

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, AUGUST 14, 2025, 6:30 P.M.

Presiding: Council President Nielsen  
Meeting Via Internet and at City Hall Convened at 6:30 p.m.  
Prayer: Councilwoman Ball  
Pledge of Allegiance: Council President Nielsen

Present at City Hall and Online: Councilors Joy M. Ball, Glenn Dayley, and Catherine Nielsen; Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Kurt Hibbert; Building Official Quinton Owens; City Attorney Chase Hendricks; Sugar City Area Historical Society representatives; Grant and Linda Johnson, JoAnn Peters, and Brent and Donna Jean Kinghorn, and others who may have joined electronically but not identified. Mayor Steve Adams and Councilor Carter Stanford were excused.

**CONSENT AGENDA:**

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

**SUGAR CITY AREA HISTORICAL SOCIETY: Report – Grant Johnson**

**Accessory Storage Unit:** Mr. Johnson reported that the Historical Society has an opportunity to bring in one or two railroad box cars that could be used for artifact storage on the vacant lot. The Historical Society will need to pay to have them delivered. He wanted to know about possible city permits or setbacks. The property is zoned Public Facility and thought to have no constraints. There are grants available that can be used to restore old railroad cars if interested.

**City Gazebo:** City Attorney Chase Hendricks will draw up a Use Agreement for the city gazebo in Heritage Park. The display will give a presence to the future museum and will expand over time to educate the public with involvement from the community. Their motto is “Serving the Past and Inspiring the Future.” The Council will review the agreement at the next meeting.

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

**Church Property:** the developers interested in the “church property” or Toscano Development northwest of Sugar City are 90 – 95% positive it will happen.

**Haynes Property Development:** under contract and working on a Development Agreement.

**Riverbend Ranch Development:** under contract and working on a Development Agreement.

**Harris Family Parcel (next to WalMart):** the family is still trying to work out how they will develop their parcel next to WalMart. They have talked to Rexburg with no commitments, but are also working with Sugar City. Sugar City will give them a Will Serve Letter.

**Sugar Cube:** there is some interest in going forward with the development plans for a Mixed Use building next to the Sugar Cube Car Museum. It has been rezoned Downtown Commercial.

**Solar Panels:** there are no city constraints or requirements for solar panels. It is up to the home owner and the developer.

**PUBLIC COMMENT:** No report.

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

**Slurry Seal:** the slurry seal is done although it was delayed one week.

**Tree Trimming:** the city has been trimming over grown trees away from road signs.

**Solar Street Lights:** two new solar lights have been ordered for 3th North crossings.

**New Public Works Assistant:** Porter Butikofer of Salem has been offered the job of the new Public Works Assistant. He will start Monday, August 18.

**Little Libraries:** four “little libraries” have been completed and are ready to be painted before they are installed. Security cameras will also be installed. A ribbon cutting is being planned to showcase the libraries.

**SunPro Development:** SunPro has received permission from the railroad to bore under the tracks to connect the water pipes. They have encountered a lot of debris from the 1976 Teton Dam flood as they install the roads and water/sewer infrastructure.

**Vialytics Software:** still checking out the possibility of using the software sometime in the future.

**Walking Path Weeds:** the weeds on the other side of the walking path along the railroad fence needs to be taken care of. The city will cut them down and spray to help clean them up.

#### **GENERAL BUSINESS:**

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

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilman Dayley with a friendly amendment to approve the Personnel Policy amendment, Work Flow Chart, and Pay Schedule with changes. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, and Nielsen

Those voting nay: None

Councilman Stanford was excused.

Thereupon, Council President Nielsen declared the motion passed.

##### **Fee Schedule:**

Resolution No. 2025-6 was introduced to the council and read by title only:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES.”**

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilman Dayley to approve Resolution No 2025-6. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, and Nielsen

Those voting nay: None

Councilman Stanford was excused.

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

**Forgone Resolution:** the city will not take the 3% property tax increase again this year. However, there is no Forgone amount to save for a future year because the city reached it's 8% cap allowance with the increase in new construction which is unusual.

**Tentative Budget and Budget Amendment:**

**Motion:** It was moved by Councilman Dayley and seconded by Council President Nielsen with a friendly amendment to approve the Tentative Budget and Budget Amendment and set the public hearing date for Thursday, August 28, 2025. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, and Nielsen

Those voting nay: None

Councilman Stanford was excused.

Thereupon, Council President Nielsen declared the motion passed. The budget allows for city funding of the Rexburg/Moody sewer line.

