

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, JULY 23, 2026, 6:30 P.M.

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

Present at City Hall and Online: Mayor Steven Adams; Councilors Catherine Nielsen, Joy Ball, Glenn Dayley, and Carter Stanford; Clerk Treasurer Wendy McLaughlin; Public Works Director Arlynn Jacobson; City Attorney Chase Hendricks; Planning and Zoning Administrator Kurt Hibbert; Citizens Ryan Rasmussen and wife; and others who may have joined electronically or physically but not identified.

CONSENT AGENDA:

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

FIRE CONDITIONS UPDATE: Madison County Emergency Manager Captain Robert Kohler reported that there is an above average fire danger that will last into September. Madison County has placed a burn ban in the county and has asked that the City of Rexburg and the City of Sugar City adopt similar burn bans as well. The most recent fire (Maze Fire) prompted evacuations, but no structures or homes were lost. The cost to put out the Maze Fire was \$600,000. Cities can be held accountable for costs. Captain Kohler recommended the following:

- Adopt a burn ban
- Coordination adoption with federal and county partners
- Public notice outreach with burn restrictions

Although the Madison County Fire District has jurisdiction it lacks police or regulatory authority. Sugar City is not bound by the fire districts burn ban. The city needs its own burn ban setting forth the violations and penalties in order to enforce the ban.

The Council amended the agenda to act on the Temporary Burn Ban Ordinance siting the possible threat of fire and personal harm to persons and residences as the emergency.

TEMPORARY BURN BAN ORDINANCE NO. 411_2026

Ordinance No. 411_2026 was introduced to the council and read by title only:

“A TEMPORARY ORDINANCE BANNING OPEN FIRES WITHIN THE CITY OF SUGAR CITY, IDAHO; PROVIDING THAT A VIOLATION OF THIS ORDINANCE IS AN INFRACTION PUNISHABLE BY A FINE OF UP TO THREE HUNDRED DOLLARS (\$300.00); AND PROVIDING FOR CIVIL LIABILITY FOR THE COST OF THE FIRE CONTAINMENT AND DAMAGES CAUSED BY A VIOLATION.”

It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to waive the three readings based on the emergency of threat of fire, the clerk called roll upon the motion.

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

Those voting nay: None

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 Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Ordinance No. 411_2026 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. 411_2026 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.

A public announcement will be issued next week. It was also suggested that the city adopt a “Defensible Space Ordinance” which is a cleared buffer zone of treated or reduced flammable vegetation and materials around a home designed to slow wildfire spread and protect the structure.

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

Toscano Property: working on revising the original Development Agreement which will be filed with the final plat. The proposed development includes a truck stop, convenient stores, turning lanes, commercial, and residential units.

Accessory Dwelling Units and Code Revisions: tabled to work out errors.

PUBLIC COMMENT: No report.

PUBLIC WORKS REPORT & GENERAL BUSINESS: Arlynn Jacobson reported on the following items:

Business Park Sidewalks: because of the inconsistencies with the requirement to have a sidewalk in the Business Park, a code change is necessary specifically for the Business and Industrial Parks.

MOTION: It was moved by Councilman Dayley and seconded by Councilwomen Nielsen to refer the Business Park sidewalk requirement to Planning and Zoning for a code revision and public hearing and ensure compliance with the Americans with Disabilities Act; motion carried.

Slurry Seal Projects: the slurry seal project will start August 6 and take up to three or four days. The crack and chip seal have already been completed. The public will be notified of the road closures.

Highway 20 Crossing Closed: the Highway 20 crossing just north of Sugar City is closed by the Idaho Transportation Department due to several deadly accidents over the past several years and planned road revisions.

City Camera Vandalism: a city camera perceived by the public to be a Flock Camera was destroyed by vandalism. The city hopes to catch the culprits and may also offer a reward. Flock cameras are linked to the police data base. The city does not own any Flock cameras.

GENERAL BUSINESS:

Caselle Payment Processing Module: Xpress Bill Pay will no longer partnership with Caselle to process online utility payments and other payments. After investigating available options, the Caselle module was chosen to expedite the payment process.

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to approve the Caselle contract for a new payment processing system. Thereupon, the clerk called roll upon the motion.

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

Those voting nay: None

City Attorney Agreement: tabled for further Scope of Work review.

P&Z Administrator Agreement: tabled for further Scope of Work review.

City Engineer: city attorney will help revise a new contract that will include a plan for succession. The City Clerk was instructed to send the existing contract to the attorney.

Resolution for Independent Contractors: tabled for further review. Includes an annual cost-of-living adjustment.

Resolution No. 2026-5 Sugar City Urban Renewal Agency.

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, MAKING THE FINDINGS OF NECESSITY REQUIRED BY IDAHO CODE SECTION 50-2005; ORDERING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY OF THE QUESTION WHETHER THE SUGAR CITY URBAN RENEWAL AGENCY SHALL BE AUTHORIZED TO TRANSACT BUSINESS AND EXERCISE ITS STATUTORY POWERS; APPROVING A PLAIN-LANGUAGE EXPLANATORY STATEMENT AND BALLOT QUESTION; DIRECTING CERTIFICATION TO THE MADISON COUNTY CLERK FOR THE NOVEMBER 3, 2026 ELECTION; AUTHORIZING MINISTERIAL REVISIONS REQUIRED BY THE COUNTY CLERK THAT DO NOT ALTER THE SUBSTANCE OF THE MEASURE; AND PROVIDING AN EFFECTIVE DATE.”

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to authorize the mayor to work with City Attorney Chase Hendricks on the ballot wording for the Urban Renewal District election and approve Resolution No. 2026-5. 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 Urban Renewal Board has been asked to organize town hall meetings to help educated the public between now and the November election.

GENERAL BUSINESS – Discussion Only:

Budget: there were a few changes and discussion to the proposed budget summarized below:

- Waste Collection Revenue increase to cover expenses
- Budget comparison with 3% Property Tax increase to no increase
- Forgone will not be used
- Rexburg Moody Line update on when payment is expected

MAYOR AND COUNCIL REPORTS:

Tree and Beautification: No report.

Sugar City Historical Society: No report.

EXECUTIVE SESSION: No report.

Meeting adjourned 8:57 p.m..

Signed: _____

Steven Adams
Mayor

Attested: _____

Wendy McLaughlin,
Clerk-Treasurer