

**MINUTES**  
**CITY OF LEWISVILLE REGULAR CITY COUNCIL MEETING**  
(Previously Rescheduled)  
Wednesday, October 20, 2021  
Lewisville Community Center, 3451 E 480 N, Lewisville, Idaho

**This meeting had been rescheduled due to the lack of a Council quorum on October 13, 2021**

The meeting was called to order by Mayor Judd at 7:11 p.m. at the Lewisville Community Center at 3451 E 480 N, Lewisville, Idaho. Present were Mayor George A. Judd, Council Members James Ball; Linda Linsenmann, Mark Williamson and Brigham Briggs; City Attorney, Kris Meek; Clerk/Treasurer, Donetta Fife; Officer Mike Miller from the Jefferson County Sheriff's Department and a resident.

**ROLL CALL:**

- Mayor Judd – present
- Mark Williamson – present
- James Ball -- present
- Linda Linsenmann -- present
- Brigham Briggs -- present

**PLEDGE OF ALLEGIENCE – Brigham Briggs**

**MINUTES:**

- Minutes for the regular City Council meeting held September 8, 2021 had previously been distributed by the Clerk. James moved that the Minutes be approved, Mark seconded, motion passed.
- Minutes for the work meeting of the City Council held September 15, 2021 had previously been distributed by the Clerk. Mark moved that the Minutes be approved, Linda seconded, motion passed.
- Minutes for the regular City Council meeting scheduled for October 13, 2021 but cancelled due to lack of a quorum had previously been distributed by the Clerk. James moved that the Minutes be approved, Mark seconded, motion passed.

**POLICE REPORT:**

- Officer Mike Miller from the Jefferson County Sheriff's Department reported that in the period between August 21, 2021 and September 17, 2021, there were 95 hours logged within the City, 6 complaints, 4 citations and 9 traffic stops. The Council asked if the report could be broken down into classifications. Officer Miller will check on that and report back next month. It was noted that we are being provided a lot more hours than they are contracted for.
- There were some errors discovered in the contract for the current year so we will need to sign a new contract. Kris indicated that the contract terms are being clarified and he is in negotiations with the Sheriff's Department.

**BUILDING PERMITS FOR SOLAR INSTALLATION:**

- Permit for Russell Kerr. No one appeared before the council but the paperwork had been submitted. The Council examined the paperwork. James noted that the electrical plans have not been stamped by the State. The Council approved the Clearance upon the stipulation that we receive a stamped copy from the vendor. James moved to approve the installation on receipt of a copy bearing the stamped approval of the State, Mark seconded, motion passed.
- There is a house on 480 North that just installed solar but did not have a building permit issued. It was concluded that this is a misdemeanor according to Lewisville Code. Big Dog Solar installed it. James found the electrical permit. Donetta was directed to draft a letter informing the resident of the violation and giving them 30 days to submit for a building permit to the City.

#### **MAINTENANCE REPORT:**

- Mayor Judd reported that the newly resurfaced roads have a lot of gravel on them, especially in the intersections. Mark will get with maintenance to work on getting the excess gravel removed.
- We need to have maintenance check to see if we need more cinders before winter.
- Mayor Judd will check with Thompson Engineering to see when they will be able to place stakes from the survey in the proper places.
- There are still some problems around the hand holes for the fiber optic. Direct Communications has been really good to work correct these.
- Some of the street signs have been broken. The Mayor will check on these and determine which ones need to be replaced.

#### **CITY ATTORNEY:**

- The subdivision ordinance has been modified as per the work meeting. Kris directed Donetta to send it out with the modifications to the Council. Mayor asked Council to review it and if they have questions or concerns, we will need to schedule a work meeting. Donetta was instructed to set this up for public hearing in November.
- There is still a problem with tracking of funds that have been received from the County for fines and fees. We are still not able to get an accounting of the source of money we receive for fines and fees. Donetta needs to get with Colleen and go to the Magistrate's Court to see if they can provide an accounting for those funds. This seems to be an ongoing problem. James attended the day with the Governor meeting held in Idaho Falls and discussed the problem with some of the State agency heads in attendance. He gave Donetta the name and address of a person in State government to contact to see if this issue can be resolved as it seems to be a State-wide issue.

