

**City of Notus**  
**CITY COUNCIL MEETING MINUTES**  
Regular Session: **TUESDAY, January 22, 2019**  
@ 7:00PM at Notus City Hall

**1. Meeting Called to Order**

Meeting was called to order at 7:04 pm by Mayor, David Porterfield.

**2. Roll Call**

Roll call was taken with the following results: Councilwoman, Bonnie Emly, present. Councilmen, Richard Wallace Jr and Clint Berends, present. Also present Mayor, David Porterfield.

**3. Pledge of Allegiance**

**4. Public Concerns, Comments**

Randall Taylor of 348 Elgin, signed in and was recognized by the Mayor. He commented that there is a lot of property around town that is not in city limits. He suggested that the City redo its comprehensive plan and start some possible annexations. He stated there is a legislative bill to forbid annexation of farm land unless the property owner requests it. So the City needs to do it now or we won't be able to. That would include the sod farm that is in the middle of the City, that's not part of the City. We would not be able to legally put it in the City. If the Council thinks it is too much to handle, then there should be some volunteers that would be able to help on the comprehensive plan. Getting it up to date and working on the potential annexation. He wants Council to be aware of this and put it this on the agenda to discuss this among themselves. Mayor thanks him for his comments.

**5. Consent Agenda, Action Items**

**5.1 Disbursement List**

Wallace Jr motioned to pay the disbursements as listed. Emly seconded. Roll call was taken with the following results: Wallace Jr; yes, Emly; yes, Berends; yes. Motion passed.

**CLERK NOTE\* City Attorney, Todd Lakey joins meeting.**

**5.2 Council Meeting Minutes**

Wallace Jr. motioned to approve the Council meeting minutes from Jan. 7, 2019 as written. Emly seconded. Roll call was taken with the following results: Wallace Jr; yes, Emly; yes, Berends; abstain. Motion passed.

**5.3 Committee Meeting Minutes: Library, Community Events**

NONE

**6. Staff Reports**

**6.1 Public Works**

Mayor reported that things are slow time right now. Guys are working fewer hours. Wallace asks about the mulching blades. Mayor was not sure if we ever received them.

**6.2 Library Liaison**

NONE

**6.3 Treasurer**

Treasurer defers her time to the Auditor.

**7. Professional's Reports**

### **7.1 Wastewater**

Mayor reported that due to the construction and the need to lower the pond levels, we are still having discharge violations. Mike Black reported an E.coli hit tonight. He has made the notification to IDEQ and we will be filing the required reports so this hit is covered. No big problem as this was predicted. Part of our response to DEQ is that we expect to be hit again with this because of the untreated water passing (due to construction process).

### **7.2 Engineer**

Stuart not present. Mayor commented that part of our progress halted due to the government shut down. Contractors are basically shut down until they can get payment.

### **7.3 Crestline Engineers**

NONE

## **8. Business, Action Items**

### **8.1 Westown Disposal and Fox Sanitation Fee Increase, Discussion and Decision**

Tabled

### **8.2 2017-18 City Audit Report, Jordan Zwygart**

Zwygart John & Associates, PLLC representative, Jordan Zwygart reviewed the audit with Council. Audit issues discussed were: All cash statements reconciliation with financial statements, Utility billings program, Payroll, and Documentation of Oversight. After audit, all funds were accounted for.

Jordan also commented that segregation of duties needs be addressed. In a small office it is difficult. As an example, in a perfect world, one person would approve all the time cards, second person would write checks and a third person would reconcile all that. You have one person that does all that. So oversight of this is important. This is why Council needs review and initial all financials.

### **8.3 2017-18 City Audit, Acceptance**

Wallace Jr motioned to accept the 2017-2018 City audit. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes Berends; yes, Emly; yes. Motion passed.

### **8.4 Western Alliance Report, Tina Wilson**

Tabled

### **8.5 Library Board Member Acceptance, Ronda Krasowski**

Emly motioned to accept new library board member, Ronda Krasowski. Wallace Jr seconded. Roll call was taken with the following results: Emly; yes, Wallace Jr; yes, Berends; yes. Motion passed.

### **8.6 Library Heat Pump Repair**

Mayor reported that one of two heating unit is not working at the library. It seems that the units are out of date already. There are only 3 mother boards available in the US. The estimate from Tony Fogg of Foundations Heating, to replace the mother board is about \$300.00 plus shipping and installation. Librarian husband in an engineer and feels he might be able to repair the board. Wallace Jr motioned to get the new mother board and get in installed and let the library try to repair the other one if they want to, as a backup. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes Berends; yes, Emly; yes. Motion passed.

### **8.7 Water Meter at 360 Elgin Ave.**

Mayor reported to Council that after consulting with our Water operator, Tom Mehiel who has consulted with DEQ, City Engineer, and Idaho Rural Water Association it is in

the City best interest to not move the water meter due to state required separation of wastewater and drinking water lines. Wallace Jr asks if we can put in the curb block and shut off at the property line that was suggested by Tom Mehiel. Mayor responded, yes, it is possible.

Property owner, Larry Lewis asks why meter was not moved when it was motioned to be done at June 18, 2018 meeting.

Mayor states that DEQ rules require a separation of lines and there is not enough room in the alley. He comments that at the water operator's suggestion, Mr. Lewis was offered an agreement with the City that City would be responsible for the line from the meter, along the alley to his property line and owner would be responsible from the property line to his building.

Mr. Lewis disputes that he was ever told that and just wants the meter moved. He believes that would fix his water leak too.

Mayor assures Lewis that we have tested for his suspected water leak and we have found none.

Lewis responded that of course it's not leaking now because he has it shut off in his basement. He states that he has lost the ability to rent it due to the City.

Mayor stated we can check for a leak again if he would like and we can turn his water on at any time.

Wallace Jr suggests to Mr. Lewis the curb block option. Mr. Lewis commented, move the meter or don't do anything.

Berends stated he voted in favor last time but we can't go against DEQ no matter what the motion made was.

Mayor stated that this type of meter locations is not abnormal. There are 13 others in town similar, meaning not in front of property. Other towns have similar situations.

Council request the professional's comments in writing to review before they make any other decisions concerning this property and meter.

### **8.8 Sewer Connection at 353 Fargo Ave.**

Mayor stated that when the sewer line is burst during the current construction project, it will show all connections in our main line and we should be able to see if there is anything going on at that point.

No decision

### **8.9 Well Site #4, New Building**

Mayor reported that City Engineer, Stuart has looked at the Council's suggested site and has some concerns with the low roof line. He will look into it more.

### **8.10 Library/Com Center, Whitmire Building, talking points**

Mayor states that the building is still for sale. The think tank meeting had some great points. See attached for the think tank results.

Discussion

Mayor commented that the potential buyers want some idea of the amount city is willing to pay for rent of the library and community center.

Larry Lewis asked what the City will do when the building sells and city can't afford to pay rent. He will be putting in a bid for the post office.

Wallace Jr comments get the building checked out and try to buy it ourselves or to try and keep in the new owners good graces and ask new owner if he would be willing to use it as a tax write off.

No Decision.

## **9. Mayor & Council Comment**

Mayor reminded Council to watch their city email accounts for information he sends.

**10. Adjournment**

Wallace Jr motioned to adjourn at 8:50 pm. Berends seconded. Voice vote. All in favor.  
Motion passed.

Respectively submitted by Loretta Vollmer \_\_\_\_\_

David Porterfield, Mayor \_\_\_\_\_