

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 9, 2013 AT 6:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

***Agenda Item 1) Roll Call:***

Mayor Spelman called the meeting to order at 6:10pm. Mayor Spelman, Council President Priddy, Council Member Mencer, Council Member Moore, and Council Member Wilde were present. City Clerk/Treasurer Jacob “Mac” Qualls, Public Works Supervisor Doug Buys, Crestline Engineer Gregg Tankersley and Office Assistant Jessi Martin were also present. Public in attendance were: Wes Jeffs, Dixie Jeffs, Bill Brown, Curt Barnett, Tony Koberstein, Marlene Twiford, Tim Farrell, Misti Hill, Brad McGarry, Pam McGarry, and Reporter Fred Erland with the Adams County Record.

***Agenda Item 2) Welcome & Pledge of Allegiance***

Mayor Spelman led the Pledge of Allegiance and welcomed those that were present.

***Agenda Item 3) Public Hearing:***

**a) The public is encouraged to offer testimony on the proposed water/sewer rate structure for Fiscal Year 2013/2014.**

Mayor Spelman opened the Public Hearing at 6:13pm. City Clerk/Treasurer Qualls presented and verbally went over a detailed spreadsheet of the proposed water sewer rate structure and answered questions of the Mayor and City Council.

Qualls explained that following the required publication of the proposed rate structure he had met with Tim Farrell of Mountain Waterworks and Gregg Tankersley of Crestline Engineers. Mr. Farrell reviewed the proposed rate schedule and found that the proposed rate structure did not meet revenue requirements for funding agencies. Qualls suggested different options are looked into before a rate change is decided on.

Mayor Spelman and the Council discussed alternative rate structure options and pros and cons of making a change to water/sewer rates.

Mayor Spelman closed the Public Hearing at 7:00pm.

***Agenda Item 4) Communications and Reports:***

**a) Mayor**

**i. Closed Circuit Camera discussion**

Mayor Spelman stated that the City had recently purchased closed circuit security cameras that had been installed at Dorsey Warr Park and at City Hall to protect employees, customers and city property. Clerk/Treasurer Qualls suggested that an additional lock be added to the door that accesses the system so it takes two people to access recordings. Mayor Spelman requested that the Public Works crew add the additional lock.

**b) City Council Members**

**i. Streets Liaison (Wilde)**

Council Member Wilde stated that vehicles continue to speed on the city’s side streets.

**ii. Law Enforcement Liaison (Moore) – None**

**iii. Industrial Park Liaison (Mencer)**

**1. Industrial Park Odor**

Council Member Mencer reported that there had been complaints regarding a foul odor at the Industrial Park. Mencer investigated the complaint and found that the odor was exuding from a dumpster located behind the Industrial Park Buildings and used by Double D Custom Meats.

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Clerk/Treasurer Qualls reported that he had phoned Double D Custom Meats and asked that the dumpster be emptied more often. Mencer stated that she felt the dumpster needed replaced and that new gravel should be added under the dumpster to help cover and contain foul smelling liquids that leaked onto the ground through holes in the bottom of the dumpster.

Public Works Supervisor Buys reported that the Industrial Park had never had the odor problem be so extreme even though the butcher business had been in the same location for years.

Council Member Mencer suggested that Double D Custom Meats be asked to dispose of animal parts in a large barrel and haul them away daily. Council President Priddy suggested that leak proof barrels be used. Mencer requested that Double D Meats have their dumpster replaced with a new one and that it be emptied more often.

**2. Contract Discussions**

None

**c) Staff**

**i. Public Works Report:**

**1. Update on negotiations with school regarding the proposed well**

Public Works Supervisor Buys stated that he had a meeting with Meadows Valley School Superintendent Mike Howard regarding the school's proposed irrigation well. After some investigation into the city's future waste water land application project location and the school's proposed well location Buys suggested an alternate location to drill the irrigation well that would not interfere with the city's plans. Buys reported that Howard had been receptive to the suggestion and that the City had sent a letter to the Department of Water Resources expressing support of the school's proposed irrigation well at the alternate location which is inside city limits.

**2. Information on Sander Truck Donation**

Public Works Supervisor Buys reported that he had received a letter from the Idaho Transportation Department listing surplus equipment that would be sold at auction. Buys stated that several sanders were listed. Knowing that the City could not afford the purchase of sanding equipment Buys had drafted a letter requesting a full or partial donation of a truck and sander and offered to trade the city's yellow dump truck that the Idaho Transportation Department had donated to the city several years prior in order to obtain the equipment. Buys had not received a response.

