

REGULAR CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES
HELD MONDAY, JUNE 10, 2019 AT 6:30 P.M. IN
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS

Agenda Item 1 – Welcome – Roll Call – Pledge of Allegiance

Present were Council Members Darla Weber, Jeff Parnett, Julie Good, and Mayor Darbey Edwards. Carol Bond was absent.

Staff present were Mac Qualls and Angie Mettie.

Mayor Edwards opened the meeting at 6:42 P.M. and led the Pledge of Allegiance.

Agenda Item 2 – Information (NO ACTION)

The Council reviewed staff reports. City Clerk Qualls stated that he and the Mayor toured the city looking for compliance issues per the clean-up ordinance. Council President Good stated that all council members should also tour as much of the city as possible to be aware of and educated about possible properties not in compliance. Grass and weed letters could be sent now, but the Council would like to wait until they have time to review properties before sending out the cleanup letters. Mayor Edwards and City Clerk Qualls will do a final review and take photos on Monday, June 17th.

The Council would like to have Tim Farrell of Mountain Water Works give an update on the water project at the first City Council meeting of each month.

Council President Good stated that the West Central Mountains Economic Development Council is working on presentations for the economic summit. Their theme is *successes in the region*. The Mountaineer Tiny Home project, the clean up ordinance, collaboration with the school on the Anne Franke Memorial Project and the Packer John Project were all honorable mentions. She encouraged the Council to give input of other successes around Meadows Valley.

Council President Good would like to establish a line of communication with the Adams County Commissioners by possibly having a Council Member attend their meetings once per quarter, and inviting Commissioners to attend a Council meeting.

Agenda Item 3 – Audience Communication

There was no audience communication.

Agenda Item 4 – Public Requests

There were no public requests.

Agenda Item 5 – Discussions

Supplemental Zoning Ordinance Amendment

The Council reviewed the corrected draft Supplemental Zoning Ordinance.

Right of Way Permitting

The Council reviewed the draft right of way permitting ordinance. Changes included:

- Add “*traveled areas*” from page 3 Section 6 to the definitions.
- Add that the City reserves the right to lay additional utility lines deemed helpful to the city as long as it doesn’t interfere with the applicant’s project.
- Remove the word “*qualified*” from Section 5.A.
- Change “*director*” to “*public works director*” throughout.
- Change “*public way*” to “*public right of way*” in Section 4 paragraph 2.

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- Under Section 5, require that Dig-line or other service be contacted to locate underground utilities.
- In Section 5.B, research the standard work hour requirements for right of way permits.
- In Section 5.I, require that “*all affected property owners*” be notified as well.
- Create a separate “Paving” section, that includes Section 6.B and 6.N- 6.S.
- Research better wording for Section 7.D.
- Change “*circulation*” needs to “*travel*” needs in Section 8.A.3
- In Section 10.C, change “*shall*” to “*may*” be waived.
- In Section 10, add that an additional per-hour fee applies for re-inspection by Public Works Director beyond the initial inspection fee included in application fee.
- In Section 11 add that Public Works Director must approve and inspect the project before the bond will be released.
- In Section 11, change the bond amount to \$50,000. State that bond may be forfeited if not completed on time as per specifications.
- In Section 13, remove letter B. State that only authorized dwelling units will be allowed and shall conform to city ordinances.
- Remove definition of “*unauthorized dwelling unit.*”

Changes will be added to the draft and reviewed at a later meeting.

Recycle Center

The Council discussed the recycle center and possible options for recycling cardboard and plastics. These can still be taken to Council. One idea was to offer a new utility to collect recyclables. Cardboard could be composted and made into topsoil. Possibly a portion of license plate fees could go to recycling. Mayor Edwards would like to attend the Commissioner’s meeting to share ideas and options.

Agenda Item 6 – Action Items

A. Water Grant Action Items

The following actions were taken to fulfill grant requirements for the water project.

Notice under the ADA Resolution:

- Council President Good moved to adopt Resolution 252-2019; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Good – yes. Motion carried.

