

MINUTES OF BUDGET PUBLIC HEARING AND REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, AUGUST 28, 2025, 6:30 P.M.

Presiding: Mayor Steven Adams

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

Prayer: Mayor Adams

Pledge of Allegiance: Councilman Dayley

Present at City Hall and Online: Councilors Glenn Dayley, Catherine Nielsen, and Carter Stanford; Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; Planning and Zoning Administrator Kurt Hibbert; City Attorney Chase Hendricks; Urban Renewal Agency Board Members Derik Taylor, Ian Luke, and Chris Baldwin, Sugar Salem Moody Cemetery Director Lawrence Nielsen, and others who may have joined electronically but not identified. Councilor Joy Ball was excused.

WELCOME: Mayor Adams conducted the meeting and welcomed everyone present. The meetings were held at City Hall and live over the internet and those who wished to be present were invited to attend.

PUBLIC HEARING (New Fee Schedule and Fee Increase) The water and sewer base and user rates and garbage rates would increase by the Cost-of-Living rate 2.4%. The postage service fee would increase by 9% to match the postal office increase for post card stamps.

Citizens for, against, or neutral were given the opportunity to submit written comments or testify at the hearing.

In Favor: None

Neutral: None

Against: None

Public hearing closed.

PUBLIC HEARING (2025 Budget Amendment): It is necessary to amend the 2025 budget to accommodate the TAP Grant and RCIF SunCore Block Grant the city received for \$752,148.

Citizens for, against, or neutral were given the opportunity to submit written comments or testify at the hearing. There were no written comments submitted.

In Favor: None

Neutral: None

Against: None

Public hearing closed.

PUBLIC HEARING (Proposed 2025-2026 Budget):

Citizens for, against, or neutral were given the opportunity to submit written comments or testify at the hearing. There were no written comments submitted.

In Favor: None

Neutral: None

Against: None

Public hearing closed.

REGULAR COUNCIL MEETING CONVENED: 6:40 PM

CONSENT AGENDA: Tabled to next council meeting for publishing and posting error.

2025-26 BUDGET ADOPTION:

APPROPRIATION ORDINANCE AMENDMENT NO. 407_2025

Ordinance No. 407_2025 was introduced to the council and read by title only:

“AN ORDINANCE OF THE CITY OF SUGAR CITY, IDAHO, AMENDING ORDINANCE NO. 397_2024, THE APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, APPROPRIATING ADDITIONAL MONIES THAT HAVE BEEN RECEIVED BY THE CITY OF SUGAR CITY, IDAHO IN THE SUM OF \$752,148; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS AND PROVIDING AN EFFECTIVE DATE.”

It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to adopt this ordinance. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

Ordinance No. 407_2025 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council. The clerk will publish Ordinance No. 407_2025 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the city of Rexburg, Madison County, Idaho.

APPROPRIATION ORDINANCE NO. 408_2025 (Fiscal Year 2025-2026):

Ordinance No. 408_2025 was introduced to the council and read by title only:

“AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF SUGAR CITY, IDAHO, FOR THE FISCAL YEAR OCTOBER 1, 2025, TO SEPTEMBER 30, 2026, AND APPROPRIATING TO THE SEVERAL DEPARTMENTS, OFFICES AND FUNDS OF THE SAID CITY GOVERNMENT FROM THE REVENUE DERIVED FROM TAXES LEVIED FOR SAID FISCAL YEAR, AND ALL OTHER SOURCES, SUCH SUMS AS MAY BE NECESSARY OR DEEMED NECESSARY BY THE MAYOR AND CITY COUNCIL TO DEFRAY THE EXPENSES AND LIABILITIES OF SAID CITY FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026.”

It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to adopt this ordinance. Thereupon, the clerk called roll upon the motion. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Dayley, and Nielsen

Those voting nay: Councilman Stanford

Councilwoman Ball was excused.

Ordinance No. 408_2025 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council. The clerk will publish Ordinance No. 408_2025 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the city of Rexburg, Madison County, Idaho.