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

**T&B Committee:** August Yard Awards go to:

- Debra Ashcraft – 418 S Pine
- Connie Grassi – 122 N Front

The committee wished to thank Arlynn and his crew with the help in cleaning up the entrance signs. Committee member Kaitlyn Kirkland has been looking at the possibility of Sugar City having a community garden. The cost is about \$20,000 and grants are available. Rexburg offers three different sizes and charges \$85 for a large garden plot, \$65 for a medium, and \$45 for a small. They thought the area by the old skate park might be a good possibility for a city garden. T&B Chairman Karri Tingey will resign as of September 1. The walking path bench needs a fresh coat of paint and they would like the old sign on the S curve removed. The next meeting will be Thursday, September 4 at 6 pm.

**Centennial Flood Celebration:** the committee went on a guided tour of the flood route planned for the 50<sup>th</sup> celebration. Guide Teri Hill spoke of her memories of the flood and how she lost her brother while her brother's friend miraculously survived while fishing together. Jake Calderwood could be contacted to share his memories as the cat driver trying to fill the hole before the dam broke loose. The tour bus guide will cost about \$3,240 and shared between Rexburg and Sugar City.

**EXECUTIVE SESSION:** No report

Motion was made for adjournment. Meeting adjourned at 8:02 p.m.

Signed: \_\_\_\_\_

Catherine Nielsen  
Council President

Attested: \_\_\_\_\_

Wendy McLaughlin,  
Clerk-Treasurer

**THE CITY OF SUGAR CITY IDAHO  
RESOLUTION NO. 2025-6  
“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO,  
REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR  
ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING  
FEES.”**

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**WHEREAS**, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

**WHEREAS** the City Council has authority to adopt provisions to regulate the conduct of persons within the boundaries of Sugar City pursuant to Idaho law, including, but not limited to Idaho Code Section 50-301, 50-313, 50-314, 50-901, 50-901A, 50-902, 50-225, and Article 12, Section 2 of the Constitution of the State of Idaho, and Title 40, Chapter 1 of Idaho Code; and

**WHEREAS** the Sugar City Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Sugar City in Sugar City Ordinance 1-11-1; and

**WHEREAS** each department within the City of Sugar City organization has quantified the costs of processing and administering each application specific to that department; and

**WHEREAS** previously Resolution 2024-5 was adopted by City Council on 22 August, 2024 which replaced all previous fee resolutions; and

**WHEREAS** the effective date of this resolution shall be 1<sup>st</sup> of October, 2025.

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

The City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

## BUILDING DEPARTMENT FEES

**Re-inspection fees** assessed under provisions of Section 109.7: \$60 per hour (1 hr min charge)

**Application Deposit** (applied toward permit fees, nonrefundable): \$100 (1&2 dwelling units or Valuation up to \$500,000), \$500 (Commercial projects)

**Penalty for beginning work on project without a permit:** Double permit fees up to \$1,000.

**Solar panels and other alternative energy systems:** \$150

**Change of occupancy use:** \$100 minimum or Building Permit where required.

**Parking Lots not associated with a building permit (new and replacements):** \$500

**Temporary Occupancy (beyond 14 days):** \$500 residential, \$1,000 multi-family residential & commercial (monthly fee). Failure to pay fee or complete project requirements will be subject to service shut-off or property liens.

### Building Permit Fees:

Building Permit fees are based on Building Valuation Data (BVD) from the February 2020 Building Safety Journal applied to the fee multiplier below. (Local adjustment factor of 90% applies to BVD)

≤ \$500	\$50
≤ \$2,000	\$50 plus \$4 for each \$100 above previous tier value.
≤ \$25,000	\$110 plus \$18 for each \$1,000 above previous tier value.
≤ \$50,000	\$525 plus \$13 for each \$1,000 above previous tier value.
≤ \$100,000	\$850 plus \$9 for each \$1,000 above previous tier value.
≤ \$500,000	\$1,300 plus \$7 for each \$1,000 above previous tier value.
≤ \$1,000,000	\$4,100 plus \$6 for each \$1,000 above previous tier value.
≤ \$5,000,000	\$7,100 plus \$5 for each \$1,000 above previous tier value.
≤ \$10,000,000	\$27,100 plus \$2 for each \$1,000 above previous tier value.
> \$10,000,000	\$37,100 plus \$1 for each \$1,000 above previous tier value.

