

CITY COUNCIL MEETING MINUTES
January 2nd, 2024 @ 6:45 PM
at Notus City Hall, 375 Notus Rd, Notus, ID, 83656

1. Meeting Called to Order

Meeting was called to order at 7:01 pm by Mayor David Porterfield.

2. Roll Call

Roll call was taken with the following results: Councilwomen Michelle DeGiorgio and Bonnie Emly, and Councilman Devin Krasowski, present. Also present were Mayor, David Porterfield, City Planner, Antoni Conti, and City Attorney, Bryan Norton. Council President Steve Ahlborn called, will join meeting late.

3. Pledge of Allegiance

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

NONE

5. Consent Agenda, Action Items

5.1 Disbursement List

Emly motioned to pay the disbursements of \$20,178.03. Krasowski seconded. Roll call was taken with the following results: Emly; yes, Krasowski; yes, DeGiorgio; no. Motion carried.

5.2 Council Meeting Minutes

Emly motioned to approve meeting minutes as presented for September 18th, October 2nd, and 16th, November 6th and 20th, 2023. Krasowski seconded. Roll call was taken with the following results: Emly; yes, Krasowski; yes, DeGiorgio; no. Motion carried.

CLERK NOTE Council President Steve Ahlborn joins meeting at 7:08 pm.**

5.3 Committee Meeting Minutes: Library, Community Events Committee

NONE

Mayor stated that previous Mayor, Chirs Collins is on hospice care. Our prayers go out to him and his family members.

6. Special Business

Mayor stated before seating new member, we would like to give thanks to outgoing councilmember Devin Krasowski and long-time member Michelle DeGiorgio. DeGiorgio was presented with a certificate of appreciation for her 16 years of community service.

6.1 Swearing In of Elected Councilmembers

City Clerk, Loretta Vollmer gives oath of office to Rob Hartsock and Lupita Conners. Members are seated.

6.2 Election of Council President, ACTION ITEM

Emly motioned to elect Steve Ahlborn as Council President. Connor seconded. Roll call was taken with the following results: Emly; yes, Connor; yes, Ahlborn; yes, Hartsock; yes. Motion carried.

7. Business Items

7.1 Senior Project Request- Tower Park Bench, Brendyn Curt, ACTION ITEM

Notus senior, Brendyn Curt would like to build and place a bench seat at Tower Park basketball court as his senior project. It will be made from steel square tubing. He would like to drill into

the cement and secure with epoxy to avoid theft. It will be 5 ft long and painted in Notus colors. Mayor suggested a separate cement pad rather than on the court for safety. Hartsock would like to see it placed at the far end, away from the hoop. Ahlborn commented that there is liability of kids running into it if its on the court. Mayor stated locating some distance from court may be safer. Ahlborn motioned to accept the senior project of a bench at Tower Park. Hartsock seconded. A concrete pad could be placed by contractors willing to donate. Brendyn and others, will work with City Public Works, Tyler to determine best placement. Senior projects are due by March 7th but Brendyn expects to be completed in February. Roll call was taken with the following results: Ahlborn; yes, Hartsock; yes, Emly; yes, Connor; yes. Motion carried.

7.2 Resident Fence Violation Waiver request, 489 Notus Road, ACTION ITEM

City Clerk stated that a fence ordinance violation letter was sent to resident. No fence permit was applied for, and the fence installed does not meet the height requirement in the code. Resident Matt Campbell has applied for a fence waiver. Mr. Campbell addressed the Council stating that he replaced an old broken-down fence (woven open wire fence) with a new 6 ft solid wood fence. It looks better and is safer. It connects to his garage and does not block line of sight. Ahlborn motioned to approve the fence waiver request. Connor seconded. Roll call was taken with the following results: Ahlborn; yes, Connor; yes, Emly; yes, Hartsock; yes. Motion carried.