PUBLIC COMMENT: Sugar Salem Moody Cemetery Director Lawrence Nielsen thanked Mr. Jacobson and the Public Works Department for their help in grading the roads and spraying weeds. They have hauled in 200-300 loads of top soil donated by the Lerwills, the school district, and other contractors to increase the soil depth of the cemetery, an easterly portion of which lies on top of a lava rock shelf. They plan to expand north as well. He supports the liquor by the drink licensing idea.

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

Harris Family Property and Will Serve Letter: the mayor sent a Will Serve Letter to the Harris Family committing provision of water and wastewater services and connecting roads, frontages, and access points if they choose to develop within Sugar City. A Regional Commercial (RC) Zone is available at no cost to rezone, state subsidy block grants, Urban Renewal Agency project participation, and liquor by the drink licensing are also available to help facilitate development.

Land Use Table Amendment: the proposed amended table, Exhibit A of the proposed Liquor, Beer, and Wine Regulations Ordinance, identifies the Regional Commercial (RC) Zone only for the sale of alcohol by the drink. A Conditional Use Permit is also required.

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Stanford to amend the Land Use Table and send it back to Planning and Zoning for a public hearing; motion carried.

LIQUOR, BEER, AND WINE REGULATIONS ORDINANCE: The council held their first reading of the proposed Liquor, Beer, and Wine Regulations Ordinance. They feel the proposed ordinance is a good conservative approach that would open the door for fine dining and encourage growth. One liquor license for every 1,400 population. The council asked for a report from law enforcement.

URBAN RENEWAL AGENCY (URA):

URA Board Resolution:

Resolution No. 2025-7 was introduced to the council and read by title only:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, APPOINTING COMMISSIONERS TO THE BOARD OF THE SUGAR CITY URBAN RENEWAL AGENCY PURSUANT TO IDAHO CODE 50-2006; FIXING THEIR TERMS OF OFFICE; AND PROVIDING FOR THE EFFECTIVE ADMINISTRATION OF THE AGENCY.”

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to approve Resolution No 2025-7. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

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

Derik Taylor, Ian Luke, and Chris Baldwin were sworn in by Mayor Adams. Derik Taylor’s term of office will expire September 30, 2026, Ian Luke’s term of office will expire September 30, 2028, and Chris Baldwin’s term of office will expire September 30, 2030.

Spencer Haacke (term expiring September 30, 2027) and Marc Stewart (term expiring September 30, 2029) were not in attendance and will be sworn in later.

URA Bylaws Resolution:

Resolution No. 2025-8 was introduced to the council and read by title only:

“BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF SUGAR CITY, IDAHO, AKA THE SUGAR CITY URBAN RENEWAL AGENCY

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF SUGAR CITY, IDAHO, AKA THE SUGAR CITY URBAN RENEWAL AGENCY, APPROVING THE 2025 BYLAWS OF THE AGENCY; REPEALING ANY PRIOR BYLAWS; AND PROVIDING AN EFFECTIVE DATE.”

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to approve Resolution No 2025-8. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

Thereupon, Mayor Adams declared the motion passed. A copy of said resolution is attached hereto marked "Attachment 2".

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

Smith Ball Field Lighting: a quote from Hellas to redo all the lighting for the baseball fields in Smith Park came in at \$576,800. It is a lot more than the city anticipated. Maybe lights could be replaced in phases each year. The Dark Sky Ordinance needs to be considered. It was suggested that lights be turned on or off at the poles and padlock the electrical box.

Little Libraries: four "little libraries" have been completed and painted. A ribbon cutting is being planned to showcase the libraries. Those coming to the ribbon cutting could bring a book.

SunPro Development: SunPro has bored under the railroad tracks to make the connection to the water and sewer lines.

Teton Island Estates: City Engineer Dick Dyer and Public Works Director completed a walk through of the infrastructure. The development meets city standards.

Yellowstone Townhomes: moving forward

Sugar Mill: the mayor asked that Community Development Specialist Kurt Hibbert look into the lending practice that stopped the development.

Mr. Jacobson is happy with his new assistant. He will be gone from the council meetings the next three months.

