**OPENING**

Mayor Lisonbee brought the meeting to order at 6:00 p.m. welcoming all in attendance and led the Pledge of Allegiance.

**PRESENT**

Mayor Marty Lisonbee
Councilmember Debbie Kopp
Councilmember Denny Bass
Councilmember Michael McLaughlin
Councilmember Paul Edwardsen (Phone)
Town Recorder Michelle Kinney

**OTHERS IN ATTENDANCE**

Finance Director Ben Billingsley
Code Enforcer Rich Ososki
Mosquito Abatement Margie Ososki
Fire Chief Dave Zolg
Water Board Chairman Harold Merritt

**CONFLICT OF INTEREST DECLARATIONS**

**MAYOR'S TOWN UPDATE**

The Mayor discussed roads and how the town can claim roads and receive BC road funds as a result. He would like to establish more committees to address issues within town.
Council Member Bass asks how much money we get in BC funds- Ben Billingsley mentions we get 70,000 per year and with every mile of additional road we claim we get an additional amount.
Chief Zolg shares his concern over unkempt roads that we have now.
Ben Billingsley-Mentions the Town's liability for these roads and that currently the town is not receiving money for them.
Councilmember McLaughlin-Mentions this is a baby step to getting to the improvements that we need and it will help to stabilize the road now.
Margie Ososki- you can really see the difference on Sheep Bridge where the county has used cinders to improve this road.
Councilmember Kopp- if we wait until we have enough to do all the roads perfectly we may be waiting forever, this will help the roads today.

1. **ELECTION BY MAIL RESOLUTION R-2019-03**
   **TIMESTAMP: 29:20**

The Mayor gives the Town Recorder time to explain what this resolution is about and what this means for this year's municipal election.

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| **MOTION:** | Mayor Lisonbee moves to accept resolution R-2019-03 resolution to approve the vote by mail for the 2019 municipal election. | |
| **SECOND:** | Councilmember Kopp | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**2. ROAD GRADER REPAIRS**
**TIMESTAMP: 33:08**

The estimate to repair the road grader is $14,150.
The Mayor discusses what will be fixed on the road grader with this money.

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| **MOTION:** | Mayor Lisonbee motions to get the road grader repaired. | |
| **SECOND:** | Councilmember Kopp | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**3. TRANSIENT ROOM TAX**
**TIMESTAMP: 35:40**

The Mayor turns the time over to Ben to discuss this item.
Ben speaks about the revenue source for the tax collected on rentals. He mentions the Town is collecting $160.00 per month. This is 1% of the 4% tax that is collected. Mayor Lisonbee mentions having a policy that identifies who is actually collecting and paying this tax to verify they are remitting the tax to the state.

**4. CANNAN MOUNTAIN PARK AND TRAIL APPLICATION**
**TIMESTAMP: 40:49**

Mayor Lisonbee called the BLM and asked what it would take to get a park out by Cedar Point on BLM land for trail system. This would require putting together a master plan for the park to be submitted to the BLM.
Lee Fralish asks how big the parcel is. Mayor Lisonbee would like this to go the entire length of Cedar Point it is about 120 acres
Lee Fralish- Would this allow us to connect Bubbling Wells through Cedar Point?
Mayor Lisonbee would like to establish an initial budget with RAP tax monies in the amount $1,500.
Richard Fischer- Mentions he likes the idea but would like to get bathrooms and water to our park here first.
Rich Kopp- People dirt bike and four wheel there, and would like to know if that will be cut off.
Mayor Lisonbee mentions that no money will be spent on this until we have a committee who has looked into it more fully.

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| **MOTION:** | Councilmember Bass motions to move forward and review the application and then file the application. | |
| **SECOND:** | Councilmember Kopp | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**5. BUILDING PERMIT PROCESS, STREAMLINE AND UPGRADE TIMESTAMP: 53:35**

Mayor Lisonbee talks about the internet based cloud process that Santa Clara uses for building permits. The software keeps a complete history and updates immediately. This system will tailors the permitting process to what you are building. The system has a $4,800.00 one-time fee and can be paid over 5 years. Annual maintenance fee is $1,000 for up to 30 permits per year for primary homes and commercial permits. We have a plan review fee on our fee schedule that we haven't been charging. We will start charging this to pay this fee.

