

**CITY COUNCIL MEETING MINUTES**  
**June 5<sup>th</sup>, 2023 @ 7:00PM**  
at Notus City Hall, 375 Notus Rd, Notus, ID, 83656

**1. Meeting Called to Order**

Meeting was called to order at 7:07 PM by Council President, Steve Ahlborn.

**2. Roll Call**

Roll call was taken with the following results: Council President, Steve Ahlborn, Councilwoman, Bonnie Emly, Councilman, Devin Krasowski, and City Attorney Joe Suthers, all present. Mayor, David Porterfield and Councilwoman, Michelle DeGiorgio were absent.

**3. Pledge of Allegiance**

**4. Public Concerns/Comments, limited to 3 minutes each**

NONE

**5. Consent Agenda, Action Items**

**5.1 Disbursement List**

Krasowski motioned to pay the disbursements of \$69,505.23 (includes sewer bond payment of \$51,887.00) paid prior to this meeting and current of \$7476.56. Emly seconded. Roll call was taken with the following results: Krasowski; yes, Emly; yes, Ahlborn; yes. Motion carried.

**5.2 Council Meeting Minutes**

Emly motioned to approve the minutes of May 1<sup>st</sup>, 2023. Ahlborn seconded. Roll call was taken with the following results: Emly; yes, Ahlborn; yes, Krasowski; yes. Motion carried.

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

Krasowski motioned to accept the Community Events Committee meeting minutes from May 2 and 30<sup>th</sup>, 2023 into record. Emly seconded. Roll call was taken with the following results: Krasowski, yes, Emly; yes, Ahlborn; yes. Motion carried.

**6. Business**

**6.1 20110 Purple Sage Road; Annexation, Short Plat Application Hearing Date, update**

City Clerk, Loretta Vollmer stated that Council and the Public have already been notified but for the record, a completed application was received on May 10, 2023, for annexation of 4.99 acres and short plat consisting of two residential lots at 20110 Purple Sage Road. The public hearing has been set for June 20<sup>th</sup>, 2023, at 7:00 PM at Notus City Hall. She reminded Council they are under LUPA rules, and no communication is allowed outside of a public meeting. Questions must be directed to City Planner or the City Clerk.

**6.2 Re-establish P&Z Board, City Code 2-1, ACTION ITEM**

Ahlborn stated that this is not an action item since it already on our code. Asked if Council would like to reestablish a board since we currently don't have one to review planning and zoning applications. Krasowski commented that sounds like good foresight and we should give it a try. A 3-member board would be best. Ahlborn stated that we need people willing to help the City with some prior experience would be helpful. They could hopefully connect the vision of the City with the Comp plan and other established documents. Looking at other city subdivisions, see how close houses are, seeing what 10 ft apart actually looks like in reality. It would be good to have other set of eyes on that before it comes to Council. Council reviewed current code 2-1. Krasowski commented that 2-1-5, B. Duties doesn't mention holding hearings on subdivisions. Needs to be amended to add that. Ahlborn suggested our Attorney review this and make

suggestions for amendment. Krasowski stated 2-1-5 E, seems repetitious of B. City Clerk reminded Council that even if a board was selected tomorrow, they can't review any already accepted land use applications.

Hearing procedure would be that a P&Z board would hold a public hearing upon acceptance of a completed land use application, and they make a recommendation to Council during another public hearing. Council can they agree, agree with changes, disagree, and send back to Board or just disagree. Krasowski wonders if application information can change between P&Z hearing and the Council hearing? Does Council/code need to address that? Krasowski would like to encourage reformation of board. Ahlborn and Emly agree. Need some amendments to the ordinance for clarity as well. Prospective members are encouraged to contact Mayor or Council members. Krasowski reviewed 2-1-6, Expenditure and expense payment schedule. Attorney will review this.

### **6.3 Animal Control Volunteer, Handbook, Duties and Procedures, ACTION ITEM**

Council reviewed. Need to compare noted items/manuals to what we have in place and amend. Second sentence of "Orientation and volunteer duties" spelling of "charge) Background check may be required. Vehicle use policy should be reviewed. Ahlborn commented on the Safety section, change third sentence to "Volunteers are expected to adhere to safe operating instructions." Information systems Usage section: Add cell phone to list of property and "not for personal use", delete last sentence. Concerning a background check, what does "fail to meet standard" mean? Marie will look into this. Vehicle Usage: Separation and Return of City Property: Exit Surveys: No changes. Waiver reviewed. #1 add paid reimbursement for mileage on personal vehicle. #7 add certificate of insurance on file.

Question: Should volunteer just do dogs or all animals? City would be responsible for mileage reimbursement at the rate stated in the city personnel policy. Cell phone with picture capability, \$30 with \$30 monthly charge. Food for animal. Kennel. Catch pole, leash, high vis vest with City of Notus label. And to deputize the Volunteer. Volunteer procedures to follow including reports, photos, number of dogs detained, etc. Reports are to be submitted to the City Clerk once a week. Krasowski motioned to accept the volunteer handbook and waiver with the proposed changes. Ahlborn seconded. Roll call was taken with the following results: Krasowski; yes, Ahlborn; yes, Emly; yes. Motion carried. Krasowski motioned to approve the animal control volunteer duties and procedures as discussed. Emly seconded. Roll call was taken with the following results: Krasowski; yes; Emly; yes. Ahlborn; yes. Motion carried.

### **6.4 Declaration of Value of Property and Intent to Donate Real Property, Discussion**

Decision Tabled. Need more information. Land map, .9 acre reviewed.

### **6.5 Surplus Property List Approval, ACTION ITEM**

Krasowski motioned to approve the aerators surplus as listed and direct Attorney to draft a resolution of surplus for approval at next meeting. Ahlborn seconded the motion. Roll call was taken with the following results: Krasowski; yes, Ahlborn; yes, Emly; yes. Motion carried.

### **6.6 Street Chipseal Project, Update**

Ahlborn stated that the chip seal project is scheduled for late June, first part of July, weather dependent. Chip Seal area of Fargo Ave between 1<sup>st</sup> and 2<sup>nd</sup> and apply rejuvenating sealer on Kremmwood subdivision (all streets and cul-de-sacs).

### **6.7 Irrigation Informational Brochure, Update**

Brochure has been sent out to residents.

### **6.8 Idaho Grant Watch Membership, ACTION ITEM**

Grant watch website was reviewed. Annual membership is \$200.00 Krasowski suggested a shorter membership as a trial period to see if its worth it. No decision.

**6.9 Budget Preview**

Budget was reviewed. Contact Marie with any questions. Krasowski commented that its important to discuss compensation for all the staff this year. Ahlborn stated that we will need to look at possible P&Z Board compensation as well.

**7. Mayor & Council Comment**

AIC conference is coming up June 21,22,23.

**8. Adjournment**

Krasowski motioned to adjourn at 8:18PM. Emly seconded. All in favor. Motion carried.

Respectfully submitted by Loretta Vollmer, Notus idCMC \_\_\_\_\_

Approved by David Porterfield, Mayor \_\_\_\_\_