GENERAL BUSINESS:

Historical Society Lease Agreement:

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to approve the Sugar City Area Historical Society Lease agreement for the gazebo and railroad property. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

Thereupon, Mayor Adams declared the motion passed.

Christmas Dinner Venue Agreement:

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Stanford to approve the Christmas dinner venue at The Ailes without the partial decorating package. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

Thereupon, Mayor Adams declared the motion passed.

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

Rexburg Water Meeting: the mayor reported that there is strong support to rebuild the Teton Dam despite what state officials believe. A survey will be used to get the public's opinion. The dam would be a great resource for much needed water storage and recreation.

Contractor Break-ins: the sheriff's office is reporting an increased amount of contractor break-ins and have ordered extra cameras to help catch the perpetrators. The sheriff's department has also hired a new IT person and wondered if the city could also benefit from his services.

EXECUTIVE SESSION:

7:55 P.M. It was moved by Councilwoman Nielson seconded by Councilman Stanford to move into executive session pursuant to:

Idaho Code 74-206(a) "Hiring a public officer, employee, staff member or individual agent, whose qualities are to be evaluated in order to fill a particular vacancy or need; not to fill a vacancy in an elective office or deliberate staffing needs in general."

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

Those voting aye: Councilors Dayley, Nielsen, and Stanford

Those voting nay: None

Councilwoman Ball was excused.

Thereupon, the mayor declared the motion passed.

8:40 P.M. The executive session ended for Idaho Code 74-206(a). No decisions were made and there was no deliberation.

Motion was made for adjournment. Meeting adjourned at 8:40 p.m.

Signed: _____
Mayor Steven Adams

Attested: _____
Wendy McLaughlin,
Clerk-Treasurer

CITY OF SUGAR CITY, IDAHO

RESOLUTION NO. 2025-7

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, APPOINTING COMMISSIONERS TO THE BOARD OF THE SUGAR CITY URBAN RENEWAL AGENCY PURSUANT TO IDAHO CODE § 50-2006; FIXING THEIR TERMS OF OFFICE; AND PROVIDING FOR EFFECTIVE ADMINISTRATION OF THE AGENCY.

WHEREAS, the City of Sugar City, Idaho (the “City”), has determined that a deteriorating area exists within its corporate limits and that the rehabilitation and redevelopment of such area is necessary in the interest of public health, safety, and welfare, as required by Idaho Code § 50-2005; and

WHEREAS, pursuant to that finding, the City Council has confirmed and empowered the Sugar City Urban Renewal Agency (the “Agency”) to exercise the powers set forth in the Idaho Urban Renewal Law of 1965, Title 50, Chapter 20, Idaho Code; and

WHEREAS, Idaho Code § 50-2006 provides that the Mayor, with the advice and consent of the City Council, shall appoint a Board of Commissioners to govern the Agency, consisting of not fewer than three (3) and not more than nine (9) members, each serving staggered terms not to exceed five (5) years; and

WHEREAS, the City Council desires to appoint an initial board of five (5) commissioners to carry out the purposes and responsibilities of the Urban Renewal Agency.

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

SECTION 1. Appointment of Commissioners.

The following individuals are hereby appointed to serve as Commissioners on the Board of the Sugar City Urban Renewal Agency:

1. **Derik Clark Taylor**– Term expiring September 30, 2026
2. **Spencer Leland Haacke** – Term expiring September 30, 2027
3. **Ian Melvin Luke** – Term expiring September 30, 2028
4. **Marc Ken Stewart** – Term expiring September 30, 2029
5. **Christopher Hanham Baldwin** – Term expiring September 30, 2030

Each Commissioner shall serve for the term indicated, and until his or her successor is duly appointed and qualified. Reappointments shall be made in accordance with Idaho Code § 50-2006.

SECTION 2. Powers and Duties of the Board.

The Urban Renewal Agency Board of Commissioners shall have all powers, duties, and responsibilities granted under the Idaho Urban Renewal Law, including but not limited to:

- Adoption of bylaws;
- Election of officers;
- Oversight of urban renewal planning and implementation;
- Management of tax increment revenues and expenditures;
- Execution of contracts and agreements consistent with adopted urban renewal plans.