**ii. Animal Control Report: None**

**iii. City Clerk / Treasurer Reports:** Clerk/Treasurer Qualls stated that he would have the treasurers report available the following day after receiving and balancing the statement for the LGIP account.

**1. Update on Election**

Clerk/Treasurer Qualls informed the Mayor and Council that Shannon Fairchild and Martin Tushkowski had turned in required declaration of candidacy paper work before the deadline and would be on the ballot to run for City Council. Qualls explained that write-in candidates had until Tuesday October 8, 2013 to turn in declaration papers.

**iv. Office Assistant Report:** Council Members reviewed Office Assistant Jessi Martin's written report. (ATTACHMENT A)

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- v. **Engineer Report** – Crestline Engineer Gregg Tankersley handed out and verbally went over his written report (**ATTACHMENT B**) and answered questions of the Council.

**d) Other (Mailbag, Other Elected Officials, etc.)**

Mailbag items included: a letter from the Meadows Valley Community Foundation asking that the City allow the outside of the park restrooms as well as the bench/flower boxes along Virginia Street be painted by volunteers with donated paint. The Council agreed that it would be nice to have the painting done.

**e) Planning & Zoning**

- i. ***Discussion / Decision on setting a public hearing date for a Conditional Use Permit, Variance, and Design Review for Bill & Donna Brown’s proposal as recommended by the New Meadows Planning & Zoning Commission.***

The Council agreed to schedule a public hearing on Monday, October 21, 2013 at 7pm for a Conditional Use Permit, Variance, and Design Review for Bill & Donna Brown’s proposal.

- ii. ***Wes / Dixie Jeffs would like to address the council on this issue***

Mr. Jeffs stated that he had recently been in attendance during Planning & Zoning Meetings and Public Hearings. Mr. Jeffs requested that the Planning & Zoning’s Chairperson be removed for cause. Mayor Spelman stated that she would schedule a meeting with the Planning & Zoning Chairperson to discuss the issue.

Mr. Jeffs reported that Brown’s proposed project lacks a clear plan. He voiced concerns regarding the business proposal which included drainage affecting city waterlines and a loose ended proposal for a car wash. Mr. Jeffs recommended that the Mayor and City Council put a freeze on Brown’s project. He stated that it would be risky and unwise to vote on anything to do with the Brown’s proposal before more information was obtained.

Mayor Spelman stated that Jeffs’ concerns would be taken into consideration.

Council Member Wilde asked how close the drainage ditch that Jeffs referred to was to the school’s proposed irrigation well. Mr. Jeffs estimated that it was about 100 yards.

Public Works Supervisor Buys stated that he had already discussed a separate septic system with Brown that would be required prior to the installation of a carwash.

Mr. Jeffs suggested that the Department of Environmental Quality be involved with the proposal. He added that comprehensive drawings had not been provided and that in his opinion Mr. Brown would like to pour a slab of concrete and throw up a building that he heard Brown had purchased for a \$5.00 bid.

Mr. Brown explained that he had done everything required of him since beginning the city’s process. Brown stated that his proposal and applications requesting to put a business on his property that is located in a commercial zone have been examined by the Planning & Zoning Commission and forwarded on to the City Council for a decision.

Council Member Mencer stated that before the decision is made by the Council they would need to see all paperwork relating to the proposal and applications.

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Mr. Brown expressed that he does not begrudge people who own property adjacent to the proposed business site who have concerns regarding the proposal. Brown asked that the Council hold him accountable for following the City's ordinances

Mrs. Jeffs stated that the issue with Brown's proposal does not have to do with the location of the property being near her backyard but concern that the city's required process be followed appropriately and fairly.

Mayor Spelman stated that issues concerning Brown's proposal needed to be handled during the City Council's Public Hearing scheduled for Monday, October 21, 2013 at 7:00pm. Spelman explained that the City Council had not been and would not be fully informed regarding Brown's proposal until they received their packets prior to the Public Hearing which would include all of Brown's submitted items, written public comments as well as the Planning & Zoning Commission's minutes.

