

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Agenda Item 1) Roll Call:**

Mayor Julie Spelman called the meeting to order at 7:00pm. Mayor Spelman, Council Members; Angie Moore, Shannon Fairchild, Heather Wilde & Brad Steiner were present. Interim Office Assistant Megan Prickett, Public Works Supervisor Doug Buys, Animal Control Officer CW White and Contract Engineer Greg Tankersly were present. Member of the public present: Adams County Sheriff Ryan Zollman, Marsha Shriver, Chrystal Bass, Jeff Roff, Fred Erland, Chris Peterson, Gina Mencer, Mike Howard, Dave Henderson, Jacob Qualls, Anissa Qualls, and McKayla Qualls.

**Agenda Item 2) Executive Session: Idaho code 67-2345(1b): 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.** Mayor Spelman called the meeting to order at 7:00pm. Mayor Spelman, Council President Moore, Council Member Steiner, Council Member Wilde, and Council Member Fairchild were present.

- Motion to Move into Executive Session: Council Member Steiner moved to approve Executive Session, Council Member Wilde seconded the motion. Council President Moore asked what the definition was for the code to go into Executive Session. **(\*NO VOTE WAS CALLED\*)**

The Council and Mayor retired into executive session at 7:05 P.M

The Council and Mayor came out of executive session at 7:55 P.M

**Agenda Item 3) Pledge of Allegiance, Roll Call**

Mayor Spelman, Council Members; Moore, Steiner, Wilde and Fairchild were present. City Clerk/Treasurer Jacob "Mac" Qualls, Public Works Supervisor Doug Buys, Animal Control Officer/Public Works Assistant Clayton "CW" White, Crestline Engineer Gregg Tankersley and Adams County Sheriff's Officer Ryan Zollman were also present. Public in attendance were: Marsha Shriver, Chrystal Bass, Jeff Roff, Fred Erland, Chris Peterson, Gina Mencer, Mike Howard, Dave Henderson, Anissa Qualls, and McKayla Qualls.

**Agenda Item 4) Discussion and Decision for employee matter:**

The Council came to a decision for Mac Qualls employee matter. Council Members came to decision that Mac be put back in office as Clerk/Treasurer under Probation.

Office Assistant to be hired as soon as possible, City Hall will put out the job posting and accept resumes for ten days after it's posted. Mayor Spelman will do background checks and the required hiring process with Qualls also with a City Council Member, the same way it was done in 2012.

Megan Prickett has been contracted to help until that process is completed. Mayor Spelman and Megan Prickett have a small interim contract between the City and Megan Prickett. Qualls stated he would like to keep the help until an Assistant is hired, as Mrs. Prickett has been in the office for the previous week.

- Council Member Steiner made the motion with roll call vote to reinstate Qualls into the Clerk/Treasurer position under a probation period; Moore seconded the motion. Qualls asked what the probation was relating to and when he was to report back to work. Mayor Spelman responded tomorrow morning and the probation was for his actions the other day, nothing from the past is going to come into this. Officer Zollman stated that he thinks it would be in the council's best interest that personnel matters specifically, be discussed with the employee and that it is not public information. Qualls asked Mayor Spelman if she, Qualls, both parties attorneys and Sheriff Zollman be present for a private meeting pertaining to these issues, complaints from citizens, actions between Qualls and the Mayor. Qualls stated that he would like his attorney present and would recommend that the City have their attorney present as well. Qualls stated that he still has the city's best interest at heart. Mayor Spelman stated that they would have to figure out a day where it worked for Qualls, his attorney, Mayor Spelman, and the city's legal counsel to be present or be available via phone. Roll call vote: Wilde Nay, Steiner Aye, Fairchild Aye, Moore Aye. Motion carried.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Communications and Reports:**