**Basement Finish:** Based on the valuation of the building with new finished area, the tier incremental fee is applied to the difference between the new valuation and the existing valuation.

Covered Patios & Carports: .....	\$175
Decks Requiring Permit: .....	\$175
Agricultural Buildings (zoning review and inspection): .	\$100
Manufactured Home (no foundation): .....	\$250
Manufactured Home (with foundation): .....	\$350
Floodplain Development (review only): .....	\$100

**CANCELLATION/REFUND POLICY:**

All services such as park reservations, event activities, etc. are non-refundable.  
A refund may be issued at the sole discretion of the City for *extenuating circumstances and conditions*.

**CITY CLERK DEPARTMENT FEES:**

Public Records Requests pursuant to Idaho Code 74-102  
Copying Fee, up to 100 sheets.....No charge  
Copying Fee, more than 100 sheets.....\$0.15 per sheet of 8.5"X11" paper, black and white only  
Labor Fee, up to two (2) hours.....No charge  
\*For more than one hundred (100) pages of paper record (I.C.74-103) ..... Clerk's Hourly Rate  
\*For records from which nonpublic information must be deleted I.C. (74-103) ..... Attorneys Hourly Rate  
\*For records requiring more than two (2) hours.....Clerks Hourly Rate  
Materials Fee.....Pursuant to Idaho Code 74-102(10)  
(City's Cost of copying that information in that form, publication costs, conversion costs, third party costs)

**ANIMAL LICENSES:**

Dog Licenses (4-1-3) ..... \$25.00 lifetime  
Noncommercial Kennel (4-1-7(A.1)) ..... \$50.00 annual  
Commercial Kennel (4-1-7(A.2)) ..... (Commercial business license fee) .....\$75.00 annual

**BUSINESS LICENSES:**

General Home Business License (2-1-2 and 2-1-3) .....\$20.00 annual  
General Commercial Business License ..... \$50.00 annual  
Investigation of Business Fee..... \$25.00 one time  
Business Application Processing Fee (for new businesses) ..... \$25.00 one time  
Door to Door Sales Solicitor's Permit (\$250 + background check up to \$250) \$500.00 per salesman  
Failure to get Business License (2-1-18) ..... \$50.00

**FACILITY RENTALS:**

City Council Chambers – call City Hall for availability. .... \$25.00/event  
(licensed non-profit groups and taxing districts are exempt)

## LIQUOR LICENSES AND RELATED PERMITS:

Application.....	\$100.00 one time
Beer-Retail (2-2-3A(1) Sales-off premise consumption).....	\$100.00 annual
Beer-Retail ((2-2-3A(2) Sales-on premise consumption)....	\$200.00 annual

## MOBILE CONCESSIONS/COMMERCIAL OR INFORMATION VENDOR BOOTHS:

Temporary Location/Mobile Concession .....	\$25 a week or per event (\$30 for booth w/power)
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## MISCELLANEOUS FEE POLICIES:

**Utility Paper Statement ..... \$1.09**

Return Check Fee.....A fee of \$30 shall be charged for all NSF items. **"Unable to Locate", or "Invalid Bank Account" items are \$12 each.**

Late Fee for Invoiced Billings (7-1-2) .....\$25.00 or 18% annually

Refunds..... \$25.00

Failure to Obtain or Renew any License or Permit..... \$25.00 per month

## UTILITIES:

### WATER - MONTHLY FEES

Base rate = **\$46**

Usage = **\$1.18** per thousand gallons

Non-Residents = 1.25% x both the usages and Base rate

### SEWER - MONTHLY FEES

Base Rate = **\$26.40**

Usage Rate = **\$4.22** per Thousand Gallon

Non-Residents = 1.25% x both the usages and Base rate

### SANITARY WASTE - MONTHLY FEES - MUST USE PSI Environmental Services

1.	Residential Can	<b>\$18.63</b>
2.	2nd Can	<b>\$13.98</b>
3.	3 Yard Dumpster (EOW every other week)	<b>\$50.72</b>
4.	3 Yard Dumpster	<b>\$101.45</b>
5.	6 Yard Dumpster	<b>\$190.53</b>
6.	8 Yard Dumpster	<b>\$248.39</b>

**MISC. UTILITY BILLING CHARGES & DISCONNECT AND RECONNECT FEES  
(WHETHER VOLUNTARY OR INVOLUNTARY)**

New Customer Connection Fee .....	\$25.00
Disconnect Fee .....	\$20.00
Reconnect Fee .....	\$20.00
After Hours .....	\$30.00 Charges
for Shut-off Notice.....	\$10.00
Past due payment penalty .....	2% of bill due