Mr. Jeffs thanked Mayor Spelman and the City Council for hearing their concerns regarding Brown's proposal stating that he did not think they would be heard until the City Council's Public Hearing.

***Agenda Item 5) Approval of Invoices:***

Mayor Spelman and Council Members reviewed invoices.

Qualls reported the need to transfer funds from the LGIP account into the Sterling account to pay invoices.

- Council Member Wilde moved to approve the payment of invoices in the amount of \$149,427.09; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 6) Approval of Time Sheets:***

Mayor Spelman and Council Members reviewed time sheets.

- Council Member Moore moved to approve August 2013 time sheets; Council Member Mencer seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

***Agenda Item 7) Approval of City Council Meeting Minutes: August 12, 2013***

Council Members reviewed August 12, 2013 Regular City Council Meeting Minutes.

- Council Member Mencer moved to approve August 12, 2013 Regular City Council Meeting Minutes; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

***Agenda Item 8) Public Hearing (No earlier than 7:00PM)***

Mayor Spelman opened the Public Hearing at 8:24pm.

Clerk/Treasurer Qualls explained the proposed FY13/14 Budget and answered questions of Mayor Spelman and the City Council.

***a) The public is encouraged to offer testimony on the proposed Fiscal Year 2013/2014 Budget***

None.

Mayor Spelman closed the Public Hearing at 8:49pm.

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***Agenda Item 9) McLain Street Rock: Discussion/ Decision on removing portions of rock from McLain Street adjacent to Block 84***

Bill Brown suggested that the McLain Street rock issue be postponed and discussed during the City Council's Public Hearing scheduled for October 21, 2013 at 7:00pm since the McLain Street rock issue and his proposal were associated; which would give the public an opportunity to be heard on both issues.

***a) Wes / Dixie Jeffs would like to address the council regarding this issue***

Mr. Jeffs stated that the city owned other property that rock could be removed from to use in the future on the City's roads. Mr. Jeffs expressed that some opportunities are better left untaken and that using the equipment that Brown had rented to remove rock from McLain Street was unnecessary.

Mayor Spelman stated that the issue would be tabled until the October 21, 2013 Public Hearing and that the Council would hear from the public at that time.

***Agenda Item 10) Assigning Additional Engineering Tasks: Discuss / Decision on additional engineering tasks (Tankersley)***

The Council requested that Crestline Engineers look into Brown's proposal and land use laws that apply.

***Agenda Item 11) Budget Ordinance: Discussion / Decision on the Fiscal Year 2013/2014 Annual Appropriations Ordinance.***

- Council Member Moore moved to introduce the Fiscal Year 2013/2014 Annual Appropriations Ordinance; Council Member Mencer seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.
- Council Member Mencer moved to suspend the rules and read the Fiscal Year 2013/2014 Appropriations Ordinance by title only, one time; Council Member Moore seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.
- Council Member Wilde moved to approve the Fiscal Year 2013/2014 Annual Appropriations Ordinance; Council President Priddy seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.

***Agenda Item 12) Grant Administration Procurement: Discussion / Decision on sending out a Request for Proposal/Qualifications for a Grant Administrator/Writer for future capital projects (Sewer, Water, Streets, Storm Drainage System Projects)***

Clerk/Treasurer Qualls explained that Public Works Supervisor, Mountain Waterworks Tim Farrell, Crestline Engineers, Gregg Tankersley and himself had met together with a certified grant administrator. Qualls explained that a grant writer's fees as typically 10% of the grant fund which would be paid to the writer only if the grant were to be awarded to the city. Qualls reported that the City would be required to send out a request for proposals to obtain certified grant writer proposals.

- Council Member Mencer moved that the city send out a request for proposals to obtain a certified grant administrator/writer; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all voting aye. Motion carried.

Clerk/Treasurer Qualls asked who would volunteer to be on the selection committee to decide on the grant administrator to be chosen. Crestline Engineer Gregg Tankersley, Council Member Wilde, Public Works Supervisor Doug Buys, city resident Dixie Jeffs, and Clerk/Treasurer Qualls agreed to be on the selection committee. Council Member Angie Moore stated that if she was needed she would also sit on the committee.

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**Agenda Item 13) Public Input:** *Members of the public may offer input on city-related items that are not on the agenda for public hearing. Please keep comments to three minutes. Any item requiring City Council action must be placed on a future agenda for consideration. Comments regarding the performance of city employees are inappropriate at this time and should be directed to the Mayor by appointment after tonight's meeting.* None.