- a) **Mayor:** Many payments and bills came in within the week from 02/04/14- 02/10/14
- b) **City Council Member Reports: (Street, Law Enforcement, Parks & Recreation, Industrial Park)**
  - i. **Streets:** None
  - ii. **Law Enforcement:** City Council President Moore reported she had a verbal complaint about a vehicle being in the way of snow removal and cars passing on 2/7/14. There was no written complaint about the issue Moore called officer Yoakum directly and took care of the situation. Sheriff Zollman stated that if people had complaints of any sort they should go onto the sheriff's website and email citizen complaint forms directly to the sheriff's office or to call the Sheriff's Office.
  - iii. **Industrial Park:** Fairchild stated that no one has told her what she is supposed to do as the Industrial Park Liaison Mayor Spelman suggested meeting with that Fairchild meet with Gina Mencer because she used to take care of the Industrial Park.
- c) **Review of Written Staff Reports**
  - i. **Public Works Report:** Buys had submitted a written report previous to the meeting. (Attachment A)
  - ii. **Animal Control Report:** White had submitted a written report previous to the meeting. (Attachment B)
  - iii. **City Clerk / Treasurer Reports:** Qualls reported the City received a Gem Grant payment of \$49,100. He is waiting to close out the other \$50,000 Gem Grant. Qualls stated that he would need to make a transfer from Sterling to LGIP as soon as possible.
  - iv. **Office Assistant Report:** Megan Prickett has signed a short term contract for the City making ten dollars an hour until legal hiring process has been completed. It was suggested that she stay on until the formal hiring process was completed. She will be doing office duties; answering phones, receipt processing, assisting Qualls with any office needs.
  - Council President Moore made the motion to reopen the agenda and approve an interim contract of Megan Prickett; Council Member Wilde seconded the motion. (**\*NO VOTE WAS CALLED\***)
  - Council Member Wilde moved to approve the contract for Megan Prickett to help Mac answer phones and other office duties until the Office Assistant position is filled; Council Member Steiner seconded the motion. All Council Members voted Aye. Motion Carried.
  - v. **Engineer Report:** Gregg Tankersly had submitted a written report at the meeting (Attachment C). Crestline Engineer Gregg Tankersley added that he had recently heard back from Stan Branstetter with Adams Soil & Water Conservation District (AS&WCD) and that Mr. Branstetter had contacted Dan Hearne regarding flooding inside New Meadows City limits from farm fields owned by Mr. Hearne. The discussed different options of alleviating the problem and Mr. Hearne plans to meet with the AS&WCD to further discuss and plan for a solution.
- d) **Other (Mailbag, Other Elected Officials, etc.):** None

**Agenda Item 5) Consent Agenda:**

- a) **Invoices**
- b) **Financial Statements** to be Approved in March 2014
- c) **Time Sheets:** January 2013 to be approved in March 2014
- d) **City Council Minutes:** Monday, January 13, 2014
  - Council Member Steiner moved to approve the City Council Minutes from January; Council President Moore seconded the motion. A discussion ensued regarding the payment of invoices and approval of financial statements and time sheets. Qualls stated that they could be approved at a later date, but that the invoices could be paid using the authorization to pay without approval resolution. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

**Agenda Item 6) Abatement of Dangerous Buildings: Discuss / Decision on next step in abatement of previously noticed dangerous buildings. (Previously tabled)**

a) **308 South Commercial:** Dave Henderson showed up to the meeting with a mold report he personally paid for. He asked if he could be reimbursed for the inspection since there was no identified black mold. Mr. Henderson stated that Qualls said that the City would pay for an inspection and if the test came back that there was black mold present then the property owner would be responsible for the cost of the test. Mayor Spelman agreed that is what was decided at the previous council meeting. Council Member Fairchild stated that wasn't discussed at the meeting that the city would have to pay for the testing and that if the test came back indicating there was black mold that Mr. Henderson would have to remedy it. Council Member Wilde asked if we had received a quote on the cost of the testing. Mayor Spelman stated the testing would cost \$736.00 for the inspections. Mr. Henderson asked if the city was going to test every house that is accused of having mold. Mayor Spelman and Council Member Fairchild both stated that because the city is setting precedence that yes all houses will have to be tested.

