

CITY COUNCIL MEETING MINUTES
Regular Session: **Monday, November 5, 2018**
@ 7:00PM at Notus City Hall

1. Meeting Called to Order

Meeting called to order at 7:02 pm by Mayor, David Porterfield

2. Roll Call

Roll call was taken with the following results: Councilwoman Michelle DeGiorgio, present. Councilmen Clint Berends and Rick Wallace, Jr., and Mayor David Porterfield were present.

3. Pledge of Allegiance

4. Public Concerns, Comments

Resident Randall Taylor asked to speak about recent review of past meeting minutes that he completed at the City Hall. He told the Council members that he appreciated being allowed to review the minutes from several years with a public records request. He felt that what he found was that the minutes were incomplete as they were written. He also stated that looking at the previous council minutes for October 15, 2018 there appeared to be an issue with the recorder so that it shut off at the time his wife was being chastised. – “very convenient but that is neither here nor there”. He stated that he would not expect word for word minutes, but there seemed to be a lot of things left out. One thing that he wanted to report was that there was an issue with the irrigation lines that were needed to be repaired and it was voted on to have sections repaired, but no addresses were indicated in the minutes; one of which was his line that was supposed to be done. This was about three years ago and so it is about time for that to be put back for review. Because of the flooding issues that occurred during this past summer, it will need to be repaired. Mr. Taylor stated that was all he had to report on the review he made, but he also wanted to say that the section of the agenda regarding the re-connection of the meter could be taken off because his wife was not able to be present and would like to be there for the discussion. He also stated that their attorney wanted to have time to reference state law before there could be any further action is done on that.

5. Consent Agenda, Action Items

5.1 Disbursement List

Rick Wallace, Jr. motioned to pay the disbursements as presented. Clint Berends seconded. Roll call was taken with the following results: Wallace Jr, yes; Berends, yes; DeGiorgio, no. Motion passed.

5.2 Council Meeting Minutes

DeGiorgio motioned to approve council meeting minutes from October 15, 2018 as written. Berends seconded. Roll call was taken with the following results: DeGiorgio, yes; Berends, yes; Wallace Jr, abstain. Motion passed.

5.3 Committee Meeting Minutes: Library, Community Events

There were no minutes from any of the committees.

6. Community Relations

6.1 VRT

NONE

6.2 Compass

NONE

6.3 Notus School District

NONE

7. **Professional's Reports**

7.1 **Wastewater**

NONE

7.2 **Engineer**

NONE

7.3 **Crestline Engineers**

The Mayor reported that Greg Tankersley met with him and the Treasurer to talk about upcoming grant applications that may be applied for. The grants will be mostly for street work and will be reported back to the Council at a later date.

Rick asked if there is a new timeline from Stuart for the sewer project. The mayor stated that he didn't have anything new from them. Dave reported that there continues to be delays in getting pipes needed for the projects. Wallace Jr asked if there was enough pipe to finish the lagoon part. Mayor reported that there was not enough to complete the disinfection system at the lagoons.

Clerk note: Attorney Todd Lakey joined the meeting.

There is particular piping for that part of the lagoons. The concrete has been poured for the building. Wallace Jr was concerned about the timing and getting it done before the weather. There was information from Cascade Pipe regarding the increases that they are anticipating and that they will absorb the cost. Wallace Jr requested something that he could show to residents that ask him about the project. Mayor stated that an email was received with that information on it. Wallace Jr asked the attorney if it's legal for them to handle it in that way. Lakey spoke about the conditions that this occurred in whether it would be part of the original agreement or an amendment. Marie Eilers told the attorney that the email that was referred to had attachments in the form of 2 change orders so the attorney was OK with that. More discussion regarding time lines and how that effects the city. Attorney assured the Council that it would be in the contract that refer to changes as they occur.

8. **Business, Action Items**

8.1 **Shop Construction at Well Site #4.**

The Mayor explained to the Council that the engineer has started the plans for the shop at the well 4 site and he will be sending a report to DEQ regarding the placement of the building. Stuart needs to be sure he has everything that is going to be part of the building in place. For instance, is there going to be a restroom. This would take approximately \$10,000 more because how the placement has to be for the sewer and water connections. The council was not in favor of doing that so asked if they could see the cost of just putting the lines in; then possibly later making the final connection. Mayor will speak to the engineer to get those things ironed out.

8.2 **Water Meter Reinstallation and fee, 422 1st Street, Notus**

As per the request of Mr. Taylor, this item was tabled.

8.3 **Well House #1 Repair**

The well house #1 is a small building that houses Well #1 pump and equipment. The well is no longer being used because of sand in the water coming from the well. The pump was earlier used for fire equipment and because of the sand, could no longer be used. There is a water right still part of that well that can be transferred to another well. Mayor commented that there are a couple of options for the building. One is that the building be repaired, roof be replaced and walls fortified. The other is to tear down the structure and cap the well. Mr. Taylor asked to make a comment regarding the building.