**Agenda Item 14) Agenda Items for next meeting:** *A discussion by the board to have items added to the agenda for the next regular meeting, and / or to set a time, date, & place for a special meeting.* Tabled items.

**Agenda Item 15) Executive Session 67-2345 (1)(b):** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student.*

- Council Member Moore moved to go into Executive Session per Idaho Code 67-2345(1)(b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student; Council Member Mencer seconded the motion. A roll call vote indicated; Priddy-aye, Mencer-aye, Moore-aye, Wilde-aye. Motion carried.

The Mayor and Council convened into Executive Session at 9:32pm.

The Mayor and Council reconvened into Regular Session at 10:40pm.

**Agenda Item 24) Adjourn**

- Council President Priddy moved to adjourn the September 9, 2013 Regular City Council Meeting at 10:42PM; Council Member Moore seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried. Meeting adjourned at 10:42PM.

OFFICIAL: /s/ Julie Spelman  
Julie Spelman, Mayor

ATTEST: /s/ Jacob Qualls  
Jacob Qualls, City Clerk

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Office Assistant  
Jessi Martin  
Monthly Report  
Prepared: September 6, 2013

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- There have been numerous citizens in to pay their utility bills already this month and I have processed many that have come through the mail and into the drop box.
- I have been closing batches and making deposits at least twice a week.
- I am checking the Suggestion Box weekly and have received no new suggestions. The suggestion box at the Post Office has disappeared. What is the consensus on possibly asking CW to construct a small suggestion box using scrap wood, if time permits, for the Post Office?
- Draft Newsletters are on the table for review, all that needs to be added is City Council News and they will be printed and delivered on Wednesday, September 11, 2013- pending approval.
- I am working on minutes for the September 3, 2013 Planning & Zoning Public Hearing.
- Doug requested a letter to ITD be drafted; it was edited, and mailed on Thursday, 09/05/ 2013.
- I entered Well House and Booster Station logs into an excel sheet.
- Some new account changes have been made as new families have moved into town.
- I typed up a draft of the August 5, 2013 Regular Planning & Zoning Minutes.
- I typed up a draft of the July 22, 2013 Planning & Zoning Public Hearing Minutes.
- Doug scheduled a backflow prevention inspection for the City, he advised me to contact businesses to communicate with them that they could schedule an inspection. The Library, Depot, and Sagebrush took advantage of the inspection.
- I am hoping to gather volunteers to install the removable volleyball net this week after consulting with CW and Doug to find the best location.
- The billing process was started on Thursday, August 29, 2013; bills were mailed out on Friday, August 30, 2013.
- I assessed late fees on all accounts with a balance greater than zero on Monday, August 26, 2013.
- I made phone calls to all residents that were mailed a disconnect notice, letting them know the date that late fees are assessed and the shut off date. I was able to collect payment or make arrangements with all customers on the disconnect list this month so no one's water was shut off for non-payment. I am keeping a close eye on payment arrangements and making reminder phone calls to customers who agreed to pay on a certain date. If agreements are not kept, customers will be disconnected.
- Slow down, speed limit 15MPH reminders were created and hung around town as requested.
- I prepared and mailed out Reminder cards and Disconnect Notices on Thursday, August 15, 2013.
- I typed up a draft of the minutes for the August 12, 2013 Regular City Council Meeting.

**ATTACHMENT A**

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## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Service

**CLIENT:** City of New Meadows, Idaho

**JOB NO.:** 13006

**DATE:** September 9, 2013

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Mayor Spelman, City Council and Staff,

In reference to the above listed project(s) we have prepared the following comments/brief synopsis of work in progress.

### Sidewalk & ADA Ramp Improvements

- Phase 1 construction completed by Richard L. Jordan is closed and the Certificate of Final Completion has been signed by Mr. Jordan and Crestline. Upon receipt of the signed copy from the City, Phase 1 is finished.
- Phase 2 construction completed by Falvey Construction been finished. We received a formal request late last week from Falvey and worked to finish the formal paper this morning. There will be one more final pay application releasing the retainage for the project and a final change orders.

### Action Items

1. Work with Falvey Construction to negotiate change orders for additional work completed during the project.

### North Commercial Avenue

- 30%/preliminary design is ongoing and should be completed within the month.