#### **CLERK/TREASURER:**

- Donetta submitted a list of bills between September 9, 2021 and October 13, 2021. She asked if there were any questions. There were none. James moved that the bills be paid, Brigham, seconded, motion passed.
- The election results for the 2021 elections are to be entered into minutes. Since there were no contested seats for mayor and council in the City, those who filed will be sworn in at City Council in January 2022 and no actual election will take place. Curtis Thomas filed for mayor; Brigham Briggs filed for a 2-year council seat to finish his term and Celina Lewis filed for a 4 year council seat. Due to a write-in deadline date problem with the County Elections Office, the two persons who filed papers for write in candidates were late and therefore, were not valid. The Mayor and Council will need to appoint a 4<sup>th</sup> member after their installation in January 2022. That person will serve until the next



election and then must run for the remaining 2 years of that seat. James moved to accept the election results, Mark seconded, motion passed.

- The City is scheduled to do a bi-annual audit which should be ready to send to Searle Hart by about the end of October. James moved to have the audit performed, Mark seconded, motion passed.
- The Clerk gave an update on ARPA funds. There is a possibility that those funds could be used to upgrade or help construct a library as it could fall into the COVID guidelines as it would provide people with access to computers and necessary communications. The report that was due on October 31, 2021 is now not due until January 31, 2022. We have until 2024 to spend the funds. James proposed that we might use some of those funds to update the library architectural drawings to code if we have not come up with a different option.
- With the installation of fiber, options have become available to connect a VOIP phone and internet to the clerk's office and the library. The Council discussed pros and cons for a VOIP phone. For now, we will maintain a regular landline to the library until we find if it is necessary to have a land line or if a VOIP connection is sufficient. James will do some investigating to see if he can get a better landline service price for the library. James moved to have the fiber and phone installed in the Community Center and only fiber installed in the library, for now. Mark seconded the motion, motion passed.
- Records Destruction Policy. It is required that the City have a records destruction policy and schedule. Kris will forward a possible resolution to Donetta and she can forward it to the Council to be presented at the November Council meeting.
- A lawn care contract with True Green was presented. James moved to accept the yearly contract from True Green, Mark seconded, motion passed.
- Community Center rental and clarification on procedure letter. Donetta presented a notice of procedure that Meredith requested to give to patrons who rent the Community Center. The Council suggested a modification to the document indicating that any damaged caused over the amount of the security deposit would be charged to the renter identified in the invoice even if they sign for a non-resident. James moved that the notice be distributed as modified, Mark seconded, motion passed.
- The 4<sup>TH</sup> Quarter – End of Year Report was sent to the Council. The Council had some questions. The ARPA funds received during the year which can only be spent on specific items, have made the report confusing. It will be revised and presented at the Council meeting in November.

#### **MAYOR REQUEST**

- Jardine Trees. A letter has been sent to Mr. Jardine stating that the trees were placed on the City's right of way. It was suggested that we give him some time to move the trees that have been planted.
- The mayor has received an e-mail from Doug McIntier with regard to the leakage in the ditch that runs in front of his parents' home. The mayor answered the e-mail saying that we have repaired the ditch twice but it has not held. We will need to replace a 20-foot section of pipe but that cannot be done until the water is out of the ditch and the ground dries out. It may be spring before that can be finished.

### COMMUNITY CENTER

- There is a drastic need for acoustic improvement at the Community Center. James has checked on the material suggested to him. He has not found a fabric covering that is fire resistant to cover the acoustic blocks. Donetta was asked to check with the DBS to see if it is required to have fire retardant or fire resistant fabric when used on an acoustic block in a public building.
- Linda indicated it may be good to have no smoking signs at the Community Center even though it is standing policy for government buildings.

### BEAUTIFICATION

- Brigham asked if there was a plan to put up the wreath on the Community Center. It is hard for maintenance to do it when there are large snow drifts in front of the building as they have to drive a truck on the lawn to hoist the 7-foot wreath up. Council instructed that the wreath can be put up in November but not lighted until after Thanksgiving.

### ITEMS FOR NOVEMBER AGENDA

- Work Meeting Subdivision Ordinance
- Subdivision Ordinance public hearing scheduled for November

### ADJOURNMENT:

Mark moved that the meeting be adjourned at 9:13 p.m., James seconded, motion passed.

**Minutes approved** by the City Council of the City of Lewisville on the 10<sup>th</sup> day of November, 2021.

Mayor

  
George A. Judd

Date

10 Nov 2021

ATTEST:

Clerk

  
Donetta R. Fife

Date

11-10-2021