

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, MARCH 12, 2026, 6:30 P.M.

Presiding: Mayor Steven Adams

Meeting Via Internet and at City Hall Convened at 6:36 p.m.

Prayer: Councilman Dayley

Pledge of Allegiance: Councilman Dayley

Present at City Hall and Online: Mayor Steven Adams; Councilors Glenn Dayley, Catherine Nielsen, and Carter Stanford; Clerk-Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson and Assistants Porter Butikofer and Cache Jagielski; Planning and Zoning Administrator Kurt Hibbert and Chairman Spencer Haacke and Commissioner Rick Robertson; Horrocks Transportation Study Grant Representative Rachel Telford; Building/Industrial Safety Program Manager Sean Courtright and Building Official Jeff Geisler; and others who may have joined electronically but not identified. Councilwoman Joy Ball was excused.

CONSENT AGENDA:

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

HORROCKS TRANSPORTATION STUDY REPORT: Rachel Telford reported that the focus for the 2026 transportation study is on Sugar City this time. Most of the study is on reclassifying roads. There are eight proposed road category changes, four of those summarized below:

- Old Highway 33 from 2nd E Rexburg to the East Highway 33 junction: Currently categorized as a principal arterial. The proposed category change is to minor arterial which could increase business density and potentially slow down traffic.
- Front Street: principal arterial to local road.
- Center Street: minor collector to minor arterial.
- N Railroad to 3rd North: propose minor collector

The council asked that Planning and Zoning review the proposed changes and make a recommendation to the council at the next meeting. Horrocks would like to finish the grant within the next two months.

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES: Building/Industrial Safety Program Manager Sean Courtright reported that they could they could service or help Sugar City with their building permits and plan reviews. They have three inspectors that service the areas from Blackfoot to Island Park to Twin Falls. All they need is a 24-hour notice. They use Oasis Permitting software. The city would notify the contractors who to contact for inspections and plan reviews. They would take care of the rest up to the Certificate of Occupancy if needed.

PUBLIC COMMENT: No report

PUBLIC WORKS REPORT: Arlynn Jacobson reported on the following items:

New Hires: Porter Butikofer and Cache Jagielski introduced themselves. Porter has been working for the city for about six months now. Cache Jagielski started in February. They are both young able men.

Tennis Courts Porta Potties: the city will be responsible for the porta potties at the tennis courts this year. The public is not allowed to use the Bus Barn restrooms adjacent to the courts.

City Water: Mr. Jacobson reported that the water samples have come back clean after the chlorine flush.

New City Infrastructure from Developments: Teton Island Estates phase three and four, Stillwater Development phase one and Yellowstone Town Homes all have infrastructure under construction. Yellowstone Town Homes is completed.

Vialytics Software: the front office and Public Works had their first training on the Vialytics software. The software will track Work Orders and help with street and sign maintenance. The city is waiting on the equipment which was accidentally sent to the wrong location.

Community Service Missionary: Mr. Jacobson will work with one young service missionary a couple hours a week to help him fulfill his missionary service to the community.

Peregrine Park: he is currently working with the developers. They are currently forming and getting the park area ready for the playground equipment.

PLANNING AND ZONING REPORT: Planning and Zoning Chairman Spencer Haacke reported on the following item:

Salem Town Hall Meeting: a town hall meeting for Salem residents has been scheduled for April 2 at the Sugar Salem High School to discuss how they would like their zoning. They do not like the Rural Ranchette zone which was passed a couple of years ago.

Planning and Zoning Administrator Kurt Hibbert reported on the following item:

Triangle R Development: there is some interest in developing 120 acres north of the Teton River into commercial and townhome lots. The mayor sent a letter of development approval from the city to the realtor.

GENERAL BUSINESS:

Notice of Participation in the Eastern Snake Plain Aquifer (ESPA) Cities' Mitigation Plan:

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilman Dayley to participate again in the ESPA Cities' Mitigation Plan. 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, the mayor declared the motion passed.

Forgone Fund Project: the council asked Public Works Director Arlynn Jacobson for more information on the cost and plans for a public restroom in Heritage Park. Maybe in conjunction with a amphitheater.

MAYOR AND COUNCIL REPORTS:

Henry’s Fork Water Meeting: Councilwoman Nielsen reported that she attended the meeting and learned about cloud seeding, canal headgate technology, and Cutthroat Trout, a native game fish, almost becoming and endangered species.

Cert Training Courses: the free courses begin again this Wednesday. It is a 30 hours course taught over several weeks. Classes include Disaster Medical Operations, Fire Safety, light search and rescue, and team organization and psychology. The city will look into getting a Stop the Bleed kit.

Active Shooter Training: Mr. Jacobson and Councilman Stanford will work together to coordinate staff training for active shooter training.

Water Levels for 2026: Mayor Adams reported that the reports for snowpack this year show lower amounts of snowpack but higher water percentages.

EXECUTIVE SESSION:

8:10 P.M. It was moved by Councilwoman Nielson seconded by Councilman Dayley 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.

Idaho Code 74-206(b) Evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

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, Mayor Adams declared the motion passed.

8:30 P.M. The executive session ended for Idaho Code 74-206(a) and (b). No decisions were made and there was no deliberation.

Meeting adjourned at 8:30 p.m.

Signed: _____
Steven Adams, Mayor

Attested: _____
Wendy McLaughlin
Clerk-Treasurer