

**MINUTES**  
**City of Lewisville Regular City Council Meeting**  
**October 9, 2019**

Meeting was called to order by Mayor George Judd at 7:04 p.m. at the Lewisville Community Center at 3451 E 480 N, Lewisville, Idaho. Present were Mayor George Judd; Council Members, Del Heward; James Ball, and Mark Williamson; City Attorney, Kris Meek; Sergeant Antonio Gonzales from the Jefferson County Sheriff's Department; Clerk/Treasurer, Donetta Fife; resident Chris Hinckley; and Marvin Fielding from Keller & Associates.

**ROLL CALL:**

- Mayor Judd -- present
- Leisa Watkins -- not present
- Del Heward -- present
- James Ball -- present
- Mark Williamson -- present

**MINUTES:**

- Minutes for the regular City Council meeting held September 11, 2019 had previously been distributed by the Clerk. Mayor Judd asked if everyone had received the minutes, all had. Del moved that the Minutes be approved, James seconded, motion passed.

**POLICE REPORT:**

- Sergeant Gonzales reviewed the police reports between August 24, 2019 and September 20, 2019. There were 66 hours patrolling within the City with 12 complaints reported and 21 traffic contacts. The Mayor asked if the speed sign could be moved to 450 East to check it for a while. It was noted that the speed sign starts blinking at 25 mph instead of 35 mph. The officer will check on it.

**MAINTENANCE REPORT:**

- The Mayor has posted notices to citizens to not pile debris in the right of way and notified them that no burning is allowed in the right of way. We have had a couple of vehicles towed that were not moved after being tagged. Gary has been pushing stuff back onto property owners' property that they have piled in the right of way.

**VISITORS:**

- Chris Hinckley appeared and asked for a renewal of both his business license and his commercial dog kennel license. No formal complaints have been registered against the business. Mayor Judd has inspected the property and noted that Chris has reduced the number of dog within his kennel to 20 dogs. Mark stipulated that the maximum dog count remain at 25 dogs as approved in the 2019 application. Council and Chris agreed. Mark moved that both the business license and the kennel license for Chris Hinckley be approved for the calendar year 2020. Chris will bring the paperwork and money to Donetta.

**CITY ATTORNEY:**

- Kris reported that a DUI case in the City had been resolved. His concern on the police report was of the reported sex offense that is still under investigation.



- Colleen Poole, the Jefferson County Clerk, has been in contact with Kris. She feels that the problem of funds that have been disbursed in error has been resolved for the present and future cases. He directed Donetta to watch for the payments from Jefferson County and see if we are receiving funds that should be allocated to us. He is still working with the Supreme Court to see what the resolution is on monies that have been disbursed in error to them that should have been disbursed to the City.
- Kris suggested that when we have a vehicle towed from the right of way we should notify the sheriff's office so in the event the people call to report it stolen, they will know that it has been towed for violation of a city ordinance.
- With regard to the Area of Impact Agreement, Kris has been working with Paul Ziel on the boiler plate agreement that Jefferson County is proposing to get the language worded correctly as some items in the Agreement may not be in accordance with State statute.

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

- A list bills between September 12, 2019 and October 9, 2019 was presented. Mayor Judd asked if there were any questions. There were none. Del moved that the bills be paid, James seconded, motion passed. Donetta informed the Council that she will be scanning all bills for electronic reference starting the beginning of the fiscal year 2020. Kris suggested that each month she create a Google docs file and share that file with the Mayor and Council.
- Donetta went over the financial standing of the City with regard to the FY 2019 budget. Most figures are in. The City is within budget for listed categories on the Quarterly Report except the capital investment fund which is over due to cost of tree removal. The only breakout on the L-2 is roads, so we are within our total M & O budget. She will get the 4th Quarter - Year End Report out later this month.
- The period for write-in candidates ended on October 8, 2019 at 5:00 p.m. We did not receive a declaration for any write-in candidates. In the event the two people running on the ballot are elected, the Mayor will be able to appoint the 4th Council member and the Council will be able to ratify the appointment.
- Donetta presented an updated Resolution to allow payment of certain recurring bills prior to City Council in order to have timely payment. James suggested a modification to the wording to clarify the intent. Council agreed. James moved that Resolution 2019-2 to pay bills prior to City Council be approved as modified, Mark seconded, motion passed.
- The need of a records retention and destruction policy was discussed. No action was taken on the item.

#### **MAYOR REQUEST:**

- The Mayor had a meeting with the mayor of Menan and discussed the impact area agreement legal boundaries. Kris is working on a agreement to identify the change in boundaries between the two cities. Donetta was instructed to send the check for \$1,500 to the City of Menan as authorized in the September City Council to help fund the sewer feasibility study they are running on their facility.
- The Council discussed the importance of having Thompson Engineering do a city survey to establish exact property lines. The amount would be \$11,600 and would be funded out of the Contingency Fund. The survey will be of great benefit to the City in many areas as well as help us obtain grants for different projects in the future. James moved that Thompson Engineering be hired to do a city-wide survey and that the amount of \$11,600 be appropriated to finance the project, Mark seconded, motion passed. Mayor Judd will contact them to get started on the project.
- Mayor Judd attended a Lhtac meeting where they discussed the possibility of having a traffic plan done for the City since we have not had one. Keller & Associates will put together the grant



application. The grant will fund the total cost of the survey. This should open us up for the possibility of future grants.

- The homeowner's insurance company for Milt McIntier has been in contact with Mayor Judd and he has supplied sufficient evidence that the bill sent to McIntier is correct. The insurance company has agreed that they should be liable for the full amount of the amount billed. We will look for that check soon.
- The Clerk's Office repurposing of the utility room is well under way. The chairs that were previously stored in the utility room will now need to be stored in the Community Center main room. Mark indicated there may be a problem with the current chair rack. The council agreed. Mayor Judd will look for a more suitable rack.
- The home at 3414 East 480 North had been tagged with a cease and desist order as they have not applied for a building permit. Mayor Judd inspected the home and determined that no structural changes were made and that the upgrades do not require a building permit.
- The Mayor and Council met with the Development Company, Keller & Associates and representatives from the offices of Senators Crapo and Risch and Representative Simpson about some possible funding for a sewer system for the City. All members of the Council in attendance and the Mayor were in attendance at that meeting. Refer to notes of that meeting on October 9, 2019 for further detail.

#### COMMUNITY CENTER:

- James indicated that other persons may need a key to the newly converted clerk's office in order to have access to the electrical panel in the event a breaker should trip. After some discussion, it was determined that the Council member responsible to check the building after rentals should have a key as well as the Clerk and the Mayor. Any issue could be resolved quickly with 3 people having access.

#### OTHER BUSINESS:

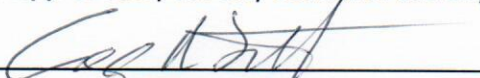
- Some concern was expressed that Meredith may need some additional help in sorting and disposing of some of the books now in the library. She has moved the overload of books from the converted clerk's office into the library. The Council was concerned that the weight load on the floor is probably in excess of its designed capacity and the age of the building. Other library options will be explored and discussed at future meetings.

#### ADJOURNMENT:

James moved that the meeting be adjourned at 8:40 p.m., Mark seconded, motion passed.

**Minutes approved** by the City Council of the City of Lewisville on the 13th day of November, 2019.

Mayor

  
George A. Judd

Date

13 Nov 2019

ATTEST:

Clerk

  
Donetta R. Fife

Date

11-13-2019