**CODE ENFORCEMENT PENALTIES:**

Infraction (1-4-3) .....	\$150.00
Motor Vehicle & Traffic Violations (5-2-1) .....	\$25.00
Parking Regulation Penalty (6-1-2-C) .....	\$25.00
Winter Parking Violation Penalty (6-1-2-A-1) .....	\$50.00
Animal Control Penalty (4-1-14, 4-1-15 & 4-4-10) .....	\$50.00
Failure to pay citations after 14 days .....	Fine doubles
Dog Impoundment Fee.....	First Offense.... \$50.00
	Second Offense.... \$75.00
	Third Offense.... \$100.00

(Plus \$15/day for boarding with any offense. If not paid within two weeks, an additional \$25 fee will be assessed.)

**PARKS & RECREATION DEPARTMENT FEES:**

Any organized leagues, clubs, or teams	\$2 / participant / season
Any organization using the sports fields for all-day and/or tournament style events	\$100 per day
Any other organized use of the sports fields	\$30 / 2 hrs.
Sports Fields Light Use	\$15 per hour
Tennis Court	\$30 / 2 hrs.
Dedicated Park Space	\$30 / 2 hrs.

Picnic Shelter	\$30 / 4 hrs.
Seasonal Picnic Shelter Pass	\$60 / yr. - 4 hrs. each occurrence (only applies to churches, schools and non-profit organizations)

IN-KIND FEE ADJUSTMENT: As recommended by the Public Works Director and approved by the City Council, fees may be adjusted to account for field or park improvements contributed by a sports team or organization.

### PLANNING AND ZONING FEE POLICIES

**Applications Required.** Complete applications for all services listed below shall be submitted to the City of Sugar City prior to review. Complete applications shall include:

- Completed application form
- Additional required documents, materials, or information, if any
- Application fees

The Planning & Zoning Administrator may return any application deemed incomplete.

#### LAND USE FEES:

Annexation.....	\$1,066.00
Special Use.....	\$325.00
Variance.....	\$400.00
Wind Energy.....	\$100.00
Zone Change.....	\$480.00
Appeal.....	\$150.00
Vacation.....	\$300.00
Zoning Verification Request.....	\$125.00
Comprehensive Plan Change.....	\$785.00
Zoning Code Revision (text amendment) .....	\$250.00

#### PLANNING FEES:

Site Plan Review (1st meeting) .....	No Charge
Subsequent Meetings.....	\$200.00
Commercial Site Plan Review.....	\$450.00
Multi-Family Site Plan Review.....	\$400.00
Utilities & Improvements Review.....	\$500.00

**SUBDIVISION FEES:**

Short Plat.....	\$350.00
Preliminary Plat.....	\$550.00
Final Plat.....	\$200.00
Plat Amendment.....	\$350.00
Planned Unit Development.....	\$690.00
Minor Change.....	\$30.00
Lot Split Application.....	\$125.00

**RECORDING FEES:**

(Please Note: The County charges the City \$3.00 per page after 30 pages)

All Other Documents.....\$10.00 first page. \$3.00 additional pages

Any documents required to be recorded will be recorded by the City but costs will be charged against the applicant and required to be paid before issuance of a building permit.

**AGREEMENTS:**

Standard Development Agreement.....	\$1,100.00
Revise Development Agreement.....	\$300.00
Conditional Rezone Agreement.....	\$1,100.00
General Agreement Review.....	\$500.00
Drafted Agreement.....	\$500.00

**FLOODPLAIN DEVELOPMENT PERMITS FEES:**

Floodplain Project Review..... \$775.00

**SIGN FEES:**

Freestanding (New, rebuilding or relocation of existing) .....	\$125.00
Nonstructural Signs.....	\$75.00

**PROFESSIONAL SERVICE COSTS:**

City Attorney.....	\$300/hour
City Engineer.....	\$200/hour

## OTHER PERMITS APPLICATIONS FEES

Design Review.....\$200.00  
 County Surveyor Review.....\$500.00/2 reviews  
 Fence.....\$25.00  
 Wireless Telecommunications Facilities (residential).....\$295.00  
 Wireless Telecommunications Facilities (commercial) .....\$510.00