SECTION 3. Coordination with the City.

The Commissioners shall coordinate with the City Council, Planning and Zoning Commission, and city staff to ensure effective implementation of the **Sugar City Fort Henry Junction Urban Renewal Plan** and subsequent Urban Renewal District Plans and Revenue Allocation Areas in compliance with Idaho law.

SECTION 4. Effective Date.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the Mayor and City Council of the City of Sugar City, Idaho, on this 28th day of August, 2025.

CITY OF SUGAR CITY, IDAHO

By: _____
Steve Adams, Mayor

SEAL

ATTEST:

Wendy McLaughlin, City Clerk

RESOLUTION NO. 2025-8

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF SUGAR CITY, IDAHO, AKA THE SUGAR CITY URBAN RENEWAL AGENCY

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF SUGAR CITY, IDAHO, AKA THE SUGAR CITY URBAN RENEWAL AGENCY, APPROVING THE 2025 BYLAWS OF THE AGENCY; REPEALING ANY PRIOR BYLAWS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Sugar City, Idaho, also known as the Sugar City Urban Renewal Agency, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Title 50, Chapter 20, Idaho Code, as amended (the “Law”), and the Local Economic Development Act, Title 50, Chapter 29, Idaho Code, as amended (the “Act”), and duly created and functioning pursuant to Idaho law.

WHEREAS, the Sugar City Council (“City Council”) previously adopted a Resolution of Necessity finding the existence of one or more deteriorated or deteriorating areas within the City and re-affirming the authority and operation of the Sugar City Urban Renewal Agency (the “Agency”), thereby enabling the Agency to transact business and exercise powers under the Law and the Act; and

WHEREAS, in 2025, the Mayor and City Council of Sugar City formally appointed a five (5) member board of commissioners to serve as the governing body of the Agency; and

WHEREAS, at the duly noticed meeting of the Agency held on the 22nd day of August, 2025, the Board of Commissioners elected officers including a Chair, Vice-Chair, Secretary, and Treasurer as required by law and custom; and

WHEREAS, Idaho Code § 50-2006 expressly authorizes the Agency to adopt bylaws to govern the operation and structure of the Agency; and

WHEREAS, the Board of Commissioners has reviewed and desires to adopt the proposed 2025 Bylaws of the Sugar City Urban Renewal Agency, attached hereto as **Exhibit A** and incorporated herein by this reference;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF SUGAR CITY, IDAHO, AKA THE SUGAR CITY URBAN RENEWAL AGENCY, AS FOLLOWS:

Section 1:

The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the Board.

Section 2:

Any prior bylaws of the Agency, whether formally adopted or implied by prior conduct, are hereby repealed, superseded, and replaced in their entirety by the 2025 Bylaws of the Urban Renewal Agency of the City of Sugar City, Idaho, attached hereto as Exhibit A.

Section 3:

The 2025 Bylaws attached hereto are hereby adopted as the governing bylaws of the Sugar City Urban Renewal Agency and shall take full force and effect immediately upon passage and approval of this Resolution.

WE, THE UNDERSIGNED, being all members of the Board of Commissioners of the Urban Renewal Agency of the City of Sugar City, Idaho, aka the Sugar City Urban Renewal Agency, do hereby certify that the foregoing Resolution was duly adopted on the 22nd day of August, 2025.

BOARD OF COMMISSIONERS:

Chair

Vice-Chair

Commissioner

Commissioner

Commissioner

I, the undersigned, Secretary of the Sugar City Urban Renewal Agency, hereby certify that the foregoing 2025 Bylaws were duly adopted as the official Bylaws of said Agency on the 22nd day of August, 2025.

