 E Center (garage)  
Rebecca Nead 424 Jeanine (fence)

Grant Nelson 1149 S 7th W (solar)  
Aaron Picker 576 W 1st S (HVAC)  
Richard Rembish 450 S Cutler (fence)  
SDH Construction 420 S Austin  
SDH Construction 430 S Austin  
SDH Construction 445 S Cutler  
John Van Dyck 434 Jeanine (fence)  
Kurt Waldron 10 W 2nd S (fence)  
Tim Whitworth 119 S Fremont (solar)

2020:

Nephi Allen 468 Idaho  
Matthew Astin 356 Idaho  
Kari Branham 454 Jeanine (HVAC)  
Boyd Evarts 240 W 5<sup>th</sup> S  
Todd Funk 437 Jeanine (basement)  
David Gill 225 W 2<sup>nd</sup> S (porch)  
Brody Hansen 470 S Austin  
Wade Hathaway 237 W 2<sup>nd</sup> S #21 (mobile home)  
Stephanie Hill 17 W 1<sup>st</sup> S (fence)  
Garth Hillman 5 E 1<sup>st</sup> N (garage)  
Garth Hillman 5 E 1<sup>st</sup> N (shed)  
Bruce King 433 Palomino (HVAC)  
Lawrence Lovell 312 Appaloosa (HVAC)  
Natalie McBride 7 Dalling (HVAC)  
Julia Navarez 111 S Railroad (HVAC)  
Bev Palmer 221 S Maple (shed)  
Carlos Perez 15 Dalling (HVAC)  
Darin Romrell 127 W 5<sup>th</sup> S  
SDH Construction 361 Idaho  
SDH Construction 450 S Austin  
Ed Stone 205 B Street (HVAC)  
Blake Walker 516 Idaho (cancelled)  
Jessie Wygal 8 Mandy (HVAC)

2021:

Tyler Andreasen 35 W 5<sup>th</sup> S (fence)  
David Batt 135 W 5<sup>th</sup> S (fence)  
Levi Beck 450 S Auston (fence)  
Mike Braun 488 Idaho  
Troy Dunbar 445 S Cutler (fence)  
Escapade Properties 416 Idaho  
Boyd Evarts W 4<sup>th</sup> S Duplex (cancelled)  
Raymundo Flores 310 W 3<sup>rd</sup> S #16 (HVAC)  
Delia Garcia 310 W 3<sup>rd</sup> S #1 (HVAC)

Jamie Garcia 1135 S 7<sup>th</sup> W (HVAC)  
Blake Grover 10 E 2<sup>nd</sup> N (fence)  
Brody Hansen 470 S Austin (fence)  
Wade Hathaway 10 W 3<sup>rd</sup> S #14 (set-up)  
Ryan Jackson 108 S Teton (HVAC)  
Katelyn Kirkland 420 S Austin (fence)  
Jerry Miller 119 Idaho (HVAC)  
David Payne 112 S Fremont (HVAC)  
Karen Pincock 115 Center (HVAC)  
Brooke Pinnock 223 S Teton (addition)  
Greg Preslar 405 E 1<sup>st</sup> N  
Greg Preslar 18 W 1<sup>st</sup> S (HVAC)  
SDH Construction 246 W 4<sup>th</sup> S  
John Stewart 125 W 1<sup>st</sup> S (fence)  
Daniel Stoker 475 S Cutler (fence)  
Taci Stoddard 6 E 2<sup>nd</sup> S (HVAC)  
Kaitlyn Warenski 460 S Austin (fence)  
Wade Whitehead 450 S Austin (fence)  
Mitch Workman 45 W 5<sup>th</sup> S (fence)

2022:

Ryan Bradshaw (single  
family)  
Tim Brosius 275 E Appaloosa (fence)  
Dan Byington 256 W 3<sup>rd</sup> N (fence)  
Joe Cherrington 109 S Maple (solar  
panels)  
Blair Clay 18 S Teton (HVAC)  
Jaden Cornelius 224 S Fremont  
Amanda Dye 325 S Teton (solar panels)  
Corey Green 108 N Teton (fence)  
Jeff Harris 250 W 4<sup>th</sup> S  
Garth Hillman 5 E 1<sup>st</sup> N  
(HVAC)  
Kevin Kelsey 4 D Street  
(HVAC)  
Kevin Kelsey (porch)  
Anthony Stevens 110 E Center (fence)  
Mike Wegner 415 S Cutler (fence)  
Amanda Williams 302 S Cutler (deck)

2023:

Kenneth Allen 209 S Cutler (fence)  
Jared Brandt 447 Jeanine (HVAC)  
Ricky Bush 511 W 1<sup>st</sup> S (solar panel)  
Todd Davis 121 E 2<sup>nd</sup> S (solar panels)

Raymundo Flores (HVAC) – 310 W 3<sup>rd</sup> S #16  
Anna Fluckiger 440 S Cutler (fence)  
Brian Galbraith 121 S Idaho (fence)  
Landon Hymas 221 N Park (fence)  
Joshua Judd (HVAC)  
Kenny Lynch 210 W 2<sup>nd</sup> S (fence)  
Kenny Lynch (HVAC)  
Kristen Moore 106 N Austin (fence & HVAC)  
Marc & Tauni Stewart  
Teton Island Estates (subdivision sign)  
Amanda Widerburg (HVAC)  
Reginal Wright (HVAC)

#### Certificates of Occupancy

2022:

Carlos Aponte  
SDH Construction 445 S Cutler  
SDH Construction 420 S Austin  
Matthew Astin 475 S Cutler  
SDH Construction 430 S Austin  
Chase Hymas 510 Jeanine  
Brody Hansen 470 S Austin

2023:

Jaden Cornelius  
Jeff Harris  
Ryan Bradshaw  
Darin Romrell  
SDH Construction 450 S Austin  
Boyd Evarts 240 W 5<sup>th</sup> S  
Matthew Astin 356 Idaho  
SDH Construction 361 Idaho

2024:

SDH Construction 246 W 4<sup>th</sup> S  
Greg Preslar 405 E 1<sup>st</sup> N  
Mike Braun 488 Idaho

2025:



Nephi Allen 468 Idaho  
Escapade Properties 416 Idaho

Various Outdated Maps

Teton Heights Old Site Plan  
Blake Walker Site Plan (cancelled)  
Mountain Archery Plans (County issued Building Permit)  
Paul Jensen Business Park Plans (sold to Iron Abode)  
The Meadows (Teton Island Estates) old subdivision plans  
Copies of Teton Townhome plans  
Sugar City Address Map 2013  
Old Land Use and Zoning Maps 2014-2017  
Old Zoning Map for Old Farm Estates Division 3  
Sugar City Zoning Map (fuzzy, poor quality)

Excavation Permits: 2011 - 2014

K.V. Inc (2)  
Intermountain Gas (12)  
Qwest (4)  
K/M Service (2)  
CenturyLink (1)

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 24th DAY OF JULY, 2025.

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Steven Adams, Mayor

ATTEST:

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Wendy McLaughlin, City Clerk/Treasurer

(SEAL)

APPROVED this 24<sup>th</sup> day of July, 2025:

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Chase Hendricks, City Attorney