

NOTUS CITY COUNCIL MEETING MINUTES

Monday, November 30, 2020 @ 7:00PM

at Notus City Hall, 375 Notus, ID, 83656

In Council Chambers

SOCIAL DISTANCING PROTOCOL IN PLACE:

1. Meeting Called to Order

Meeting was called to order by Mayor, David Porterfield at 7:10 PM.

2. Roll Call

Roll call was taken with the following results: Council President Bonnie Emly and Councilwoman Michelle DeGiorgio, present. Councilman, Steve Ahlborn, present. Mayor Porterfield, present. City Attorney, Stephanie Hanson, City Clerk, Loretta Vollmer, City Treasurer, Marie Eilers and Public Works Supervisor, Tyler Martin attended by phone/computer.

3. Pledge of Allegiance

4. Special Business

4.1 **New Council Member Appointment, ACTION ITEM**

Mayor Porterfield nominated resident Devin Krasowski for the open seat on City Council. DeGiorgio motioned to approve the nomination of Devin Krasowski. Emly seconded. Roll call was taken with the following results: DeGiorgio; yes, Emly; yes, Ahlborn; yes. Motion carried.

4.2 **Swearing in New Council Appointment**

City Clerk, Loretta Vollmer swore in new Council member, Devin Krasowski. He joins Council at the table.

4.3 **New Library Board Member Approval, ACTION ITEM**

Mayor presented new board member application from Lupita Connor from the Library Board to Council for acceptance into record. DeGiorgio motioned to accept Lupita Connor as a new Library Board member. Ahlborn seconded. Roll call was taken with the following results: DeGiorgio; yes, Ahlborn; yes, Emly; yes, Krasowski; yes. Motion carried.

5. Public Concerns, Comments

NONE

6. Consent Agenda, Action Items

6.1 **Disbursement List**

Emly motioned to approve the disbursement list from November 30, 2020 for \$3165.02. Ahlborn seconded. Roll call was taken with the following results: Emly; yes, Ahlborn; yes, DeGiorgio; yes, Krasowski; yes. Motion carried.

6.2 **Council Meeting Minutes**

Ahlborn motioned to approve the Council meeting minutes from October 5th and 19th, 2020. Emly seconded. Roll call was taken with the following results: Ahlborn; yes, Emly; yes, DeGiorgio; yes, Krasowski; abstain. Motion carried.

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

NONE

7. Staff Reports

7.1 **Treasurer**

Treasurer, Marie Eilers stated that the City Audit took place on the 23rd.

7.2 Public Works

Public Works Supervisor, Tyler Martin stated that it has been a slow month. They have been doing general upkeep. They have taken 6400 lbs. into the dump. 4 street signs have been replaced. The generator at the well house needs to have tank filled (100 gallons). Tyler would also like to get extra water meters, lids and rings to have on hand. He also needs check valves for the chemical injection system and an extra injection quill for chlorine system. He is still discussing the tower ladder/gate issue with the contactor. He still feels like they charged way too much, and the requested charge breakdown is not helpful.

8. Business

8.1 City Code Re-Codification proposals and Contract, ACTION ITEM

City Clerk, Loretta Vollmer reviewed with Council the need for recodification of City codes and an online link on City website. She explained that this cost could be eligible for reimbursement the Cares Act. She presented two proposals, one from American Legal and one from Municode. Both companies were asked if they would add a contingency clause to the contract stating if City did not receive the Cares Act funding the contract would be null and the City would not owe them anything. American Legal agreed but Municode said they could not add that but stated in an email that they would not charge us for anything unless we received the funding. American Legal quote was \$7,545.00. Municode was \$1,440.00. The large difference is mostly due to Municode not charging for the code conversion and republication, just for the online link, adding approved ordinance since last codification and binder with printed code.

Ahlborn motioned to approve the Municode proposal and contract for recodification. DeGiorgio seconded. Roll call was taken with the following results: Ahlborn; yes, DeGiorgio; yes, Emly; yes, Krasowski; yes. Motion carried.

8.2 Proposed Utility Rate Fee Increase Resolution, ACTION ITEM

Mayor reviewed the proposed rate increases with Council. Proposed water base rate increase from \$30.75 to \$31.67 (3%). Sewer base rate increase from \$48.60 to 50.60 (4.12%). DeGiorgio commented that due to the current hardship (COVID) this was not a good time to raise fees. Maybe in the spring but not now. Mayor stated that the sewer increase is just a step toward the USDA mandated requirement of \$54.35 by May of next year (2021). He did ask USDA for a lesser fee, but they said no. The City is required to be at \$54.35 one year following completion of our sewer project, as per the funding agency terms. Mayor suggested taking another small step now or we will have to take a large step next time. The proposed water base rate increase could be reduced, should Council desire.

Mayor asked to move to item 8.5 since this subject could have some bearing on the current subject.

***CLERK NOTE* Move to 8.5**

***CLERK NOTE* Returned from 8.5**

Item will be brought back to the next Council meeting.

8.3 Lagoon #1 South Road and Entrance Road Improvement, ACTION ITEM

Mayor stated that the estimate he presented last month to fix the lagoon #1 road from JC Wallace Construction was a bit low. Wallace has submitted an estimate of \$12,985.00 plus 3 additional options for a total of \$19,885.00. Ahlborn motioned to approve JC Wallace Construction estimate for general \$12,985 adding option 1 for \$3,300, option 2 for \$1,900, and option 3 for \$1,700 for a total of \$19,885 to complete all the work needed and listed. Emly seconded. Roll call was taken with the following results: Ahlborn; yes, Emly; yes, DeGiorgio; yes, Krasowski; yes. Motion carried.

8.4 Contractor Agreement Template, Update

Mayor stated that Council has had time to review this document and this is what JC Wallace will sign before work begins.

8.5 Delinquent Customers, Update

City Clerk, Loretta stated that currently there are 22 customers that are delinquent. Usually there are 7-10 late customers monthly and almost always the same people over and over. This is the most ever in the last 8 years. With Council directions there are no late fee's being added (\$25) and no shut offs (\$80) being done. That means the City is currently missing out on \$550.00 revenue from late fees that could have been added just this month alone. When contacted most customers comment that they just forgot. But still some don't bother to pay until the next month when called again. These types of issues are steadily increasing every month. Only one customer stated he is currently unemployed. She is working with that resident with a payment plan. The adding of a late fee is a great reminder to pay their bills by the deadline or \$25.00 added is the consequence. Discussion. Council agreed that we send out a letter to delinquent accounts asking for full payment by January when normal billing practices will resume.

***CLERK NOTE* Back to item 8.2.**

9. Mayor & Council Comment

Next meeting will be December 14th, 2020

10. Adjournment

DeGiorgio motioned to adjourn at 9:37 pm. Krasowski seconded. All in favor. Motion carried.

Respectively submitted by Loretta Vollmer, City Clerk _____

Approved by David Porterfield, Mayor _____