

CITY COUNCIL MEETING MINUTES
Tuesday January 16, 2024 @ 7:00PM
at Notus City Hall, 375 Notus Rd, Notus, ID, 83656

1. Meeting Called to Order

Mayor, David Porterfield called meeting to order at 7:05 PM.

2. Roll Call

Roll call was taken with the following results: Councilwomen Bonnie Emly and Lupita Connor, Council President, Steve Ahlborn and Councilman Rob Hartsock were present. Also present were Mayor, David Porterfield, City Planner, Antonio Conti, and City Attorney, Bryan Norton.

3. Pledge of Allegiance

4. Public Concerns/Comments, limited to 3 minutes each

None

5. Consent Agenda, Action Items

5.1 Disbursement List

Ahlborn motioned to approve the disbursements in the amount of \$3464.43. Emly seconded. Roll call was taken with the following results: Ahlborn; yes, Emly; yes. Hartsock; yes, Connor; yes. Motion carried.

5.2 Council Meeting Minutes

Ahlborn motioned to approve the meeting minutes from December 4, 2023 and January 2nd, 2024. Hartsock seconded. Roll call was taken with the following results: Ahlborn; yes, Hartsock; yes, Emly; yes, Connor; yes. Motion carried.

5.3 Committee Meeting Minutes: Library, Community Events, Vision Tomorrow

None presented.

6. Staff/Professional Reports

6.1 Library Liaison

Councilwomen Bonnie Emly reported the library received two grants which allowed them to purchase new books, tech games for the kids, security cameras and new outside lights. The Friday story time has been well attended.

6.2 Treasurer

Treasurer Marie Eilers reviewed the December financial report in a new format, with Council.

6.3 Public Works

Tyler Martin, Public Works supervisor reported he has started the wastewater discharge. He is encountering problems. DEQ requires flow meters for influent and effluent water. Maybe a design flaw but our system doesn't have any. We need to purchase some and install them at a cost of about \$2,000. Also, the road intersection of Purple Sage and Notus Road has been closed due to a sink hole around the manhole. Looks like it was a lack of compaction during the last work done. It is fixed now and waiting on cold patch. Installed new outside lights at the Library and Community Center. He has found a flatbed trailer for sale for \$2,500. He is checking it out for hauling the equipment into the shop for maintenance and repairs.

6.4 City Clerk

City Clerk, Loretta Vollmer reported from the google profile that 22 phone calls were initiated, 36 asking for directions, 53 website views, 3 burn permits issued and 56 credit card payments received.

6.5 Public Safety and Law Enforcement

Police report was in council packets. 61 calls/patrols/enforcement for last month.

7. Business

7.1 FY 2022-23 Audit review and approval, ACTION ITEM

Jarod Zwygart of Zwygart John and Associates, reviewed the annual audit with Council. He sees no issues with compliance of internal controls. Ahlborn motioned to accept the audit report for year ended September 30, 2023. Emly seconded. Roll call was taken with the following results: Roll call was taken with the following results: Ahlborn; yes, Emly; yes. Hartsock; yes, Connor; yes. Motion carried.

7.2 Community Center Rental Proposed fee increase, ACTION ITEM

Mayor commented that at the last meeting it was suggested to raise the fee from \$50 to \$63 for 4 hours. If a increase is 5% or more, a public hearing is required. Mayor stated increase is needed to cover the cost of operating the building. Hartsock is in favor of a public hearing with the information spelled out for the public. Ahlborn agrees and would like to revisit the agreement with the building owner. Currently we pay rent to the owner as well as split any rentals with the owner. A public hearing will be scheduled.

7.3 City Engineer RFQ Scoring and Set Date for Top 3 Interviews, ACTION ITEM

Mayor asked if staff and Council had completed their scoring of the submitted RFQ's? One person has not so we will wait to get full tally. We will hold a special meeting for executive session and interviews. That will be on Monday January 22 and Monday January 29. January 22 scores will be reviewed and top applicants will be scheduled for interviews starting on January 29th. Mayor asked Council and staff to submit questions to ask the firms to him. All firms will be asked the same questions.

7.4 Commercial/Industrial zone vision, Discussion

Mayor stated this vision is the manner in which we are able to address commercial guidelines: A strategic design, like how do we celebrate the entrance to town? Ahlborn commented that nice signs are more meaningful with a rock structure or water feature. Needs to be fresh and kept up. Maybe a senior project. Make it nice as we can for now. Needed on both ends of town. Connor likes the senior project idea stating that maybe COSSA students could weld a sign or something. Maybe a contest with guidelines to create their own project. Clerk reminded them that ITD would need to approve it since its along the highway. Ahlborn stated that the water tower is a staple in the community. We can't let it deteriorate. It is as much a part of Notus as the trains and silos. Its what you see as you drive through town. Maybe have a farmers' market in the gravel area by the museum. Mayor reminded Council that our lease agreement with the Railroad indicates the area is for beautification. Connor suggested white stone at the base of tree, decorative lamps with flower baskets or flags like Caldwell. Fresh paint on structures so they do not look so run down. Mayor favors the concept of businesses that provide daily needs, need to be located close to downtown. Emly commented that we need to have better directional signage for the Library, Post office, City Hall, and Museum. The Museum needs to be spruced up. Mayor stated that these are the beginning concepts of what we want to see our city look like.

8. Mayor and Council Comments

City Clerk, Loretta Vollmer stated that the City has received a complete land use application for a proposed annexation and rezone of approximately 382 acres. The full application is available for review at City Hall. Public hearing will be February 20, 2024 at the Notus Community Center. She reminded Council of the Local Land Use Protection Act (LLUPA) that all discussion concerning this application must take place at public meeting and no where else. If anyone tries to email or talk to them about this topic, they are to direct them to City Hall and/or the public hearing and discourage any conversation or interaction. These rules are absolute, strictly enforced, and punishable by law.

Councilman Hartsock stated he will be attending a COMPASS meeting on January 24th, 2024 and will report back to Council.

9. Adjournment

Ahlborn motioned to adjourn at 8:43pm. Connor seconded. All in favor. Motion carried.

Respectfully submitted by Loretta Vollmer, idCMC Notus _____

Approved by Mayor, David Porterfield _____