Secretary
Sugar City Urban Renewal Agency

Exhibit A – the 2025 Bylaws

2025 BYLAWS

OF

SUGAR CITY URBAN RENEWAL AGENCY

ARTICLE I – Name

The Urban Renewal Agency of the City of Sugar City, Idaho, created pursuant to the provisions of the Idaho Urban Renewal Law of 1965, Title 50, Chapter 20, Idaho Code, as amended (the “Law”), shall be known as the Sugar City Urban Renewal Agency (hereinafter “Agency”). The Agency may also be referred to as the Urban Renewal Agency of Sugar City, Idaho, if necessary or appropriate for legal or operational reasons. The Agency is an independent public body, corporate and politic, as defined by law.

ARTICLE II – Office

The principal office of the Agency shall be located at Sugar City Hall, 10 E Ctr St, Sugar City, Idaho. The Agency may also conduct business at such other places as the Board of Commissioners may from time to time determine.

ARTICLE III – Board of Commissioners

Section 1 – General Authority: The property, affairs, and business of the Agency shall be managed and controlled by its Board of Commissioners, vested with all powers granted under Idaho Code §§ 50-2006 through 50-2010, and related statutes.

Section 2 – Composition: The Board shall consist of not fewer than three (3) and not more than nine (9) members, as determined by the Mayor of Sugar City with the advice and consent of the Sugar City Council, pursuant to Idaho Code § 50-2006. Each Commissioner shall serve for the term established at appointment and until their successor is appointed and qualified.

Section 3 – Appointment & Vacancies: Commissioners shall be appointed by the Mayor and confirmed by the City Council. A Certificate of Appointment shall be filed with the City Clerk and shall serve as conclusive evidence of such appointment. Vacancies shall be filled in the same manner for the remainder of the unexpired term.

Section 4 – Compensation: Commissioners shall receive no compensation for their services, but may be reimbursed for actual and necessary expenses, including travel, incurred in the discharge of their official duties. Commissioners shall be reimbursed for all necessary and reasonable expenses, including mileage and travel, incurred in the discharge of official duties, upon submission of proper documentation and approval in accordance with Agency policy.

Section 5 – Qualifications: Eligibility for appointment and service shall be governed by Idaho Code § 50-2006 and any applicable local policy.

Section 6 – Meetings: Regular meetings of the Board shall be held at Sugar City Hall or another publicly noticed location on dates and times as determined by resolution of the Board. Meetings shall comply with the Idaho Open Meetings Law (Title 74, Chapter 2, Idaho Code), including notice, agenda, and public access requirements. The Board shall hold regular meetings at Sugar City Hall on the first Wednesday of each month at 6:00 p.m. If a meeting date falls on a legal holiday or must be changed for good cause, the Board may reschedule by written notice and proper public posting in accordance with the Idaho Open Meetings Law.

Section 7 – Special Meetings: Special meetings may be called by the Chair or any two (2) Commissioners. The object of the meeting shall be stated in the call, and notice provided in accordance with law. Emergency meetings shall comply with statutory exceptions for urgent matters involving immediate harm to persons or property.

Section 8 – Quorum and Voting: A majority of the duly appointed members of the Board shall constitute a quorum. Actions shall be taken by a majority vote of Commissioners present at a meeting where a quorum exists.

Section 9 – Executive Director or Administrator: The Board may employ or contract with an Administrator or Executive Director to assist with implementation of plans and agency functions. Such person shall serve at the pleasure of the Board and may supervise staff, consultants, and administrative functions, subject to Board oversight.

Section 10 – Annual Report: The Board shall file with the Sugar City Clerk and the Idaho State Tax Commission an annual report by March 31 of each year, as required by Idaho Code § 50-2006(5)(c). The report shall include a summary of activities and a financial statement of assets, liabilities, income, and expenditures for the preceding year. A notice of availability of the report shall be published in the City's official newspaper.

Section 11 – Removal of Commissioners: Commissioners may be removed by a majority vote of the City Council for inefficiency, neglect of duty, or misconduct in office, but only after notice and an opportunity for a hearing as required by Idaho Code § 50-2006.

Section 12 - Resignation. A Commissioner may resign at any time by delivering written notice to the Chair or Secretary; the resignation becomes effective on the date specified in the notice or, if no date is specified, upon receipt. Until the effective date, the Commissioner shall continue to serve and may be counted toward a quorum and vote on matters before the Board.