7.3 Employee Policy Amendment for Part-time, Holiday Pay, ACTION ITEM

Mayor reviewed employee holiday pay with Council. We have part-time employees that work less than 20 hours a week. Full-time part-time employees that work over 20 hours per week. And one full-time employee that works over 32 hours a week. Mayor would like to see the temporary part-time employees get some holiday compensation for Christmas day, Thanksgiving day, New Years day, and Independence day. Ahlborn motioned to approve holiday pay for part time employees. Emly seconded. Roll call was taken with the following results: Ahlborn; yes, Emly; yes, Hartsock; yes. Connor; yes. Motion carried.

7.4 Commercial/Industrial Zoning Vision, DISCUSSION

Ahlborn motioned to move this topic to the end of agenda (7.8) due to his time constraints for childcare. Hartsock seconded. Roll call was taken with the following results: Ahlborn; yes, Hartsock; yes, Emly; yes, Connor; yes. Motion carried.

7.5 Council Code of Conduct review

City Clerk, Loretta Vollmer reminded council of the need for their attendance at meetings and workshops. She indicated the AIC manual for newly elected officials was emailed to new members and available through AIC website, along with other helpful information. She reminded the Council of the City website of notusidaho.org where the city codes and applications are available as well as notices of events, hearings and meetings are posted. She reminded them of the Local Land Use Laws (LUPA) for land use applications received by the City. Once a complete application is received, no communication on the topic is allowed outside of a public hearing or meeting. If the council is approached or contacted by anyone, they are to direct the person to City Hall and excuse themselves. They cannot comment on or discuss the topic outside of a public hearing or meeting. There is to be no phone calls or emails either. If one is received, do not open or respond to them. If you have any questions on a submitted application, contact the City Clerk or the City Planner and they will find the answers and distribute the information to all Council members in the correct manner. Individual Council members cannot seek project information on their own. Exparte communications is punishable by law.

7.6 Community Center Rental Fee Increase, ACTION ITEM

Mayor stated the current rent for the community center is \$50 for up to 4 hours. 4-8 hours is \$100.00. There is a \$100 cleaning deposit with \$75 refundable if left in good order. He suggested a rate increase from \$50 to \$63 and 4-8 hours from \$100 to \$126. Ahlborn asked if more people rent for 4 hours or 4-8 hours. Mayor stated that there are more rentals for 4-8 hours. We need

to keep the rental price up with the expense of custodial and building rent. The building lease is \$500 per month plus 50% of the rental fee collected. The increase would equal 26%. The Library does use the bathrooms. Hartsock thinks \$70 is reasonable. Ahlborn commented \$70 is easy to divide. No decision.

7.7 Grant Application- RAISE, ACTION ITEM

Mayor reviews information about RAISE grants. This is a rebuild of collector streets. For Notus these are Notus Road, Jasper Ave and 3rd Street. Jasper and 1st Street intersection to Notus Road is included in this grant application. We have a partnership with COMPASS to help us with this application and the funding requirement. This is for rural or disadvantaged communities. Ahlborn motioned to approve applying for the Raise discretionary grant. Hartsock seconded. Roll call was taken with the following results: Ahlborn; yes, Hartsock; yes, Emy; yes, Connor; yes. Motion carried.

CLERK NOTE Ahlborn leaves Meeting at 8:30 pm.**

7.8 Commercial/Industrial Zoning Vision, DISCUSSION (moved from item 7.4)

Mayor reviewed a strategic plan outline. We plan to evaluate various areas and coordinate with the comprehensive plan and the capital facilities plan. Mayor reviewed possible guidelines for commercial development list. Should daily needs be located close to center of town? What concept of celebrating the entrance of town looks like? Should catch the eye and emotion of town. Connor stated an attractive sign in the future would be nice.

8. Mayor & Council Comment

NONE

9. Adjournment

Connor motioned to adjourn at 8:51 pm. Hartsock seconded. All in favor. Motion carried.

Respectfully submitted by Loretta Vollmer, idCMC Notus _____

Approved by David Porterfield, Mayor _____