### Action Items

1. Crestline to continue work on the projects 30%/preliminary design work and work towards finalizing.
2. Crestline, Mountain Waterworks and Mac met with Kelly Dahlquist with Clearwater Economic Development Association (CEDA) to discuss third party grant support and administration. It was determined that if the City would like to work with a third party grant administrator that they would need to go through a formal application/advertising process and selection.

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**ATTACHMENT B**

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Project Status Report - City of New Meadows

September 9, 2013

**Gravel/Rock Source**

- Crestline has received the geotechnical evaluation for North Commercial Ave. and the borrow/rock source from STRATA.
- There are no other updates on this project. Once we review the geotechnical evaluation from STRATA, a formal plan will be provided to the City for direction moving forward.

**Action Items**

1. Review the geotechnical evaluation from STRATA and develop a formal plan for the City moving forward with the source and the N. Commercial Ave. project.
2. Depending on the results and if the material is worthwhile for road subbase material, Crestline will prepare a proposal for working with Mac to develop a formal Reclamation Plan to submit to the Idaho Department of Lands (IDL) for review and approval.
3. If the City decides to move forward with the gravel/rock source we need to determine how we want to proceed in regards to the ITD Division of Aeronautics.

**Virginia Street Stormwater System**

- There is no new information on this project. A few months back, this project was somewhat put on hold. However, based upon the recent work completed by ITD, Crestline needs to follow up with Mayor and ITD to determine this projects direction moving forward.

**Action Items**

1. Follow up with Mayor and ITD on project status.
2. Possibly continue with the conceptual design and quantity take for the project.

**Flooding from Farm Fields**

- There is no new information on this topic.

**Action Items**

1. Need update on progress with ditch maintenance by farmers.
2. Need to develop exhibits to show drainage areas and locations for where offsite farm runoff is coming into town and causing flooding so that the Adams Soil & Water Conservation District (AS&WCD) can better understand what's going on. Once we have this, we can meet with Julie Burkhart, and discuss how they can help. It is recommended that once this work is complete, we invite Julie to a City Council meeting to further discuss ways the City and AS&WCD can work together on other community improvements.

**Facility Plan/EID**

- JUB submitted their final Facility Plan to IDEQ a week or so ago. The Crestline Team met will follow up with JUB and/or IDEQ within the next week or so to discuss the status of the document.
- Once the Facility Plan is approved by IDEQ, public meetings will be held to select an alternative from which the EID document will be developed. From there, the Crestline Team

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Project Status Report - City of New Meadows

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will work with funding agencies to develop a funding package for bond election in March 2014.

Action Items

1. Crestline Team to follow with JUB and IDEQ on the status of the final Facility Plan.
2. Work with City Staff to install groundwater monitoring wells at the land application site.
3. Continue to evaluate 2014 wastewater projects (land application and I&I study/repairs) funding options, and develop a plan moving forward.

Stormwater Collection System

- There is no new information on this issue. As stated in previous months, much of the City's stormwater system needs to be clean/maintained. Regular maintenance can potentially help with water quality as well as help to alleviate the potential for flooding.
- Crestline needs to work with City Staff to determine options to obtain possible funding for an amendment/future updates to the Stormwater Master Plan.

Action Items

1. Is there money in the City's budget for ongoing maintenance of these this system?
2. If we are going to work on minor improvements it may be good to start to have City Staff identify the system on our new aerial mapping. From there we can attempt to prioritize system maintenance on an annual basis.
3. The Crestline Team and City Staff need to evaluate the potential for funding assistance for the development of updates/improvements to the Stormwater Master Plan and an evaluation of the existing water/sewer system to determine potential conflicts with a proposed stormwater conveyance system. In order to move a significant project forward we are going to need a facility/master plan. As stated in the past, the current plan needs to be updated. It is recommended that a proposal for this work be developed if the Council is in agreement. Without this document, we will not be able to get significant funding from any of the available sources and it will be difficult to evaluate proposed improvements.

Meadows Valley School District

- Crestline prepared/improved existing exhibits for the including the borrow source, WWTP, proposed school well alternative locations with setbacks and offsets from property line. We then spent some time with the School District to go over the various options.
- City staff is currently working with the School District on negotiations for the final location of their proposed well.

Action Items

1. There are no action items on this topic.

Other

- No other information and/or projects to discuss at this time.