## PUBLIC WORKS DEPARTMENT FEES

### STREET FEES

Right of Way Encroachment Permit Fees.....\$200.00  
 Failure to get initial Encroachment Permit Fee.....\$400.00  
 Boring One Year Warranty Fee.....\$1,200 with \$1,000 returned  
 Gravel Road One Year Warranty Fee.....which is ever greater/\$13 per linear foot or \$1,200  
 Oil Roads One Year Warranty Fee ..... \$40 per cubic foot of asphalt or \$1,200, whichever is greater  
 Deposit total minus \$200 inspection/permit fee.  
 Road/Street Cut Fee.....\$1,000.00 per travel lane  
 Sidewalk Inspections for Commercial/Residential..... \$45.00 for initial inspection  
 Sidewalk Reinspection ..... \$40.00 per each additional  
 Sewer Violations (7-4-10.2).....\$800.00 each day

### FIRE HYDRANT FILL FEES

1. Hook up Fee \$25.00
2. Usage Fee \$5.00 per 1,000 gallons
3. Permit must be obtained before utilizing hydrant
4. **BACKFLOW DEVICE MUST BE USED AT ALL TIMES**

### WATER METER FEES

Meter Size		Meter Cost	Radio Read	Total
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1 inch	Residential / Commercial	\$300	\$215	\$515
1 ½ - 8"	Call for Information	Varies	\$215	Varies
¾ Electronic Shut off	May be used inside condos or townhomes (eliminates Meter Pits)	\$615	\$215	\$830

### **SUGAR CITY METER SIZE MULTIPLIERS**

<b>Meter Size</b>	<b>AWWA Capacity</b>	<b>Meter Multiplier</b>
(in)	(gpm)	
¾ -1" Residential	30	1.00
1 Commercial	50	1.67
1 ½	100	3.33
2	160	5.33
3	320	10.67
4	500	16.67
6	1000	33.33
8	1600	53.33

Based on water meter capacities from American Water works Association (AWWA) Manual 1, Appendix B and compared to capacity of ¾" meter (= typical single-family meter).

These multipliers are applied to the capacity portion of the connection fee and also to the monthly base user fee to determine corresponding costs associated with the meter size being used.

\*Water Meter installation - please see Public Works Standard on City's home page under the Public Works Department tab.

### **WATER METER INSTALLATION POLICIES**

1. Water meter fees shall be assessed according to Section 5-B of this fee resolution, on all new connections, changes of use or substantially remodeled buildings/connections or as required by the City Engineer.
2. All single-family residential/townhouse/condominium/mobile home/manufactured home/ apartments two units or less per building will have separate water/sewer lines and a meter box with a shut off going to each livable/usable unit.
3. A meter box per apartment building of three or more units and shut off per unit will be installed in all apartments.
4. A meter with shut off will be required on all irrigation/sprinkler system only lines —

commercial/ professional office space/churches/seminaries/hotels/motels/assisted living centers/extended care facilities and schools. (The line must be a separate line directly connected to the irrigation/sprinkler system and must not go through any building or structure).

- 5. A commercial meter with shut off will be installed in all commercial/professional office space/hotels/motels/assisted living centers/extended care facilities/schools per usable space.
- 6. All meters/meter boxes and shut offs will be to the City of Sugar City's specifications and easily accessible to the City in the winter and summer.

**WATER CONNECTION FEES**

Inspection	=	\$225
Capacity	=	<b>\$2,716</b>
<u>Plus, Meter &amp; Radio = \$515</u> (This cost could change each year; depends on parts cost)		
Total cost =		<b>\$3,456</b>

Note: Price is based off a 1" service. Prices vary for 1 ½" - 8" meters depending on type and use, so please contact our Public Works Department for costs.

**WASTEWATER CONNECTION FEES**

Inspection =	\$225
<u>Capacity =</u>	<b><u>\$2,234</u></b>
Total =	<b>\$2,459</b>

**INDUSTRIAL PRETREATMENT WASTEWATER FEES- Charged by Rexburg (7-4-13.1)**

Wastewater Discharge Permit Application.....	\$1,000.00
Monitoring, inspection, and cost of collection and analyzing a user's discharge...	City's Cost
Accidental Discharge Reviews.....	City's Cost
Appeals.....	\$500.00

PASSED by the Council of the City of Sugar City on this 22<sup>nd</sup> day of August 2024.

APPROVED by the Mayor of the City of Sugar City on this 22<sup>nd</sup> day of August, 2024.

(SEAL)

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Steven Adams, Mayor

ATTEST

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Wendy McLaughlin,  
City Clerk-Treasurer