

**NOTUS PUBLIC HEARING
AND CITY COUNCIL MEETING MINUTES
June 20th, 2023 @ 7:00PM
at Notus City Hall, 375 Notus Rd, Notus, ID, 83656**

1. Meeting Called to Order

Meeting was called to order at 7:02 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, and City Attorney, Joe Borton. Council President, Steve Ahlborn unexcused absence.

3. Pledge of Allegiance

4. Public Hearing for the purpose of receiving public comment regarding proposed annexation of 4.99 acres, zoning and short plat consisting of 2 residential lots, located at 20110 Purple Sage Road, Caldwell, 83607, Township 5N, Range 4W, Section 34 on parcel R38475000.

Mayor opens the public Hearing. Asked Council if there were any exparte' communications to disclose. None given. City Clerk verified the hearing was correctly published and advertised. Mary and Leonard Williams requested approval for annexation of 4.99 acres and a short plat to create two parcels at 20110 Purple Sage Rd, Caldwell. They would continue to reside on 1.37 acres and would ask to continue to use their existing well and septic system. (Since City services are not close in proximity to subject property). City Planner staff report states that a 30 ft access to the new lot (3.62 acres) created would be along the west side of the property. It is already approved through Notus Parma Highway District. The property is adjacent to City Limits. Zoning requested is R1 which meets future land use zoning. Staff recommends approval of the requested annexation, rezone and short plat with the condition that the applicant is permitted to use the existing private well and septic system for the existing residence until utilities are extended to the area or the existing well and/or septic system fails. At that time the property owners would be required to connect to city services. Krasowski asked for verification that the application asking to allow current well and septic to remain and allow new residents one well and septic. City planner stated that was correct, until such time as city utilities will be available to the parcels, since they are so far away currently. Krasowski asked if there was irrigation to the property. Answer, yes there is. He also stated that we need to be aware that the SE corner is within zone A1 of the current flood plane. City Planner stated that would be addressed at the building permit stage, not now. City Attorney commented that these can all be conditions of approval that would stay with the property, even if sold. Krasowski stated he would ask that the future water and sewer connection be in the development agreement. There was no written testimony submitted for the record. No public signed in to speak either in favor, neutral or against the request. Mayor asked for any questions from Council. None stated. Mayor asked if applicant had any more comments. None stated. Mayor closed public hearing.

5. Business Action Item

5.1 Proposed annexation of 4.99 acres, zoning and short plat at 20110 Purple Sage Road, Caldwell, 83607, ACTION ITEM (Decision "approved, approve with conditions, deny or hold decision to a certain date in the future")

Mayor asked Council what they desire. Approve, approve with conditions, deny, or hold decision to a certain date in the future. DeGiorgio commented that Krasowski had great questions and she would like to hear what he has to say on the matter. Krasowski stated that in order to approve proposal, Council would need to make the following findings: The proposed lots meet all established lot size requirements. Adequate water and sewer. He commented that they should have more than enough room to get a well and septic on there and then connect to the City services when the time comes. Approval would not be contrary to public interest. He commented that no one spoke against it so it must be ok. Conforms with current zoning and comprehensive plan. He is willing to approve with a Development Agreement condition of connection to City services when they become adjacent either of those lots.

Krasowski motioned to approve the annexation, rezone and short plat of 20110 Purple Sage Road with a development agreement addressing all conditions of the staff report and both lots connection to City water and sewer when it becomes adjacent either of those lots. DeGiorgio seconded. Roll call was taken with the following results: Krasowski; yes, DeGiorgio; yes, Emly; yes. Motion carried.

1-minute recess:

6. Staff /Professionals Reports

6.1 Library Liaison

Library Liaison, Bonnie Emly reported that she has made 2 quilts for the Library as a fundraiser. Tickets available at the Library and City Hall. Drawing will be held at the 4th of July celebration. Need not be present to win.

6.2 Treasurer

Marie Eilers reviewed May balance sheet with Council. She is researching grant options for City and Library.

6.3 Public Works

NONE

6.4 City Clerk

City Clerk, Loretta Vollmer reported that Google profile indicated 27 visits to our website, 46 request for directions, 10 phone calls. One building permit was issued for solar panels, 60 credit card payments were taken, 11 burn permits issued and 2 residential move in/move outs.

6.5 Public Safety and Law Enforcement

Parma Police Officer, Larry Morrow stated that crime is down. Daily patrols are done. There have been mostly speeding and code violations issued.

