

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, OCTOBER 9, 2025, 7:30 P.M.

Presiding: Council President Catherine Nielsen
Meeting Via Internet and at City Hall Convened at 7:30 p.m.
Prayer: Councilman Stanford
Pledge of Allegiance: Councilwoman Ball

Present at City Hall and Online: Councilors Joy Ball, Glenn Dayley, Catherine Nielsen, and Carter Stanford; Clerk-Treasurer Wendy McLaughlin; Public Works Assistant Cody Cureton; Planning and Zoning Administrator Kurt Hibbert and Chairman Spencer Haacke. Mayor Steven Adams was excused.

CONSENT AGENDA:

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

PUBLIC WORKS REPORT: Public Works Assistant filling in for Director Arlynn Jacobson provided a report for the council summarized below:

Little Libraries: the ribbon cutting went well. Thank you to the Rexburg Area Chamber of Commerce who sponsored the event.

City Camera System: cameras have been installed at City Hall and are now live. We are still in the process hooking up the cameras in the parks and well sites.

Grants: two grants are available;

- \$500,000 TAP Grant - will be used to update sidewalks and other alternative transportation ways. Public input will be encouraged. The plans will also be reviewed by Planning and Zoning for their input. The application is due January 15, 2026 and will require a 7.34% match.
- LTACH Safety Grant program (first time eligibility) - will help make roads and intersections safer. May partner with the County. It is due January 29, 2026 and requires a 7.34% match.

Grant Writer: the council asked that proposals be submitted for consideration of a grant writer.

Idaho Department of Transportation Light Maintenance: the department came to Sugar City to assess broken lights that need to be fixed.

Treats in the Street: may consider setting up food vendors inside Heritage Park for next year to give them time to set up.

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

Urban Renewal: meet weekly on Friday mornings.

Old Toscano Property: the old Toscano Property closed yesterday. A large travel plaza is planned for development.

Old Farm Stillwater Development: the final plat is now recorded so building and development will continue.

Sugar Mill Development: moving forward again after a long pause.

P&Z Chairman Spencer Haacke reported on the following items:

Public Hearings: three public hearings were held last week for the Liquor License Zone, Rural Ranchette Zone, and allowance for Cargo Containers. The public was not in favor of the Liquor and Rural Ranchette Zones. P&Z decided to table the discussion that night in order for more discussion and clarity. The cargo containers amendment to the Land Use Table will be recommended and did not meet with any public resistance.

Water/Sewer Study: the city needs the results from the water/sewer study The Dyer Groups is currently working on. P&Z cannot move forward and be effective without the study results.

Semi Annual Work Meeting with Council: the next work meeting with the council is scheduled for Thursday, January 15, 2026. A list of coming projects will be provided.

Comprehensive Plan: P&Z has been working on revising the 2023 Comprehensive Plan and will work toward having it ready for the January 15, 2026 work meeting.

School Lights: there have been many complaints about the bright lights around the high school and Kershaw and Central schools. The Code Enforcement Officer could help by enforcing the city's Dark Sky Ordinance. No permits were sought by the school before installing the lights.

PUBLIC COMMENT: No report.

GENERAL BUSINESS:

2026 GIS Contract:

MOTION: It was moved by Councilman Dayley and seconded by Councilman Stanford to approve the 2026 GIS Contract with the minor update. Thereupon, the clerk called roll upon the motion.

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

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

2026 WIPFLI Audit Contract:

MOTION: It was moved by Councilwoman Ball and seconded by Councilman Dayley to approve WIPFLI as the city auditor for 2026 and sign the Engagement Letter. Thereupon, the clerk called roll upon the motion.

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

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

TAP Grant Professional Services Agreement:

MOTION: It was moved by Councilman Dayley and seconded by Councilman Stanford to approve the TAP Grant Professional Services Agreement. Thereupon, the clerk called roll upon the motion.

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

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

Liquor Fee Resolution:

Resolution No. 2025-9 was introduced to the council:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO,
AMENDING THE CITY FEE SCHEDULE TO ADD LIQUOR FEES.”**

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve Resolution No 2025-9 with the changes on page 4 to eliminate “Liquor Licenses and Related Permits” and approve pages 6 and 7 with the clarification of adding “Annual Fees”. Thereupon, the Clerk called roll upon the motion.

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

Those voting nay: None

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

Liquor License Application Form:

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve the Liquor License Application Form with changes. Thereupon, the clerk called roll upon the motion.

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

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

CALENDARED ITEMS:

First Reading:

Public Infrastructure Security and Warranty Requirements Ordinance – the council felt the proposed ordinance is good for the city and will continue to review and discuss it on the next agenda.

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

50 Year Flood Commemoration Presentation: the presentation will be scheduled for the November Council meeting.

Tree Lighting Donation: Rink 99 will donate a free night of ice skating for the Tree Lighting Ceremony Event.

Meeting adjourned at 8:32 p.m.

Signed: _____

Catherine Nielsen
Council President

Attested: _____

Wendy McLaughlin
Clerk-Treasurer

**THE CITY OF SUGAR CITY IDAHO
RESOLUTION NO. 2025-9
“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO,
AMENDING THE CITY FEE SCHEDULE TO ADD LIQUOR FEES.”**

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 2025-6 was adopted by City Council on 28 August, 2025 which replaced all previous fee resolutions; and

WHEREAS the effective date of this resolution shall be 1st 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)

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

**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

LIQUOR FEES:

Application.....\$100.00 one time

Off Premise Consumption: Annual Fees

Retail Beer	\$50.00
Retail Wine	\$200.00

On Premise Consumption: Annual Fees

Wine by the Glass.....	\$200.00
Liquor by the Drink.....	\$375.00
Beer Draft	\$200.00

Beer Bottled and Canned	\$200.00
Alcohol Catering Permit	\$20.00/day

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
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

Meter Size	AWWA Capacity	Meter Multiplier
(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 3/4" 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 = \$2,716

Plus, Meter & Radio = \$515 (This cost could change each year; depends on parts cost)

Total cost = \$3,456

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

Capacity = \$2,234

Total = \$2,459

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 25th day of September 2025.

APPROVED by the Mayor of the City of Sugar City on this 25th day of September, 2025.

(SEAL)

Steven Adams, Mayor

ATTEST

Wendy McLaughlin,
City Clerk-Treasurer