

MINUTES
SPECIAL CITY OF LEWISVILLE CITY COUNCIL MEETING
Wednesday, 16 October 2024
Lewisville Community Center, 3451 E 480 N, Lewisville, Idaho

The meeting was called to order by Mayor Thomas at 6:18 p.m. at the Lewisville Community Center at 3451 E 480 N, Lewisville, Idaho. Present were Mayor Curtis S. Thomas; Council Members Celena Lewis, Waco Taylor and Brigham Briggs by telephone (Brigham was excused when Blake came at 6:33); Blake Ball at 6:33 p.m.; Clerk/Treasurer, Donetta Fife; residents and non-residents.

ROLL CALL

- Mayor Thomas – present
- Waco Taylor – present
- Celena Lewis -- present
- Brigham Briggs – present
- Blake Ball – came at 6:33 p.m.

PURPOSE:

The purpose of this meeting was to:

- Discuss a Building Permit Contract with Jefferson County Planning & Zoning and Building Department, negotiate terms and acceptance of Contract.

PRESENTATION BY JEFFERSON COUNTY:

- Milton Ollerton with the Jefferson County Planning and Zoning Department explained that Jefferson County has implemented new software called City Works within the last year. Submission of building permits is now done on line and it has changed the process of obtaining a building permit.
- Jeff Ottley, the main building inspector for Jefferson County, explained how the system has changed the process of inspections with the availability of all documents at the building site through technology. They are certified to inspect residential, manufactured homes and commercial projects.
- Vernon Ulrich, the technology specialist for the Building Permits Department, demonstrated how the program works. He explained that the permittee would bring a Zoning Permit Application to a City Council meeting with a site map showing the location of all structures as well as the location of the well and septic system. Any specific stipulations of the City would be listed on this Zoning Permit as well. The signed document would be included with the Application for Building Permit submitted online to Jefferson County.
- Jefferson County would be responsible for collecting Building Permit fees and inspections. They would disburse a percentage of the Building Permit fee to the City of Lewisville as negotiated.
- When the Certificate of Occupancy is issued, Jefferson County will then supply the City of Lewisville with a copy for their records.
- Vernon then submitted a proposed a Contract for consideration by the City.

DELIBERATION AND ACCEPTANCE OF CONTRACT:

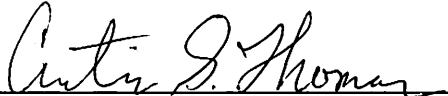
- After consideration and deliberation, Celena moved to accept the Contract with Jefferson County after the approval of the City Attorney and that Mayor Thomas be authorized to sign the Contract after approval by the attorney. Each member of the Council expressed their

position on acceptance of the Contract. Waco seconded the motion made by Celena. A roll-call vote was taken: Waco, yes; Celena, yes; Blake, yes. Motion passed.

ADJOURNMENT:

Blake moved that the meeting be adjourned at 7:16 p.m., Celena seconded, motion passed.

Minutes approved by the City Council of the City of Lewisville on the 13th day of November, 2024.

Mayor 
Curtis S. Thomas

Date NOVEMBER 13, 2024

ATTEST:

Clerk 
Donetta R. Fife

Date 11-13-2024