7. Consent Agenda, Action Items

7.1 Disbursement List

Emly motioned to pay the disbursements of \$3,168.40. Krasowski seconded. Roll call was taken with the following results: Emly; yes, Krasowski; yes, DeGiorgio; yes. Motion carried.

7.2 Council Meeting Minutes

Krasowski motioned to approve the meeting minutes of June 5, 2023. Emly seconded. Roll call was taken with the following results: Krasowski; yes, Emly; yes, DeGiorgio; abstain. Motion carried.

7.3 Committee Meeting Minutes: Library, Community Events

None

8. Business

8.1 Property Surplus Resolution #23-03, ACTION ITEM

Krasowski motioned to allow the Mayor to sign resolution #23-03. Emly seconded. Roll call was taken with the following results: Krasowski; yes, Emly; yes, DeGiorgio; yes. Motion carried.

8.2 Employee Policy Manual Amendments:

Definition of Workday, ACTION ITEM

Revision of EST (Extended Sick Time), ACTION ITEM

Mayor and Council reviewed section V.D.4 compensation and section V.D. 7 work periods. Adding to section V.D.4: *Employees may not work any hours outside of their scheduled workday unless the supervisor has given advanced authorization for the unscheduled work, or the permission has been established by city policy. Supervisors may authorize adjustments of hours to allow for personal or family need where appropriate.* Adding a paragraph b. from ICRMP to section V.D.7. WORK PERIODS: *From time-to-time employees in various positions for the city may be required to attend activities outside of their normally scheduled hours. These may include requirement to attend City Council meetings training or other city-related events. When employees are required to attend such activities outside of their normal schedule employees have the following options: They can work extended hours which would encompass the hours needed to attend the event but not the time between work and the event. This would in effect create a split shift for the employees on the days of such events. The time between the end of the regular shift and the start of the event is unpaid time. For example, if an employee's normal shift is 8:30 to 5:00 PM and they are required to attend a 7:00 PM City Council meeting the employee would work their normal*

shift from 8:30 to 5:00 and then clock out and return to work at 7:00 PM to attend the City Council meeting. Employees are not allowed to work off the clock. Employees may also use flex time to adjust their schedule to accommodate an event that takes place outside of their normal hours. For example, if an employee normally works 8:30 to 5:00 PM and is required to attend a 7:00 PM City Council meeting, that employee may adjust their schedule to come in at 10:30 and work until 5:00 PM and then return at 7:00 PM for the required City Council meeting. Any changes to the normal schedule including working extended hours or working a flex schedule must be approved prior to the meeting or event by the employee's immediate supervisor or the mayor. Schedule changes will be approved on a case-by-case basis, depending on the needs of the organization. There is no guarantee that any specific flex schedule or extended hours will be approved for any specific employee. Mayor stated that giving definitions to workday gives more control over the budget. Krasowski motioned to modify the employee manual by adding to sections V.D.4 and V.D.7 as proposed. DeGiorgio seconded. Roll call was taken with the following results: Krasowski; yes, DeGiorgio; yes, Emly; yes. Motion carried.

Mayor and Council reviewed EST language. No decision.

8.3 Adjustment of Wage Hours Authorization, ACTION ITEM

Mayor stated that the current employee manual V.D.3. and V.D.8 indicates that Council approves compensation. Mayor would like to request authorization to work with employees to set schedules to get work accomplished. Prior work period for clerical was set at 25 hours per week but he would like to be able to adjust hours accordingly to the needs of the city to the jobs done. Emly motioned to give permission to the Mayor to adjust work hours as needed. Krasowski seconded. Krasowski would like Mayor to keep Council informed when changes are made. Roll call was taken with the following results: Emly; yes, Krasowski; yes, DeGiorgio; yes. Motion carried.

8.4 Budget review

Mayor and Council reviewed budget items; Contingency line item, PTO, EST, Annual increases, Wage increase of 3%, P&Z commission stipend, cyber security.

9. Mayor & Council Comment

Krasowski would like to discuss a cover for the large grill used for events on an upcoming agenda. It needs to be protected.

10. Adjournment

DeGiorgio motioned to adjourn at 9:18 pm. Krasowski seconded. All in favor. Motion carried.

Respectfully submitted by Loretta Vollmer, Notus idCMC _____

Approved by David Porterfield, Mayor _____