Fair Housing Coordinator Appointment of City Clerk:

- Council President Good moved to appoint Jacob “Mac” Qualls as Fair Housing Coordinator for the City of New Meadows; Council Member Parnett seconded the motion. Roll Call vote: Weber – yes, Parnett – yes, Good – yes. Motion carried.

Section 504 Transition Plan Update Approval:

- Council President Good moved to approve Section 504 Transition Plan Update; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

B. Contract / Agreement Approvals for FY 2019/2020

FY 2018-2019 Audit Engagement Letter

- Council President Good moved to approve the audit engagement letter; Council Member Parnett seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Good – yes. Motion carried.

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FY 2019/2020 Law Enforcement Services Agreement

- Council Member Parnett moved to approve the Law Enforcement Services Agreement; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Good – yes. Motion carried.

FY 2019/2020 Prosecuting Services Agreement

- Council President Good moved to approve the Prosecuting Services Agreement for FY 2019/2020; Council Member Weber seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Good – yes. Motion carried.

FY 2019/2020 Municipal Legal Services Agreement

Council President Good would like to change the name in Section 1 to “Perkins Mitchell.” In Section 2, change “perform and render services” to “provide information for.”

- Council President Good moved to approve the Legal Services Agreement with the changes to the name and change to Section 2, to “information;” Council Member Parnett seconded the motion. Roll Call Vote: Weber – yes, Parnett – yes, Good – yes. Motion Carried.

C. General Administrative Action Items

Training & Travel Authorization for Mac Qualls to the AIC Conference & III-A Conference June 18-21st

- Council President Good moved to approve training and travel for Qualls; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Setting a Public Hearing date for the Supplemental Zoning Ordinance

- Council President Good moved to set a Public Hearing date of July 8th for the Supplemental Zoning Ordinance Amendment; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Quorum Policy / Resolution

Changes to the quorum policy included:

- Change spelling of “administrative.”
- Change 1.E to state that public present at remote location shall be acknowledged and may only participate as a public observer.
- Change the tenses to match the “IF” statements.
- Letters B-I should be in a new section.
- Remove 2.D.
- Change “member” to “Elected Official” throughout.

The Council would like to review the final resolution at the next meeting.

Cultural Liaison Appointment

The Council chose not to pursue a cultural liaison.

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Abatement Order – 511 South Morgan

The Council discussed the court-ordered clean-up at 511 South Morgan. City Clerk Qualls looked into bringing construction containers to the site for cleanup. The Council discussed liability for volunteers and wanted to have a plan in place for the process of cleanup. A Cleanup Brigade was suggested, which would consist of a group of volunteers to help with cleanup around the City. This would be for properties where help is welcome. The Council would like the Sheriff involved on court-ordered clean-ups where volunteers would be working on a property. Also, the property owner should be notified when clean-up will occur.

Consideration for Committee Appointments

There were no appointments to consider.

Approval of City Council Meeting Minutes

The Council reviewed minutes from May 6th and May 20th, 2019. The date on the May 6th minutes should read May, not April.

- Council President Good moved to approve the City Council Minutes for May 6th and May 20th, 2019; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Claims to Date

The Council reviewed claims to date. Two of the claims required an explanation from Crestline.

- Council President Good moved to approve the claims to date with Qualls verifying the expenses from Crestline; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Financials & Payroll Reports

The financials and payroll reports will be approved at the next meeting.

Agenda Item 7 – Future Meeting Topics

Council Member Parnett stated that he will not be at the June 24, 2019 Council meeting. Therefore, the Budget Workshop that was to be held on June 24th will now be held on July 8th at 4pm.

July 8th 4:00 P.M.: Budget Workshop, July 8th 6:30 P.M.: playground equipment purchase, public hearing on Supplemental Zoning Amendment, Quorum policy, update from Crestline, FY 19/20 Contract / Agreement for building inspection, rate setting.

Future Meeting Topics: Park Master Plan, Urban Ranching, City-Wide Broadband.

Agenda Item 8 – Adjourn

- Council Member Good moved to adjourn; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Meeting adjourned at 9:48 P.M.

Darbey Edwards, Mayor

ATTEST: _____
Jacob M. Qualls, City Clerk / Treasurer