City Council tabled the item until March 10, 2014. Mayor Spelman stated that the council would make the decision at the next City Council meeting and not table it again.

**Out of Agenda Order - Agenda Item 7) 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 by city employees are inappropriate at this time and should be directed to the Mayor by appointment after tonight's meeting.**

Mayor Spelman recognized Jeffery Roff as wishing to address the council.

Jeffery Roff 111 N Cunningham Avenue – Mr. Roff stated he would like to address the Council and welcome the two new council members. He wanted to thank them for their service. He is looking at a lot of tension on the council and he doesn't like it. He stated that it is none of his business what is going on but then stated that it was his business because it affects the city and its citizens. He stated he doesn't know right now what is going to happen but hopes that the transparency of the issues will come out in the future so that the city's citizens will know what is going on. He stated that in his opinion, this council in the last year or two has had more executive sessions than he can remember in the 23 years he has been here. He said it just seems like the transparency and the trust has been an issue for that many years also for the two years or so. He hopes that the city can change that because the citizens need to trust our city officials to do what is fiscally responsible. He doesn't know what decisions the council and mayor are making but it's important that they think of the city as a whole and our city's fiscal responsibility when the city makes a decision. He would like to see the council keep personal issues out of its decision making, he would like to see the past go away and move forward and be more transparent with the city's citizens, because the citizens aren't going to trust anybody until the city starts letting people know what is going on. Executive sessions, secrets, hearing things at Browns or the coffee shop is inappropriate. He wants to hear from the elected officials how they are going to represent the citizens and what they are going to do for the citizens as a city. He asked the Mayor and Council to please not serve their selves or their personal agendas. He then thanked the Mayor and Council for allowing him to speak.

**Agenda Item 8) Agenda Items for next meeting: A discussion by the board to have items added to the agenda for the next regular meeting, and / or set a time, date, & place for a special meeting.**

Tabled items.

**Agenda Item 9) Adjourn**

- Council President Moore moved to adjourn the meeting; Council Member Wilde seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Meeting adjourned at 8:37pm.

OFFICIAL: /s/ Julie Spelman  
Julie Spelman, Mayor

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

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment A (Public Works Written Report)

Doug Buys  
Public Works Supervisor  
Monthly Report  
02-10-14

**Water:**

1. All water tests came back great as usual.
2. Water system is running at 100% at this time
3. We had some trouble with radio's on our Well's again, With the Help of ACS we have everything up and running again.
4. Due to the lack of snow, and extreme cold, we've had around ten meters freeze up, most all were in driveways, with no snow to help insulate. All are back working.
- 5.

**Sewer**

1. Sewer Tests have been coming back really well for this time of year.
2. Due to the cold temps, our out flow meter is showing we are discharging a lot more than we really are. As soon as the weather warms up the problem will be fixed.
- 3.
- 4.

**Streets**

1. The streets are holding together fairly well, considering the winter were having.
2. We've plowed around 5 times now, as well as cleaned out fire hydrants, and winging banks back.
3. Frost heaves have started in spots threw out the city, there is not much that can be done for this.
- 4.
- 5.

**Storm Drains**

1. All the drains and ditches are froze over, which can easily be a problem when the temperature warms up.
2. We are starting to have water run, due to warming in the afternoons, we have had to start cutting the ice in spots so water can reach the drains, this will be an ongoing problem until the snow is completely gone.

**Equipment**

1. We have a few maintenance items come up, but they were minor and all repaired.
- 2.

**Park & Restrooms**

- 1.

**Industrial Park**

- 1.
- 2.

**Misc.**

1. If I have forgotten anything or if there are any questions please let me know.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment B (Animal Control Written Report)

**Animal Control Report**

**02-10-14**

Animal Control has been steady, I have been patrolling every day possible. With the weather beginning to warm up I expect people to start letting their animals out more. With that there is a possibility that the animals will start running around more. I will keep my eyes open in case of any instance this may happen. I have not received any complaints or phone calls recently. I will however continue to do my daily patrols to the best of my abilities. I did find a muskrat on Main Street that seemed to be hit and was dead. I did dispose of it.