He stated that there was history involved in this building; being used years ago for the fire station. He stated that several years ago the Museum Board told the City Council that they would like to clean it up, repair it and make it available for people to see as a historical building in town. He indicated that when that was done the City refused the offer. Porterfield thanked him for the comments and suggested that it is too late in the year to do much with the building at this point so a fence may have to be built around it for safety issues until the spring. During the comments from the Mayor, Mr. Taylor left the meeting. Mayor spoke about the cost being around \$2000 to get the roof done for shingles. DeGiorgio stated that since Mr. Taylor had told the group that the museum board was interested in doing something, so why not ask them to go ahead with. Wallace Jr moved to table this until more information can be asked of the Museum Board and the State Historical Society. DeGiorgio seconded. Roll Call was taken with the following results: Wallace Jr, yes; DeGiorgio, yes; Berends, yes. Motion carried.

8.4 Reconciliation Reviewer

Mayor reported that there is a need for someone from the Council to assist the Treasurer in the reviewing of the Bank Statements. The auditor has suggested that there has to be someone to check the processes done by staff and that the Financial Policy has referred to it. DeGiorgio asked if that was not being done by Mo Shamseldin. Mayor stated that she has not had time to do it and we are getting behind. Mayor asked if anyone on the Council would be interested in helping. No one volunteered. It was suggested that if the Council members are not able to work on this that the Mayor would have to look for someone outside the City. DeGiorgio asked if the Clerk and Treasurer could do that and the Mayor stated that they both have eyes on financial things, but the auditor suggested that there needs to be someone else look at them. Eilers reported that the auditor had said that it is his feeling that this is important enough for the council to be involved in looking at it. There is a section of the Finance Policies that allows for a designee to be appointed. Attorney asked for that section to be read and Eilers did that for the group. The attorney stated that it was not necessary for a motion to be made to get a person to review the statements, but that once the Mayor finds someone interested in doing that job, it should be brought back to the Council for a vote to authorize that person. Wallace Jr moved to allow the Mayor to find a designee from the community to review the bank statements. Berends seconded. Roll Call was taken with the following results: Wallace Jr, yes; Berends, yes; DeGiorgio, no. Motion passed.

8.5 Wastewater Records Liaison

Mayor explained to the Council that when an audit of the DEQ was recently completed. The Wastewater Operator was deficient in some areas of the department. Records were not complete and so there is a need to have someone else be there to review what the operator is doing. These are things that are part of the Operator's responsibility, however, it is necessary to have someone ready to review the processes with the Operator. It was suggested that the contracted operator be reminded of his duties and penalize him for what has not been done. Mayor suggested that someone would only be asked to review documents on a quarterly basis. Paul Leavitt volunteered to be the reviewer. DeGiorgio asked if that was not part of the Mayor's responsibility. The Mayor said that he is being as involved as possible. It was determined that the Mayor, Leavitt, and Black would be reviewing documents on a quarterly basis.

8.6 Potential Utility Services for 394 1st Street

The Mayor asked for this item be tabled due to more information needing to be provided for the next meeting.

8.7 Dump Truck Repairs

Mayor presented quotes that he received from Jerry's Repair for the dump truck. The estimate #1 would be for a new transmission and estimate #2 would be for a used transmission to be installed. There were comments from members of the floor that have experience in replacing transmissions. DeGiorgio read the quote out loud for the group.

Berends asked why there was only 1 quote received. Wallace Jr moved to get 2 more quotes before making a decision. DeGiorgio seconded. Roll call was taken with the following results: Wallace Jr, yes; DeGiorgio, yes; Berends, yes. Motion passed.

9. Executive Session

Wallace Jr moved to go into Executive Session Idaho Code 74-206 (1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or changes brought against, public officer, employee, staff member or individual agent at 8:28. Second by DeGiorgio. Roll Call was taken with the following results: Wallace Jr, yes; DeGiorgio, yes; Berends, yes. Motion passed.

10. Action Item

10.1 Employee Compensation

Council returned to open the meeting at 8:48 p.m. DeGiorgio moved to give increases to the Clerk and Treasurer to bring them up to \$13.00 per hour and the Part-time maintenance workers to receive increase up to \$9.25 per hour. Wallace Jr seconded. Roll Call was taken with the following results: DeGiorgio, yes; Wallace Jr, yes; Berends, yes. Motion carried.

11. Mayor and Council Comments

There were none

12. Adjournment

Wallace Jr moved to adjourn meeting. DeGiorgio seconded. All in Favor. Motion carried. Meeting adjourned at 8:53 p.m.

Respectively submitted by Marie Eilers, City Treasurer _____

Loretta Vollmer, City Clerk _____

David Porterfield, Mayor _____