

City of Notus
375 Notus Road, Notus, Idaho 83656
Office: 208-459-6212 Fax: 208-459-0925
notuscityclerk@gmail.com
CITY COUNCIL MEETING MINUTES
Regular Session: **Monday, June 4th, 2018**
@ 7:00PM at Notus City Hall

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: Councilwoman Michelle DeGiorgio, present; Councilmen Clint Berends and Rick Wallace Jr, present. Also present Mayor, David Porterfield and City Attorney, Joe Borton.

3. Pledge of Allegiance

4. Public Concerns, Comments

NONE

5. Approval of Meeting Agenda, as posted

Wallace Jr. motioned to approve the meeting agenda as posted. DeGiorgio seconded. Voice vote. All in favor. Motion passed.

6. Consent Agenda, ACTION ITEMS

6.1 Disbursement List

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

6.2 Council Meeting Minutes

DeGiorgio motioned to approve the Council meeting minutes from 5-21-18 as written. Wallace Jr seconded. Roll call was taken with the following results: DeGiorgio; yes, Wallace Jr; yes, Berends; yes. Motion passed.

6.3 Committee Meeting Minutes: Library, Community Events

NONE

7. Community Relations

7.1 VRT Liaison

NONE

7.2 COMPASS – RTAC

Wallace Jr reported that COMPASS needs community input from Cities for their survey. They are working on their next 40 year plan.

7.3 Notus School District

NONE

8. Professional's Reports

8.1 Wastewater

NONE

8.2 City Engineer

NONE

8.3 Crestline Engineering

Antonio reported that the contractor has ordered materials and will start the Notus Road culvert project after the 4th of July. He will hold a pre-construction meeting on Monday, June 18th at 3:00 pm. Meeting will cover chain of command and time line. Clerk will post a meeting notice.

9. Business: ACTION ITEMS

9.1 Report from City Auditor, Jared Zwuygart

Jared Zwuygart presented Council with the complete audit for fiscal year 2016-17. He commented on some issues he would like to see improvements on. Starting Fund balances were incorrect. Bank reconciliations were not tied to financials. Utility billing not reconciled to balance sheet or financial statement. Payroll time periods not consistent. No one from the Council was signing the financial statement/balance sheet tying it to the bank reconciliations. No oversight being accomplished. No checks and balances in place. Need more segregation of duties. Jared comments that after putting in extra time in, he got things to balance but he doesn't feel that the Council could have made good financial decisions based on the financial statements during the 2016-17 fiscal year.

9.2 Acceptance of 2016-17 City Audit

Wallace Jr motioned to accept the City Audit from 2016-17. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes, Berends; yes, DeGiorgio; no. Motion passed.

9.3 Donated Playground Equipment, refurbishment and install

Mayor reported that the playground equipment donated from the school could use some repairs before it is installed at Tower Park. Hewlett Packard (HP) volunteer work force may be able help with the installation. The footprint is about 31ft by 39ft. Comments about what material to put under the equipment were discussed. Council does not want any sand. Other suggestions: pea gravel, rubber matt or shredded rubber. Engineer suggested checking with our Attorney to see if he has any issue with liability. Council would like costs on pea gravel and rubber chips before deciding.

9.4 Water Meter Request for 360 Elgin Ave.

Mayor reported that the property owner has asked the city for help with a water leak and to relocate a water meter. Current meter is shut off but when turned on, does show use, indicating a leak. Current meter is located along Notus Road with pipe (about 100 ft.) running along alley to building. There is a meter box with meters in the front of the building along Elgin Ave. Not sure what they serve and why they are not being used. Code says City is responsible for pipe to the water meters. The rest is on the property owner. IDWR can help pipe location and leak detection if it is city owned pipe. Leak detection estimate is about \$425.00 to \$585.00. Wallace Jr comments have it located, if it is in the alley, we pay for it. If it is in the building, owner pays for all of it. DeGiorgio wants the meters in the front of the building checked out first before we check for leaks. Maybe we could just use those and not the meter in the alley.

Wallace Jr motioned first to check out the front two meters to see what they feed. Then test the line if needed, for a leak. If the leak is in the alley, City will pay the detection fee. If it is in the building, the owner will have to pay the fee. Berends seconded. Roll call was taken with the following results: Wallace Jr; yes, Berends; yes, DeGiorgio; no. Motion passed.

9.5 Personnel and Professional Operator Search

Mayor has been looking at the costs. Surrounding areas pay about \$19.00 to \$34.75 per hour for water/wastewater employee. Depends on the class of systems they have certificates for and the length of employment. He is working with IDRW to get a scope of work required. Decision tabled.

9.6 New Business License application at 266 Elgin Ave.

Building inspector is working with owner to get the certificate of occupancy permit. He has suggested that they will need a letter from the fire marshal due to the chemicals stored. Decision tabled.

10. Mayor & Council Comment

NONE

11. Adjournment

DeGiorgio motioned to adjourn at 8:43 pm. Wallace Jr seconded. Voice Vote. All in Favor. Motion passed.

Respectively submitted by Loretta Vollmer, City Clerk. _____

David Porterfield, Mayor _____