C.W. White

Animal Control Officer

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C (Engineers Written Report page 1)



## PROJECT STATUS REPORT

**PROJECT NAME:** Contract City Engineering Services

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

**JOB NO.:** 13006

**DATE:** February 10, 2014

---

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

- There is no new information on this topic.

#### Action Items

1. Meet with City Staff to discuss how we want to proceed with the remaining phases of the project. Do we plan on constructing anything during the Summer of 2014?
2. City Staff to work with Sandy Schiffmann to install small pipe and gravel when retainage work is completed by Ms. Schiffman preventing the gravel fill from going under the existing stairs/deck and building.

### North Commercial Avenue

- There is no new information on this topic.

#### Action Items

1. Finalize 30% design cost estimate.
2. Meet with City Staff to discuss 30% design budget, the proposed phased approach, and a scope of work for final design.
3. Prepare final design proposal for review and approval by City Council based upon meeting(s) with City Staff.
4. Work with City Staff and the City's newly hired grant administrator/writer, Clearwater Economic Development Association (CEDA) to try and secure additional funding for this project.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C (Engineers Written Report page 2)

Project Status Report - City of New Meadows

February 10, 2014

**Gravel/Rock Source**

- There is no new information on this topic.

Action Items

1. Crestline to meet with City to discuss the cost/benefit analysis of using material from the proposed borrow/rock source for road subbase material. If it is decided to proceed with the source, Crestline will work with Mac to develop a Task Order for the preparation of formal Reclamation Plan to submit to the Idaho Department of Lands (IDL) for review and approval.
2. Also, 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 topic. At the October City Council meeting it was agreed that we get together and discuss after the first of the year.

Action Items

1. Follow up with Mayor and Staff to discuss project status and how we would like to proceed with the project. To be completed during January/February 2014.
2. Possibly continue with the conceptual design and quantity take off for the project based upon this meeting.

**Flooding from Farm Fields**

- There is no new information on this topic. We have followed up with the Adams Soil & Water Conservation District (AS&WCD) via email and are awaiting a response with an update.

Action Items

1. Continue to follow up with the AS&WCD and provide updates to City Staff.

**Facility Plan/EID**

- We received email correspondence from JUB that the EID agency consultation letters have gone out and DEQ sent out their letters to the Tribes on 2/4/2014. Ester Ceja with DEQ was on an extended vacation and JUB had a few additional comments that they needed to address which took about a week longer than they had hoped. At this point, all the letters are out and they have already begun to receive comments pertaining to the document.

Action Items

1. Continue to follow up with JUB on the status of the DEQ's final approval of the facility plan as well as the EID during the agency comment period.

**Land Application Site**

- City staff completed the initial monitoring of the wells last month. Crestline will work with Doug to review the information collected and discuss a protocol for collecting future results.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C (Engineers Written Report page 3)

Project Status Report - City of New Meadows

February 10, 2014

- Continuous monitoring will need to be completed during winter snow melt and through the growing season.

Action Items

1. Review collected data with Doug and discuss future methods for monitoring and how to log the collected data.
2. Start to prepare for continuous monitoring of the wells with City Staff.

**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 the stormwater collection 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.

**IDEQ Grants and Loans**

- There is no new information on this issue. We are currently waiting to hear back from the DEQ to determine if New Meadows is potentially eligible for a Public Wastewater System Construction Loan/project funding.

Action Items

1. None until notified by DEQ.

**Other**

- Crestline worked with City Staff to review the City's current development standards for stormwater management. Initial review of this topic was sparked by review of the Brown's Business development project. A letter was prepared outlining the findings in our review and recommendations moving forward.

CITY OF NEW MEADOWS  
REGULAR CITY COUNCIL MEETING  
FEBUARY 10, 2014 AT 7:00PM  
CITY COUNCIL CHAMBERS NEW MEADOWS CITY HALL

Attachment C (Engineers Written Report page 4)

Project Status Report - City of New Meadows

February 10, 2014

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