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| **MOTION:** | Councilmember Bass motions to accept the building permit process as written. | |
| **SECOND:** | Councilmember Edwardsen | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |

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| Councilmember Bass- | Aye |
| Mayor Lisonbee – | Aye |

To clarify what they are accepting Councilmember Bass makes a new motion as follows.

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| **MOTION:** | Councilmember Bass motions to accept the building permit process contract/proposal with City Inspect. | |
| **SECOND:** | Councilmember Edwardsen | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**6. RESOLUTION R-2019-06 PLANNING COMMISSIONER APPOINTMENT**
**TIMESTAMP: 1:13**

Blake Seese has resigned from the Town Planning Commission. The Mayor thanks him for his service. The Planning Commission alternate Lee Fralish has agreed to step into Blake's shoes and fill the term until the end of the year.

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| **MOTION:** | Mayor Lisonbee moves to approve Resolution R-2019-06 a resolution appointing a planning commissioner, Lee Fralish. | |
| **SECOND:** | Councilmember Bass | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**7. ENSIGN BILLING**
**TIMESTAMP: 1:14:55**

The packet contains an email with further clarification on the zoning map charges. The Mayor mentions that water lines are missing for the Bubbling Wells area on this map. CIB is making it easier for towns to get funding for impact studies for these types of plans if the amount of the funding is under $50,000.
Harold Merritt- Mentioned Robert authorized an impact fee study with a firm. They said they had already started the study and they would charge us the 1/3 for the work they had already

done.
Mayor Lisonbee moves this item to the next meeting.

**8. FY2018 FINANCIAL REVIEW-BEN BILLINGSLEY**
**TIMESTAMP: 1:26:00**

Ben Billingsley goes over the results of the financial review. A town or municipality of our size goes through an agreed upon procedures review. They made 3 findings. One was to a credit card receipt that we could not find. The second was the UPN website was missing a meeting. The 3rd item was a budget overage in the police and code enforcement category.
Ben mentions a budget work-meeting in the next few weeks for FY2020. May 1st Budget work meeting the budget adoption is in June.
Rich Kopp- how much was the amount for the receipt that was lost? Under $100.00.

**REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS**

**Events Committee- Tish Lisonbee/Debbie Kopp-** Easter egg hunt April 20th at 12:00. Hotdogs, chips, and water for $1.50.

**Planning Commission-** The next meeting will include a work meeting on garages for the next meeting. How big should an attached garage be in relation to the size of a home? The mayor would like to see them push the limit to at least 125%.

**Fire Department- Chief-** doesn't have anything to report

**Roads and storm drainage- Dennis Bass-** Mayor Lisonbee mentions that we will have Engineers in town on Friday to look at the town for FEMA funding projects

**PUBLIC COMMENTS**
**TIMESTAMP 1:39:15**

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| **MOTION:** | Councilmember Kopp motions to open public comments. | |
| **SECOND:** | Councilmember Bass | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

Margie Ososki- Recommends people drive slower on the dirt roads.
Rich Kopp- Reminds people that wind conditions should be taken into consideration before and during burning.

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| **MOTION:** | Councilmember Kopp motions to close public comments | |
| **SECOND:** | Councilmember Bass | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

**ADJOURNMENT**

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| **MOTION:** | Councilmember Kopp motions to adjourn | |
| **SECOND:** | Councilmember Bass | |
| **VOTE:** | Councilmember Kopp - | Aye |
| | Councilmember McLaughlin – | Aye |
| | Councilmember Edwardsen – | Aye |
| | Councilmember Bass- | Aye |
| | Mayor Lisonbee – | Aye |

The vote was unanimous and the motion carried.

Meeting adjourned at 7:45 p.m.

Date approved: 6-5-19

Marty Lisonbee, Mayor

ATTEST BY: Michelle Kinney
Michelle Kinney, Recorder