ARTICLE IV – Officers

Section 1 – Officers Defined: Officers of the Board shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. The roles of Secretary and Treasurer may be combined with approval of the Board. Only the Chair and Vice-Chair must be members of the Board.

Section 2 – Election and Terms: Officers shall be elected annually by majority vote at the first regular meeting after April 1, and shall serve for one (1) year or until successors are elected and qualified.

Section 3 – Chair: The Chair shall preside at all meetings, execute documents authorized by the Board, and perform such other duties as assigned. The Chair is authorized to vote on all matters before the Board.

Section 4 – Vice-Chair: The Vice-Chair shall exercise the duties of the Chair in the Chair's absence or disability and shall perform other functions as assigned.

Section 5 – Secretary: The Secretary shall maintain minutes of meetings, cause notices to be issued, execute documents with the Chair when required, and act as custodian of Agency records. In the absence or disability of the Secretary, the Board may designate another person to fulfill these duties.

Section 6 – Treasurer: The Treasurer shall oversee the receipt, deposit, and disbursement of funds; keep accurate financial records; and report to the Board. The Treasurer may be required to post a bond as determined by the Board.

Section 7 – Vacancies: Officer vacancies shall be filled by majority vote of the Board for the remainder of the unexpired term.

ARTICLE V – Committees and Financial Controls

Section 1 – Committees: The Board may appoint standing or ad hoc committees to advise or investigate specific issues. Committees may include non-Commissioners, but only the full Board may take binding action.

Section 2 – Executive Committee: The Board may establish an Executive Committee (typically including the Chair and one other officer) to authorize limited expenditures (e.g., invoices under \$2,000) between meetings. Any such actions shall be reported and ratified at the next regular meeting.

Section 3 – Bank Accounts: The Treasurer, with Chair approval, may open accounts in the name of the Agency. Disbursements must be signed by two authorized signers, who may be officers or bonded employees as designated by resolution.

Section 4 – Contracts and Debt: No debt shall be incurred, and no contract executed, unless approved by resolution of the Board and consistent with Idaho law. All documents shall be executed in the name of the Agency by authorized officers.

Section 5 – Rules of Order: Meetings shall be governed by Robert's Rules of Order Newly Revised, except where inconsistent with these Bylaws or Idaho law.

Section 6 – Official Newspaper: The Agency shall use the official newspaper designated by Sugar City pursuant to Idaho Code § 50-213, which shall be the Rexburg Standard Journal located at 859 S Yellowstone Hwy STE 801, Rexburg, ID 83440. Phone: (208) 356-5441.

ARTICLE VI – Fiscal Year

The fiscal year of the Agency shall begin on October 1 and end on September 30 of the succeeding year.

ARTICLE VII – Amendments

These Bylaws may be amended, repealed, or replaced at any regular or special meeting of the Board by a majority vote of all Commissioners then serving, provided that proposed changes are presented in writing at least one meeting prior to the vote.

ADOPTION CERTIFICATE

We, the undersigned Commissioners of the Sugar City Urban Renewal Agency, hereby certify that the foregoing Bylaws were duly adopted by majority vote on the 22nd day of August, 2025.

BOARD OF COMMISSIONERS:

Chair

Vice-Chair

Commissioner

Commissioner

Commissioner

I, the undersigned, Secretary of the Sugar City Urban Renewal Agency, hereby certify that the foregoing 2025 Bylaws were duly adopted as the official Bylaws of said Agency on the 22nd day of August, 2025.

Secretary

**ATTENDANCE AT PUBLIC HEARING
THURSDAY, AUGUST 28, 2025, 6:30 P.M.
(SERVICE FEE INCREASE 9%)**

NAME	WISH TO TESTIFY	DO NOT WANT TO TESTIFY
1. <i>No report</i>		
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**ATTENDANCE AT PUBLIC HEARING
THURSDAY, AUGUST 28, 2025, 6:30 P.M.
(BUDGET AND BUDGET AMENDMENT)**

NAME	WISH TO TESTIFY	DO NOT WANT TO TESTIFY
1. <i>No report</i>		
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